## 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**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** |  |