

# STUDENT AWARD REQUEST INSTRUCTIONS

Office of Student Financial Assistance

This form is to be used to communicate scholarship, fellowship, or departmental payment award requests to the office of Student Financial Assistance. It is restricted to awards that are **funded internally**, through sources within the University such as payments coming from departments and colleges at UCF. This form cannot be used to communicate awards being paid through the UCF Foundation or by check from outside sources.

- Upon receipt of this form, SFA will add the awards for the students listed and process the award payments when funds have been transferred to the appropriate SFA Scholarship Dept ID.
- Departments should contact SFA ([Danielle.Darwich@ucf.edu](mailto:Danielle.Darwich@ucf.edu)) for the appropriate scholarship account number (Dept ID) to use when transferring funds.
- We use account code **6150XX** for transfers to financial aid scholarship accounts. Finance & Accounting will complete the account code number when processing.
- Student Financial Assistance will complete the Item Type column on the form.
- The Department must complete all other columns.
- The Total Funding Transferred amount must be equal to the sum of the awards amount column.

**This form should be completed and returned to Student Financial Assistance at least 2 weeks before tuition and fees are due.** Timely receipt of award information will ensure the student's account reflects the award and defer payment for the student. *For the Fee Payment Deadlines, see the Academic Calendar section on the UCF Registrar's website, <http://registrar.ucf.edu>.* Please note that if a student will be receiving this award for both the Fall and Spring terms, the Spring requests should be submitted concurrently (on a separate form). Spring requests are processed in August/September but are not paid until January. This will reduce overawarding conflicts and award delays for the second term.

Please complete the *Student Award Request Form* and email a signed copy (e-sign acceptable) to [Danielle.Darwich@ucf.edu](mailto:Danielle.Darwich@ucf.edu). After reviewing the request, Student Financial Assistance will forward the form to Finance & Accounting to facilitate the transfer of funds to the appropriate financial aid department. Only one department/project ID should be charged on each form. If the funding is coming from multiple department/project IDs, please separate the awards and use a separate form for each department/project ID number. Also, please use a separate form for each semester.

**NOTE:**

**If the Transfer & Commitment of Funding section of the Student Award Request Form is not completed, the awards will not be processed, and the form will be returned to the department for completion.**