

Scholarship/Fellowship Awarding Procedures
One-time payments and monthly payments
Effective Fall 2011

Effective Fall 2011, the Financial Aid and Scholarships (FAS) Office assumed the responsibility of posting Scholarship/Fellowships for KU Students. Departments will work with FAS and KUCR as appropriate to submit posting forms. Any scholarship/fellowship paid through KUCR funds (sponsored research, F&A accounts) must first be submitted through KUCR for approval. The scholarship/fellowships will be posted to the student's award and disbursed through their student account. The Bursar will refund any excess to the student.

In order for FAS to handle the student's scholarship/fellowship, the student must be:

- Degree seeking at KU or continuing non-degree (students who are only here for summer cannot be posted through FAS)
- Planning to be enrolled for the term of the award
- If international, in addition to the scholarship/fellowship form, the student must submit GLACIER paperwork to the Bursar's office for processing.

If a non-KU student or a summer only student, the department completes the scholarship/fellowship form found on the Central Accounting website:

http://www.comptroller.ku.edu/central_accounting_services/forms/all_forms.aspx.

If funded through KUCR funds, please forward the completed form to the appropriate Post Award Team. If not funded through KUR, submit the form directly to Central Accounting.

Procedures for departments:

1. The department must request from FAS the setup of an item type for a particular cost center/fund used. This would only have to be done the first year or if new funds are being used. These requests are emailed to Joan Weaver in FAS (jweaver@ku.edu) to request the setup of the item type and include:
 - a. Name they wish to call the scholarship (30 character limit) – e.g. graduate studies scholarship
 - b. Cost Center
 - c. Fund number
 - d. Eligible students – GRAD, Law, Undergrad?
 - e. Minimum hours of enrollment to receive the award
 - f. The amount of the fund balance that will be awarded

2. FAS would have new item type setup and would send department the item type number for future use.
3. Department complete Recurring Scholarship posting request (either domestic or International). If paid from KUCR funds, department sends form the appropriate Post Award team, who will forward to FAS via Hawkdrive. If not KUCR funded, the documentation is sent directly from department to FAS via Hawkdrive or via access to share folders. (Hawkdrive contact TBA). Multiple students can be listed on 1 posting request form. Multiple projects can be listed on 1 posting request form.
4. For International posting, FAS sends to Bursar's office for approval to post.
5. For domestic postings, FAS will post to students' award and will disburse to the student's account on a monthly basis.
6. Scholarship will credit to student account, if the student is enrolled in number of hours indicated on the fund, will pay any outstanding charges and then the excess will be refunded to the student.
7. If the department has a change to the original posting, a revised form must be submitted as appropriate – through KUCR if KUCR funding, or directly to FAS if not.

Please note KUCR should no longer receive direct deposit forms and documentation (i.e. canceled check or social security card). Students should sign up for direct deposit through the Enroll & Pay website at _____. Please note that social security cards should never be sent.