



Student Financial Services

1 Harpst St, Arcata CA 95521 - (707)826-4407 - CASH@humboldt.edu - studentfinancialservices.humboldt.edu

## STUDENT AWARD REQUEST LETTER

*In addition to the Student Award Request form, please submit this Student Award Request Letter for semester/fiscal year long award recipients at the start of each term to ensure the student's financial aid package is coordinated accordingly. This will help the student get paid as close to the requested payment date as possible.*

***This letter does not initiate payment.***

Date: \_\_\_\_\_

Dept. Contact: \_\_\_\_\_ Ext: \_\_\_\_\_

Business Unit:  ADV - Advancement Foundation  CMP - Campus  SPF - Sponsored Programs Foundation

Award Name: \_\_\_\_\_

Describe Payment: \_\_\_\_\_

What semester(s) should the student(s) receive the payments?  Spring  Summer  Fall

How many individual payments should the student(s) receive for this award? \_\_\_\_\_

Last Name	First Name	Humboldt ID#	Award Total

\_\_\_\_\_

\_\_\_\_\_  
Department Certification/Approved Project Signer      Date

\_\_\_\_\_  
Print Name

Student Financial Services will share this Student Award information with the Financial Aid Department. The Financial Aid Department is required to include all financial assistance awarded to the student in their financial aid package. This includes: stipend, scholarship, internship, fellowship payments, etc.

Per the University's standard business practice; all student funding will be posted to the student's account & apply to any past due fees prior to being refunded. Exceptions can be made, please contact Kristen Delaney at 707-826-4941.

Please allow two weeks for processing the **Student Award Request form** once received. Student Financial Services will make every attempt to process the payment as close to the requested payment date as possible.