# How to complete a Form 21. Revised May 201819.

Completing a Form 21 is the way for a school/department to pay a tuition fee scholarship to a student. Student Fees process over 5000 Form 21 scholarships each year, so to avoid delays or errors please follow the guidelines below.

## Individual and multiple entry forms

You can either complete an **individual** Form 21 (in Word) or if the same scholarship is applicable to multiple students you can complete a multiple entry spreadsheet (in Excel) which is referred to by the Fees team as a **multi-list**. The layout is different but the information we require is the same.

If you are completing a **multi-list** the Account to Charge and GL code must be the same. Please sort the multi-list in amount order (Column D).

We expect the same level of checks to be undertaken for both individual and multi-list forms.

## Checks to do before completing the Form 21

* Are you intending to pay a student a tuition fee scholarship?
	+ Form 21 are to be completed for Tuition fees only and no element of payment for work performed by the recipient for or on behalf of the University of Leeds. If you wish to make a payment directly to the student as an award or maintenance use **FORM 10 or FORM 22**. These are processed by the Funding team.
* What University of Leeds account should be used?
	+ Has the budget for this account been exceeded? If it has please ensure funds are in this account before you send the form to Fees
* What type of scholarship is it - what is the Major Source of Funding for this scholarship?
	+ This is so that we can report scholarship information to HESA, it is essential for processing the form. A list of all the Major Source of Funding codes are at the end of this document and the third tab of the **Form 21 multiple spreadsheet revised May 18.**
	+ **Is the award for a Tuition Fee Waiver?** For example a reduction for mitigating circumstances which would previously have been processed via a Form R or Form Z.
* Is the student eligible for this scholarship?
	+ The Fees team do not audit eligibility. For example, if the scholarship is only valid for alumni or self-funding students you must check this before completing the form.
* Has the student been informed?
	+ We do not contact students to say an award has been added to the system, you must notify the student to ensure they know about any scholarships.

## The fields on the form (you must complete all fields)

**Surname** = surname name of the student

**First name** = first name of the student

**Student ID** = Student number from Banner

**Amount of Award** = The amount you intend to give this student for tuition fees in the named academic year. If you are providing a tuition scholarship every year you must complete a separate form each year.

**Date Award Commences** = Start date of student

**Date Award Ceases** = End date of student in named academic year

**Academic year award covers** = Banner term for award

**Account to charge** = the University account that we should deduct funds from after the student registers. If the student is already registered the amount will be deducted within 48 hours. If you are using a multi-list please use a different form for different account numbers.

**Major Source of Funding** = the relevant MSFE code to help us understand the type of funding

**GL Code** = This is to help us deduct the money from the correct University account, **From 201819 new GL code 56042 issued for Tuition Fee Waivers.**

**Completed by** = the person who completed the form and checked the details

**Authorised by** = the authorised signatory who has approved the tuition scholarship payment

**This form must be signed by an authorised signatory – this can be done by email authorisation as long as the email is included in the email trail sent to form21@leeds.ac.uk**

If you do not know who your authorised signatory is please contact Fees to find out.

## When will the school/faculty account be charged?

Your account will be debited when the student completes online registration, if they never complete online registration your account will never be debited.

## Major Source of Funding Codes and what they mean

01 No award or financial backing

02 Award assessed by English or Welsh LEA & paid in full by LA or by the SLC (includes EU students assessed by SLC)

03 Paid in full by Student Awards Agency for Scotland/Student Loans Company (SAAS/SLC); includes where fee is paid directly to provider

04 Paid in full by DELNI/Northern Ireland Education & Library Boards (via Student Loans Company) (includes EU students in NI)

06 Local Government - Channel Islands & Isle of Man/Scottish FE Bursaries

07 Fee waiver under government unemployed students scheme

08 British Academy

09 Fees paid under part-time graduate apprentice study programme

11 Biotechnology & Biological Sciences Research Council (BBSRC)

12 Medical Research Council (MRC)

13 Natural Environment Research Council (NERC)

14 Engineering & Physical Sciences Research Council (EPSRC)

15 Economic & Social Research Council (ESRC)

17 Arts & Humanities Research Council (AHRC)

18 Science & Technology Facilities Council (STFC)

19 Research council - not specified

22 International agency

23 Cancer Research UK

24 Wellcome Trust

25 Other Association of Medical Research Charities (AMRC) charity

26 Other charitable foundation

30 NCTL

31 Departments of Health/NHS/Social Care

32 Departments of Social Services

33 BIS

34 Other HM government departments/public bodies

35 Scholarship of HM forces

36 Scottish Enterprise Network/Highlands & Islands Enterprise/Local Enterprise Companies (LECs)

37 LEA training grants scheme

38 Department of Agriculture & Rural Development for Northern Ireland (DARDNI)

39 Scottish Local Authority - discretionary award

41 EU Commission (EC)

42 Overseas student award from HM government/British Council

43 Overseas government

44 Department for International Development

45 Overseas provider

46 Overseas industry or commerce

47 Other overseas funding

48 Other overseas - repayable loan

49 ORSAS

52 Mix of student & SLC (following assessment by English or Welsh LA, or SLC for EU students studying in England and Wales)

53 Mix of student & Student Awards Agency for Scotland/Student Loans Company(SAAS/SLC)

54 Mix of student & DELNI/Northern Ireland Education & Library Boards (via Student Loans Company)

61 UK industry/commerce

71 Absent for year

81 Student's employer

91 Provider own funds

96 FE student - New Deal

97 Other

98 No fees

99 Not known