



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**