**Scholarship Correction Sheet Instructions and Examples**



1. Please check that you are using the correct academic year Scholarship Award Summary Sheet CORRECTION
2. Fill in DEPARTMENT NAME, FULL NAME and EXTENSION (This allows FAO and UMF to contact the department in a timely manner if there are questions)
3. Include the "original" award that was made in the top line labeled "Original"
4. Complete second line with student's name and ID number and the change or correction only.
5. Obtain signature from the Dean/Chair of the Department and date
6. Send Complete Award Summary Sheet Corrections to : fascholarships@mso.umt.edu, and cc: umfawardsummarysheets@supportum.org and barb.bybee@mso.umt.edu with the subject line "Award Summary Sheet Correction"

Below are some examples of what the Correction Award Summary Sheet can be used for.   
\*Please note when re-awarding a scholarship you will need to send a new Award Summary sheet to all offices.   






