

Student awards form MA1 Maintenance

Award process: Schools and departments

Last updated: 25/03/2021 AB

If you have any problems filling out the below form, please contact us via email at funding@leeds.ac.uk or by telephoning (0113) 343 2007.

The forms are located on the website below. Please ensure that you always use the most recent version of the forms:

https://ses.leeds.ac.uk/info/21710/funding_and_awards/1084/maintenance_awards

Master Forms available

- **MA1:** maintenance payments to multiple (or a single) students from a single cost object number (account number).
- **MA1 Payment Amendment Form:** This form is used to amend any previous payment requests, which do not result in an increase to an award.

Macro use on MA1 form

Please note that the MA1 form uses macros to facilitate some of the built in functionality and it is important that once you have finished using the MA1 form you completely close down Excel before continuing on with other work. If you do not completely close Excel there can be issues with certain action (such as copy and pasting) that occur as a result of the Visual Basic for Applications (VBA) programme continuing to run in the background.

Summary of procedure

1. Create file from the master form
2. Send the file via an authorised signatory to ma1@leeds.ac.uk.
3. If you need to amend an award, please use an MA1 Payment Amendment Form.

1. Create file from master form

All formatting should be preserved in the sheets when completing them. In the top section of the form, all of the white boxes must be completed. Each white box carries a brief description of the action that needs to be taken. For example:-

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0024	
ENSURE FUNDS ARE AVAILABLE *Name of School/Service: *School/Service Contact Name(s): *Contact Phone Number: *Award Type: Override Registration Requirement? *PayDate(s) (format dd/mm/yyyy): PayMonths (Users do not complete this section):		Email form to ma1@leeds.ac.uk School of Engineering *Contact Email: Default=No	Please do not write 'Graduate School' or 'Doctoral College'. You should identify the University School or Service.	
UserID: sesgf	*Mandatory Field			
TOTAL TO PAY: £0.00				
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓	Notes for Authoriser (optional) ↓

The first three boxes require data entry:-

- 1) 'Name of School/Service': Please ensure that you complete this section, as it will be used when creating the payment code for the payment request.
- 2) 'School/Service Contact Name(s)': Please ensure you put your own name into this field, or the name of a colleague who deals with the MA1 forms, so that if there is a query with any of the information on the form we know who to contact.
- 3) 'Contact Phone Number': Please include the best number for us to contact you directly.
- 4) 'School/Service Contact Email': Please ensure that you include an email address so we can contact you directly if we have a query regarding an award. Please try to use a non-generic email, where possible. The next three fields are all selected via a drop down. For example:-

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0024	
ENSURE FUNDS ARE AVAILABLE				
Email form to ma1@leeds.ac.uk				
*Name of School/Service:	School of Engineering			
*School/Service Contact Name(s):	Jack Jones			
*Contact Phone Number:	0113 343 1234	*Contact Email:	j.jones@leeds.ac.uk	
*Award Type:	<input type="text" value="Maintenance - Single Instalment"/> Maintenance - Monthly Maintenance - Quarterly	*fault=	No	
Override Registration Requirement?	<input type="checkbox"/>			
*PayDate(s) (format dd/mm/yyyy):	<input type="text"/>			
PayMonths (Users do not complete this section):	<input type="text"/>			
UserID: sesgf	*-=Mandatory Field			
TOTAL TO PAY: £0.00				
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓	Notes for Authoriser (optional) ↓

1. 'Award Type': Please choose which type of award you wish to make – single payment, monthly payment or quarterly payment.
2. 'Override Registration Requirement?': If you require a student to continue receiving payments during a period of suspension, or if the award is for a student who has already graduated or their registration status is UE, then the "Override Registration Requirement?" should be changed to "Yes". If this box isn't ticked at the time of sending or the registration status changes before the payment is due to be made, then an email would be required to be sent to funding@leeds.ac.uk, in order for an immediate disbursement to be scheduled.

For example:-

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0024	
ENSURE FUNDS ARE AVAILABLE				
Email form to ma1@leeds.ac.uk				
*Name of School/Service:	School of Engineering			
*School/Service Contact Name(s):	Jack Jones			
*Contact Phone Number:	0113 343 1234	*Contact Email:	j.jones@leeds.ac.uk	
*Award Type:	<input type="text" value="Maintenance - Single Instalment"/> Maintenance - Monthly Maintenance - Quarterly	*fault=	No	
Override Registration Requirement?	<input checked="" type="checkbox"/> Yes, pay even if not registered			
*PayDate(s) (format dd/mm/yyyy):	<input type="text"/>			
PayMonths (Users do not complete this section):	<input type="text"/>			
UserID: sesgf	*-=Mandatory Field			
TOTAL TO PAY: £0.00				
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓	Notes for Authoriser (optional) ↓

If the payment is to be a single payment, then you would select "Maintenance - Single Instalment" and then select the closest Friday to the date that you wish the payment to be made. For example:-

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0024
ENSURE FUNDS ARE AVAILABLE		Email form to ma1@leeds.ac.uk	
*Name of School/Service:	School of Engineering		
*School/Service Contact Name(s):	Jack Jones		
*Contact Phone Number:	0113 343 1234	*Contact Email: j.jones@leeds.ac.uk	
*Award Type:	Maintenance - Single Instalment		
Override Registration Requirement?	Yes, pay even if not registered	Default=No	
*PayDate(s) (format dd/mm/yyyy):	Fri 06 Dec 2019		
PayMonths (Users do not complete this section):			
UserID: sesgf	*=Mandatory Field		
TOTAL TO PAY: £0.00			
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓
Notes for Authoriser (optional) ↓			

Start Date for Maintenance payments or Prize payments. For single instalments please pick a Friday. For multiple instalments please select the 1st day of the month.

If the payment is to be monthly, you would select 'Maintenance – Monthly' and another white box will appear for the end date. You would then select the start date (the first day of the month) and end date (last date of the month) that the payments are to be scheduled for. This will then auto-populate the correct number of months that the payments are to be made over.

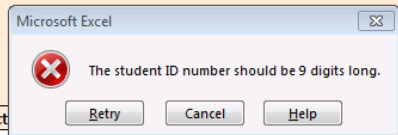
For example:-

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0027
ENSURE FUNDS ARE AVAILABLE		Email form to ma1@leeds.ac.uk	
*Name of School/Service:	School of Engineering		
*School/Service Contact Name(s):	Jack Jones		
*Contact Phone Number:	0113 343 1234	*Contact Email: j.jones@leeds.ac.uk	
*Award Type:	Maintenance - Monthly		
Override Registration Requirement?	Yes, pay even if not registered	Default=No	
*PayDate(s) (format dd/mm/yyyy):	Sun 01 Sep 2019	Mon 31 Aug 2020	
PayMonths (Users do not complete this section):	Sep 2019	Oct 2019	Nov 2019
	Dec 2019	Jan 2020	Feb 2020
	Mar 2020	Apr 2020	May 2020
	Jun 2020	Jul 2020	Aug 2020
UserID: sesgf	*=Mandatory Field		
TOTAL TO PAY: £0.00			
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓
Notes for Authoriser (optional) ↓			

When filling the body of the form:-

1. 'Student ID': You can only enter a 9 digit student ID number. If it is too long or short, you will see the message, as below:-

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0024
ENSURE FUNDS ARE AVAILABLE		Email form to ma1@leeds.ac.uk	
*Name of School/Service:	School of Engineering		
*School/Service Contact Name(s):	Jack Jones		
*Contact Phone Number:	0113 343 1234	*Contact Email: j.jones@leeds.ac.uk	
*Award Type:	Maintenance - Monthly		
Override Registration Requirement?	Yes, pay even if not registered	Default=No	
*PayDate(s) (format dd/mm/yyyy):	Fri 27 Sep 2019	Mon 31 Aug 2020	
PayMonths (Users do not complete this section):	Sep 2019	Oct 2019	Nov 2019
	Dec 2019	Jan 2020	Feb 2020
	Mar 2020	Apr 2020	May 2020
	Jun 2020	Jul 2020	Aug 2020
UserID: sesgf	*=Mandatory Field		
TOTAL TO PAY: £0.00			
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓
Notes for Authoriser (optional) ↓			



1. 'Last Name of Student': To keep in line with GDPR compliance, please only enter the last name of the student.
2. 'Cost Object': This box will only accept a correctly configured Cost Object number (account number), ie 6 / 8 numbers or a combination of 6 letters & 6 numbers.

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0024	
ENSURE FUNDS ARE AVAILABLE		Email form to ma1@leeds.ac.uk		
*Name of School/Service:	School of Engineering			
*School/Service Contact Name(s):	Jack Jones			
*Contact Phone Number:	0113 343 1234	*Contact Email: j.jones@leeds.ac.uk		
*Award Type:	Maintenance - Monthly			
Override Registration Requirement?	Yes, pay even if not registered	Default=No		
*PayDate(s) (format dd/mm/yyyy):	Fri 27 Sep 2019	Mon 31 Aug 2020		
PayMonths (Users do not complete this section):	Sep 2019	Oct 2019	Nov 2019	
	Dec 2019	Jan 2020	Feb 2020	
	Mar 2020	Apr 2020	May 2020	
	Jun 2020	Jul 2020	Aug 2020	
UserID: sesgf	*=Mandatory Field			
TOTAL TO PAY: £0.00				
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓	Notes for Authoriser (optional) ↓
201234567	Smith	501234		

3. 'Amount': Please enter the total amount of the award.

Please be aware that the 'Notes for Authoriser' is purely for the use of the schools and will not be read by the person processing the form.

When saving the form please ensure that it is saved in the original .xlsm format. If this is changed to any other format, then the form will not process correctly, which could result in students payments being missed.

Please find below an example of a complete form:-

FORM MA1	FOR ALL MAINTENANCE AWARDS - COMPLETE ALL WHITE BOXES	DO NOT SEND REPLACEMENT FORMS	ver MA1.0024	
ENSURE FUNDS ARE AVAILABLE		Email form to ma1@leeds.ac.uk		
*Name of School/Service:	School of Engineering			
*School/Service Contact Name(s):	Jack Jones			
*Contact Phone Number:	0113 343 1234	*Contact Email: j.jones@leeds.ac.uk		
*Award Type:	Maintenance - Monthly			
Override Registration Requirement?	Yes, pay even if not registered	Default=No		
*PayDate(s) (format dd/mm/yyyy):	Fri 27 Sep 2019	Mon 31 Aug 2020		
PayMonths (Users do not complete this section):	Sep 2019	Oct 2019	Nov 2019	
	Dec 2019	Jan 2020	Feb 2020	
	Mar 2020	Apr 2020	May 2020	
	Jun 2020	Jul 2020	Aug 2020	
UserID: sesgf	*=Mandatory Field			
TOTAL TO PAY: £22,513.50				
*Student ID ↓	*Last Name of Student ↓	*Cost Object ↓	*Amount ↓	Notes for Authoriser (optional) ↓
201234567	Smith	501234	£15,009.00	
201345678	Thomas	95512345	£7,504.50	

When to send an additional MA1

Any changes to an existing award that result in the award being increased must be communicated by sending in a new MA1 form **for the additional amount only** – this cannot be achieved by sending in an MA1 Payment Amendment Form. Again, this should be sent through by an Authorised Signatory

2. Send file via authorised signatory

The file **must** be attached to an email and sent to ma1@leeds.ac.uk by an authorised signatory. The form is approved and verified (equivalent of a signature) by this act of the authorised signatory sending the form.

3. Amending an award

Please Note MA1 forms and MA1 Payment Amendment Forms should not be included together in the same email to the MA1 inbox. This could result in both requests not being actioned.

If you wish to amend an award you have previously notified us of **which does not result in the award being increased**, then you should send in an MA1 Payment Amendment Form.

MA1 Payment Amendment Form

If there is a change to be made to an award, such as:

- a reduction in the award amount;
- a change to the payment date; or
- a change to the cost object number

then an 'MA1 Payment Amendment Form' would need to be completed. An authorised signatory must be copied into the email - unless they send the email - so that the change is made with the awareness of the authorised signatory.

It is important that all sections of this forms marked with an asterix, are completed in full. If not the form will be rejected.

1. The Original Payment Request Stated – please ensure that this section mirrors the information that was sent through on the original MA1 form.
2. Please Amend This To – Enter the new details in this section.

For example:-

THE ORIGINAL PAYMENT REQUEST STATED			
The below fields marked * are mandatory. If these are not completed, the form will be returned and not processed.			
Student Name & ID: * (Only one student per form)		Johnson	
*Total Payment amount	£15009	*Cost Object Number	512345
*Start Date	01/10/2019	*End Date	30/09/2020
PLEASE AMEND THIS TO			
*Total Payment amount	£7504.50	*Cost Object Number	512345
*Start Date	01/10/2019	*End Date	31/03/2020

3. In the body of the form, please give a detailed description of the amendment to be made. This is extremely important, so that we can correctly interpret the information and apply the correct changes.

For example:-

PLEASE NOTE:- Any forms that are received before 4pm on Thursday will be actioned in time for the following week's payment run

Please give details below, being as specific as possible, including why the change is being requested, and what the intended result is:-

Please change this student's payment from a 12 month stipend to a 6 month stipend. We will send you a new MA1 to cover the final 6 months of the year as the account number needs to change for the last 6 months.

4. It is extremely important that you fill out the final section, so that we can contact you to clarify any issue. We also need to know that the Authorised Signatory is aware of any change, so if they are not cc'd into the email that is sent to ma1@leeds.ac.uk, the automated system will not accept it. The request will be rejected, which will delay any changes from being made and potentially lead to an overpayment or underpayment.

With regards to both the MA1 and the MA1 Payment Amendment Form, as long as we receive them before 4pm on a Thursday, they will be processed and applied to the relevant student records for disbursement in the following week.

Please find below a completed MA1 Payment Amendment Form:-

MA1 PAYMENT 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 MA1 Form for the ADDITIONAL amount only to ma1@leeds.ac.uk

THE ORIGINAL PAYMENT REQUEST STATED

The below fields marked * are mandatory. If these are not completed, the form will be returned and not processed.

*Student Name & ID: * (Only one student per form)		Johnson	
*Total Payment amount	£15009	*Cost Object Number	512345
*Start Date	01/10/2019	*End Date	30/09/2020

PLEASE AMEND THIS TO

*Total Payment amount	£7504.50	*Cost Object Number	512345
*Start Date	01/10/2019	*End Date	31/03/2020

PLEASE NOTE:- Any forms that are received before 4pm on Thursday will be actioned in time for the following week's payment run

Please give details below, being as specific as possible, including why the change is being requested, and what the intended result is:-

Please change this student's payment from a 12 month stipend to a 6 month stipend. We will send you a new MA1 to cover the final 6 months of the year as the account number needs to change for the last 6 months.

*Requested By	S. Spade	*Requested Date	11/12/19
*Name of the Authorised Signatory who has agreed this amendment request (this person needs to be cc'd into the email)		J. Bloggs	

Please send the completed form to: ma1@leeds.ac.uk

Payment Request Form.docx