

Fees and Associated Expenses Claim Form

http://ncl.apps.ac.uk/FeesExpensesClaim

Fees and Associated Expenses Claim Form

Section 1 - Personal Information - TO BE COMPLETED BY THE CLAIMANT

Title

First Name

Middle Name

Last Name

Date of Birth

/

/

Gender

☐

Male

☐

Female

☐

Other

Personnel Number

Student Number

National Insurance

☐

Tick if you never had a NI

Home Address

Post Code

Email Address

Eligible To Work in UK

☐

Yes

☐

No

Select School

School

Section 2 - Personal Information - TO BE COMPLETED BY THE CLAIMANT

Needs to be filled in if you do not have a personnel number

Your Present Circumstance

Tick One

☐

Circumstance 1

☐

Circumstance 2

☐

Circumstance 3

Student Loan Advance

☐

Tick if you have left a course

Ethnicity

Tick One

☐

a

☐

b

☐

c

Section 3 - Claim Details - TO BE COMPLETED BY THE CLAIMANT

Work Start Date

/

/

Work End Date

/

/

Work Undertaken

Wage Type Code	Activity	Details	Total Fee Claimed
6590	Teaching Fee	Hard Work	£10
6591	Invigilator	Easy Work	£20
6592	Research Fee	Hard Work	£10

Expense Details

Date	Details	Amount Claimed
06/17/17	100 Car miles	£10
07/07/10	Sandwich	£20

Pension - Auto Enrolment

Some Text will be displayed here. This text will be updateable from an admin screen within the sytem

Pension - Auto Enrolment

Some Text will be displayed here. This text will be updateable from an admin screen within the sytem

Declaration

TO BE COMPLETED BY THE CLAIMANT

☐

I Confirm

Submit

This is a mock up of the system, which shows the flow of how it will work from an end users point of view. It is not a design of the entire system

Some fields will be mandatory. Some sections will only appear if certain fields are filled in. There will validation on some input fields.

A user can submit the form only if they they have ticked the declaration box.

A Web Page

http://ncl.apps.ac.uk/FeesExpensesClaim/submitted

Fees and Associated Expenses Claim No. Fee123

Claim No. Fee123 has beed sent to somewhere@ncl.ac.uk and to your inbox

Thank you for your submission. Please come to reception with your claim no. to sign and claim your fees.

You must bring the following documents

1.Passport

2.Proof of address

3.Bank Details

(Exact text will be configured in admin screen)

OK

At this point, the submission will be saved into a database.
A pdf of the Claim form will be created from the details provided. (See attached docx).
An email will be composed and the genrated pdf will be attached to it. (Again contents of the email will be composed in an admin screen).

This email will be sent to the selected school and to the claimant.

For now it is assumed only an email will be sent to the school. The school is expected to print off the generated pdf so that the claimant can "wet sign it" , when they come in with their identity documents.
A more complex system could be designed where the school could retrieve the form from the database - lot more work but obviously better work flow.

A Web Page

http://ncl.apps.ac.uk/FeesExpensesClaim/Admin

Fees and Associated Expenses Claim Admin

From this section selected admin users will be able to configure certain parts of the system.
Admin user will have to log in via shibboleth to access this page.

Some of the things that an admin can do are

1.Edit school email addresses. (A separte job is required to bring in a list of schools into the system)

2.Edit various labels and text boxes.

3.Edit email wording.