9.2 Using Custom Splits

Purpose: Use this document as a reference on how to award aid using custom split in ctcLink.

Audience: Financial Aid Staff.

- 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.

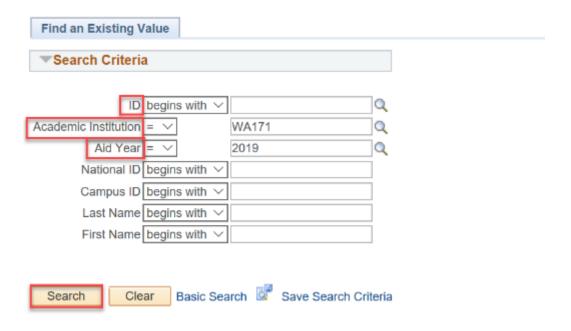
Using Custom Splits

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

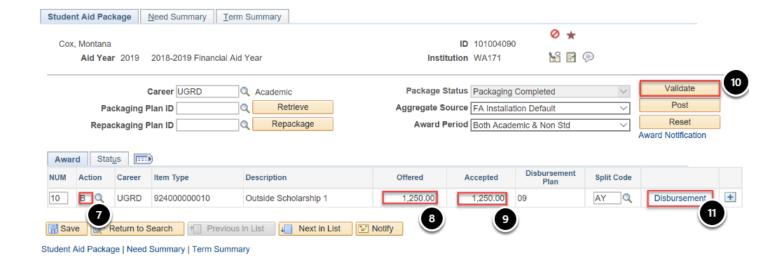
- 1. The Award Entry search page displays.
- 2. Enter the desired **ID**.
- 3. Enter the desired **Academic Institution**.
- 4. Enter the desired Aid Year.
- 5. Select the **Search** button.

Award Entry

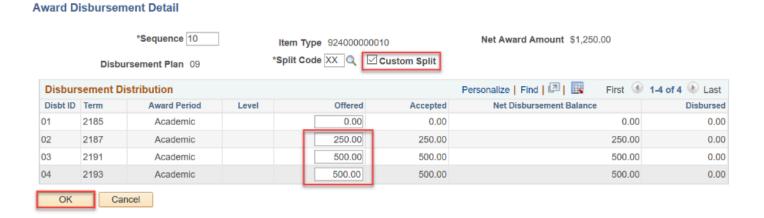
Enter any information you have and click Search. Leave fields blank for a list of all values.



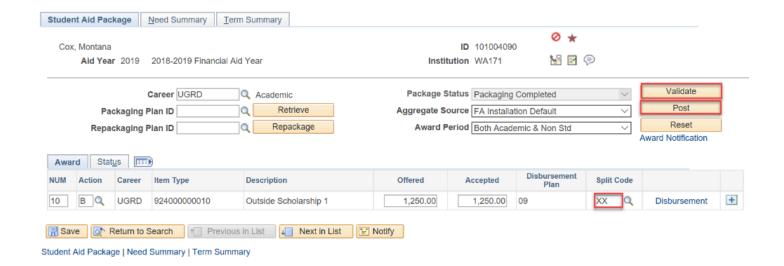
- In this example, assume the award has already been offered/accepted. You have determined that the student is enrolled half time instead of full-time, and you have confirmed you need to reduce the amount of the disbursement to reflect the half-time enrollment level for the term. Use Custom Split to reduce the term-only award without having to re-do the entire award. It is ideal to use this function if the award has not yet been authorized/disbursed. If it has already authorized/disbursed, ensure you run the authorization/disbursement process to initiate the changes to Customer Accounts.
- 6. The Award Entry page displays.
- 7. If an award that has already been awarded, enter **B** the award field.
- 8. Enter the new award amount into the **Offered** field.
- 9. Tab over to ensure the amount carries over to the **Accepted** field.
- 10. Select the **Validate** button.
- 11. Select the **Disbursement** hyperlink.



- 12. The Award Disbursement Detail pagelet displays.
- 13. Select the **Custom Split** check box the **Offered** fields are now available to enter custom amounts to be entered in each term.
- 14. Enter the desired award amounts into each **Offered** field note your **Split Code** now becomes XX.
- 15. Select the **OK** button to return to the **Award** page.



- 16. The Award Entry page displays.
- 17. When satisfied with your custom split award, select the **Validate** button.
- 18. Select the **Post** button.



19. End of procedure.