

ANNEX IV A – REQUEST FOR PAYMENT

**Request for payment for Grant Contract
European Community External Actions**

[Date of the request for payment]

For the attention of: **Senior Finance Manager
Central Finance and Contracts Unit
Eskişehir Yolu 4.Km 2.Cadde
(Halkbank Kampüsü) No: 63 C-Blok
06580 Söğütözü - Ankara / TURKEY**

Reference number of the grant Contract: **TR0703.03-03/XXX**
Title of the grant Contract: **Participation in Jean Monnet Scholarship Programme**
Name and address of the Beneficiary: **Mr/Ms Name Surname of Scholar, Address of Scholar**

Dear Sir/Madam,

I hereby request *payment* under the Contract mentioned above.

The amount requested is **XXXXXXXXX EUR** as indicated in Article 4(2) of the Special Conditions of the Contract.

Please find attached the following supporting documents:

- copy of receipt(s) demonstrating payment of the full tuition fee to the host institution;
- a final report on the course programme attained;
- stamped letter from the host institution confirming that all requirements of the programme to date have been fulfilled;
- copy of transcripts;
- hard copy of the dissertation;
- photocopy of all pages of passport;

The payment should be made to the following bank account:

Bank name

Bank address

.....

TURKEY

Account No: XXXXXXXXXXXXXXXXXXXX

I hereby certify that the information contained in this request for payment is complete, faithful and reliable, that the costs incurred can be considered eligible in accordance with the Contract and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

Name Surname of Scholar

[signature]

N.B.: Final payment is subject to the approval of the corresponding report (see Article 15(1) of the General Conditions of contract).