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| --- |
| **FA1 AMENDMENT FORM** |
| * **Do Not use this form to request changes which will increase an award amount**
* **If you wish to increase an award, please send a new FA1 form for the ADDITIONAL amount only to FA1@leeds.ac.uk**
 |
|  |
| **THE ORIGINAL PAYMENT REQUEST STATED** |
| Please ensure that this section mirrors the information that was sent through on the original FA1 form. The fields marked with an \* are mandatory. If these are not completed, the form will be returned and not processed. |
| **\*Student surname** (Only one student per form) |  |
| **\*Student ID** |  |  |  |  |  |  |  |  |  |
| **\*Total Fee Award** **Amount** | **£** | **\*Account/Cost object Number** |  |
| **\*GL Code** |  | **\*Major source of funding** |  |
| **\*Academic Year** |  |
|  |
| **PLEASE AMEND THIS TO** |
| Enter the new details into this section |
| **\*Total Fee Award Amount** | **£** | **\*Account/Cost object Number** |  |
| **\*GL Code** |  | **\*Major source of funding** |  |
| \***Reason for the amendment**- Please give details below, being as specific as possible, including why the change is being requested and what the intended result is:- |
| **\*Contact Name**  |  | **Contact telephone no.** |  |
| **\*Name of Authorised Signatory who has agreed this amendment request (must be cc’d into the email)** |  | **\*Date** |  |
| **Please email completed form to** FA1@leeds.ac.uk |
|  |
| **For completion by Student Fees** |
| Reason checked (Y/N) |  | Does amendment put student into debt? If yes, inform school |  |
| Student registered (Y/N) |  | Input to Banner or SAP? |  |
| Authorised by Fees |  | Date |  |

FA1 Payment Amendment form-Version 4, 11/12/2019 AP