Please complete this form to establish a new departmental financial aid scholarship fund code. The new departmental scholarship will be added to the Banner Workflow Scholarship Payment Authorization Form (SPAF) for future awarding. Scholarship funds must be set up in compliance with the Scholarship Memorandum of Understanding (MOU). Please complete all criteria listed below. Incomplete forms will be returned. Return completed forms to Sheila Wilson at swilso59@kent.edu or fax to the Student Financial Aid Office at 330-672-4036.

College/School ____________________________

Department Name ____________________________

Extension Number ____________________________

Administrator Name ____________________________

Administrator Email ____________________________@kent.edu

Administrator Extension Number ____________________________

Authorizer Name ____________________________

Authorizer Email ____________________________@kent.edu

Authorizer Extension Number ____________________________

Full Scholarship Name: ____________________________

Scholarship Name to be displayed in Banner (max 30 characters): ____________________________

Foundation #: ____________________________ OR Index #: ____________________________

First Year of Award: ____________________________

Total Expected Award Amount per Year: ____________________________

Maximum Expected Award Amount per Student: ____________________________

Scholarship On-Line Donor Acknowledgement (SODA)

☐ Yes – Name of SODA Recipient: ____________________________

☐ No

Degree Type Restrictions:

☐ Undergraduate

☐ Graduate

☐ Both

Merit/Need Based:

☐ Merit Based

☐ Financial Need Based (FAFSA Required)

☐ Both Merit & Need Based

☐ Other (Specify Below)

Campus Restrictions:

☐ Any Campus

☐ Kent Campus Only

☐ Regional Campus Only:

(Specify Campus)

Enrollment Requirements:

☐ Full-Time

☐ Half-Time

☐ Less than Half-Time

Minimum Credit Hour Requirement: ____________________________

Expense Restrictions:

☐ Tuition Only

☐ Room & Board Only

☐ Tuition, Room, & Board

☐ Any Expense

☐ Other: ____________________________

Other Restrictions (Class Standing, Major Specific, GPA, Other Expenses, etc.):

Please Note: In accordance with the University’s Student Tuition Fee Refund Policy, as stated in the Schedule of Classes Booklet: “All balances due the University resulting from other obligations will be deducted from the amount to be returned to the student.” Therefore, the scholarship amount refunded to the student may be less than the amount listed above if the student has an outstanding balance on their Bursar Account.

FOR SFA USE ONLY

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