The University of New Mexico

Scholarship Office
Departmental Award Change Request Form

Date: _____

To: Alex Gonzalez, Associate Director, Scholarship Office
MSC06 3670, Mesa Vista Hall Room 3019, Tel. 277-6090, Fax 277-5325

From: _____ _____
Name/Title Department

_____ _____
Address Telephone #

Revision to Original
(please list information as it was listed on the original award form that was submitted by your office):
Account Name: _____ Dated: _____
Banner Index #: _____ Academic Year: _____
Apply revision to: ☐ All Students on Form ☐ Individual Student (Provide information below)
Banner ID: _____
Name: _____
Foreign Student? ☐ Yes ☐ No If yes, please route to Banking, Tax and Investments

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☐ Change Banner Index #
Original Banner Index #: _____ New Banner Index #: _____
Apply change to: ☐ Fall ☐ Spring ☐ Summer (Check all that apply)

☐ Increase Award Amount
Original Dollar Award Amt: _____ New Dollar Award Amt: _____
Apply change to: ☐ Fall ☐ Spring ☐ Summer (Check all that apply)

☐ Decrease Award Amount
Original Dollar Award Amt: _____ New Dollar Award Amt: _____
Apply change to: ☐ Fall ☐ Spring ☐ Summer (Check all that apply)

☐ Cancel Award
Apply change to: ☐ Fall ☐ Spring ☐ Summer (Check all that apply)

☐ Change Enrollment Criteria
Originally: ☐ Zero (0) Hours ☐ Less than ½ time ☐ ½ time ☐ ¾ time ☐ Full-time
Correct to: ☐ Zero (0) Hours ☐ Less than ½ time ☐ ½ time ☐ ¾ time ☐ Full-time

☐ Correct Banner ID
Student's Name: _____
Original/Incorrect Banner ID: _____ Correct Banner ID: _____

☐ Other, please specify clearly:

_____

_____

Important: If anything remains incomplete or ambiguous, this award form will be returned to the department.

I have certified the awards and students listed above meet or exceed the restrictions imposed by the donor(s) of these scholarship funds at the time of the award.	
Signature , Preparer	Date
Signature, Department Chair	Date
Signature, General Accounting	Date

If applicable, I have certified taxation issues related to foreign student awards have been reviewed and appropriate action has been taken.	
Signature, Banking, Tax and Investments	Date

Forms and policies available at: http://www.unm.edu/~schol/4departs.html