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| Pro-forma Payment Amendment Form | | | | | |
| Used to make amendments to previously submitted Form 10s/22s | | | | | |
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| Please do not use this form to request changes which will result in the student receiving an increased award. If you wish to increase an award, please send a further Form 10 or 22 for the additional amount only (not for the new total) to [bannerpayments@leeds.ac.uk](mailto:bannerpayments@leeds.ac.uk) To remain GDPR compliant please note reference to the ‘First Name’ has been removed from this form. Please check carefully that the SID and Surname has been entered correctly before sending. | | | | | |
|  | | | | | |
| Please list student(s) affected by the amendment request here: (add further rows if necessary) | | | | | |
| Student ID |  | | Last Name |  | |
| Student ID |  | | Last Name |  | |
| Student ID |  | | Last Name |  | |
| Description of amendment requested  *Please give details below, being as specific as possible, including why the change is being requested, and what the intended result is.*  *Note, students may be in receipt of payments from various sources in the University, so please clearly state which payment you are requesting the change to, including the original payment amount, cost object, and where relevant the new total payment amount and end date.* | | | | | |
| Original Payment £ | |  | | Cost Object |  |
|  | | | | | |
| Requested By  (Full Name) | |  | | Requested Date |  |