|  |
| --- |
| **Only to be used for Student Maintenance payments** |

**----------------------------------- CLAIMANT DETAILS -----------------------------------**

**If you have a personal reference number from a previous claim, please enter it here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Personal Details Address/Contact details***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | Student Maintenance |  | **House Name** |  |
| **Title\*** |  |  | **Number/Street\*** |  |
| **Forename 1\*** |  |  | **Local Area** |  |
| **Forename 2** |  |  | **Post Town\*** |  |
| **Surname\*** |  |  | **Post Code\*** |  |
| **Gender\*** |  |  | **County** |  |
| **Date of Birth\*** |  |  | **Country** |  |
| **NI Number** |  |  | **Email Address\*** |  |

\* indicates mandatory fields ( email address is required to supply remittance advice )

***Bank Details (UK only)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Name\*** |  | **Bank address\*** |  |
| **Sort Code\*** |  |  |  |
| **Roll Number (if applicable)** |  | **Account Number\*** |  |
| **For international payments, please complete form UPS IPO and send to the Payroll Department** |

**Student’s declaration**

I confirm that I am a student at University of Cambridge and am not undertaking any work or performing any duties in relation to this payment.

**Data Protection**

Please see the University’s Information Compliance Office webpages at <http://www.admin.cam.ac.uk/univ/information/index.html>.

Claimant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Department Use Only:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***This form can only be used for Student Maintenance payments. The payment code is pre-populated in the payment details section.***

|  |  |
| --- | --- |
| **Payment Code** | **Payment Reason** |
| ST01 | Studentship Maintenance |

 |

**----------------------------------- PAYMENT DETAILS -----------------------------------**

**Number of Weeks for this claim: \_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Payment Code | Start Date | **End Date** | **Accounting Code (24 Characters)** | Description | **£** | **£** | **£** | **£** | **p** | **p** |
| ST01 |  |  |  |  |  |  |  |  |  |  |
| ST01 |  |  |  |  |  |  |  |  |  |  |
| ST01 |  |  |  |  |  |  |  |  |  |  |
| ST01 |  |  |  |  |  |  |  |  |  |  |
| ST01 |  |  |  |  |  |  |  |  |  |  |
| ST01 |  |  |  |  |  |  |  |  |  |  |
| ST01 |  |  |  |  |  |  |  |  |  |  |
| ST01 |  |  |  |  |  |  |  |  |  |  |

**If this is the final payment, please inform Payroll so they can close the UPS record.**

Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_