

## 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

 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  
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  
Award Notification

Award Status

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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Validate  
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Award Status

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	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

OK Cancel

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      Institution WA172

Aid Year 2018      2017-2018 Financial Aid Year

Career UGRD Undergrad      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

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	Disbursement
10		UGRD	911000000000	Federal Pell Grant	5,920.00	5,920.00	01	XX	Disbursement
20		UGRD	912000000000	Wa State Need Grant	3,621.00	3,621.00	01	XX	Disbursement
30	B	UGRD	912000000200	College Bound Scholarship	717.00	717.00	30	XX	Disbursement
40		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

17. A message box displays.

18. Select the **OK** button.

RD

Undergrad

WI-SP

Retrieve

Repackage

Package Status

Packaging Completed

Aggregate Source

FA Installation Default

Award Period

Both Academic & Non Std

Validate

Post

Reset

Award Notification

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

	Description
0000	Federal Pell Grant
0000	Wa State Need Grant
0200	College Bound Scholarship
1100	Subsidized Direct Loan 1

Notify

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

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

Award

Status

→

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code			
10		UGRD	911000000000	Federal Pell Grant	3,947.00	3,947.00	01	XX 	Disbursement	Message	
20		UGRD	912000000000	Wa State Need Grant	3,621.00	3,621.00	01	XX 	Disbursement		
30		UGRD	912000000200	College Bound Scholarship	717.00	717.00	01	XX 	Disbursement		
40		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

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

SP

Retrieve

Aggregate Source

FA Installation Default

Post

Repackage

Award Period

Both Academic & Non Std

Reset

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

Describe

000 Federal

000 Wa Sta

200 College

100 Subsid

Notify

Term Summary

23. Process complete.