

A Practical Guide to the Student Award Request Form

Various offices, programs, departments, and projects on the University of Denver's campus often wish to provide students with awards and gifts using the funding at their disposal. Whether the purpose of these awards and gifts is to recognize and reward student achievement, or to assist students in times of need, the desire and freedom to provide them is an important part of a vibrant community. However, federal financial aid regulations also require that in certain cases, this funding is properly accounted for and considered when determining the total amount of financial aid that each student receives. In order to balance the regulatory needs of the Office of Financial Aid with the freedom of units on campus to provide funding to students, the Office of Financial Aid has created a set of policies and procedures that will lead to successful outcomes for the university.

While any unit on campus is able to provide funding to its students in accordance with its own policies and procedures, the Office of Financial Aid requests that any funding provided be properly reported to them using the Student Award Request Form. The Office of Financial Aid can provide copies of the official policy regarding this type of funding. A practical guide to navigating these policies can be found below.

Situations That Require Reporting

Please use the Student Award Request Form to report the following situations:

- Providing Prizes, Awards, & Scholarships to students
 - o Any monetary awards, prizes, or scholarships that were awarded based on the student's postsecondary enrollment. This should be nearly all of them.
- Providing gifts to students
 - o Any monetary funds (or close equivalents, such as gift cards) or non-monetary gifts provided to students
 - o Historically, this has most commonly occurred in the form of gifts to student workers or volunteers
 - Worktime meals for student workers or volunteers do not need to be reported
- Providing students with Cost of Attendance Items
 - o Any time a student is provided with an item that is included as part of the student's Cost of Attendance budget (during a period of student enrollment), or funding for which to purchase such an item, it must be reported
 - o These items may include:
 - Tuition
 - Fees
 - Housing Expenses
 - Meal Expenses
 - Health Insurance Premiums
 - Class Materials (including Books)
 - Computer Expenses
 - Transportation Expenses
 - Dependent Care Expenses
 - Study Abroad Expenses
 - Educational Loan Fees
 - Disability-Related Expenses
 - Cooperative Education Program Expenses
 - Cost of First Professional Credential
 - o Providing food as part of a campus event falls outside the scope of Cost of Attendance Items and therefore does not need to be reported

- Providing funding for student Internships, clerkships, fellowships or conferences
 - o Any funding provided to a student to provide support for an internship, clerkship, fellowship, or conference participation must be reported

If there is any doubt as to if an award should be reported, error on the side of caution and report it. The Office of Financial Aid will be able to determine how to treat the award.

What does Financial Aid do with the Information Reported?

Federal Regulations require that the Office of Financial Aid is aware of any and all funding that is provided to a student that may be considered “Estimated Financial Assistance (EFA)” and properly factors it into the overall financial aid eligibility of each student. As a result, the Office of Financial Aid has developed a set of policies regarding what is and is not to be considered EFA. The information reported on the Student Award Request Form provides the information that is needed to determine if the award should be considered EFA.

It is important to note that not every item reported on the Student Award Request Form will be counted as EFA. It is also important to note that even when an award is treated as EFA, it will not necessarily have any impact on the other financial aid funding that a student is receiving (in fact, it is somewhat rare).

While the official details can be found in the policy document, here is a brief summary of the EFA determination criteria:

- Prizes, Awards, and Scholarships – All monetary prizes, awards, and scholarships that are awarded to a student that is in any way based on the fact that they are a student must be counted as EFA. This will essentially include all prizes, awards, and scholarships provided to students.
- Gifts Provided to Students – Any monetary gift (or close equivalent) provided to students will be considered EFA. Non-monetary gifts will be evaluated on a case-by-case basis.
- Provision of Cost of Attendance Items – Any time a student is provided with an item which is included in the student’s official Cost of Attendance (items listed above), or funding for which to purchase such an item, for use in a period of university enrollment it will be considered EFA.
- Funding for Internships, Clerkships, Fellowships or Conference Attendance – Funding for internships, clerkships, fellowships, or conference attendance will only be considered EFA if one of the following two conditions is met:
 - 1) The internship, clerkship, fellowship, or conference will earn academic credits that will count toward the student’s program of study, or;
 - 2) The internship, clerkship, fellowship, or conference will occur while the student is simultaneously enrolled in courses that will earn academic credits toward the student’s program of study and the funding will contribute toward items in the student’s Cost of Attendance budget during the period of enrollment

Will Reporting the Award Adversely Affect the Student?

The Office of Financial Aid will take every reasonable step to allow the student the most possible benefit from any award they receive. However, there are certain federal regulations that must be followed or else it would risk the university’s ability to participate in the federal aid programs. The Office of Financial Aid works hard to incorporate any funding that is counted as EFA into students’ existing awards in a way that will avoid any adverse effects. In the rare case that the student’s existing award must be adjusted, the financial aid staff will work directly with the student and/or award provider to limit the effects.

Timing of Reporting

The Office of Financial Aid would prefer that the Student Award Request Form be submitted before the student has received their aid award. However, it is not necessary to do so, especially in circumstances in which time may be of

the essence. Early reporting allows members of Financial Aid to review the information, as well as each student's individual circumstances, in order to identify any situations that may require a change in the student's financial aid eligibility. When done in advance, the Office of Financial Aid has the most flexibility to work with the student and the awarding departments to find a solution that is in the student's best interest. This flexibility may be somewhat limited if the funds have already been provided to the student.

Student Award Request Form

The Student Award Request Form has been revised to help streamline reporting and processing. Below is a brief overview of each required data entry field.

Student Name / DU ID: Student's name and University ID number

Purpose of Award: Select the appropriate option from the dropdown menu. Follow the prompts to either provide a brief description or answer the questions that appear, which will be based on your selection.

- Monetary prize, award, or scholarship
- Monetary gift or cash equivalent (gift card, etc.) to student
- Non-monetary gift to student worker or volunteer
- Provision of cost of attendance item
- Internship/Clerkship/Fellowship/Conference funding
- Other

Effective Term for the Award: Select the appropriate academic term for which the student will be receiving the award from the dropdown menu

Year: Academic Year for the Award (2017-18, 2018-19, etc.)

Award Value: List the dollar amount of the award, or the approximate monetary equivalent for non-monetary awards

Reported by: Name of the University of Denver staff member providing the award

Date: Date Form is Being Completed

Contact Phone / Email: Provide the contact information for the University of Denver staff member listed in the "Reported by" field

Comments / Additional Information: Any additional information that may be helpful in processing this award

Budget Officer Name: Name of the appropriate Budget Officer

Budget Officer Signature / Date: Signature and Date from the appropriate Budget Officer

Once the form is completed, it should be sent to the Office of Financial Aid:

Email: FinancialAid.QC@du.edu

Fax: 303-871-2341

Campus Mail: University Hall 255