

Scholarship Management Training

- PS 106
- Exemption/Cash Activity Reports
- Establishing Transaction (TRX) codes
- Student Award Entry (SAE) system
 - Credit Error reports

PS 106

Administration of
Scholarship, Fellowship,
& Fee Exemption
Programs

Purpose of PS 106

- PS 106 offers guidance to university personnel concerning their responsibilities for administering scholarship, fellowship and fee exemption programs.
- Public confidence in university stewardship of these resources is achieved when the highest ethical standards of impartiality and fairness are maintained through all stages of processing awards and when internal controls operate effectively. The internal control structures for awards depend heavily on the dean or director's appointment and supervision of the selection committee members and independent reconciler.

Definitions

Award: cash or an exemption from paying tuition or fees given to a student in recognition of their performance or financial status.

Types of Awards:

Scholarship: Scholarships may be either a cash award and/or a tuition or fees exemption frequently given for academic excellence but can be awarded on the basis of need or other criteria as specified.

Fellowship: Fellowships are cash awards primarily given for academic excellence but can be on the basis of need. Fellows do not have a work component. Even though an award is income to the student, it is not a salary or a wage, because no services are required of the student in order to receive the award. The award represents support of the student as opposed to compensation for services. Fellowship awards are generally taxable income

Types of award payments:

Fee Exemption: An award which allows the recipient to not pay all or some portion of an assessed tuition or fee. The value of an exemption cannot exceed the value of the assessed tuition or fee.

Cash: a cash award is given to a student by crediting their account at the university. The cash award may be the value of tuition or fees or a fixed amount.

Definitions continued:

Selection Committee: the responsible party designated to select students to receive a scholarship based on criteria defined in the originating documents for the award

Independent Reconciler: the responsible party who ensures the funds expended are appropriate in terms of amount and are awarded to the correct recipient. This person should not have access to the awarding system nor should he or she be on the selection committee.

Authorizing Documentation: the documentation which establishes the rules and criteria for making the award and is signed by the donor party and LSU.

Tuition: A charge to student for instructional services that may be charged per term, per course, or per credit. Tuition does not include student activity or special user fees, the additional charge based on distinctions between resident and nonresident students, special course fees, and fees for other services.

Approval by Proper Authorities

- Awards funded from institutional sources are approved by the Louisiana Legislature, the Louisiana Board of Regents, the LSU Board of Supervisors, or other designated authorities. Awards made from private sources are approved by the LSU Foundation, the LSU Alumni Association, the Tiger Athletic Foundation, and other private entities. Awards made from sponsored agreements are approved by federal, state, or private sponsors.
- All awards regardless of source of funds must follow the procedures outlined in this policy statement. Proposals for any new award program must be routed by the dean through the Office of Enrollment Management for approval by the Office of Academic Affairs, in consultation with the Office of Finance & Administrative Services. The Office of Academic Affairs will submit the final proposal, if necessary, to the Board of Supervisors through the President and Chancellor.

Documentation of Proper Approvals

- All documentation supporting an approved award program should be submitted to
 - the Office of Budget & Planning for **unrestricted and auxiliary funds**
 - Sponsored Program Accounting for **sponsored agreements** for the establishment of a university account.
 - Financial Accounting & Reporting for **Endowments and non sponsored agreements restricted funds**
- Financial Aid & Scholarships in The Office of Enrollment Management will receive documentation from B&P, SPA, or FAR and will notify the department once the scholarship has been fully established.

Eligibility criteria

- Initial eligibility criteria are standards that the recipient must meet to initially qualify for an award. Continuing eligibility criteria are standards that the recipient must meet on a continuing basis to retain the award for subsequent semesters.
- Documentation of student traits or characteristics should be collected on an award application form. Students may be asked for letters of recommendation or they may be asked to write an essay. Additional data can be collected utilizing the university's scholarship profile system.
- Documentation of financial need may include completion of the Free Application for Federal Student Aid (FAFSA form) available through the Office of Enrollment Management.
- Documentation of eligibility **must** be retained for all award recipients for five years following the fiscal year in which the award was made and will be subject to audit review.
- Each award's originating documentation ("authorizing documentation") **must** be kept on file within the department or administrative unit and referenced during awarding.
- Program materials must be published through available reasonable means, such as through the General Catalog or department web site.

Term, Duration, and Value of Award

- All awards must have an appeals process for loss of the award due to extenuating circumstances.
- Originating documentation, as well as award letters, must include the duration for which a student is eligible to receive the funding.
- In general, awards are offered for a maximum of eight semesters. Extensions may be considered for approved five-year degree programs.
- Award recipients must be advised of the duration for which they can expect to continue receiving an award subject to their meeting the continuing eligibility criteria and to the availability of funds.
- Students must be advised if they can expect to receive the award in a summer semester.
- No commitments to future awards can be made unless funding is secured.

Selection Committee

- All scholarship awarding **requires** the use of a selection committee unless the process is system automated based on established, defined criteria.
 - The committee must include at least two full time employees.
 - The dean or director typically serves in an oversight role, which includes appointing, and instructing selection committee members and ensuring that established directives are followed. The dean or director may serve on the selection committee as one of its members.
 - All scholarships must be awarded based on criteria listed in the originating documentation.
 - Documentation of members comprising the selection committee must be kept with awarding support documents.

Review and Reconciliation of University's financial award account(s)

- Reconciliation of the university's financial award accounts involves reviewing transactions that appear on the university account to determine if those transactions are accurate and whether they are supported by proper documentation, including the written approval of the selection committee members.
 - Reconcilers must be trained to identify and resolve errors on a timely basis. Should the reconciler find any irregularity, Internal Audit should be advised immediately.
- Efforts should be made to ensure independence in the reconciliation process.
 - Reconciliations are considered independent when performed by an employee who has no other responsibility or access associated with evaluating applicants for eligibility or processing awards.
 - The minimum requirements of reconciliation involve validating recipient eligibility and contract award amounts, verifying the appropriateness of expenditure funding, and confirming compliance with the university's policies.
 - Reconciliation must occur at minimum once per semester and all supporting documentation should be kept on file for audit purposes.

Private Donations

- University personnel who seek private donations to fund awards should be aware that there are constraints on how these funds may be accepted and used. Every reasonable effort should be made to honor a donor's request for making awards.
 - Appropriate award restrictions may include academic merit, special talents, financial need and other characteristics that are consistent with the university's mission and goals. Donations **should not** be accepted that are based solely on such factors as age, disability, gender, marital status, national origin, race, religion, sexual orientation, veteran's status.
- A donor may not name recipients nor participate in the selection process.
- University personnel who intend to seek donations for awards should obtain approval of the language for the proposed restrictions from the Office of Academic Affairs or the LSU Foundation, as applicable.

Budget Considerations

BEFORE an award is made, it is the responsibility of each awarding authority to assure adequate funding is available within the awards account.


- A budget for each award program must be kept and managed by the department or authorizing agent.

Exemption/Cash Award Activity Reports

Exemption/Cash Award Activity Reports

This report is available for departments responsible for issuing exemptions to students. The report lists the exemption and any student on that exemption for the specified time frame and the amount disbursed to the student. This allows the department to determine if the appropriate amounts were disbursed to students.

How to print/access the report

1. Log in to your MyLSU account
2. Click on Financial Services  Reporting Tools
3. Next to Accounts Receivable, click on Exemption/Cash Award Activity Reports
4. Enter the account number or transaction (TRX) code
5. Select the end month and fiscal year
6. Click submit – the report may take a few minutes to load

Exemption/Cash Award Activity Reports - Processing

- Reports must be reconciled monthly.
- For the months of June, August, and January (months when funding disburses to students) the department is responsible for checking the exemption report for accuracy, certifying with signatures, and returning to Financial aid & Scholarships.
- Departments must verify that the students listed on the report are:
 - Receiving the correct exemption amount
 - Approved for the award (must have documentation)
 - Examples of documentation are applications, approval forms, etc.

Establishing Transaction (TRX) Codes

Establishing Transaction (TRX) Codes

A transaction (TRX) code ties an award to an account number. These TRX codes are required to utilize the Student award entry (SAE) system to disburse funds from an account to a student under a specified award. When awarding funds to a student in the SAE system, a TRX code is needed.

Establishing Transaction (TRX) Codes

- In order to set up a TRX code, an AS492, AS498, or AS509 must be filled out depending on the source of funding. If the award uses foundation funds, then the AS492 must be filled out and returned to the LSU Foundation. If the award is from a sponsored program then an AS498 must be filled out and returned to Sponsored Program Accounting (SPA). If the award is from an Endowment then an AS509 must be filled out and returned to Financial Accounts and Reporting (FAR).
- The AS492 and AS498 forms can be found at SPA's website: <http://www.fas.lsu.edu/acctservices/spa/>
- The AS509 form can be found on the FAR's website: <http://www.fas.lsu.edu/acctservices/forms/far/as509.pdf>

Establishing Transaction (TRX) Codes – What to Include

- Indicate whether the award is one of the following:

Check all that apply:

TRX Code
LSU Students

TRX Code*
Non-LSU Students
(Obj Code 6680)

<input type="checkbox"/> Graduate Fellowship – (6630) – SAE		
<input type="checkbox"/> Undergraduate Fellowship – (6680) – SAE		
<input type="checkbox"/> Scholarship – Cash Award – (6640) – SAE		
<input type="checkbox"/> Scholarship – Tuition/Fee Exemption – (6640) – ABS		

- Be sure to also **indicate if the award is for LSU students or non-LSU students**. If the recipient is not required to be enrolled for the semester in which they receive the award, then non-LSU student should be indicated.

Establishing Transaction (TRX) Codes

Include as much information as possible on how the recipient will be selected. The information supplied will appear on the SAE document when created for the award. The department is responsible for keeping a copy for the scholarship selection criteria on file for auditing purposes.

Criteria **

Name of Scholarship/Fellowship			
College			
Department			
Student Classification		Major	
GPA (For Original Award)		GPA (To retain)	
Number of Semesters/Years Student can receive Scholarship/Fellowship		Full-time required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Awarded		<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Full Year	
Other Requirements			
Amount			

** Documentation of scholarship criteria and other donor restrictions must be attached.

** For sponsored agreement accounts, documentation of fellowship criteria must be maintained by the department.

** If unrestricted funds are to be used, Board of Supervisors' approval must be attached.

Note: If the award is for the full year and Full-time required is indicated then it is assumed that the student must be enrolled in full-time hours during the summer semester. If applicable, be sure to also include a separate page with any additional criteria used for selection and retention.

Routing Process

- Graduate Fellowship
 - Department → Dean → Graduate School → SPA → Financial Aid & Scholarships → Bursar Operation
- UG Fellowship
 - Department → Dean → SPA → Financial Aid & Scholarships → Bursar Operations
- Scholarship-Cash Award
 - Department → Dean → SPA → Financial Aid & Scholarships → Bursar Operations
- Scholarship-Tuition/Fees Exemption
 - Department → Dean → SPA → Bursar Operations → Financial Aid & Scholarships
- Once the TRX Code is established, you will receive an email from Financial Aid and Scholarships with the new TRX Code

Student Award Entry
(SAE) Documents
and
Credit Error Reports

Student Award Entry System

- In 1997, LSU established the Student Award Entry (SAE) system which requires that all cash awards from the university (whether through a university account or Foundation account) to students be processed through this system.
- Documents are created in this system to charge the account numbers and to transfer funds to student's account.

Entering the SAE System

- Use the following commands to enter into the SAE system:
- /For SAEMENU
- Enter
- Choose F3 to create, change, or delete a SAE document.

Creating a SAE Document

- Next to “Action” enter “A” for Add and Enter
- The fields in red are required for forward progress.
 - Auto Accept Flag
 - TRX Code
 - Contact Name
 - Contact Phone
 - Comments
- The Auto Accept Flag allows the department to determine how these funds will be offered to the student(s).
 - If the Auto Accept flag is set to Y then the department is accepting the funding offer on the student’s behalf. This requires no action to be taken on the student(s) part.
**If the award is for a prior year or a non-student then the flag should ALWAYS be set to Y.
 - If the Auto Accept flag is set to N then the student must accept the award on MyLSU in order for the funds to disburse.
**If auto accept flag is set to N, you must notify the student of the award and instruct them to accept or decline the award via MyLSU under financial services, financial aid, student aid and scholarships.

Creating a SAE Continued

- The contact name and number
 - The department contact is responsible for creating the document and issuing funds to the student. In the event that there is an error with the document, this person will be contacted by our office.
- Comments should include details regarding the award. This information will appear on the completed SAE document.
 - This information allows easy reference as to why the SAE was created and is useful in audit situations.

Creating a SAE Continued

- Type the students LSU ID number
- Tab to “Term Code” and Type the Semester you wish to award (Ex: 3s2013,1s2014, 2s2014)
- Type Amount
- NBR INSTALL is used if the funds should be issued in installments once a month. You may indicate here how many installments are necessary. If the funds should be released at one time then you may leave this column blank.
- You may add up to twelve entries per page. When you have added all of the students then hit Enter. If you need more than twelve entries then you may hit Enter then change the ACTION to A and continue to enter the student(s).
- Enter (To Show All Entries)

Creating a SAE Continued

- F9 to end the entry and Print
- **Signatures**
 - At least three levels of approval are required for an SAE to be completed. A person creating the document serves as one level of approval, Dean or director and a recommending authority. These should be 3 different people.
 - If the student is participating in an assistantship then a signature is required from the department issuing the assistantship. Signature of assistantship department is only required if a student listed on the SAE has an assistantship.
- Completed documents may be mailed or scanned and emailed to scholarships@lsu.edu
- Negative SAE's may be created in order to withdraw funds that have already disbursed to students. If the funds have not yet been issued to the students, then the department may send an email to scholarships@lsu.edu to request that an individual disbursement and/or installment be cancelled.

Changing a SAE Document

- An SAE may be edited at any time before it is released by the scholarship processing unit.
- From the SAE screen, enter the document ID for the SAE you would like to edit
- Next to “Action” enter “C” for Change and Enter.
- If changes need to be made to the contact or comment information then make them here and Enter.
- Next to “Action” enter “C” for Change and Enter.
- If changes need to be made to the student, amount, semester, or installment information then make them here and Enter.
- F9 to Print

If a change is made to an SAE before being released then it must be reprinted and signed.

The date and time on the printed document will be compared to that on Mainframe prior to release.

Deleting a SAE Document

- This process can only be done before the SAE has been submitted to Financial Aid & Scholarships for approval.
- From the SAE screen, enter the document ID for the SAE you would like to delete
- Next to “Document NBR” enter the document number of the SAE to be deleted and Enter.
- Next to “Action” enter “C” for Change and Enter **twice.**
- Next to “Action” enter “D” for Delete and Enter.

SAE FAQs

- SAEs should not be created for a future summer semester until November 1st.
 - Ex: after November 1st 2013, you can create an SAE for 3s2014. The system is not equipped to handle that process until that time.
- The only criteria checked by the system is Full time enrollment.
 - It is the responsibility of the department to check all other required criteria.
- Electronic signatures for SAEs are now acceptable. You can email all your approved SAEs to scholarships@lsu.edu for processing
- Negative SAEs are necessary in circumstances where a SAE has been issued and the student is no longer eligible to receive the funds.

Credit Error Reports

A Credit Error Report is created to notify the department of awards not disbursed to students listed on an SAE due to crediting errors. These reports are issued to the department after the 14th day of class to the contact listed on the SAE document. Please email scholarships@lsu.edu with any questions or concerns regarding these reports.

Credit Error Report Messages

“Hours Registered Less Than Minimum Allowed”

•The scholarship requires fulltime enrollment, and the students are registered for less than full time hours.

- Students may add classes to become full time.
- Graduating seniors who have paid diploma fees may receive the award with written departmental approval. In that instance, the dean, director, or scholarship chairperson has the authority to submit an email or memo to our office stating the student’s status, reason for part time enrollment, and authorizing our office to credit the funds to the student’s account.
- Students who were full time though the 14th class day but less than full time at the time the award was issued may receive the award with written departmental approval. In that instance, the dean, director, or scholarship chairperson has the authority to submit an email or memo to our office stating the student’s status, reason for part time enrollment, and authorizing our office to credit the funds to the student’s account. For sponsored agreements, sponsor approval would be required.

Credit Error Report Messages

“Past 14th Class Not Reg. So Award Cancelled”

- The students are not registered for classes in the semester for which they were awarded.
 - Students’ awards are automatically cancelled if the student has not completed registration on their Fee Bills by the 14th class day.
- **If students complete registration after the 14th class day then a new SAE document must be created.**

Credit Error Report Messages

“Refund Exceed Award Amt- Refund Cancelled”

- This message indicates one of the following:
 - A negative SAE document to refund funds previously awarded was processed by your department, and the amount of that refund exceeds the amount of the original award.
 - An award was automatically refunded, and your department also processed a negative SAE document in addition to the automatic refund.
- Review the student’s status to determine the correct refund amount.
- If the refund was processed in error, no action is necessary. Our office will cancel the transaction.

Credit Error Report Messages

“Past 14th day, not accepted, check deleted”

- When entering the award on SAE, the Auto-Accept Field was flagged as N (no) or the student did not accept the award on PAWS; therefore the award was not entered as accepted preventing funds from crediting.
 - If the student is enrolled and is eligible to receive the scholarship, the department must create a new SAE document with the Auto-Accept Field flagged as Y (yes) in order to award the scholarship again. The original scholarship has been deleted.

Contact Information

Contacts:

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Website: www.lsu.edu/scholarships

E-mail: scholarships@lsu.edu