

## 9.2 Manually Cancel an Academic Year Award

**Purpose:** Use this document as a reference for manually cancelling an award in ctcLink.

**Audience:** FA Counselor/Technician.

 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.

### Manually Cancel an Academic Year Award

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

1. The Award Entry search page displays.
2. Enter the following:
  - a. **Empl ID**
  - b. **Academic Institution**
  - c. **Aid Year** - use the Aid Year in which you are processing
3. Select the **Search** button.

< Campus Solutions Administrator
Award Entry

### 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

ID begins with ▼

Academic Institution = ▼

Aid Year = ▼

National ID begins with ▼

Campus ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

Search
Clear
Basic Search
Save Search Criteria

4. The Award Entry page displays.
5. Identify the award to cancel.

< Campus Solutions Administrator
Award Entry

Student Aid Package
Need Summary
Term Summary

Nelson, Paris

Aid Year 2016 2015-2016 Financial Aid Year

ID XXXXXXXXXX

Institution WA220

★

Career UGRD Academic

Packaging Plan ID FA-WI-SP Retrieve

Repackaging Plan ID Repackage

Package Status Packaging Completed

Aggregate Source FA Installation Default

Award Period Both Academic & Non Std

Validate

Post

Reset

Attributes

Award Notification

Award	Status	NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10	<input type="checkbox"/>	UGRD	931000000010	Summer Federal WS-PriorAidYr	0.00	0.00	03	AY	Disbursement	+	
20	<input type="checkbox"/>	UGRD	911000000000	Federal Pell Grant	5,775.00	5,775.00	10	XX	Disbursement	+	
30	<input type="checkbox"/>	UGRD	931000000000	Federal Work Study	2,469.84	2,469.84	10	XX	Disbursement	+	
40	<input type="checkbox"/>	UGRD	911000000100	Supplemental Educ Opp Grant	450.00	450.00	10	AY	Disbursement	+	
50	<input type="checkbox"/>	UGRD	912000000000	Wa State Need Grant	3,540.00	3,540.00	10	AY	Disbursement	+	
60	<input type="checkbox"/>	UGRD	930000000000	Work Study Offer	0.00	0.00	10	AY	Disbursement	+	
70	<input type="checkbox"/>	UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	30	L1	Disbursement	+	
80	<input type="checkbox"/>	UGRD	961000002100	Unsubsidized Direct Loan 1	361.00	361.00	30	L1	Disbursement	+	
90	<input type="checkbox"/>	UGRD	961000002110	Unsubsidized Direct Ln 1-New F	4,500.00	4,500.00	40	L1	Disbursement	+	

Save
Return to Search
Notify

Student Aid Package | Need Summary | Term Summary

6. Execute the following steps:
  - a. **Action Column** = C
    - I. Tab out of the **Action** box.
  - b. The award amount in the *Offered* and *Accepted* columns will change to zero.

c. Select the **Validate** button.

💡 Canceling an Academic Year Award includes canceling for all terms within the award year.

7. Select the **Disbursement** hyperlink to ensure all terms have been successfully canceled.

**Campus Solutions Administrator** **Assign Awards to a Student**

Student Aid Package | Need Summary | Term Summary

Nelson, Paris ID [REDACTED] ★  
Aid Year 2016 2015-2016 Financial Aid Year Institution WA220

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

Attributes Award Notification

Award	Status	NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		10		UGRD	931000000010	Summer Federal WS-PriorAidYr	0.00	0.00	03	AY	Disbursement +
20		20		UGRD	911000000000	Federal Pell Grant	5,775.00	5,775.00	10	XX	Disbursement +
30		30		UGRD	931000000000	Federal Work Study	2,469.84	2,469.84	10	XX	Disbursement +
40		40	C	UGRD	911000000100	Supplemental Educ Opp Grant	0.00	0.00	10	AY	Disbursement +
50		50		UGRD	912000000000	Wa State Need Grant	3,540.00	3,540.00	10	AY	Disbursement +
60		60		UGRD	930000000000	Work Study Offer	0.00	0.00	10	AY	Disbursement +
70		70		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	30	L1	Disbursement +
80		80		UGRD	961000002100	Unsubsidized Direct Loan 1	361.00	361.00	30	L1	Disbursement +
90		90		UGRD	961000002110	Unsubsidized Direct Ln 1-New F	4,500.00	4,500.00	40	L1	Disbursement +

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

8. A confirmation Message displays.

9. Ensure **Award Validation** shows success.

10. Select the **OK** button.

**< Campus Solutions Administrator** **Assign Awards to a Student**

Student Aid Package | Need Summary | Term Summary

Nelson, Paris ID [REDACTED] ★  
Aid Year 2016 2015-2016 Financial Aid Year Institution WA220

Career UGRD Academic Package Status Packaging Completed Validate  
Packaging Plan ID FA-WI-SP Retrieve Aggregate Source FA Installation Default Post  
Repackaging Plan ID Repackage Award Period Both Academic & Non Std Reset  
Award Notification

Attributes

Award	Status	NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		10		UGRD	931000000010	Summer Federal WS-PriorAidYr	0.00	0.00	03	AY	Disbursement
20		20		UGRD	911000000000	Federal Pell Grant	5,775.00	5,775.00			
30		30		UGRD	931000000000	Federal Work Study	2,469.84	2,469.84			
40		40		UGRD	9110000000100	Supplemental Educ Opp Grant	0.00	0.00			
50		50		UGRD	912000000000	Wa State Need Grant	3,540.00	3,540.00			
60		60		UGRD	930000000000	Work Study Offer	0.00	0.00			
70		70		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00			
80		80		UGRD	961000002100	Unsubsidized Direct Loan 1	361.00	361.00			
90		90		UGRD	961000002110	Unsubsidized Direct Ln 1-New F	4,500.00	4,500.00			

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

Message

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

11. The Assign Awards to a Student page displays.
12. Select the **Post** button.

**< Campus Solutions Administrator** **Assign Awards to a Student**

Student Aid Package | Need Summary | Term Summary

Nelson, Paris ID [REDACTED] ★  
Aid Year 2016 2015-2016 Financial Aid Year Institution WA220

Career UGRD Academic Package Status Packaging Completed Validate  
Packaging Plan ID FA-WI-SP Retrieve Aggregate Source FA Installation Default Post  
Repackaging Plan ID Repackage Award Period Both Academic & Non Std Reset  
Award Notification

Attributes

Award	Status	NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10		10		UGRD	931000000010	Summer Federal WS-PriorAidYr	0.00	0.00	03	AY	Disbursement
20		20		UGRD	911000000000	Federal Pell Grant	5,775.00	5,775.00	10	XX	Disbursement
30		30		UGRD	931000000000	Federal Work Study	2,469.84	2,469.84	10	XX	Disbursement
40		40		UGRD	9110000000100	Supplemental Educ Opp Grant	0.00	0.00	10	AY	Disbursement
50		50		UGRD	912000000000	Wa State Need Grant	3,540.00	3,540.00	10	AY	Disbursement
60		60		UGRD	930000000000	Work Study Offer	0.00	0.00	10	AY	Disbursement
70		70		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	30	L1	Disbursement Message
80		80		UGRD	961000002100	Unsubsidized Direct Loan 1	361.00	361.00	30	L1	Disbursement Message
90		90		UGRD	961000002110	Unsubsidized Direct Ln 1-New F	4,500.00	4,500.00	40	L1	Disbursement Message

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

13. A confirmation Message displays.
14. Ensure the **Award Posting** was completed successfully.
15. Select the Message **OK** button.

Campus Solutions Administrator
Assign Awards to a Student

Student Aid Package
Need Summary
Term Summary

Nelson, Paris
ID 101005552
Aid Year 2016
2015-2016 Financial Aid Year
Institution WA270

Career UGRD
Packaging Plan ID FA-WI-SP
Repackaging Plan ID

Academic
Retrieve
Repackage

Package Status Packaging Completed
Aggregate Source FA Installation Default
Award Period Both Academic & Non Std

Validate
Post
Reset

Attributes
Award Notification

Award	Status	NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10				UGRD	931000000010	Summer Federal WS-Prior Aid Yr	0.00	0.00	03	AY	Disbursement
20				UGRD	911000000000	Federal Pell Grant					
30				UGRD	931000000000	Federal Work Study					
40				UGRD	911000000100	Supplemental Educ Opp Grant					
50				UGRD	912000000000	Wa State Need Grant					
60				UGRD	930000000000	Work Study Offer					
70				UGRD	961000001100	Subsidized Direct Loan 1					
80				UGRD	961000002100	Unsubsidized Direct Loan 1					
90				UGRD	961000002110	Unsubsidized Direct Ln 1-New F	4,500.00	4,500.00	40	L1	Disbursement

Save
Return to Search
Notify

Student Aid Package | Need Summary | Term Summary

Message

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

16. Process complete.