

## CHANGING A SCHOLARSHIP AWARD

The following instruction guide will walk you through the process of changing a scholarship award. To perform this function, you must also complete *SFA100: Reporting College and Department Scholarships* through myTraining. Once you have completed training you may request the follow security roles from your DSA: **UF\_FA\_EXT\_EXT\_AWD\_UPT** and **UF\_FA\_PP\_SFA\_INSTITUT\_SCHOLAR**. Both roles are required to perform this function.

### NAVIGATION

Use the following navigation to navigate to the Add External Awards to Student page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Financial Aid**
5. Click **Awards**
6. Click **External Awards**
7. Click **Add External Awards to Student**

### SEARCHING FOR STUDENTS

Locate the student to which you wish to add a new scholarship.

1. Enter **UFLOR** as **Academic Institution**.
2. Enter the appropriate **Aid Year**.
  - The aid year is the last year of the academic year. For example, if you are considering awarding a scholarship for the Fall, Spring or Summer 2018-2019 academic year, you would enter 2019 as the aid year.
  - You can use the magnifying glass to locate the appropriate aid year, if desired.
3. Enter the student's **UFID** in the **ID** field.
4. Click the **Search** button.

The screenshot shows a 'Search Criteria' form with the following fields and options:

- ID:** begins with [ ] [magnifying glass icon]
- Academic Institution:** [=] [ ] [magnifying glass icon]
- Aid Year:** [=] [ ] [magnifying glass icon]
- National ID:** begins with [ ]
- Campus ID:** begins with [ ]
- Last Name:** begins with [ ]
- First Name:** begins with [ ]
- Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria

## ADDING TO AN AWARD

After bringing up the appropriate award type, adding additional disbursements and/or amounts to an already entered award is completed in the Disbursements Table. The entered updates override the previous award data.

1. Insert the **type of scholarship** into the **Item Type** field.
  - The **Item Type** is a 12-digit number that identifies the scholarship.
  - If you don't know the item type number of the scholarship you are updating, you can find it by using the magnifying glass and typing in the full or partial name of the scholarship in the **Description** field.
2. Enter the **total amount** of the updated award in the **Amount** field.
  - For example, if the previous award was for \$1000.00 and you were adding an additional \$300.00 to the award, the **Amount** field will be \$1300.00
3. Always enter 'AY' as the **Disbursement Plan**.
  - AY stands for Academic Year.
4. Enter the appropriate **Split Code**.
  - The split code determines how the award disburse across terms.
  - For example, if you want the award to disburse across the fall and spring terms of the academic year, enter 'FS'. If you want the award disbursed across the fall, spring and summer, enter 'AY'.

Look Up Split Code	
Search Results	
View 100	First 1-7 of 7 Last
Split Code	Description
AY	Academic Year
FL	Fall Only
FS	Fall and Spring
IA	IA Spring and Summer
SP	Spring Only
SS	Spring and Summer
SU	Summer Only

Enter all the disbursement terms for the updated award in the Disbursements table.

**Item Type** 934000600260

**Description**

**Amount** 1,300.00 **Disbursed** 0.00

**Disbursement Plan** AY  **Split Code** AY   Paid in full

Disbursements					Personalize   Find	First 1 of 1 Last
Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term		
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

5. Enter "1" in the Disb Nbr field.
6. Enter "01" in the Disbt ID field.
7. Enter the amount of the first disbursement in the Scheduled Award field.
8. Enter the term of the first disbursement in the Term field.
9. Click the plus sign to add a new row
10. Enter "2" in the Disb Nbr field.
11. Enter "02" in the Disbt ID field.
12. Enter the amount of the second disbursement in the Scheduled Award field.
13. Enter the term of the second disbursement in the Term field.
14. Click the plus sign to add a new row

In this example, we are adding an additional \$300 to a \$1000 award to be disbursed in the summer 2019 (2195) term.

15. Enter "3" in the Disb Nbr field.
16. Enter "03" in the Disbt ID field.
17. Enter the amount of the third disbursement in the Scheduled Award field.
18. Enter the term of the third disbursement in the Term field.

Amount	<input type="text" value="1,300.00"/>	Disbursed	<input type="text" value="0.00"/>			
Disbursement Plan	<input type="text" value="AY"/> <input type="button" value="Q"/>	Split Code	<input type="text" value="AY"/> <input type="button" value="Q"/>			
<input type="checkbox"/> Paid in full						
<b>Disbursements</b>						
Personalize   Find   <input type="button" value="Q"/>   <input type="button" value="Q"/>						
First <input type="button" value="◀"/> 1-3 of 3 <input type="button" value="▶"/> Last						
Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term		
<input type="text" value="1"/>	<input type="text" value="01"/>	<input type="text" value="700.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2188"/> <input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="2"/>	<input type="text" value="02"/>	<input type="text" value="300.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2191"/> <input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="3"/>	<input type="text" value="03"/>	<input type="text" value="300.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2195"/> <input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

## REDUCING AN AWARD

It is important to notify the student when anything changes with his/her award, but extremely important if you are reducing or canceling an award. It is critical if you are reducing/canceling an already disbursed award. If an award has already been paid, reducing the award will cause the aid to undisbursed and whatever charges the award had initially paid will become unsatisfied. This can cause serious repercussions such as:

- The student owing money to the university once more
  - Late fees
  - Being removed from class
1. From the Add External Awards tab, insert the **type of scholarship** into the **Item Type** field.
    - The **Item Type** is a 12-digit number that identifies the scholarship.
    - If you don't know the item type number of the scholarship you are updating, you can find it by using the magnifying glass and typing in the full or partial name of the scholarship in the **Description** field.
  2. Enter the **total amount** of the reduced award in the **Amount** field.
    - For example, if the previous award was for \$1000.00 and you are reducing it by \$500.00, the updated **Amount** field will be \$500.00

3. Always enter 'AY' as the **Disbursement Plan**.
  - AY stands for Academic Year.
4. Enter the appropriate **Split Code**.
  - The split code determines how the award disburse across terms.
  - For example, if you want the award to disburse across the fall and spring terms of the academic year, enter 'FS'. If you want the award disbursed across the fall, spring and summer, enter 'AY'.

Look Up Split Code	
Search Results	
View 100	First 1-7 of 7 Last
Split Code	Description
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**NOTE:** The entered updates override the previous award data.

5. After the updated award processes, click the View Award Summary tab > Disbursement link to confirm the reduced award amount.

Disbursement Distribution							Personalize	Find	First	1-3 of 3	Last
Disbursement ID	Term	Award Period	Level	Offered	Accepted	Net Disb Balance	Disbursed				
01	2188	Academic		250.00	250.00	250.00	0.00				
02	2191	Academic		250.00	250.00	250.00	0.00				
03	2195	Non Standard		0.00	0.00	0.00	0.00				

### CANCELING AN AWARD

A scholarship award can be completely canceled if needed. Remember, it is critical if you are reducing/canceling an already disbursed award to contact the student prior. If an award has already been paid, canceling the award will cause the aid to be undisbursed and whatever charges the award had initially paid will become unsatisfied. This can cause serious repercussions such as:

- The student owing money to the university once more
  - Late fees
  - Being removed from class
1. From the Add External Awards tab, insert the **type of scholarship** into the **Item Type** field.
    - The **Item Type** is a 12-digit number that identifies the scholarship.
    - If you don't know the item type number of the scholarship you are updating, you can find it by using the magnifying glass and typing in the full or partial name of the scholarship in the **Description** field.
  2. Enter the **0.00** in the **Amount** field.

3. Always enter 'AY' as the **Disbursement Plan**.
  - AY stands for Academic Year.
4. Enter the appropriate **Split Code**.
  - The split code determines how the award disburses across terms.
  - For example, if you want the award to disburse across the fall and spring terms of the academic year, enter 'FS'. If you want the award disbursed across the fall, spring and summer, enter 'AY'.
5. Click the **Save** button.
6. After the award processes, click the **View Award Summary** tab.
7. Notice the Status field reads "Cancelled" and the Offered and Accepted fields display 0.00 (zero).

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Search Results	
View 100	First 1-7 of 7 Last
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Add External Awards		View Award Summary									
Alberta Alligator		ID 00006075									
Aid Year 2019	Federal Aid Year 2018 - 2019	Institution UFLOR									
Student Aid Package											
Nbr	Career	Item Type	Description	Category	Status	Offered	Accepted	Disbursement Plan	Split Code		
10	UGRD	934000600260	Gene Wright Scholarship	Scholarship	Accepted	1,300.00	1,300.00	AY	XX	Disbursement	
20	UGRD	934001900007	Engineering Sch	Scholarship	Cancelled	0.00	0.00	AY	FS	Disbursement	

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Policies and Directives

UF Office of Student Financial Affairs  
352-392-1275 | [sfa-sis@mail.ufl.edu](mailto:sfa-sis@mail.ufl.edu)  
[sfa.ufl.edu](http://sfa.ufl.edu)