



Phoenix Yard
 First Floor Jubilee Building
 5 Upper Brown Street
 Leicester
 LE1 5TE

TIMESHEET

Students Full Name:

Students Place of Study:

Allocated hours for Academic year	
Hours remaining	

Support Type

- Assistive Support
- Electronic note-taking
- Examination Support Worker
- Reader (Exam)
- Scribe (Exam)
- Invigilator
- Library Support Assistant
- Manual Note-taking
- Mobility Support/Training
- Practical Support Assistant
- Proof reading support
- Sighted Guide
- Specialist Transcription
- Study Assistant (SA)
- Workshop/Laboratory Assistant
- Job Coaching (JC)
- Communication Support Worker

T: (0116) 2548881

E: info@learningsupportcentre.com

MONTH ENDING DATE: (Friday prior to 20th of month.)

Date worked	Time Started	Time Finished	Number of Hours	Student signature

Total Hours worked	
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Name:	Signature:
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Timesheets completed incorrectly will not be processed for payment