WESTERN SYDNEY UNIVERSITY

Procedures

for

Internal Sponsorship /

Internal Scholarship

Payments

_____

1. Purpose

The aim of this document is to provide relevant staff with the appropriate procedures on how to request for an internal scholarship / sponsorship payment to be allocated to the nominated student account. The scholarship / sponsorship payment is funded by a School within the University.

2. Instruction

Before you start

When paying scholarships for student(s) attached to a sponsor ID (eg. 22000235):

- Check that student is attached to a sponsor
- Check that appropriate fees have been calculated
- Check that student personal fees have not been attached to sponsor
- Expect overnight processing before changes reflected in Sponsor Summary Statement / Student Statement of Account.
- Please note that Accounts Receivables cannot process amounts that is different to the amount in the Statement.

School

Step 1: Obtain one of these reports from Argos:

- **SPON001- Sponsor Summary Statement:** if the student fee is attached to a sponsor. Payment will be allocated to the Sponsor account.

- **SOA001 Statement of Account / or Debtors – By Student ID:** if the student fee is NOT attached to a sponsor. Payment will be allocated directly to the Student account.

Step 2: Complete the 'AR_Scholarship _Sponsorship payments summary" spreadsheet.

Step 3: Complete **Part 1** and **Part 2** of the SCHOLARSHIP / SPONSORSHIP PAYMENT REQUEST form.

Western Sydney University
Office of Finance
Locked Bag 1797
Penrith NSW 2751 Australia

WESTERN SYDNEY
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INTERNAL STUDENT SCHOLARSHIP PAYMENT REQUEST

Part 1 – Student Details	(School)

SURNAME: _____   FIRST NAME: _____

STUDENT ID: _____   SPONSOR CODE: _____
(see 'Before you start')

COURSE: _____   SEMESTER/TERM: _____

Part 2 – Department Details	(School)

SCHOOL NAME: _____

SCHOLARSHIP AMOUNT: $ _____

PAYMENT APPROVED: _____ _____

                        Signature   Name

                   _____ _____

                        Position   Date

Step 4: Approve payment in accordance with University delegations.

Step 5: Send all documents completed in step 1 to 5 to your Senior Finance Business Partner to process journal.

Senior Finance Business Partner

Step 6: Check payment details and ensure all required information is submitted.

Step 7: Process a journal in Oracle Financials using the template provided (part 3 on form). This will transfer the scholarship expense to a clearing account awaiting receipt processing.

Part 3 – Journal Details										(Client Accountant)	
	Centre	Project	Acct	Cam	Ent	Tp	Debit	Credit	Tax	Type	Code
HECS/Fees			770				$		Yes	Sup/Tax	Free
St Assn:			770				$		Yes	Sup/Tax	10%
GST:	09999	00000	0866	99	31	00	$		Yes	Sup/Tax	10%
Clearing:	09999	00000	0277	99	31	00		$	No		

Details:_____

Journal Batch Name:_____ Date: _____

Student Sponsor debt details checked on Banner (SPON001): [   ] (Yes/No)

Posting Complete:_____ (signature)

Step 8: Forward all documents completed in step 2 to 7 to Accounts Receivable at receivables@westernsydney.edu.au for processing.

IMPORTANT:

- Please allow overnight processing for any changes in Banner reflected in Sponsor Summary Statement/ Student SOA.