

# **SCHOLARSHIPS, PROGRAM DISCOUNTS, AND TUITION RATE CODE DISCOUNTS**

**featuring**

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and State Programs***



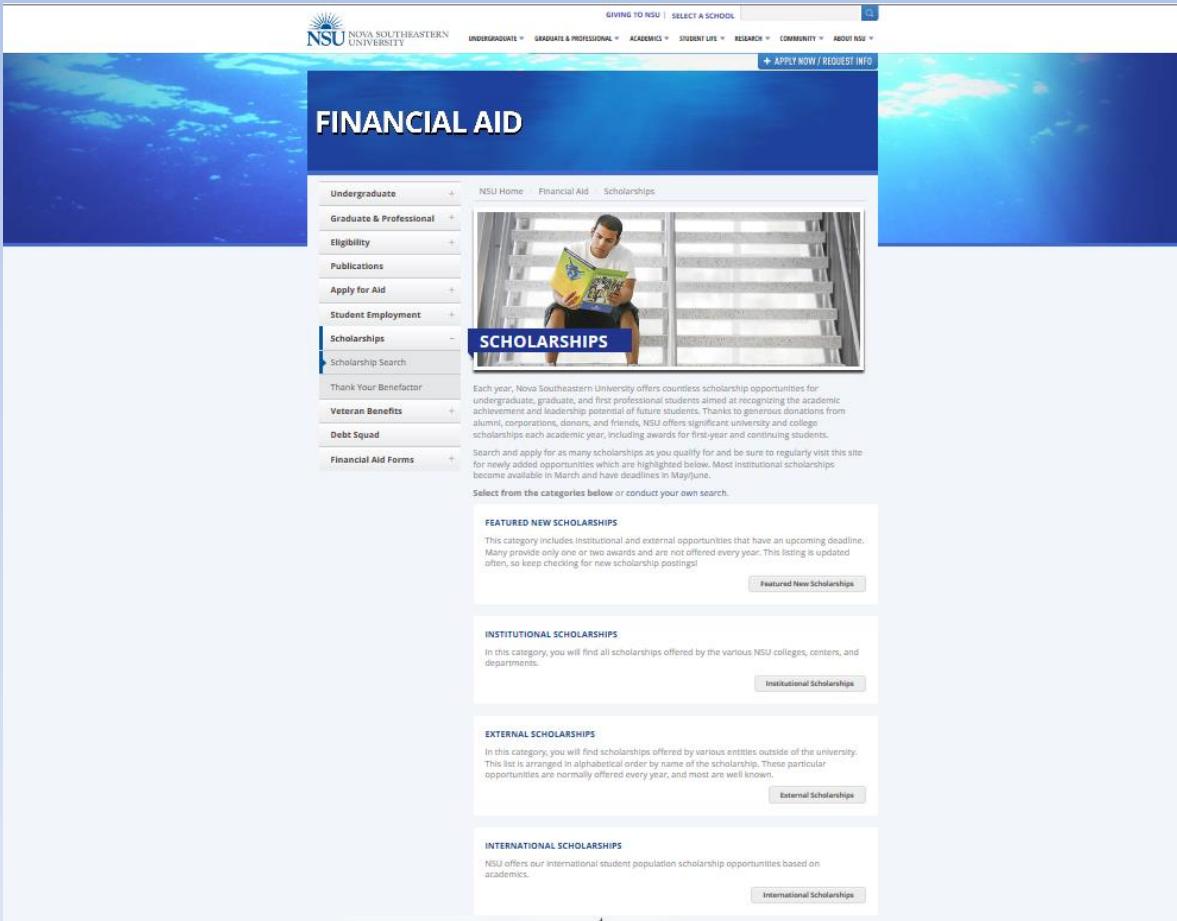
# Presentation Objectives

- Fund Restrictions and Designations
- Institutional Scholarships
- Private Scholarships
- Military/NHSC Scholarships
- Program Discounts
- Fee Assessment/Tuition Calc. Discounts
- Tuition Waivers



# NSU Scholarship Webpage

[www.nova.edu/financialaid/scholarships/](http://www.nova.edu/financialaid/scholarships/)



The screenshot shows the Nova Southeastern University (NSU) Financial Aid Scholarship webpage. The header features the NSU logo and navigation links for GIVING TO NSU, SELECT A SCHOOL, UNDERGRADUATE, GRADUATE & PROFESSIONAL, ACADEMICS, STUDENT LIFE, RESEARCH, COMMUNITY, and ABOUT NSU. A blue banner at the top says "FINANCIAL AID". Below it, a sidebar on the left lists categories: Undergraduate, Graduate & Professional, Eligibility, Publications, Apply for Aid, Student Employment, Scholarships (which is selected), Scholarship Search, Thank Your Benefactor, Veteran Benefits, Debt Squad, and Financial Aid Forms. The main content area features a photo of a student reading a book. A large blue button says "SCHOLARSHIPS". Below the photo, text explains that NSU offers scholarships for undergraduate, graduate, and first professional students. It encourages users to search and apply for as many scholarships as they qualify for. A "Featured New Scholarships" section is shown with a button to "View All". Other sections include "INSTITUTIONAL SCHOLARSHIPS", "EXTERNAL SCHOLARSHIPS", and "INTERNATIONAL SCHOLARSHIPS", each with a "View All" button. A "SEARCH SCHOLARSHIPS" search bar is at the bottom.



# Fund Restrictions/Designations

- Defined: Restricted toward a certain charge
- Restrictions:
  - Undergraduate Scholarships
    - Majority tuition only
  - Student Affairs
    - Room and meals, some have tuition as well (RESI, and other GA scholarships)
  - Graduate Scholarships
    - Majority tuition only
  - Program Discounts
    - Strictly tuition only



# Institutional Scholarships

- Majority of scholarships have the following requirements:
  - Full-time status for undergraduates
  - At least part-time status for graduates
  - GPA of at least a 3.0 (undergraduates/graduates), and/or good academic standing as defined by the student's program
  - FAFSA completion
  - Renewal criteria



# Endowed Scholarships

- Forecasted spendable dollars:
  - Received each year in February
  - Program offices are notified by email
  - Deadline for new academic year awarding will be at the end of May
  - Awards are based on the Gift Agreements
  - Program offices should review their own dates for scholarship applications, scholarship committees, and any interview deadlines for possible adjustments
  - Reports are available



# External Scholarships

- Defined: Provided to the university via a check from an outside organization/company.
  - Check payment is usually accompanied by a letter from the organization stating:
    - The student(s) selected
    - Term and/or academic year for the funding
    - Designation of funds (tuition only/COA)
  - Processing external checks
    - Verification
    - Registered
    - Eligibility (e.g., GPA, fulltime enrollment, financial aid package)
    - Check is forwarded to the Bursar's office for posting

Note: Checks are not deposited into an NSU account.  
They are posted directly to the student's account.



# Military Scholarships

- Navy, Army, and Air Force
  - Full tuition and fees
  - Commitment contract
  - Award under codes: NAVY, ARMY, AIRF
  - “Front” the first term awards/paid
  - Bursar bills military and informs the Scholarship Department the bill is paid.



# National Health Service Corp (NHSC)

- Service Commitment Scholarship
  - Full tuition and fees
  - Bursar's Office receives contract and bills
  - When payment is received, the Scholarship Department will award the student.
  - HPD Financial Aid assists students with the requirements and certifications needed to apply.



# Program Discount

- **Defined:** These are discounts provided by the program office, usually for a one time award.
  - Student must be currently registered for designated term
  - Tuition only
  - Student service fee is never included
  - When providing a tuition discount to an employee, faculty, staff, or a student for services, you must contact the Tax Director at x25257 as there may be a 1099 form that must be completed.



# Institutional Scholarships and Program Discounts

- Web submission process
- Must get authorization to submit
  - Request new fund code accounts
    - New scholarships (0192), fellowships (0193), endowments (0194), donor related (0195), or program discounts (0191)
  - Request awards
    - Input student, N#, term, and award amount
  - Reversals
    - Student drops or withdraws
  - Audits (statement of funds)
    - Reports available per term and academic year, per program's request



# Fund Code Request Form

## OFFICE OF STUDENT FINANCIAL ASSISTANCE (OSFA) FUND CODE REQUEST FORM

This form is used to create fund codes for Banner in order to award a student any type of scholarship or one time discount. The fund code will be used for all new Scholarships and any Program Discounts that are 25% or greater than the total tuition cost. Once this code is created the Office of Student Financial Assistance will notify the undersigned of the new fund code.

**Please allow 5 business days for a response.**

### Award Information

Name of Award: \*

Type of fund: \*

- Institutional Scholarship (NSU Funds) - SCHL - 0192
- NSU-Endowed Scholarship - ENDW - 0194
- External Scholarship - EXTN
- Federal grant - FDRL
- State grant - STAT
- Program Discount - PGDS - 0191
- Donor related/not endowed - 0195

Maximum award amount: \* \$

Award for: \*

Award based on a student's financial need?

\*

If yes, FAFSA is required

Yes

No

Account Number to be charged: \*

Endowment account number:

Program/Center requesting Fund Code: \*

### Authorized Contact Information

Authorized Contact Name: \*

Phone Number: \*

Email address: \*

If you have any questions, please contact [Rae Begley](#) at ext. 27411 or Stacy Pena-Villalobos ext. 27432.



# Award Request Form



## REQUEST FOR AWARDING SCHOLARSHIP/PROGRAM DISCOUNTS

Office of Student Financial Assistance (OSFA)

This form is used when a program or center requests scholarships or program discounts to be awarded. To correctly process your request, please complete all the information below.

### Contact Information

Name \*

First

Last

Email Address \*

Phone Number / Extension \*

Center/School \*

### Scholarship/Program Information

Designation \*

Fund Code \*

### Student Information

Number of Students \*

Add Students

### Miscellaneous

Special Notes

750 characters remaining



# Tuition Fee Assessment (Tuition Calc. Discount)

- Defined: Rate code associated with a discount amount and placed on the student record under SGASTDN.
- Discount amount is placed in the Resource screen (RPAARSC) for the amount of discount based on the tuition component listed on the students budget screen (RBAABUD).
- Quality Assurance Reports
- Letters to students for adjusted awards



# Tuition Calc. Discount

Oracle Developer Forms Runtime - Web: Open > RPAARSC - RBAABUD - SGASTDN [Q]

File Edit Options Block Item Record Query Tools Help

ORACLE

General Student SGASTDN 8.4.0.1 (PROD)

ID: [REDACTED] Student Summary Term: [REDACTED] View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

**General Learner**

New Term: 200830 Winter 2008 From Term: 200830 To Term: 999999

Student Status: AS Active

Student Type: B Entering W/Bachelors Degree

Residence: R In state Resident

Fee Assessment Rate: UORLA Orlando-NSU Site

Class: 03 Junior

Student Centric Cycle: [REDACTED]

Full or Part Time:  Full Time  Part Time  None

**Additional Information**

Site: [REDACTED]  
Session: [REDACTED]  
Block: [REDACTED]  
Citizenship: CY U.S. Citizen

**Curricula Summary - Primary**

Priority Term	Program	Catalog	Student Type:	Rate:	Degree
1 200830	Undergrad SBE Off	200830	Bachelors - Off-Campi	Orlando, FL	Huizenga School - Busi
End:	Outcome Key:	1	Admission Type:	Business - Master's Progra	Admission: 200830 Matriculation: [REDACTED]

**Field of Study Summary**

Priority Term	Type	Field of Study	Department	Attached to Major
1 200830	Major	Business Administration	Huizenga School-Undergraduate	[REDACTED]

Fee assessment rate code, press LIST for valid codes.

Record: 1/1 | ... | List of Valu... | <OSC>

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# Tuition Calc. Discount

Oracle Developer Forms Runtime - Web: Open > RPAARSC - RBAABUD

File Edit Options Block Item Record Query Tools Help

ORACLE

Applicant Budget: RBAABUD 8.9 (PROD)

Aid Year: 1011 ID: [REDACTED]

Applicant Budget Mixed Enrollment

Budget Group and Aid Period

Group: UCDOO UG Off Campus- Off Campus  
Aid Period: UNDGRD Fall/Winter/Summer  
Group Lock Indicator

Percent of Full Year: 133.33  
Create Budget  
Delete Budget

Budget Type

Type: CAMP Campus based EFC Method: F System Indicator: S  Information Access Indicator

Code	Description	Budget Components	Activity Date	User ID	System Indicator
RB50	Room & Board Summer	5,553	03-FEB-2011	RDLEE	S
TR20	Transportation Fall	1,949	03-FEB-2011	RDLEE	S
TR30	Transportation Winter	1,948	03-FEB-2011	RDLEE	S
TR50	Transportation Summer	1,299	03-FEB-2011	RDLEE	S
TU20	Tuition Fall	5,340	03-FEB-2011	RDLEE	S
TU30	Tuition Winter	5,340	03-FEB-2011	RDLEE	S
TU50	Tuition Summer	5,340	03-FEB-2011	RDLEE	S
	Total:	50,514			

Component Code; press LIST for valid values  
Record: 16/18 <OSC>

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# Rate Codes and Discounts

- Timely maintenance of rate codes:
  - Entering rate codes prior to the beginning of the eligible term
  - Removal of the code when a student is no longer eligible
    - i.e.: change of program, does not meet eligibility
- Use a percentage as opposed to a specific dollar amount; easier to maintain as tuition charges increase/decrease
  - 10%, 20%, 30%, 40%, 50%
    - Proper marketing when offering a discount to a select group
- Rate codes must be updated and audited each academic year.
  - Tuition rates approved: time to update rate codes and submit them to ESS



# Tuition Waivers

- Employees hired after July 1, 2010
  - Undergraduate - 100% of two college level courses (per credit hour )
  - Masters- 80% (including HPD programs) of two college level courses (per credit hour)
  - Doctorate - 50% of two college level courses (per credit hour)
- Employees hired prior to July 1st, 2010
  - Credit hours attending and percentage same, until June 30, 2020



# Tuition Waivers (TW)

- Processing
  - TW is signed by supervisor, then the supervisor sends the waiver to HR. HR is the approving authority; FA only processes the TW
- Policy
  - Dependents
    - Failing grades/drops/withdrawals now have no penalty for undergraduate degrees
    - Limit of credits are now: 130 total undergraduate credits can be utilized for a TW (includes transfer credits in total count)
    - As of last summer- HR sent out an update
    - Graduate policy on failing grades/drops/withdrawals stands
  - Employees
    - Undergraduate and graduate policy on failing grades/drops/withdrawals stands
    - \*\*Academic good standing: 2.0 GPA/ 70%\*\*
- Notification - via email
  - TW returned and copied and imaged



# Tuition Waiver Notification

Dear Student:  
N01234567

We regret to inform you that you will be ineligible to receive a tuition waiver for the next applicable term. Your ineligibility is due to one or more of the following reasons:

- You have dropped or withdrawn from a college level course after the initial drop period.
- You have received a grade lower than a 'C' (or a 'Fail' in a 'Pass/Fail' setting), for a college level course to which a tuition waiver was applied.
- You are not in good standing as defined by the program.

The NSU Tuition Waiver Policy for Employees is posted on the Human Resources website at [www.nova.edu/cwis/hrd/tuition\\_benefits.html#employees](http://www.nova.edu/cwis/hrd/tuition_benefits.html#employees).



# Tuition Waiver Notification *Cont.*

To determine the correct term for which you will be ineligible to receive a tuition waiver, please refer to the chart below:

Term/Semester the employee/eligible family member drops, withdraws after initial drop period, or receives a grade lower than a 'C'	Ineligible Term/Semester (employee/eligible family member loses tuition waiver benefit and will have to attend at his or her own cost)
Fall 2015	Summer 2016
Winter 2016	Fall 2016
Summer 2016	Winter 2017



# Tuition Waiver Notification

- Tuition Waiver Eligibility Notification
- Academic Probation Notification
- Termination Notification
- Reached a total of 130 total credits towards any undergraduate degree (Dependent)
- Tuition Waiver returned:
  - Not registered
  - Not eligible



# Tuition Waiver Awarding

- EMP and DEP are “reserves” of the tuition component of the employee’s budget listed on RBAABUD (100%, 50%..etc).
- Fund Codes:
  - EML, DED, SPO, DOM
  - GEML, GDED, GSPO, GDOM (developed for Payroll and tax purposes)
  - VETW (vendor waivers-are also taxed)

**\*Payroll taxes\***



# THE END



# Thank You!



# Additional Questions

Please email any questions not answered today to  
[essummit@nova.edu](mailto:essummit@nova.edu).

Thank you for attending!

