



Discontinuing a Scholarship (Stipend) for a Research Student

Payment to a research student in the form of a scholarship/stipend concludes where the following circumstances arise:

- The research student decides to withdraw from the programme and completes an exit form available [here](#) from the Student Academic Administration Office. On submission of the form the student is de-registered and the Finance office notified to cease payment.

Or

- The research student completes and graduates from their programme.

Or

- The funding agency discontinues payment of the scholarship/stipend.

Or

- A Principal Investigator (PI) or Primary Supervisor contacts the Finance Office directly requesting the discontinuation of a scholarship payment. In the case where the student is still researching, and funding has not expired, confirmation from the Dean of Faculty to end payment will be sought. The procedure is outlined in the Flow Chart below.

The research student is responsible for repayment of any overpaid funds.

