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| Faculty / Department Name – In full |  | Departmental Contact |  |
| Payments Authorised by |  | Telephone |  |
| Payment Frequency | Monthly | School/Faculty Payment Instructions for Funding |  |

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| Please Note: To remain GDPR compliant please note reference to the ‘First Name’ has been removed from all versions of the Form10/22. Please check carefully that the SID and Surname has been entered correctly before sending. Maintenance will be paid monthly with the first instalment being dependent on the award commencement date and a completed registration status. This award must contain no element of payment for work performed by the recipient for or on behalf of the University of Leeds. Awards may only be paid to registered students of the University of Leeds. |
| For current versions of forms and payment schedule information please refer to - <http://ses.leeds.ac.uk/info/21710/funding_and_awards/1084/maintenance_awards> |
| Payments will be made directly into a student's bank account. **Payments will be withheld if bank account details have not been provided.** |
| [Students can find instructions for providing their bank details at http://www.leeds.ac.uk/funding/bankentry](http://www.leeds.ac.uk/funding/bankentry) |
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| **Surname** | **Student ID** | **Amount of award (£)** | **Award Start Date** | **Award End Date** | **Number of Instalments** | **Cost Object Number** | **GL** |
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