

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.	
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 Statement			
<ul style="list-style-type: none"> 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. 			
<ul style="list-style-type: none"> 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. 			
<ul style="list-style-type: none"> For learners where I am claiming fee remission I confirm that I have seen evidence of eligibility for remission. 			
<ul style="list-style-type: none"> For learners who have left any of the above courses, I have submitted the Skills South Tyneside Learner Amendment form. 			
<ul style="list-style-type: none"> For learners where I am claiming a Retention Payment, I have submitted suitable evidence of attendance. 			
<ul style="list-style-type: none"> 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 			
<ul style="list-style-type: none"> I understand that failure to provide any of the above may delay payment. 			
Signed		Name	
Position		Date	

