



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

Graduate School

Graduate Student Support

Creation Instructions

Graduate Student Support Forms

- PDF - Original and Revision Awards
- Excel Spreadsheet – Original Awards Only

- Original awards submitted on the Excel Spreadsheet are awards that have been submitted to the Graduate School for the first time for the academic year.
- All REVISIONS (changes made to the original award regardless of submitting it on the excel spreadsheet or PDF form) must be submitted on the graduate student support PDF form .
- Example: If tuition, fees, or scholarship support has been submitted for the fall and spring semesters and summer support is added at a later date this is a REVISION and must be submitted on the graduate student support PDF form .




Graduate Student Support

Original and REVISION Awards

1. Enter date
2. Enter school and/or department name
3. Enter name of sender/submitter
4. Enter telephone number of sender/submitter
5. Enter student Banner ID
6. Enter student name
7. Select if the student is new or continuing in program
8. Select degree program
9. Select residency (resident or non-resident)
10. Select source type - please note that assistantship source should show tuition only
11. Enter TA Number (if applicable)
12. Enter Name of Award
13. Enter Index Number
14. Enter Fund Code assigned by Financial Aid **NOT** the Banner Fund Number or Program
15. Enter the tuition/fee/scholarship for the appropriate semester
16. Check if award is a revision (examples below)
17. Save completed award form and email to gradsupport@vcu.edu or submit via fax or campus mail. Please note all awards are processed in the order received.

*****Note: All support (including funding from the Graduate School) must be listed**



VCU Graduate School

2014-2015 Graduate Student Support Form

Please submit notification via email: gradsupport@vcu.edu
 Do not send questions or inquiries to the gradsupport@vcu.edu. Only the graduate student support form should be sent to this mailbox.
 Questions/inquiries should be sent to Melissa W. Tyler - mtyler@vcu.edu.

Date: **1**

School and/or department: **2** Sender Name: **3** Phone: **4**

Banner ID: V **5** Student Name: **6** **7** status **8** Degree **9** Residency

Select from Dropdown: Select from Dropdown Select from Dropdown

Funding Details										
Source	TANum: (if applicable)	Name of Award:	Banner Index#	Fund	Fall 2014 Amount	Spring 2015 Amount	Summer 2015 Amount	Total	Check if revised award:	
								0.00	<input type="checkbox"/>	
10	11	12	13	14		15		0.00	<input type="checkbox"/> 16	
Select from Dropdown: AF009, AF012, TA, TR009, TR012 is for tuition only. Fees/other for fee support Scholarship					Tuition dollar amount for corresponding semesters				0.00	<input type="checkbox"/>
					0.00			0.00	<input type="checkbox"/>	
Total Tuition and/or Fee Support:					0.00	0.00	0.00	0.00		

If any revisions to the award(s) are made, please notify the Graduate School as soon as possible. If the index number for the new funding source does not already have a fund number associated with it, you must submit a Request for Fund Number form to the Office of Financial Aid. Changes should not be made using budget journal entries between index numbers.
 The assumption is that award(s) are based on full-time enrollment unless otherwise indicated. Schools/departments/units are responsible for monitoring eligibility requirements, including enrollment levels (number of credit hours) and the student account.

Notes:

Electronic Submission **17**

To email completed form, click **Electronic Submission**. Change Printer to "Adobe PDF" and print the form. A dialog box will open for you to save the completed form to your desktop. Then attach to an email and send. You can also use this button to print a paper copy for your files.

Graduate School Date:

Request for Fund Number Form

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Office of Financial Aid – Request for Fund Code

Please submit request by email: FAScholar@vcu.edu		OFA Use Only	
TO:	Casey Toney Scholarship Coordinator Email: crtoney@vcu.edu Phone: 804-828-7376	Fund Code Setup	Initials/Date
FROM:	_____ (Name) _____ (Email) _____ (Phone) _____ (Date)	Assigned fund code	_____
		Detail Code	_____
		Unfunded flag	_____
		RFRBASE/RFRMGMT	_____
		Department notified on	_____
		Notes:	_____

Provide information about the awards as requested below. Remember to notify the Office of Financial Aid of the award recipients as soon as possible, using the Award Notification form which is available online (go to www.enrollment.vcu.edu/financial and click on "For Faculty and Staff" under the Apply for Financial Aid section).

School/Department _____

Name of award _____

Please limit to 38 characters, including spaces. This name will appear on any Financial Aid Notifications that a student may receive.

Banner Finance Org/Index Number _____ - _____ - **636022 - restricted to tuition and fees**
 _____ - **636012 - not restricted to tuition and fees**

For all continuing grants, if nothing changes except the index number, you may keep the existing fund number. Send Melissa Tyler an email with the old index number, new index number, fund number and detail code. **Please note once new index number is linked to fund code, no changes can be made to the old index number.**

Changes should not be made using budget journal entries between index numbers.

Graduate Funding Source

Please note, when awarding tuition and fees to student accounts from an Unfunded Account, no graduate student may receive above the tuition and fee amount.

Unfunded Accounts

1-XXXXX

2-XXXXX

3-XXXXX

5-3XXXX

4-XXXXX

8-88XXX

8-89XXX

Funded Accounts

5-2XXXX

5-3XXXX

5-4XXXX

6-4XXXX

8-8XXXX

Graduate Student Support Excel Spreadsheet

VCU Graduate School

2014-2015 Graduate Student Support Form

EXAMPLE

Please submit notification via email: gradsupport@vcu.edu.

Do not send questions or inquiries to the gradsupport@vcu.edu. Only the graduate student support form should be sent to this mailbox. Questions/inquiries should be sent to Melissa W. Tyler - mtyler@vcu.edu.

This form is for **ORIGINAL awards only. All REVISIONS must be submitted via email/fax/campus mail using the graduate student support form (<http://www.graduate.vcu.edu>).

The assumption is that award(s) are based on full-time enrollment unless otherwise indicated. Schools and/or departments are responsible for monitoring eligibility requirements, including enrollment levels (number of credit hours) and the student account.

School and/or Department

School of Engineering/Biomedical Engineering

Please do not skip rows.

BANNERID	FIRST_NAME	MIDDLE_IN	LAST_NAME	DEGREE	SOURCE	TANUM	AWARDNAME	INDEX	FUNDNO	FALL\$	SPRING\$	SUMMER\$	TOTAL\$	PROGRAM TYPE*	NOTES*
V00123456	Marie	L	Doe	Doctoral	AF012YR		Graduate School Assistantship	2XXXXX	IGSA	7,952.00	7,952.00	5,304.00	21,208.00	Graduate School Assistantship	Electronic Submission - Tom Day
V00123456	Marie	L	Doe	Doctoral	Fees/Other		Engineering Tuition Support	1XXXXX	IETSA	1,155.50	1,155.50	400.00	2,711.00	Program Type	Electronic Submission - Tom Day
V00112233	Daniel	C	Xu	Masters	Scholarship		Sample Scholarship	6XXXXX	ESSA	1,000.00	1,000.00		2,000.00	Program Type	Electronic Submission - Tom Day
V0045678	Quan	R	Mi	Masters	TAPART	0501	Teaching Assistant	1XXXXX	ITAE	4,308.00			4,308.00	Program Type	Electronic Submission - Tom Day
				Degree	Source								-	Program Type	
				Degree	Source								-	Program Type	
				Degree	Source								-	Program Type	
				Degree	Source								-	Program Type	

Graduate Student Support Excel Spreadsheet

EXAMPLE-REVISION needed by school/department

V00112233	Daniel	C	Xu	Masters	Scholarship	Sample Scholarship	6XXXXX	ESSA	1,000.00	1,000.00	2,000.00	Program Type	Electronic Submission - Tom Day
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Graduate Student Support REVISION

Reset Form

VCU Graduate School

2014-2015 Graduate Student Support Form

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Do not send questions or inquiries to the gradsupport@vcu.edu. Only the graduate student support form should be sent to this mailbox.
Questions/inquiries should be sent to Melissa W. Tyler - mtyler@vcu.edu.

Date May 18, 2014

School and/or department: School of Engineering/Biomedical Engineering Sender Name: Tom Day Phone: extension

Banner ID: V00112233 Student Name: Daniel C. Xu Status: Continuing Degree: Masters Residency: Nonresident

Funding Details									
Source	TANum: (if applicable)	Name of Award:	Banner Index#	Fund	Fall 2014 Amount	Spring 2015 Amount	Summer 2015 Amount	Total	Check if revised award:
Scholarship		Sample Scholarship	6XXXXX	ESSA	2,000.00	3,000.00		5,000.00	<input checked="" type="checkbox"/>
								0.00	<input type="checkbox"/>
								0.00	<input type="checkbox"/>
								0.00	<input type="checkbox"/>
								0.00	<input type="checkbox"/>
Total Tuition and/or Fee Support:					Fall Total: 2,000.00	Spring Total: 3,000.00	Summer Total: 0.00	Year Total: 5,000.00	

If any revisions to the award(s) are made, please notify the Graduate School as soon as possible. If the index number for the new funding source does not already have a fund number associated with it, you must submit a Request for Fund Number form to the Office of Financial Aid. Changes should not be made using budget journal entries between index numbers.

The assumption is that award(s) are based on full-time enrollment unless otherwise indicated. Schools/departments/units are responsible for monitoring eligibility requirements, including enrollment levels (number of credit hours) and the student account.

Notes:

Electronic Submission

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Graduate School Date: _____

Graduate Student Support

ORIGINAL Award

Reset Form

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2014-2015 Graduate Student Support Form

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 Questions/inquiries should be sent to Melissa W. Tyler - mt Tyler@vcu.edu.

Date May 18, 2014

School and/or department: School and/or department

Sender Name: Sender Telephone

Phone: Extension

Banner ID: V#s only

Student Name: Student Name

Status
Continuing

Degree
Doctoral

Residency
Resident

Funding Details									
Source	TANum: (if applicable)	Name of Award:	Banner Index#	Fund	Fall 2014 Amount	Spring 2015 Amount	Summer 2015 Amount	Total	Check if revised award:
AF012YR		Name of Award	Index	FA #	4,089.00	4,089.00	1,362.99	9,540.99	<input type="checkbox"/>
Fees/Other		Name of Award	Index	FA#	1,351.73	1,351.73	242.73	2,946.19	<input type="checkbox"/>
								0.00	<input type="checkbox"/>
								0.00	<input type="checkbox"/>
								0.00	<input type="checkbox"/>
								0.00	<input type="checkbox"/>
Total Tuition and/or Fee Support:					5,440.73	5,440.73	1,605.72	12,487.18	

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Notes: Student is withdrawing from doctoral program

Electronic Submission

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Graduate School Date: _____

Graduate Student Support

REVISION for PDF Example

Reset Form

VCU Graduate School

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Date May 18, 2014

School and/or department: School and/or department Sender Name: Sender Telephone Phone: Extension

Banner ID: V#s only Student Name: Student Name Status: Continuing Degree: Doctoral Residency: Resident

Funding Details									
Source	TANum: (if applicable)	Name of Award:	Banner Index#	Fund	Fall 2014 Amount	Spring 2015 Amount	Summer 2015 Amount	Total	Check if revised award:
AF012YR		Name of Award	Index	FA #	4,089.00	4,089.00	1,362.99	9,540.99	<input type="checkbox"/>
Fees/Other		Name of Award	Index	FA#	1,351.73	1,416.73 <small>Added an additional \$65 to fees support</small>	242.73	3,011.19	<input checked="" type="checkbox"/>
								0.00	<input type="checkbox"/>
								0.00	<input type="checkbox"/>
								0.00	<input type="checkbox"/>
Total Tuition and/or Fee Support:					Fall Total: 5,440.73	Spring Total: 5,505.73	Summer Total: 1,605.72	Year Total: 12,552.18	

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Graduate School Date: _____

Questions????

Please send questions and/or inquiries regarding graduate student support to

Melissa W. Tyler

mtyer@vcu.edu