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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