

Vacation Studentships - Application and Award Guidance Notes

1. All applications for a Vacation Studentship must be fully costed and approved by the University in the normal way.
2. If the application is successful, please forward the award confirmation to your Project Officer in order to make live the account from which you can spend.
3. The student will not be paid unless a Student Bursary Form (attached) is completed. This will be circulated with the RGN1. Section A should be completed by the PI and signed by the Student and Head of School. Section B should be completed by the Student. When Sections A and B are complete, please pass the form to your Project Officer, who will check the details and then forward the form to the Salaries Office.
4. The Student will be paid weekly and directly into their Bank/Building Society Account after the project has started. Please allow sufficient time for all the necessary paperwork to be completed before the Student starts his/her Vacation Scholarship Project.

HEB
03/09/2012

University of East Anglia

Student Bursary Form

Section A – to be completed by the PI

Funding Body: _____

Principal Investigator: _____

School: _____

Student: _____

Start Date: _____

End Date: _____

Number of Weeks: _____

Amount per week: _____

National Insurance Number: _____

Signed: Student: _____

Head of School: _____

REN Office Use

To Salaries Office:

Please make the necessary arrangements for the above weekly amount to be credited to the student's bank account (details overleaf). No tax or NI should be deducted.

Employee No: _____ (To be completed by Salaries Office)

First payment: _____

Last payment: _____

Total number of weeks: _____

Account number: _____ (Use format: RXXXXX. School code. E.NS)

Signed: _____

Date: _____

Section B – to be completed by the Student

**Payment of Wages
by Direct Credit**

Please write in block capitals

Student Address:	Full Name:
	School/unit:
	Job Title:
	Work Location:
	Date of Birth:

Please pay my wages direct to the Bank/Building Society as detailed below:

Name of Bank/Building Society:	
Address of Branch where account is held:	

Type of Account:	
Account Holder's Name:	
Sort Code and Account Number:	
Signature:	
Date:	

Salaries Department Use Only:	
Account Number:	Employee Number:
Date Received:	Pay Week Applied: