

Processing of D Account Scholarships

- D Account scholarships of duration of up to 6 months to be processed directly by **Colleges, Schools, Disciplines and Professional Support Units** from which the scholarship was awarded.
- D Account scholarships greater than duration of 6 months to be processed by RAO through online scholarship form on RAO [website](#).
- Student Exemption Declaration “SED” form to be populated and returned by all recipient students before scholarship is processed for payment.
- Where the Bursar is the budget Holder on relevant D account cost centre, written approval is required by the Bursar before processing the scholarship.
- Signed SED forms to be saved in SharePoint site which will be shared with you by RAO. (Nominated contact to be provided to RAO for access to site should email scholarshipforms@universityofgalway.ie for access).
- Online Microsoft form link is to be created requesting the following information: Name of student, University of Galway Student ID, PPS No., and Bank Account details. The link should be embedded in the SED form for student to populate (see below for copy of template).
- The information collated from the online Microsoft form should be then transferred to the [Bank Request Transfer form](#). This should be emailed each month to **Non Staff Expense Claims @ NonStaffExpenseClaims@universityofgalway.ie**.
- Correctly completed Bank Request Transfer forms will be uploaded by Non-Staff Expense Claims and paid within 10-working days. Should you wish for payment to be made at the end of the month, please request this in the body of your email to Non-Staff Expense Claims.



Mature Student Scholarship Bank Account Details Form

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Personal Details

1

Name of Student

Enter your answer

2

University of Galway Student ID Number

Enter your answer

3

PPS Number

Enter your answer

