



Request for Departmental Tuition Assistance

Submit completed form via the form upload at <https://umwa.memphis.edu/topdesk/index.php/usbs/index>.

This form should be used to request tuition/fee assistances to be paid by department and/or grant index. **Beginning Fall 2021, this form is for undergraduate students only!** For Graduate student tuition assistance, please submit Graduate Scholarship request thru the eContract online request system at <https://www.memphis.edu/econtract>.

Please allow 3-5 business days from date received in University & Student Business Services for processing requests thru the scholarship office. Please check the [USBS Web site](#) for the fee payment deadlines for each term. Completed form can be e-mailed to bursar_ar@memphis.edu. (Form should be scanned & attached to email.) **For best results, printing should be done with landscape format.**

TO BE COMPLETED BY DEPARTMENT

Term (Ex: Spring 2020)	Student Name	Student U#	Maximum Amount of Waiver	Index To Be Charged for Waiver	Fund	Org	Account	Program	Student UM Employee? Y/N
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Requested By:

Department:

Date:

Requester Phone #:

Approver:

Approver Phone #:

Approver

Signature: _____

(This person must be listed as an Authorized Signature for the org, and approver must sign in order for this form to be processed by USBS)

NOTES:

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USBS USE ONLY

Received on (date) _____ Processed (initial and date) _____