

Introduction

The Notice of Award (NOA) is used for processing stipends and tuition for undergraduate, graduate, and doctoral students. This process will give the colleges/departments a more efficient way to ensure students are paid in a timely manner. All colleges and department awarding stipends and/or tuition/fee payments will use the NOA when submitting payment information for each academic year to the Student Financial Aid and Scholarship Office.

Share Point Public Folders

The NOA forms are available on the Share Point Public Folders and can be filled out online for appropriate routing.

To access the revised forms on Share Point, follow these steps:

1. Go to <https://utsacloud.sharepoint.com/sites/publicfolders/default.aspx>
2. Login using your university abc123 and passphrase
3. Click on Financial Aid Scholarship Office Folder
4. Click on the Notice of Award applicable to the aid year that you are submitting the request. To edit: Click on 'Edit in Excel' and select 'File' and 'Save As' to make changes.
5. Note that you will enter information about the student but you will not be able to save the file. Once you have entered the data on the form, save the form and then you will reset for the next student.
6. You will need to complete a form for each student

Special Note: A scholarship is taxable to the extent it exceeds the amount paid for tuition, required fees, and books. The student scholarship tax rate is 14%. Tax relief may be available to students who are eligible for tax treaty benefits based on the active treaty between the US and the student's citizenship home country. If taxes are to be deducted, Payroll will have the taxes automatically deducted at the time of the stipend payment to the student. If tuition only is paid for international students, regardless of the account/speedtype used, the form does not route to Payroll, but goes directly to the Research Service Center.

Timeframe for Submitting Stipends/Tuition and Fee Payments:

Notice of Awards listing payments for the entire academic year should be submitted through the routing chain no later than June 1st to ensure payments will fit within the students' cost of attendance/need. This will also allow the scholarship office time to process/award to ensure funds will disburse on time at the beginning of the semester. Please note that late submission of awards may result in disbursed loans having to be reduced or cancelled in order to fit a departmental award within a student's cost of attendance. Instead of a student receiving additional money, the award will be used to pay off the balance that may occur as a result of the loan reduction or cancellation. *Departments are strongly encouraged to advise students receiving stipends that financial aid already awarded may need to be adjusted.*

Changes to amount or account:

Changes to amounts or account numbers must be approved by the PI/PD or Division Director. Therefore, a new NOA indicating the action type and effective date must be submitted through the approving and processing channels. Changes should be as minimal as possible to avoid disruption in the payment process. Switching from one account to another should be done prior to the upcoming disbursement so that detail codes can be switched and the correct account is debited for the payment to the student. If changes are made after the fact, it will likely result in reconciliation issues for the accounts.

Direct Deposit

Students are strongly encouraged to set up direct deposit to ensure timely payments. Student can set up direct deposit through ASAP. Students who do not sign up for direct deposit will have a refund check mailed to their most recent address on file and it can take several extra business days for them to receive their funds.

Important Note about Stipends and Outstanding Tuition and Fee Charges:

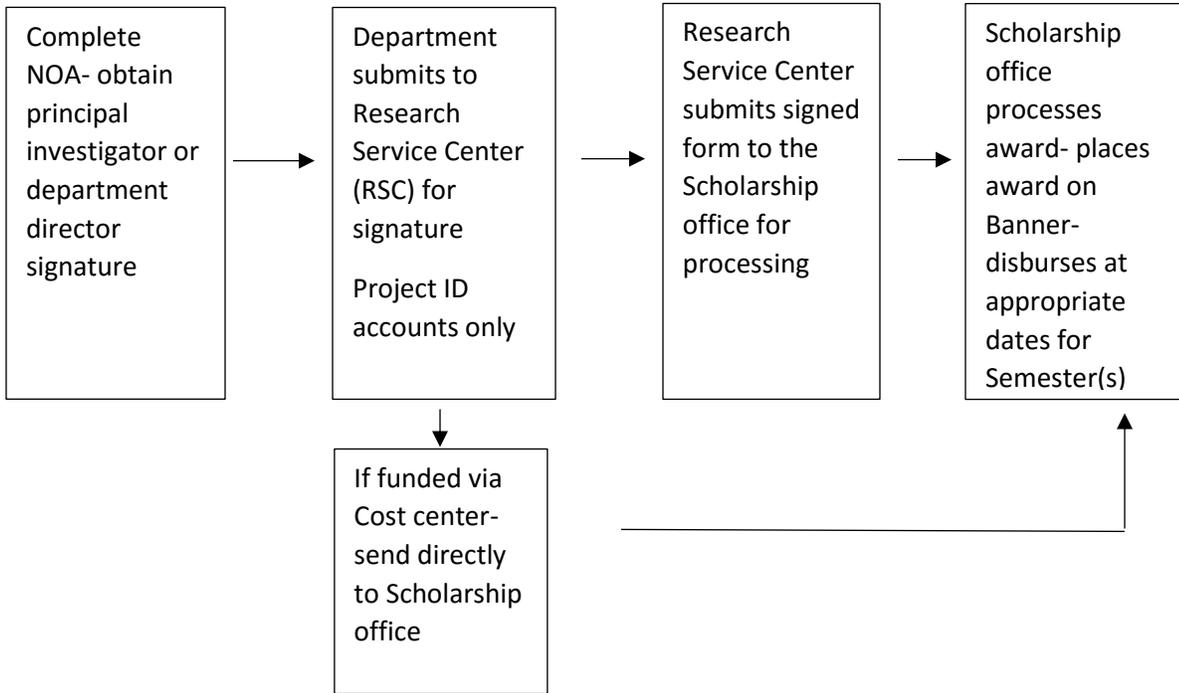
Students who fail to pay their full tuition and fees balance are subject to various actions at the discretion of the University, including denial of readmission and withholding of transcripts, degree and grades, facilitated by the placement of a university hold on the student record. Due to volume, the Scholarships Office cannot guarantee that any NOAs submitted after June 1st will be processed by the payment deadline. Departments should encourage students to pursue an Emergency Tuition and Fee Loan to hold the students' classes if the department is submitting their NOAs after June 1st.

UTSA reserves the right to apply a student's stipend to any outstanding balance due at the time of the disbursement.

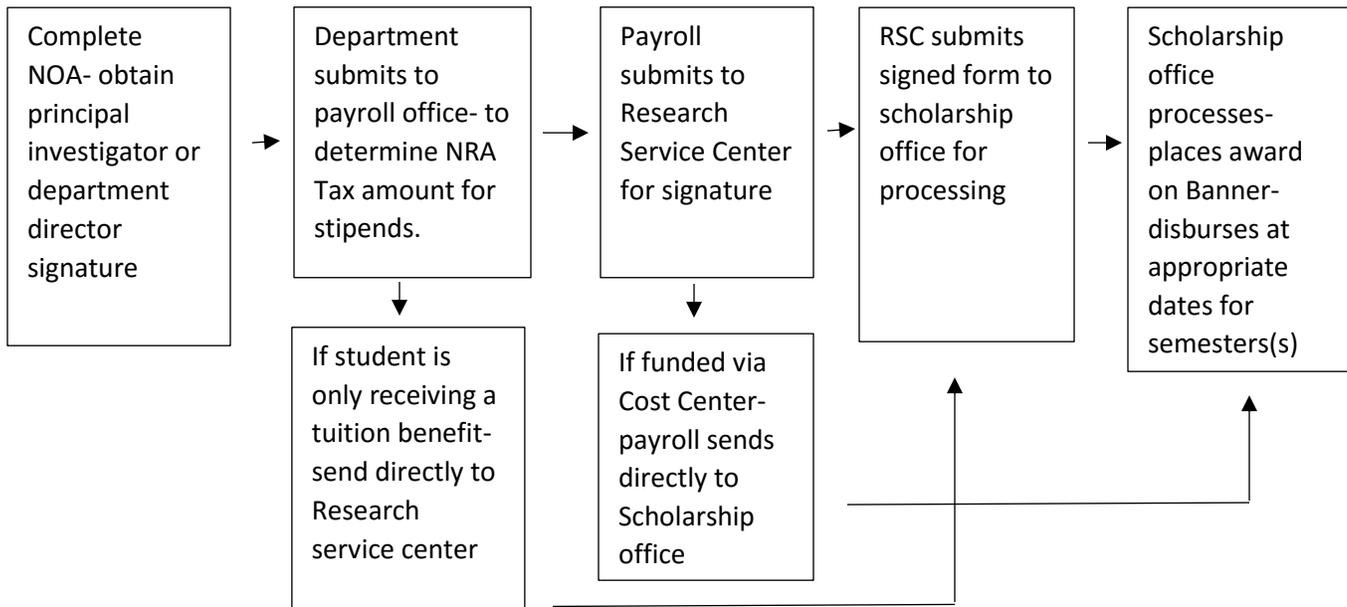
However, the department may request an exception be granted so that a student with an outstanding balance can receive all or a part of their stipend prior to their balance being paid in full. The department must identify circumstances beyond the students' control that necessitates their need for delay of repayment of their student obligation. This exception will not be granted for every student receiving a Stipend or for every payment to a single student. To submit a request for consideration of an exception to this policy, send an e-mail to the Student Information System Financial Accounting Manager along with the reason the exception may be warranted. Please submit 2-3 business days in advance of the scheduled payment to allow processing time

Document Routing Flowchart

U.S. Citizen



International Student



Completing the NOA Form

Departments are required to complete a NOA for each student receiving an award and route to the appropriate areas for signatures and processing. All applicable fields must be completed to capture information needed by Payroll, Research Service Centers and the Scholarship Office. When completing the forms, please pay attention to the lines with drop down boxes from which a selection is made. Please do not submit any forms where the award period overlaps fiscal years as Banner is set up to handle one fiscal/academic year at a time. For example, if a department awards a student for spring 2018 and summer 2018 and will then award again for Fall 2019, a separate form will need to be submitted for Fall 2019 because it is part of a new fiscal/academic year. Forms submitted to the approving agency with any of the areas left blank will be considered incomplete and returned to the originating department.

Student Information:

The college/department is required to complete all of the fields in the Student Information Portion of the Form. The Scholarship Recipient and Student ID will need to be completed manually and the Student Status and Citizen Status can be selected from drop down options. *It is important to select the appropriate tab for routing purposes.*

STUDENT INFORMATION

Scholarship Recipient: _____ Student ID @ _____
Student Status: _____ Citizen Status: _____

Award Details:

This portion of the form addresses the specifics details of the award. The Scholarships Office awards and monitors the disbursement of the awards based on the details in the section of the form.

- **Type of Request:** This serves as an indicator on the type of request being submitted
- **Date:** This is required in the event that there are multiple submission for the same students and helps us determine the most current request.
- **Request for In-State Tuition:** The selection of this tab determines if the student is pursuing In-State Tuition or not. Not every out of state student is eligible for the out of state tuition waiver. *Any request for a waiver must be supported with documentation that your department received from the VPSA Office confirming that the request account associated with this request has been approved as competitive before we will request for the waiver to be applied.*

AWARD DETAILS

Type of Request: _____ Date: _____ Request for In-State Tuition:* _____

*Out of state tuition waivers must be supported with documentation that your department received from the VPSA Office confirming that the requested account associated with this award have been approved as a competitive scholarship. GRFP (NSF) Fellows are approved for In-State tuition.

Eligibility Requirements:

This must be completed to allow the Scholarships Office to apply and monitor the award in accordance with the eligibility requirements of the department. Any submission with this information left incomplete will be returned to the department for completion. Only the minimum allowable GPA and minimum enrollment hours need to be indicated, not the students actual GPA or enrollment. For example, if a department doesn't want this to pay for anyone with less than a 2.5 and less than 6 hours, the form would be completed as follows:

Minimum Eligibility Requirements (must be completed)	
Provide the minimum GPA & minimum hours of enrollment that your department requires for this student to remain eligible for this award.	
GPA:	<u>2.5</u> (if there is not a minimum GPA, type "No minimum.")
Fall Enrollment Hours:	<u>6</u>
Spring Enrollment Hours:	<u>6</u>
Summer Enrollment Hours:	<u>6</u>

Tuition/Stipend Details:

This portion of the form has been enhanced to provide departments with the ability to provide multiple speedtypes on a single form without have to provide a revision later in the year. The award amount, speedtype, and project title must be completed for the applicable semesters. Stipend payment options have been updated to include an "other" option which gives the department an option to specify custom disbursement dates.

Tuition and Fees			
Fall 2017: \$	<u>3,400.00</u>	Speedtype <u>CBA312</u>	Project Title <u>Research Tuition</u>
Spring 2018: \$	<u>3,700.00</u>	Speedtype <u>MBH546</u>	Project Title <u>Research Tuition</u>
Summer 2018: \$	<u>-</u>	Speedtype _____	Project Title _____
TOTAL	\$ 7,100.00		

Stipends			
Fall 2017: \$	<u>7,000.00</u>	Speedtype <u>CBA312</u>	Project Title <u>Research Stipend</u>
Spring 2018: \$	<u>9,000.00</u>	Speedtype <u>MBH546</u>	Project Title <u>Research Stipend</u>
Summer 2018: \$	<u>-</u>	Speedtype _____	Project Title _____
TOTAL	\$ 16,000.00		

Stipend Payment Options	
Lump Sum	_____
Monthly Payments	_____
Other	<u>X</u> (provide details in comments section)

Comments/Special Instructions for the Scholarships Office
<u>Please pay the stipend in two disbursements in the Fall (September 1st and November 1st).</u>

Department Information/Approvals:

Department info and contact information needs to be completed in order to determine the originator of the request. The approvals signature ensures that all applicable parties have approve the award. The Research Service Center signature is required for Project ID's only.

DEPARTMENT INFORMATION		APPROVALS	
Department:	_____		
Department Contact:	_____	Signature of PI/PD or Division Director	Date
Department Contact Phone:	_____		
		Research Service Center (for project ID's only)	Date

There is a portion of the form applicable to international students only. Only stipend payments that exceed tuition and fee charges need to be sent to Payroll for a signature.

Example 1: an international student only being awarded Tuition and Fees would *not* require a signature from payroll.

Example 2: an international student being awarded Tuition and Fees and a stipend would require a signature from payroll.

COMPLETE FOR INTERNATIONAL STUDENTS ONLY			
Country of Citizenship:	<input type="text"/>		
Visa Type:	<input type="text"/>	Payroll Signature (Only for stipend payments)	Date

The Scholarships Office is the final department that the form is routed to. The bottom portion of the NOA form is reserved for the internal notes from the Scholarships Office and does not need to be completed by departments.

FOR SCHOLARSHIP OFFICE USE ONLY			
Tuition Fund Code:	_____		
Stipend Fund Code:	_____	Scholarship Office Signature	Date