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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 “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): | | |  | | |