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Revising Awards

Concept

Use the **Student Aid Package** page to revise an award.

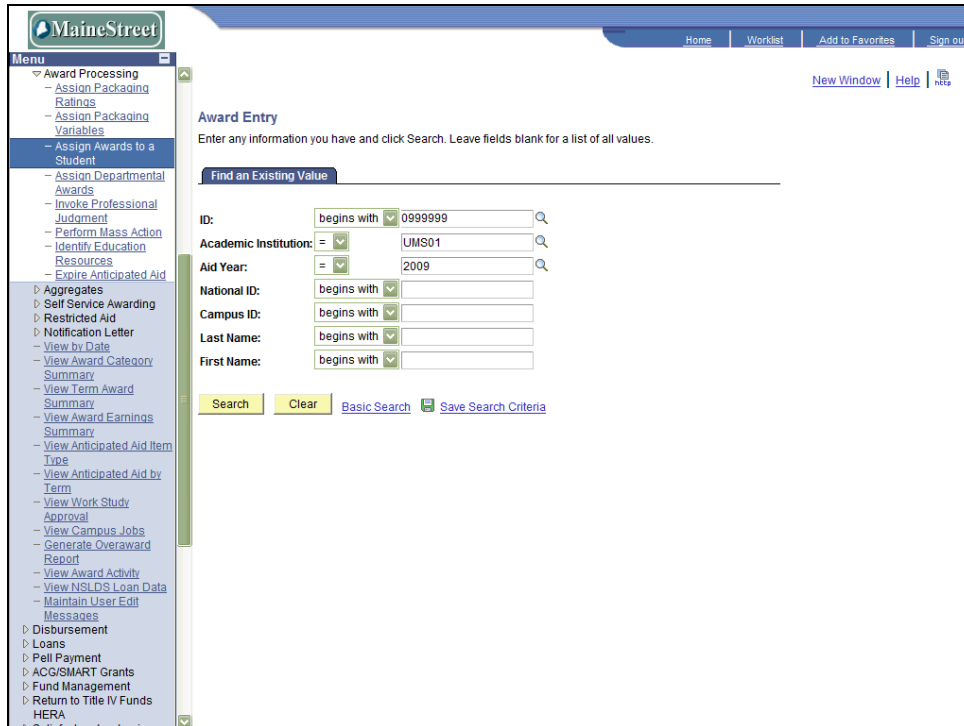
After you have revised the award for a student, you must run the Validation process successfully before you can post the awards to the award tables.

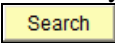
Posting is the final step when you revise an award.

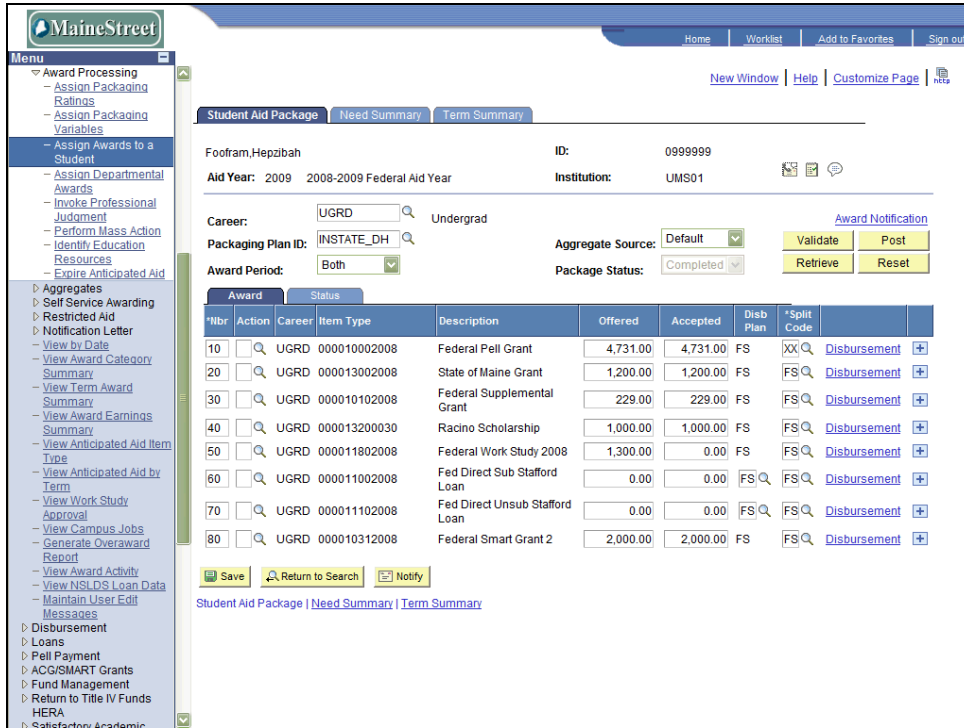
(For more detailed information about awarding students see the documentation on Manual Awarding, Auto Packaging, or Mass Packaging.)

Procedure

Step	Action
1.	Navigate: Financial Aid > Awards > Award Processing > Assign Awards to a Student.




Step	Action
2.	On the Award Entry search page, enter the Institution, Aid Year and search criteria to identify the student, such as the student's ID . Click the Search button. 



Menu

- Award Processing
 - Assign Packaging Ratings
 - Assign Packaging Variables
 - Assign Awards to a Student
 - Assign Departmental Awards
 - Invoke Professional Judgment
 - Perform Mass Action
 - Identify Education Resources
 - Expire Anticipated Aid
- Aggregates
- Self Service Awarding
- Restricted Aid
- Notification Letter
 - View by Date
 - View Award Category Summary
 - View Term Award Summary
 - View Award Earnings Summary
 - View Anticipated Aid Item Type
 - View Anticipated Aid by Term
 - View Work Study Approval
 - View Campus Jobs
 - Generate Overaward Report
 - View Award Activity
 - View NSLDS Loan Data
 - Maintain User Edit Messages
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- Pell Payment
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- Fund Management
- Return to Title IV Funds
- HERA
- Satisfactory Academic

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Student Aid Package | Need Summary | Term Summary

Footram, Hepzibah ID: 0999999

Aid Year: 2009 2008-2009 Federal Aid Year Institution: UMS01

Career: UGRD Undergrad [Award Notification](#)

Packaging Plan ID: INSTATE_DH Aggregate Source: Default [Validate](#) [Post](#)

Award Period: Both Package Status: Completed [Retrieve](#) [Reset](#)

Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	Split Code	
10	<input type="checkbox"/>	UGRD	000010002008	Federal Pell Grant	4,731.00	4,731.00	FS	XX	Disbursement
20	<input type="checkbox"/>	UGRD	000013002008	State of Maine Grant	1,200.00	1,200.00	FS	FS	Disbursement
30	<input type="checkbox"/>	UGRD	000010102008	Federal Supplemental Grant	229.00	229.00	FS	FS	Disbursement
40	<input type="checkbox"/>	UGRD	000013200030	Racino Scholarship	1,000.00	1,000.00	FS	FS	Disbursement
50	<input type="checkbox"/>	UGRD	000011802008	Federal Work Study 2008	1,300.00	0.00	FS	FS	Disbursement
60	<input type="checkbox"/>	UGRD	000011002008	Fed Direct Sub Stafford Loan	0.00	0.00	FS	FS	Disbursement
70	<input type="checkbox"/>	UGRD	000011102008	Fed Direct Unsub Stafford Loan	0.00	0.00	FS	FS	Disbursement
80	<input type="checkbox"/>	UGRD	000010312008	Federal Smart Grant 2	2,000.00	2,000.00	FS	FS	Disbursement

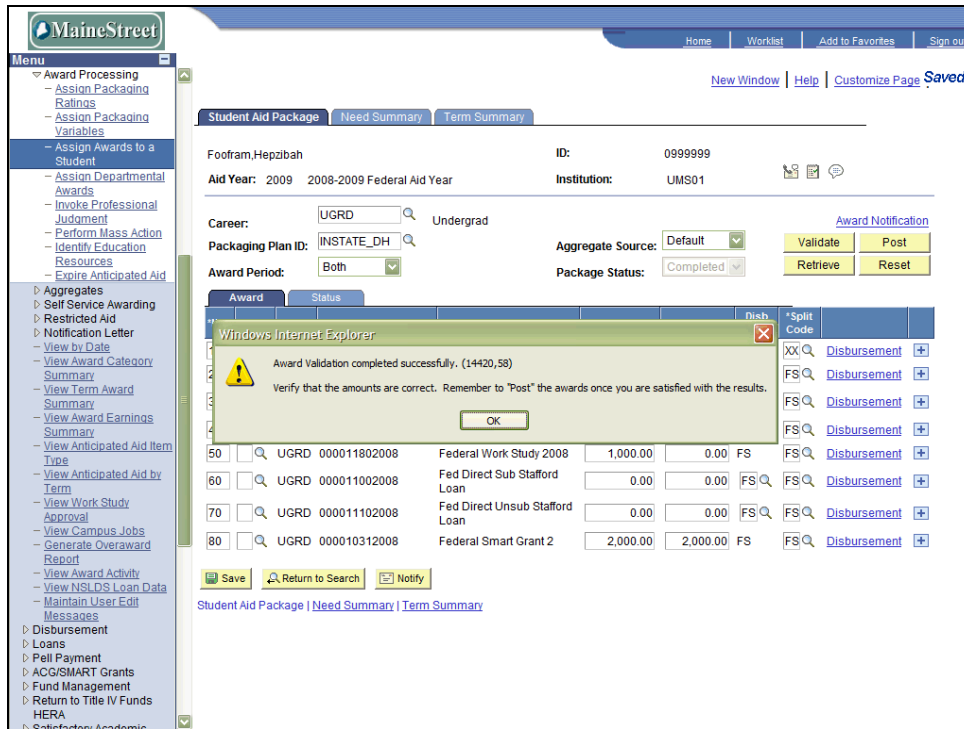
[Save](#) [Return to Search](#) [Notify](#)

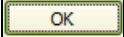
[Student Aid Package](#) | [Need Summary](#) | [Term Summary](#)

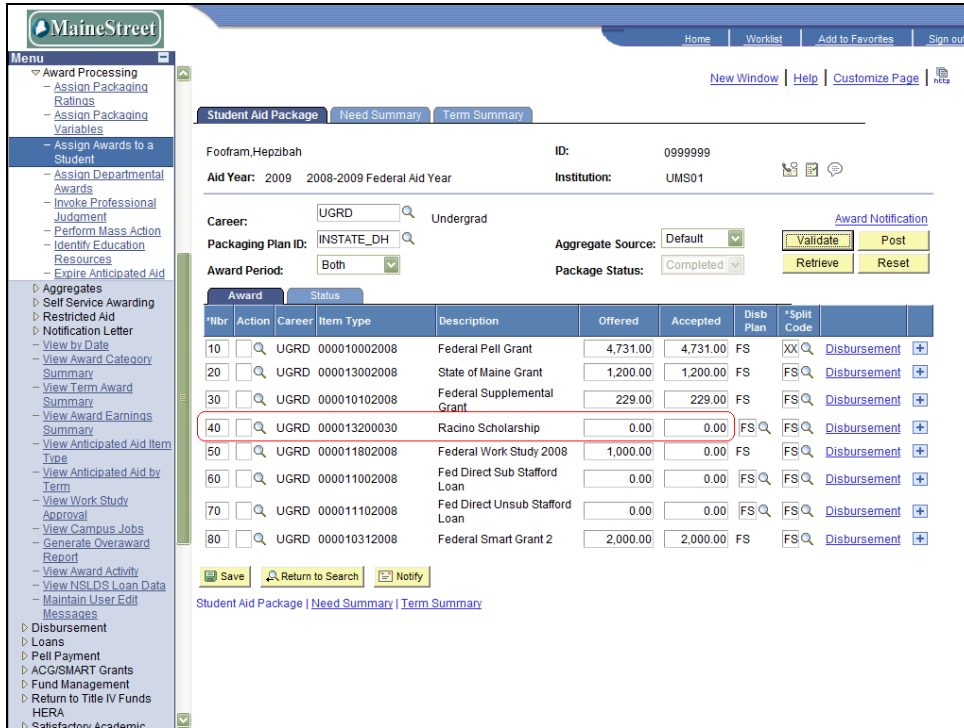
Step	Action
3.	To adjust the award amount for an award, enter an Action code. To see the choices use the Action look up button.
4.	Select a code (probably either O or B). <input type="text" value="O"/> Offer
5.	Enter a new Offered amount in the Offered field.
6.	To cancel an award, select the C Action code.
7.	Having made some adjustments, you must validate. Click the Validate button. Validate

Process Document

Financial Aid: Revising Awards-042408



Step	Action
8.	Click OK in the validation confirmation message box. <div style="text-align: center; margin-top: 10px;">  </div>



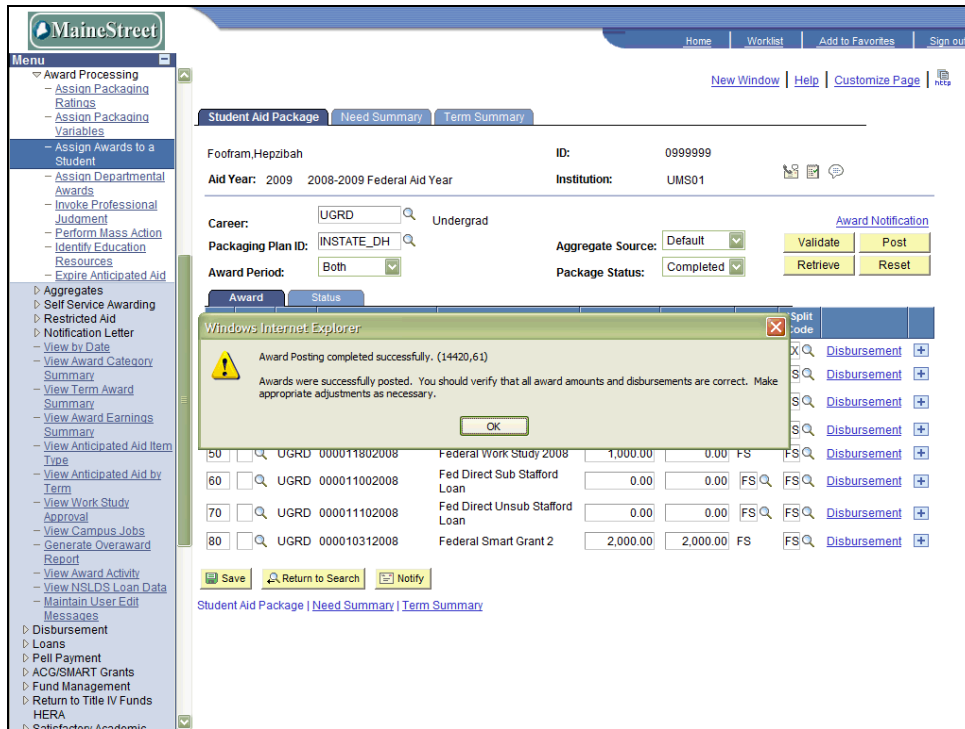
The screenshot shows the 'MaineStreet' interface for a student named Footram, Hepzibah. The student's ID is 0999999 and the institution is UMS01. The aid year is 2009, and the career is Undergrad. The packaging plan is INSTATE_DH and the award period is Both. The aggregate source is Default and the package status is Completed. A table of awards is displayed below, with the 40th award (Racino Scholarship) highlighted in red.

*Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10	<input type="checkbox"/>	UGRD	000010002008	Federal Pell Grant	4,731.00	4,731.00	FS	XX	Disbursement
20	<input type="checkbox"/>	UGRD	000013002008	State of Maine Grant	1,200.00	1,200.00	FS	FS	Disbursement
30	<input type="checkbox"/>	UGRD	000010102008	Federal Supplemental Grant	229.00	229.00	FS	FS	Disbursement
40	<input type="checkbox"/>	UGRD	000013200030	Racino Scholarship	0.00	0.00	FS	FS	Disbursement
50	<input type="checkbox"/>	UGRD	000011802008	Federal Work Study 2008	1,000.00	0.00	FS	FS	Disbursement
60	<input type="checkbox"/>	UGRD	000011002008	Fed Direct Sub Stafford Loan	0.00	0.00	FS	FS	Disbursement
70	<input type="checkbox"/>	UGRD	000011102008	Fed Direct Unsub Stafford Loan	0.00	0.00	FS	FS	Disbursement
80	<input type="checkbox"/>	UGRD	000010312008	Federal Smart Grant 2	2,000.00	2,000.00	FS	FS	Disbursement

Step	Action
9.	<p>Note that the cancelled award has been zeroed out.</p> <p>To post the changes, click the Post button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Post</div>

Process Document

Financial Aid: Revising Awards-042408



Windows Internet Explorer

Award Posting completed successfully. (14420,61)

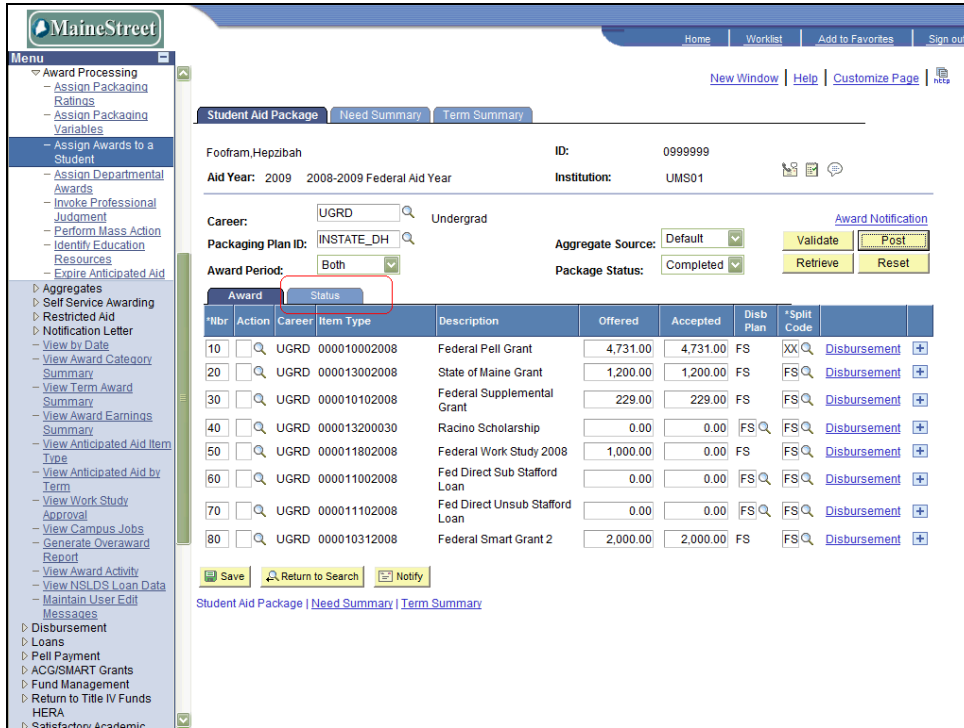
Awards were successfully posted. You should verify that all award amounts and disbursements are correct. Make appropriate adjustments as necessary.

OK

ID	Description	Amount	Status	Action
50	UGRD 000011802008 Federal Work Study 2008	1,000.00	0.00 FS	FS Q Disbursement +
60	UGRD 000011002008 Fed Direct Sub Stafford Loan	0.00	0.00 FS	FS Q Disbursement +
70	UGRD 000011102008 Fed Direct Unsub Stafford Loan	0.00	0.00 FS	FS Q Disbursement +
80	UGRD 000010312008 Federal Smart Grant 2	2,000.00	2,000.00 FS	FS Q Disbursement +

Step	Action
10.	Click OK in the posting confirmation message box.






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Student Aid Package | Need Summary | Term Summary

Footram, Hepzibah ID: 0999999
Aid Year: 2009 2008-2009 Federal Aid Year Institution: UMS01

Career: UGRD Undergrad
Packaging Plan ID: INSTATE_DH Aggregate Source: Default
Award Period: Both Package Status: Completed

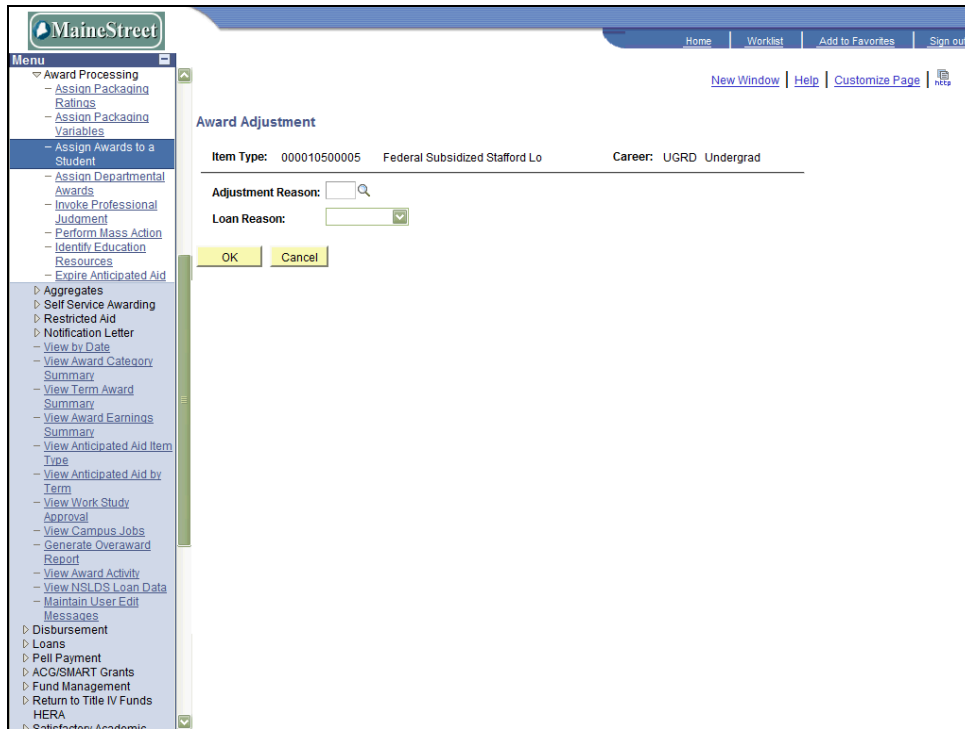
Validate Post
Retrieve Reset

Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	Split Code	
10	<input type="checkbox"/>	UGRD	000010002008	Federal Pell Grant	4,731.00	4,731.00	FS	XX	Disbursement
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70	<input type="checkbox"/>	UGRD	000011102008	Fed Direct Unsub Stafford Loan	0.00	0.00	FS	FS	Disbursement
80	<input type="checkbox"/>	UGRD	000010312008	Federal Smart Grant 2	2,000.00	2,000.00	FS	FS	Disbursement

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

Step	Action
11.	If you adjust an award Action, on the Status tab you will see an Adjustment Reason link which accesses the Award Adjustment page where you can enter a reason for the adjustment.



Step	Action
12.	Use the Adjustment Reason look up on the Award Adjustment page to select a reason. Use the Loan Reason pull down menu to select a reason for adjusting a loan award.
13.	<p>If some funds have already been disbursed for an award, and disbursement protection is turned on for that item type, you cannot reduce the award below the amount disbursed.</p> <p>If disbursement protection is NOT on, you can cancel or adjust the award as desired and the next time disbursement is run the funds will be removed from the student's account.</p>
14.	End of Procedure.