## The Register of Support Providers at Queen’s University

## Work Record

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| --- | --- | --- |
| **Support Provider Name:**  | **Support Provider Address:** | **Postcode:** |
| **Bank Account No:**  | **Sort Code:** |
| **Student Name:** | **Funding Body:** |
| **Student Date of Birth:** | **Month & Year of Claim:**  |
| **Nature of Support:**  | **SFE Equivalent Activity Title** (for Register use only) |

**Details of Support**

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| --- | --- | --- | --- | --- | --- |
| **SUPPORT** | **No of HOURS** | **AREAS COVERED** | **STUDENT SIGNATURE** | **COST (£)** | Register use only:**SFE NMH****RATE (£)** |
| **DAY** | **DATE****(DD.MM.YYYY)** | **TIME** |
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| **TOTAL NO OF HOURS:** |  | **TOTAL COST** **OF SUPPORT PROVIDED (£):** |  |  **TOTAL** **SFE (£):** |  |

I confirm that the above is an accurate record of the support that has taken place during the timeframe detailed. Any cancelled or non-attended support is recorded and a Missed Cancelled Session Proforma(s) is attached.

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| **Support Provider Signature:** |  | **Date:** |  |