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| Taxable Scholarship**Notification of Change Form** |
| Guidance |
| If there is a change to a taxable scholarship, please complete this form. Once the form is completed and approved, please submit the form via a People & Money service request under category “Scholarship/Studentships” under “forms”. For guidance, please refer to the [How to raise a service request in People & Money](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides) user guide.For any changes to scholarships in payment before 01/04/2022 (i.e. those previously paid by Payroll), please refer to the [amending a scholarship already in payment before 1st April 2022 guidance.](https://uoe.sharepoint.com/%3Au%3A/r/sites/FinanceSpecialistServices/SitePages/Scholarships---Interim-Process.aspx?csf=1&web=1&e=fDwQzj) All changes must be received by HR Operations by the 3rd of the month in which they are to be actioned. |
| Section 1: Changes to Student Details |
| Students name: |       | Contact email address: |       |
| Payroll reference (if known): |       | Matriculation number (mandatory):  |       |
| School / Department:  |       |
| Section 2: Changes to the amount of the award |
| Current Monthly Award (£’s):  |       | Change to (£’s): |       |
| Effective from date (dd/mm/yyyy): |       |
| Section 3: Temporary Suspension (use when start date and end date are known): |
| I request a temporary stop of the monthly scholarship payment to the above student (dd/mm/yyyy): | From:       | To:       |
| **Section 4: Temporary suspension (use when the end date is not known)** |
| I request a stop on the monthly scholarship payment to the above student from (insert date dd/mm/yyyy) until further notice: |         |

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| **Section 5: Termination of contract (use when no further payments will be made)** |
| Please terminate the contract with effect from (dd/mm/yyyy): |        |
| Section 6: Re-instatement of scholarship payments (where a temporary suspension has already been actioned and where payments are to re-commence) |
| From: |  | To: |  | Monthly Scholarship Payment Amount (£’s): |       |
| Section 7: Extension of scholarship contract |
| Current end date (dd/mm/yyyy): |       | Revised end date (dd/mm/yyyy): |       |

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| **Section 8: Costing Change - please refer to** [**the Guidance for the New Chart of Accounts and mapping finance codes tool**](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Payments-%26-Payroll-Forms.aspx)**.** |
|   | **% Split**  | **Entity** **(3 digits)**  | **Fund** **(6 digits)**  | **Cost Centre** **(8 digits)**  | **Analysis** **(6 digits)**  | **Portfolio** **(8 digits)**  | **Product** **(8 digits)**  | **Intercompany** **(3 digits)**  |
| **Guidance**   | **MANDATORY** **% Split of the salary costing**  | **Driven by payroll element** **Use the mapping tool**  | **MANDATORY** **Required to capture the type of funding the payroll cost is attached to​**  | **MANDATORY** **Organisational Unit (department)**  | **Likely to always be zero but cross check against the mapping tool**  | **Likely to always be zero but cross check against the mapping tool**  | **Likely to always be zero but cross check against the mapping tool**  | **For cross charging to or from a subsidiary, cross check against the mapping tool**  |
| EXAMPLE  | 100%  | 110  | 123456  | 12345678  | 000000  | 00000000  | 00000000  | 000  |
| Directly Funded by Research- in all cases  | 100%  | 110  | 110002  | 30010003 | 000000  | 00000000  | 00000000  | 000  |
| **Costing Split 1**  |  |  |  |  |  |  |  |  |
| **Costing Split 2**  |  |  |  |  |  |  |  |  |
| **Costing Split 3**  |  |  |  |  |  |  |  |  |
|  **Section 9: Authorisation - Verified and authorised by Head of School/Authorised Signatory** |
|  Authorised by:  |  | Date (dd/mm/yyyy): |       |