Scholarship/Stipend/Tuition Payment Request Form Instructions

This form is used to request Scholarships, Stipends or Tuition Payments to be processed. The requests will be submitted to either the Office of Sponsored Research Administration (OSRA) for Grant Accounts or to the Bursar (BURS) and Office of Student Financial Aid (OSFA) for Non-Grant Accounts. This document will be used to post the payments to the student's account.

1. Account Information
   a. Enter in the 6-digit FAMIS account number and 5-digit support account
      i. The recipients of the funds will determine what object code is use with the Account Information. Graduate and Undergraduate students must be on separate request forms due to the difference in object codes. The only exception is for Stipends from Grant Accounts.
         1. Scholarships and Tuition/Fee Payments
            a. Undergraduate Students – Object Code 5910
            b. Graduate Students – Object Code 5915
         2. Stipends
            a. Grant Accounts – Object code 6030
            b. Non-Grant Accounts
               i. Undergraduate Students – Object Code 5910
               ii. Graduate Students – Object Code 5915
   b. Enter in the name of the account as it is found in FAMIS
   c. Enter in the FA Fund Code (aka FA Banner Code) and the 4-digit Detail Code (aka BO Detail Code) that was assigned when the Banner Code Set Up Request Form was completed. If you do not know this information you can contact OSRA or the Bursar's Office for this information.
      i. A FA Fund Code is only needed for Scholarships and Stipends
      ii. A Detail Code is needed for all requests
         1. Scholarship detail codes begin with a 'S' followed by a three-digit number
         2. Stipend detail codes begin with a 'G' followed by a three-digit number
         3. Tuition Payment detail codes are a four-digit number beginning with a '3'
2. Semester
   a. Select one semester that the payment is to be processed in (Fall, Spring, Summer I or Summer II). Only one semester can be submitted on a form.
   b. Enter in the semester's year (YYYY)

3. Type of Disbursement
   a. Select either One-Time Disbursement or Multiple Disbursements

        i. One-Time Disbursement means that the entire amount will be disbursed on the Date of Issuance that is indicated on the form. Leave the Date of Issuance blank if the payment is to be issued as soon as possible.

        ii. Multiple Disbursements means that the amount of the award will be split into multiple disbursements. If Multiple Disbursements is selected then in the Special Notes section enters in the amounts and dates of each disbursement that is to be disbursed within the semester, see example below.

> 4. Special Notes:
>
> $300 per student to be disbursed as follows:
> $100 on 09/01/16
> $100 on 10/01/16
> $100 on 11/01/16

4. Special Notes can be used for multiple reasons
   a. Breaking down the multiple disbursement amounts and dates
   b. Information of the purpose of a stipend payment
   c. Any information that the OSRA may need to know before they approve the request
5. Enter in the Department Contact name and phone number
6. List of Students to be Awarded is page two of the request. Up to 30 students can be listed on the request form. At the top of page 2 the Fund Code and Detail Code are repeated from page 1. Graduate and Undergraduate students will have different FA Fund Codes and Detail Codes. They will have to be on separate request forms, unless they are a grant account stipend.
7. Approvals
   a. Grant Accounts must be signed by a representative in the OSRA.
   b. Non-Grant Accounts must be signed by the Account Responsible Person or his/her designee

Additional Information:

A. Once the form is completed submit it to the appropriate office to begin processing
   a. Grant Accounts should be submitted to the OSRA. Once OSRA has approved and signed the form they will submit it to the Office of Student Financial Aid (OSFA) and Bursar's (BUR) Office.
   b. Non-Grant Accounts should be signed by the Account Responsible Person or his/her designee and submitted directly to the OSFA and BUR Offices.

   c. Currently the contacts for submission of the forms after approvals are received are the Bursar (christina.holzheuser@tamucc.edu) and Associate Director Financial Assistance (tracie.perez@tamucc.edu).

B. By submitting this form to OSRA, for grant accounts, you are certifying that the individual(s) receiving the award are eligible and that the costs are allowable per the sponsor's guidelines.

C. Depending on the time of year the timeframe to process will vary. It is best that approved paperwork be submitted to OSFA and BUR at least three business days prior any payment due dates. Otherwise the student may be assessed late payment fees as well as a possibility of the student be canceled for nonpayment. Make sure that if the payment is from a grant account that you contact OSRA to determine when you need to have requests to that office in order to meet any payment deadlines.