

Externally Funded Research Grant Scholarship

STUDENT TO COMPLETE:

Student's Full Name (as shown in eVision)		Student ID Number	
Bank Account Details (Must be a NZ account. Not possible to pay into a credit card account)	<p>You will need to log into eVision and enter your bank account details via the My Finances section of eVision. If you have not yet done this instructions are included with this form. Please clearly print your bank account details, as verified in eVision, in the spaces below.</p>		
	<input type="text"/> <input type="text"/> Bank	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Branch	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Customer code
			<input type="text"/> 0 <input type="text"/> <input type="text"/> Suffix
Requirements This Grant has been awarded on the following basis: <ul style="list-style-type: none"> I am currently enrolled at Otago University in a formal course of study. Funding is for educational purposes to support my current course of study. No employment relationship will be created or is intended to be created as a result of the provision of this Grant. 			
Disclosure The University of Otago and the student have entered into a scholarship agreement for educational purposes. The University of Otago and this student agree that no employment relationship between the parties exists or is intended to exist and the scholarship agreement does not create such a relationship. The University believes the scholarship meets the requirements of section CW 36 of the Income Tax Act 2007 to be a tax free scholarship. However, the student is responsible for establishing their tax position of any amounts received and to correctly account for tax on any receipt. The University does not intend to deduct tax from the payments the student receives, however, should the University be required to account to the IRD for tax on these payments, the University has the right to recover that tax from the student. Any changes to enrolment may impact the student's eligibility to receive scholarship payments and the student may be required to repay any overpayment of the scholarship back to the University of Otago.			
Student's Signature			____/____/20____ Date

DEPARTMENT TO COMPLETE:

Department name			
Funding body			
Start date of award (must be 1 st of a month)	01 / ____ / 20____ Month Year	Tenure of award	____ months
Total stipend amount (for entire duration of award)	\$ _____ This amount will be divided by the tenure and paid into the student's bank account on the third Thursday of each month.		
Tuition fees (in addition to the stipend amount above)	If fees should be paid in an alternative way (e.g. via HRC third party invoice) please circle "No" below. Tuition fees to be paid? Yes / No Full amount OR Maximum of \$ _____ per annum Student Services Fee also to be paid? Yes / No Medical & Travel Insurance also to be paid? Yes / No (for International Students)		
Conditions of award (e.g. student must be enrolled full-time)			
Authorised by (primary supervisor)	_____ Signature	_____ Name	____/____/20____ Date

RESEARCH & ENTERPRISE OFFICE TO COMPLETE:

Contract number		Contract expiry date	
Account code	PL _____ Don't include dissection. Dissection for stipends is 3616 and tuition fees is 3611.		
The account code will be active and open for the duration of the award	Yes / No	Reason if "No"	
Authorised by (Research Advisor/Enterprise Manager)	_____ Signature	_____ Name	____/____/20____ Date

To enter your bank account details in eVision:

1. Log into eVision
2. From your My Finances container click on the **account and payment information** link.
3. Select **Review my bank details**
4. The bank account details screen will open and you will see your name is already entered into the Account name field.
5. If you need to update your Account name click into the field and type your account name.
6. To enter your bank account number click into the Account number field and start entering your bank account number as it is displayed on your bank statement or online banking.
The format for a New Zealand bank account is 12-1234-1234567-123
 - The hyphens for each section of the account number will automatically display as you enter each part of your account number.
 - If your bank account number suffix (the last section of the account number) is only displayed as 2 digits on your bank account please enter the 2 digits and eVision will automatically add the third digit in the correct place
7. Tab out of the Account number field at which point your bank account number will be validated and the Bank name and Bank location fields will now have been populated.
 - If you see an error message at the top of the screen that your bank account number is invalid please recheck your account number. eVision will only allow you to save a valid account number.
8. Click Save to save your bank account details.