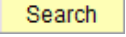



# Cheat Sheet – Restricted Aid

## *Entering Restricted Aid*

Home > Financial Aid > Awards > Restricted Aid > Restricted Aid

1. Enter the student's ID.
2. Click on the  button.
3. Click on the appropriate aid year.
4. Restricted Aid ID: Select the appropriate code for the intended scholarship.
5. Renewable: Click on this box if the scholarship is renewable from aid year to aid year.
6. App Method: Select "Stdnt Appl."
7. Application Date: Enter date of application.
8. If you have only received an application, or are only considering the student for this award, click on the Save icon  at this point. When a decision has been made about the award, return to each student's panel to complete the Final Decision data. However, if the student is definitely getting the award, continue to fill in this panel.
9. Final Decision: Select the appropriate decision.  
Full Year – disbursed evenly in the fall and spring terms.  
Fall Only or Spring Only - For awards for only one semester. .  
Summer - For summer only.
10. Decision Date: Enter date of decision.
11. Offer Amount: Enter the amount of money offered.  
f it is a full year decision then the offer amount will be divided into the fall and spring terms.
12. Comment: When making a change to this record, explain the action in this field. End the comment with your initials and the date the comment is entered.

**NOTE:** Financial Aid will not cancel or change any award from the "Students Award" panel unless comments and initials are in this section of the "Restricted Aid" panel.



13. Click on the  icon.


## *Adding more than one restricted aid*

There are occasions when one student will receive multiple scholarships. You may have to award more than one, or you may be adding a second scholarship to the record of a student who has already received one.

To do this, you cannot write over the information that shows in the student's record; this will delete the scholarship that already existed.

Home > Financial Aid > Awards > Restricted Aid > Restricted Aid

1. Click on the  icon. A blank panel will appear in the student's record.
2. Enter info as recorded in above section.
3. Click on the  icon.

**NOTE:** To see all of the scholarships on one person's account, <click on> the View All icon .

## *Changing restricted aid*

There are various scenarios that will cause changes to the scholarship.

Home > Financial Aid > Awards > Restricted Aid > Restricted Aid

### *Scenario 1: Cancelling a scholarship*

There will be occasions when a student chooses not to attend or rejects the scholarship. Your area could also decide for some reason to cancel a scholarship. In these instances, you will need to make adjustments to the "Restricted Aid" panel.

1. Final Decision: Do not change the decision.
2. Decision Date: Enter the date the award amount is changed.
3. Offer Amounts: Delete the dollar amount or enter "0."
4. Comments: Explain the action in this field, noting the original amount and the reason for the change. End the comment with you initials and the date the comment is entered.

**NOTE:** Financial Aid will not cancel or change any award from the "Students Award" panel unless comments and initials are in this section of the "Restricted Aid" panel.

5. Click on the  icon.

### *Scenario 2: Stopping a renewable scholarship*

To remove the Renewable flag from the record if a student becomes ineligible, there is just one step.

1. Renewable Box: Click off the check in this box.
2. Comments: In this field, explain why you removed the "Renewable" indicator. End the comment with you initials and the date the comment is entered.

**NOTE:** Financial Aid will not cancel or change any award from the "Students Award" panel unless comments and initials are in this section of the "Restricted Aid" panel.


3. Click on the  icon.

### Scenario 3: Changing the scholarship amount

The other typical change is to the amount of the scholarship, and this is not difficult either.

1. Final Decision: This field does not need to be changed.
2. Decision Date: Enter the date the award amount is changed.
3. Offer Amount: Enter the new dollar amount of the scholarship.
4. Comments: Explain the action in this field, noting the original amount and the new amount. End the comment with your initials and the date the comment is entered.

**NOTE:** Financial Aid will not cancel or change any award from the “Students Award” panel unless comments and initials are in this section of the “Restricted Aid” panel.

5. Click on the  Save icon.

### Scenario 4: Changing the status of the scholarship

When changes are determined, you will need to adjust the **Final Decision** section.

1. Final Decision: Select the appropriate decision.  
Full Year – disbursed evenly in the fall and spring terms.  
Fall Only or Spring Only - For awards for only one semester. .  
Summer - For summer only.
2. Decision Date: Enter date of decision.
3. Offer Amount: Enter the amount of money offered.  
If it is a full year decision then the offer amount will be divided into the fall and spring terms.
4. Comment: When making a change to this record, explain the action in this field. End the comment with your initials and the date the comment is entered.

**NOTE:** Financial Aid will not cancel or change any award from the “Students Award” panel unless comments and initials are in this section of the “Restricted Aid” panel.

5. Click on the  Save icon.