

# Request for New Scholarship FAMIS Account or Compass Fund Code (College Station, Galveston & HSC)

\*\*\*\*\* This process can take anywhere between 5 - 7 business days to complete depending on the time of the year \*\*\*\*\*

\*\*\*\*\* Failure to complete this form in its entirety will cause delays in account or fundcode set up \*\*\*\*\*

Date \_\_\_\_\_ Department \_\_\_\_\_ Dept. Code \_\_\_\_\_

Select Type(s) of Request: \_\_\_\_\_ New FAMIS Account number  New Compass Fund Code

Name of Fund \_\_\_\_\_

Department or College Contact Name \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_ Mail Stop \_\_\_\_\_

Please indicate the term you wish to begin using this fund: \_\_\_\_\_ (Example: Fall '14=201431, Spring '15=201511)

## PLEASE INCLUDE THE FOLLOWING INFORMATION CONCERNING YOUR NEW ACCOUNT AND/OR FUND CODE

FAMIS Acct number (Circle one): 02 10 23 - \_\_\_\_\_ - \_\_\_\_\_

(account numbers should begin with the campus code - 02 for College Station, 10 for Galveston and 23 for the Health Science Center; followed by the account number and a sub-account if available. If there is no sub-account, enter "00000" - 5 zeroes)

FAMIS Acct Function Code \_\_\_\_\_

Is this a **fellowship** or a **scholarship**?  SCHOLARSHIP OR  FELLOWSHIP

How should funds be paid:  Lump Sum (once per semester) OR  Multiple Disbursements (monthly)

Please check one scholarship type:  5910 Undergraduate  5915 Graduate  5920 Professional  
OR  5928 Pass-thru **Scholarship** (Only for funds received from outside of Texas A&M and students are selected by that entity)

Indicate the maximum individual award amount (per year) of this fund: \$ \_\_\_\_\_

Indicate the maximum number of semesters that fund is awarded to an individual student (# of semesters: 8,4,2,1) \_\_\_\_\_

Indicate the minimum enrollment a student must carry in order to receive this fund:  Full-time  3/4 time  
 1/2 time  Less than 1/2 time

(Full time = 12 hours for undergraduate and 9 hours for graduate/professional students)

Qualified for a non-resident tuition waiver (NRW)?  YES  NO

(Must be awarded through a competitive process and open to both Texas residents and non-residents. If you answered yes, you will receive a "certification" of competitive scholarship awarding" form for the department to certify that the scholarship is competitive. The form will be sent to the department after the fund code is set up to be signed and returned to our office. This form is used for our final review of the documentation before approval and set up are complete.)

### Funding Source Information:

Source of funds? Acct #: \_\_\_\_\_ at:  Fiscal Endowment (S)  Other TAMU Funds  
 Association (A)  Foundation (F)

Other: \_\_\_\_\_

If funds are from a donor:

Does the donor of this fund wish to remain anonymous? (AN)  YES  NO  
Is the donor of these funds deceased? (DC)  YES  NO  
Are Grades to be sent to the donor? (GR)  YES  NO  
Are Thank You Letters to be sent to the donor? (TY)  YES  NO  
Is this fund's recipient selected by the donor? (DS)  YES  NO

May a student receive these funds if enrolled less than minimum requirement due to Co-op, Internship, Study Abroad or being in the final semester before graduation?  YES  NO

**Are there specific criteria for awarding this fund? (RS) (Is it restricted in any way?)**

YES (specific)  NO (Unspecified)

*(If "Yes" was selected, please indicate or describe your criteria for all possibilities listed below. Use n/a if it is not applicable)*

Academic Achievement  YES  NO

Classification: \_\_\_\_\_

College Code: \_\_\_\_\_

Major Code: \_\_\_\_\_

Department Code: \_\_\_\_\_

Citizenship (as a preference only): \_\_\_\_\_

Completed Hours: \_\_\_\_\_

Corps of Cadets:  YES  NO

Country of Residence: \_\_\_\_\_

County: \_\_\_\_\_

Enrolled Hours:  Full-time  3/4 time  1/2 time  Less than 1/2 time

Extracurricular Activities:  YES  NO

Financial Need:  YES  NO

Good Standing with TAMU  YES  NO

GPA Requirement: \_\_\_\_\_

High School: \_\_\_\_\_

High School County: \_\_\_\_\_

High School State: \_\_\_\_\_

Other: \_\_\_\_\_

State of Residence: \_\_\_\_\_

Worthy and Deserving?  YES  NO

**Please forward this completed form and a copy of the gift agreement (if applicable) for processing to Scholarships & Financial Aid at 1252 TAMU. You will be notified when the new FAMIS account and/or Compass fund code are set up.**

**For Scholarships & Financial Aid Only:**

Fund Code: \_\_\_\_\_ Detail Code \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Certification of Competitive Scholarship

Gift Agreement Attached

Need Based