

9.2 Manually Cancel a Term Award

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

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

Institution WA220

Career UGRD Undergrad

Packaging Plan ID WI-SP

Repackaging Plan ID

Package Status Packaging Completed

Aggregate Source FA Installation Default

Award Period Both Academic & Non Std

Validate

Post

Reset

Award Notification

Award	Status	ID
10	Q	UGRD 911000000000 Federal Pell Grant 3,701.00 3,701.00 14 XX Q Disbursement +
20	Q	UGRD 912000000000 Washington College Grant 2,462.00 2,462.00 14 XX Q Disbursement +
30	Q	UGRD 912000000200 College Bound Scholarship 291.00 291.00 14 XX 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 912000000200 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

OK Cancel

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

Career UGRD Undergrad Package Status Packaging Completed

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

Repackaging Plan ID Repackage Award Period Both Academic & Non Std

Attributes Award Notification

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

Save Return to Search Notify

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 Item Type 912000000200 Net Award Amount \$125.00
 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		0.00	0.00	0.00	0.00
03	2215	Academic		0.00	0.00	0.00	0.00

OK Cancel

16. The Award Entry page displays.

17. 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

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

Repackaging Plan ID Repackage Award Period Both Academic & Non Std

Attributes Award Notification

Validate Post Reset

Award Status

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		UGRD	911000000000	Federal Pell Grant	3,701.00	3,701.00	14	XX	Disbursement +
20		UGRD	912000000000	Washington College Grant	2,462.00	2,462.00	14	XX	Disbursement +
30		UGRD	912000000200	College Bound Scholarship	125.00	125.00	14	XX	Disbursement +

Save Return to Search Notify

18. A Validation message appears.

19. 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

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

Repackaging Plan ID Repackage Award Period Both Academic & Non Std

Attributes Award Notification

Validate Post Reset

Award Status

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.

OK

NUM Action Career Item Type Description Offered Accepted Disbursement Plan Split Code

20. The Award Entry page displays.

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

Student Aid Package

Need Summary

Term Summary

Aid Year20212020-2021 Financial Aid Year

ID

InstitutionWA220

CareerUGRDUndergrad

Package StatusPackaging Completed

Validate

Packaging Plan IDWI-SPRetrieve

Aggregate SourceFA Installation Default

Post

Repackaging Plan IDRepackage

Award PeriodBoth Academic & Non Std

Reset

Attributes

Award Notification

Award

Status

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		UGRD	911000000000	Federal Pell Grant	3,701.00	3,701.00	14	XX	Disbursement+
20		UGRD	912000000000	Washington College Grant	2,462.00	2,462.00	14	XX	Disbursement+
30		UGRD	912000000200	College Bound Scholarship	125.00	125.00	14	XX	Disbursement+

Save

Return to Search

Notify

22. A Posting message appears.
23. Select the **OK** button to acknowledge the message and continue on.

Student Aid Package

Need Summary

Term Summary

Aid Year20212020-2021 Financial Aid Year

ID

InstitutionWA220

CareerUGRDUndergrad

Package StatusPackaging Completed

Validate

Packaging Plan IDWI-SP

Post

Repackaging Plan ID

Reset

Award Notification

Award

Status

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
-----	--------	--------	-----------	-------------	---------	----------	-------------------	------------	--

Award Posting completed successfully. (14420,61)

Awards were successfully posted. You should verify that all award amounts and disbursements are correct. Make appropriate adjustments as necessary.

OK

24. End of procedure.