



Request for Correction to Established Scholarship/Fellowship Account (College Station, Galveston & HSC)

Note: This process can take between 7 - 10 business days to complete, depending on the time of the year

Section I – Department Information

(Required)

Fund code _____ Date _____ Aid year changes take effect _____

Please indicate the semester and year you wish the correction to take effect _____ (Example: Fall 20XX, Spring 20XX)

Department _____ Dept Code _____

Department or College Contact Name _____

Telephone _____ Email Address _____ Mail Stop _____

Please check this box if the above contact information is new.

Complete the form areas below just for the items that need to be updated. Please submit any supporting documents (new gift agreement, etc.) along with this form to (fellowsschol@tamu.edu).

Section II – Account Information

Old FAMIS account number _____ - _____ - _____ New FAMIS account number _____ - _____ - _____

(Account numbers should begin with the campus code – 02 for College Station, 10 for Galveston and 23 for the Health Science Center; followed by the account number and a sub-account if available. If there is no sub-account, enter “00000” – 5 zeroes)

Inactivate fund code (FAMIS account no longer active, funding has been exhausted)

Name of Account _____

FAMIS Responsible Person _____

FAMIS Accountant _____

Is this a scholarship or fellowship?	SCHOLARSHIP	FELLOWSHIP
How should fellowship be paid?	Lump Sum (once per semester)	Multiple Disbursements (monthly)

Please select one **Object Code** 5910 Undergraduate 5915 Graduate 5920 Professional

OR 5928 Pass-through **Award** (Only for funds received from outside of Texas A&M and students are selected by the entity)

If the change to the object code is not a one-time update and you are in need of multiple object codes for this account you will need to complete the new account form instead.

Indicate the maximum individual award amount (per academic year) for this fund \$ _____

Indicate the maximum number of semesters that fund is awarded to an individual student (# of semesters, 8,4,2,1) _____

Indicate the minimum enrollment a student must carry in order to receive this fund Full Time 3/4 time
(Full Time = 12 hours for undergraduate/professional and 9 hours for graduate) 1/2 time Less than 1/2 time

Section III – Fund Source/Account Preferences (Attach Gift Agreement/Funding Notification Documents)

Funding Source Information:

How did the funds come to the University?

Association

Endowment (Account # _____)
 Gift (one-time or recurring) (Account # _____)

TAMU Fiscal Office

Endowment (Account # _____)
 Gift (one-time or recurring) (Account # _____)
 University Allocated Funds (Account # _____)

TAMU Foundation

Endowment (Account # _____)
 Gift (one-time or recurring) (Account # _____)
 FEA (Foundation use only) (Account # _____)

Other

Federal Grant or Contract (Account # _____)
 Private Grant or Contract (Account # _____)

If funds are from a named donor(s) or organization:

Does the donor of this fund wish to remain anonymous?	Yes	No	NA
Is the donor of these funds deceased?	Yes	No	NA

May a student receive these funds if enrolled less than minimum enrollment requirement noted above due to co-op, internship, or study abroad trip?	Yes	No	NA
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May a student receive these funds if enrolled in less than minimum enrollment requirement noted above for final semester before graduation and has a diploma fee posted?	Yes	No	NA
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Section IV – Selection Criteria

You only need to update criteria that has changed.

Are there specific criteria for awarding this fund?

YES *(Specific Selection Criteria)*

NO *(Unspecified)*

Criteria must match gift agreement, as applicable.

(If "Yes" was selected, please provide details on criteria for items listed below.)

Required Preferred

Academic Achievement/Merit

Eligible Student Classifications _____

College Code(s) _____

Major Code(s) _____

*(If gift agreement permits awarding to students in a department, list all eligible **majors**. Reference: catalog.tamu.edu)*

State of Residence _____

Texas County of Residence _____

Corps of Cadets Participation

Extracurricular Activities

Financial Need

Good Standing with TAMU

(Good Standing is defined as not being on honor/conduct probation)

Minimum GPA Requirement _____

High School _____

High School County _____

High School State _____

Worthy and Deserving

(Verbiage often used in gift agreements)

Other _____

Section V – Donor Information

(If donor information has changed please list it below)

Donor Non-TAMU Contact Name _____

Special Title or Business/Organization/Club Name _____

Street Line One _____

Street Line Two _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

(Area code)

Section VI – Other Comments/Information

Please Submit signed form to Scholarships & Financial Aid MS 1252 or fellowschol@tamu.edu.

Signature of Dean or Department Head for Approval of Correction (or authorized designee)