

Request for New Scholarship FAMIS Account and/or Compass Fund Code Form Instructions

- Select the type of request(s) (1) New FAMIS account and/or (2) New Compass Fund Code
 - If you have already a FAMIS account from which the funds will be paid, you may request a Compass Fund Code only. If you need both a FAMIS account and a fund code to award student accounts, please select both options.

Section I – Department Information

- Provide Date of request, name of requesting department, 4-letter TAMU department code (Ex: CLEN, CLAG, ANSC, FINC)
- Provide college or department point person contact information for request: name, email address, telephone number, and TAMU mailstop

Section II – Account Information

- Provide the semester and year funds will begin to be awarded. Ex: Fall 2017
- Provide the name of the scholarship/fellowship account to be established (name must match that in gift agreement and/or supporting documentation)
- Circle FAMIS account campus code for fund: 02-College Station, 10-Galveston, 23-Health Science Center
- Provide FAMIS account number and support account (if one is already established)
- Provide the first and last name of the FAMIS Responsible Person (i.e., dean or department head) and the FAMIS Accountant for the account
- Provide the FAMIS function code 15 – Research or 60 – Scholarship/Fellowship
 - To find the function code for your account, see the Attributes screen in Canopy or FAMIS screen 6. To find the function code of your support account, see on FAMIS screen 51. Support accounts may be set up differently than the parent account.
- Select whether the fund will be a scholarship or fellowship.
 - If fellowship is selected, select payment type- lump sum (once a semester) or monthly stipends
- Select a scholarship/fellowship FAMIS Object Code: 5910 – Undergraduate, 5915 – Graduate, 5920 – Professional, 5928 – Pass-through (recipients are selected by entity outside of TAMU)
 - Note: Object Code 5928 is used to record the payment of the award to the student. Object Code 5929 is used to record the deposit of funds from the donor as a contra-expense so that it does not show as revenue to the University.
 - If the fund is meant to pay for more than one program level (undergraduates, graduates, etc.), a separate form /fund code will be required for each level.
- Provide the maximum award amount permitted for an individual student in a single academic **year**. If the award will vary, enter \$99,999.
- Provide the maximum number of semesters that each student will be awarded.
 - If the number of semesters will vary, enter 2.
 - If this fund will be a multi-year award and you are interested in utilizing Compass to track the number of semesters permitted and paid, please contact Scholarships & Financial Aid.

- Provide the required enrollment status for your scholarship recipients. If your award permits less than full-time enrollment on a consistent basis, please indicate the minimum enrollment that will be required for the award to pay without our office contacting you. If you wish to review less than full-time students on a case-by-case basis, select Full-time.

Section III – Fund Source/Account Preference

- Provide funding source information:
 - Fiscal – funds are deposited into a Texas A&M University FMO FAMIS account
 - Foundation – funds are managed from an endowment established at Texas A&M Foundation (include Foundation account number and gift agreement/documents)
 - Association – funds are managed from an endowment established at the Association of Former Students (include gift agreement/documents)
- Provide additional information for funds. Please answer all questions, if not applicable check N/A)
 - **Do not leave any items blank.**
 - Does the donor of the funds wish to remain anonymous?
 - Is the donor of these funds deceased?
- Select whether this fund will consistently permit recipients to enroll in less than the required hours noted earlier due to participation in a co-op program, internship, or study abroad
- Select whether this fund will consistently permit students to receive funds if enrolled less than full-time but in final semester before graduation (and have applied for graduation/have a diploma fee assessed)
 - If YES is selected, Scholarships & Financial Aid will permit payment. This form will serve as your authorization to pay funds.
 - If NO is selected, Scholarships & Financial Aid will seek your authorization to permit students to receive funds with less than the minimum enrollment on a case-by-case basis. If authorization is not granted the scholarship/fellowship will be cancelled and department will be notified.

Section IV – Selection Criteria

- Provide awarding/payment criteria for fund
 - If there are specific criteria, select YES and enter criteria in space provided
 - If account has a gift agreement, donor requirements and preference must be reported
 - If account does not have a gift agreement, include the criteria your scholarship committee/department will use to select recipient(s)
 - If there are no specific criteria for awarding recipients, select NO. The fund will be considered unrestricted. Unrestricted funds cannot qualify for non-resident tuition waiver eligibility.
- Provide all student classification(s) that may qualify to receive these funds
 - U1-U4 Undergraduate
 - G7-G8 Graduate or Professional
 - V1-V4 Veterinary Medicine
 - D1-D4 Dental
 - L1-L3 Law
 - M1-M4 Medical
 - P1-P4 Pharmacy
- If fund will be available to students in specific majors only, provide list of major codes- do not list the academic department.
- List additional criteria beyond categories provided under Other.

Section V – Non-resident Tuition Waiver Eligibility

- The Competitive Scholarship waiver permits an eligible non-resident student to pay the fees and charges required of Texas residents. Funds qualifying for this waiver must be made available for both Texas residents and non-residents to apply. Recipients must be selected by an officially recognized scholarship committee or administrator. Competitive scholarship awards must be administered in accordance with [TAMU Standard Administrative Procedure 13.03.99.M03.03 Non-resident Tuition Waiver for Competitive Scholarship Recipients](#)
- Additional notes:
 - If your fund requires recipients be from a specific high school, county, or state it **does not** qualify for a non-resident tuition waiver. If high school, county or state are preferences, the account may qualify students for a non-resident tuition waiver as long as all applicants are equally considered.
 - If a non-TAMU donor/organization selects the recipients, the account **does not** qualify for a non-resident tuition waiver.
 - If your account request does not have specific awarding criteria attached, the account **does not** qualify for a non-resident tuition waiver.

Section VI - Certification of Fund Administration

- All new account/fund code request forms must be signed by your dean, department head, or authorized designee.
- The individual signing this form must certify that the fund will be administered in accordance with the criteria and requirements provided on the request.

Please submit completed and signed form and a copy of the gift agreement or supporting documentation (as applicable) to fellowschol@tamu.edu or send via campus mail to Scholarships & Financial Aid at 1252 TAMU. You will be notified via email when the fund code is ready for use.

Should you have questions about completing the account request form, please contact Scholarships & Financial Aid at (979) 845-3982 or email fellowschol@tamu.edu