

**REQUEST TO ADD OR CHANGE
FINANCIAL AID/SCHOLARSHIP ITEM TYPE**

Type of Request: New - or- Update Existing

Description (30 Characters) _____

Short Description (10 Characters) _____

Reason for New Item Type _____

Academic term & year for disbursement _____ Expected disb. date _____

DR Chartfield String: (If no Account, 609005 will be used. If no Department, 0015 will be used)

Account	Fund	Department	Program	Class	Project

CR Chartfield String: 250811 - ZZ005

Refund after paying fees	Do not pay fees (fully refund)
Do not refund	List fee(s) to pay: _____

Requestor's Name: _____ Date of Request: _____

Below this line for Financial Services Use Only

Item Type# _____ Charge Priority _____

Entered by: _____ Date: _____

Approved by: _____ Date: _____