Office of Financial Aid

2022-2023
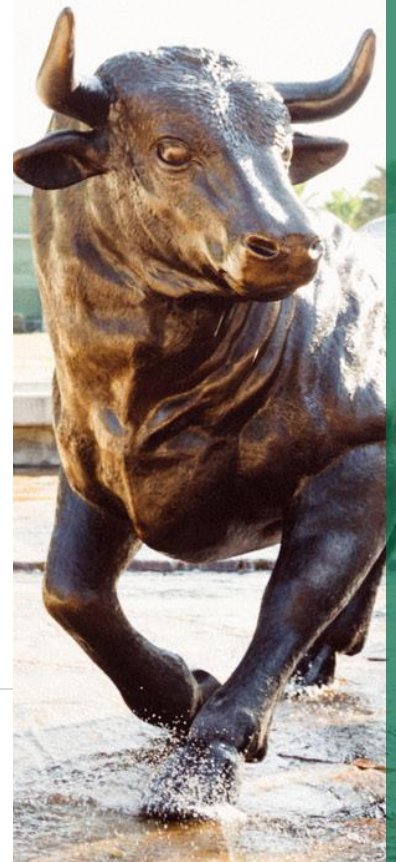
Scholarship Administration Guide

UNIVERSITY of
SOUTH FLORIDA

Introduction

The scholarship deadlines listed below are intended to leverage scholarships for recruiting new students and retaining current students with the added goal of lowering student loan debt. Throughout this information guide, you will be shown how the Office of Financial Aid provides tools and services that can aid you in complying with these deadlines and optimizing the use of USF resources.

2022-2023 Scholarship Processing Deadlines		
Student Type	**AwardSpring Scholarship Application Deadline**	**OFA Payment Request Deadline**
New Freshman	**February 1**	**February 11**
New Transfer & Graduate Students	**February 25**	**March 11**
Continuing Students & Renewals	**May 20**	**June 3**

Cost of Attendance (COA)
The cost of attendance at the University of South Florida is established annually to cover tuition and fees, housing, board, books, supplies, transportation and miscellaneous expenses incurred by students attending USF. The cost of attendance varies based on the following criteria:

- Campus
- Grade Level (undergraduate/graduate/professional)
- Florida Resident status for tuition purposes (In-State/Out of State)
- Housing arrangements (i.e. on campus, off campus, w/parents)

For purposes of awarding scholarships and providing USF students financial aid packages, a student's financial need is calculated by subtracting the **estimated family contribution** (EFC) from the Free Application for Federal Student Aid (FAFSA) minus the assigned **cost of attendance** (COA).

Stacking Policy
A financial aid package includes all aid awarded to a student (e.g. grants, scholarships, loans, work study, waivers, etc.).

The OFA policy restricts the amount of scholarships & grants (equity funds or gift aid) to a maximum of 88% of the student's COA for students living off campus (not with parent/family). For students living on campus, the cap will be 85%, and the percentage will be 65% for students living at home. The equity cap percentage reflects the amount of COA related to direct educational costs (i.e. tuition, books, housing and meals).

A. OFA administered financial aid may be replaced if a scholarship is awarded after a student is packaged and the student's total gift aid exceeds the equity cap based on the on the student's COA. If, after the removal of all the OFA administered aid, the student still exceeds the equity cap, they will be allowed to keep the awarded scholarship(s) up to the cost of attendance. In some cases, **a student may not receive any additional aid if they have reached the equity cap.**

B. If a USF scholarship is awarded after the student has been packaged, and the package does not include need-based aid or otherwise restricted aid, the award will be approved up to an amount that meets the student's COA (excluding private scholarships/resources). In some cases, a student may not receive any additional aid if they have already reached their cost of attendance. In the event that aid must be reduced due to the COA, the priority order for removing University-based merit aid is as follows:

   1. Funds from the five year plan
   2. College/departmental E&G funds
   3. USF Foundation funds

C. If a non-USF scholarship/resource is awarded after the student has been packaged, and the student is not receiving any need based aid or otherwise restricted aid, the student's cost of attendance may be exceeded by the amount of non-USF scholarships/resources.

USF awarding units should create a list of alternate students eligible for scholarship(s) in case the original recipient's award must be revised.

<u>**List of Scholarship Services OFA Provides**</u>

The following services are available to assist you in managing your scholarships:

- Financial Aid fund code set up, including new and updating existing funds.
   - Set up scholarship terms and conditions, "Thank you" letter requirements, and fund comments in OASIS.
- Processing scholarship payment requests that are submitted from colleges/awarding units.

- Processing spending plan provided by the accountable officer for the scholarship, and based on donor specifications.
- Monitor scholarships based on awarding and disbursement rules, and renewal criteria stated by the donor.
- Scholarship Application Database training for awarding units which centers around setting up scholarships to meet the fund purpose, establishing and maintaining scholarship committees that are selected by the awarding units and how those committees review, score and select student applications for various scholarships.
- Provide report access and training (e.g. applicant data for choosing recipients, terms and conditions tracking, fund reconciliation) for general scholarship information through Scholarship Administrative Reports**.**

Role of College/Department

The College/Department/Awarding Unit is responsible for contacting the Office of Financial Aid to:
- Establish New Scholarships or Research Grant
- Manage Existing Scholarships/Grants
- Submit payment requests in accordance with the OFA scholarship processing deadlines
- Requests staff to access OASIS-> Banner PROD for the purpose of scholarship administration.
    - If the user already have a Banner PROD access, an accountable officer with signature authority to spend scholarship funds only needs to send an email to Anita Brown, Assistant Director of the Office of Financial Aid Scholarship Team and include:
        - A brief reason for request.
        - The OASIS/Banner PROD user ID of the staff member.
        - At least one financial aid fund code the user will be responsible for monitoring.
    - If the user needs access to OASIS/Banner in PROD
        - Complete the OASIS FERPA Tutorial in the GEMS Learning & Development -> Request Training Enrollment, even if you have done it before.
        - After passing the quiz, print the OASIS/Banner PROD Access form.
        - Completed forms may be sent directly by email Financial Aid Primary Process Owner (PPO) or designee for processing as indicated on the form. Please include a brief reason for the request to avoid unnecessary delays.
        - Requests for access to additional Student information in Banner PROD such as admission, registration, academic history, etc. should be sent directly to EISSecurity@usf.edu.

- Request staff access to the [OFA Scholarship Administration Reports](#) to reconcile payment requests with student awards, payments and enrollment.

Establishing a New Scholarship or Research Grant

To ensure compliance with all federal and state regulations, all scholarship awards must be disbursed through the student's University account. Therefore, scholarship or grant funds will not disburse directly to students or to a 3rd party on behalf of a student.

Step 1: Determination of Scholarship/Grant Management

The college/department determines how the scholarship or grant will be awarded. This process will be managed by the awarding unit or submitted to OFA via a spending plan. If the scholarship should be awarded and managed by OFA, an approved spending plan for each scholarship will be required. Contact a member of the [Scholarship Team](#) for more information regarding spending plans.

Payments to individuals may be processed via OFA, Purchasing/Accounts Payable, Travel, or Payroll. Processing will depend on the nature of the payment and the relationship between USF and the recipient. Additional information regarding specific payment categories is provided via the link below. Please refer to the following site for additional information: [Online Business Processes](#)

Step 2: Setting Up a New Financial Aid Fund Code

Complete the **New Fund Code Form** to create a financial aid fund code used to disburse any scholarship/grant to students through OASIS/Banner Student Production (PROD). The scholarship forms can be found here: [Scholarship Administration > Scholarship Forms](#).

In order to complete the form, be sure to do the following:

1) Identify Accountable Officer

2) Establish the name of the award

3) Identify/establish FAST accounting entries and Chart Fields (non-USF Foundation scholarships/grants only).

4) Identify awarding and disbursement rules, if any, per the donor agreement. (Disbursement rules can be created for anything that can be monitored in Banner PROD (ex. academic major, department, class code, GPA, etc.).

As indicated on the form, USF Foundation scholarships/grants need to be sent to a USF Foundation administrator to be signed and the USF Foundation sends the form to OFA. For non-USF Foundation programs, the form is sent directly to OFA.

OFA will coordinate with the University Controller's Office in creating a Financial Aid Fund Code, once the New or Update Fund Code form is received. This process typically takes (5-7) business days. The college/department contacts listed on the form will be notified via email when the fund code is ready for use. Please contact a member of the Scholarship Team if you have any questions related to the fund code creation process.

Step 3: Setting Up Scholarship Terms & Conditions and Fund Messages

OFA has developed a method for scholarship terms and conditions (T&C) to be displayed and tracked via Banner PROD/OASIS. Scholarship T&Cs are electronically displayed and accepted on students' OASIS accounts. The T&C is an unsatisfied requirement in OASIS, and will prevent disbursement until accepted.

Terms and conditions must be set up or updated prior to the submission of the initial payment request for that fund. If terms and conditions are submitted after awards have been made out of a fund, OFA will not be able to create/update the terms and conditions until the following awarding cycle.

For non-renewable scholarships, posting fund messages in OASIS is an option that allows students to read any requirements/disbursement rules, such as minimum enrollment. This is an option for unique funds that disburse before requirement(s) can be satisfied, such as attending a donor luncheon.

In order to set up any of these services, email anitabrown@usf.edu copies of your terms and conditions/fund messages and a list of fund codes that apply to each.

Step 4: Setting Up Requirements for "Thank You" Letters to the Donor

Many scholarships require that students write a "Thank You" letter (TYL) for the donor before they can receive their scholarship disbursement. There is a method to ensure the TYL is received before any scholarship funds are paid. The TYL requirement will be posted in OASIS, and students will be directed to send their letters to an address or email address listed in the terms and conditions. If the letter is directed to the Office of Financial Aid, then the letter will be scanned into our scanning database- BDMS, and the original is mailed to the appropriate awarding unit.

If a unit requests that the letter be sent to their address or email address, then the college/department/unit will be required to submit an Excel spreadsheet with the students' name, UID, aid year, scholarship name, and financial aid fund code to the Office of Financial Aid scholarship thank you letter email inbox (SCHTYL@usf.edu) for processing. This information must be submitted to OFA so that Banner PROD can be updated and prevent any delays in funding for the student.

Thank you letter requirements must be set up or updated prior to the submission of the initial payment request for that fund. If thank you letter requirement requests are submitted after awards have been made out of a fund, OFA will not be able to create/update the requirement until the following awarding cycle.

Step 5: Scholarship/Grant Uncashed Refund Check Policy

When the payment from a scholarship/grant fund results in the student receiving a refund check, and the check is not cashed by the student then:

- The OFA default policy is to return the uncashed check amount to the scholarship fund.
  - Colleges/Departments will have to submit a payment request to have the returned amount reissued to the student.

- The other option is to remit any uncashed funds to the State of Florida as abandoned property. The student will have up to up to (5) years to reclaim these funds from the State [Fla Stat. § 717.105 (2014)](#).

Managing Existing Scholarships/Grants

Complete the **Update Fund Code Form** to update an existing financial aid fund code. The Update Fund Code Form can be found here: [Scholarship Administration > Scholarship Forms](#). This form allows you to edit/update any information about a fund, such as:
- Scholarship name
- Source of funding
- Fund Code
- Awarding and disbursement rules, if any, per the donor agreement.

Payment Request Process via OFA

If your college/department has decided to award your fund(s), please follow the instructions below.

1) Select students to receive funds. You can use the Scholarship Administration reports to assist with the selection process. See "Requesting Access to the Scholarship

Administration Reports" section for details on how to gain access to the reports. Please note that eligible students must be actively enrolled at the time of disbursement.

2) Complete the scholarship Payment Request Form, and scan and email as an attachment to the scholarship email inbox for processing - (usfaspfr@usf.edu). Awards are normally posted within (10) business days of receipt of the completed form. Please adhere to all scholarship processing deadlines.

3) Colleges/Departments should monitor awards and payments from the Fund Reconciliation Report in the Scholarship Administration Reports.

Please contact a member of the OFA Scholarship Team, with any payment questions.

Cancellation/Reduction Requests

The Scholarship Cancellation/Reduction form is available for units who need to cancel and/or make corrections to scholarship amounts that have been paid in Banner PROD. **Please note: The awarding unit is responsible for notifying the student of these types of changes.**

*NOTE: If an awarding unit is using the cancellation/reduction form to move funds from one fund to another, a payment request form is required in order to pay the student(s) from the correct fund. The two forms should be submitted at the same time. Incorrect submissions may result in a student being paid twice or being billed with no award to replace it.

Requesting Banner Access

If the user needs access to OASIS/Banner in PROD:
- Complete the OASIS FERPA Tutorial in the GEMS Learning & Development -> Request Training Enrollment, even if you have done it before.
- After passing the quiz, print the OASIS/Banner PROD Access form.
- Completed forms may be sent directly by email Financial Aid Primary Process Owner (PPO) or designee for processing as indicated on the form. Please include a brief reason for the request to avoid unnecessary delays.
- Requests for access to additional Student information in Banner PROD such as admission, registration, academic history, etc. should be sent directly to EISSecurity@usf.edu.
- Request staff access to the OFA Scholarship Administration Reports to reconcile payment requests with student awards, payments and enrollment.

Requesting Access to the OFA Administrative Reports

If you have Banner PROD access: You will need to have an Accountable Officer for your funds request your access via email to the Anita Brown (anitabrown@usf.edu). The AO will need to include in the email:
- Your Banner PROD ID
- At least one financial aid fund code (alpha numerical)
- A brief explanation as to why you need access to the reports

It can take up to three business days to create your access to the Scholarship Administration reports.

Confidentiality

According to the Family Education Rights and Privacy Act (FERPA), schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Additional information, such as GPA, earned hours, scholarships, etc., cannot be disclosed unless the student agrees and signs to allow third parties to view their information, such as the donor. A student release may be authorized via a scholarship application or Terms and Conditions.

Visit http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html for more information about FERPA.