Office of Financial Aid

2025-2026

Scholarship Administration Guide

UNIVERSITY of
SOUTH FLORIDA

OFFICE OF FINANCIAL AID
Contact Us | 813-974-4700 | www.usf.edu/financial-aid/

Introduction

The scholarship deadlines are intended to leverage scholarships for recruiting new students and retaining current students with the added goal of lowering student loan debt.
Through this administrative guide, you will be shown how the Office of Financial Aid (OFA) provides tools and services that can aid you in complying with the deadlines and optimizing the use of USF resources.

Cost of Attendance (COA)

The cost of attendance is established annually to cover tuition and fees, housing, board, books, supplies, transportation and miscellaneous expenses incurred by students attending USF. The cost of attendance varies based on the following criteria:

- Campus
- Grade Level (undergraduate/graduate/professional)
- Florida Resident status for tuition purposes (In-State/Out of State)
- Housing arrangements (i.e., on campus, off campus, w/parents)

For purposes of awarding scholarships and providing students financial aid packages, a student's need is calculated by subtracting the Student Aid Index (SAI) from the Free Application for Federal Student Aid (FAFSA) minus the assigned cost of attendance (COA).

Stacking Policy

A financial aid package includes all aid awarded to a student (e.g., grants, scholarships, loans, Federal work-study, tuition waivers and 3rd party contacts).

- If a USF scholarship is offered before a student is packaged with aid based upon the FAFSA or other aid with restrictions, the award will be approved up to the amount requested, provided the student is otherwise eligible.
- If a student is packaged with aid that has restrictions, other aid offer(s) may be reduced/replaced.
- The priority order for removing USF restricted aid is as follows:
  - Funds from the five-year plan
  - College/departmental E&G funds
  - USF Foundation funds
- USF colleges/departments should create a list of alternate students eligible for scholarship(s) in case the original recipient's award must be revised due to the receipt of other aid which cannot be reduced/replaced.
- If a non-USF scholarship/resource is awarded after the student has been packaged, and the student is not receiving any need-based aid or otherwise restricted aid, the student's cost of attendance may be exceeded by the amount of non-USF scholarships/resources.

List of Scholarship Services OFA Provides

The following services are available to help you in managing your scholarships:

- Financial Aid fund code set up includes.
    - Creating new and updating existing fund codes/scholarship expense chart fields.
    - Setting up disbursement requirements for each fund (e.g., full or part time enrollment).
    - Set up scholarship terms and conditions, "Thank you" letter requirements, and fund comments in OASIS.
- Banner Enhanced Access: My USF -> Business Systems -> OASIS (Staff)
    - Access requires completed Banner, BDM, and Degree Works Access Request and FERPA training must be completed in GEMS.
    - Access to additional Banner Financial Aid pages.
    - Access to export spreadsheets from Banner Financial Aid pages to assist with awarding and payment reconciliation by aid year, fund, term.
    - Thank you letter tracking in Banner.
    - Permission to input new scholarship awards directly into Banner Financial Aid pages.
- Scholarship Power BI Workspace Access: My USF->Email & Teams-> USF Office 365->Apps->Power BI->Workspaces
    - Fund Monitoring – All funds, scholarship name, fund code, disbursement requirements.
    - Fund Reconciliation – All students awards; paid vs. unpaid, enrollment status, Terms and Conditions (T&C)/Thank You Letter (TYL) requirements.
    - Scheduled daily updates are Monday – Friday.
- More information can be found at [Scholarship Administration](#) > Reports.
- AwardSpring training to help with setting up scholarships to meet the fund purpose, maintaining scholarship committee information to review, score, and select student applications for various scholarships.

Role of College & Department in Scholarship Awarding

USF colleges or departments are responsible for contacting the Office of Financial Aid to:

- Establish new scholarships or grants.
- Manage existing scholarships/grants (e.g., updating T&C text, expense chart fields).
- Requests staff to access OASIS > Banner, enhanced Banner functionality (if applicable), and access to college Power BI workspace for the purpose of scholarship administration. More information regarding how to obtain access to any OFA reporting tools can be found at [Scholarship Administration Reports](#).
- Submit payment requests following the OFA scholarship processing deadlines and complete fund reconciliation by any provided deadline.

Establishing a New Scholarship or Research Grant

To ensure compliance with all federal and state regulations, all scholarship awards must be disbursed through the student's University account. Therefore, scholarship or grant funds will not disburse directly to students or to a 3rd party on behalf of a student.

Step 1: Determination of Scholarship/Grant Management

The college/department determines how the scholarship or grant will be awarded. This process will be managed by the awarding unit or submitted to OFA via a spending plan (fund cannot require a thank you letter). If the scholarship should be awarded and managed by OFA, an approved spending plan for each scholarship will be required. Contact a member of the Scholarship Team for more information regarding spending plans.

Payments to individuals may be processed via OFA, Purchasing/Accounts Payable, Travel, or Payroll. Processing will depend on the nature of the payment and the relationship between USF and the recipient. Additional information regarding specific payment categories is provided via the link below. Please refer to the following site for additional information: Online Business Processes

Step 2: Setting Up a New Financial Aid Fund Code

Complete the **New Fund Code Form** to create a financial aid fund code used to disburse any scholarship/grant to students through OASIS/Banner Student Production (PROD). The scholarship forms can be found here: Scholarship Administration > Scholarship Forms.

To complete the form, be sure to do the following:
1) Identify Accountable Officer
2) Establish the name of the award.
3) Identify/establish FAST accounting entries and chart fields (non-USF Foundation scholarships/grants only).
4) Identify awarding and disbursement rules, if any, per the donor agreement. Disbursement rules can be created for data monitored in Banner PROD (e.g., academic major, department, GPA).

As indicated on the form, USF Foundation scholarships/grants need to be sent to a USF Foundation administrator to be signed and the USF Foundation sends the form to OFA. For non-USF Foundation programs, the form is sent directly to OFA.

OFA will coordinate with the University Controller's Office in creating a financial aid fund code once the form(s) is received. This process typically takes (5-7) business days. The college/department contacts listed on the form will be notified via email when the fund code is ready for use. Please use the contact information listed on the form if you have any questions.

Step 3: Setting Up Scholarship Terms & Conditions and Fund Messages

Scholarship terms and conditions (T&C) can be created by the college or department and are electronically displayed and accepted on students' OASIS accounts. The T&C is an unsatisfied requirement in OASIS and will prevent disbursement until accepted.

Terms and conditions must be set up or updated prior to the submission of the initial payment request for that fund. If T&Cs are submitted after awards

have been made from a fund, OFA will not be able to create/update the T&C until the following award year.

For non-renewable scholarships, posting fund messages in OASIS is an option that allows students to read any requirements/disbursement rules, such as minimum enrollment. This is an option for unique funds that disburse before requirement(s) can be satisfied, such as attending a donor luncheon.

Step 4: Setting Up Requirements for "Thank You" Letters to the Donor

Scholarships might require that students write a "Thank You" letter (TYL) to the donor before they can receive their scholarship disbursement. The TYL requirement will be posted in OASIS, and students will be directed to send their letters to an email address listed in the T&C text. If the letter is directed to the Office of Financial Aid, then the letter will be scanned into our database - BDMS, and the original is sent to the appropriate awarding unit.

If a unit requests that the letter be sent to their USF office or email address, then the college/department/unit will be required to submit an Excel spreadsheet with the students' name, UID, aid year, scholarship name, and financial aid fund code to the Office of Financial Aid scholarship thank you letter email inbox (SCHTYL@usf.edu) for processing. This information must be submitted to OFA so that Banner can be updated for disbursement.

Thank you letter requirements must be set up or updated prior to the submission of the initial payment request for that fund. If thank you letter requirement requests are submitted after awards have been made from a fund, OFA will not be able to create/update the requirement until the following award year.

Step 5: Scholarship/Grant Uncashed Refund Check Policy

When the payment from a scholarship/grant fund results in the student receiving a refund check, and the check is not cashed by the student then:

- The OFA default policy is to return the uncashed check amount to the scholarship fund.
    - Colleges/Departments will have to submit a payment request to have the returned amount reissued to the student.
- The other option is to remit any uncashed funds to the State of Florida as abandoned property. The student will have up to up to (5) years to reclaim these funds from the State Fla Stat. § 717.105 (2014).

Managing Existing Scholarships/Grants

Complete the Update Fund Code Form to update an existing financial aid fund code. The Update Fund Code Form can be found here: Scholarship Administration > Scholarship Forms. This form allows you to edit/update an existing financial aid fund code.

Payment Request Process via OFA

If your college/department has decided to award your funds, please follow the instructions below.

1) Select students to receive funds. You can use the OFA reports to assist with the selection process. Please note that eligible students must be actively enrolled at the time of disbursement.
2) Complete the Scholarship Payment Request Form, and scan and follow all directions listed on the form for proper submission. Awards are normally posted within (10) business days of receipt of the completed form. Please adhere to all scholarship processing deadlines.
3) Please use the Special Instructions section on the form to let OFA know of any enrollment exceptions, study abroad program information, or disbursement date specifications.
4) Colleges/Departments should monitor awards and payments from the Power BI report associated with their awarding units.
5) If the scholarship requires a T&C and/or TYL in Banner, OFA will send an automated email notice to the student's USF email address to inform them to satisfy the requirements.

Please contact a member of the OFA Scholarship Team, with any payment questions.

Cancellation/Reduction Requests

The Scholarship Cancellation/Reduction form is available for units who need to cancel and/or make corrections to scholarship amounts that have been paid in Banner PROD. Please note: The awarding unit is responsible for notifying the students of these types of changes.

*NOTE: If an awarding unit is using the cancellation/reduction form to move funds from one fund to another, a payment request form is required to pay the student(s) from the correct fund. The two forms should be submitted at the same time. Incorrect submissions may result in a student being paid twice or being billed with no award to replace it.

Confidentiality

According to the Family Education Rights and Privacy Act (FERPA), schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Additional information, such as GPA, earned hours, and scholarships cannot be disclosed unless the student agrees and signs to allow third parties to view their information, such as the donor. A student release may be authorized via a scholarship application or terms and conditions.