# REQUEST FOR NEW SCHOLARSHIP ITEM

## Purpose
This form is used when a department has a new scholarship account and wants to disburse money from it to a student via a scholarship. OSFAS uses this form to create new item types in the Student Administration System.

## Instructions
- This form must be completed before the first scholarship can be awarded.
- Complete form in its entirety.
- Email completed form to Kimberly Duby: kimberly.duby@uconn.edu.

## SECTION 1: Scholarship Information

<table>
<thead>
<tr>
<th>First Academic Year this Scholarship will be awarded:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 2016-2017 [ ] 2017-2018</td>
</tr>
</tbody>
</table>

Official Scholarship Account Name (The name you place here will be what shows up on the student’s fee bill regardless of what the disbursement form states):

University of Connecticut Accounting Office KFS #: [ ] The University of Connecticut Foundation #: [ ] Department #: [ ]

The Scholarship is a President’s Challenge Award. ☐ Yes ☐ No

Career: (check all those that indicate the career for which this fellowship will be awarded)

☐ Graduate ☐ Undergraduate ☐ Pharm-D ☐ Radcliffe Hicks ☐ Non-Degree

PROVIDE ANY SPECIAL REQUEST FOR THIS SCHOLARSHIP IN THIS FIELD:

## SECTION 2: Office Use

SFAS _______________________________ Date _______________

Item Type ___________________________