

Restricted Aid

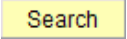
Areas other than Financial Aid award scholarships. As you know, several departments on campus give students funds in various amounts and at many points during the year. The Financial Aid module of PeopleSoft at Southern Miss will be set up to package those departmental scholarships automatically. In order to award them, they must be entered into the system by those departments. This chapter will illustrate how to add and update the aid, which is done through a single panel, called Restricted Aid.

All persons who are being considered for an on-campus scholarship must have a Restricted Aid record set up. PeopleSoft will award the aid only when the Status is set to “Full Year,” “Fall Only,” “Spring Only,” or “Summer Only.”

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Entering Restricted Aid

Home > Financial Aid > Awards > Restricted Aid > Make Award

1. Enter the student’s ID.
2. Click on the  button.
3. Click on the appropriate aid year.

Restricted Aid

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value _____


Search by: ID begins with

[Advanced Search](#)

Search Results

View All First 1-5 of 5 Last


ID	Academic Institution	Aid Year	National ID	Date of Birth	Student Name
433305	USM01	2008	*****3545	03/22	B
433305	USM01	2007	*****3545	03/22	B
433305	USM01	2006	*****3545	03/22	B
433305	USM01	2005	*****3545	03/22	B
433305	USM01	2004	*****3545	03/22	B

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.





If 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  Save icon.


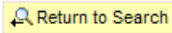
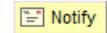
Restricted Aid

Student Name _____ ID: 433305    

Aid Year: 2007 Financial Aid Year 2006-2007 Institution: USM01

Find | View All First 1 of 1 Last

*Restricted Aid ID:	01662	Charles R Arinder Scholarship	<input type="checkbox"/> Renewable
App Method:	Stdnt Appl	Application Date:	04/17/2007
Evaluation Status:	In Progress	Status Date:	05/07/2007
Final Decision:	Full Year	Decision Date:	05/07/2007
Offer Amount:	5,000.00	Min Amt:	Max Amt: 5,000.00000
Overall Rating:	0.00 Committee Detail	Rating Scheme:	
Comment:	<input type="text"/>		



  


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 > Make Award

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 .


Restricted Aid

Student Name _____ ID: 433305    


Aid Year: 2007 Financial Aid Year 2006-2007 Institution: USM01

Find | View All First 2 of 2 Last

*Restricted Aid ID: 01724 Cellular South Annual Scholars Renewable  

App Method: Stdnt Appl Application Date: 04/10/2007 


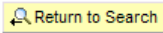
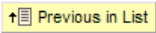
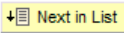
Evaluation Status: In Progress Status Date: 05/09/2007

Final Decision: Fall Only Decision Date: 05/09/2007 

Offer Amount: 1500.00 Min Amt: Max Amt: 3,000.00000

Overall Rating: 0.00 [Committee Detail](#) Rating Scheme: _____

Comment: _____

Changing restricted aid

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


Home > Financial Aid > Awards > Restricted Aid > Make Award

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.


Restricted Aid

Student Name _____ ID: 433305    


Aid Year: 2007 Financial Aid Year 2006-2007 Institution: USM01

Find | View All First 2 of 2 Last

*Restricted Aid ID: 01724 Cellular South Annual Scholars Renewable  


App Method: Stdnt Appl Application Date: 04/10/2007 


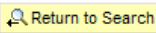
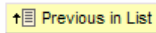
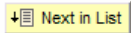
Evaluation Status: In Progress Status Date: 05/09/2007

Final Decision: Fall Only Decision Date: 05/12/2007 

Offer Amount: Min Amt: Max Amt: 3,000.00000

Overall Rating: 0.00 [Committee Detail](#) Rating Scheme:

Comment: Student has withdrawn from university. Original scholarship was \$3000.00. mn. 5/12/07 

 Save  Return to Search  Previous in List  Next in List

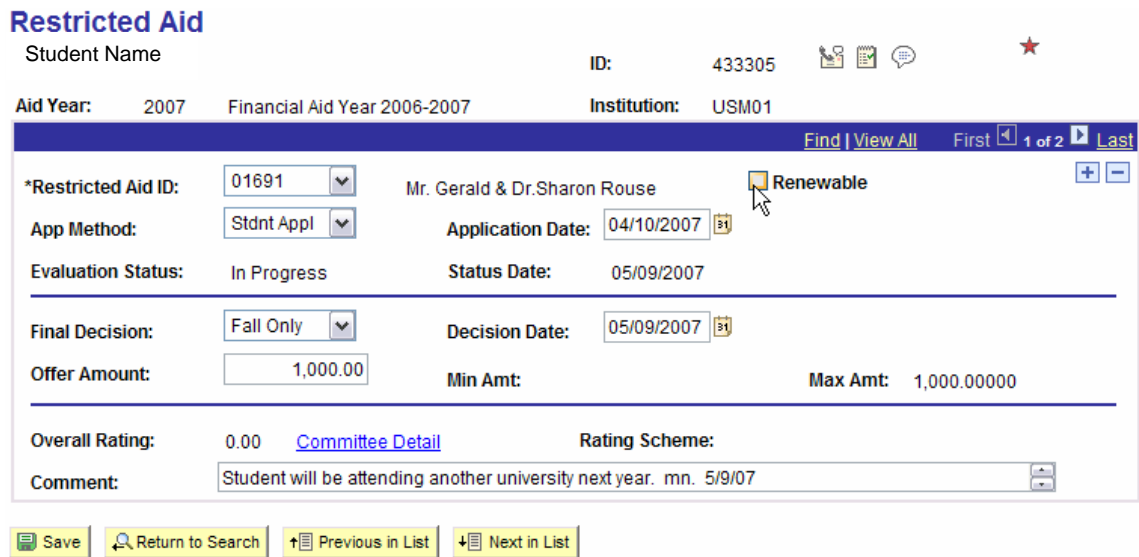
Scenario 2: Stopping a renewable scholarship

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  Save icon.



Restricted Aid

Student Name: _____ ID: 433305

Aid Year: 2007 Financial Aid Year 2006-2007 Institution: USM01

Find | View All First 1 of 2 Last

*Restricted Aid ID: 01691 Mr. Gerald & Dr. Sharon Rouse Renewable

App Method: Stdnt Appl Application Date: 04/10/2007


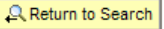
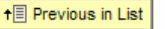
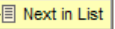
Evaluation Status: In Progress Status Date: 05/09/2007

Final Decision: Fall Only Decision Date: 05/09/2007

Offer Amount: 1,000.00 Min Amt: _____ Max Amt: 1,000.00000

Overall Rating: 0.00 [Committee Detail](#) Rating Scheme: _____

Comment: Student will be attending another university next year. mn. 5/9/07


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  icon.

Restricted Aid

Student Name _____ ID: 433305    

Aid Year: 2007 Financial Aid Year 2006-2007 Institution: USM01

Find | View All First 1 of 2 Last

*Restricted Aid ID: 01691 Mr. Gerald & Dr.Sharon Rouse Renewable

App Method: Stdnt Appl Application Date: 04/10/2007





Evaluation Status: In Progress Status Date: 05/09/2007

Final Decision: Fall Only Decision Date: 05/14/2007

Offer Amount: 750.00 Min Amt: Max Amt: 1,000.00000

Overall Rating: 0.00 [Committee Detail](#) Rating Scheme:

Comment: Original amount of \$1000.00 was changed to \$750.00. mn. 5/14/07

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.