

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 six-character 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

2019-2020 USFAS New Fund Code Form - Scholarships/Grants

INSTRUCTIONS:

1. Fill in all information required in parts A - G. Incomplete forms will be returned.
2. If this is a USF Foundation fund, scan and e-mail to desireev1@usf.edu. If this is a non-USF Foundation fund, scan and email to usfasprf@usf.edu.
3. Please allow 5 business days for processing.

A. Program Name - The name of the program as it should appear to students via OASIS web (Program Long Name) and their Financial Aid Award Letter (Program Short Name).

Program Long Name:

Program Short Name(30 Character Limit):

B. Source of Funds

1. FAST Chart Field (For non-USF Foundation scholarship/grants only.)

Business Unit:	Operating Unit:	Department:	Fund Code:	Account:	Product:	Initiative:	Project:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	64000 ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. E&G Private Federal State Other

3. National Institute Of Health

4. National Science Foundation

5. Six character foundation account number (if applicable):

C. Accountable Officer Name: **Employee ID:** **E-Mail** **Mail Point:** **Phone:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. Administrative Officer Name: **Employee ID:** **E-Mail** **Mail Point:** **Phone:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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E. College: **Department:** **Awarding Unit:**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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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



F. Awarding and Disbursement Rules

1. Minimum Enrollment
Fall: Full Time 3/4 Time 1/2 Time At Least 1 Active USF Credit Hour
Spring: Full Time 3/4 Time 1/2 Time At Least 1 Active USF Credit Hour
Summer: Full Time 3/4 Time 1/2 Time At Least 1 Active USF Credit Hour
* Must be actively enrolled in at least one USF credit hour at the time of disbursement.

2. Award Maximum Amount Per Year Per Student:

3. Need based (FAFSA is required): Yes No

4. Terms and Conditions Required: Yes No
T&C text must be approved by the accountable officer and submitted to Anita Brown (anitabrown@usf.edu) when this form is submitted and prior to payment requests being submitted.
Select The Type of Terms & Conditions

5. Thank You Letter Required: Yes No
Terms and Conditions must be required if Thank You Letter if required.

6. For additional disbursement rules (GPA requirements, setting up fund messages in OASIS, assistance with renewal criteria, etc.), please contact Anita Brown, Assistant Director, by email anitabrown@usf.edu or by phone-813-974-7228.

G. Scholarship/Grant Uncashed Refund Check Policy:
When the payment from this fund results in the student receiving a refund check and the student does not cash the refund check, please indicate what our office should do with the uncashed funds:

Please return any uncashed funds to the scholarship fund. (Please note: Departments will have to reissue funds using a payment request.)
 Please allow any uncashed funds to be remitted to the State of Florida Abandoned Property. (Please note: Student has up to (5) years to reclaim these funds from the state. FS 717.105)

H. Certification
I hereby certify that the above information is true and complete to the best of my knowledge.

Accountable Officer Name (Printed) _____
Accountable Officer Signature/Date _____

For USF Foundation Scholarship Office Use ONLY:
This fund will be monitored for need by:
 Not Required USF Foundation USFAS-Financial Aid

USF Foundation Scholarship Administrator Signature/Date _____

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



For USF Foundation Scholarship Office Use ONLY:
This fund will be monitored for need by:
 Not Required USF Foundation USFAS-Financial Aid

USF Foundation Scholarship Administrator Signature/Date _____