

Scholarship Posting Procedures for Departments

Domestic Students

Last Revised: December 2021

Initial Posting Requests

1. Download the ***Domestic Student Scholarship Posting Request Form*** from <https://financialaid.ku.edu/forms-ku-scholarship-coordinators>
 - Required for all new posting requests
 - Do not use form for changes or cancellations
 - Form Fields
 - Provide date submitted information
 - Complete contact information for department
 - Provide 7-digit KUID number
 - Provide 12-digit Item Type #
 - ▶ 8600000xxxxx – only need last digits (after zeros)
 - ▶ 85xxx0000000 – only need 85 plus digits before zeros
 - Total Award = Fall/Spring amount
 - YYYY above semesters = enter year
 - Equal Split = same amount for fall and spring
 - ▶ Not equal – indicate split in fall/spring/summer columns
 - Use multiple lines for multiple Item Type numbers
 - Posting notes = FAS use only
2. Save the form for your records
3. Place the completed file in your shared folder and notify the FAS by emailing scholaward@ku.edu
4. FAS will post the scholarship funds
 - Once postings are complete, FAS will e-mail a confirmation to the department rep
 - If there are any problems with the posting requests the FAS rep will contact the department rep to commence problem resolution

Changes & Cancellations

1. Download the ***Domestic Student Scholarship Change/Cancellation Form*** from <https://financialaid.ku.edu/forms-ku-scholarship-coordinators>
 - Required for all changes to previously posted scholarships
 - Do not use for new posting requests
 - Original Award (listed first)
 - To complete form fields, see Initial Posting Request procedures (above)
 - Change Award to (listed last)
 - To complete form fields, see Initial Posting Request procedures (above)
 - Do not post information on the grey line
2. Save the form for your records
3. Place the completed file in your shared folder and notify the FAS by emailing scholaward@ku.edu
4. FAS will make the requested scholarship changes

- Once changes are complete FAS will e-mail confirmation to the department rep
- If there are any problems with the posting requests the FAS rep will contact the department rep to commence problem resolution

Scholarship Force Requests

1. Download the ***Domestic Student Scholarship Override (Force) Request Form*** from <https://financialaid.ku.edu/forms-ku-scholarship-coordinators>
 - Required for students who do not plan to enroll in the minimum number of hours required for the scholarship fund
 - Form Fields
 - Provide date submitted information
 - Provide 7-digit KUID number
 - Provide 12-digit Item Type #
 - ▶ 8600000xxxxx – only need last digits (after zeros)
 - ▶ 85xxx0000000 – only need 85 plus digits before zeros
 - Amount to be Forced = original amount of scholarship award
 - YYYY above semesters = enter year
 - Indicate number of hours authorized for forcing scholarships
 - Posting Notes = FAS use only
2. Save the form for your records
3. Place the completed file in your shared folder and notify the FAS by emailing scholaward@ku.edu
4. FAS will perform the force action
 - Once the force is complete, FAS will e-mail confirmation to the department rep
 - If there are any problems with the posting requests the FAS rep will contact the department rep to commence problem resolution