Adjusting/Adding Scholarships

Original Fall only Award

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	1000.00	Fall	

Adding a Spring Award:

EXAMPLE #1
You determine that the student is now eligible for a Spring award that matches the Fall award.

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	2000.00	Fall/Spring	

EXAMPLE #2
You determine the student is eligible for an additional $2000 for Spring.

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	1000.00	Fall	
1234567	940000000000	2000.00	Spring	

If you realize you made a mistake after submitting a file, please reach out to us at saosf@umn.edu before you take any steps to correct the file. We will assist you in resolving any issues.

Original Fall/Spring Award

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	6000.00	Fall/Spring	

Adjustments to one term:

EXAMPLE #1
You find out that the student is attending less than FT in Spring and need to prorate their Spring award:

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	3000.00	Fall	
1234567	940000000000	1500.00	Spring	

Do NOT enter the file using the Fall/Spring split if there will be a different award amount for Fall than Spring or vice versa. If you entered the award as $4500 Fall/Spring, it would split that amount evenly between the terms.

EXAMPLE #2
You determine that the student is no longer eligible for their Spring disbursement and you need to cancel the Spring award:

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	3000.00	Fall	

Do NOT enter a file with a line for 0.00 Spring only as that will cancel the entire award (Fall and Spring). There is no need to enter a second Spring line with 0.00.

EXAMPLE #3
You determine that you want to increase the Spring award by $500.

UM Scholarship File Upload Template *required to upload a file.				
ID	**Item Type**	**Award Amount**	**Term(s)**	
1234567	940000000000	3000.00	Fall	
1234567	940000000000	3500.00	Spring	

Do NOT enter a file for only the 500.00 Spring increase amount as that will replace the other $6000 Fall/Spring award already in the system with the $500 Spring only award.