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

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

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](mailto:notenrolledREU@tamu.edu)