Scholarship Award Summary Sheet Instructions

Please make sure to complete the top section and include: Department Name (Math, English, Forestry, etc.), Full Name of person submitting award summary sheet and Extension. This makes it easier for our office to communicate directly with you to ensure award sheets are processed in a timely manner and if any questions arise we can contact you.

Include all information electronically using the Scholarship Award Summary Sheet

- **Column A - UMF Fund**
  - Typically the last three letters/digits of the Auxiliary Fund Code (This can be found in the UM Scholarship Portal in the Basic Information section of the specific portfolio)
  - Not necessarily needed as long as a correct index and name of scholarship is listed

- **Column B – B.S. Index Paid From**
  - Index that financial aid uses to add the award to student accounts
  - The index is typically three letters followed by three numbers, such as ABC123
  - If using a waiver account then usually four letters and then followed by two numbers, such as ABCW01

- **Column C – Name of Scholarship and/or purpose of awards if applicable**
  - Please list the full name of scholarship
  - If using a general fund please include the purpose of the award i.e. travel reimbursement, supply reimbursement, conference fees,

- **Column D – Last Name**

- **Column E – First Name**
  - Please use first name that is in banner (nicknames can be confusing)

- **Column F – Student ID#**
  - Please check that you have entered the correct student ID to ensure the award is made to the appropriate student
  - You do not need to include hyphens (790-XX-XXXX) but doing so may help with accuracy

- **Column G – Level (Undergrad or UG/Grad/LAW)**
  - Identify whether they are:
    - UG (includes freshman, sophomore, junior, senior, or post-baccalaureate)
    - Grad (includes masters or doctoral student)
    - Law (especially if there are dual law majors, please input LAW)

- **Column H – Total Award Amount**
• Column I – How to Pay Out
  o 50/50 (Total award amount split in half to be equally distributed between fall and spring)
  o 100% Fall – Total Award Amount applied for fall only
  o 100% Spring – Total Award Amount applied for spring only
  o 100% Summer – Total Award Amount applied for summer only

• Column J - Minimum Number of Credits Required for Disbursement
  o For Undergraduates (UG)
    ▪ Must be in 12 or more credits as a default for disbursement to go through without any manual set up
    ▪ If <12 then please specify the student(s) credit load minimum (in column J) in order for our office to ensure the disbursement is set up correctly
  o For Graduate OR Law
    ▪ Must be in 9 or more credits as a default for
    ▪ If <9 then please specify the student(s) credit load minimum (in column J) in order for our office to ensure the disbursement is set up correctly

Making Corrections to Awards

If you need to make a correction such as:
• Changing the fund/index or scholarship from one to a different index
• Cancellation of an award completely (if student is no longer eligible or not attending)
• Changing an award How to Pay Out from 50/50 to 100% Fall (ex: due to early graduation)
• Changing the Total Award Amount (increase or decrease)

When making any of these corrections above please re-submit a new scholarship award summary sheet with the original award on the first line and then add the correction below in a new line. If multiple corrections are needed please repeat the order, original award then follows the correction, next original award then next correction, etc. This will help save paper. If you need to make a correction not listed above please contact our office for assistance.

Thank you!

Questions?
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