Graduate Awarding
User Guide 2017-18

Office of Financial Aid - Scholarship Services
University of Colorado Boulder

Introduction

The Office of Financial Aid—Scholarship Services (Scholarship Services) administers private and institutional scholarships on behalf of the University of Colorado Boulder. We have developed this guide to outline the policies, procedures, and forms necessary to expedite the graduate awarding process for both billed amounts (tuition, fees, and insurance) and flat amounts awarded through departmental funding and university fellowships. This guide explains the process flow and ensures best practices for awarding. Additionally, we have included a brief explanation covering the fundamentals of awarding need-based financial assistance as the awarding of scholarships can affect a student's other financial aid.

This guide is intended to be used by all University of Colorado Boulder graduate departments and offices responsible for awarding scholarships to students. We hope that it will be beneficial not only to departmental support staff responsible for administering awards, but to any other individuals with a need to understand the policies and procedures that ensures the effective operation of Scholarship Services. It will also serve as a resource document for all academic and administrative offices responsible for transferring monies and balancing general ledger accounts in reference to student awards.

Being proactive in notifying us of awards using the requested procedures and formats will help eliminate delays in processing and applying students' financial aid awards. We are always available to assist you with questions regarding awarding processes as well as questions you may have regarding individual student financial aid and scholarships. We appreciate all that you do for the students at the University of Colorado Boulder and look forward to working with you!

CONTENTS

Contact Information

Scholarship Services

For general correspondence

> - E-mail: scholarships@colorado.edu
> - Phone: 303-492-4533
> - Fax: 303-735-1832
> - Web: http://www.colorado.edu/scholarships/
>   Please note: Forms are available on the Forms tab of our web site.

Please submit the Spring 2018 GRADUATE AWARD form to grad_isaf@colorado.edu

Staff

Susan Youtz, Associate Director	susan.youtz@colorado.edu	303-492-7264
Christina Inkpen, Assistant Director	christina.inkpen@colorado.edu	303-492-3499
Cassi Odum, Coordinator	cassandra.odum@colorado.edu	303-492-1009
Christian Gonzalez, Counselor	christian.gonzalez@colorado.edu	303-492-8292
Danielle Heath, Counselor	danielle.heath@colorado.edu	303-492-2989
Tara Howard, Scholarship Programs Specialist	tara.howard@colorado.edu	303-492-8680
Josue Loma, Administrative Assistant	josue.loma@colorado.edu	303-492-4533

Office of Financial Aid

Main contact number: 303-492-5091   Scholarships: 303-492-4533

Financial Aid 101

At CU Boulder, we use financial aid as a tool to recruit, reward, and assist students in funding their educational costs. It may also be used to recognize students' academic achievements and contributions to the CU Boulder community. Financial aid comes from many sources including federal, state, institutional, and private funds. Federal regulations, to some extent, govern any source of financial aid a student receives once the student completes a Free Application for Federal Student Aid (FAFSA).

The most important federal requirements to know when awarding institutional scholarships are how financial need is determined, award limits based on financial need, and the order of awards.

$$COA - EFC = NEED$$

A student must complete a FAFSA each year to be eligible to receive any need-based financial aid. The FAFSA collects income, asset, and demographic information from the student and his/her family that is used to determine an expected family contribution (EFC). The Office of Financial Aid subtracts the EFC from the student's cost of attendance (COA) to determine financial need. The COA, also known as the student budget, is a standardized estimate based on residency and College. The cost components include tuition, fees, housing and meals, medical insurance, books and supplies, personal expenses, and travel. Students may receive need-based aid up to financial need. All institutional scholarships are counted towards need-based aid regardless of the purpose of the scholarship.

Example: Buffy is from Broomfield and earning her Master's in Education

COA	$25,534	
EFC	- 10,000	
Need	$15,534	

Awards:	Before additional scholarship	After additional scholarship
Grants	1,000	1,000
Scholarship	6,000	8,000
Loans	18,534	16,534
Total aid	$25,534	$25,534

Buffy is eligible to receive grants, scholarships, and loans up to her Cost of Attendance and was fully awarded up to this amount. If a department awards her an additional scholarship of $2,000, we must reduce her aid from another source by $2,000. The policy is to reduce loans first. A scholarship is more valuable to the student than a loan because it does not need to be repaid. In this example, Buffy would not see an increase in her overall aid of $2,000; instead, she would see a reduction in her loan by the same amount.

Scholarship Services can assist you with any questions about how a scholarship will affect a student's other financial aid.

Timeline

Spring Semester

Thursday, December 14, 2017 – deadline to submit Graduate Awarding Form and have scholarships awarded by the first disbursement of financial aid to student bills

Monday, January 8, 2018 – first disbursement of scholarships to student bills

Tuesday, January 16, 2018 – first day of classes

Monday, February 5, 2018 – tuition due
(date bill must be paid to avoid late and service charges)

Friday, February 2, 2018 – census
(date to confirm eligibility for financial aid based on enrollment status)

Friday, April 27, 2018 – last day to submit graduate awards for the 17-18 academic year

Thursday, May 3, 2018 – last day of classes

Summer Semester

May 14, 2018 – first day of Maymester,

June 1 – last day of Maymester

June 4 - first day of Terms A, C & D

June 5 – tuition due,

July 6 – last day of Term A,

July 10 – first day of Term B

July 27 - last day of Term C,

August 6 – first day of Augmester

August 10 – last day of Terms B & D,

August 23—last day of Augmester

Spring 2018 Graduate Awarding Form

The Office of Financial Aid Scholarship Services is streamlining the graduate awarding processing with a single, multi-purpose use **Graduate Awarding Form.** This form can be used to award **flat** (*award will not change based on enrollment*) **or billed amount(s)** *(awards will change to reflect student changes in tuition, fees and/or insurance with change in enrollment*) to a student from both departmental and 30/31/12 funds. The form is specific to each award year (Fall and Spring for Academic Year or Summer) and will be forwarded to each known department liaison during the spring semester for the coming academic year. Summer forms will be forwarded in late February or early March. For the most effective service and communication, it is imperative to communicate any contact changes within a department to the Scholarship Program Specialist in a timely manner.

All awarding forms for graduate students for flat and billed amounts and Graduate School Fellowships, from any speedtype, must be submitted to Scholarship Services at grad_isaf@colorado.edu. Scholarship Services will forward to the proper contacts for approval, if necessary, and then process once approved. Notification of processing will be communicated via email back to the graduate department liaison(s) from the original submission contacts. Our intent is to ease the flow and offer a single point of contact for your awarding questions. We welcome your feedback throughout the transition.

SPRING 2018 GRADUATE AWARDING FORM
Preferred awarding deadline for spring awards is December 14, 2017
All academic year, fall and spring awards must be submitted by April 27, 2018

Date:		Award Term:			Authorized By:	
Are students required to apply for this award (i.e. a contest or competition)?: Y/N					Dept. Contact	
Special Instructions:					Phone:	
					Email:	

FUNDING SOURCE - Required

	FUND	ORG	Plan/Project/ Program	Program/Scholarship Name	Speedtype	Subclass (if applicable)	University Fellowship	Item Type (if known)

	Student Name last name, first name	Student ID# (9 digits) no dashes	Pay All Tuition mark w/ X	Pay All Fees mark w/ X	Pay All Insurance mark w/ X	Pay Flat Amount $ amount	Award Type	Apply Towards? (i.e. Tuition, Ins., General)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Why is this expense an appropriate charge on the indicated speedtype? (Required for all fund 30, 31, & 12 awards)

Please contact your Grant Accountant with any questions regarding this section.

Please Note:

· All payments will go towards any outstanding tuition, fees, and insurance expenses that are on the student account.

· If all charges have already been paid the student will receive a refund.

· Any payments made to the student account may impact student's financial aid package.

· The tuition, fees, and insurance columns are to be used when you want to pay those full expenses, regardless of actual cost.

· If the intent is to give a specific amount, use the flat amount column and advise what it it to apply towards.

Submit Completed Form to Grad_isaf@colorado.edu for processing.

By sumbitting this form for processing, you are certifying that these charges are an allowable expense on the fund indicat

Awarding a Flat Departmental Scholarship

The **Graduate Awarding Form** can be used to award a flat amount departmental scholarship to a student. The form is specific to each award year (Fall and Spring for Academic Year or Summer) and is forwarded to each department liaison during the spring semester for the coming academic year. For the most effective service and communication, it is imperative to communicate any contact changes within a department to the Scholarship Program Specialist in a timely manner.

FUNDING SOURCE - Required

	FUND	ORG	Plan/Project #	Program/Scholarship Name	Speedtype	Subclass (if applicable)	University Fellowship?	Item Type (if known)

	Student Name	Student ID#	Pay All Tuition	Pay All Fees	Pay All Insurance	Pay Flat Amount	Award Type	Apply Towards? (i.e. Tuition, Ins., General)
	last name, first name	no dashes	mark with X	mark with X	mark with x	$ amount		
1								

Why is this expense an appropriate charge on the indicated speedtype? (Required for all fund 30, 31, & 12 awards)
Please contact your Grant Accountant with any questions regarding this section.
Required for all Fund 30/31/12 Awarding

All forms must be submitted to Scholarship Services at grad_isaf@colorado.edu. If fund 30/31/12, form will be forwarded to Sharon DeCarlo in SPA for approval and returned for processing.

You will need to have the following information available before completing the form.

- Speedtype and FOPPS from which the funds will be drawn.
- Students' names and matching 9 digit student ID numbers (not HR employee ID).
- Total dollar amount you intend to award appropriately divided among award recipients.

Please remember:

- Use the blue-shaded fields on the Graduate Awarding Form for the awarding details
- The Award Type is:
    - **"New"** for the 1st time a student has received the award during that AY or summer
    - **"Append"** for additional awarding of the same award to the same student during an awarding period
    - **"Replace"** for a change to the original or aggregate award amount or disbursement
- Unless specifically restricted, the scholarship will be considered "General" to be used toward any part of the student's Cost of Attendance (COA).

Awarding University Graduate Fellowships

The **Graduate Awarding Form** is also used to award **University Graduate Fellowships**. As in the past, these fund allocations will be determined by the Graduate School and communicated each academic year to the individual departments and programs. It is the responsibility of the department or program to track the spending of these funds to remain within budget.

This form is specific to each award year (Fall and Spring for Academic Year or Summer) and will forwarded to each department liaison during the spring semester for the coming academic year. For the most effective service and communication, it is imperative to communicate any contact changes within a department to the Scholarship Program Specialist in a timely manner.

FUNDING SOURCE - Required							
FUND	**ORG**	**Plan/Project/ Program**	**Program/Scholarship Name**	**Speedtype**	**Subclass (if applicable)**	**University Fellowship?**	**Item Type (if known)**
			University Fellowship			Yes	

	Student Name	**Student ID# (9 digits)**	**Pay All Tuition**	**Pay All Fees**	**Pay All Insurance**	**Pay Flat Amount**	**Award Type**	**Apply Towards? (i.e. Tuition, Ins., General)**
	last name, first name	no dashes	*mark w/ X*	*mark w/ X*	*mark w/ X*	*$ amount*		
1	Buffster, Chip	102000000				$1,000		

All forms must be submitted to Scholarship Services at grad_isaf@Colorado.edu.. Form will be forwarded to Graduate School for approval and returned for processing.

The following information is needed to process a **University Fellowship Award**:
- You are **not** required to supply the Speedtype from which the funds will be drawn.
- You are **not** required to supply the Item Type for University Fellowships
- Please mark **"Yes"** in the University Fellowship field
- Provide students' names and matching 9 digit student ID numbers (not HR employee ID).
- Total dollar amount you intend to award appropriately divided among award recipients.

Please remember:
- To keep track of your departmental spending from your allocation
- If you need to check the balance remaining from your allocation, please contact graduate.fundadmin@colorado.edu.
- Use the blue shaded fields on the Graduate Awarding Form for the awarding details and the University Fellowship field will be marked as **"Yes"**
- The Award Type is:
  - "**New**" for the 1st time a student has received the award during that AY or summer
  - "**Append**" for additional awarding of the same award to the same student during an awarding period
  - "**Replace**" for a change to the original or aggregate award amount or disbursement

Awarding Funds for Billed Amount(s) (i.e. tuition, fees, insurance)

The **Graduate Awarding Form** will also be used to pay a student's **billed amounts for tuition, fees, and/or insurance, regardless of actual cost,** from governmental and institutional funding. These billed amounts adjust up and down based on the student's enrollment.

The new forms are forwarded to department liaisons during the spring semester for the coming academic year. For the most effective service and communication, it is imperative to communicate any contact changes within a department to the Scholarship Program Specialist in a timely manner.

SPRING 2018 GRADUATE AWARDING FORM
Preferred awarding deadline for spring awards is December 14, 2017
All Academic year, fall and spring awards must be submitted by April 27, 2018

Date:		Award Term:			Authorized By:	
Are students required to apply for this award (i.e. a contest or competition)?: Y/N					Dept. Contact	
					Phone:	
					Email:	

FUNDING SOURCE - Required

	FUND	ORG	Plan/Project #	Program/Scholarship Name	Speedtype	Subclass (if applicable)	University Fellowship	Item Type (if known)

	Student Name	Student ID#	Pay All Tuition	Pay All Fees	Pay All Insurance	Pay Flat Amount	Award Type	Apply Towards? (i.e. Tuition, Ins., General)
	last name, first name	no dashes	mark with X	mark with X	mark with x	$ amount		
1								

Why is this expense and appropriate charge on the indicated speedtype? (Required for all contract awards)

Required for all Fund 30/31/12 Awarding

All forms must be submitted to Scholarship Services at grad_isaf@colorado.edu for routing and processing. If fund 30/31/12, form will be forwarded to Sharon DeCarlo in SPA for approval and returned for processing.

Awarding Funds for Billed Amount continued . . .

You will need to have the following information available before completing the form.

- Project Name
- Speedtype and FOPPS from which the funds will be drawn.
- Subclass (if applicable)
- Term that you would like the award to be applied
- Students' names and matching 9-digit student ID numbers (not HR employee ID).
- Instructions on awarding all tuition, fees and/or insurance
- Explanation of the appropriate charge if fund 30/31/12

Please remember:

- The Program Name will be the visible description on the student bill. The maximum number of characters available is 30
- Awards will be outlined in the red shaded **"Pay All Tuition", "Pay All Fees"** and **"Pay All Insurance"** fields by marking with an X for the covered expenses.
- Please fill in the section and indicate why the expense is an appropriate charge on the indicated speedtype if fund 30/31/12.

Instructions for Graduate Awards of all types

- ➢ Scholarship Services will send the blank form to departmental liaisons for the next academic year.
- ➢ The departmental liaison will fill out the top section with the information needed for the award type.
- ➢ The department liaison emails the completed form for processing. All forms must be returned as an email attachment to **grad_ISAF@colorado.edu**
- ➢ Scholarship Services will verify that the award name, fund, and speedtype match.
- ➢ The award will be added to the student's financial aid package and may result in adjustment of other financial aid if necessary.
- ➢ Scholarship Services will email department liaison confirmation that the award has been applied to the student's account. Save this response for your records.
- ➢ Financial Aid will e-mail the student a revised award notification which includes the new award for all scholarships and Graduate Fellowships.
- ➢ The turn-around time from receipt of the form to the student seeing the award on their account can vary depending on the time of year but generally takes one to two weeks from submission to approval to awarding. It is easier for the student to plan finances for the semester if the scholarship is added before the term starts.

Instructions specific to flat amount awards

- The departmental liaison fills out the middle section of the form including student name, student ID, and Award Type. There are three options than can be selected for award type. Click the drop down arrow and select either "New" "Append" or "Replace" for each student row.
  - **"New":** First time awarding this item type to the student during this academic year.
  - **"Append":** Any increase to an award that the student has already received during this academic year from this item type. Please indicate only the dollar amount by which the award will increase.
  - **"Replace":** To cancel an award or to correct an award the student has already received for the same item type. Indicate the dollar amount that the final award should be. Do not use negative numbers.

Awarding Examples

Example 1: Awarding a Flat Amount Scholarship

Chip receives a $1000 scholarship from his department's fund 10, speedtype 110XXXXX account. This is Chip's **first time receiving this award for this academic year.**

SPRING 2018 GRADUATE AWARDING FORM
Preferred awarding deadlinefor spring awards is December 14, 2017
All Academic year, fall and spring awards must be submitted by April 27, 2018

Date:	Today		Award Term:	Spring 2018		Authorized By:		Dept Lead
Are students required to apply for this award (i.e. a contest or competition)?: Y/N				Yes		Dept. Contact		Awarding Liaison
							Phone:	303.492.0000
							Email:	your.name@colorado.edu

FUNDING SOURCE - Required

	FUND	ORG	Plan/Project #	Program/Scholarship Name	Speedtype	Subclass (if applicable)	University Fellowship	Item Type (if known)
	10			The Best Scholarship	11099999		NO	910999999999

	Student Name	Student ID#	Pay All Tuition	Pay All Fees	Pay All Insurance	Pay Flat Amount	Award Type	Apply Towards? (i.e. Tuition, Ins., General)
	last name, first name	no dashes	mark with X	mark with X	mark with x	$ amount		
1	Buffster, Chip	102000000				$1,000	NEW	
2								

The department will need to fill out the top, highlighted sections on the form as well as the blue shaded section. Select "**New**" in the Award Type column and put 1000 in the Pay Flat Amount column. It is not necessary to add the comma or $ sign. This scholarship will pay to the student in the spring term.

Example 2: Increasing a Flat Amount Scholarship

The department realizes that it actually wanted John to receive an additional $1,500 for *The Best Scholarship* for the spring for a total amount of $2500. The department will need to submit a new Graduate Awarding Form with an ***Appended*** amount.

	Student Name	Student ID#	Pay All Tuition	Pay All Fees	Pay All Insurance	Pay Flat Amount	Award Type	Apply Towards? (i.e. Tuition, Ins., General)
	last name, first name	no dashes	mark with X	mark with X	mark with x	$ amount		
1	Buffster, Chip	102000000				$1,500	APPEND	
2								

The top part of the Graduate Awarding Form is filled out the same as in Example 1. In the middle, enter Chip's information and select "Append" in the Award Type column. The additional $1500 will be added to Chip's account bringing the total award to $2,500 for the spring term.

Example 3: Canceling a Flat Amount Scholarship

Chip will not be attending the spring semester so he is no longer eligible for the scholarship he received. The top part of the Graduate Awarding Form is filled out the same as in Example 1. In the middle, enter Chip's information and select "**Replace**" in the Award Type column. Enter zero/0 in the Award Amount column to indicate the award is to be canceled.

	Student Name	Student ID#	Pay All Tuition	Pay All Fees	Pay All Insurance	Pay Flat Amount	Award Type	Apply Towards? (i.e. Tuition, Ins., General)
	last name, first name	no dashes	mark with X	mark with X	mark with x	$ amount		
1	Buffster, Chip	102000000				$0	REPLACE	

Example 4: Reducing a Flat Amount Scholarship

The department realized that they made an error in awarding and needs to decrease the amount of scholarship originally offered from $1000 to $500. Again, the Award Type is "**Replace**" with the new amount which the student will receive.

	Student Name	Student ID#	Pay All Tuition	Pay All Fees	Pay All Insurance	Pay Flat Amount	Award Type	Apply Towards? (i.e. Tuition, Ins., General)
	last name, first name	no dashes	mark with X	mark with X	mark with x	$ amount		
1	Buffster, Chip	102000000				$500	REPLACE	
2								

If received by the spring awarding deadline, the spring scholarship will pay to Chip's tuition bill in the first disbursement before classes begin. If the student withdraws before census date, Scholarship Services will cancel the scholarship and notify you of the cancellation.

Example 5: Changing a Flat Amount Scholarship to a Different Speedtype

The department decides to pay the scholarship from a new speedtype.

The department will need to complete two Graduate Awarding Forms. The first one reflects the original speedtype, with "**Replace**" in the Award Type Column and zero ($0) for the Award Amount. This will cancel the award from the original speedtype. Special/additional information can be included in the "Special Instructions" text field.

Special Instructions: Change of funding for award from 11099999 to 13400000						Phone:	303.492.0000	
						Email:	your.name@colorado.edu	

FUNDING SOURCE - Required

	FUND	ORG	Plan/Project/ Program	Program/Scholarship Name	Speedtype	Subclass (if applicable)	University Fellowship?	Item Type (if known)
	10			The Best Scholarship	11099999		No	

	Student Name	Student ID# (9 digits)	Pay All Tuition	Pay All Fees	Pay All Insurance	Pay Flat Amount	Award Type	Apply Towards? (i.e. Tuition, Ins., General)
	last name, first name	no dashes	mark w/ X	mark w/ X	mark w/ X	$ amount		
1	Buffster, Chip	102000000				$0	REPLACE	

The second form will reflect the new speedtype, with "New" in the Award Type column because this is Chip's first award for the year from this speedtype. It is helpful to note the cancel and re-award in the Special Instructions box at the top.

Special Instructions: Change of funding for award from 11099999 to 13400000						Phone: 303.492.0000		
						Email: your.name@colorado.edu		

FUNDING SOURCE - Required								
	FUND	ORG	Plan/Project/ Program	Program/Scholarship Name	Speedtype	Subclass (if applicable)	University Fellowship?	Item Type (if known)
	34			Another Great Schlp	13400000		No	

	Student Name	Student ID# (9 digits)	Pay All Tuition	Pay All Fees	Pay All Insurance	Pay Flat Amount	Award Type	Apply Towards? (i.e. Tuition, Ins., General)
	last name, first name	no dashes	mark w/ X	mark w/ X	mark w/ X	$ amount		
1	Buffster, Chip	102000000				$1,000	NEW	

Troubleshooting

➢ Awards paid will debit your department speedtype. Therefore, treat it as you would your department A-Card. We do not have access to, nor do we review, department budgets to know what is available to be spent on scholarship awards.

➢ Double check that the student name matches the Student ID provided on the form and that the Student ID belongs to the student that you want to award. Mismatches create a delay in processing, and have even caused the wrong student to receive the wrong award.

➢ Fellowships are, by definition, different than a scholarship although often referred to interchangeably. A fellowship is for a graduate student and includes a stipend for any amount paid to (or for the benefit of) an individual to defray expenses, typically educational or in the pursuit of study or research.

Any time you have a question about the Graduate Awarding Form, please feel free to contact Scholarship Services.

Awarding Tuition Remission Exceptions (for funds 30/31/12 Cost-share accounts only)

The **Tuition Remission Exception Form** should be used to fund an RA (Research Assistant) who is otherwise ineligible for tuition remission (i.e. less than 15% or working fewer than 12 weeks). If the student is being paid from a sponsored project, a Tuition Remission Exception form may be used to charge tuition in proportion to the actual effort on the sponsored project as a flat amount. A tuition waiver should not be entered in CU-SIS. The total hours worked during the semester will determine the maximum tuition benefit amount allowable on the project. Further information on the process may be found on the form itself.

Completed forms should be emailed to grad_isaf@colorado.edu for routing and processing. Form will be forwarded to Sharon DeCarlo in SPA for approval and returned for processing.

You will need to have the following information available before completing the form.

- Fund that scholarship will be awarding from
- Organization/Department ID
- Plan/Project (Grant) Number
- Project Name
- Speedtype from which the funds will be drawn.
- Subclass (if applicable)
- Student name and matching 9-digit student ID (only one student per form).
- Exact % of appointment or number of weeks worked and tuition amount
- Explanation of the appropriate charge

GRADUATE TUITION REMISSION EXCEPTION FORM
(FUND 30/31 & Fund 12 cost-share accounts Only)
All fields are required. Do NOT Reformat.
One student per form

Date:			Semester to Apply (e.g. term/year):	

Dept. Contact:			Phone:	
Person Authoring Pymt:			Email:	

Item Type:		

FUNDING SOURCE - Required

FUND	ORG	Project #	Proj. Name	Speedtype	Subclass (if applicable)

	Student Name	Student ID#	Appointment % on project for semester	Anticipated # weeks working on project	Pay Tuition Amount	Do Not Fill
	last name, first name		%	# weeks	$ amount	
1						

Why is this expense an appropriate charge on the indicated speedtype and why isn't the tuition remission system being used to charge the tuition? (Required):

Please contact your Grant Accountant with any questions regarding this section.

- All payments will go towards any outstanding tuition charges on the student account.
- If there is a zero balance on the account the student will receive a refund.
- Any payments made to the student account may impact student's financial aid package.
- To pay tuition for a GRA on this form you must indicate the exact tuition amount to pay.
- This form may only be used for a single term.
- In the event that the tuition posted to a sponsored project exceeds the maximum amount allowed by the sponsor the difference will need to be moved to a department fund.

Email form to grad_isaf@colorado.edu for routing and processing.

Payment Policies

After an award has been assigned to a student's account, the following eligibility requirements must be met before the award will be applied to the student bill:

Enrollment Status

- ➢ First and foremost is the student's enrollment status. If a student is not enrolled, or is enrolled for fewer credits than the minimum defined for the award, the award will not apply to the bill. Scholarships CANNOT be awarded to a student that is not enrolled in credit hours.

- ➢ PLEASE NOTE: In Campus Solutions, we must define whether a flat amount award is valid for each different student career (Undergraduate, Graduate, Law, Non-degree), and if so, the minimum number of credit hours required for each career.

  - The Graduate School recommends that flat amount awards for graduate scholarships be defined at a minimum of 1 credit hour for the Graduate career so as to avoid any delays in students receiving their funds. The rule applies globally to all students in this career who are receiving the item type. However, you can set the minimum at a higher number based on your business processes.

  - You can have differing enrollment minimums between Academic Year and Summer, and you can have different enrollment minimums for each career (i.e. you can require undergrads be full-time and allow grads to be in only 1 credit hour).

  - Dual career students will be considered at the highest career level for disbursement rules.

Timing

- ➢ Flat award amounts will not apply to a student's bill until approximately 10 days prior to the start of the semester. Therefore, if the award is for the spring, we are able to receive and process the awards any time after the student is admitted and the funds will not be applied to the student's tuition bill until 10 days prior to the first day of classes. After it has been paid to the student's tuition bill it will be processed to the Finance system at month end and reflected in your departmental financial statement.

- ➢ Awards for billed amounts will apply to the student's tuition bill as soon as the tuition bill is generated for that semester.

Overaward

- ➢ If the student is awarded a scholarship and is already packaged up to their full COA with other aid, i.e. grants and scholarships, and loans, Scholarship Services will reduce loans first, followed by other institutional and state aid. Students may understandably be confused as to why departmental aid "replaces" other aid instead of resulting in an additional credit. Therefore, **the earlier the Graduate Awarding Form is sent to Scholarship Services and the award is added to the student's account, the less confusing the process is to students.**

Satisfactory Academic Progress

➢ At your option when awarding a flat amount scholarship, it can be prevented from paying to a student's tuition and fee bill if the student is not meeting satisfactory academic progress (SAP). Students must maintain a minimum GPA and complete attempted credit hour standards to continue to be eligible for most types of financial aid. The SAP policy is available at http://www.colorado.edu/financialaid/policies/satisfactory-academic-progress-sap-policy.

- The Graduate School recommends that flat award amounts for graduate scholarships be defined to disregard financial aid satisfactory academic progress on the premise that departmental liaisons are already confirming a student's eligibility prior to sending an awarding form to us for processing.

Student Portal

➢ It is the student's responsibility to check his/her account prior to inquiring about payments or awards. Financial Aid, Bursar, and other student related information are all available to students online. Please encourage your students to start there when looking for refunds, postings, etc. You may direct students to http://www.colorado.edu/financialaid/resources/how-view-your-financial-aid-award-online to access financial aid information through the student portal.

Student Account Credit Balance (Refunds to Students)

➢ Once the scholarship has been applied and disbursed to the Bursar system, the student's tuition bill will be credited. If the student has already paid their tuition bill and their account balance is zero, the credit balance will be refunded to the student via direct deposit. A contract payment (payment for specific charges on the tuition bill) will never directly result in a refund.

Frequently Used Terms

Please see: http://www.colorado.edu/financialaid/resources for a list of frequently used financial aid terms and other resources on financial aid.