

9.2 Manually Cancel a Term Award

Purpose: Use this document as a reference on how to cancel an award for one term in ctLink.

Audience: Financial Aid Technician/Staff.

Manually Cancel a Term Award

 You must have at least one of these local college managed security roles:

- ZD FA Award Processing
- ZD FA Director
- ZZ FA Award Processing
- ZZ FA Award Processor

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Financial Aid > Awards > Award Processing > Assign Awards to a Student

 This example is for a student on whom aid has not yet disbursed. If you are canceling aid on a student for the term, be sure the award has not yet been Authorized/ Disbursed as additional steps may need to be taken at that point.

1. The Award Entry search page displays.
2. Complete the following fields:
 - **Empl ID**
 - **Academic Institution**
 - **Aid year**
3. Select the **Search** button.

Award Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID	begins with	<input type="text"/>	<input type="button" value="Q"/>
Academic Institution	=	WA220	<input type="button" value="Q"/>
Aid Year	=	2021	<input type="button" value="Q"/>
National ID	begins with	<input type="text"/>	
Campus ID	begins with	<input type="text"/>	
Last Name	begins with	<input type="text"/>	
First Name	begins with	<input type="text"/>	

Search

Clear

Basic Search

Save Search Criteria

- The Award Entry page displays.
- Identify the award you want to cancel for the term. In this example, the Spring 2021 term College Bound Scholarship award will be canceled.
- Select the **Disbursement** link to review how the aid is split into each term.

Student Aid Package | Need Summary | Term Summary

Aid Year 2021 | 2020-2021 Financial Aid Year

ID | Institution WA220

Career UGRD Undergrad | Package Status Packaging Completed | Validate

Packaging Plan ID WI-SP | Retrieve | Aggregate Source FA Installation Default | Post

Repackaging Plan ID | Repackage | Award Period Both Academic & Non Std | Reset

Attributes | Award Notification

Award	Status	NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
		10	<input type="button" value="Q"/>	UGRD	911000000000	Federal Pell Grant	3,701.00	3,701.00	14	XX <input type="button" value="Q"/>	Disbursement +
		20	<input type="button" value="Q"/>	UGRD	912000000000	Washington College Grant	2,462.00	2,462.00	14	XX <input type="button" value="Q"/>	Disbursement +
		30	<input type="button" value="Q"/>	UGRD	912000000200	College Bound Scholarship	291.00	291.00	14	XX <input type="button" value="Q"/>	Disbursement +

Save | Return to Search | Notify

- The Award Disbursement Detail page displays.
- Note the different amounts in the term. In this example, the spring 2021 term will be canceled (2213). Recall that the amount that is **Offer/Accepted** is counted in annual amounts, so this means you must note how much of the award is offered in other terms. In

this example, the Spring amount will be canceled, so the annual **Offered/Accepted** amount will now be \$125, to reflect the fall only amount.

9. Select **OK** or **Cancel** to return to the award page.

Award Disbursement Detail

Sequence 30 Item Type 91200000200 Net Award Amount \$291.00
 Disbursement Plan 14 *Split Code XX Custom Split

Disbursement Distribution

Disbt ID	Term	Award Period	Level	Offered	Accepted	Net Disbursement Balance	Disbursed
01	2211	Academic		125.00	125.00	125.00	125.00
02	2213	Academic		166.00	166.00	166.00	0.00
03	2215	Academic		0.00	0.00	0.00	0.00

10. The Award Entry page displays.

11. Enter a "B" in the **Action** field of the **College Bound Scholarship** award.

12. Tab over to the **"Offered"** field, and enter in the new annual amount. In this example, only the winter term amount is used, which is \$125. Tab out, and the **Accepted** field will automatically populate.

Student Aid Package Need Summary Term Summary

Aid Year 2021 2020-2021 Financial Aid Year ID WA220 Institution WA220

Career UGRD Undergrad Package Status Packaging Completed
 Packaging Plan ID WI-SP Aggregate Source FA Installation Default
 Repackaging Plan ID Award Period Both Academic & Non Std
Attributes Award Notification

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10	<input type="button" value="Q"/>	UGRD	911000000000	Federal Pell Grant	3,701.00	3,701.00	14	XX <input type="button" value="Q"/>	Disbursement +
20	<input type="button" value="Q"/>	UGRD	912000000000	Washington College Grant	2,462.00	2,462.00	14	XX <input type="button" value="Q"/>	Disbursement +
30	<input type="button" value="B"/>	UGRD	912000002000	College Bound Scholarship	125.00	125.00	14	XX <input type="button" value="Q"/>	Disbursement +

13. The Award Disbursement Detail pagelet will automatically display.

14. Select the **Custom Split** checkbox, and then enter in the \$125 in the Winter Term, and leave the \$0 in Spring -- this ensures the Spring award has been canceled.

15. Select the **OK** button.

Award Disbursement Detail

Sequence 30
Disbursement Plan 14

Item Type 91200000200
*Split Code XX Custom Split

Net Award Amount \$125.00

Disbursement Distribution

Disbt ID	Term	Award Period	Level	Offered	Accepted	Net Disbursement Balance	Disbursed
01	2211	Academic		125.00	125.00	125.00	125.00
02	2213	Academic		0.00	0.00	0.00	0.00
03	2215	Academic		0.00	0.00	0.00	0.00

- The Award Entry page displays.
- Select the **Validate** button.

Student Aid Package | Need Summary | Term Summary

Aid Year 2021 2020-2021 Financial Aid Year

Institution WA220

Career UGRD Undergrad

Package Status Packaging Completed

Aggregate Source FA Installation Default

Award Period Both Academic & Non Std

Award Notification

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code		
10	<input type="button" value="Q"/>	UGRD	911000000000	Federal Pell Grant	3,701.00	3,701.00	14	XX <input type="button" value="Q"/>	Disbursement	+
20	<input type="button" value="Q"/>	UGRD	912000000000	Washington College Grant	2,462.00	2,462.00	14	XX <input type="button" value="Q"/>	Disbursement	+
30	<input type="button" value="Q"/>	UGRD	912000002000	College Bound Scholarship	125.00	125.00	14	XX <input type="button" value="Q"/>	Disbursement	+

- A Validation message appears.
- Select the **OK** button to acknowledge the message and continue on to the **Posting** process.

Student Aid Package | Need Summary | Term Summary

Aid Year 2021 2020-2021 Financial Aid Year

Institution WA220

Career UGRD Undergrad

Package Status Packaging Completed

Aggregate Source FA Installation Default

Award Period Both Academic & Non Std

Award Notification

Award Validation completed successfully. Please review each award message. (14420,57)
The award amount may have been adjusted as a result of the Validation process.

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code		
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- The Award Entry page displays.

21. Select the **Post** button to post the award.

The screenshot shows the 'Student Aid Package' interface. At the top, there are tabs for 'Student Aid Package', 'Need Summary', and 'Term Summary'. Below this, there are fields for 'Aid Year' (2021) and '2020-2021 Financial Aid Year'. The 'Institution' is set to 'WA220'. The 'Career' is 'UGRD' (Undergrad) and the 'Package Status' is 'Packaging Completed'. The 'Aggregate Source' is 'FA Installation Default' and the 'Award Period' is 'Both Academic & Non Std'. On the right side, there are three buttons: 'Validate', 'Post' (highlighted with a red border), and 'Reset'. Below these buttons is a link for 'Award Notification'. In the center, there are input fields for 'Packaging Plan ID' (WI-SP) and 'Repackaging Plan ID', with 'Retrieve' and 'Repackage' buttons respectively. Below the input fields is a link for 'Attributes'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'. A table of awards is displayed below the buttons.

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10	<input type="button" value="Q"/>	UGRD	911000000000	Federal Pell Grant	3,701.00	3,701.00	14	XX <input type="button" value="Q"/>	Disbursement +
20	<input type="button" value="Q"/>	UGRD	912000000000	Washington College Grant	2,462.00	2,462.00	14	XX <input type="button" value="Q"/>	Disbursement +
30	<input type="button" value="Q"/>	UGRD	912000000200	College Bound Scholarship	125.00	125.00	14	XX <input type="button" value="Q"/>	Disbursement +

22. A Posting message appears.

23. Select the **OK** button to acknowledge the message and continue on.

The screenshot shows the same 'Student Aid Package' interface as in the previous image, but with a dialog box open in the center. The dialog box contains the following text: 'Award Posting completed successfully. (14420,61)' and 'Awards were successfully posted. You should verify that all award amounts and disbursements are correct. Make appropriate adjustments as necessary.' At the bottom of the dialog box, there is an 'OK' button highlighted with a red border. The background interface is dimmed.

24. End of procedure.