

## 918 – NHS Blood and Transplant

### Development Funding - Payment declaration and salary deduction authorisation

Full name; -

Assignment number; -

Total course costs	£	Annual course cost	£
Total funding	£	Annual funding	£
Total employee contribution	£	<b><u>Annual Employee Contribution</u></b>	<b>£ _____.</b>

I confirm that I have read and agree to the conditions of the Support for Personal and Professional Development Policy 2015.

For each year of the course I will pay the self-funded **Annual Employee Contribution** (above) by the following method (please tick one):

I will submit a cheque payable to NHSBT:

1 monthly salary deduction:

10 monthly salary deductions:

I authorise NHS Blood and Transplant to make salary deductions as indicated above and to recover any outstanding payments from my final salary should I leave NHSBT.

I understand that the full cost of the course will be recovered from my final salary if I leave NHSBT within one year following completion of the educational programme (redundancy or other NHSBT defined criteria excepted), or if I withdraw from or fail to complete the approved course of study. I understand that the amount recovered will be up to 100% of funding provided.

Salary deductions will be based on the estimated costs as stated in the education funding approval letter where confirmed costs are not available. Adjustments to repayments will be made accordingly at the end of the repayment term where applicable.

Signature of applicant: ..... Date: .....

Budget manager approval: ..... Date: .....

Full name; -

Cost centre; -

[On completion this form must be sent to NHS Shared Business Services Payroll Department \(NHSBT\), Waterside House, Town Quay, Southampton, Hampshire, SO14 2AQ to action salary deductions.](#)

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#### FOR NHS SBS PAYROLL USE ONLY:

Deduct "Annual Employee Contribution" using "Course Fees loan NHS" over period indicated:

Actioned by;

Date:

Checked by;

Date:

