



## 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 do 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](mailto:fascholarships@mso.umt.edu)
- For records and stewardship, UM Foundation, [umfawardsummarysheets@supportum.org](mailto:umfawardsummarysheets@supportum.org)
- For Accounting, Business Services, [Barb.Bybee@mso.umt.edu](mailto: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.

Scholarship Award Summary Sheet														
<b>Department:</b> Grizzly Scholarship Department				<b>Full Name of Contact Person:</b>				<b>Extension:</b>						
Please e-mail the completed Award Summary Sheet to: fasholarships@mso.umt.edu, and cc: umfawardsummarysheets@supportum.org														
Make sure the EMAIL SUBJECT LINE INCLUDES THIS INFORMATION: the Department - the ACADEMIC YEAR - AWARD SUMMARY														
UMF Fund	B.S. Index Paid from	Activity Code	Name of Scholarship and/or purpose of awards if applicable	Recipient (s)		Student ID # (790-)	Select Level	Major/Minor/Emphasis	Hometown	State	Total Award Amount	Select the payment option	Minimum # of Credits required for disbursement	Notes/Criteria
				Last Name	First Name									
123	GRZ111		Grizzly Scholarship	Doe	Jane	790-00-0001	UG Freshman	Economics	Helena	MT	\$ 2,000.00	Full Year (50/50)	12 or more cr./semester	

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

*Please fill in the entire first line with the original information that was sent, then fill in just the fields that need to be changed/updated on the second line.*

	UMF Fund*	B.S. Index Code	Activ-ity Code	Name of Scholarship	Recipient		Student ID # 790-	Grade Level	Major/Minor/Emphasis	Hometown	State	Total Award Amt.	Select the payment option	Minimum # of Credits required for disbursement	Notes/Criteria
					Last Name	First Name									
<b>ORIGINAL</b>	123	GRZ111		Grizzly Scholarship	Doe	Jane	79000001	Undergrad.	Economics	Helena	MT	\$2,000.00	Full Year (50/50)	12 or more cr./sem.	
<b>CORRECTION</b>												-\$2,000.00			Jane will not be attending.

OR

Please fill in the entire first line with the original information that was sent, then fill in just the fields that need to be changed/updated on the second line.

	UMF Fund*	B.S. Index Code	Activity Code	Name of Scholarship	Recipient		Student ID # 790-	Grade Level	Major/Minor/Emphasis	Hometown	State	Total Award Amt.	Select the payment option	Minimum # of Credits required for disbursement	Notes/Criteria
					Last Name	First Name									
ORIGINAL	123	GRZ111		Grizzly Scholarship	Doe	Jane	790000001	Undergrad.	Economics	Helena	MT	\$2,000.00	Full Year (50/50)	12 or more cr./sem.	
CORRECTION												-\$2,000.00			Student does not meet criteria.

**Scenario 2:** The department discovers that the student **will be graduating early in the Fall semester.**

Please fill in the entire first line with the original information that was sent, then fill in just the fields that need to be changed/updated on the second line.

	UMF Fund*	B.S. Index Code	Activity Code	Name of Scholarship	Recipient		Student ID # 790-	Grade Level	Major/Minor/Emphasis	Hometown	State	Total Award Amt.	Select the payment option	Minimum # of Credits required for disbursement	Notes/Criteria
					Last Name	First Name									
ORIGINAL	123	GRZ111		Grizzly Scholarship	Doe	Jane	790000001	Undergrad.	Economics	Helena	MT	\$2,000.00	Full Year (50/50)	12 or more cr./sem.	Student is graduating fall.
CORRECTION												-\$1,000.00	Spring Only		Student is not attending spring.

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

Please fill in the entire first line with the original information that was sent, then fill in just the fields that need to be changed/updated on the second line.

	UMF Fund*	B.S. Index Code	Activity Code	Name of Scholarship	Recipient		Student ID # 790-	Grade Level	Major/Minor/Emphasis	Hometown	State	Total Award Amt.	Select the payment option	Minimum # of Credits required for disbursement	Notes/Criteria
					Last Name	First Name									
ORIGINAL	123	GRZ111		Grizzly Scholarship	Doe	Jane	790000001	Undergrad.	Economics	Helena	MT	\$2,000.00	Full Year (50/50)	12 or more cr./sem.	
CORRECTION														9-11cr./semester	Student is registered for 9 credits.

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

Please fill in the entire first line with the original information, then the second line should only list the field with information to be corrected.

	UMF Fund*	B.S. Index Code	Activity Code	Name of Scholarship	Recipient		Student ID # 790-	Grade Level	Major/Minor/Emphasis	Hometown	State	Total Award Amt.	Select the payment option	Minimum # of Credits required	Explain reasoning for request
					Last Name	First Name									
ORIGINAL	600	MF1555		Bear Club Scholarship	Johnson	Joe	790000000	Undergrad.	Psychology	Portland	OR	\$5,000.00	Full Year (50/50)	12 or more cr./sem.	Wrong index code was used
CORRECTION	601	MF1556		Cub Club Scholarship	Johnson	Joe									Correct index code is now listed.

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