Notice to Departments -

- When completed, please email this form to the following: Ken-Scannapiego@utc.edu scholarships@utc.edu
- **Please update the Academic Year in the Fall/Spring/Summer cells.**
- Allow up to five (5) business days for review and/or posting of awards **before** notifying student in the event other financial aid must be adjusted.

							Disbursement Date	Disbursement Date	Disbursement Date	Disbursement Date	Disbursement Date	Disbursement Date
Student ID	Name	Scholarship Name	Account Number	**Fall ____**	**Spring ____**	**Summer ____**	1	2	3	4	5	6
BCD123	John Smith (example)	REU Grant Name	R041234123			1000	6/7/19	6/21/19	7/5/19	7/19/19	8/1/19	