

STUDENT AWARD PAYMENT REQUEST FORM

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information will be used to process the requested student award payment.

To: Queen's Principal Investigator or Trust /Operations Manager:

To ensure payment of their award monies to your student, please complete and sign this form and submit it to either Queen's School of Graduate Studies (if recipient is a graduate student), or Queen's Student Awards Office (all other students).

STUDENT INFORMATION

Student Name (Last, First):	Student I.D.:	Academic Program:
Address:	City/Province:	Postal Code:
Department:	Student Email:	

AWARD AND PAYMENT INFORMATION

Name of Award	Total amount to be paid to student
Disbursement date(s) or details	Amount to be paid per disbursement

ACCOUNT/FUND/CHARTFIELD INFORMATION

FUND# DEPARTMENT# ACCOUNT# PROGRAM# CLASS # PROJECT #

PS Fund, Department, and Account Information is required

Note: If the award is being paid from research funding (i.e. the fund code is equal to 30000 - external funding, or 31000 - internal funding), then a corresponding project number is required.

REQUIRED SIGNATURES

Principal Investigator (for awards paid through research funding)	Print Name	Date
	Email:	Phone
Trust/Operations Manager (for all other student awards)	Print Name	Date
	Email:	Phone

FOR OFFICE USE ONLY

SIGNATURES OF APPROVAL

Financial Services (if required):	Date
Financial Aid Office (SAO or SGS)	Date

Copies: Department (for SGS) Student File (for SGS)