

# Scholarship/Award/Prize/Loan Agreement *Change Form*

San Francisco State University

Office of Student Financial Aid

**Instructions:**

1. **All changes must be submitted** to the Office of Student Financial Aid **before** you begin the scholarship application process.
2. The “**Scholarship Description**” in AcademicWorks can **ONLY** be **updated** by the Financial Aid office.
3. **If items you wish to update are not listed on this form or there is more than 3 updates**, complete an amended Scholarship Agreement form.

**This change form will update the scholarship agreement on file and AcademicWorks.**

**Part I. Scholarship Information** (*must be completed*)

Name of scholarship/award/prize/loan \_\_\_\_\_

- Check this box if the scholarship name has been changed.

**Account Location and Fund number:**

University Corporation, Fund # \_\_\_\_\_

University Fiscal Affairs, Fund # \_\_\_\_\_

**Part II. Contact Information** (*check and complete only the item(s) you are updating*)

**Project Director** \_\_\_\_\_ Extension \_\_\_\_\_

Title \_\_\_\_\_ College/Office/Dept. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**College/Office/Dept. Contact** \_\_\_\_\_ Extension \_\_\_\_\_

Title \_\_\_\_\_ College/Office/Dept. \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Fax # \_\_\_\_\_ Campus Address \_\_\_\_\_

**Contact for student inquiries:** (use College/office/dept. general contact information)

Contact Person/Department \_\_\_\_\_ Phone number \_\_\_\_\_

Contact \_\_\_\_\_ Person's \_\_\_\_\_ title \_\_\_\_\_

College/Office/Dept. \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Campus Address \_\_\_\_\_

**Academic Works Opportunity Administrator(s)** who will be managing your College/Office/Dept. scholarships on-line (e.g., create questions, qualification criteria, create reviewer groups, scoring rubrics, offer awards, communications, etc.). **You may assign more than one Opportunity Administrator.**

1. Name & SF State ID \_\_\_\_\_ Title \_\_\_\_\_

Extension \_\_\_\_\_ E-Mail Address \_\_\_\_\_

2. Name & SF State ID \_\_\_\_\_ Title \_\_\_\_\_

Extension \_\_\_\_\_ E-Mail Address \_\_\_\_\_

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Part III. Eligibility/Disbursement Information

No minimum GPA required GPA specify \_\_\_\_\_

Minimum Enrollment Requirement to receive scholarship award. Undergraduate/2nd BA - full time (12) 9 units half-time (6) 3 units 1 unit Graduate/Credential - full time (\_8 or \_9) half-time (\_4 or \_6) 3 units 1 unit

Change Enrollment Requirement to include graduating seniors who have a specific number of units to complete in order to graduate. Graduating seniors receiving a scholarship the semester they are graduating are not held to the enrollment requirement. You must note on the Scholarship Award Request the students who are "graduating seniors". If applicable, specify the minimum enrollment requirement to receive the scholarship award for graduating seniors \_\_\_\_\_.

Change Enrollment Requirement to include graduate students working on thesis/final project/taking exam. Graduate students receiving a scholarship the semester they are working on thesis/final project/exam are not held to the enrollment requirement. You must note on the Scholarship Award Request the graduate students who are "working on thesis/final project/exam". However, financial aid cannot disburse scholarships to students who are not enrolled in any units. If applicable, specify the minimum enrollment requirement to receive the scholarship award for graduate students working on thesis/final project/exam \_\_\_\_\_.

Does scholarship require "Financial Need" as determined by the Free Application for Federal Student Aid (FAFSA)? (must be US Citizen or Permanent Resident) Yes No

Does scholarship require "Financial Need" as determined by the California Dream Act Application? (undocumented AB540 students) Yes No

Amount of Award: amount varies amount equivalent to tuition fees amount up to \$ \_\_\_\_\_ \$ \_\_\_\_\_ (state specific amount)

Number of Awards: one varies other \_\_\_\_\_

Timetable for Award Distribution\*: Fall Spring Fall and/or Spring Summer Academic year award (award split half for Fall/Spring) varies (Fall and/or Spring and/or Summer)

College/Office/Dept. are strongly encouraged to distribute the scholarship at the beginning of a semester to facilitate students' timely receipt of funds for the academic semester.

I authorize the changes to the Scholarship Agreement on file with the Office of Student Financial Aid and AcademicWorks.

Project Director Signature

Date

Print Name

Title

Phone number

Email