Scholarship Administrators Meeting - Minutes

March 2, 2016

Introductions

Financial Aid Updates – Dianne Danov
- Tina Falkner is the Director of the Office of Student Finance, she has been the Interim Director since May 2015.
- 2016-17 scholarships- currently there are 8500 scholarships posted for $45 million (includes non-resident tuition waivers of $25 million-Admissions overawards waivers as not all student will come here)
- Freshman paper estimated award notices have gone out. OSF will continue to award students as FAFSAs come in and files become complete.
- Fellowships that are being paid through payroll should be set up on bi-weekly payroll, they should not be paid in 2 lump sums (per Kelly Farmer, Director of Taxation). If you pay through scholarship automation it should be paid half fall and half spring.

Adjusting/Adding Scholarships – Kari Zakariasen (see list of examples following the meeting minute detail)

Jenny from Admissions indicated there will be an earlier priority deadline for Admissions applications- it will be November 1.

There was discussion about students receiving funding for conference/travel. Refer to TMOG #8 (How to pay a student) to determine if it's a reimbursement or considered financial aid. If it is considered financial aid, OSF has a "Professional Educational Development" form for professional development activities located on the One Stop Forms Online section: http://onestop.umn.edu/forms/. Students can submit the appeal form with the required documentation to have the expense added to the student's cost of attendance so it does not impact their current aid.

Dianne asked if administrators would like areas to show case their scholarship process in future meetings. Kari Volkmann-Carlson from Dentistry offered to present at the next meeting on June 1.

Future meetings scheduled: June 1, August 3 and October 5

Adjusting/Adding Scholarships

Original Fall only Award

UM Scholarship File Upload Template *required to upload a file.

ID	Item Type	Award Amount	Term(s)	
1234567	940000000000	1000.00	Fall	

Adding a Spring Award:

EXAMPLE #1
You determine that the student is now eligible for a Spring award that matches the Fall award.

UM Scholarship File Upload Template *required to upload a file.

ID	Item Type	Award Amount	Term(s)	
1234567	940000000000	2000.00	Fall/Spring	

EXAMPLE #2
You determine the student is eligible for an additional $2000 for Spring.

UM Scholarship File Upload Template *required to upload a file.

ID	Item Type	Award Amount	Term(s)	
1234567	940000000000	1000.00	Fall	
1234567	940000000000	2000.00	Spring	

If you realize you made a mistake after submitting a file, please reach out to us at saosf@umn.edu before you take any steps to correct the file. We will assist you in resolving any issues.

Original Fall/Spring Award

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	6000.00	Fall/Spring	

Adjustments to one term:

EXAMPLE #1
You find out that the student is attending less than FT in Spring and need to prorate their Spring award:

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	3000.00	Fall	
1234567	940000000000	1500.00	Spring	

Do NOT enter the file using the Fall/Spring split if there will be a different award amount for Fall than Spring or vice versa. If you entered the award as $4500 Fall/Spring, it would split that amount evenly between the terms.

EXAMPLE #2
You determine that the student is no longer eligible for their Spring disbursement and you need to cancel the Spring award:

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	3000.00	Fall	

Do NOT enter a file with a line for 0.00 Spring only as that will cancel the entire award (Fall and Spring). There is no need to enter a second Spring line with 0.00.

EXAMPLE #3
You determine that you want to increase the Spring award by $500.

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	3000.00	Fall	
1234567	940000000000	3500.00	Spring	

Do NOT enter a file for only the 500.00 Spring increase amount as that will replace the other $6000 Fall/Spring award already in the system with the $500 Spring only award.