**Financial Agreement between The University Court of the University of Glasgow, incorporated under the Universities (Scotland) Act 1889 and having its principal office at University Avenue, Glasgow G12 8QQ, a registered Scottish charity in terms of Section 13 (2) of the Charities and Trustee investment (Scotland) Act 2005 (Charity Number SC004401, Charity Name ‘University of Glasgow Court’) (“University of Glasgow” and “We” and “Our” and “Us”) and [Insert name and registered address of organisation receiving Santander Universities Programme funding] (“You” and “Your”).**

1. We will pay You a grant of **£1,000** to be used to employ an intern during the period **November 2024 to August 2025** (note that this grant is VAT Exempt. If you submit your invoice with VAT it will be rejected and will need to be re-issued). You can top up this amount to fund a longer project should you wish to do so.
2. You agree to pay the intern the **UK Real Living Wage of £12.60 an hour**.
3. The **intern will be employed by You, and You will pay them via Your current payroll programme**.
4. As an employer it is Your responsibility to **ensure all appropriate PAYE, national insurance and pension contributions are processed in accordance with HMRC requirements**. For further advice please either contact [HMRC](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fhm-revenue-customs&data=05|02|Alison.Lovatt%40glasgow.ac.uk|b2977c7d68284c9f92e808dc481ce5b5|6e725c29763a4f5081f22e254f0133c8|1|0|638464536144367864|Unknown|TWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D|0|||&sdata=zsI1vQREgLrdI2uLbPCNPKDmHluvDWy5P3%2FdDfn58uQ%3D&reserved=0) or Your own financial advisers.
5. During the internship, you agree to allocate some time for the intern to complete a brief reflection assignment. This will be discussed with the Student Opportunities Team when confirming the intern's employment
6. Upon signing this agreement, We will contact You requesting financial and company information so that We can establish You as a supplier in Our finance portal. You will send these details to Us **within 7 working days** of Us requesting this information.
7. When the recruitment process is concluded, and an **intern has been appointed and started their role, We will send You a purchase order for the agreed amount of funding**. The purchase order will be sent to You by Our finance office to the email address that You provided in the above company information.
8. **Once You receive our purchase order number, You can then invoice Us**. Your invoice must quote the purchase number provided and be from the same company name and address that You provided in section 5 above. Your invoice should be in a PDF format and must be sent to the email address quoted on the purchase order and cc [studentopportunitieshub@glasgow.ac.uk](mailto:studentopportunitieshub@glasgow.ac.uk). **You should submit Your invoice for payment within two weeks of the intern start date**.
9. Our **standard** **payment terms are 30 days from receipt of Your invoice**. If You have not received Our remittance advice and funds to Your stated bank account within a few days of this time frame, You must contact Us at [studentopportunitieshub@glasgow.ac.uk](mailto:studentopportunitieshub@glasgow.ac.uk) so We are able to investigate within 7 working days.
10. If You are late in submitting Your invoice, We may be unable to effect payment as Our purchase orders automatically close. Once Our purchase order is closed, We will be unable to make any payment to You and You will have no recourse to claim this funding.
11. If the internship is not completed in accordance with the job description, We reserve the right to reclaim any payments made.
12. If the internship is not completed to the agreed time frame, We reserve the right to reclaim full or partial payments made.
13. You confirm that You have in place relevant employer insurance policies.

Signed for: company name to be inserted

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Name and position

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Date

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