Payments are paid in arrears and not in advance and will be paid each term with provision for settings with all-year-round placements to spread as best fits their setting.

|  |  |  |
| --- | --- | --- |
| **Spring term** | **Summer term** | **Autumn term** |
| January- March | April- July | September- December |

A screenshot of a computer

Description automatically generatedClick for [SENIF & DAF invoice template](https://search3.openobjects.com/mediamanager/greenwich/asch/files/april_24_senif_and_daf_invoice.xlsx) - *please note all sections highlighted in yellow should be completed*

**Invoice check points:** Alternatively, scan the QR code using a mobile device

Your invoice MUST include:

* a unique identification numbers
* your company name, address and bank information
* the date of the invoice
* the period you are claiming for and the total amount

Please make that you:

* claim funding for the term time only and not in advance
* submit the invoice on the termly basis, except Spring Term when is required to submit documents by the end of February (SEN Funding coming to the end of financial year)
* email your password if the invoice is protected (even if that is ‘the usual’ password)

**Submitting the invoices**

* Invoices should be emailed to [SENIF-DAF@royalgreenwich.gov.uk](mailto:SENIF-DAF@royalgreenwich.gov.uk)
* Exceptions (monthly payments) can be made for PVI settings, if they request it.

**If any discrepancies:**

* You will be contacted directly with the details

**Please don’t hesitate to contact the SEN Inclusion Fund email with any queries you might have**

