Document Reference: 21011

Project Claim Form
This form must be completed and returned to the Skills South Tyneside once provision is authorised and paperwork is validated

Project Details							
Provider			Schedule No.	ı			
Order No.			Course Code				
Invoice No.			Claim No.				
Payment Details							
Gross Claim			Net Claim				
Plus VAT (where applicable)			Invoice Amount				
All claims for payment must be supported by a list of learners as specified in your Funding Agreement.							
Provider Stateme	ent						
I confirm that I have read and understood the terms and conditions of my Funding Agreement with Skills South Tyneside, and that, to the best of my knowledge, this claim for payment complies with those terms and conditions.							
I have enrolled all learners using Skills South Tyneside enrolments, (either through PICS or paper-based enrolments) in respect of every learner in this claim.							
 For learners where I am claiming fee remission I confirm that I have seen evidence of eligibility for remission. 							
 For learners who have left any of the above courses, I have submitted the Skills South Tyneside Learner Amendment form. 							
For learners where I am claiming a Retention Payment, I have submitted suitable evidence of attendance.							
For learners where I am claiming an Achievement Payment, I have submitted suitable evidence of achievement as below: Non-Accredited Adult Education – register, personal learning plan and non-regulated certification. Accredited Adult Education – register, personal learning plan, certification, Awarding Body registrations Study Programme – fully completed learner file and certification Traineeship – fully completed learner file, certification and destination tracking							
I understand that failure to provide any of the above may delay payment.							
Signed		I	Name				
Position		1	Date				

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No	Course Code	Course Title	First Name	Surname	Start Date	End Date	Description of Payment Claimed	Amount

Skills South Tyneside Use Only

Checked (please initial where	Skills South Tyneside Initial		
Checked claim against relevant	schedule of work and price per lea		
Checked claim against evidence	cked claim against evidence of spend (where applicable)		
Checked data against records he	a against records held by the Skills South Tyneside (PICS)		
Cleared for Payment	Signature	Name	Date
Employment and Skills Officer			