

NORTHERN KENTUCKY UNIVERSITY

COMPTROLLER'S OFFICE PROCEDURES FOR GRANTS WITH TUITION CHARGES

If tuition charges are part of your approved grant budget below are the procedures to follow.

Once your grant has been awarded, you will either receive an email from or have a meeting with Barb Smith in the Comptroller's office. In the email or at the meeting Barb will give you the Grant Aid ID, it will be four letters and begin with a G. This is the reference item you will need when working with the financial aid office.

When you are ready for the tuition payments to be applied to the students' accounts, the grant PI will need to send an email to Barb Smith. The email or an attachment to the email must have the information as described below. This information should be sent as soon as available before the start of each semester or summer term.

Semester/summer term covered

Course name and/or number

Grant number

Grant Aid ID

Student name

Student SAP ID number (if you do not have this number please put only the last 4 digits of their social security number)

Dollar amount per student

You must also include the following information which is very important for Financial Aid and Bursar offices.

What is the credit hour requirement for the student(s) to receive these funds?

If this payment to the student(s) account creates a residual balance can the student receive a refund from this grant?

If the student drops a class should the funds be pulled back from the student's account and the student required to pay the funds back?

During the semester or summer term that your grant is paying tuition for students you should review the financial aid tab of the grant management report carefully. This report will give you the details of the student tuition charges. If you see anything on the financial aid tab that is not correct, (student name you don't recognize as part of your program, a student in your program that is not showing in the report, the incorrect amount for a student, etc.) you should immediately email financial aid office, Penny Parsons and copy Barb Smith. If during the semester or summer term a student drops out of your program and an adjustment needs to be made to their tuition, again email financial aid and copy Barb Smith ASAP.

5/23/2010

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