



**FINANCIAL AID PACKAGING,
AWARDING &
DISBURSEMENT REFRESHER**

FALL 2018

TOPICS

- Review of Packaged Funding Sources and Troubleshooting
- Review of other Funding Sources not auto packaged and Troubleshooting
- Award Adjustment reminders, post disbursement
- Understanding waiver award types
- Helpful screens to determine why a funding source has not disbursed

FEDERAL PELL GRANT

- Entitlement Funding – Ugrds, 1st time degree seeking, res & non res
- Awarding Amounts and Eligibility determined the Federal Government
- Deadlines do not apply
- Lifetime eligibility = 600%
- Troubleshooting Resources:
 - 2018-19 Pell Chart
 - Primary EFC in myWSU (Need Summary Page)
 - SFS 411
 - Knowledge Base
 - Packaging Policy

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

- Limited funding awarded to WSU
- Deadlines apply
- Residents receiving Pell Grant, awarded a \$100 match
- Non Residents with an EFC below \$12,000 receive a maximum of \$1250
- Student can receive at 6 credits and above
- Troubleshooting Resources:
 - SFS 411
 - Knowledge Base
 - Packaging Policy

WSU COUGAR COMMITMENT AWARD

- Deadlines apply
- Resident, Undergrad, 1st time degree seeking
- Funding source may be in the form of Grant or Waiver
- Student must be receiving Pell Grant and or SNG and meet admit terms of eligibility to be considered for this funding source.
- Award levels based on campus attending
- Remember that in many cases, the Pell and SNG cover the cost of tuition and fees which means the student is not eligible for Cougar Commitment.
- Troubleshooting:
 - SFS 411
 - Knowledge Base
 - Packaging Policy

WSU INSTITUTIONAL GRANT

- Resident, Undergrad Degree seeking students, deadlines apply
- Allocations determined by WSU Budget Office, limited funding
- EFC < or = 12,000
- Student is not receiving Pell Grant or State Need Grant
- Refer to Awarding chart in Packaging Policy
- Troubleshooting Resources:

SFS 411 – Knowledge Base

Packaging Policy

Exception cases: Student exhausts eligibility for Pell and/or SNG.

WASHINGTON STATE NEED GRANT

- Resident, Undergraduate Degree Seeking students
- Deadlines apply (exception if CB eligible), WSU awards up to 60% MFI
- Award Amounts and Eligibility parameters set by WSAC,
- Limited funding provided by WSAC
- Along with FAFSA/WASFA application information, eligibility based on MFI, chart provided by WSAC.
- Student has 10 semesters of eligibility
- Troubleshooting Resources:
 - SNG page in myWSU
 - SFS 411
 - Knowledge Base
 - Packaging Section

WASHINGTON COLLEGE BOUND SCHOLARSHIP

- Resident, Undergraduate Degree Seeking
- Award Amounts & Eligibility parameters set by WSAC
- Entitlement funding provided by WSAC, no set amount allocated
- WSAC sets the minimum MFI range of 65% to be used in WSU's awarding policy
- Along with WASFA/FAFSA information, eligibility based on MFI range
- Student must receive their State Need Grant Award first and the remaining funds up to CB award are awarded in College Bound
- New change: Students receiving Washington Opportunity Award, if more than CB award, will not be eligible for funds
- Student has a total of 8 semesters of eligibility

COLLEGE BOUND SCHOLARSHIP CONTINUED.....

- Resources:
 - State Need Grant page in myWSU
 - Packaging Variables page in myWSU
 - WSAC College Bound Cruncher portal
 - SFS 411
 - Knowledge Base
 - Packaging Section

FEDERAL LOANS

- Subsidized Direct Loan
- Unsubsidized Direct Loan
- Parent Plus Loan
- Private Education Loans
- Resources
 - SFS 411 Knowledge Base

MYWSU PACKAGING VARIABLES DESCRIPTION UPDATES

Var Char1	<input type="text"/>	Var Num1	<input type="text" value="0.000"/>	<input type="checkbox"/> User Variable Y/N Flag #1
FAFSA APP Status	<input type="text" value="ISIR_ON_TIME"/>	Var Num2	<input type="text" value="0.000"/>	<input type="checkbox"/> College Bound Eligibility
Var Char3	<input type="text" value="AY"/>	Var Num3	<input type="text" value="0.000"/>	<input type="checkbox"/> User Variable Y/N Flag #3
File Ready Date	<input type="text" value="20171212"/>	Var Num4	<input type="text" value="0.000"/>	<input type="checkbox"/> User Variable Y/N Flag #4
Var Char5	<input type="text"/>	Var Num5	<input type="text" value="0.000"/>	<input type="checkbox"/> User Variable Y/N Flag #5
Var Char6	<input type="text"/>	Var Num6	<input type="text" value="0.000"/>	<input type="checkbox"/> College Bound NOT Ok to Pay
Var Char7	<input type="text"/>	Var Num7	<input type="text" value="0.000"/>	<input type="checkbox"/> Summer CB Eligibility
Var Char8	<input type="text"/>	Var Num8	<input type="text" value="0.000"/>	<input type="checkbox"/> User Variable Y/N Flag #8
Var Char9	<input type="text"/>	Var Num9	<input type="text" value="0.000"/>	<input type="checkbox"/> User Variable Y/N Flag #9
Var Char10	<input type="text"/>	Var Num10	<input type="text" value="0.000"/>	<input type="checkbox"/> User Variable Y/N Flag #10

AWARDING OTHER FUNDS

- The External Awarding (EA) process set-up between SFS and ES to post scholarships & waivers
- Exceptions & Timeline for when an award can not be posted through EA.
- Placeholder funding sources and how these are processed – TPG's
- Outside scholarship award process overview
- Departmental scholarship award process overview
 - SARAS
- Waiver Awards – Not all waivers post through SFS

EXTERNAL AWARD PROCESS

- Work Flow overview – players involved
- Awards that can be included
- Awards that cannot be included
- Timeline of this process

PLACEHOLDER FUNDING SOURCES

- Third Party Guarantees – what are these and how are we notified
- Outside Scholarship Notifications
- Troubleshooting:
 - Look at the comments section
 - SFS 411 – Knowledge Base

OUTSIDE SCHOLARSHIPS PROCESSING

- Work flow of how these are processed
- Coding of Outside Scholarships
- Troubleshooting Tips
 - Look at the comments section
 - Student calling asking about an outside scholarship award status – pathway to assist student
 - Kalyn – coordinator and primary contact

DEPARTMENTAL SCHOLARSHIPS & WAIVERS PROCESSING

- Work Flow of how these are processed
- SARAS (Scholarships and Resources Authorization Site)
 - WSU's internal online portal departments use to submit scholarships & waivers authorizations
- Troubleshooting tips
 - Departmental Scholarships – Tara, coordinator and primary contact for departments
 - Departmental Waivers – Maja, coordinator and primary contact

WORK STUDY AWARDS

- Processing work flow
- Work Study page in myWSU
- Troubleshooting common questions students have

ATHLETIC AID PROCESSING

- Overview of how aid is processed
- Troubleshooting
- Charity, Coordinator and primary contact

MANUAL AWARD POSTING REMINDERS

- After aid has disbursed, the system will automatically want to reduce the undisbursed (spring) part of a loan, so you'll need to manually adjust the loan if the scholarship was also an even split.
- If the award being posted is creating an overneed situation, you may need to swap a portion of the Subsidized Loan into Unsubsidized Loan which then will correctly reduce the Plus Loan.
- If increasing a loan, need to add a new record if first loan has already certified.
- Important areas to pay attention to on the *Assign Awards Page*
 - Student Aid Package
 - Need Summary Tab
 - Term Summary Tab

MANUAL AWARD POSTING REMINDERS CONTINUED.....

- Disbursement plans:
 - 01/01 = fall/spring
 - 02/01 = fall semester
 - 03/01 = spring semester
 - 06/01 = fall/spring/summer semester
- 06/01 disbursement plan
 - Provides the most flexibility for adjustments, especially if funds could be awarded in the summer
 - Need to do a custom split when using 06/01 to ensure funds are correctly assigned to each term

DISBURSEMENT TROUBLESHOOTING

- Navigating hold reasons in myWSU
 - Assign Awards Page
 - View Financial Aid Status Page
 - Disburse Aid Page, referring to term and messaging
- Most scholarships require minimum of 12 credits for aid to disburse
- While full time tuition is charged at 10-18 credits, most financial aid does not disburse unless a student is enrolled in a minimum of 12 credits.
- Student asking about funds we've accounted for as a placeholder, refer to student account to see if funds have applied, if not student needs to check with source aid was awarded from.

OTHER MISCELLANEOUS REMINDERS

- Graduate & VetMed students are packaged with Resident cost-of-attendance.
- If a Graduate student is notifying our office that they are or are not receiving a graduate assistant waiver, SFS will remove the waiver and repackage the student.
- A student does not have to be enrolled to receive a financial aid package.
- The weekly revalidation process will continue to run up until the Monday prior to the Financial Aid Census process the following Saturday.
- Post Revalidation processing, weekly QC reports are being run by various SFS team members.

DISBURSEMENT TIMELINE AND CENSUS DAY REMINDERS

- August 13th, first fall disbursement date
- Student has to be enrolled, with charges on their account for the rest of the aid disbursement process to occur as long as no other disbursement holds (verification, SAP, etc....)
- Fall Financial Aid Census Day – Saturday, September 1st
 - Financial Aid Census Aid that will hold if student is not enrolled in fulltime and then will be adjusted based on enrollment at Financial Aid Census Day enrollment snapshot
 - Pell Grant, SNG, College Bound, Institutional Grant, WSU Grant
 - Special run of disbursement scheduled to occur Monday afternoon, September 3rd to disburse adjusted Census Day aid.

SFS EMAIL BOXES

DisplayName	mail
sfs.regentsscholars	sfs.regentsscholars@wsu.edu
SFS.StaffService	SFS.StaffService@wsu.edu
SFS.Outreach	SFS.Outreach@wsu.edu
SFS.Workstudy	SFS.Workstudy@wsu.edu
sfs.desk	sfs.desk@wsu.edu
SFS Program Admin	sfs.programadmin@wsu.edu
Award.Appeals	award.appeals@wsu.edu
SFS.Communications	SFS.Communications@wsu.edu
SpecialCircumstances	osfa.pj@wsu.edu
SFS.FinancialAid.Mailbox	financialaid@wsu.edu
sapappeal	sap.appeal@wsu.edu
OSFA.Scholarships	scholarships@wsu.edu
Dreamers WASFA	dreamers.wasfa@wsu.edu
sfs.stateaid	sfs.stateaid@wsu.edu
sfs.teachgrant	sfs.teachgrant@wsu.edu

QUESTIONS???