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| Taxable ScholarshipNotification 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 “Taxable Scholarships” 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.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 |
| Student’s 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: |         |
| **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 (dd/mm/yyyy): |       | To (dd/mm/yyyy): |       | 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 -** For further guidance please refer to the [Chart of Accounts Guidance.](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) If costs related to this assignment are to be charged in part or total to cost centre 30010003 (research salary control account) a research salary management labour schedule may need to be created or amended. Please liaise with your school research administration team to provide this information if required. |
|   | **% 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**  | **MANDATORY** **Required to capture the type of funding the payroll cost is attached to​**  | **MANDATORY** **Organisational Unit (department)**  | **Likely to always be zero** | **Likely to always be zero**  | **Likely to always be zero** | **For cross charging to or from a subsidiary** |
| 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): |       |