|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Non-Taxable Scholarships  Notification of Change Form | | | | | |
| For changes to non-taxable scholarships please complete and send this form to [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk). Please ensure the changes have been approved in line with your existing internal approval process. Please retain a copy of this form for your records.  It is essential that changes are submitted no later than the 15th of the month to ensure the change is made in time for the pay run. Any notifications of change received after that time will be actioned on a best endeavour basis but cannot be guaranteed.  The supplier reference must be provided on all correspondence. It can be found on our [Supplier List](https://uoe.sharepoint.com/:f:/r/sites/FinanceOperations/Shared%20Documents/Supplier%20List?csf=1&web=1&e=yCR3cw) .  For changes to bank details the student should complete our online change form: <https://edin.ac/finance-student-bank-details> | | | | | |
| Section 1: Student Details | | | | | |
| Student Name: | | |  | | |
| Students email address: | | |  | | |
| Student matriculation number: | |  | Supplier reference: |  | |
| School / Department: | | |  | | |
| Section 2: Change the amount of the award | | | | | |
| Current annual award (£’s): |  | | New annual award (£’s): | |  |
| Effective from (DD/MM/YYYY): | | |  | | |
| If the value of the award is to be backdated, please confirm the shortfall payment due (£’s): | | |  | | |
| **Section 3: Termination of scholarship contract -** The end date should be the last date you expect a payment to be made so if the end date is the 31st August, the last payment date will be the 28th August. | | | | | |
| Please terminate the contract with effect from (DD/MM/YYYY): | | |  | | |
| Section 4: Suspension of scholarship contract – For managing periods of absence i.e. maternity leave. If the suspension date is the 31st August, the last payment date will be the 28th August. The reinstatement date should be the date you want the first monthly/quarterly payment to start i.e. if the payment is to be made on the 28th September, the start date will be 1st September. | | | | | |
| Suspend the contract from (DD/MM/YYYY): |  | | Reinstate payments from: (DD/MM/YYYY) | |  |
| Section 5: Extension of scholarship contract – Note a change form should only be used where the Scholarship is still in payment and you are extending the end date. If the Scholarship payments have already stopped, you should follow the process to create a new scholarship payment term. | | | | | |
| Current end date (DD/MM/YYYY): |  | | Revised end date (DD/MM/YYYY): | |  |
| Section 6: Change to costing information – Enter the date that you wish the costing information to change from and complete section 7/8. | | | | | |
| Effective date (DD/MM/YYYY): | | |  | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 7: Costing Information (for non-project related payments) - please refer to the** [Guidance for the New Chart of Accounts General Ledger Mapping Tool](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | | | | | | | |
|  | **Amount**  **(GBP)** | **Entity**  **(3 digits)** | **Fund**  **(6 digits)** | **Cost Centre**  **(8 digits)** | **Account**  **(4 digits)** | **Analysis**  **(6 digits)** | **Portfolio**  **(8 digits)** | **Product**  **(8 digits)** | **Intercompany**  **(3 digits)** |
|  | **MANDATORY** | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  **Use the mapping tool** | **Likely to always be zero - check mapping tool** | **Likely to always be zero - check mapping tool** | **Likely to always be zero - check mapping tool** | **For cross charging to or from a subsidiary - check mapping tool** |
| EXAMPLE | £1472.33 | 110 | 123456 | 12345678 | 1234 | 000000 | 00000000 | 00000000 | 000 |
| **Costing Split 1** |  |  |  |  |  |  |  |  |  |
| **Costing Split 2** |  |  |  |  |  |  |  |  |  |
| **Costing Split 3** |  |  |  |  |  |  |  |  |  |
| Section 8: Costing Information (for payments associated with projects) - please refer to the[Guidance for POETA and mapping information](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | | | | | | | |
|  | **Amount**  **(GBP)** | | **Project number** | **Task Number** | **Expenditure Type** | | **Expenditure Organisation** | | |
|  | **MANDATORY** | | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  Use mapping tool or task 1 if unknown | **MANDATORY**  **Use the mapping tool** | | **Always University of Edinburgh** | | |
| EXAMPLE | *£1472.33* | | *1172081\_117083* | *1* | Select from drop down in the mapping tool | | *University of Edinburgh* | | |
| **Costing Split 1** |  | |  |  |  | | *University of Edinburgh* | | |
| **Costing Split 2** |  | |  |  |  | | *University of Edinburgh* | | |
| **Costing Split 3** |  | |  |  |  | | *University of Edinburgh* | | |
| **Section 9: Changes prepared by:** | | | | | | | | | |
| Preparer name: |  | | | Date (DD/MM/YYYY): | | |  | | |
| **Section 10: Authorisation -** the above information has **been verified and authorised by Head of School or Authorised Signatory** | | | | | | | | | |
| Authorised by: |  | | | Date (DD/MM/YYYY): | | |  | | |