Incoming Freshmen

The OSFA is in the process of packaging incoming freshmen financial aid for the 2011-12 academic year. Due to delays in federal and state 2011-12 funding, several state and federal grants are being awarded using estimated amounts from the 2010-11 academic year. The Federal Pell Grant and SSACI (State Student Assistance Commission of Indiana) O’Bannon Grants may be subject to change once federal and state funding is finalized for 2011-12.

Please continue to enter scholarships for the 2011-12 incoming freshman class. Your departmental scholarships, along with the estimated federal and state grants, will allow students to have the most up-to-date and accurate financial aid information from IU before the May 1st enrollment deposit deadline.

Returning Students

The OSFA will begin packaging returning students for the 2011-12 academic year after the end of the Spring 2011 semester. In order to reduce communications from concerned returning students, the OSFA recommends that all departments strive to post 2011-12 renewal scholarships before Monday, May 30, 2011.

NEW! Departmental Special Expenses Procedure

In order to simplify scholarship/fellowship processing for students receiving awards for special educational expenses, the OSFA has created a process for departments to submit documentation of special educational expenses in order to increase students’ financial aid budgets. The new Departmental Special Expenses Form will be available in the Processing Documents section of the OSFA Scholarship Process Intranet.

This form may only be submitted for students who are receiving an award that is specifically intended to pay for educational expenses not included in the general OSFA cost of attendance (http://www.iub.edu/~sfa/receiving/cost.html). Use of this form and details of the new procedure will be presented in the training sessions being held for departmental users (see below).

Training Reminder

The OSFA will be hosting training sessions for departmental users throughout the month of April. Users with SIS ‘update’ access are required to attend in order to maintain their current access to SIS financial aid information. Failure to attend OSFA training by these departmental users will result in the removal of their ability to enter and update scholarship/fellowships in the SIS. Departmental users who have not received email information about training should consult the OSFA Scholarship Processing Intranet (https://www.sharepoint.iu.edu/sites/bosfa/scholarships/default.aspx) for available dates/times and to sign up for a session.

A web link to the OSFA Scholarship Processing Intranet:

http://www.iub.edu/~sfa/types/scholarships_processing.html.
OSFA News (cont’d)

Awarding Summer Scholarships/Fellowships to Non-enrolled Students in the SIS

IU Bloomington is attempting to move away from the disbursement voucher process for scholarships/fellowships in as many situations as possible. Awarding through the SIS is generally easier for departmental processing and more accurate for reporting university funding/spending.

Who can receive summer scholarships/fellowships without enrollment (based on federal and IU compliance guidelines)?

- Current IU students only. Summer scholarships should never be posted for students who graduated the prior term.
- Students who are incurring educational costs for the summer term.

If students do not meet the above conditions, contact the OSFA about how to process the awards.

How the process works:

Email the Office of Student Financial Assistance (OSFA) at schauth@indiana.edu to begin the process. Please include the following information in the email:

- GL account # used for awarding summer funds
- Summer scholarships/fellowships to be awarded to non-enrolled students.

The OSFA will review the information and submit relevant setup updates for the item types. Once you receive an email from the OSFA indicating that the item types are ready for use, you may enter the awards in the SIS. Unfortunately, you must enter the awards between 8 AM and 5 PM Monday through Friday, or the awards will not post to the students’ financial aid accounts.

Posted awards intended for non-enrolled students will generally disburse the day after the normal semester disbursement date (i.e. nine days before the first day of summer classes). If you need awards to be disbursed earlier than that date, you must submit the online Manual Disbursement Request form that can be found on the OSFA Scholarship Processing Intranet.

A few issues that may arise:

- If a student has graduated, the award will not post to his/her financial aid account. If the student is moving from an undergraduate to a graduate program, you will need to contact the OSFA for further processing instructions.

- If a student has an outstanding bursar balance, he/she will not receive the full balance of the
OSFA News (cont’d)

award as a refund because the bursar balance must be paid first.

- Any refund the students should receive will be delayed if the student is not signed up for direct deposit through the Office of the Bursar.

This process is intended for summer awarding only. It may not be used for academic awarding.

Finally, this is only the second summer for this process and the bugs are still being worked out. Please contact the OSFA at schauth@indiana.edu with any questions or issues that arise.

“This is only the second summer of this process, please contact OSFA with any questions”
Updates from the Bursar’s Office

For those of you who work with the IU TPC Request page, the TPC spreadsheets for summer 2011 were sent on Thursday 3.24.11. If you did not receive your list, please send an e-mail to remit123@indiana.edu

The first upload to the underlying Third Party Contract tables should occur on April 8th. This means if the student is enrolled for summer 2011 at that time it will calculate and show on the bursar account. You may continue to make additions or changes, and if they are complete by April 21st, they will show on the initial bill for summer 2011. Remember that OSFA needs to review fee remissions before they post for financial aid recipients, so allow at least two workdays before the 21st.

Summer TPC dates are reflected in the table below:

<table>
<thead>
<tr>
<th>Summer 2011</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit requests for batch TPC process</td>
<td>Before 4.1.2011</td>
</tr>
<tr>
<td>Summer term charges appear on student account (if student enrolled in summer term)</td>
<td>4.5.2011</td>
</tr>
<tr>
<td>Fee Remissions begin to calculate on student accounts</td>
<td>4.8.2011</td>
</tr>
<tr>
<td>Deadline for fee remission data entry for the April bill (need to allow time for OSFA review)</td>
<td>4.19.2011</td>
</tr>
<tr>
<td>April Bill (1st bill of term for summer 2011)</td>
<td>4.21.2011 due 5.10.2011</td>
</tr>
<tr>
<td>1st day for summer financial aid disbursement (if all eligibility tests passed)</td>
<td>4.30.2011</td>
</tr>
<tr>
<td>Summer Session Begins (1st day of summer session I classes)</td>
<td>5.10.2011</td>
</tr>
<tr>
<td>IU Department TPC Request page turned off for the 2010-2011 Academic Year</td>
<td>6.15.2011</td>
</tr>
</tbody>
</table>
Indiana University Office of the VPCFO

107 S. Indiana Avenue
Bryan Hall Suite 212 | Suite 014
Bloomington, IN 47405
Phone: (812) 855-7114 | (812) 855-8678
E-mail: gerstma@indiana.edu or tmford@indiana.edu

The Campus Pulse is a newsletter that provides updates and news on student financial aid. The newsletter targets IU employees who are working directly or indirectly with students, and seeks to draw attention to pertinent pieces of information that have an impact on student financial aid.

For questions about this publication, send an email to Rozzie (gerstma@indiana.edu) or T. Michael Ford (tmford@indiana.edu).

We are committed to serving both internal and external constituents with the utmost fiduciary

The beginning of knowledge is the discovery of something we do not understand.

Frank Herbert