



**Dean’s Scholarships – Graduate & Doctorate
Financial Aid Budget Request**

Dean’s Scholarships are funds that are made available as part of the effort to recruit graduate students who would not normally be able to attend the University of St. Thomas. These funds are ~only~ to be used for matriculating graduate students and are administered through our normal financial aid systems. Funds granted for this purpose will remain as permanent adjustments to an academic unit’s revenue and expense budgets.

To request funds for this purpose, a Dean needs to complete this budget request and submit it to the Associate Academic Vice President for Faculty & Finance for approval. Please indicate the gross dollar increases being requested in both revenue and in financial aid accounts for each term. One expectation of this program is that there must be an increase in the net revenue contribution.

Once this request has been approved, you will be contacted by the Associate Director of Financial Aid, Graduate Programs, with instructions for how to indicate the recipients. All requests to award these aid dollars should be submitted to the Associate Director no later than August 1. The requested information will at a minimum include the name and UST ID of each student and the amount of the scholarship to be awarded.

- | | | |
|---|---|---|
| <input type="checkbox"/> Graduate - Degree | <input type="checkbox"/> Graduate – Non Degree | <input type="checkbox"/> Graduate – Cert / Lic |
| <input type="checkbox"/> Doctorate – Degree | <input type="checkbox"/> Doctorate – Non Degree | <input type="checkbox"/> Doctorate – Cert / Lic |

Fiscal Year:	Index:
Description of request including number of new students:	

Amount of Request	Fall	J-Term	Spring	Summer
Tuition				
Financial Aid				
Net Tuition Increase				

Dean Signature	Date
AVP for Faculty & Finance	Date

Controller’s Office: Entered by:	Date
Journal Type: BD02 BD04	Ref No: