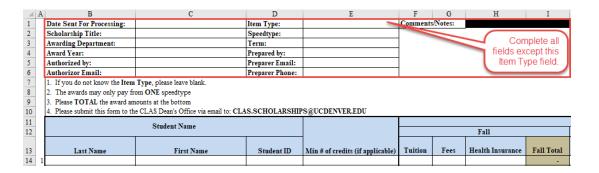
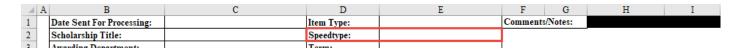
Purpose: The purpose of this document is to delineate the process for submitting scholarships to the Dean's Office finance team for processing. Screenshots and step-by-step instructions are included herein. This document proceeds following the selection of students to receive a given award.

- O) Awards to be processed should be received via email with the award name and relevant term(s) in the subject line. Additionally, the award's approver (e.g. Department Chair, Scholarship Committee Chair, etc.) should be cc'd on the email and a description of the award should be included in the body of the email. Emails should be sent to:
 - a. CLAS.SCHOLARSHIPS@UCDENVER.EDU
- 1) Upon selection of the student(s) to receive the award(s), complete the Scholarship & Award Form. ONLY ONE SPEEDTYPE CAN BE USED PER FORM. All boxes in lines one through seven should be completed with the exception of the "Item Type:" box. Forms missing any data will not be processed and returned to the original emailer for completion.



2) Ensure the Speedtype identified on the form has sufficient funds in its Available Balance by checking CU-Data using the Operating Summary or it cannot be processed.

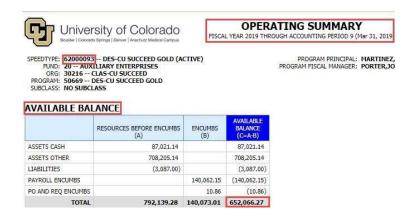


This will also be visible at the bottom right of the form:

-	-		-	-	-
-	-		-	-	-
-	-		-	-	-
-	-		-	-	-
_	200.00		-	-	200.00
			**TO CH	E ^	

CLAS Finance & Accounting Scholarship Submission Process Walkthrough

From CU-Data Operating Summary:



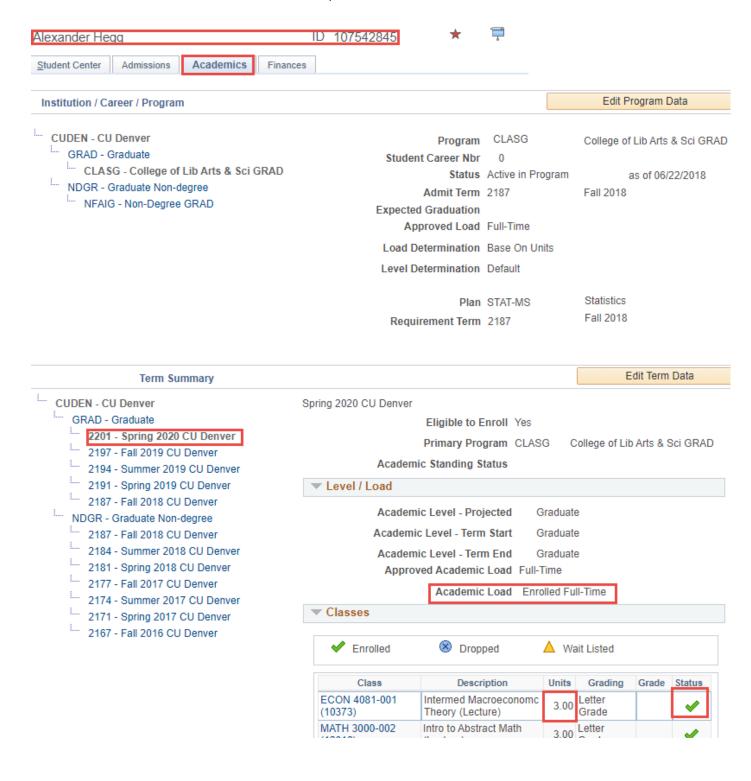
3) Ensure each student receiving a given award is enrolled in the relevant term and has been billed by checking within CU-SIS. Additionally, ensure other additional requirements are met as needed (e.g. minimum credit enrollments, specific course enrollments, etc.)

4. Please submit this form to the CLAS Dean's Office via email to: CLAS.SCHOLARSHIPS@UCDENVER.EDU

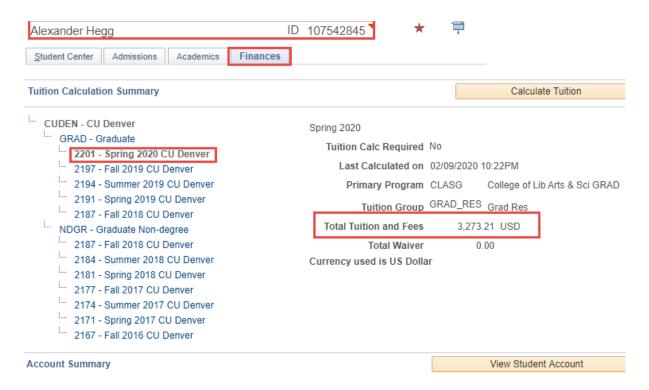
Student Name				Fall			
Last Name	First Name	Student ID	Min # of credits (if applicable)	Tuition	Fees	Health Insurance	Fall Total
Hegg	Alexander	107542845	3	-	200.00		200.00

CLAS Finance & Accounting Scholarship Submission Process Walkthrough

Check enrollment status and other requirements:



Check Billing Status:



4) Assuming the speedtype has sufficient funds and the recipient(s) are enrolled, billed, and eligible, awards will be submitted within two business days of receipt by the Dean's Office finance team. Additional delays are possible during the first two weeks of a term given the high volume of forms received at this time.

Notes:

Typical award timeline following receipt of the correctly completed Scholarship & Award Form:

a. Dean's Office Processing: 2 Business Days (longer in early part of term)

b. Scholarship Office Processing: 1-4 Business Days

c. Bursar Office Processing: 1 Business Day (when award hits student's account)
 d. Finance System Appearance: 1 Business Day (when award hits the speedtype)
 As can be seen above, provided no issues arise, a typical award can be expected to take between five and eight business days.

ii) Awards submitted for disbursement in a future term will be processed in usual timely manner indicated above regardless of the student(s) enrollment status, but the Dean's Office finance team will check the student's enrollment status in the disbursement term. Any issues will be communicated to the email that originally submitted the award.

CLAS Finance & Accounting Scholarship Submission Process Walkthrough

- iii) Awards designed to fully fund a student's tuition and/or fees must be submitted after the relevant term's census date in order to avoid errors due to the student's changing bill.
- iv) Awards being paid from a grant or sponsored project speedtype (630XXXXX, 631XXXXX) will first be forwarded to the CLAS Post Award Specialist (Elizabeth Lee) to ensure the respective grant/sponsored project budget allows for the payment of student support. This may delay the award an additional business day.
- v) If submitting a new award, an additional step must be completed by the Bursar's Office which can take 1-10 business days before the Scholarship Office can begin processing the award.
- vi) If an award is submitted after a student's bill is due, they may be assessed service charges and/or late payment fees. These may be waived on a case-by-case basis provided a sufficient reason is provided. Note: These fees can only be waived if all other charges on a student's bill have been paid.
- vii) Scholarships awarded through the ScholarLynx platform require a student to Accept an award offered to them. Additionally, should they accept it **they must complete the post-acceptance Thank-You process within ScholarLynx.**
- viii) Awards that exceed a student's outstanding balance at the time the award posts to their bill will automatically generate a refund to the student and cannot be applied to other terms or bills.