**Updates from the Office of the Bursar**

Important Bursar deadlines and dates for Departmental TPC users:

<table>
<thead>
<tr>
<th>Spring 2013</th>
<th>Date</th>
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<tbody>
<tr>
<td>Office of the Bursar will send TPC spreadsheets to departments</td>
<td>10.05.2012</td>
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<tr>
<td>Submit requests for copy or batch TPC process</td>
<td>Before 10.31.2012</td>
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<tr>
<td>Spring term charges appear on student account (if student is enrolled in spring term)</td>
<td>11.01.2012</td>
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<tr>
<td>Fee Remissions begin to calculate on student accounts</td>
<td>11.05.2012</td>
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<td>Deadline for fee remission data entry for the November bill (need to allow time for OSFA review)</td>
<td>11.12.2012</td>
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<tr>
<td>1st day for spring financial aid disbursement (if all eligibility tests passed)</td>
<td>12.28.2012</td>
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<tr>
<td>Spring term Begins (1st day of classes)</td>
<td>1.07.2013</td>
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**OSFA Reminders**

From the Office of Student Financial Assistance:

- If you have not yet run the Departmental No Pass List for the Fall 2012 semester, please do so. This report will help you to identify scholarships/fellowships that have not disbursed to student accounts and may need to be submitted to the OSFA for manual disbursement review.
- Please use the Manual Disbursement Request Form on the OSFA Scholarship Processing Intranet whenever you discover a scholarship or fellowship that needs to be manually disbursed to a student’s account.
- Students receiving federal, state, or institutional need-based financial aid may be subject to award adjustments when gift aid (e.g. scholarships, fellowships, fee remissions, etc.) is posted in the SIS. Awards will be appropriately adjusted even if aid has already disbursed.
- Departmental or institutional gift aid must be accounted for in a student’s financial aid package based on the federal definition of “Estimated Financial Assistance.”
- Employment should not be included in a student’s financial aid package, unless the student is receiving OSFA-administered Federal or Graduate Work Study.
- A web link to the OSFA Scholarship Processing Intranet can be found on the OSFA Scholarship Processing web page: [http://www.iub.edu/~sfa/types/scholarships_processing.html](http://www.iub.edu/~sfa/types/scholarships_processing.html) The OSFA Scholarship Processing Intranet contains helpful documentation, including instructions on processes related to entering awards in SIS, running IUIE report including the Departmental No Pass List, how to submit a manual disbursement request, how to setup an Item Type, etc.

**A web link to the OSFA Scholarship Processing Intranet:**

[http://www.iub.edu/~sfa/types/scholarships_processing.html](http://www.iub.edu/~sfa/types/scholarships_processing.html)
OSFA Important Dates & Deadlines

Now—Run Departmental No Pass List for Fall 2012

December 28, 2012—Spring 2013 Disbursement (excludes graduate fellowships)

January 2, 2013—Spring 2013 Graduate Fellowship Disbursement


March 1, 2013—Scholarship Priority Entry for 2013-2014 Freshman Recruitment

April 1, 2013—Summer 2013 Scholarship/Fellowship Entry Priority Date

April 28, 2013—Summer 2013 Disbursement

April 30, 2013—Deadline for Fall 2012 & Spring 2013 Scholarship/Fellowship Entry

June 13, 2013—Deadline for Fall 2012 & Spring 2013 Fee Remission Entry

OSFA-New External Fellowship Process for Graduates

Starting with the current 2012-13 academic year, the OSFA will be processing distribution of income documents through the FIS to move external fellowship funding each semester from the university fellowship pass-through account to each student’s academic department. This will occur as the OSFA receives fellowship funds from external donor organizations each term. Each department will then disburse the external fellowship to the appropriate student by entering the funds in the SIS. Departments will be contacted before FIS documents are processed in order for the OSFA to request what departmental account number should be used when transferring the external fellowship funds. If your department does not have a GL account or financial aid item type that is appropriate for disbursing external fellowship funds to students, the OSFA can assist each department with any required set-up.

External fellowships greater than $3,401 will qualify students for SAA health insurance and the health insurance premium payments will be charged to the departmental account used to disburse the fellowship funds in November and April each year.

Thank you to all of the departments who have already begun participating in this new process.

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) and T. Michael Ford (tmford@indiana.edu).

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Daffodils - Photo by Alexandra Lynch

“Education is the most powerful weapon which you can use to change the world.”

- Nelson Mandela