

LAC Scholarship

Disbursement of funds for LAC awardees involve:

A: Department (award and paperwork)

B: UFIC (completes paper work that switches student designation to Instate status)

C: Criser (disburses funds after drop/add period)

D: University Tax Services in Tigert gives final clearance for disbursement of funds after receiving Foreign National tax information form from department

Department:

1. Identify **department funds** for each awardee (\$500 per semester)
2. Decide on the name of the scholarship (e.g. Latin American Book Scholarship)
3. Prepare award letter for students
4. Department personnel will:
 - a. Complete Scholarship Notification Document (SND)
<http://search.ufl.edu/web?site=www.sfa.ufl.edu&query=2011-2012+scholarship+notification+document>
 - b. Fax completed SND to Criser (Student Financial Affairs)
 - c. Set up department Flex account with Criser and Complete journal entry in Peoplesoft to transfer scholarship funds from department every semester to Criser (Student Financial Affairs) for disbursement
 - d. Complete Foreign National Tax Info Form <http://fa.ufl.edu/forms/pdf/fa-uts-fninfo.pdf> and send to University Tax Services

Student:

1. Picks up letter from department and completes appropriate paperwork for department (SND, Tax Form)
2. Take award letter to UFIC (Debra Anderson)
3. Take form from Debra Anderson in UFIC to Criser Hall.
4. **STUDENT DOES NOT NEED SSN because this is a scholarship**
5. Follow up on email from tax office
6. Follow up with department

Sample Letter of award

[Department Letterhead]

[Date]

[Name, address]

[Dear ,]

I am pleased to inform you that you have been awarded a [name of scholarship here, some call it a book scholarship]. You will receive \$500 for the ??? semester.

This award, from special funding, fulfills the requirement for Florida Statute Section 1009.21(10) (e) and recipients who are from Latin American or Caribbean nations are entitled to in-state tuition rates: <http://www.ufic.ufl.edu/iss/LACScholarship.html>

This letter must be presented to Debra Anderson the UF International Center before the beginning of the term and as soon as you are registered. They will give you a form to fill out and take to the Registrar's office for processing the application for residency status for tuition purposes. This award allows for in-state designation for one semester only.

Funds for your award will be disbursed through Student Financial Services. Please note your award will be used to pay off any outstanding tuition and fees you owe the university. If you have any questions concerning the award, please contact [CONTACT INFORMATION IN THE DEPARTMENT]

Sincerely,