

Office of Financial Aid – Request for Fund Code

Please submit request by email: FAScholar@vcu.edu

TO: Casey Toney
Scholarship Coordinator
Email: crtoney@vcu.edu
Phone: 804-828-7376

FROM: _____ (Name)
_____ (Email)
_____ (Phone)
_____ (Date)

OFA Use Only

Fund Code Setup	Initials/Date
Assigned fund code	_____
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.enrollment.vcu.edu/finaid/ and click on "For Faculty and Staff" under the Apply for Financial Aid section).

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?

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