|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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.  You should refer to our [Scholarships procedure guide](https://uoe.sharepoint.com/:w:/r/sites/FinanceOperations/Shared%20Documents/Accounts%20Payable%20Guides/Process%204.8%20-%20Scholarships%20from%201st%20August%202022/Setting%20up%20and%20Maintain%20Non-Taxable%20Scholarship%20Payments.docx?d=w0a0d5b4da6d145c88392f777a4522e9b&csf=1&web=1&e=fj5qav) for detailed information on what information should be provided on this form.  It is essential that changes are submitted no later than the 12th 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. For changes to bank details the student should complete: <https://edin.ac/finance-student-bank-details> | | | | | | |
| Section 1: Change Student Details | | | | | | |
| Student Name: | | |  | | | |
| Students email address: | | |  | | | |
| Address: | | | Address Line 1:  Address Line 2:  Address Line 3:  Postcode: | | | |
| 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): | | | |  | | |
| **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: 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) | | | | | | | | | |
| **Source of Funds - e.g. EPSRC Studentship** | **% Split** | **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**  **% 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)** | **For use by Payroll** | **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 | 0000 | 0000 | 00000000 | 00000000 | 000 |
| **Costing Split 1** |  |  |  |  |  |  |  |  |  |
| **Costing Split 2** |  |  |  |  |  |  |  |  |  |
| **Costing Split 3** |  |  |  |  |  |  |  |  |  |
| Section 7: 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) | | | | | | | | | |
| **Detail of expenditure** | **Currency e.g GBP, USD, EUR)** | **Amount** | **Project number** | **Task Number** | **Expenditure Type** | | **Expenditure Organisation** | **Contract number** | **Funding Source** |
|  |  |  | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  Use mapping tool or task 1 if unknown | **MANDATORY**  **Use the mapping tool** | | **Always University of Edinburgh** | Take the first number set before the “-” in project number column |  |
| *Example* | *GBP* | *100* | *1172081-117083* | *1* | Select from drop down in the mapping tool | | *University of Edinburgh* | *1172081* | *Name of customer* |
| **Costing Split 1** |  |  |  |  |  | |  |  |  |
| **Costing Split 2** |  |  |  |  |  | |  |  |  |
| **Costing Split 3** |  |  |  |  |  | |  |  |  |
| **Section 8: Authorisation - Verified and authorised by Head of School/Authorised Signatory -**  the above information has been verified and authorised by Head of School or Authorised Signatory | | | | | | | | | |
| Authorised by: |  | | | Date (DD/MM/YYYY): | | |  | | |