Student Financial Aid Contacts for Scholarships/Awards

**Oliver Sapp** is the Scholarship Coordinator for UCF Foundation awards in the Office of Student Financial Assistance. He can be reached via e-mail at osapp@ucf.edu, or by phone at 407-823-2827.

As soon as you find out who is receiving the award(s), the following information should be emailed to Oliver in excel format. This will enable him to properly review the student(s) financial aid package. Once he ensures student(s) meet the requirements set by the donor/foundation, you may then create the Foundation Scholarship form.

If this is a new award, Student Financial’s will have to build an item type to identify the scholarship. Your area should confirm the funds coming from COAHXXXXXX are specifically for the specified named account. Specify this in your e-mail to SFA. This assists Student Financials with reconciliation purposes. This should be done at the same time you e-mail Oliver Sapp with the awardees name and such as clarified above.

**Elouinise Baptiste** is the Scholarships Coordinator for departmental awards in the Office of Student Financial Assistance. She can be reached via e-mail at Elouinise.Baptiste@ucf.edu or by phone at 407-823-2827.

Prior to being sent out, announcements and/or flyers should be emailed to Elouinise, who will then review for proper verbiage.

As soon as you find out who is receiving the awards, the following information should be emailed to Elouinise in excel format. This will enable her to properly review the student(s) financial aid package. Once she ensures student(s) qualify, you may then create the Student Awards Request Form for processing. The form is found on the Student Financial Assistance website at [http://finaid.ucf.edu/forms/department_forms.html](http://finaid.ucf.edu/forms/department_forms.html). The original signed copy of the Student Award Request Form should be sent in for processing and is required because of the funding transfer portion of the form.

Please note: Donations also count as financial aid.

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The purpose for notifying Oliver or Elouinise with the student information prior to completing the forms (foundation/departmental forms), ensures they have estimates to allow the following:

1. To have the award reflected in the student's Anticipated Aid by the first day of classes to provide deferment on their tuition & fees.
2. To have the award reflected in the student's award package in case the student needs a Short Term Advance on their funds.
3. To prevent over award situations, especially for those students receiving loans in addition to your award.

When you submit the Foundation Form/Departmental Forms early, it allows for processing time in Student Financial Aid office and prevents the student from receiving their disbursement late.

Students must ensure their information is current and up to date on myUCF. If they are not setup through myUCF for direct deposit (Note: this is not the same a DD that is used by Payroll), a paper check will be mailed to their billing address.

Copy Shameika Daye, Student Financial Aid Coordinator on all scholarship emails in case the program coordinator is out of the office, sdaye@ucf.edu.

Helpful Links:
http://finaid.ucf.edu/general/overawards.html
http://finaid.ucf.edu/forms/department_forms.html

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