

If you have a departmental prize or award for a student, provide the following information for approval.
Please complete this fillable form and submit it electronically.

Name of Department: _____

Effective Term for the Award: _____ Amount: _____

Student Name: _____ Student ID: _____

Requested by: _____ Date: _____

Contact Phone # or Email Address: _____

Reason for Award:

Please submit this form (signed by your Budget Officer) to Brandon Huiner in Financial Aid.
The Office of Financial Aid will verify financial aid eligibility for this award and confirm approval.

Budget Officer Signature

Date

For office use only:

Approved

Denied

Comments:

Office of Financial Aid

Date