

# Scholarship Notification Document (SND) Instruction Guide

*Failure to complete SND properly may result in student not receiving payment. SFA will return SND to the department when errors are found.*

***SNDs received by SFA less than 1 week prior to Fee Payment Deadline may not be processed in time for a Tuition/Fee Deferment & student may be assessed a \$100 Late Fee***

1. **Department Flex #:** Ten-digit alphanumeric account number assigned by University Bursar to the specific departmental scholarship account from which funds will be paid. Always begins with “7603” for scholarships. Imperative that correct account number be provided. No additional numbers on this line except Flex Account #.
2. **Name Of Scholarship:** Name of the scholarship *as it appears in UF Item Type Table*. This is critical in order for SFA to process the SND. A separate SND is required for each different named scholarship. **(See Page #3 of these instructions for process to find the correct scholarship name).**
3. **Check whether “Financial Need” is part of the Donor Restricted Criteria.** If “Need” is checked ‘YES’ you are required to contact Student Financial Affairs to confirm undergraduate recipients meet financial “need” as defined by UF. (See *Management of Donor-restricted UF Scholarships* at <http://www.sfa.ufl.edu/faculty-staff/scholarship/> )
4. **Authorized Signature:** Signature of person authorized to release scholarship funds (usually the dean or department chairperson).
5. **Department Contact Person:** Person who prepared the SND and who can generally answer questions about information on the SND.
6. **Campus Address:** Campus P.O. Box for the department contact person.
7. **Contact E-Mail:** E-mail address for the department contact person.
8. **Contact Phone:** Phone number for the department contact person.
9. **Date Prepared:** Date the form is completed.
10. **Special Processing Instructions to SFA:** Include special processing instructions for SFA. Do not include internal departmental notes you need for your own records. You can add that to the copy you are keeping for your own files after the SFA copy has been printed. If no instructions in #10, awards will be set up to automatically pay on the next automated payment date. **(See Page #2 of these instructions for examples of common scenarios requiring special instructions.)**
11. **UFID:** List each recipient’s UFID number on a separate line. **Double-check for accuracy!**
12. **Student’s Name:** Last name first and first name last. This must be the name under which the student is listed with the Registrar. **No Nicknames!**  
**For #13 – #16, see Page #2 of these instructions for examples of how to complete these columns when original amounts need to be increased or decreased.**
13. **Fall:** The total amount to be paid for fall term.
14. **Spring:** The total amount to be paid for spring term.
15. **Summer A:** The total amount to be paid for summer A term.
16. **Summer B:** The total amount to be paid for summer B term.
17. **Less Than Full-Time Enrollment:** Students are required to be enrolled full-time to receive scholarship payment. If not enrolled full-time, but eligible for payment, you must indicate in #17 the minimum # of enrolled hours you require. If fulltime enrollment required, leave #17 blank. No zero hours permitted.

**International Student Awards:** Scholarships awarded to students classified as Non-Resident Alien (NRA) require additional review by the UF Tax Services Office. Please advise your NRA students to watch for email from the Tax Services Office detailing additional paperwork or signatures they may be required to submit before award can be paid. If the award must be taxed, SFA will process as Additional Pay via an ePAF in the UF payroll system and do a general ledger transfer of funds out of your flex account to an NRA special flex account. Additional time is required for all the necessary paperwork and review so payment to student will be delayed.

## 2016-2017 Scholarship Notification Document (SND) Instructions

### Important Notes and Helpful Hints

#### #10 – Special Instructions to SFA – Additional tips on how to use this field

Notifying SFA as early as possible about pending scholarship awards helps the student in 2 important ways.

- A Tuition and Fee Deferment can be processed in time by the Bursar (avoids late fees or being dropped from classes)
- Other financial aid can be adjusted (if needed) before it is disbursed to the student, thus avoiding a student having to repay previously disbursed aid.

#### Is Scholarship Ready to Pay or Just a Notification to SFA?

- If scholarship is approved to pay fall and/or spring, **leave #10 blank** and award will be set to automatically pay at the first available payment opportunity.
- If you don't have your money transferred yet, it is okay to send the SND. Just **leave #10 blank** and then transfer funds before the term begins and payment will automatically occur when the money is in the flex account.
- To notify SFA of a scholarship you are not ready to automatically pay, use one of the following instructions: “**Award Only – Do Not Pay**” or “**Information Only**”
  - Scholarship will never pay until a new SND is submitted for the appropriate semester
  - Special instructions on the new SND would be “**Pay Fall**” or “**Pay Spring**”
  - Typically used when the recipient must meet a specific requirement before payment will be authorized
    - scholarship requires a minimum GPA at end of fall before spring can be paid, or
    - student must submit a department acceptance form and donor thank you letter or scholarship will not be paid
- If scholarship award is for both semesters, but you only want to authorize fall as ready to pay, use this instruction: “**Pay Fall - Award Only Spring**”
  - This instructs SFA to set up the award for both semesters but only pay fall at the first appropriate time; spring would never pay without a new SND.
  - When ready to pay spring scholarship, send a new SND
    - Do not include the fall award amounts. Leave fall column blank
    - Add Special Instruction: “**Pay Spring**”

#### Does Scholarship Need to be Increased or Decreased?

- How to **INCREASE** a previous award
  - Prepare a new SND
  - Add the increased amount to the original amount for the grand total the student should now have for the semester  
**Example:** Original award was \$500.00. An additional \$1000 needs to be added. Amount on REVISED SND = \$1,500.00  
  
**IMPORTANT** – Add a comment in #10 to indicate you are increasing the award from one amount to another. This helps us recognize that the new amount is the combined total of the original plus the additional. Example: #10 - **Increase from \$500 to \$1500**
- How to **DECREASE** a previous award
  - Prepare a new SND (Please do not include multiple students on same revised SND unless all reduction amounts are the same).
  - In the appropriate semester column, type the amount the student is supposed to have instead of the original amount awarded  
**Example:** Original award was \$1,500.00 but should have only been \$500.00. Amount on REVISED SND = \$500.00 (\$1,500.00 - \$1,000 = \$500.00)
  - Add a comment in #10 to indicate the change  
  
**IMPORTANT** – If the original award has already been paid to the student, you must indicate in #10 (Special Instructions to SFA) the dollar amount the student must repay. Example: **Original \$1,500 award incorrect – must repay \$1,000**

- Instructions for decrease situations can be varied and depend on whether the original scholarship has already paid or not --- we just need something to help us know that the amount now on the SND is the revised total the student is entitled to receive for the semester (not just the dollar amount of the decrease) and how much the student must repay.

**Example comments for a decrease:**

- Error – Award only \$500 for fall
- Cancel – Wrong Student (or Wrong Scholarship Awarded)
- Cancel - Must repay entire \$1500
- Decrease from \$1,500 to \$500 – Must repay \$1,000

## How to Find Correct Scholarship Name within a Flex Account for the SND (Critical)

To determine which scholarships currently exist in the flex accounts you manage for your department and for the Scholarship Name as it should appear on the SND, please go to the following link for a complete list: <http://eagle.sfa.ufl.edu>. Once there, click on “[here](#)” in the very last section on the screen (see example below):

**Financial Aid ItemType** database search available [here](#).

On the next screen, type your Scholarship Flex Account # in the **DEPTFLEX** field and hit Start Search

### SFA Item Type Search

Enter or select from the popup menus your search criteria and then click the "Start Search" button.

Item Type

Description

KeyWord1 ☐ Any  
☐ Federal  
☐ Institutional  
☐ Other  
☐ Private  
☐ State

KeyWord2 ☐ Any  
☐ Grant  
☐ Loan  
☐ Scholarship  
☐ Waiver  
☐ Work

KeyWord3

AIDID

SAMAS

DEPTFLEX

Sort By

Maximum Records

### SFA Item Types Search Results

Click on ItemType to see more detailed information about that entry.  
 Displaying records 1 thru 14 of 14 records found. (14 records displayed).

ItemType	Description	KeyWord1	KeyWord2	KeyWord3	AIDID	SAMAS	DeptFlex
<a href="#">Details</a> 934002000012	CIBER Sch	INSTITUTE	SCHOLARSH	INTERNATL	COLG	930129887	7603D01298
<a href="#">Details</a> 934002000000	CLAS Sch	INSTITUTE	SCHOLARSH	INTERNATL	COLG	930129887	7603D01298
<a href="#">Details</a> 934002000011	Courtelis Awards Sch	INSTITUTE	SCHOLARSH	INTERNATL	COLG	930129887	7603D01298
<a href="#">Details</a> 934002000001	Daniel S Bredahl Sch	INSTITUTE	SCHOLARSH	INTERNATL	COLG	930129887	7603D01298