



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

Note: This process can take between 7 - 10 business days to complete, depending on the time of the year

**** Failure to complete this form in its entirety may cause delays in account or fund code set up ****

Select Type of Request(s): New FAMIS Account Number New Compass Fund Code

Section I - Department Information

Date _____ Department _____ Dept. Code _____
 Department or College Contact Name _____
 Telephone _____ Email Address _____ Mail Stop _____

Section II - Account Information

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR YOUR NEW ACCOUNT AND/OR FUND CODE

Please indicate the semester and year you wish to begin using this fund: _____ (Example: Fall 2017, Spring 2018)

Name of Account _____

FAMIS Account 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 Account Function Code (15 - Research; 60 Scholarships/Fellowships) _____

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

How should **fellowship** be paid? Lump Sum (once per semester) Multiple Disbursements (monthly)

Please check one **Object Code** 5910 Undergraduate 5915 Graduate 5920 Professional
 OR 5928 Pass-thru **Award** (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) for 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
(Full time = 12 hours for undergraduate/professional and 9 hours for graduate) 1/2 time Less than 1/2 time

Section III - Fund Source/Account Preference

Funding Source Information:

Where the funds be held? Fiscal (S) Foundation (F) Account #: _____ Association (A)

If funds are from a donor or organization:

- Would you like grade reports for recipients of this fund? YES NO N/A
- Would you like for recipients to write a thank you letter to donor? YES NO N/A
- Are recipients selected by the donor? YES NO N/A
- Does the donor of this fund wish to remain anonymous? YES NO N/A
- Is the donor of these funds deceased? YES NO N/A

May a student receive these funds if enrolled less than minimum enrollment noted above requirement due to co-op, internship, or study abroad trip? YES NO

May student receive these funds if enrolled in less than minimum enrollment requirement noted above for final semester before graduation and has a diploma fee posted? YES NO

Section IV - Selection Criteria

Are there specific criteria for awarding this fund? YES (Specific Selection Criteria) NO (Unspecified)

(If "Yes" was selected, please provide details on criteria for items listed below.)

Academic Achievement YES NO
Eligible Student Classifications _____
College Code _____
Major Code _____
Department Code _____
Citizenship (as a preference only) _____
Country of Residence _____
State of Residence _____
Texas County of Residence _____
Credit Hour Completion Requirement (#) _____
Corps of Cadets Participation YES NO
Extracurricular Activities YES NO
Financial Need YES NO
Good Standing with TAMU YES NO (defined as not on academic nor conduct probation)
Minimum GPA Requirement _____
High School _____
High School County _____
High School State _____
Worthy and Deserving YES NO (verbiage often used in gift agreements)
Other _____

Section V - Non-resident Tuition Waiver Eligibility

The Competitive Scholarship waiver, authorized under Texas Education Code 54.213a, is an optional waiver that institutions can implement. An eligible non-resident student who holds a competitive academic scholarship of a specified minimum dollar amount for the academic year or summer for which the student is enrolled may be eligible to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas.

Eligible awards must be made in accordance with TAMU Standard Administrative Procedure 13.03.99.M03.03 Non-resident Tuition Waiver for Competitive Scholarship Recipients.

Will this fund be awarded through a competitive process and available to both Texas residents and non-residents, potentially qualifying non-resident recipients for a non-resident tuition waiver? YES NO

Will recipients of these funds be selected by an officially recognized University scholarship committee or administrator of Texas A&M University? YES NO

Section VI - Certification of Fund Administration

I certify that this fund will be administered in accordance with all criteria and requirements as indicated on this new account request form and the fund documentation (i.e. gift agreement).

Signature of Dean or Department Head (or authorized designee)

Date

Printed Name of Dean or Department Head (or authorized designee)

Please submit this completed and signed form and a copy of the gift agreement or supporting documentation (if applicable) to Jessica Merchant at jmerchant@tamu.edu or 1252 TAMU. You will be notified by email when the fund code is ready for use.

For Scholarships & Financial Aid use only:
Fund Code: _____ Detail Code: _____ Date: _____ Initials: _____