

MUST BE TYPED

EAST TENNESSEE STATE UNIVERSITY Scholarship Authorization Form

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Please allow 15 business day for processing. Incomplete forms will not be processed. Accounts with insufficient funds will not be processed.

Scholarship Name _____

Academic Year _____

College/Dept _____

Fund Code/Detail Code/Exempt # _____

Contact Person _____ Phone _____

Voyager Chart of Account Number (VCOA) - Required

				79712	550					
Entity (2 digits)	Organization (5 digits)	Fund (6 digits)	Fund Type (3 digits)	Account (5 digits)	Functional Class (3 digits)	Purpose (3 digits)	Activity (3 digits)	Site (3 digits)	Future (3 digits)	

*Nonresident Alien must be taxed - contact Jennifer Crigger at criggerj@etsu.edu prior to completing form so the tax will be correctly calculated and form signed.

	Name of Recipient	Non Resident Alien	Student EID (required)	If approving enrollment for Less Than Full Time hours, indicate the approved enrollment hours	Increase Prior Award (Yes)	Cancel Award (Yes)	Fall	Spring	Summer	Tax	Total
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Comments: _____

Grand Total

I certify that the recipients listed above meet or exceed the criteria established for this scholarship.

Departmental Approval Signature _____

Date _____

Typed Approval Name _____

Send Completed Forms:

Former Chart E Acct - Send to Financial Aid & Sch Office, Box 70722

Former Chart F Acct - Foundation Sch - Send to Foundation Accounting, Box 70732

If Nonresident Alien recipient please email to Jennifer Crigger for her signature and approval of tax amount.

AR Detail Code	-----
Fund #	