



Office of Scholarships and Financial Aid

601 S. College Road • Wilmington, NC 28403 • *Federal School Code: 002984*

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Scholarship Item Setup Request Form

Department:	Academic Year:
Budget Authority:	Phone Number:
Alternate Contact:	Phone Number:

Title (28 character max)	Account	Fund	Org	Amount	# of Recipients
1)					
2)					
3)					
4)					
5)					

Is full-time enrollment required? Yes No

If full-time enrollment is not required, should the fund pro-rate to mirror the enrollment status? Yes No

Indicate minimum enrollment hours, if any. _____

Is this a need-based fund? Yes No

Is the student required to meet the university's standard for Satisfactory Academic Progress? Yes No

Indicate minimum GPA requirement, if any. _____

Enter below the message recipients should see in Banner regarding this item.

Example: This merit award requires full-time enrollment during each semester. Full-time enrollment is 12 credit hours or more for undergraduate students and nine credit hours or more for graduate students. This award may be renewed at the discretion of the award authority.

Budget Authority Signature: _____ Date: _____

Grant Officer Signature: _____ Date: _____
(If applicable)