

**University at Buffalo**  
**Instructions for Completion of the**  
**Request to Amend Form for**  
**Tuition Remission/Scholarship Verification Form**

Request to Amend Forms are to be completed any time a change is made to the Graduate Tuition Remission/Scholarship Verification Form (TSVF).

**Section A:**

**Name:** Student name  
**Person number:** Student's eight digit university student identifier

**Section B:**

**Original Information:**

**Semester/Year:** Enter only the semester and year that is to be changed.  
**Funding Unit:** Enter the account number that appears on the original Graduate Tuition Remission/Scholarship Verification Form (TSVF).

**Section C:**

**Information to Change:**

**Check one:** Put a check before the number of what is to be changed.

In the **FROM** section, indicate the information that is on the original Graduate Tuition Remission/Scholarship Verification Form (TSVF).

In the **TO** section, indicate what the change is.

**Section D:**

**Funding Supervisor or PI:** The signature(s) of the person(s) authorized to approve expenditures from the fund(s) paying for the tuition scholarship.

**Signature of Dean or Vice President:** The academic Dean (or his/her fiscal representative) or Vice President will certify that all sections are completed and that sufficient tuition remission/scholarship funds are available. The signature on this document should be that of the individual who is approving the funding for the scholarship and has signature authority on the funding source.

**Dean's Entity Code:** RF/UBF/IFR accounts must have an Entity Code to process. **If designated funding sources are unavailable, the tuition will then be charged to the Dean's Entity Code.**

Request to Amend Forms are not required if a student is registered in excess of 12 credit hours as their tuition will not increase.

If Fees originally covered on the Grant Billing Form need to be revised, please complete a new Grant Billing Form and check box in upper right hand corner of Form marked "Check if Revised".

**Academic Dean or Vice President will certify availability of tuition remission/scholarship funding and submit the fully signed document to the Student Academic Records & Financial Services, 232 Capen Hall, North Campus. Be sure all sections are completed before signing this form.**

Revised 1/07

Request to Amend Tuition Remission/Scholarship Verification Form

Deadline Dates for Submission of Forms

A. Student Name \_\_\_\_\_ Person Number: \_\_\_\_\_  
(please print) Last First

B. Original Information Semester/Year \_\_\_\_\_  
 Funding Unit:  
 Entity Code \_\_\_\_\_ RF/UBF Account # \_\_\_\_\_ IFR # \_\_\_\_\_  
 Academic Department/Unit Name \_\_\_\_\_

C. Information to Change

	FROM	TO
1.	# of Graduate credit hours: _____ or Lump Sum Payment \$ _____	# of Graduate credit hours: _____ or Lump Sum Payment \$ _____
2.	TAP INFORMATION _____ have applied _____ have not applied	TAP INFORMATION _____ have applied _____ have not applied
3.	Funding Unit Entity Code _____ or RF/UBF/IFR Account # _____	Funding Unit Entity Code _____ or RF/UBF/IFR Account # _____
4.	Please provide a brief description of why this change is needed: _____	
5.	Delete the Tuition Scholarship	Reason: _____
6.	Stipend Amount \$ _____	Stipend Amount \$ _____
7.	Dates of Appointment: _____	Dates of Appointment: _____

D. Funding Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 or Principal Investigator (print & sign)  
 Dean/Vice President \_\_\_\_\_ Date \_\_\_\_\_  
(print & sign)  
 Dean's Entity Code \_\_\_\_\_

RETURN TO: Student Academic Records & Financial Services, 232 Capen Hall, North Campus PHONE: (716)645-2450 FAX: (716)645-7760 (Feb. 2007)

This section should contain exactly what is on the original Grad Tuition Remiss./Schol. Form (TSVF). Changes in funding are made in #3 only, not here. **No matter how many Request to Amend Forms are received—only the information on the original form is entered here. Enter the correct semester or semesters to be changed.**

Credit hours and lump sums are entered here. Enter the current hours/ amount covered in the FROM column and enter the change in the TO column.

Changes in funding are entered here. What the current funding is should be marked in the FROM column and what the new funding is will be entered in the TO column.

Dean/Vice President's Signature—this is required, no exceptions. Forms not signed will be returned.  
 Dean's Entity Code—required. Will be used only if grant will not pay.