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 330-672-4014.

**College/School**
[ ]

**Department Name**
[ ]

**Extension Number**
[ ]

**College/School**
[ ]

**Administrator Name**
[ ]

**Administrator Email**
[ ]

**Administrator Extension Number**
[ ]

**Authorizer Name**
[ ]

**Authorizer Email**
[ ]

**Authorizer Extension Number**
[ ]

**Full Scholarship Name:**
[ ]

**Scholarship Name to be displayed in Banner (max 30 characters):**
[ ]

**Foundation #:**
[ ]

**Index #:**
[ ]

**Total Expected Award Amount per Year:**
[ ]

**Maximum Expected Award Amount per Student:**
[ ]

**Scholarship On-Line Donor Acknowledgement (SODA):**
[ ]

**Degree Type Restrictions:**
[ ]

**Campus Restrictions:**
[ ]

**Enrollment Requirements:**
[ ]

**Minimum Credit Hour Requirement:**
[ ]

**Expense Restrictions:**
[ ]

**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.

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<th>Initials</th>
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