UCA Student Financial Aid Office Guide for Processing Funding for Students

**Step 1:** Determine Purpose of the Award to an Enrolled Student(s): Does the reason fall into category A, B, C, D. If you are unsure, contact the Office of Student Financial Aid at 450-5154 for assistance.

<table>
<thead>
<tr>
<th>Reason for Funding - Category A</th>
<th>Reason for Funding - Category B</th>
<th>Reason for Funding - Category C</th>
<th>Reason for Funding – Category D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Office</td>
<td>Travel Office/UCA Foundation</td>
<td>Human Resources</td>
<td>Purchase Order/UCA Foundation</td>
</tr>
<tr>
<td>Scholarship or Grant</td>
<td>Travel Reimbursement, of direct costs only, for an extra-curricular activity. Student is enrolled, but is <strong>NOT</strong> receiving academic credit.</td>
<td>Work to be paid through monthly payroll (Human Resources)</td>
<td>Athletic Books</td>
</tr>
<tr>
<td>Study Abroad (college credit earned)</td>
<td></td>
<td></td>
<td>Athletic Participation for summer when student is required to be present but is not enrolled for summer.</td>
</tr>
<tr>
<td>Prize (If in the form of money/cash/check)</td>
<td></td>
<td></td>
<td>Prize/Award (gift card or tangible item) ***Please see note below</td>
</tr>
<tr>
<td>Travel Reimbursement for a <strong>required</strong> course. Student is enrolled, and is receiving academic credit.</td>
<td></td>
<td></td>
<td>Work to be paid as a one-time lump sum</td>
</tr>
<tr>
<td>Travel Reimbursement in excess of direct costs</td>
<td></td>
<td></td>
<td>Travel Reimbursement when student is <strong>NOT</strong> enrolled and is <strong>NOT</strong> receiving academic credit.</td>
</tr>
</tbody>
</table>

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

**Step 2:** Process the Student(s) Award/Payment/Reimbursement Accordingly: The category above relates to the Category below and will tell you which form to complete

<table>
<thead>
<tr>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
<th>Category D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete either the:</td>
<td>Complete the Request to Pay/Reimburse Student form and complete Travel Requisition according to institutional procedures.</td>
<td>Complete the appropriate hiring forms according to institutional procedures.</td>
<td>Complete the Request to Pay/Reimburse Student form.</td>
</tr>
<tr>
<td>Institutional Scholarship/Stipend/Award Notice</td>
<td>A TR-1 must also be submitted and the student(s) will be reimbursed according to institutional policies and procedures for direct costs only.</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Funded Scholarship/Stipend/Fee Waiver Form.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please direct questions regarding student funding to: Christy Garrett-Jones, Assistant Director, Financial Aid, cjones@uca.edu, 450-5154