

AWARD REQUEST FORM

Department Awards (Scholarships)

PLEASE SUBMIT ONE FORM FOR EACH AWARD.

This form should NOT be used to process stipends.

Note: If your PeopleSoft account is 667700 and a stipend, your request will not be processed via this form.

Name of Recipient _____ SID# _____

Name of Award: _____

Date of Award: _____

Department: _____

College: _____

Contact Person (Print): _____ Ext. _____ Email _____

Amount: \$ _____

Term of Award: Academic Year Fall 20____ Spring 20____ Summer Only____

Please indicate: (This section must be completed in its entirety and accurate for Financial Aid to process.)

PeopleSoft Speedtype _____

PeopleSoft Account _____ PeopleSoft Program _____

PeopleSoft Dept. _____ PeopleSoft Fund _____

PeopleSoft Project/Grant Code _____

Please check one: Career: UGRD GRAD GRADUATE or UNDERGRADUATE

This section must be completed in its entirety and accurate for Financial Aid to process

Does student have to meet Satisfactory Academic Progress (SAP)? YES NO

What is the cumulative GPA requirement needed? ____ Does student meet requirement? Yes No

What are the minimum enroll hours requirement? ____ Does student meet requirement? Yes No

Is the student enrolled in required hours for the semester you are awarding the student? __ Yes __ NO

Department Signature _____ Date _____

Department (Print Name) _____ Ext _____

Authorization (Chair) Signature _____ Date _____

Authorization (Chair) Name (Print) _____ Ext _____

Accounting Services Signature _____ Date _____

Accounting Services Name (Print) _____ Ext _____

Sponsored Programs Signature _____ Date _____

Sponsored Programs Name (Print) _____ Ext _____

Please forward your form to correct department for approvals. After final approval, the award will be routing to the Office of Enrollment Services.