

SPRING SEMESTER ONLY

*****EMERGENCY AUTHORIZATION TO CREDIT AWARD TO STUDENT ACCOUNT*****

(All Information must be typed.)

**Tennessee State University
Office of Scholarships**

Scholarships/Grants/Graduate Assistantships Deadline Dates	
Spring Semester	December 15th

Scholarships/Grants: If approved by Vice President, please fax form with account # and required Dean/Department Head/Principal Invest Signature to 615-963-2929 by the Deadline Date.

Graduate Assistantships: If approved by Vice President, please submit to the Graduate School 14 days prior to the deadline date. The Graduate School will fax to Office of Scholarships by the deadline date

Name of Scholarship: _____ **Contact Name:** _____ **Phone:** _____

Student Name	T-Number	Amount	Refund Authorization (Yes/No)	Spring Semester e.g. Spring 2010	Comments
Total					

Justification: _____

Vice President Approval: _____ Approval Date: _____

Budget & Fiscal Planning (Account # Starting with 1 Fund)

Grants Accounting (Account # Starting with 2 Fund)

Foundation (Account # Starting with 7 Fund)

Fund ORG ACCT. & Program

Fund ORG ACCT. & Program

Fund ORG ACCT. & Program

Dean/Dept Head- Approval/Date:

Principal Invest- Approval/Date:

Dean/Dept Head- Approval/Date:

Budget Office- Approval/Date:

Grants Accounting- Approval/ Date:

Foundation Director- Approval/Date:

Office of Financial Aid-

Approval/Date: _____

Assoc. VP Business & Finance- Approval/Date: