

REQUEST FOR NEW ITEM TYPE

CONTACT PERSON			DEPARTMENT		
CONTACT PHONE			CONTACT EMAIL		
DATE REQUESTED			DATE COMPLETED		
ITEM TYPE (ASSIGNED BY BILLING OFFICE)					
ACTION:			NEW	CHANGE	DELETE
DESCRIPTION (LIMITED TO 30 CHARACTERS)					
ITEM TYPE CODE			CHARGE		FINANCIAL AID
ACCOUNT (6 DIGITS)		DEPARTMENT (5 DIGITS)		FUND (4 DIGITS)	
REASON FOR REQUEST					
ADDITIONAL QUESTIONS FOR FINANCIAL AID ITEM TYPES					
DOES THIS AWARD REQUIRE ALL STUDENT RECIPIENTS TO DEMONSTRATE FINANCIAL NEED?			YES		NO
AID TYPE		GRANT (NEED-BASED GIFT AID) SCHOLARSHIP (NON-NEED-BASED GIFT AID)		TU FUNDED TUITION WAIVER ATHLETIC/GRANT SCHOLARSHIP	
FUNDING SOURCE		FEDERAL TITLE IV Aid PROGRAM OTHER FEDERAL FUNDING SOURCE		INSTITUTIONAL PRIVATE	STATE
QUESTIONS/CONTACT					
FRS MAPPING QUESTIONS			FINANCIAL SERVICES		EXT: 4-2188
PEOPLESOFT ITEM TYPE SETUP QUESTIONS			DAVE TINE		EXT: 4-5021
			LAURIE JONES		EXT: 4-3692
FINANCIAL AID QUESTIONS (FINANCIAL NEED, AID TYPE, OR FUNDING SOURCE)			DAVID HORNE		EXT: 4-6073
PLEASE RETURN COMPLETED FORM TO DAVE TINE BY EMAIL, FAX OR MAIL					
EMAIL		FAX		MAIL	
DTINE@TOWSON.EDU		EXT: 4-6043		STUDENT & UNIV. BILLING OFFICE ENROLLMENT SERVICES Rm 321	