

Payment request form

Incentive Scholarship

To claim a scholarship payment please complete and submit this form with required documentation to ecec.scholarships@det.nsw.edu.au.

Payment requests must be submitted by one of these deadlines for your payment to be processed:
1 March, 1 August, or 18 December

Section 1 Details of scholarship recipient

First name:

Family name:

Telephone (work)

Telephone (mobile)

Email:

You will be eligible for different payments at varying stages of your study. Select your payment type:

How to complete your request for payment

Course Progress payment - provided on receipt of official results that indicate completion of:

- 25% of the total course requirements
- 50% of the total course requirements
- 75% of the total course requirements
- 100% of the total course requirements.

Final payment

Provided on receipt of official Statement of Course Completion or official Academic Transcript verifying that you have completed all course requirements for the award of the qualification.

Course Progress payment

Submit relevant official course results.

The "course progress payment" which a scholar is eligible to receive is determined by the number of units remaining in the course at the time of being awarded the scholarship.

For example, a scholar who had already completed 50% of the total course requirements at the time of the scholarship award will only be eligible for the instalment payments of 75% completion and 100% completion of the total course requirements.

The scholar will not be eligible to receive progress instalment payments for 25% and 50% of the total course requirements.

Final payment

Submit your official Statement of Course Completion or official Academic Transcript.

Section 2

Name of university:

Qualification name:

Total credit points to complete qualification minus any credit gained for prior learning:

Total credit points completed so far:

Total credit points claimed for this payment (This should be equal to $\frac{1}{4}$ of the credit points required to complete the course):

Section 3

If your employer or banking details **have not** changed tick the box/es at **A** below.

If your employer or banking details **have** changed, provide details of these changes at **B** below:

A

Employer details:

Unchanged

Banking details:

Unchanged – as per electronic funds transfer form submitted

B

Name of service at which you are employed:

Service address:

Service telephone:

Name of service at which you are employed:

Banking details

Account name:

Name of bank:

Bank address:

BSB:

Account number:

Section 4

Signature of scholarship holder:

Date form completed:

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