

Scholarship Administrators Meeting – Minutes

October 7, 2015

Introductions

Financial Aid/Scholarship Updates – Dianne

- Scholarships can still be entered for the current year, although student aid may need to be adjusted.
- 19,000 (\$88m) scholarships entered so far; \$33m disbursed.
- Outside donor checks are still being received; 7000 checks for \$15m so far.
- For AY 2016-17, there may be the same earlier February 1 entry date as for AY2015-16 (with the upgrade) for new freshmen. More info once we have the details
- There will be a new FAFSA process – using prior-prior year tax information for AY2017-18.
 - Starting October 2016 students will use the prior-prior year tax information. A lot of work to be done by the federal government, PS changes, tuition estimates earlier. Waiting on guidance from the Department of Education. Therefore students will use the same tax return two years in a row.
 - This allows students to apply earlier and hopefully for the U and all schools to award earlier.
- Perkins program (low interest rate loans) – has ended for new student awards, as of Oct. 1 We will continue to award student for up to 5 more years if the student received it this year and meet the awarding criteria in future years. Institutions will likely keep the funds for awarding later, or the fund may be re-authorized; uncertain at this time.

Scholarships to cancel – Bob and Nate

- Reminder to cancel scholarships that did not disburse and will not be paid out (student cancelled enrollment, graduated, etc.). If funds are not to be re-awarded, update the spending plan in STAR.
- A memo from Provost Hanson is expected soon with a reminder to enter spending plans.
- How do you know which awards did not pay out?
 - Look in STAR, fund by fund, or
 - Run the Scholarship Management Performance Report in DMS and review those not disbursed per the spending plan. This report populates after October 1 (available now).
 - The report is for fall and spring awards; summer awards are not in the report. Either explain the discrepancy in STAR notes or enter a \$0 plan and note funds are for summer.
 - If a student award did not disburse due to less than fulltime enrollment and you want it to disburse (and it is allowed per the MOA), notify OSF via email at saosf@umn.edu.
 - Information about Scholarship Management reports is in the DMS STAR training manual.

- How do you remove an award?
 - Use the 'PeopleSoft 9.0 Department Scholarship Template' at ASR Scholarship Administrators page: https://asr.umn.edu/training/scholarship_administrators and enter a \$0 amount to cancel the award.
 - OSF will not be removing those so it is the departments' responsibility to cancel.
- A question came up about spending plans for fellowships paid via payroll. Payroll is not all captured in STAR. Enter spending plans as fits for your departmental fellowships. Scholarship Automation awards are those fully captured in STAR.

Reporting Center – Andy

- The Department Scholarship Report ('Scholarship Upload Status') lists awards entered/dispensed.
 - Link: Reporting Center / Student Services / Financial Aid / Scholarship Upload Status.
 - Item type name provides verification that the correct item type number was used.
 - Any with status other than "processed" – OSF is handling and will contact enterer with questions. Comments will be added in the report going forward, where there were issues.

Other – Dianne

- Online scholarship application - IT staff are working on changes- adding archiving of records, new aid year available, multiple start and end date. Expect updates hopefully by the end of November. It is available to use now with the same process as last year.
- Agenda item next meeting –Request each college and/or department represented take a few minutes to review your best practices for awarding scholarships.

Next meeting – January 6, 2016, 1-2:30, 101 Walter Library