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 • 00000000 Q Academic Institution = • WA220 Q Aid Year = • 2016 Q	
National 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.

< Ca	impus S	Solution	ns Administrato					Awar	d Entry	
Studer	nt Aid Pac	kage	Need Summary	Term Summary						
Note	- Devis					ID	*			
Aid Year 2016 2015-2016 Financial Aid Year					Institut	ion WA220	16 E	P		
			Career UGRD	Q Academic	Package Sta	tus Packaging	Completed	•	Validate]
Packaging Plan ID FA-WI-SP Q Retrieve					Aggregate Sou	rce FA Installat	ion Default	•	Post]
	Repa	kaging F	Plan ID	Q Repackage	Award Per	iod Both Acade	amic & Non Std		Reset]
Attributes							A	ward Notification		
NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code		
10		UGRD	93100000010	Summer Federal WS-PriorAldYr	0.00	0.00	03 🔍	AY Q	Disbursement	+
20	Q	UGRD	911000000000	Federal Pell Grant	5,775.00	5,775.00	10	XX Q	Disbursement	+
30		UGRD	931000000000	Federal Work Study	2,469.84	2,469.84	4 10	XX	Disbursement	+
40	Q	UGRD	911000000100	Supplemental Educ Opp Grant	450.00	450.00	10	AY Q	Disbursement	+
50		UGRD	912000000000	Wa State Need Grant	3,540.00	3,540.00	10	AY Q	Disbursement	+
60	Q	UGRD	93000000000	Work Study Offer	0.00	0.00	10 Q	AY Q	Disbursement	+
70		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	30	L1 Q	Disbursement	+
80	Q	UGRD	961000002100	Unsubsidized Direct Loan 1	361.00	361.00	30	L1 Q	Disbursement	+
90	Q	UGRD	961000002110	Unsubsidized Direct Ln 1-New F	4,500.00	4,500.00	40	L1 Q	Disbursement	+
🔚 Sav	e 🔯 F Aid Packa	Return to	Search 💽 Notify Summary Term Sur	nmary					·	

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.

tude	nt Aid Pa	kage	Need Summary	Term Summary								
Nelson, Paris Aid Year 2016 2015-2016 Financial Aid Year					Institu	ID tion WA220		*	Þ		3	
	Pa	ckaging F	Career UGRD Plan ID FA-WI-SP	Academic Retrieve	Package Sta Aggregate Sou	ntus Packaging Irce FA Installat	Complete	id Ilt		• •	Validate	
	Repa	ckaging f	Plan ID	Q Repackage	Award Per	riod Both Acade	mic & No	n Std		•	Reset	
Awa	d Sta	tus 💷	9	Attributes						A	ward Notification	
NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbu P	rsement Ian	Split	Code		
10		UGRD	931000000010	Summer Federal WS-PriorAidYr	0.00	0.00	03	Q	AY	Q	Disbursement	+
		UGRD	911000000000	Federal Pell Grant	5,775.00	5,775.00	10		XX	Q	Disbursement	+
20	Q											1.00
20 30		1 RD	93100000000	Federal Work Study	2,469.84	2,469.84	1 2)	XX		Disbursement	+
20 30 40		UGRD	93100000000 911000000100	Federal Work Study Supplemental Educ Opp Grant	2,469.84	2,469.84	10)	XX AY	Q	Disbursement Disbursement	+
20 30 40 50	C Q	UGRD UGRD	931000000000 911000000100 912000000000	Federal Work Study Supplemental Educ Opp Grant Wa State Need Grant	2,469.84 0.00 3,540.00	2,469.84 0.00 3,540.00	10 10)	XX AY AY	Q	Disbursement Disbursement Disbursement	+
20 30 40 50		UGRD UGRD UGRD	93100000000 911000000100 91200000000 93000000000	Federal Work Study Supplemental Educ Opp Grant Wa State Need Grant Work Study Offer	2,469.84 0.00 3,540.00 0.00	2,469.84 0.00 3,540.00 0.00	11 2 10 10 10)	XX AY AY AY	ର ଜ ଜ	Disbursement Disbursement Disbursement	+ + +
20 30 40 50 60 70		UGRD UGRD UGRD UGRD	93100000000 91100000100 91200000000 93000000000 961000001100	Federal Work Study Supplemental Educ: Opp Grant Wa State Need Grant Work Study Offer Subsidized Direct Loan 1	2,469.84 0.00 3,540.00 0.00 3,500.00	2,469.84 0.00 3,540.00 0.00 3,500.00	10 10 10 30) (XX AY AY AY L1	୯ ୯ ୯	Disbursement Disbursement Disbursement Disbursement	+ + +
20 30 40 50 60 70 80		UGRD UGRD UGRD UGRD UGRD UGRD	93100000000 91100000100 91200000000 93000000000 961000001100 96100002100	Federal Work Study Supplemental Educ Opp Grant Wa State Need Grant Work Study Offer Subsidized Direct Loan 1 Unsubsidized Direct Loan 1	2,469.84 0.00 3,540.00 0.00 3,500.00 361.00	2,469.84 0.00 3,540.00 0.00 3,500.00 361.00	10 10 10 30 30) (Q	XX AY AY AY L1 L1	୯ ୯ ୯ ୯	Disbursement Disbursement Disbursement Disbursement Disbursement	+ + + +

- 8. A confirmation Message displays.
- 9. Ensure **Award Validation** shows success.
- 10. Select the **OK** button.

< C	ampus	Solutio	ons Administrat	or		Assign Awards to a Student
Stude	nt Aid Pa	ckage	Need Summary	Term Summary		
Nel	Nelson, Paris Aid Year 2016 2015-2016 Financial Aid Year					ID TABLE TO THE TABLE TABLE TO THE TABLE TO TABLE TABLE TABLE TABLE TABLE TO THE TABLE TO THE TABLE TO THE TA
Awa	Pa Repa rd Sta	ckaging ckaging tus	Career UGRD Plan ID FA-WI-SP Plan ID	Q Academic Q Retrieve Q Repackage Attributes	Pack Aggreg Aw	age Status Packaging Completed
NUM	Action	Career	Item Type	Description	Offered	Accepted Disbursement Split Code
10	_ Q	UGRD	93100000010	Summer Federal WS-PriorAidYr	0.00	0.00 03 Q AY Q Disbursement 🛨
20		UGRD	91100000000	Federal Pell Grant	5,775.00	5,775 t Message
30		UGRD	93100000000	Federal Work Study	2,469.84	2,449
40		UGRD	911000000100	Supplemental Educ Opp Grant	0.00	0 0 Award Validation completed successfully. Please review each award message. (14420.57)
50		UGRD	91200000000	Wa State Need Grant	3,540.00	3,540 0
60		UGRD	93000000000	Work Study Offer	0.00	0 The award amount may have been adjusted as a result of the Validation process.
70		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500 0 OK
80		UGRD	961000002100	Unsubsidized Direct Loan 1	361.00	361 0 CT C Discussement message
90		UGRD	961000002110	Unsubsidized Direct Ln 1-New F	4,500.00	4,500.00 40 L1 Q Disbursement Message +
Student	ve 💽	Return to age Nee	o Search 😢 Noti ed Summary Term S	y ummary		

11. The Assign Awards to a Student page displays.

12. Select the **Post** button.

ituder	nt Aid Pa	ckage	Need Summary	Term S	Summary									
Nelson, Paris							ID			*				
Aid Year 2016 2015-2016 Financial Aid Year					ar		Institution WA	220		¥ 🖻	Þ			
Career UGRD Q. Academic						Packa	ge Status Pao	ckaging (Complete	əd		• Va	alidate	
Packaging Plan ID FA-WI-SP						Aggrega	te Source FA	Installati	on Defau	ult		•	Post	
Repackaging Plan ID Q Repackage Award Period Both Academic & Non Std V Reset														
					Attributes							Award No	otification	
Awar	d Sta	atus 📑	== •											
NUM	Action	Career	Item Type	Descr	iption	Offered	Accepted	Disbur	sement lan	Split	Code			
10	Q	UGRD	93100000010	Summ	ner Federal WS-PriorAidYr	0.00	0.00	03	Q	AY	Q	Disbursement		+
		UGRD	911000000000	Federal Pell Grant		5,775.00	5,775.00	10		XX	Q	Disbursement		+
20	~													
20 30	~	UGRD	93100000000	Feder	al Work Study	2,469.84	2,469.84	10		ХХ		Disbursement		+
20 30 40		UGRD UGRD	931000000000 911000000100	Feder	al Work Study emental Educ Opp Grant	2,469.84 0.00	2,469.84	10 10		XX AY	Q	Disbursement Disbursement		+
20 30 40 50	 Q	UGRD UGRD UGRD	93100000000 911000000100 91200000000	Feder Suppl Wa S	al Work Study emental Educ Opp Grant ate Need Grant	2,469.84 0.00 3,540.00	2,469.84 0.00 3,540.00	10 10 10		XX AY AY	0	Disbursement Disbursement Disbursement		+
20 30 40 50 60	 Q Q	UGRD UGRD UGRD UGRD	931000000000 91100000100 91200000000 93000000000	Feder Suppl Wa S Work	al Work Study emental Educ Opp Grant ate Need Grant Study Offer	2,469.84 0.00 3,540.00 0.00	2,469.84 0.00 3,540.00 0.00	10 10 10 10	٩	XX AY AY AY	Q Q Q	Disbursement Disbursement Disbursement Disbursement		+ + + +
20 30 40 50 60 70	 	UGRD UGRD UGRD UGRD UGRD	931000000000 91100000100 91200000000 93000000000 961000001100	Feder Suppl Wa S Work Subsi	al Work Study emental Educ Opp Grant ate Need Grant Study Offer dized Direct Loan 1	2,469.84 0.00 3,540.00 0.00 3,500.00	2,469.84 0.00 3,540.00 0.00 3,500.00	10 10 10 10 30	٩	XX AY AY AY L1	Q Q Q Q	Disbursement Disbursement Disbursement Disbursement	Message	+ + + +
20 30 40 50 60 70 80	 	UGRD UGRD UGRD UGRD UGRD	931000000000 91100000100 91200000000 93000000000 96100001100 96100002100	Feder Suppl Wa S Work Subsi Unsul	al Work Study emental Educ Opp Grant ate Need Grant Study Offer dized Direct Loan 1 soldized Direct Loan 1	2,469.84 0.00 3,540.00 0.00 3,500.00 361.00	2,469.84 0.00 3,540.00 0.00 3,500.00 361.00	10 10 10 10 30 30	٩	XX AY AY L1 L1	Q Q Q Q	Disbursement Disbursement Disbursement Disbursement Disbursement Disbursement	Message	+ + + +

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

Campus Solutions Administr	ator	Assign Awards to a Student
Student Aid Package Need Summary	Term Summary	
Nelson, Paris Aid Year 2016 2015-2016 Fina	ncial Aid Year	ID 101005552 * Institution WA220 11 🖻 💬
Career UGHD Packaging Plan ID FA-W-Si Repackaging Plan ID	Q. Academic Q. Retrieve Q. Repackage Attributes	Package Status Packaging Completed • Aggregate Source FA Installation Default • Award Period Both Academic & Non Std • Reset Award Notification
NUM Action Career Hern Type	Description	Offered Accepted Disbursement Split Code
10 Q UGRD 93100000010	Summer Federal WS-PriorA	dYr 0.00 0.00 03 Q AY Q Disbursement 🛨
20 Q UGRD 911000000000	Federal Pell Grant	Mossago
30 UGRD 93100000000	Federal Work Study	mooogo
40 Q UGRD 911000000100	Supplemental Educ Opp Gr	Award Drating complated successfully (14/20.61)
50 Q UGRD 91200000000	Wa State Need Grant	Privato P daling comprete soccessions, (14460,017
50 Q UGRD 9300000000	Work Study Offer	Awards were successfully posted. You should verify that all award amounts and disbursements are correct. Make appropriate adjustments as necessary.
70 Q UGRD 961000001100	Subsidized Direct Loan 1	OK
80 Q UGRD 961000002100	Unsubsidized Direct Loan 1	
90 Q UGRD 951000002110	Unsubsidized Direct Ln 1-Ne	W F 4,500.00 4,500.00 40 L1 Q Disbursement 💌
Student Aid Package Need Summary Terr	olfy Summary	

16. Process complete.