University of Leeds
Faculty of Education, Social Science & Law
Procedure for paying a bursary, prize or scholarship funded by an external donation

Bursaries, prizes or scholarships funded by a Donor, are to be paid by the Dept / School / Faculty directly to the student / recipient.

- Payment should be made direct from the Dept / School / Faculty account into which the donor's gift has been transferred by the Alumni and Development Team.

- Bursaries, prizes and scholarships can be paid to students using:
  - a Form 10 (where one payment is to be made to a student in a financial year),
  - a Form 22 (where multiple payments are to be made to a student in one financial year).

Both forms are available at:
www.leeds.ac.uk/studentservicescentre/financial_admin/for_admin.htm

This system will only work if students have registered their bank details on the University portal. If not, they will find instructions on how to do this at:
http://www.leeds.ac.uk/studentservicescentre/financial_admin/bankdetails.htm

Please note, where a gift is paying tuition fees, a different form should be used (no. 21). Please consult Student Finance (Fees) in this event on 36700.

- Some Alumni gifts do fund staff appointments, such as Fellows. However, bursaries, prizes and scholarships should not be made through payroll (though) which would be inappropriate and incur additional costs such as National Insurance.

- Where scholarships or awards are for a full academic year, or longer, the Faculty should consider making payments monthly or termly. As well as assisting the Scholar, this affords protection in the recovery of funds should the course, placement, internship or similar, not be completed.

- Where there is a requirement on the recipient to produce reports and / or other outputs, for Stewardship or otherwise, the Dept / School / Faculty should consider making the payment in instalments, withholding a portion of the award until all obligations have been fulfilled.

Please note: it is the role of the FFM to advise the agreed Stewardship Contact if payments cannot be made for any reason. In the event the difficulty cannot be resolved, the Alumni and Development Team must be informed.