Updates from the Office of the Bursar

Important Bursar deadlines and dates for Departmental TPC users:

<table>
<thead>
<tr>
<th>Fall 2012</th>
<th>Date</th>
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<tbody>
<tr>
<td>Office of the Bursar will send TPC spreadsheets and crib sheets to departments</td>
<td>05.25.2012</td>
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<tr>
<td>Submit requests for copy or batch TPC process</td>
<td>Before 7.6.2012</td>
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<tr>
<td>Fall term charges appear on student account (if student enrolled in fall term)</td>
<td>7.05.2012</td>
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<tr>
<td>Fee Remissions begin to calculate on student accounts</td>
<td>07.10.2012</td>
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<tr>
<td>Deadline for fee remission data entry for the July bill (need to allow time for OSFA review)</td>
<td>07.16.2012</td>
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<tr>
<td>1st day for fall financial aid disbursement (if all eligibility tests passed)</td>
<td>8.10.2012</td>
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<tr>
<td>Fall term Begins (1st day of classes)</td>
<td>8.20.2012</td>
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**News from OSFA**

From the Office of Student Financial Assistance:

**Important Upcoming Dates & Deadlines**

**Deadline: Wednesday, July 25, 2012**
This is the last day to post scholarships and/or fellowships for Summer 2012. IU departmental users will no longer be able to access the SIS Scholarship Entry page after 5:00 PM on Friday, July 27th. We ask that all scholarships/fellowships be entered into the SIS by the end of the day on Wednesday, July 25th in order to allow the OSFA two days to review and resolve any issues with newly entered awards before the July 27th entry stop date.

**Priority date: Friday, July 13, 2012**
2012-13 scholarships and fellowships should be entered by 5:00 PM on this date to guarantee that the awards will be included on the first Fall 2012 bill run conducted by the Office of the Bursar. This will allow the OSFA time to review and resolve any issues with entered awards so that they will be posted to students’ financial aid account in time to be included on the Fall bursar bill.

**Priority date: Tuesday, August 7, 2012**
2012-13 scholarships and fellowships should be entered by 5:00 PM on this date to guarantee that the awards will be reviewed by the OSFA and posted to students’ financial aid accounts prior to the Fall 2012 disbursement of financial aid on Friday, August 10th. Scholarships/fellowships entered after this date may cause disbursed federal financial aid to be adjusted. Any financial aid adjustments made after disbursement will be reflected on students’ bursar accounts and may result in uncovered bursar charges.

**A web link to the OSFA Scholarship Processing Intranet:**
http://www.iub.edu/~sfa/types/scholarships_processing.html.
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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Herman B. Wells bench—Indiana University

Learning is not attained by chance. It must be sought for with ardor and attended to with diligence.

~ Abigail Adams (1744-1818) First Lady of the United States

IU Foundation Reminders

For all departmental users who request reimbursement funding for their scholarship and fellowship accounts through the IU Foundation reimbursement edoc, we would provide you with some simple advice that will help you with your processing.

1. You cannot request a reimbursement from the IU Foundation until after the scholarship/fellowship has disbursed to the student. Disbursement cannot occur until at least ten days before the start of classes each semester.

2. You must also wait until student disbursements are recorded in your IU general ledger accounts via the accounting feed which occurs near the end of each month. A schedule of SIS Accounting Feed dates can be found at http://www.indiana.edu/~budu/docs/sisfeeddates.html.

3. If you have split a student’s total scholarship/fellowship amount to disbursement equally between the fall and spring semesters, you must submit a reimbursement request for each separate disbursement.

Additional documentation regarding the IU Foundation Reimbursement process can be found on the OSFA Scholarship Processing Intranet under Documentation > Processing > Supplemental > Timeline for Processing the IUF Reimbursement Edoc.

Supplemental Training Recommendations

Thank you to those who attended our OSFA Scholarship Training session in April. Although we do not plan on offering any new training in the upcoming months, we would like to recommend a supplemental training session being offered by another campus departments.

We highly recommend the Excel: Formatting and Analyzing IUIE Data training session offered by UITS. This training will help departmental users who are unfamiliar with IUIE output in formatting, sorting, and understanding the data that they can extract from the IUIE. More information is available on the UITS website at https://ittraining.iu.edu/training/browse.aspx?group=IUIE&allopen=1.