

College of Arts, Humanities and Social Sciences

Paying Student Prizes and Travel Bursaries (not PhD Stipends)

AHSS Finance can arrange miscellaneous payments for students in respect of prizes and travel bursaries. Accounts Payable (AP) will arrange a one-off cheque to be raised to the student and will only arrange bank transfers for students based overseas with foreign bank accounts or in exceptional circumstances.

One-off cheques

In order to arrange a payment/s, the request must be sent to AHSS-Finance (not AP) with the following details:

- Name of student (please ensure spelling is correct)
- Amount
- Address (*most cheques are sent to a nominated staff member in the School who will be responsible for issuing the cheques to the student however cheques can be sent to students if requested*)
- Budget code (*GL or Project*)
- Reason

Once we have this information, we can arrange a memo to be raised and signed off by the relevant approver and sent to AP, the cheques will then be issued and sent out on the next cheque run. **AP operate a weekly cheque run and AHSS Finance must have the information to them by noon on a Friday to go in the next run so we will need the information a few days before to meet this deadline. We would advise making requests as soon as possible especially around busy periods e.g. Graduation.**

If you have requests for ten students or more, we are required by AP to complete an upload spreadsheet (blank copy attached), this can be completed at the School and forwarded to AHSS Finance with the request or we can do this for you as long as we have the details.

Overseas payments

In order to arrange a payment/s, the request must be sent to AHSS-Finance (not AP) with the following details:

- Name of student
- Amount
- Budget code (*GL or Project*)
- Reason
- Student's bank details (*you will need to send us an email from the student confirming their full bank details including; account number, name, student's address and contact number, bank address and any banking reference required by their bank to receive international payments e.g. IBAN/SWIFT/Routing number*)

Emergency BACS payments

At AP's discretion they will arrange a UK bank transfer, but this is only in **exceptional** circumstances and if they do not deem so they will issue a cheque. In order to arrange a payment/s, the request must be sent to AHSS-Finance (not AP) explaining the exceptional circumstances and the following details:

- Name of student
- Amount
- Budget code (*GL or Project*)
- Reason
- Student's bank details (*you will need to send us an email from the student confirming their full bank details including; sort code, account number, name, bank address and contact details*)

Please note we can only arrange payment to the student and cannot arrange transfers or cheques to other student even if requested by the student receiving the funds.