***see*NTU**

**Last updated on 28 April 2023**

**Student Assistant Payment Form**

|  |
| --- |
| **STUDENT ASSISTANT PAYMENT GUIDELINES**   1. All details of the Student Assistant must be furnished accurately. 2. Payment will be made by NSS-Finance directly into the GIRO account. Ensure that the Student Assistant’s GIRO account has been enabled. 3. The hourly rate for Student Assistant should take reference from the payment guidelines (Annex A) in the WSS Policy. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TO: NSS-FINANCE**  **PAYMENT FOR STUDENT ASSISTANTS (for *see*NTU Programme)**  Please pay the following amount(s) through Cost Centre **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(to be completed by Office of Admissions),* as payment for *see*NTU Programme to the student(s) listed. | | | | | | | | | | | | |
| 1. **PAYMENT FOR STUDENT ASSISTANT(S) (TO BE FILLED IN BY MODULE LECTURER)** | | | | | | | | | | | | |
| **S/N** | | **Name of Student Assistant** | | **Matriculation No.** | | | **Hourly Rate** | | **No. of Hours** | | **Total Payable** | |
| 1. | |  | |  | | | $ | |  | | $ | |
| 2. | |  | |  | | | $ | |  | | $ | |
| 3. | |  | |  | | | $ | |  | | $ | |
| 4. | |  | |  | | | $ | |  | | $ | |
| 5. | |  | |  | | | $ | |  | | $ | |
| 6. | |  | |  | | | $ | |  | | $ | |
| 7. | |  | |  | | | $ | |  | | $ | |
| 8. | |  | |  | | | $ | |  | | $ | |
| 9. | |  | |  | | | $ | |  | | $ | |
| 10. | |  | |  | | | $ | |  | | $ | |
| **TOTAL PAYMENT TO STUDENT ASSISTANTS** | | | | | | | | | | | $ | |
| 1. **ACKNOWLEDGEMENT BY MODULE LECTURER** | | | | | | | | | | | | |
| Name of Module Lecturer: | | | Module Code: | | | Signature: | | | | Date: | | |
| 1. **VERIFICATION BY CHAIR** | | | | | | | | | | | | |
| Name of Chair: | | | | | | Signature: | | | | Date: | | |
| 1. **APPROVAL BY DIRECTOR OF ADMISSIONS** | | | | | | 1. **CHECKED BY** | | | | | | |
| Signature: | | | | | |  | | | | | | |
|  |  | | | |  |  | |  | | | |  |
|  | *Director of Admissions* | | | |  |  | | *Name & Signature*  *Head, Talent Outreach* | | | |  |