Addressing Unapplied Aid for Graduate Students

Unapplied Aid occurs when funding is disbursed from GFS to pay a specific charge but the student no longer has that specific charge. Because that funding has been "disbursed" it is charged as an expense to the PTA, but the student does not have use of those funds. This is why it is imperative to review Unapplied Aid on a regular and timely basis and adjust the student's support when necessary.

Definitions

- **Items Types** are used in GFS to associate a University Account/PTAOE to the types of expenses that it may pay.
- **Charge Priorities** are a type of financial control to ensure that entered aid only pays the specific type of charges that it is intended to pay.
- **Unapplied Aid** results when a student is funded with an Item Type that has a Charge Priority that will only pay specific charges (like TU_ONLY, HLTHONLY or HLTHSRVC) but the student's charge for that item is less than the amount of funding. The excess amount of funding is known as Unapplied Aid. Charge Priorities like STIPEND and STD_CHRG never result in unapplied aid because any funds not used to satisfy the bill are refunded to the student.

Resources for tracking Unapplied Aid

1. **Alerts from the GFS Center**
   See the [Understanding Alerts Job Aid](#) for more information about working with Alerts. Based on your Axess preferences, the Entry Alert for Unapplied Aid will let you know when one of the students you are tracking has unapplied aid. This can be a cue to run the Unapplied Aid Report in BI.

2. **The Unapplied Aid Report in BI**
   The Unapplied Aid Report is designed to be processed by student or student population, money source, or originator who entered the aid. If it is your responsibility to manage Unapplied Aid for your students or for your funding source it is critical that you run this report at least once per quarter for all students regardless of their current academic program status. It is possible that students will appear on this report for whom you have not received an Alert (because of the way you have your preferences set). To open the GFS Unapplied Aid Report in BI, go to https://bi.stanford.edu/. Click Catalog, then click the magnifying glass to search for PS_GFS015GR in Location: Shared Folders.

Interpreting the Unapplied Aid Report

The Unapplied Aid Report (PS_GFS015GR), which is available in the Graduate Financial Support/Grad folder in the BI Catalog, can be used to identify students with unapplied aid by Department/School, Academic Plan, Pay Org, PTA, Aid Ident, student emplid or name, or any combination thereof. It is best to review the report using different options to ensure no one is missed. Tips:

- Running the report for the current term gives you unapplied aid for the current term plus all prior terms.
- The report should not be run for a term until after the Final Study List deadline for the term – tuition charges may still change resulting in changes to unapplied aid until that time.

The **GFS Unapplied Aid Pivot** tab gives you the following view:

Academic Program

Student ID	Student Name		GR
Term		**Tuition Category**	
1222		GR	

Term	Charge Type	Aid Type	Charge Priority	PTA/Project Description	Charge Amount	Payment	Unapplied Aid Total
2021-2022 Autumn	ASSU Fee		ASSUONLY Charge		$45.00		
		Sub Total			$45.00		
	Doc Fee		DOC_ONLY Charge		$250.00		
		Sub Total			$250.00		
	Health Insurance		HLTHONLY Charge		$2,064.00		
			HLTH_INS_WAV Charge		($2,064.00)		
		STP					($1,032.00)
		STP003	HLTHONLY	PTA/Project description		$1,032.00	
		Sub Total				$1,032.00	($1,032.00)
	Health Services		HLTHSRVC Charge		$232.00		
		Sub Total			$232.00		
	Tuition		TU_ONLY Charge		$11,770.00		
		TUT					
		TUT001	TU_ONLY	PTA/Project description		$55.00	
				PTA/Project description		$11,715.00	
		Sub Total			$11,770.00	$11,770.00	
	Total				$12,297.00	$12,802.00	($1,032.00)
Grand Total					$12,297.00	$12,802.00	($1,032.00)

The **Charge Amount** column is shows all non-refundable aid the student received for the term for the specific Charge Type, e.g. Health Insurance, Tuition, etc. The **Payment** column shows the amount entered in GFS with reference to the Aid Type (GFS aid line), Charge Priority, and PTA/Project Description. There will be unapplied aid in the **Unapplied Aid Total** column when the amount in the Payment column is more than the amount in the Charge Amount column.

In this example, there is unapplied aid for health insurance because the student waived it as noted on the report with the row "HLTH_INS_WAV". In the Payment column, $1,032 was awarded in GFS for HLTHONLY, but because of the health insurance waiver the GFS payment is not needed. The GFS aid line in the report will need to be cancelled to remove the unapplied aid.

The pivot report will also show Third Party Contract (TPC) if there is an external fellowship providing funding to cover tuition and other fees. Clicking on the TPC hyperlink will open in another browser tab the Grad Third Party Contracts Report (PS_GFS034GR) for that student and breakdown of the TPC credit applied to the student's bill.

Term	Charge Type	Aid Type	Charge Priority	PTA/Project Description	Charge Amount	Payment	Unapplied Aid Total
2021-2022 Spring			TPC credit			($4,308.00)	
		Sub Total				($4,308.00)	

To reduce the amount of unapplied aid clean up needed due to TPC, external fellowships would be entered in GFS and the box checked for Info Only. If there is funding to cover health insurance costs, an aid line for that specific amount needs to be entered and the boxes checked for Info Only and Health Only.

The GFS Unapplied Aid Report and Plain Tab presents some of the same data as the "Pivot" tab but in a different format. The GFS Total Aid tab gives you a quick reference of the aid lines that have been applied to the student account, the originator and their email address (in alphabetical order by student).

Steps to take to resolve Unapplied Aid

Step 1: Determine which funding needs to be removed

The example above is straight forward because it is clear that the student waived health insurance, so does not have a charge, and therefore, the aid that was intended to cover that charge is "unapplied" and needs to be removed.

In other situations the decision about which source of funding needs to be removed is more complex. When there are two sources of funding attempting to pay the same charge, the billing system chooses which will be unapplied. Unfortunately, the system cannot apply the correct logic to choose the appropriate source in all situations. Students may have combinations of assistantship and fellowship funding from multiple sources. Generally, funding sources should be applied with the following priority and in compliance with funding source requirements:

1. Outside funds (Non-Stanford funds; Third Party Contracts or TPC, Nationally Competitive Fellowships, other outside funds processed by the FAO, etc.)
2. Tuition Allowance (TAL; tuition support from an Assistantship)
3. University funds (Health Insurance Subsidies, Provost's portion of RA TAL, etc.)
4. School Funds
5. Department Funds

Remember, just because the system chose a particular fund to be unapplied does not mean that is the source that should be removed or reduced. In the case of TPC, please contact Student Financial Services to learn more about the funding sponsorship authorization and if any changes should occur.

## Step 2: Modify or Cancel the appropriate STP or TUT Aid Lines in GFS

- To cancel a Fellowship Stipend (STP) or Fellowship Tuition (TUT) aid line completely, choose the line by clicking on the box at the far right then click Cancel. Once approved, the funding will be reversed overnight (and changes reflected in the GL at month end).
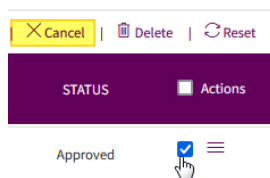
- To modify an existing STP or TUT line, click the menu at the far right of the aid line you wish to modify and choose Edit. Editable fields are now available.
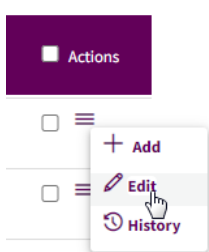
- Select Amount Override and proceed with changing the amounts then Save & Submit. Once approved, the funding will be adjusted overnight (and changes reflected in the GL at month end).
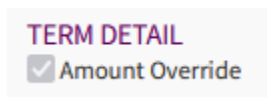
Step 3: Modify the appropriate TAL Aid Lines in GFS

- One common reason for unapplied aid is that the student's enrollment status has changed to TGR (or another status with a lower tuition charge). To recalculate TAL first review the student's Tuition Category in the Term Summary to be sure the new status is reflected. In this example the student changed from GR to TRG in summer term.

TERM SUMMARY

	AUTUMN	WINTER	SPRING	SUMMER
UNITS IN PROGRESS	10	10	8	0
HOME ORG	BIO	BIO	BIO	BIO
TUITION CAT	GR	GR	TGR	TGR
HEALTH SUBSIDY STATUS	Waiver	Eligible	Eligible	-

- Note that the original Tuition Category when the assistantship was added is reflected by the Term Detail of the Assistantship line.

ENTRY

AID SEQUENCE	IDENTIFIER	ASSISTANTSHIP TYPE	DISBURSEMENT PLAN	HRS PER WEEK	MIN PAY PERIOD AMOUNT	PAY PERIOD AMOUNT
AST001						

START DATE	END DATE	TERMINATION DATE	ASSIST TOTAL	PAY ORG	INFO ONLY
10/01/2021	09/30/2022				

TERM DETAIL

AUTUMN 1222 ☐ Allocate charge by Date Tuition Category: GR

SEQ NO	AMOUNT	ITEM TYPE	PTA	CHARGE PRIORITY	EXPEND TYPE	TASK ORG	START DATE	END DATE	DISB DATE	DISB STATUS	FUND SRC

- To re-calculate the TAL to match the new tuition category, go to the AST line, click Calc TAL. The TAL line will be in Draft status at this point. On the TAL line check to make sure the calculation was properly adjusted, then Save & Submit. The TAL line will be routed to approvers (It is recommended that you make a Note saying you are changing the tuition category so the approvers understand why they are seeing this line again.)

- If you need to modify the amount of Assistantship TAL because of another source of funding, for example, Edit the TAL line then choose the Amount override for the term that you want to change. The Amount override asks you to choose a reason, then enter the amount that you'd like to change to (next to the reason box). You can adjust the amount to zero if appropriate. After making your changes don't forget to Save & Submit. Leaving the line in Draft status will not change the amount that was applied to the student's account; you must Save & Submit.

Step 4: Review

Rerun the Unapplied Aid Report the next day after disbursement processes have run over night to ensure changes were made appropriately.

Need More Help?

- If you are having trouble running or understanding the report or with making changes in GFS, please submit a GFS Service Request.

- If you need additional information about the student's Third Party Contract information, review the Tracking Third Party Contract Information Job Aid or submit a TPC Service Request.

- If you have a question or concern about charges on the student's account, submit a Student Account Service Request.