



Correction Form for Scholarship/Fellowship Account Set-up

Date _____ Fund code _____

Name of Account _____

Old FAMIS Account# _____ New FAMIS Account# _____

Semester correction takes effect _____ (ex: Fall 2017, Spring 2018) Department Code _____

Please provide information pertaining only to changes that need to be made.

Is this a Scholarship or a Fellowship? **Scholarship** **Fellowship**

How should fellowship pay? **Lump sum** (once per semester) or **Multiple disbursements** (monthly)

What is the maximum award amount (per year) of this scholarship or fellowship? _____

What is the maximum number of semesters this scholarship or fellowship is awarded _____ (# of semesters: 8, 6, 4, 2, 1)

What is the minimum enrollment a recipient must carry? Full-time ¾ time ½ time Less than ½

List specific criteria changes for this account (or documentation) _____

Check appropriate answer(s):

Does the donor of this fund wish to remain anonymous? **Yes** **No**

Is the donor of these funds deceased? **Yes** **No**

Are grade reports to be sent to the donor? **Yes** **No**

Are Thank You Letters to be sent to the donor? **Yes** **No**

Is the fund's recipients selected by the donor? **Yes** **No**

Does this fund qualify for a non-resident tuition waiver? **Yes** **No**

May student receive these funds if enrolled less than minimum due to co-op, internship, study abroad or final semester before graduation? **Yes** **No**

Where are funds held or endowed?

Association (A) **Foundation (F)** Acct number _____ **Fiscal (S)** Acct number _____

Is the account still active and utilized? **Yes** **No**

List Donor or Contact (circle one) person for this scholarship

Name _____

Address _____

Mail Stop _____ Email address _____

Telephone (____) _____ - _____

Please submit signed form to:

Jessica Merchant

Scholarships & Financial Aid

MS 1252

979-458-5383

Email: jmerchant@tamu.edu

Signature of Dean or Department Head for Approval of Correction