

Departmental Scholarship Authorization Form

This form is for UTHSC departments that desire to issue scholarships to eligible students from an approved University account.

The Scholarship will apply to Tuition and Fees outstanding on the Student's account. Any surplus will be processed as a refund.

INSTRUCTIONS: Complete the form in its entirety with all required signatures and forward to the Financial aid office.

I. Student –_____
Name (Please Print)_____
Student I.D. Number

College	Program	Term Attending	Total Hours

II. Scholarship Details –

Fall	Spring	Summer
_____	_____	_____
Amount	Amount	Amount

_____	Is this renewable?	Yes	No
Total Annual Amount			

Notes: Please provide a description of Scholarship and explanatory notes as needed.

III. Department –_____
Department Name_____
Departmental Approver (Print)_____
Department Contact Number**IV. Signatures-**

By signing this form, the Financial aid Office is authorized to charge the account(s) listed below and to issue a payment to the student.

Departmental Approver_____
Date_____
DASH Account to Charge**FOR BURSAR'S USE ONLY**_____
Bursar Staff Signature_____
Date Posted to Banner_____
Banner detail code