### Completing the New Fund Code Form

### **Instructions:**

- Follow all the instructions that are listed at the top of the form.
- Processing can take (5-8) business days.

## Section A: Establishing the scholarship name

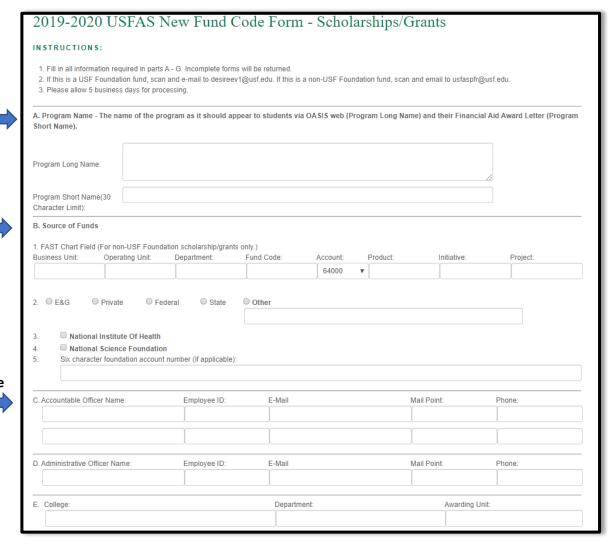
- Program Long Name will appear via OASIS web.
- Program Short Name will appear via the student's Financial Aid Award Letter.

### **Section B: Source of Funds**

- FAST Chart Fields are for non-USF Foundation scholarships/grants only
- Foundation Accounts ONLY: Provide the sixcharacter foundation account number associated with the program/scholarship.

# Section C, D, and E: Accountable Officer, Administrative Name, and Awarding Unit Information

- Accountable Offer Authorized signer
- Administrative Officer USF contact person
- College/Department/Awarding Unit Area responsible for scholarship



## **Section F: Awarding and Disbursement Rules**

- Minimum enrollment to be paid
- Maximum amount per year/student
- FAFSA required = Yes, if need-based
- Terms and conditions (non-renewable/renewable)
- Thank You Letter (TYL) Required

## Section G: Scholarship and Grants Uncashed Refund Check Policy

- Uncashed refund check, what should our office do with those funds?
- Students should sign up for eDeposit or ensure their personal information is updated in OASIS.

### Section H: Certification

- Signature for Accountable Officer
- Signature for USF Foundation (if applicable)
- Decision provided for who will monitor need

