

University of Central Arkansas Institutional Scholarship/Stipend/Award Notice



This form should only be used if awarding a student from institutional/departmental funds. To award a student using UCA Foundation funds, please submit your request by e-mail to Kathy Carroll in the UCA Foundation. The Foundation will then submit the necessary forms to the Student Financial Aid Office for final awarding. To award a student using a grant funded account, please use the Grant Award Form. **Further guidance on processing funding for students can be found on our website (<http://uca.edu/financialaid/forms/administrative-forms/>) by clicking on Guide for Processing Funding for Students link.**

If you have questions about a student's eligibility for an award, please contact of the staff members below in the Student Financial Aid Office prior to the completion of this form. This can often save time and prevent unnecessary adjustments to a student's award.

Jennifer Newton
Assistant Director
(501) 450-5154
jlnewton@uca.edu

Marylynn Borrengasser
Financial Aid Analyst
(501) 852-2418
marylynnb@uca.edu

Evonne Meeks
Financial Aid Analyst
(501) 852-0732
smeeks@uca.edu

Department: _____ Contact Phone: _____

Authorizing Official & Title (Print): _____

Name/Purpose of Scholarship/Award: _____

Banner Fund Code: _____ (If you do not know this, leave it blank. If a scholarship fund has not been setup for this award, we will contact you with further instructions)

<u>Student Name</u>	<u>UCAID/SS#</u>	<u>Semester/Term</u>	<u>Amount</u>	<u>FA Entered Amount</u>
Example: John Doe	B01222345	Fall 2011	\$1,000	FINANCIAL AID USE ONLY
Victor E. Bear	B01222345	Spring 2012	\$1,000	FINANCIAL AID USE ONLY
Victoria Bear	B01222345	Fall 2012/Spring 2013	\$2,000	FINANCIAL AID USE ONLY
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Authorizing Individual's Signature Date

Entered by: Financial Aid Office Signature Date