Guide to Completing the SFAS Form:
Stipend Authorization for Payment

Purpose
This quick reference guide was developed by SFAS to help designated Departmental Contacts obtain information from EIS that is needed to complete the Stipend Authorization for Payment (AFP) Form. The guide will clarify what information is needed in each section, and to provide a better understanding of how SFAS will interpret the information provided in order to process the AFP Form. Departmental Contacts should have access to the breadcrumbs (screens) in EIS that are required to complete the form. If you do not have access to them, please consult with the Supervisor for your Department’s Computer Support Staff to determine how you may be granted access to this information. All staff access begins with completion of UNT’s online FERPA Training. If needed, you may inquire of SFAS staff if there is an EIS security related issue.

There are five general sections on the Stipend Form.

• The first section determines the award period for the stipend.
• The second section communicates information specific to the account that funds the stipend awards.
• The third section contains the needed signatures to process the award.
• The forth section communicates to SFAS information about the individual students selected to receive the stipend awards.

What is a stipend?
• Student award where funding source specifies Stipend as the naming convention (i.e. donor-funded endowment).
• Student award where funding source specifies award be provided to student for off-campus related living expenses (i.e. donor-funded endowment or grant funded proj id).
• The stipend form should also be used for awards where there was no competitive process involved. Awards could have been made to all in a program or were selected at random (i.e. names in hat drawing).

Estimated SFAS Processing Timeline
SFAS attempts to maintain a current list of all Scholarship contacts from Departments on campus, but maintaining an updated list 100% of the time is challenging with all the departmental changes that occur. You can help with this challenge by updating our office via email when scholarship/award tasks are assigned to a new person. Prior to each term, SFAS will provide general updates to departments so they are aware of important processing dates. If you have not received an email update yet or have questions, please email departmentalscholarships@unt.edu.

The average timeline for processing a stipend is 1-2 weeks (5-10 business days). Stipend forms are processed on a first-come, first-served basis. There is usually a delay in this processing time during the following months:

• January (2 weeks before & 2 weeks after first class day)
• June through September (when the bulk of AFPs are received for the new academic year).

Processing timelines/deadlines for award information to be received as follows:
• Fall/ Spring Awards - 2nd Week of April
• Spring Only Awards - 1st Week of November
• Summer Only Awards - 1st Week of February

Please note that we provide departments with a timeline/deadline for awards to be received. However, we understand that not every department will have finalized awards by the recommended dates above. While it is most beneficial to the student if the forms are received in our office by the dates above, we will continue to process forms received after these dates on a first-come, first-served basis.

Also, it is most beneficial to the student if awards can be made for the entire award period, which is usually fall/spring. We understand that there are certain programs that have semester-to-semester requirements that must be met by the student; however, it is still more beneficial to everyone involved if awards are made for the entire award period. You can advise us if revisions or cancellations are necessary after grades have been finalized.

Instructions on Completing the Form

Section I: Corresponding Award Period

Authorization for Payment of Departmental Stipends
Fall/Spring Awards 1. (Enter Aid Year)

1. Academic Year
Please indicate the current academic year for which the stipend is awarded. The following formats are acceptable: 2015/2016 Academic Year Only or Fall 2015/Spring 2016 (terms) or 1158/1161 (term codes used in EIS). This section is different than section three of the stipend form which includes instructions on how SFAS should post the stipend to the student’s account.

For ease of preparation, the summer AFP setup mirrors the Fall/Spring form so these instructions can be utilized for that form as well. Summer acceptable formats: Summer 2016 or 1163.

A separate AFP form should be provided for summer awards. Please Note: If you are making spring/summer awards, an AFP for the spring award and the summer award must be submitted separately.

Section II: Information Specific to the Stipend Account
1. **Stipend Name, College, Department, Account** [required field]
   This information originates from your department.

2. **Item Type Number**
   This is a twelve digit number created in EIS & directly linked to the account funding the stipend. For an award to be posted, an item type must be used. This item type is created by SFAS when the stipend is set-up in EIS. If you do not have the number, you may email SFAS to determine if an item type has been setup in EIS. A unique item type is also required for summer awards.

3. **Minimum Credit Hour Requirements** [required field]
   This is the general credit hour enrollment requirement for all funds disbursed from this account. Once set up in EIS, awards for students meeting the credit hour requirement for the stipend will automatically disburse. Disbursements occur on the first day of attendance in the term or session where the student meets the credit hour requirement for fall, spring, and summer.

   If this section is left blank, SFAS will use a full-time default enrollment requirement to set up the award item type. Full-time enrollment for undergraduates and graduates are noted below:
   - **Fall/Spring:** Undergraduate students - 12.0 undergraduate hours
     Graduate students - 9.0 graduate hours
   - **Summer:** Undergraduate students - 12.0 undergraduate hours
     Graduate students - 9.0 graduate hours

   **Note – Combination Hours:** If students will be enrolled in a combination of hours (undergraduate and graduate) to meet the minimum credit hour requirement, SFAS must be advised that combination enrollment awards will meet the department’s requirement. These disbursements require manual intervention. Use the *Comments* Section to note combination enrollment.

   **Note – Credit Hour Exception:**
   If a student will not meet the minimum credit hour requirements to receive the award, SFAS must be advised the student is eligible to receive the award at their current enrollment. These disbursements require manual intervention. Use the *Comments* Section to note ‘credit hour exception.’

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**Section III: Signatures**
1. Authorized Account Holder [required field]
This information is used for audit compliance. This person typically will not be contacted unless SFAS is unable to get a response from the Authorized Contact Representative (i.e. if the Authorized Contact Representative has changed and SFAS needed updated contact information).

COGNOS account holder information should always correspond to the account holder information noted on the Authorization for Payment form. The Certification Worksheet will require a copy to the corresponding COGNOS screen for setup.

2. Authorized Contact Representative [required field]
This is the individual SFAS will contact if additional information or clarification is needed to process a scholarship. A signature is required, including the name & phone extension, for processing to occur.

3. Name of VP Research or OGCA Staff Member
This is the department’s contact person in The VP Research Office or the Office of Grants and Contracts Administration, if applicable.

### Section IV: Information Specific to Stipend Recipients

<table>
<thead>
<tr>
<th>Student Name</th>
<th>EMPLID</th>
<th>Monthly Amount</th>
<th>Begin Date (Month/Day/Year)</th>
<th>End Date (Month/Day/Year)</th>
<th>Total Amount</th>
<th>New Award</th>
<th>Receive Award</th>
<th>Cancel Award</th>
<th>Comments (Make note of Credit Hour Exceptions, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>5</td>
<td>6</td>
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</tr>
</tbody>
</table>

1. Student Name, EMPL ID
Information will be used by the SFAS Scholarship Team to confirm the stipend is posted to the correct student. If the name or EMPLID in EIS does not match the name or EMPLID on the
AFP, SFAS will verify the information with the Authorized Contact Representative. Verifying of information with the department contact will cause a delay in award processing.

2. Monthly Amount, Date Begin/End, Total Award

This is the actual dollar amount awarded to the student. If the award is a reoccurring monthly disbursement please note the Monthly Amount, Date Begin, Date End, and Total Award. If the award is a onetime disbursement, please note the Date Begin, Date End, and Total Award amount. See examples below.

*Reoccurring monthly disbursement:*

<table>
<thead>
<tr>
<th>Student Name</th>
<th>EMPLID</th>
<th>Monthly Amount</th>
<th>Begin Date (Month/Day/Year)</th>
<th>End Date (Month/Day/Year)</th>
<th>Total Amount</th>
<th>New Award</th>
<th>Revise Award</th>
<th>Cancel Award</th>
<th>Comments (Make note of Credit Hour Exceptions, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>12345678</td>
<td>$1,000.00</td>
<td>9/1/15</td>
<td>5/1/16</td>
<td>$9,000.00</td>
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</table>

*One time disbursement:*

<table>
<thead>
<tr>
<th>Student Name</th>
<th>EMPLID</th>
<th>Monthly Amount</th>
<th>Begin Date (Month/Day/Year)</th>
<th>End Date (Month/Day/Year)</th>
<th>Total Amount</th>
<th>New Award</th>
<th>Revise Award</th>
<th>Cancel Award</th>
<th>Comments (Make note of Credit Hour Exceptions, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>12345678</td>
<td>$0/A</td>
<td>9/1/15</td>
<td>9/1/15</td>
<td>$500.00</td>
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If stipend funds disburse and refund to a student before SFAS receives or is able to process a stipend cancellation request, it is the responsibility of the Department to collect the funds disbursed to the student before the stipend cancellation can occur. Please contact SFAS for additional instructions regarding this procedure.

3. New Award

This box should be checked when a stipend is awarded to the corresponding student for the first time during that term.

4. Revise Award

This box should be checked if requesting a change to the stipend previously submitted. These can be increases or decreases to the award amount or changes in the amount to be disbursed per term.

5. Cancel Award

This box should be checked if requesting a stipend be cancelled for a student. This is typically used when the student does not enroll at UNT for the corresponding term of the award.

6. Comments
This section advises SFAS of additional information specific to individual students. Please remember that you do not need to provide justification to SFAS for your instructions in this section. This section is meant to advise our office how to process your exceptions, appeals, etc. Feel free to use common SFAS acronyms (such as the ones used on this Procedure) to complete this section. Commonly used comments include:

<table>
<thead>
<tr>
<th>Reason</th>
<th>Common Abbreviations</th>
<th>Purpose of Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive Scholarship Waiver</td>
<td>CSW</td>
<td>Corresponding CSW Form should be attached to AFP.</td>
</tr>
<tr>
<td>Credit Hour Exception</td>
<td>Disb @ _ UG hrs</td>
<td>Informs SFAS that student is exempt from original credit hour requirement of item type. Scholarships for these students must be disbursed by SFAS manually; SFAS begins working on these after the 12th class day (census) each term. This process typically takes approximately 2-3 weeks/term.</td>
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<td></td>
<td>Disb @ _ GR hrs</td>
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<tr>
<td></td>
<td>Disb @ _ total hrs</td>
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<tr>
<td>Anticipated Spring Award</td>
<td>Ant. Spring=$500</td>
<td>Informs SFAS that the department must review student’s file to determine scholarship eligibility before funds disburse. Cancellation of one part of a scholarship to students with CSW (example: $500 fall &amp; $500 Ant. spring) will affect their spring CSW eligibility. It is important students are made aware of this when receiving the scholarship.</td>
</tr>
<tr>
<td></td>
<td>Ant. Summer=$500</td>
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</table>