



**Postgraduate Merit Award Full-Time /Honours to PHD 5Yr Scholarship Claim Form**

**\*NB: To be completed by the Head of School provided that six hours week of duties have been completed by the student.**

One completed claim form should be submitted to the **Reception** every block (Financial Aid & Scholarships Office) Room 0130, Ground Floor, Senate House, **before or by the following dates:**

- **First instalment:** 15th March
- **Second instalment:** 2nd May
- **Third instalment:** 1st August
- **Fourth instalment:** 1st November

- Stipends are processed after the above deadlines.
- Late submission need to be accompanied with a **time-sheet** signed or stamped by the head of school and a **Motivational letter** typed out.
- Please note that the 1<sup>st</sup> installment will only be paid once the acceptance letter signed.
- **Please ensure that your banking details are loaded at the Fees Office before you hand in the claim form.**
- No claims will be back dated.
- Payments will be electronically transferred into your bank account within 7 working days on receipt of a signed claim form.
- Duties assigned are to be academically relevant and not administrative work for staff.
- Awardees are entitled to only four weeks absence from the University or illness (Student is to provide evidence).
- Out of seat students are expected to fulfill duties by the above deadlines.
- **The dates of submission quoted above need to be adhered to. All stipend claim forms will NOT be accepted at the end of the year at once.**
- Outstanding charges, e.g clubs, parking etc, will be deducted from the Final Stipend.

**PLEASE NOTE** that claim forms **MAY ONLY BE SIGNED HEAD OF SCHOOL** or an Officially appointed Acting/Deputy Head.

**TO BE COMPLETED BY THE STUDENT**

Name of bursary: (Please tick box) Postgraduate Merit Award  Honours to PhD 5Yr Scholarship

**Student number**

I (full name of student) \_\_\_\_\_ hereby certify that I am registered as a Full-time student for the degree of \_\_\_\_\_ in the School of \_\_\_\_\_

**Signature of student** \_\_\_\_\_ **Date** \_\_\_\_\_



**TO BE FULLY COMPLETED AND SIGNED BY THE HEAD OF SCHOOL**

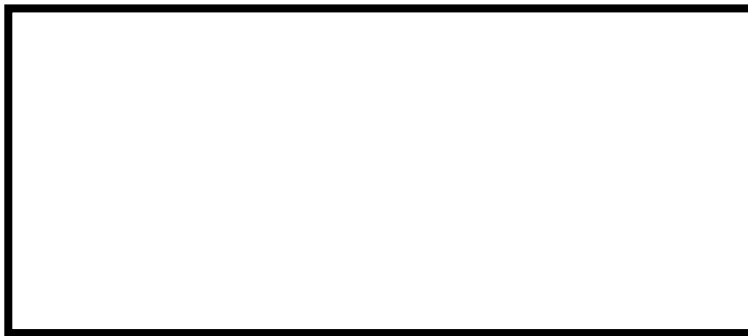
I hereby certify that the student is indeed enrolled as a full-time student for the degree stated above in the School of \_\_\_\_\_ and that he/she is present and undertaking the required 6 hours a week per block.

I hereby confirm that his/her progress is satisfactory to date

I authorise payment of the \_\_\_\_\_ stipend (i.e. 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>) of the Postgraduate Merit Award.

Signature (Head of School) \_\_\_\_\_ Date \_\_\_\_\_

**School Stamp:**



**NB: Awardees/Bursars are required to submit all four claim forms regardless of the status of the fee account. Claim forms which are not received by the appropriate dates will not be processed.**

**Awards will NOT be carried over to the following year.**

**Please note: Stipends are pro-rated in accordance with date of registration. i.e. if you received an offer for the JAN/APR intake but register in April you will be eligible for three stipends and not four.**