

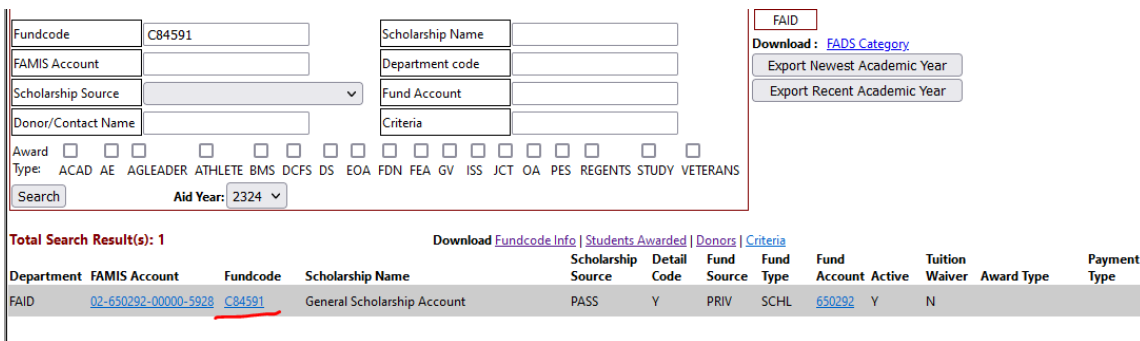
Instructions to Submit Scholarship Payment Request for Summer REU/Non-enrolled Students

The REU/Non-Enrolled Student Payment Request Form must be completed by the Scholarship Administrator for the unit/department. Submitter must be logged into their TAMU Google account.

ONLINE FORM

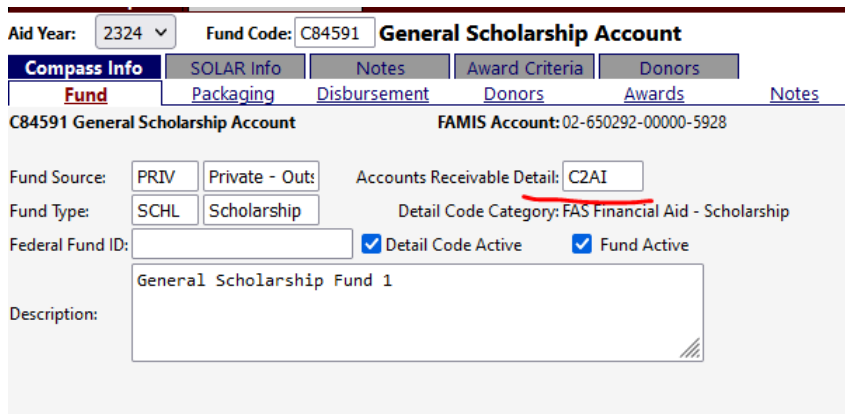
Information Required:

1. **Submitter Email Address**- email address of the individual submitting the payment request
2. **Submitter Department**- name of the department the providing payment
3. **Participant/Student’s UIN**- 9 digits (numbers only, no dashes)
4. **Fund Detail Code**- 4 characters (combination of letters and numbers)
 - Example: C2AI
 - To find the detail code, go to [SOLAR](#) and Search for your fundcode
 - Once the results appear, click on the fundcode
 - Click on Compass Info Tab



Department	FAMIS Account	Fundcode	Scholarship Name	Scholarship Source	Detail Code	Fund Source	Fund Type	Fund Account	Active	Tuition Waiver	Award Type	Payment Type
FAID	02-650292-00000-5928	C84591	General Scholarship Account	PASS	Y	PRIV	SCHL	650292	Y	N		

- View the Fund tab (underneath)
- The Detail Code is found in the box named **Accounts Receivable Detail**



Aid Year: 2324 Fund Code: C84591 **General Scholarship Account**

Compass Info | SOLAR Info | Notes | Award Criteria | Donors

Fund | Packaging | Disbursement | Donors | Awards | Notes

C84591 General Scholarship Account FAMIS Account: 02-650292-00000-5928

Fund Source: PRIV Private - Out: Accounts Receivable Detail: C2AI

Fund Type: SCHL Scholarship Detail Code Category: FAS Financial Aid - Scholarship

Federal Fund ID: [] Detail Code Active Fund Active

Description: General Scholarship Fund 1

5. **Term Code:** (The summer semester has been preset for either College Station or Galveston)
 - Summer for College Station student is 202421
 - Summer for Galveston student is 202422

6. **Amount:** the amount to be paid to the recipient. Funds will be posted as a single payment, regardless of how the fund is setup during the fall/spring (lump/multi).
- Must be in the following format: **xxxx.00**, do not include dollar sign (\$)
 - Example: 500.00
 - If want to make multiple payments throughout the summer you must submit a separate, timely payment request for each

TIMELINE

Scholarships & Financial Aid will submit Requests to Student Business Services once a week

- Payment requests are due no later than **5:00 p.m.** each **Monday**
Payment requests submitted after 5:00 p.m. on Mondays will be processed the following week
- Scholarships & Financial Aid will submit payment requests each **Tuesday**
- Payments will be applied to student accounts and refund via [direct deposit](#). Refunds will not be generated for students who have not provided their bank account information for direct deposit
- Refunds are typically received within 3-5 business days

Reminder: Payments submitted after fall tuition and fees have been calculated will apply to any balance due on the student account and will not refund.

If you have questions or if corrections are needed, please use your @tamU email address to contact notenrolledREU@tamU.edu