

9.2 Manually Reduce a Term Award

Purpose: Use this document as a reference for how to Manually Cancel a Term 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 Reduce a Term Award

i The example used in this QRG is for an award that has not yet been disbursed to Customer Accounts.

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

1. The Assign Awards to a Student search page displays.
2. Enter Student **ID**.
3. Enter **Academic Institution**.
4. Enter **Aid Year**.
5. Select the **Search** button.
6. The Assign Awards to a Student page displays.
7. In this example, we'll adjust the student's College Bound Scholarship from \$817 to \$717.

Student Aid Package | Need Summary | Term Summary

Ramirez, Carmen ID 201072592
 Aid Year 2018 2017-2018 Financial Aid Year Institution WA172

Career UGRD Undergrad 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

Validate Post Reset Award Notification

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10	<input type="checkbox"/>	UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	01	XX	Disbursement
20	<input type="checkbox"/>	UGRD	912000000000	Wa State Need Grant	3,621.00	3,621.00	01	XX	Disbursement
30	<input type="checkbox"/>	UGRD	912000000200	College Bound Scholarship	817.00	817.00	01	XX	Disbursement
40	<input type="checkbox"/>	UGRD	961000001100	Subsidized Direct Loan 1	0.00	0.00	30	L1	Disbursement

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

- In the **Action** box enter "O" if the award is in offered status; enter "B" if the award is in both offered and accepted status.
- In the **Offered** field, enter the adjusted award amount. Tab out of the field.

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30	B	UGRD	912000000200	College Bound Scholarship	717.00	817.00	01	XX	Disbursement
40	<input type="checkbox"/>	UGRD	961000001100	Subsidized Direct Loan 1	0.00	0.00	30	L1	Disbursement

Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

- The Award Disbursement/Split page displays.
- Select the **Custom Split** box.
- For terms that have been disbursed - in this example, 2177 and 2181 - enter the **Disbursed** amount from the rightmost column into the **Offered** amount in the middle column. For our target term, enter the adjusted amount - in this example, \$172 - into the **Offered** column. The sum of the amounts in the **Offered** column must equal the **Net Award Amount** at the top of the page.
- Select **OK**.

Award Disbursement/Split

Sequence 30 Item Type 912000000200 Net Award Amount \$717.00 

Disbursement Plan 01 *Split Code XX Custom Split

Disbursement Distribution				Personalize	Find	First	1-3 of 3	Last
Disbt ID	Term	Award Period	Level	Offered	Accepted	Net Disbursement Balance		Disbursed
01	2177	Academic		273.00	273.00	273.00		273.00
02	2181	Academic		272.00	272.00	272.00		272.00
03	2183	Academic		172.00	172.00	172.00		0.00

14. The Student Aid Package tab displays.
15. Note that the **Accepted** amount is now equal to the **Offered** amount.
16. Select the **Validate** button.

Student Aid Package | Need Summary | Term Summary

Ramirez, Carmen ID 201072592 

Aid Year 2018 2017-2018 Financial Aid Year Institution WA172   

Career UGRD Undergrad Package Status Packaging Completed

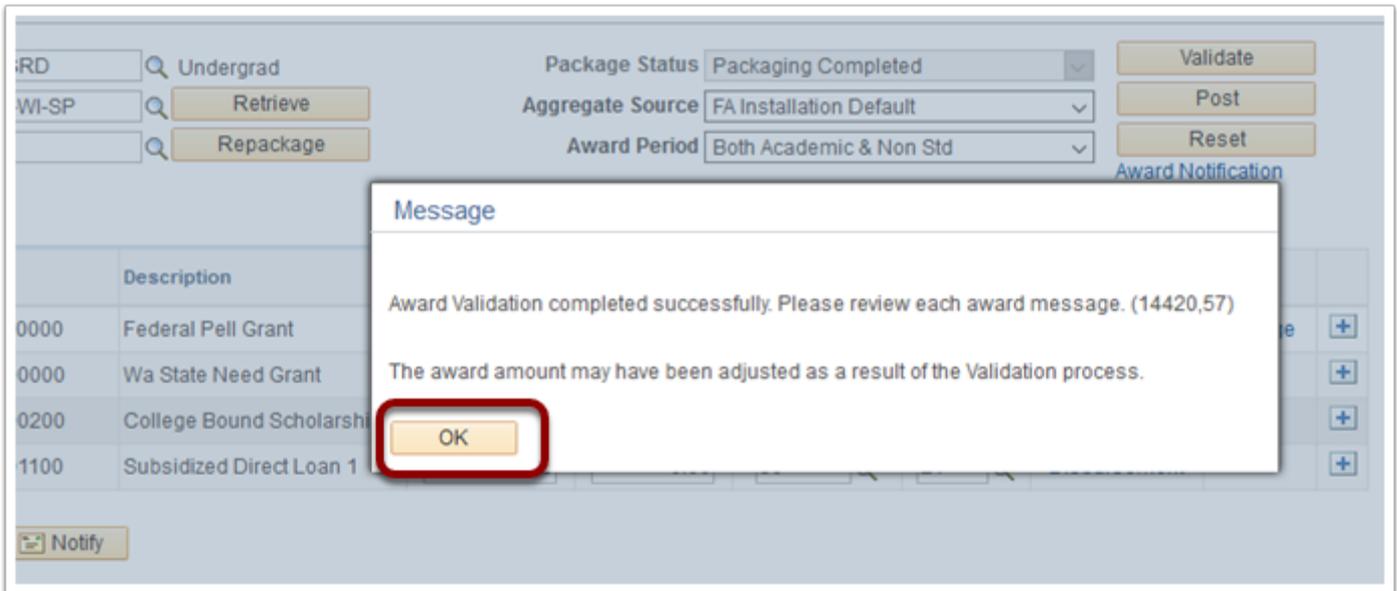
Packaging Plan ID FA-WI-SP Retrieve Aggregate Source FA Installation Default Award Period Both Academic & Non Std

Repackaging Plan ID Repackage [Award Notification](#)

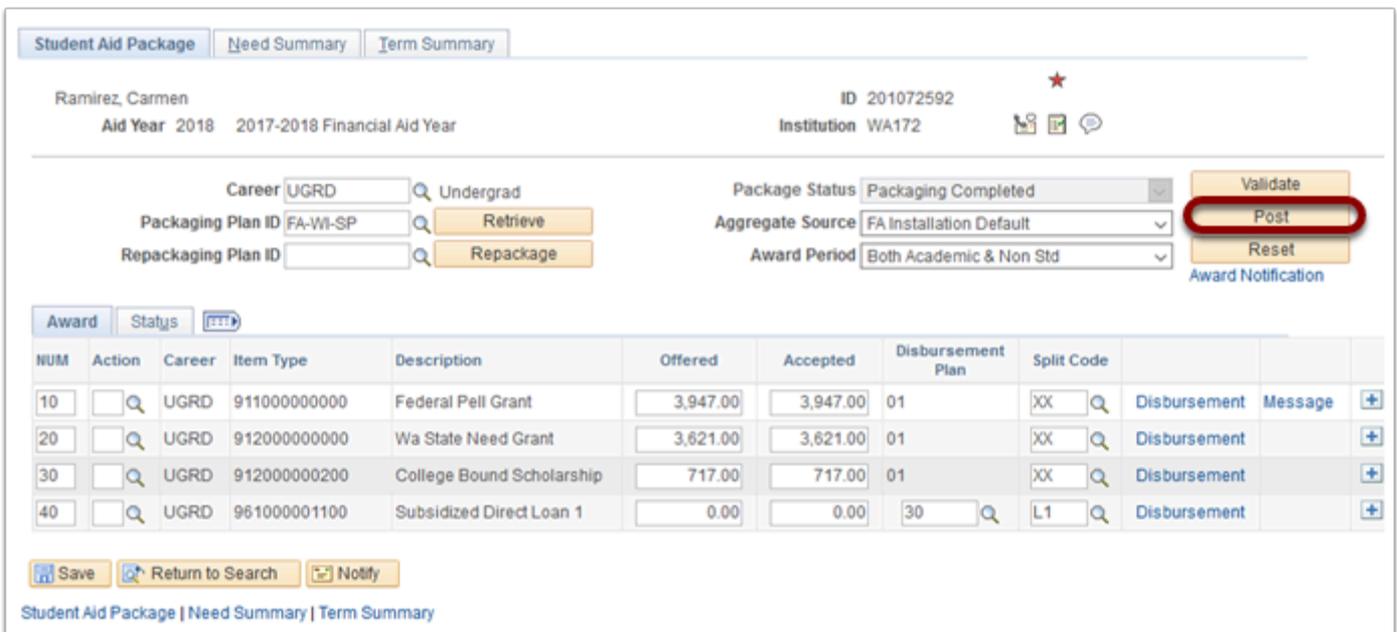
NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10	<input type="checkbox"/> 	UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	01	XX <input type="text"/>	Disbursement <input type="button" value="+"/>
20	<input type="checkbox"/> 	UGRD	912000000000	Wa State Need Grant	3,621.00	3,621.00	01	XX <input type="text"/>	Disbursement <input type="button" value="+"/>
30	<input checked="" type="checkbox"/> 	UGRD	912000000200	College Bound Scholarship	717.00	717.00	30	XX <input type="text"/>	Disbursement <input type="button" value="+"/>
40	<input type="checkbox"/> 	UGRD	961000001100	Subsidized Direct Loan 1	0.00	0.00	30	L1 <input type="text"/>	Disbursement <input type="button" value="+"/>

[Student Aid Package](#) | [Need Summary](#) | [Term Summary](#)

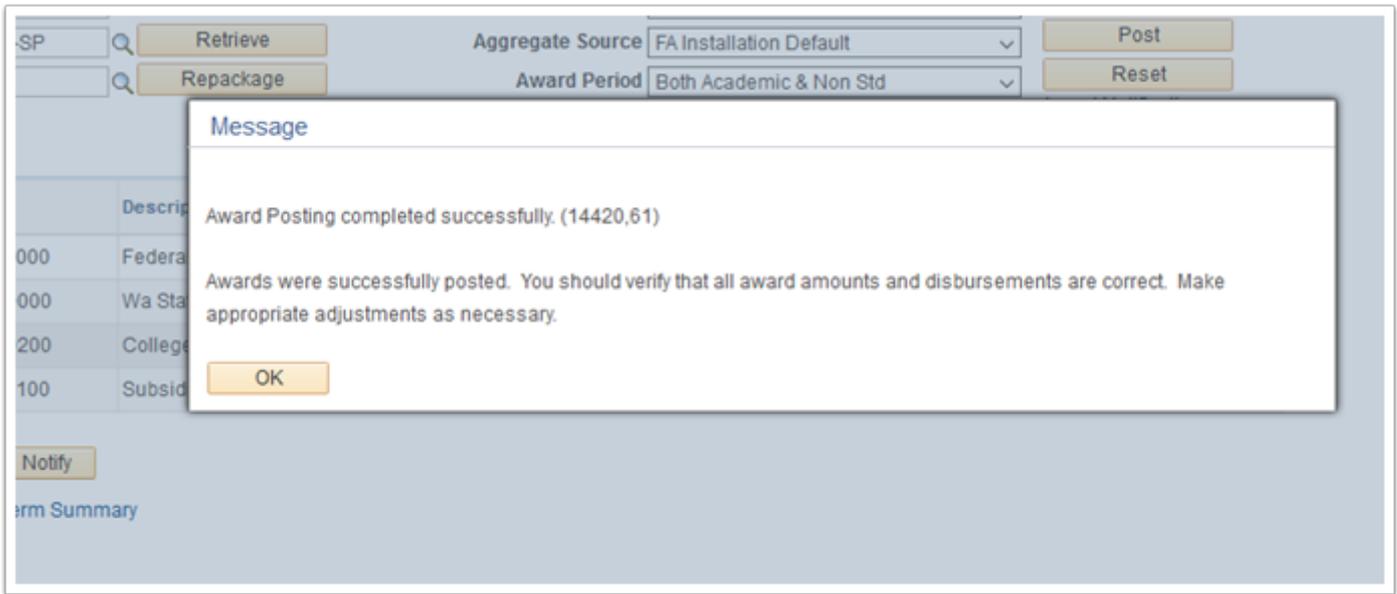
17. A message box displays.
18. Select the **OK** button.



19. The Student Aid Package tab displays.
20. Select the **Post** button.



21. A message box displays.
22. Select the **OK** button.



23. Process complete.