

AID ID Request for New Scholarship Awards

Instructions:

Please complete numbers (2) through (15) using the guidelines below. Email the completed form to fiscalunit@fas.ucla.edu

Once the AID ID has been assigned, this form will be returned to you. Processing time is 3 - 5 business days.

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| (1) | AID ID | Once assigned by Fiscal, include the AID ID in the PROJECT COLUMN on the UCLA Undergraduate Scholarships Upload Form or the Award Submission Form for UCLA Program Participants |
| (2) | FS Code | This is the campus department Financial System 4-digit code |
| (3) | Name of Award | Provide the name of the scholarship as you wish it to appear on the student's Financial Aid Notification (30 character max) |
| (4) | Full Accounting Unit | Provide the full account including cost center, if any |
| (5) | Foundation or Regental Number | Provide either Foundation or Regental Number, if applicable |
| (6) | Merit | Yes or No: Eligibility based primarily on academic merit but can include other skills/talents such as leadership, athletics, etc |
| (7) | Meet Need | Yes or No: Award is contingent on student demonstrating financial need |
| (8) | Diversity | Yes or No: Awarded based on age, educational background, disadvantaged background, parental status, religious beliefs

NOTE: Prop 209 DOES NOT allow selection based on race, sex, color, or national origin. Awards such as this MUST be open to all when publicized and/or during the student review and selection process |
| (9) | Min Award | Enter minimum amount a student may be awarded. Please note: this will restrict the minimum amount that may be entered to award a student |
| (10) | Max Award | Enter maximum amount a student may be awarded. Please note: this will restrict the maximum amount that may be entered to award a student |
| (11) | Type | Enter the type of award: Ex: Stipend, Scholarship, Grant. This will be used for UCOP reporting |
| (12) | Fund Source | Enter fund source: Ex: Endowment, Current Expenditure, Gift, Private. This will be used for UCOP reporting |
| (13) | AoP Restrictions | Application of Payment - Yes or No: Student account award charge payment restriction applies |
| (14) | AoP Restrictions/Notes | Indicate any award restrictions. Ex: Pay Tuition and Fees only, Housing only, Tuition/Fees and Housing
Include notes (optional) that further identify the target population/award amount
Include any information about the fund use to assist in setup and reporting to UCOP |
| (15) | Mnemonic | 5 character identifier for award (OPTIONAL - enter if you have a specific requirement, otherwise Fiscal will assign) |

[illegible]