Addressing Unapplied Aid for Non-Matriculated Graduate Students

Unapplied Aid occurs when funding is disbursed from GFS to pay a specific charge but the non-matriculated (NM) student no longer has that specific charge. Because that funding has been “disbursed” it is charged as an expense to the PTA, but the non-matriculated 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 VSR, HLTHONLY or HLTHSRVC) but the NM 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 MONTHLY never result in unapplied aid because those funds are processed through Payroll rather than through the student account.

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 NM students you are tracking has unapplied aid. This can be a cue to run the Unapplied Aid Report in BI.

2. **The NM Unapplied Aid Report in BI**
   The NM 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 NM 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).
Interpreting the Unapplied Aid Report

The NM Unapplied Aid Report (PS_GFS015NM), which is available in the Graduate Financial Support/Non-Matric folder in the BI Catalog, can be used to identify NM 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 tab gives you the following view:

<table>
<thead>
<tr>
<th>Acad Program</th>
<th>Student Emplid</th>
<th>Student Name</th>
<th>Term</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Expenditure Type</th>
<th>Aid Application</th>
<th>Refund Y/N</th>
<th>Aid Amount</th>
<th>Payline Status</th>
<th>Real Tuition</th>
<th>ASSU</th>
<th>Health Ins</th>
<th>Doc Fee</th>
<th>Item Type</th>
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In this example, the $1,736 the NM student had been awarded with Charge Priority of HLTHONLY (Aid Application column) is unapplied because the student has no charge for Health Insurance.

The Plain GFS Unapplied Aid Report tab presents the same data as the GFS Unapplied Aid tab in a slightly 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 the aid that was intended to cover health insurance 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. NM Students may have combinations of 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)
2. School Funds
3. 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.
Step 2: Modify or Cancel the appropriate STP, QTR, or TUT Aid Lines in GFS

- To cancel a Monthly Stipend/Fee (STP), Quarterly Fees (QTR), or NM 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 click the menu at the far right of the aid line you wish to modify and choose Edit. Editable fields are now available. Enter a date in the termination field and the funding will be adjusted then Save & Submit.

- To modify an existing QTR or TUT line, choose Edit as shown above and 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).

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](#).