

Student Account Services Cost Share Grant Payment Form

Date:		_				
From:						
Requestor		Department Name			Phone	
The authorization st funds. Please indica combination of wo	ate the exact amount to	cknowledged by some pay to each student's	one in the campus department account from the worktag	ent with authori s indicated belo	zation to spend these ow. Only one	
I authorize Studen indicated on this fo		rocess a payment fro	m the worktags specified	below for each	student listed as	
Grant ID		Fund	Cost Center	_	Division	
Program	Designat	Designation (if applicable) Financial Initiative (if applicable)		<u>e</u>)		
Authoriz	ed Signature	Da	nte			
		Student Inf	ormation			
ID	Last Name	First Name	Academic Year	Term	Amount	
				Total		
				Total		
	I	For Student Account	Services Use Only			
Date Received: Date Processed: Processed By:						



Cost Share Grant Payment Requests

Deadline for Departmental Payment Requests

 Requests must be sent prior to the Payment Deadline, according to the deadlines published in the Graduate Tuition Support and Payments Schedule.

Requesting Payments For Cost Share Grants

- Complete a Cost Share Grant Payment Request form for each combination of worktags.
 Requestor = Name of person preparing the form
 Department Name = Name of department (e.g., Graduate Studies)
 Authorized Signature = Name of person authorizing payment. This person must also send the completed file to Student Accounts at deptpymt@ucf.edu
- Requests without proper authorization cannot be processed and will be returned to the sender.
- Each request must contain the student's EMPLID, last name, first name, academic year (e.g., 2023 for 2022-2023), term (e.g., fall, spring, or summer; or 1760, 1770, 1780), and the exact amount of the payment. Incomplete requests cannot be processed and will be returned to the sender.
- Cost share grant payments cannot be made for amounts greater than the student's tuition assessment. University tuition support takes precedence over cost share grant payments. For example, if the combined total of a waiver and grant payment exceeds the student's tuition assessment, the grant payment will be reduced.
- All requests need to be sent via email to deptpymt@ucf.edu