

**THE UNIVERSITY OF ALABAMA
SCHOLARSHIPS, FELLOWSHIPS, AND OTHER ACADEMIC AWARDS**

PURPOSE OF PAYMENT:	
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Name of Award:	
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Please check one of these boxes:	Single Payment: <input type="checkbox"/>	Installment Payment: <input type="checkbox"/>
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*This form is used to process student payments for all scholarships, fellowships, or other academic awards not associated with compensation, including but not limited to: **stipends, college course fees, facility/technology fees, or tuition scholarships NOT related to an assistantship or fellowship.***

This form should not be used for compensation or to reimburse a student for University business expenses.

For further details see the Student Payment Policy & Procedures at <http://financialaccounting.ua.edu/accts-payable/index.html>.

Note: A student must be enrolled and confirmed when the scholarship or fellowship payment is to be made.

Single Payments will be made as the award is approved.

Installment Payments will be made in equal monthly installments so that refund checks will be available at the end of the following months:
Fall Semester Awards -
 August through December (5 installments)
Spring Semester Awards -
 January through April (4 installments)
Summer Semester Awards -
 May through July (3 installments)

Payment will be processed on the 26th day of each month (or preceding business day if on a weekend) in order to ensure that refund checks will be available for pickup prior to the month end. Earlier where public holidays impact (November, December, February).

Please check one box:	Graduate: <input type="checkbox"/>	Undergraduate: <input type="checkbox"/>
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Important payment information! The credit will be applied to the student's account and a refund check generated unless the account is delinquent. Transactions will appear on the student's web account. The refund check will be available for pick-up at the Student Receivables cashier area after 1 p.m. the day after the refund transaction appears on the student's account. The student may contact the Student Receivables office (205-348-5350) or email receivables@fa.ua.edu to request that the check be mailed.

FOAP to be charged	COA	Fund	Org	Account	Prog

RECIPIENTS					
CWID	Name (F/M/L)	Total for Fall (\$)	Total for Spring (\$)	Total for Summer (\$)	TOTAL AWARD (\$)
Total Awards:					

APPROVALS

University Department Name: _____ Date prepared: _____

Department contact for this transaction: _____

Contact's e-mail address: _____ Contact's telephone #: _____

I confirm that I am aware of the Graduate School deadlines for submission of this form and understand the payment will be made in accordance with the payment dates published on the Graduate School web site.

Department Head		Graduate School	
	Date		Date

If the award is being charged to a sponsored project, please use the Student Stipends, Scholarships, and Fellowships Form for Charging Grants/Contracts, which can be downloaded from the C & G Accounting web site, and send the completed form to Sponsored Programs Financial Services, 318 Rose Administration, Box 870135.

Otherwise, send this form to John Chambers, Graduate School, 102 Rose Administration, Box 870118.