

Office of Financial Aid – Request for Fund Number

Please submit request by fax.	
TO:	Brenda L. Burke Associate Director for Scholarships Email: blburke@vcu.edu, Phone: 828.7372 Fax: 828.6395
FROM:	_____ (Name) _____ (Email) _____ (Phone) _____ (Date)

OFA Use Only	
Fund Number Setup	Initials/Date
Assigned fund number	_____
Detail Code	_____
Unfunded flag	_____
RFRBASE/RFRMGMT	_____
Department notified on	_____
Notes:	_____ _____

Provide information about the awards as requested below. Remember to notify the Office of Financial Aid of the award recipients as soon as possible, using the Award Notification form which is available online (go to www.vcu.edu/enroll/finaid/ and click on "VCU Faculty/Staff" at the bottom of the page).

School/Department _____

Name of award _____
Please limit to 38 characters, including spaces. This name will appear on any Financial Aid Notifications that a student may receive.

Banner Finance Org/Index Number _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____

Award type: (may check both, if applicable)

Is financial need used to determine award recipients? ____ Yes
____ No

Is academic merit, essay, or other merit-based criteria used to determine award recipients? ____ Yes
____ No

Aid source: Check only one. (See definitions on next page.)	OFA Use Only
Institutional Aid _____	(I)
Federal Aid _____	(F)
Virginia State Aid _____	(V)
Endowment _____	(E)
Private Aid _____	(O)
States Other than VA Aid _____	(S)

Award class: Check only one. (See definitions on next page.)	OFA Use Only
Scholarship _____	(S)
Grant _____	(G)
Loan _____	(L)
Work _____	(W)

What Charges Should This Fund Pay?	Yes	No
Tuition	_____	_____
Fees	_____	_____
Tuition and Fees	_____	_____
Room	_____	_____
Board	_____	_____
Room and Board	_____	_____
No Restrictions	_____	_____

Required VCU enrollment status	
Full-time:	12+ undergraduate credit hours 9+ graduate/professional credit hours
3/4 time:	9 - 11 undergraduate credit hours Not applicable for graduate/professional
1/2 time:	6 – 8 undergraduate credit hours 5 – 8 graduate credit/professional credit hours
Less than 1/2 time at VCU	

Contact Information

Name: _____ P.O. Box: _____
Phone number: _____ Email: _____
Name of authorizing authority/dean: _____

Signature of authorizing authority/dean

Date

Definitions

Award Source	Funding provided by
Institutional Aid	Virginia Commonwealth University
Federal Aid	United States Federal Government
Virginia State Aid	Commonwealth of Virginia (SCHEV, General Assembly, etc.)
Endowment	VCU donor gift fund where the principal is left intact while interest income is distributed in the form of scholarships.
Private Aid	Company, business, civic organization, church, or other private entity. Entity other than the federal, state, or local government. Not from VCU or VCU endowments.
States Other than VA Aid	States other than the Commonwealth of Virginia (Vermont, Pennsylvania, Alaska, etc.)
Award Class	Description
Scholarship	Scholarship awarded that does not have to be repaid which is not based on financial need. Usually is based on special qualifications such as academic achievement, athletic skills, or artistic talent.
Grant	Grant awarded to student based on financial need that does not have to be repaid.
Loan	Borrowed money that must be repaid, usually with interest.
Work	Funds that are earned through a federal, state, or institutional work-study employment program.

