

# 2022-23 EKU Foundation Scholarship Request Form

Please do not notify the student of the scholarship or announce or publicize the recipient's name until you receive authorization from the University Scholarship Office.

Student's Name & EKU ID # \_\_\_\_\_

Scholarship Name \_\_\_\_\_

Scholarship Fund Number \_\_\_\_\_ Award Amount \$ \_\_\_\_\_

**Award Term** (Enter academic year OR semester below)

(Check only one.)

\_\_\_\_\_ Academic Year (*Funds disbursed in equal amounts per fall & spring terms.*)

\_\_\_\_\_ Fall 2022

\_\_\_\_\_ Spring 2023

\_\_\_\_\_ Summer 2023

**Note: Supporting documentation (for example: committee nomination forms, essays, if required, departmental applications, etc.) for selection of this recipient must accompany this request.**

\_\_\_\_\_ Financial Manager's Name

\_\_\_\_\_ Campus Mailing Address

\_\_\_\_\_ Financial Manager's Signature

\_\_\_\_\_ Date of Request

- By signing this form, you verify that the proposed recipient meets all criteria for the scholarship.
- Circumstances can arise when scholarship awards cannot be processed due to a student's ineligibility to receive financial aid. If this occurs, the Development Office's Foundation Endowments Manager will contact the Scholarship Budget Manager to explain the situation.
- Amounts awarded for endowed scholarships are determined by the EKU Foundation Board's spending policy. Award amounts for non-endowed scholarships vary based on the terms of the donor agreement with the EKU Foundation. The Foundation Endowments Manager will notify Scholarship Budget Manager if the amount requested differs from the licensed awarding amount.
- Upon receipt of this form, the Development Office will review the request, verify award availability, and forward the form and supporting documents to the University Scholarship Office for processing.
- Budget Managers will be notified by the University Scholarship Office once the scholarship is approved and processed.
- Please contact Carol Ford at 622-5035 with questions about the request form, award processes, fund criteria or amounts.

**Please email this completed form to:** carol.ford@eku.edu Foundation Endowments Manager  
Development Office, CPO 19A  
306 Jones Building

**To be completed by the Development & Scholarship Offices**

FTHANK YES NO \_\_\_\_\_ FA CODE \_\_\_\_\_

Development Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Scholarship Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_