Virginia Commonwealth University

2008-09 Financial Aid – Award Notification

Please submit notification by fax or email.

TO:	Brenda Burke	FROM:	_____ (Name)
	Associate Director		_____ (Title)
Email:	blburke@vcu.edu		_____ (Email)
Phone:	828.7372		_____ (Phone)
Fax:	828.6395		_____ (Fax)
			_____ (Date)

Banner Finance Org/Index Number ___ - ___ ___ ___ ___ ___ - ___ ___ ___ ___ ___ ___ Fund number _____

School/Department _____

Name of award _____

Please provide the information requested below for each recipient of the award named above. If any revisions to the award(s) are made, please notify the VCU Office of Financial Aid as soon possible. The assumption is that award(s) are based on full-time enrollment unless otherwise indicated. ***Individual departments or schools are responsible for monitoring eligibility requirements, including enrollment levels.***

VCU Student Number	Name	Fall 2008 Amount	Spring 2009 Amount	Summer 2009 Amount	Total	Check if Revised Award*

***Awards cancelled or replaced with another funding source must be reported to the VCU Office of Financial Aid. If the FRS account for the new funding source does not already have a fund number associated with it, you should submit a Fund Number Request form. Changes should not be made using interdepartmental transfers between FRS accounts.**

OFA Use Only

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Virginia Commonwealth University • Division of Student Affairs and Enrollment Services • Office of Financial Aid
P.O. Box 843026 • Richmond, VA 23284-3026 • (804) 828-6669 • Fax (804) 827-0060
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