

Please read this document fully before completing the attached forms. This guide 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 Financial Aid Office	Reason for Funding - Category B Travel Office/UCA Foundation	Reason for Funding - Category C Human Resources	Reason for Funding – Category D 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