Prepared by Disbursing Office
This replaces Administrative Procedure No. A8.857,
A8.858, and A8.859 dated July 1982

A8.857   Student Scholarship/Grant/Loan Payments

1. Purpose

    To establish procedures for processing scholarship/grant/loan
    payments to students.

2. Objectives

    To assure that proper controls are exercised in processing
    payments of student scholarships, grants, and loans.

3. Definitions

    a. Scholarship/Grants - Scholarship/grants are types of
        financial assistance available to students to defray the
        costs of a college education that do not have to be repaid.

    b. Long-term Student Loans - Long-term student loans are low-
        interest loans with long-term repayment schedules available
        to students in pursuit of a college education.

    c. Short-term Student Loans - Short-term student loans are
        generally limited loans with short-term repayment schedules
        that are available to registered, regular students. No
        finance charges are assessed on the short-term loans to
        students.

4. Applicability/Responsibilities

    a. The campus Financial Aids Office is responsible for
        determining the student's eligibility, for reviewing and
        approving student scholarship and loan applications with
        appropriate promissary note (part of application form
        processing) as applicable, and for processing the
        scholarship/grant/loan payments. The campus Financial Aids
        Office is responsible for guidelines and policies governing
        scholarship/grants, long-term student loans, and short-term
        student loans.

b. Fiscal Officers and Program Managers (Approving Authority) who approve Student Scholarship/Grant/Loan payments are responsible for compliance with applicable Federal and State laws, rules, regulations, and University policies and procedures.

c. The Disbursing Office, Accounts Payable Section is responsible to issue a check for the amount designated by the Financial Aids Office.

d. The Manoa Cashier's Office, West Oʻahu and Oʻahu Community College Business Offices are responsible to pick up their checks from the Disbursing Office, Clerical Section. Checks to the outer islands (Hawaiʻi, Kauaʻi, and Maui) will be mailed by the Disbursing Office, Clerical Section to the Business Offices. All of these offices are responsible to distribute the scholarship/grant/loan checks to the applicable students according to their procedural guidelines.

5. Procedures

a. Electronic Feeds Process

1) Refer to the Disbursing/Accounts Payable and Payroll APM A8.807 - Encumbrance and Payment Electronic Feeds to FMIS.

b. Hard Copy Process

1) The campus Financial Aids Office and corresponding fiscal officer will prepare and process FMIS-26, (Attachment 1) Student Scholarship/Grant/Loan Payment Request. List student name in alphabetical order. Prepare Form FMIS-26 utilizing proper object codes (Attachment 2). Prepare FMIS-26 for grant by types (keep one type of grant on each form). A sample is attached (Attachment 3).

2) Place an X in the New Record field of FMIS-26 whenever a student is a **first-time recipient** of a scholarship or grant. This will assist the Disbursing Office in creating a new vendor record.

3) Submit the original FMIS-26 with appropriate documents if required (short-term loans) to the Disbursing Office for preparation of the student scholarship/grant/loan check.

4) The Accounts Payable Section will pre-audit submitted FMIS-26 (for students not processed on the electronic

feed process) and data enter the transaction on-line. This transaction will issue a check on the next scheduled mechanical check run.

5) The various offices mentioned above are responsible to distribute the individual checks to the corresponding students according to their procedural guidelines.

6) For student recipients, who decide not to participate and/or cancel, individual checks will be cancelled (Refer to GALC APM A8.647, Request for Cancellation of UHGA checks.)

c. Imprest Check Process

1) Student Loans less than or equal to $500 (restricted to two weeks preceding the actual registration period to four weeks immediately following the actual registration period) may use the Imprest Checking account procedures to obtain a check promptly. Refer to APM A8.829 for Imprest Checking Account Disbursement procedures.

2) Refer to APM A8.830, "Replenishment of the Imprest Checking Account", for the specific requirements for student loan replenishment.

6. <u>Availability of Forms</u>

Supplies of the Student Scholarship/Grant/Loan Payment Request (FMIS-26) are available upon request from the Disbursing and Payroll Office.

FMIS-26

CAMPUS: ————

DATE: ____ / ____ / ____
(MM/DD/YY)

UNIVERSITY OF HAWAII
STUDENT SCHOLARSHIP/GRANT/LOAN PAYMENT REQUEST
(Shaded items represent information to be completed by Disbursing. See reverse side for instructions)

DOCUMENT NUMBER

G _____

CHECK ONE:

☐ SCHOLARSHIP/GRANT _____

☐ STUDENT LOAN _____

DEPARTMENT		ACCOUNT CODE	SUBCODE

VOUCHER NO.	NEW RECORD	SOCIAL SECURITY NUMBER	STUDENT'S NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)	TYPE	P/F/N	AMOUNT
				9		
				TOTAL		$

PREPARED BY: _____
FINANCIAL AID OFFICER   DATE

APPROVED BY: _____
FISCAL OFFICER   DATE   F.O. CODE

Origination Date: 4/11/95

Revision Date: 2/15/96

UNIVERSITY OF HAWAII
FORM INSTRUCTIONS
STUDENT SCHOLARSHIP/GRANT/LOAN PAYMENT REQUEST (FMIS-26)

PURPOSE:	To process student loan or scholarship/grant payments.

DATA ITEM	COMPLETION INSTRUCTIONS
	All fields must be completed unless noted as optional. Shaded items represent information to be completed by Disbursing. Refer to APM A8.857 for detailed policies and procedures.
CAMPUS	Enter campus code. Refer to Table A12.099.
DATE	Enter date form prepared.
DOCUMENT NUMBER	Enter 6-digit document number after "G". First 3 digits, 3-digit Fiscal Officer code. Last 3 digits are sequential control number assignment.
CHECK ONE	Check appropriate box. Process only one type of payment per form.
DESCRIPTION	Enter description of scholarship/grant or loan payment.
DEPARTMENT	Enter department name.
ACCOUNT CODE	Enter 6-digit account code.
SUBCODE	Enter 4-digit subcode.
VOUCHER NUMBER	Enter voucher number.
NEW RECORD	Enter "X" if the student is a first time recipient.
SOCIAL SECURITY NUMBER	Enter student's social security number.
STUDENT'S NAME	Enter student's last name, first name, middle initial.
TYPE	Predefined.
P/F/N	Enter "N" for direct payment. If a miscellaneous encumbrance has been issued, enter a "P" for partial payment or "F" for final payment (any remaining encumbrance deleted).
AMOUNT	Enter amount of scholarship/grant or loan awarded to student.
TOTAL	Enter total payment amount.
SIGNATURES	Signatures and dates are required by appropriate Financial Aid Officer and Fiscal Officer.

> Submit the original Student Scholarship/Grant/Loan Payment Request
> to the Disbursing Office after approvals have been obtained.

SCHOLARSHIP/GRANTS/LOANS
LIST OF SUBCODES

Type of Pymt	Subcode Type	Purpose	Tax Status	Account Code	Sub Code	Non reportable	Reportable
LOANS	ACCOUNT CONTROL	SHORT TERM LOANS	N/A	XXXXXX	1410	X	
	ACCOUNT CONTROL	FEDERAL LOANS	N/A	XXXXXX	1421	X	
	ACCOUNT CONTROL	SHEL LOANS	N/A	XXXXXX	1431	X	
	ACCOUNT CONTROL	FACULTY LOANS	N/A	XXXXXX	1471	X	
SCHOLARSHIPS, GRANTS IN AIDS	OBJECT CODE		US Citizen/ Resident Alien	XXXXXX	6500	X	
			Foreigner/ Non resident Alien	XXXXXX	6503		X
TUITION & FEES	SOURCE CODE	Undergraduate, Resident	N/A	XXXXXX	*0010	X	
		Undergraduate, Non Resident	N/A	XXXXXX	*0011	X	
		Graduate, Resident	N/A	XXXXXX	*0020	X	
		Graduate, Non Resident	N/A	XXXXXX	*0021	X	
		General Registration	N/A	XXXXXX	*0030	X	
		Course	N/A	XXXXXX	*0031	X	
		Student	N/A	XXXXXX	*0032	X	

Note: Reportable sub code 6503 will be reported on the IRS 1042 form. (Annual Withholding Tax Return for U.S. Source Income of Foreign Persons)

* These source codes will only be used by Manoa tape feed process.

FMIS-26

CAMPUS: HI

DATE: 07 , 01 , 96
(MM/DD/YY)

UNIVERSITY OF HAWAII
STUDENT SCHOLARSHIP/GRANT/LOAN PAYMENT REQUEST
(Shaded items represent information to be completed by Disbursing. See reverse side for instructions)

DOCUMENT NUMBER

G 056122

CHECK ONE:

X	SCHOLARSHIP/GRANT	PELL GRANT
	STUDENT LOAN	

DEPARTMENT	ACCOUNT CODE	SUBCODE
UH HILO	320566	6500

VOUCHER NO.	NEW RECORD	SOCIAL SECURITY NUMBER	STUDENT'S NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)	TYPE	P/F/N	AMOUNT
	X	XXX-XX-XXXX	BUTLER, Cameron	9	N	198.86
		XXX-XX-XXXX	CHOW, Elden		N	452.53
		XXX-XX-XXXX	FUAMATUA, Tony		N	362.19
	X	XXX-XX-XXXX	SMITH, Karen		N	449.12
		XXX-XX-XXXX	THOMASON, Aaron		N	179.03
				TOTAL		$ 1641.73

PREPARED BY: _John Doe_ 07/01/96
FINANCIAL AID OFFICER DATE

APPROVED BY: _Bill Brown_ 07/01/96 001
FISCAL OFFICER DATE F.O. CODE

Origination Date: 4/11/95

Revision Date: 2/15/96