INTERNAL FUNDING FOR STUDENTS GUIDANCE

Home Page

Click on the funding to be awarded

Internal Funding for Students

University departments can arrange to pay fees and maintenance costs for a student from a departmental account code. These payments are usually made to research students and can either be funded from a departmental account or from an external sponsor who has previously paid an award to the University for us to administer.

Payments can be arranged for:
- tuition fees and maintenance payments
- prizes and awards
- other fee payments including continuation, submission or resubmission fees

Form Type

Select the funding (more than one, any combination or all can be selected) to be awarded and click Next

Internal Funding for Students

Home > Form Type

User

Enter details in all the mandatory fields (*)

Your Details

Enter your name

Select your department form the drop down list

Enter your extension number

Enter your email address
The above fields are all mandatory

You can complete the second and third contact email addresses if required, so that others can follow the progress of the funding request. Please enter university email addresses only and check for spelling errors. Budget holders are automatically contacted once the form is submitted so you do not need to enter the budget holders email address.

Click Next

**Internal Funding for Students**

If the form you are completing is an amendment to a previous form, tick the Yes, this is an amendment box and type the previous form(s) number(s) in the box below.

Enter the student name

Enter the Admissions or Registration number, this is 9 digits long

The student name and number are mandatory

Click next
Internal Funding for Students

The first type of funding you selected on the Form Type screen will be the first form to complete.

**MAINTENANCE**

Date – Standard dates of October, January, April and July are autopopulated, to amend these, use the calendar to select the correct date.

You can enter up to 8 payment dates per year. If you wish to pay more than 8 payments please complete another funding form with the additional payments.

Amount – type in the amount you wish to pay the student on each payment date.

RCUK – if the funding is from the RCUK, tick this box. For future years RCUK funding type in the estimated funding and tick the RCUK box. If you do not tick the RCUK box then the exact amount of funding you have entered in the amount column will be used for payment.

Code type – Select whether the funds are being debited from a Cost Centre, WBS or G/L code.

Code – Type in the code funding is being debited from (you can copy and paste the code into the boxes below) Cost Centre eg: 301234 WBS X/123456-11-1 or R/123456-1-1

If you are unsure of the code you require, use Code Lookups (located under Total Amount Year 8 box) Codes can be copied from here and pasted into the Code box.

If you enter an invalid code a warning message will appear at the top of the screen when you click next when you have completed the form.

**Multiple Years Funding**

If the funding covers multiple years click on the Year 2 button etc and complete the details as required and so on for future years.

The totals add up in the Total Amount Year 1, Year 2 etc boxes.
There are up to 8 years on the form to incorporate part time students

**Source of Funding**

Select from the drop down box where the funding is coming from. This is used for HESA reporting, if the source of funding is unknown please leave blank. If more than one source of funding please add a note of the information in the notes section.

**How Many Years Funding**

Select how many years are being funded from the drop down list. This must tally up with the amount years you have input above or an error message will appear when you click Next

**Notes**

This is to be used for any additional information, but is not mandatory

**Study Type**

Select Full time or Part Time
Multiple codes

If funding is coming from multiple codes, amend the date in the date box to show the correct date of payment eg: the form could have 2 date boxes with the same date but different Codes, see example below
Example of error messages

If you have entered anything incorrectly on to the form when you click Next an error message box appears at the top of the screen.

Once you have clicked Next you are taken to the next form you need to complete if you selected more than one form on the Form Type screen.

**TUITION FEE**

Amount – type in the amount you wish to pay towards the Tuition Fees

There are up to 8 lines on this form which can be utilised if the funding is coming from different codes

RCUK – if the funding is from the RCUK, tick this box. For future years RCUK funding type in the estimated funding and tick the RCUK box

Code type – Select whether the funds are being debited from a Cost Centre, WBS or G/L code
Code – Type in the code funding is being debited from (you can copy and paste the code into the boxes below) Cost Centre eg: 301234  WBS X/123456-11-1 or R/123456-1-1

If you are unsure of the code you require, use Code Lookups (located under Total Amount Year 8 box) Codes can be copied from here and pasted into the Code box

If you enter an invalid code a warning message will appear at the top of the screen when you click next when you have completed the form

**Multiple Years Funding**

If the funding covers multiple years click on the Year 2 button etc and complete the details as required and so on for future years

The totals add up in the Total Amount Year 1, Year 2 etc boxes

There are up to 8 years on the form to incorporate part time students

**Total Value**

Totals up the funding of the years input

**Start Date**

This is the start date of the students registration

**Source of Funding**

Select from the drop down box where the funding is coming from

**How Many Years Funding**

Select how many years are being funded from the drop down list. This must agree with the amount years you have input above or an error message will appear when you click Next

**Notes**

This is to be used for any additional information, but is not mandatory

Click Next
Multiple codes

If funding is coming from multiple codes, type the correct amount from each code into a separate amount box eg: the form could have 2 amount boxes completed but different Codes, see example below.
**Preview**

This screen shows you what you have input to enable you to review and make amendments prior to submitting the form, you can print this screen for your records if required, using the Print button at the bottom of the screen.

If amendments are required, click Back at the bottom of the screen, this will return you to the Form Type screen, but the information you have input is retained.

Once you are happy with the details input, click Submit at the bottom of the screen.

**Thank you**

This is the completion screen, with contact details and information.

**PRIZES AND AWARDS**

Payment Date – Date payment is to be made to student, use the calendar to select the date.

Value – Amount to be paid.

Payment Method

- BACS – paid direct into student’s bank account
- Cheque – cheque printed for student
- Other – Cash, this is not recommended

Code Type – Select from the drop down list the Code Type the prize is being debited from.

- Cost Centre
- WBS
- G/L

Code – Type in the Cost Centre (eg 301234) or WBS (eg X/123456-11-1 or R/123456-11-1)

Notes – This is to be used for any additional information, but is not mandatory.

Click Next.
Preview

This screen shows you what you have input to enable you to review and make amendments prior to submitting the form, you can print this screen for your records if required, using the Print button at the bottom of the screen.

If amendments are required, click Back at the bottom of the screen, this will return you to the Form Type screen, but the information you have input is retained.

Once you are happy with the details input, click Submit at the bottom of the screen.

Thank you

This is the completion screen, with contact details and information.

OTHER FEE PAYMENTS

Payment Type - Select what payment relates to from drop down list

Date – Use the calendar to select date

Total Payment – Amount to be paid

Code Type – Select from the drop down list the Code Type the prize is being debited from
- Cost Centre
- WBS
- G/L

Code – Type in the Cost Centre (eg 301234) or WBS (eg X/123456-11-1 or R/123456-11-1)

Notes – This is to be used for any additional information, but is not mandatory

Click Next

**Internal Funding for Students**

**Preview**

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Once you are happy with the details input, click Submit at the bottom of the screen

**Thank you**

This is the completion screen, with contact details and information