#### Project Claim Form

This form must be completed and returned to the South Tyneside Works once provision is authorised and paperwork is validated

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| **Project Details** | | | |
| **Provider** |  | **Schedule No.** |  |
| **Order No.** |  | **Course Code** |  |
| **Invoice No.** |  | **Claim No.** |  |

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| **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.

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| **Provider Statement** | **Tick to confirm** |
| I confirm that I have read and understood the terms and conditions of my Funding Agreement with South Tyneside Works, and that, to the best of my knowledge, this claim for payment complies with those terms and conditions. |  |
| I have enrolled all learners using South Tyneside Works 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 South Tyneside Works 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 |  |
| I understand that failure to provide any of the above may delay payment. |  |

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| **No** | **Course Code** | **Course Title** | **First Name** | **Surname** | **Start Date** | **End Date** | **Description of Payment Claimed** | **Amount** |
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| **Form Completed by** |  | **Position** |  | **Date** |  |