University of North Alabama

Student Financial Services

Scholarship Award Authorization Record

I authorize the following scholarship award(s) for the student listed below. I request that Student Financial Services monitor the student's financial aid package for an over award and post the following award(s) to the student's account.

Student's Name _____ SID _____

Authorized by _____ Date _____

(1) Student Name	(2) Student ID	(3) Fund Code	(4) Amount	(5) Term	(6) ADJ	(7) SFS

Instructions: (1) List the student's name.
(2) List the student's ID number. The student's ID MUST be included.
(3) Specify the FUND CODE. Refer to the fund code list to identify the correct code.
(4) Specify the term (semester/year) of your authorization.
(5) Include the EXACT dollar amount you authorize for the student. Do not estimate. Do not use terms like "tuition".
(6) If this authorization is an ADJUSTMENT to a previous authorization, place an "X" in the ADJ column.
(7) For Student Financial Services use.

Keep a copy of this authorization. Allow a minimum of 5 days for processing your authorization.

Rev 12/10