

MEMORANDUM

Date: August 28, 2007

To: All PSU Departments

From: Phillip W.W.D. Rodgers, Sr.
Director, Office of Student Financial Aid

RE: Graduate Assistantship & Other Fee Remission procedures beginning Fall 2007

Beginning Fall term 2007, procedures for submitting graduate assistantship and other fee remission awards for disbursement are changing. Departments and students will no longer submit this information to the Cashier's Office but will submit the information to the Office of Student Financial Aid. The coordinator of these awards within the Office of Student Financial Aid is Kathleen Hamilton. From this point forward, in this memo, both GA's and other fee remissions will be referred to as "fee remissions".

An online database has been developed and implemented so departments can provide fee remission data to our office in an efficient and consolidated manner. The address for this database is <https://intranet.bao.pdx.edu/FeeRemissions/index.php>. The User Name to use will be "psu\odin login" and the password is the corresponding odin login password.

Every department with fee remission funds to be disbursed must choose specific personnel within their department to request and approve fee remission funds. Requestors will be able to enter fee remission information into the database but only approvers will be able to approve funds for disbursement. Approvers will be able to both enter awards and approve awards. Only after funds are approved will they be entered into the Banner system by our office.

Departments must provide requestor and approver information (including odin logins) to our office by emailing James Ofsink at jofsink@pdx.edu. Personnel that are listed as approvers MUST have budgetary approval capabilities. An additional note: departmental budget maximums will be given to our office by the Budget Office in FADM. Fee remissions that exceed a department's budget will be entered on Banner aid awarding screens but will not disburse to students' PSU accounts. If this situation arises, the department will need to resolve the "overaward" by either reducing their overall award amounts, or by receiving a budget increase from the Budget Office.

Award information is entered on a per-student basis. If you have a large number of students (over 50) and wish to enter their data via batch file, you will need to contact James Ofsink first. Batch posting is limited to large lists of students.

Graduate assistantships should be entered on the fee remission database by the individual departments (except in cases where the funding involves a grant; those are entered by the Office of Research accounting) The Office of Graduate Studies will then approve the GA's on the fee remission database. Only after their approval will the Office of Student Financial Aid post the GA's on the Banner System

All Graduate Laurels fee remissions will be entered on the fee remission database by the Office of Graduate Studies.

When entering student records on the fee remission database, departments will need to indicate whether a fee remission was awarded based on merit, financial need or both. This is required for OUS reporting purposes. Merit refers to academic or other non-monetary criteria. Financial need means that the student's financial situation was taken out of consideration.

When entering student records/award amounts on the fee remission database, please be careful. Once the "submit" button has been hit, that particular record cannot be changed. To correct or update a student record/award amount, you must enter a new record with correct totals. Do not submit new records with net increases or decreases; only revised totals. The Office of Student Financial Aid will then revise the award totals on the Banner system.

If a student's enrollment requirements are different each term, their award needs to be entered as separate records for each term. For example, a student's award requires 12 credits fall & spring, but only 8 credits winter (for disbursement). The student's award for fall and spring would be entered on one record, but the winter award would have to be entered on a separate (second) record.

One last hint: please make sure to enter the correct student ID number and the correct aid year (2007-2008) when entering awards on the database. If the student ID is incorrect, our office will not be able to enter the student's award on the Banner system and it will not be disbursed to the student's account. Entering an incorrect aid year will cause problems in the future when departments are submitting fee remissions for multiple aid years.

Database questions should be directed to James Ofsink (5-5565); jofsink@pdx.edu.
Other fee remission or disbursement questions should be directed to Kathleen Hamilton (5-3415); hamiltonk@pdx.edu.