

# Student Travel, Awards, Prizes and other Educational Financial Resources

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# Standard Practice Guide Policies

- Purpose:

To comply with US Department of Education regulations from the Higher Education Act of 1965. Defining “other financial assistance” and basically includes all other assistance known to institution. ( Payments made to students-to include scholarships, fellowships, conference registration, travel cost(plane tickets, meals etc..), awards(ex:essay contest), prizes (gift cards )and gifts for academic pursuits or achievements).

# Purpose cont.

- This policy covers all payments, awards, prizes, and gifts for academic pursuits or achievement.
  - Academic pursuit is defined as any form of award, payment, reimbursement or other transaction to a student for the purpose of aiding his/her education, study, training, or research.
  - This Standard Practice Guide does **not** include information about payments to students when the payments relate to a student's employment at the Texas A&M University.

# Student Financial Aid Adjustments Resulting from Financial Assistance

## A. Payments to students **with** offsetting educational expenses:

If the payment to a student is for an educational expenses, the student will incur or has incurred and the student's expense will equal or exceed the amount of the payment, SFA will offset the payment with a Cost of Attendance (COA) budget adjustment when proper documentation is provided to Student Financial Aid (SFA). If the payment amount is insufficient to cover the full cost of attendance, the student's financial aid unmet need will be increased and the student may become eligible for additional financial aid.

## B. Payments to students **without** offsetting educational expenses:

If there are no offsetting educational expenses for the student's payment, the payment is counted toward the student's overall financial aid for the academic year. If the payment/reimbursement amount causes the student's total aid to exceed the Cost of Attendance (COA) budget, other financial aid sources will be reduced.

# Examples of Payments (non feeding funds)

**\*\*Conference registration fees and travel** when the payment or expense is incurred on behalf of the University, or incurred for furtherance of the student's own education experience such as:

- Student merely listens and learns to further his/her education.
- Student receives travel award for conducting research associated with their degree.

**\*\*Reimbursement of supplies**, course supplies for thesis, course related supplies, or other items purchased by the unit to complete an educational assignment. Examples include, but are not limited to:

- Editing
- Transcription
- Translation
- Binding
- Datasets
- Purchase of computer or IPAD hardware and/or software

# Examples of Payments cont.

**\*\*Awards and prizes** include, but are not limited to:

- Third party payment or scholarship to offset educational costs via TWAPMTS or RPAAWRD,
- Funds awarded/given due to special or unusual circumstances (i.e. personal emergency)
- Student of the month or other recognition awards (achievement, services, etc.),
- Scholarship competition
- Gift Cards

**\*\*Miscellaneous**

- Diploma Fee
- Dissertation Fee
- Insurance

# Student Travel process

- Unit representatives will report thru Concur or AggieBuy then Financial Management Operations (FMO) will have the responsibility to inform SFA about the student's financial assistance.
- SFA will retrieve the documentation from Concur and AggieBuy.
- If the documentation for the student is not handled through one of these payment forms.
  - *Student Travel Financial Aid Request Form.*

In return, the SFA office will be able to increase the COA for that expense based on appropriate documentation.

If there are several students on a travel expense then please complete the Student Travel Financial Aid Request form for each student so we can verify what amount goes with what student.

# Gift Cards and Monetary Funds

- Notification will need to be sent to [scholarships@tamu.edu](mailto:scholarships@tamu.edu). The amount of the gift card or monetary funds will be added as additional resources to a student's aid package.



# Do not need to report:

- Tuition and Fees payments processed as scholarships or fellowships placed on RPAAWRD
- Items entered on TWAPMTS
- Payments made to student at another university and not enrolled or seeking financial aid at TAMU

# Contacts to assist

- **Nicole Adams**, SFA Advisor I, Scholarships 458-5378 [nadams@tamu.edu](mailto:nadams@tamu.edu)
- **Judi Haas**, Associate Director, Scholarships 458-5371 [jhaas98@tamu.edu](mailto:jhaas98@tamu.edu)
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# Policy and Procedure guide

The Policy and Procedure Student Travel, Awards, Prizes and Other Educational Financial Resources guide

<https://scholarships.tamu.edu>

Under College and Department Staff



Questions?