

Please read this document fully before completing the attached forms. This document provides guidance on which of the attached forms to complete.

## UCA Student Financial Aid Office Guide for Processing Funding for Students

To determine the proper processing of student payments, identify the reason for the payment to the student in Step 1 and note whether the reason falls into category A, B, C or D. Then, refer to Step 2 to determine which process should be followed according to the category determined in Step 1. The categories and related procedures are based on institutional, state and/or federal laws. Please note that any funds distributed to the student may affect their current or future financial aid eligibility.

**NOTE:** If the individual/recipient **will not be enrolled** for the term in which they will receive the award/payment, process the award/payment through the standard requisition process. Awards/payments to individuals/recipients who are not enrolled are not considered financial aid.

### Step 1: Determine Purpose of the Award to an Enrolled Student(s):

Reason for Funding - Category A	Reason for Funding - Category B	Reason for Funding - Category C	Reason for Funding – Category D
Financial Aid Office	Travel Office/UCA Foundation	Human Resources	Purchasing
Scholarship Grant Study Abroad (college credit earned) Prize (If in the form of money/cash/check)* Travel Reimbursement for a <b>required</b> course Travel Funds in excess of direct costs	Travel Reimbursement for an extra-curricular academic activity (direct costs only) when student is enrolled	Work to be paid through monthly payroll (Human Resources)	Athletic Books  Prize/Award (Purchasing - If in the form of a gift card or other tangible item)*  Work to be paid as a one-time lump payment (Purchasing)  Travel: For period of time when student is not enrolled and student will not receive credit for experience

**\*NOTE:** A prize in the form of a tangible gift such as a gift card, computer, book, etc. is not considered financial aid and can be processed through the requisition process. If using a gift card, it must be to a specific vendor. Visa/Mastercard or similarly branded debit cards that can be used anywhere must be counted as financial aid.

### Step 2: Process the Student(s) Award/Payment/Reimbursement Accordingly:

Category A	Category B	Category C	Category D
Complete Scholarship or Grant Award form. <b>See form attached.</b> Once we receive the award form, please allow up to two weeks for processing.  Once the award has been made, the student will receive any disbursement due to them through the excess aid process handled by the Student Accounts Office.	Complete Travel Requisition according to institutional procedures.  A TR-1 must also be submitted and the student(s) will be reimbursed according to institutional policies and procedures for direct costs only. <b>See form attached.</b>	Complete the appropriate hiring or requisition forms according to institutional procedures.	If submitting payment information through Purchasing and the student is enrolled, the Financial Aid Office will be required to sign off on the payment before payment can be made. <b>See form attached.</b>

Please direct questions regarding student funding to one of the following individuals:

Jennifer Newton  
Assistant Director

Evonne Meeks  
Financial Aid Analyst

**Category A (See Attached Chart)**  
**University of Central Arkansas**  
**Grant Funded Scholarship/Stipend/Fee Waiver Form**

---

This form should only be used if awarding a student from a grant funded account. All other awards should use the University Scholarship/Stipend/Award Form.

**Grant Title:** \_\_\_\_\_

**Name of Principal Investigator:** \_\_\_\_\_

**Index & Account Number to be charged:** \_\_\_\_\_

**Banner Fund Code: (to be completed by Financial Aid):** \_\_\_\_\_

*\*Please check below if the student is a Graduate Research Assistant (GA)*

<u>Student Name</u>	<u>UCA ID#</u>	<u>Semester/Term</u>	<u>Amount</u>	<u>GA</u>
<u>Example:</u>				
Bobby Jones	B00011111	Fall 14	\$1,000	✓
Laura Wells	B00022222	Spr 15	\$2,000	

\_\_\_\_\_  
Principal Investigator \_\_\_\_\_  
Date

\_\_\_\_\_  
Grant Accountant \_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Office \_\_\_\_\_  
Date

Deliver to Grant Accounting Office in Wingo 316 or fax to 450-5168. Grant Accountant will then fax to the Financial Aid Office for processing.

Category A (See Attached Chart)

# University of Central Arkansas Institutional Scholarship/Stipend/Award Notice



University of  
Central Arkansas

This form should only be used if awarding a student from institutional/departmental funds. To award a student using UCA Foundation funds, please submit your request by e-mail to Kathy Carroll in the UCA Foundation. The Foundation will then submit the necessary forms to the Student Financial Aid Office for final awarding. To award a student using a grant funded account, please use the Grant Award Form. **Further guidance on processing funding for students can be found on our website ([www.uca.edu/financialaid/forms/adminforms.php](http://www.uca.edu/financialaid/forms/adminforms.php)) by clicking on Guide for Processing Funding for Students link.**

**After you have completed the form, please send the signed form to April Burns, the Scholarship Compliance Coordinator.** If you have questions about a student's eligibility for an award, please contact one of the staff members below in the Student Financial Aid Office prior to the completion of this form. This can often save time and prevent unnecessary adjustments to a student's award.

**Jennifer Newton**  
Assistant Director  
(501)450-5154  
[jnewton@uca.edu](mailto:jnewton@uca.edu)

**Marylynn Borengasser**  
Financial Aid Analyst  
(501)852-2418  
[marylynnb@uca.edu](mailto:marylynnb@uca.edu)

**Evonne Meeks**  
Financial Aid Analyst  
(501)852-0732  
[smeeks@uca.edu](mailto:smeeks@uca.edu)

**Department:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Authorizing Official & Title (Print):** \_\_\_\_\_

**Name/Purpose of Scholarship/Award:** \_\_\_\_\_

**Banner Fund Code:** \_\_\_\_\_ (The Financial Aid Scholarship Fund Code-**NOT** the account number. If you do not know this, leave it blank. If a scholarship fund has not been setup for this award, we will contact you with further instructions)

Student Name	UCAID/SS#	Semester/Term	Original Scholarship Amount	Adjustment	New Amount	FA Entered Amount
Ex. John Doe	B01222345	Fall 2014	\$1000			FA USE ONLY
Ex. Victor E. Bear	B01222345	Spring 2015	\$1000	-\$500	\$500	FA USE ONLY

\_\_\_\_\_  
Authorizing Individual's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scholarship Compliance Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Entered by: Financial Aid Office Signature

\_\_\_\_\_  
Date

Req# \_\_\_\_\_

**Purchasing Request to Pay/Reimburse Student: Category B or D** (See Attached Chart)

**This form should be attached to the Purchasing form "Funds for Current or Former Students" or Foundation/Travel Reimbursement Documentation**  
[Submit form to Office of Student Financial Aid prior to completing Purchase Order]

Student Name: \_\_\_\_\_

UCA ID: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Authorized by (print): \_\_\_\_\_

Date: \_\_\_\_\_

In general a student should be paid funds through the Office of Student Financial Aid (non-work) or Human Resources (work). There are very limited reasons that a student may be paid through the Travel Office, Purchasing or through the UCA Foundation as a direct pay.

A request is being made to pay the student for the reason checked below.

Work: Being Paid as One-Time Lump Sum [Type of Work Performed] \_\_\_\_\_

Please explain why these funds are not being paid through Student Employment or Human Resources.

\_\_\_\_\_

Travel Abroad: For period of time when recipient is not enrolled and recipient will not receive credit for experience in any form (grade for a class or as a class now or in the future).

Travel reimbursement for an extra-curricular activity for the amount of the travel expense only (no un-accounted for funds). Please check all that apply to this reimbursement.

- Room
- Meals
- Transportation (mileage, airline/bus/train, parking)
- Registration Fee(s) for a conference

Signature of Authorized Department Official: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by Financial Aid:**

Based on the information provided above, the student may be paid for the reason given through:

- Purchasing       Travel       UCA Foundation

Signature of Office of Student Financial Aid: \_\_\_\_\_

Date: \_\_\_\_\_

Req#: \_\_\_\_\_