Correction Award Summary Sheet

Instruction and Examples

Use the CORRECTION Award Summary Sheet to:

- Cancel/remove/retract scholarship,
- Adjust/modify a scholarship
  - Increase/decrease “Total Award Amount”
  - Adjust “Payment Option”
  - Adjust “Minimum # of credits for required disbursements.”

Note: A Correction Award Summary Sheet (CAWSS) must be sent to correct any award, including scholarship portal edits or declines of scholarships. If you need to re-award a fund to a different student please so using the scholarship portal (Nov. 1st to Sept. 30th) or an award summary sheet if the portal is closed for that year. Do not include re-award on CAWSS.

How to use the CORRECTION Award Summary Sheet:

The “ORIGINAL” line should have every required section completed. The “CORRECTION” line below should ONLY host the information that is changing. If multiple corrections are needed, please repeat the order, original award then follows the correction, next original award then next correction, etc. Note/ Criteria about the changes should be entered on the "Correction" line and NOT the "Original" line.

If you need to make a correction not listed below, please contact the Financial Aid Office for assistance.

Send the CORRECTION AWSS to:

- For processing, Financial Aid Office, fascholarships@mso.umt.edu
- For records and stewardship, UM Foundation, umfawardsummarysheets@supportum.org
- For Accounting, Business Services, Barb.Bybee@mso.umt.edu

Reminders:
- Use the appropriate academic year CORRECTION AWSS,
- Collect signature by dean, director, or responsible party by:
  - Physical signature
  - Electronic signature (cannot be typed)
  - An email from the authorized signatory with the attached CORRECTION AWSS

Please Communicate to YOUR Students:

- If a student is no longer receiving a scholarship with a total or partial loss of a scholarship, the department is responsible for notifying the student of changes.
- The Financial Aid office will communicate to departments if a scholarship causes them to lose issues needs to make adjustments to a students loan due to students being at full COAIf the student is concerned about how that will impact the student’s financial aid or student account, please have them contact the Financial Aid Office for more information.

Financial Aid Office, Foundation and Business Services Contact Information and CORRECTION Award Summary Sheet Copy can be found here.

➡️ Visit https://www.umt.edu/finaid/scholarships/department-use-resources.php.
DECLINING/CANCELING Scholarship on the PORTAL and CORRECTION Award Summary Sheet

1. Go to the Opportunity in the Portal and select the applicant
2. Update status to “Decline – Admin or Decline”
3. Review your change to ensure the status has updated
4. Submit a CORRECTION Award Summary Sheet to take away the scholarship.
   a. View below “Scenario 1” for guidance, please add under “Notes/Criteria” – “Student awarded on Portal” and include the reason for removing the scholarship.

Other CORRECTION Examples:

Original Award Summary Sheet for reference.

<table>
<thead>
<tr>
<th>UMF Fund</th>
<th>B.S. Index Code</th>
<th>Activity Code</th>
<th>Name of Scholarship</th>
<th>Recipient</th>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID # (790.)</th>
<th>Select Level</th>
<th>Major/Minor/Emphasis</th>
<th>Hometown</th>
<th>State</th>
<th>Total Award Amount</th>
<th>Select the payment option</th>
<th>Minimum # of Credits required for disbursement</th>
<th>Notes/Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>GRZ111</td>
<td></td>
<td>Grizzly Scholarship</td>
<td>Doe Jane</td>
<td></td>
<td>790-00-0001</td>
<td>UG Freshman</td>
<td>Economics</td>
<td>Helena MT</td>
<td>$2,000.00</td>
<td>Full Year (60/50)</td>
<td>12 or more cr./semester</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Scenario 1: The student is not attending OR no longer meets the criteria.

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<th>Student ID # (790.)</th>
<th>Grade Level</th>
<th>Major/Minor/Emphasis</th>
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<th>State</th>
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<th>Select the payment option</th>
<th>Minimum # of Credits required for disbursement</th>
<th>Notes/Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIGINAL</td>
<td>123 GRZ111</td>
<td></td>
<td>Grizzly Scholarship</td>
<td>Doe Jane</td>
<td></td>
<td>790000001</td>
<td>Undergrad.</td>
<td>Economics</td>
<td>Helena MT</td>
<td>$2,000.00</td>
<td>Full Year (50/50)</td>
<td>12 or more cr./semester</td>
<td></td>
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<td></td>
<td>Economic</td>
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<td></td>
<td>$2,000.00</td>
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OR
Scenario 2: The department discovers that the student will be graduating early in the Fall semester.

Scenario 3: The student is enrolled for a lesser number of credits required for disbursement and is still eligible to receive the scholarship.

Scenario 4: Changing the Fund/ Index or scholarship from one to a different index.