Graduate Awarding Form User Guide

The Graduate Awarding Form is used to award private and institutional scholarships to graduate students. The form is specific to each academic year (AY). The next AY form will be available by July 1.

Graduate Awarding Requests

- [Flat amount](#)
  - i.e. $500 toward any Cost of Attendance (COA) charge
  - Awarded through departmental funding
- [University Fellowships (UF)](#)
  - Can be used toward COA
  - Awarded from your department's annual UF allocation
- [Billed amount](#)
  - Can be used toward tuition, fees and insurance
  - Awarded through departmental funding

Graduate Awarding Resources
- [Awarding tuition remission exceptions](#)
- [Troubleshooting](#)
- [Payment policies](#)
- [Financial Aid fundamentals](#)

Instructions for all Graduate Awards requests

- Form includes some pre-filled information and predictive logic depending on the source of the scholarship
- Only one speedtype (or University Fund) is allowed per request form.

Student Awarding

Select from the options to get started. If you have less than ten students to award, we recommend entering their information manually.

Student Awarding

Award Types:

New: first time awarding on program or project during this academic year (AY)
Append: adding amounts during AY
Replace: replacing amounts during AY (i.e. use $0 "Replace" for cancellations)

Need more information? Review the Student Awarding section of our guide.

Please select one of the following options:
○ I'd like to enter student awarding information manually on this form.
○ I'd like to attach a Graduate Student Awarding Template to this form (recommend for more than 10 students).

Entering Student awarding information manually

Please select one of the following options:
◉ I'd like to enter student awarding information manually on this form.
○ I'd like to attach a Graduate Student Awarding Template to this form (recommend for more than 10 students).

Click **"Add"** to add additional students. Blank rows cannot be submitted, press **"Remove"** for any rows that are not needed.   [Add]

Student ID*	Student First Name*	Student Last Name*	Pay All Tuition	Pay All Fees	Pay All Insurance	Award Type*	Term Awarding*	Flat Amount Awarding	
						▼	▼		Remove
						▼	▼		Remove
						▼	▼		Remove

Total Awarding
0.00

- Some of the fields shown in the columns may be unavailable depending on speedtype of funding source
- You must remove all blank awardee lines before submission
- If a change in speedtype is needed, a form should be submitted for the cancellation with a $0 replacement as well as a separate form for the support under the new speedtype

Using a Graduate Student Awarding Template

Please select one of the following options:
○ I'd like to enter student awarding information manually on this form.
◉ I'd like to attach a Graduate Student Awarding Template to this form (recommend for more than 10 students).

Download Graduate Student Awarding Template

[Attach Template]

- Download template and fill it out just as you would manually on the form
- Attach the template you downloaded using the Attach Template button
  - o Please only attach the template we've provided

Awarding a Flat Departmental Scholarship

Flat, specified amount scholarships can be used toward any part of the student's Cost of Attendance (COA) and is refundable. For departmental awards on Funds 10 and 34, we can process awards for both fall and spring at the beginning of the academic year.

Original source of funding for this award *
`United States` ▼

Fund Code *
Note: The University Fellowship option refers only to the yearly fund allocation from the Graduate School and should not be chosen for other departmental speedtype awards. *
`34` ▼

Speedtype	ORG ID	Program Number	Item Type (if known)
12305350	11214	80724	
	Fund or Scholarship Name		

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Click **"Add"** to add additional students. Blank rows cannot be submitted, press **"Remove"** for any rows that are not needed.

Student ID*	Student First Name*	Student Last Name*	Pay All Tuition	Pay All Fees	Pay All Insurance	Award Type*	Term Awarding*	Flat Amount Awarding
111000111	Ralphie	Buffalo				New ▼	Fall Only ▼	1000.00

Total Awarding
`1000.00`

Necessary Information to successfully process a flat department scholarship

- Confirmation of enrollment before fall awards are submitted
- Fund speedtype
- Students' names and matching 9-digit student ID numbers (not HR employee ID)
- Total amount of money you intend to award appropriately divided among award recipient for the desired term(s)
  - Will be split evenly between terms when choosing fall/spring

Don't forget
- You may only enter a flat amount or billed amount award in a single line
  - If a billed amount is needed for the same student, add a separate line for this award
- The awards will not post until the student is enrolled for the term(s)

Timeline
Once processed, flat amount awards typically disburse to student accounts the next business day once the term has begun.

Awarding University Graduate Fellowships

The Graduate Awarding Form is used to request awards from your department's annual University Fellowships Allocation.

Necessary information to successfully process a University Fellowship award

- Confirmation of enrollment before fall awards are submitted
- Students' names and matching 9-digit student ID numbers (not HR employee ID)
- Total amount of money you intend to award appropriately divided among award recipient for the desired term(s)
  - Will be split evenly between terms when choosing fall/spring

What is the original source of funding for this award? *
United States

Fund Code? *
(Note: The *University Fellowship* option refers **ONLY** to the yearly fund allocation from the Graduate School and should not be chosen for other departmental speedtype awards*)* *
University Fellowship

Students Awarding

Click **"Add"** to add additional students. Blank rows cannot be submitted, press **"Remove"** for any rows that are not needed.

How to Fill Out Student Awarding Section

Student ID*	Student First Name*	Student Last Name*	Pay All Tuition	Pay All Fees	Pay All Insurance	Award Type*	Term Awarding*	Flat Amount Awarding	
									Remove
									Remove
									Remove

Don't forget

- The remaining fund information fields will be hidden when University Fellowship (UF) is chosen from the fund code pull-down menu

- The "Pay All" fields are unavailable because only flat-amount award requests are allowed

- Keep track of departmental spending from your allocation
  - The Graduate School determines & communicates fund allocations each academic year
  - Email graduate.fundadmin@colorado.edu to check your allocation balance

Timeline

Once processed, University Fund (UF) awards typically disburse to student accounts the next business day once the term has begun.

Awarding Funds for Billed Amount(s)

The Graduate Awarding Form will also be used to pay a student's billed amounts for tuition, fees and insurance from grant, fellowship and institutional funding.

Necessary Information to successfully process a billed amount award

Original source of funding for this award *
United States

Fund Code *
Note: The University Fellowship option refers only to the yearly fund allocation from the Graduate School and should not be chosen for other departmental speedtype awards. *
30

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. *
The grant covers tuition, fees and insurance for all active fellows.

Speedtype *
13016205

ORG ID *
10556

Project Number *
1559699

Item Type (if known)

Fund or Scholarship Name
1559699

Program Number

Student Awarding

Award Types:

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Please select one of the following options:
◉ I'd like to enter student awarding information manually on this form.
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Click **"Add"** to add additional students. Blank rows cannot be submitted, press **"Remove"** for any rows that are not needed.

[Add]

Student ID *	Student First Name *	Student Last Name *	Pay All Tuition	Pay All Fees	Pay All Insurance	Award Type *	Term Awarding *	Flat Amount Awarding	
111000111	Ralphie	Buffalo	X	X	X				Remove
000000000	Buffy	Flatirons	5000	968.62	1773				Remove

- When 30, 31 or 12 are chosen from the Fund Code pull-down menu, an additional required field is available to outline the appropriateness of the expense against the grant speedtype

  ▪ Reminder: Grant funding is generally only allowed to pay tuition, insurance and mandatory fees

- An "X" in the "Pay All" fields highlighted below indicates that the full charge will be covered and will adjust up and down with any enrollment changes

  o You are also able to indicate a specific amount or percentage to be paid against a billed charge

- Fill out: fund code and speedtype from which the funds will be drawn, and students' names and matching 9-digit student ID numbers (not HR employee ID)

Don't Forget

- Requests on Funds 30, 31 and 12 may only be made for a single term
  - Requests for fall will not be reviewed before August 1 each year
  - Requests for spring will not be reviewed before November 1 each year

Timeline

Once processed, billed item awards post immediately to student accounts.

Submit the form

- The Submit button will be unavailable until you check the box highlighted above
    - It's encouraged to print & keep a PDF copy of your request before submitting

After you hit submit

- The department requester and authorizer will receive an auto-generated confirmation that the award has been processed
- When an award or cancellation is processed, Financial Aid will email the student a revised award notification

Troubleshooting

- Awards paid will debit your department speedtype
    - Treat similarly to your department's Procurement 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

- Student's name matches the student ID provided on the form
- Student ID belongs to the student that you want to award
    - Mismatches create a delay in processing and may even result in the wrong student receiving the wrong award

Common mistakes

Fellowships are different from 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).

Awarding Tuition Remission Exceptions

For funds 30, 31 & 12 Cost-share accounts only

When to use a tuition remission exception form:

- To fund a Research Assistant (RA) 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

    - Tuition remission exception form may be used to charge tuition in proportion to the actual effort on the sponsored project as a flat amount.

    - Tuition waiver should not be entered in CU-SIS

    - Total hours worked during the semester will determine the maximum tuition benefit amount allowable on the project

Required information on tuition remission exception form:

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):

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

If you need a tuition remission exception form, email schlp_processing@colorado.edu. .

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
- The award **will not** apply to the bill if a student is not enrolled, or is enrolled for fewer credits than the minimum defined for the award.
    - No enrollment = no scholarship awarding
    - In Campus Solutions: 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
- Graduate School recommends flat amount awards for graduate scholarships are defined at a minimum of 1 credit hour for the graduate career to avoid any delays in students receiving their funds
    - 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 AY and summer, and you can have different enrollment minimums for each career
    - For example, you can require undergrads to 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 before the start of each term
    - For requests on funds 10 and 34, we are able to receive and process the awards any time after the student is enrolled for the full academic year
    - The spring funding will not be applied to the student's tuition bill until 10 days prior to the first day of spring classes
- Awards for billed amounts on grant funds 30, 31, 12 & 11 must be submitted each term
    - Funds will post 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 already has financial aid covering their full cost of attendance (COA), 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.

- The earlier the Graduate Awarding Form is sent to Scholarship Services and the award is added to the student's account, the fewer adjustments need to be made and the less confusing the process is to students.

Satisfactory Academic Progress (SAP)

- If a student is not meeting SAP, your option to award a flat amount scholarship can be prevented from paying to a student's tuition and fee bill

    - The Graduate School recommends that flat award amounts for graduate scholarships disregard SAP because departmental liaisons are already confirming a student's eligibility prior to sending an awarding form to us for processing

    - Review our [SAP policy](#) to see what can impact SAP

Buff Portal

It is the student's responsibility to check their account prior to inquiring about payments or awards. Please encourage your students to start there when looking for refunds, postings, etc. You may direct students to [view their aid online](#).

Student Account Credit Balance (Refunds to Students)

- The tuition bill will be credited once the scholarship has been applied and disbursed to the Bursar system
    - If the student has already paid their tuition bill and their account balance is zero, the credit balance will be refunded to the student
        - We recommend that students [set up a direct deposit account](#) for the fastest/safest refunds
- A billed item award for tuition, fees and/or insurance will never directly result in a refund, unless the support is replacing funding already posted against these charges
    - Example: a student's loan pays the bill balance before their grant funding was applied
        - Once the grant funding posts, it will *replace* the loan payments toward these charges and the loan will be refunded back to the student

Review the [Financial Aid Resources page](#) for more frequently used terms and answers to common questions.

Financial Aid Fundamentals

We use financial aid as a tool to recruit, reward and assist students in funding their educational costs. 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).

How financial need is determined

A student must complete a FAFSA each year to be eligible to receive any need-based financial aid.

COA – SAI = NEED

- Student Aid Index (SAI): determined by the FAFSA and subtracted from the student's cost of attendance (COA) to determine financial need
- Cost of Attendance (COA): standardized estimate based on residency and college (also known as the student budget)
    - Budget components include : tuition, fees, housing and meals, medical insurance, books and supplies, personal expenses and travel.

Aid limits based on financial need

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. Some awards may be refundable after the student's account balance is at $0.

Order of awards & aid

Example: Buffy is from Broomfield and earning her Master's in Education		
COA	$25,534	
SAI	- 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 a $2,000 increase in her overall aid; instead, she would see a reduction in her loan by the same amount.