

Overview

This quick guide will explain the steps you should follow if you need to change the amount of a stipend.

Example: A student is to receive a \$9166.67 stipend in the fall. This stipend was entered as a "Stipend-Fall Only." The total stipend to be received needs to be reduced to \$7000.

Steps

 Confirm that a stipend has been entered for the student in SAFM and the Award Status is Processed. (Navigation: Financial Aid>UVa Financial Aid>Awarding>Student Aid Funding Module>SAFM Student Awarding)

| 64 | 0000010502 | Stipends-Fall Only | Amt 9166.67 Notes | | | | *Award Status | | | Processed 🗸 | |
|----|--------------|---------------------|----------------------------------|---------|---------|-------------|------------------|------------|----------|----------------|-----------|
| | Organization | Description | <u>Target Name</u> | Award | Project | <u>Task</u> | Clearing Account | <u>Amt</u> | <u>%</u> | Assistantships | <u>Fu</u> |
| 1 | 31315 | EN-Biomed Engr Dept | 124810- EN-DO-Special Tuition | SS00406 | 124810 | 101 | | 9166.67 | 100.00 | | Pr |

2. Locate the corresponding stipend information via the "Assign Departmental Awards" page (Navigation: Financial Aid>Awards>Assign Departmental Awards)

| 30 Q GRAD 640000010502 Stipends-Fall Only | PTAEO 9,166.67 | 9,166.67 13 | 01 | Q Disbursement + | |
|--|----------------|-------------|----|------------------|--|
|--|----------------|-------------|----|------------------|--|

3. Click on the "Disburement" link to see if a disbursement has already occurred.

| Award Disbursement/Split Sequence: 30 Item Type: 640000010502 Net Award Amount: \$9,166.67 | | | | | | | | | | | |
|--|------------|--------------|---------------|--------------|-----------------|------------------|-------------|--|--|--|--|
| Disbur | sement Pla | an: 13 *Spl | lit Code: 🏼 🖗 | Custom Split | | | | | | | |
| DISDUI | Sement Di | | | <u>Pe</u> | rsonalize Fin | d 🗠 📰 🛛 First | 1-4 of Last | | | | |
| Disb ID |) Term | Award Period | Level | Offered | Accepted | Net Disb Balance | Disbursed | | | | |
| 01 | 1148 | Academic | | 2,291.69 | 2,291.69 | 2,291.69 | 2,291.69 | | | | |
| 02 | 1148 | Academic | | 2,291.66 | 2,291.66 | 2,291.66 | 0.00 | | | | |
| 03 | 1148 | Academic | | 2,291.66 | 2,291.66 | 2,291.66 | 0.00 | | | | |
| 04 | 1148 | Academic | | 2,291.66 | 2,291.66 | 2,291.66 | 0.00 | | | | |

If the stipend has not disbursed, proceed to step 4. If the stipend has disbursed, proceed to step 5.



4. If the stipend has NOT disbursed yet, navigate to the student's financial package in SAFM and reduce the total amount of the stipend. Move the reversal and offset entry through the workflow. You are done.

| (| 640 | 0000010502 | Stipends-Fall Only | Amt 70 | 000.00 Not | es | | | * *Awar | l Status | Processed | ÷. | | | |
|---|-----|---------------------|---------------------|----------------------------------|------------|---------|-------------|------------------|------------|----------|-----------------------|--------------------|---------|---|---|
| | | Organization | Description | <u>Target Name</u> | Award | Project | <u>Task</u> | Clearing Account | <u>Amt</u> | <u>%</u> | <u>Assistantships</u> | Fund Source Status | Reverse | | |
| | 1 | 31315 | EN-Biomed Engr Dept | 124810- EN-DO-Special Tuition | SS00406 | 124810 | 101 | | 9166.67 | 131.00 | | Processed | | + | |
| | 2 | 31315 | EN-Biomed Engr Dept | 124810- EN-DO-Special Tuition | SS00406 | 124810 | 101 | | -9166.67 | -131.00 | | Processed | | + | |
| | 3 | 31315 | EN-Biomed Engr Dept | 124810- EN-DO-Special Tuition | SS00406 | 124810 | 101 | | 7000.00 | 100.00 | | Processed | | + | Ξ |

5. If any payments HAVE disbursed, navigate to the student's financial package in SAFM. Cancel the original stipend and re-enter the stipend *month* by *month* using the appropriate monthly stipend item types. For the month that has already disbursed, when rewarding that month, make sure the award is equal to or greater than what was disbursed.

| | | | 144.0 | 0.00 | | | | | II | nternational St | tuaent | |
|----------------|---------------------|----------------------|--------------|---------|-------------|-------------------|------------|-----------------|-------------------------|-----------------|-------------------------|-------|
| Package Stud | dent Cancel Packag | e Recalculate Pa | ckage | | | | | Reverse | Fund Source | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 64000010570 | Stipends-December | Amt 🖌 | 1569.43 Not | es | | | a • | Award | Approved | • | | |
| | | | | | | | | Status | | | | |
| Organization L | Description | Target Name | Award | Project | <u>Task</u> | Clearing Account | <u>Amt</u> | 20 | Assistantships | Fund Source | <u>Status</u> <u>Re</u> | verse |
| 1 31315 E | EN-Biomed Engr Dept | 101194 - Epstein BME | FA00011 | 101194 | 101 | | 1569.43 | 100.00 | | Approved | | • • |
| | | Support | | _ | <u> </u> | | | | | | | |
| | | | _ | | | | | | | | (H) | |
| 64000010560 | Stipends-November | Amt - | 1569.43 Note | es | | | a * | Award | Approved | • | | |
| O | Description | Toos of Norse | 0 | Destant | Teels | Classing Assessed | 0 | Status | A i - t - t - t - t - t | Eurod Courses | Status Da | |
| Organization | Jescription | larget Name | Award | Project | | Clearing Account | Amt | 20 | Assistantships | Fund Source | <u>status</u> <u>Re</u> | verse |
| 1 31315 E | EN-Biomed Engr Dept | 101194 - Epstein BME | FA00011 | 101194 | 101 | | 1569.43 | 100.00 | | Approved | | • |
| | | Support | | _ | <u> </u> | <u> </u> | | | | | | |
| | | | | | | | | | | _ | + | |
| 64000010550 | Stipends-October | Amt | 1569.43 Note | es | | | a * | Award | Approved | • | | |
| Organization | Decaription | Target Name | Award | Project | Tack | | Amt | Status | Accistantships | Fund Source | Status Po | |
| Organization | Jescription | 101101 Eastein DME | Awaru | FIOLECI | | cleaning Account | Ann | | Assistantships | Fund Source | status rte | Verse |
| 1 31315 E | EN-Biomed Engr Dept | support | FA00011 | 101194 | 101 | | 1569.43 | 100.00 | | Approved | |) 🛨 🖃 |
| | | | | _ | 1 | 1 1 | | | | | | |
| | | | | | | | - | | | _ | + | |
| 640000010540 | Stipends-September | Amt | 2291.69 Note | es | | | d 1 | Award Statue | Approved | • | | |
| Organization [| Description | Target Name | Award | Project | Task | Clearing Account | Amt | % | Assistantships | Fund Source | Status Re | verse |
| | | 101194 - Epstein BMF | | | | | | | | | | |
| 1 31315 E | EN-Biomed Engr Dept | support | FA00011 | 101194 | 101 | | 2291.69 | 100.00 | | Approved | | |
| | | | | _ | | | | | | | | |
| 640000010502 | | Amt | 0.00 | | | | | | Approved | | + | |
| 64000010502 | Stipends-Fall Only | Am | 0.00 Note | es | | | 8 | Status | Approved | • | | |
| Organization | Description | Target Name | Award | Project | Task | Clearing Account | Amt | % | Assistantships | Fund Source | Status Re | verse |
| | | 101194 - Epstein BME | | | | | | | | | | |
| 1 31315 E | EN-Biomed Engr Dept | support | FA00011 | 101194 | 101 | | 9167.6 | 1 | | Processed | | |
| 2 21215 | EN Rigmed Engr Dent | 101194 - Epstein BME | EA 00044 | 101104 | 101 | | 0167.6 | 7 | | Approved | | |
| 2 31315 | EN-Diomed Engr Dept | support | FA00011 | 101194 | 101 | | -9107.6 | <u> </u> | | Approved | | |
| | | ouppoint | | | | | | | | | | |



IMPORTANT:

If a stipend HAS disbursed, and you do not follow the appropriate steps, the system will reduce all disbursements and the student will owe money for the disbursements that have occurred; a hold will be placed (example below):

Stipend is reduced to \$7,000 in SAFM:

| 1 | 1 | | | | 1 | | 1 | 1 | | | 1 | | |
|---|-----|--------------|---------------------|----------------------------------|---------|---------|------|------------------|-------------------------|-------------|----------------|-----------------|--|
| | 64(| 0000010502 | Stipends-Fall Only | Amt 7000.00 Notes | | | | | *Award Status Processed | | | | |
| Γ | | Organization | Description | Target Name | Award | Project | Task | Clearing Account | <u>Amt</u> | <u>%</u> | Assistantships | Fund Source Sta | |
| | 1 | 31315 | EN-Biomed Engr Dept | 124810- EN-DO-Special Tuition | SS00406 | 124810 | 101 | | 9166.67 | 131.00 | | Processed | |
| | 2 | 31315 | EN-Biomed Engr Dept | 124810- EN-DO-Special Tuition | SS00406 | 124810 | 101 | | -9166.67 | - 131.00 | | Processed | |
| | 3 | 31315 | EN-Biomed Engr Dept | 124810- EN-DO-Special Tuition | SS00406 | 124810 | 101 | | 7000.00 | 100.00 | | Processed | |

The award amount is updated on the Dept. Awarding Page:

| Aid Year: 2015 | Federal Aid Year 201 | 4-2015 | | | Institution: | UVA01 | M 🖬 🗭 |
|-------------------|----------------------|-----------------------------------|-------------------|----------|-------------------|-------------|--------------------|
| Career: | GRAD Q | Award Period: | Both 🗸 | | | | Award Notification |
| Aggregate Source | Default 🗸 | Package Status: | Completed 🗸 | | Reset | Validate | e Post |
| Award Status | | | | | | , | |
| *Nbr Action Caree | r Item Type | Description | PTAEO Offered | Accepted | <u>*Disb Plan</u> | *Split Code | |
| 10 Q GRAD | 64000000060 | Tuition & Fees 100% -Fall Only | <u>PTAEO</u> 0.00 | 0.00 | 02 | 01 | Disbursement 🛨 |
| 20 Q GRAD | 64000000024 | GRAD HIth Ins Subsidy Acad Yr | PTAEO 2,445.00 | 2,445.00 | 40 | XX | Disbursement 🛨 |
| 30 🔍 🔍 GRAD | 640000010502 | Stipends-Fall Only | PTAEO 7,000.00 | 7,000.00 | 13 | 01 🔍 | Disbursement + |
| 40 Q GRAD | 640000020111 | Tuition Fees Limited Fall Only | PTAEO 384.00 | 384.00 | 02 | 01 | Disbursement 🛨 |

Now the previously disbursed amount is greater than the adjusted monthly stipend amount:

| Award Disbursement/Split | | | | | | | | | | | |
|--|---|--|-------|---|---|---|--|--|--|--|--|
| Sequence: 30 Item Type: 640000010502 Net Award Amount: \$7,000.00 Disbursement Plan: 13 *Split Code: Dial Custom Split | | | | | | | | | | | |
| | | | | | Personalize Find 🖾 🛗 First 🚺 1-4 of 4 D Last | | | | | | |
| Disbu | rsement Di | stribution | | | Personalize Fin | d 🖓 🛗 🛛 First 🛙 | 1-4 of 4 🕨 Last | | | | |
| Disbu Disb I | rsement Di D Term | stribution Award Period | Level | Offered | Personalize Fin Accepted | d 🗗 🛗 First 🛙 Net Disb Balance | 1-4 of 4 🖸 Last Disbursed | | | | |
| Disbu Disb I 01 | rsement Dis D Term 1148 | stribution Award Period Academic | Level | Offered 1,750.00 | Personalize Fin Accepted 1,750.00 | d 🖾 🛄 First 🛛 Net Disb Balance 1,750.00 | 1-4 of 4 Last Disbursed 2,291.69 | | | | |
| Disbu Disb I 01 02 | rsement Dis D Term 1148 1148 | stribution Award Period Academic Academic | Level | Offered 1,750.00 1,750.00 | Personalize Fin Accepted 1,750.00 1,750.00 | d 🖾 🗰 First 🛛 Net Disb Balance 1,750.00 1,750.00 | 1-4 of 4 Last Disbursed 2,291.65 | | | | |
| Disbu Disb I 01 02 03 | rsement Dis D Term 1148 1148 1148 | stribution Award Period Academic Academic Academic | Level | Offered 1,750.00 1,750.00 1,750.00 | Personalize Fin Accepted 1,750.00 1,750.00 1,750.00 | d I I I I I I I I I I I I I I I I I I | 1-4 of 4 Last Disbursed 2,291.69 0.00 0.00 | | | | |



After the new Stipend Amount is disbursed the student owes money for the original stipend amount disbursed that was greater than the new monthly disbursement amount (see below). A hold will be placed (View Customer Accounts screenshot below):

| Total: | 541.69 | Anticipated Aid: 0 | .00 | | | | |
|--------------|--------------------------|--------------------|------------|-------------|------------------------|-----------|---------------|
| | | | | Find Viev | <u>w All</u> First 🚺 - | 1-7 of 11 | ◘ <u>Last</u> |
| Account Type | Account Number | Balance | Open Date | Status | | A C | |
| Ex_Fin_Aid | 000000001 - | 541.69 USD | 08/22/2011 | Active | Account Details | | () |
| Stdnt Acct | 300000001 - 2014 Fall | 0.00 | 07/04/2014 | Active | Account Details | 8 | P |
| Stdnt Acct | 3000000001 - 2014 Summer | 0.00 | 04/14/2014 | Active | Account Details | M 🗹 | \bigcirc |
| Stdnt Acct | 3000000001 - 2014 Spring | 0.00 | 11/15/2013 | Active | Account Details | 1 | () |
| Stdnt Acct | 300000001 - 2013 Fall | 0.00 | 07/05/2013 | Active | Account Details | 1 | \bigcirc |
| Stdnt Acct | 3000000001 - 2013 Summer | 0.00 | 05/09/2013 | Active | Account Details | M 🗹 | \bigcirc |
| Stdnt Acct | 3000000001 - 2013 Spring | 0.00 | 11/16/2012 | Active | Account Details | M 🗹 | Ø |
| | | | | | | | |