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). 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_GFS015NM in Location: Shared Folders.

Interpreting the Unapplied Aid Report

The NM Unapplied Aid Report (PS_GFS015NM) 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.

There is a tab for **GFS NM Unapplied Pivot** report that will show unapplied aid for NM students who are not VSRs. NM students will have tuition.

Introduction | **GFS NM Unapplied Aid Pi...** | GFS VSR Unapplied Aid P... | GFS Unapplied Aid Repor... | Plain GFS Unapplied Aid... | GFS Total Aid

Academic Program

Student ID   Student Name   GR

Term	Tuition Category
1222	NM

Term	Charge Type	Aid Type	Charge Priority	PTA/Project Description	Charge Amount	Payment	Unapplied Aid Total
2021-2022 Autumn	Health Insurance		HLTHONLY Charge		$2,064.00		
			HLTH_INS_WAV Charge		($2,064.00)		
		QTR					($2,064.00)
		QTR001	HLTHONLY	PTA/Project description		$2,064.00	
		Sub Total				$2,064.00	($2,064.00)
	Health Services		HLTHSRVC Charge		$232.00		
		QTR					
		QTR002	HLTHSRVC	PTA/Project description		$232.00	
		Sub Total			$232.00	$232.00	
	Tuition		TU_ONLY Charge		$3,531.00		
		TUT					
		TUT001	TU_ONLY	PTA/Project description		$3,531.00	
		Sub Total			$3,531.00	$3,531.00	
	Total				$3,763.00	$5,827.00	($2,064.00)
Grand Total					$3,763.00	$5,827.00	($2,064.00)

The tab for **GFS VSR Unapplied Aid Pivot** will display unapplied aid for VSRs. While the two pivot reports are similar, a NM-VSR will have VSR fee charges and not tuition.

Academic Program

Student ID   **Student Name**

Term	Tuition Category
1222	NM-VSR

Term	Charge Type	Aid Type	Charge Priority	PTA/Project Description	Charge Amount	Payment	Unapplied Aid Total
2021-2022 Autumn	Health Insurance		HLTHONLY Charge		$2,064.00		
			HLTH_INS_WAV Charge		($2,064.00)		
		QTR					($2,064.00)
		QTR002	HLTHONLY	PTA/Project description		$2,064.00	
		Sub Total				**$2,064.00**	**($2,064.00)**
	Health Services		HLTHSRVC Charge		$232.00		
		QTR					
		QTR001	HLTHSRVC	PTA/Project description		$232.00	
		Sub Total			**$232.00**	**$232.00**	
	VSR Fee		Fed Tax Withholding Charge		$948.58		
			VSR Charge		$3,531.00		
		STP					
		STP001	VSR	PTA/Project description		$3,531.00	
		STP003	VSR	PTA/Project description		$948.58	
		Sub Total			**$4,479.58**	**$4,479.58**	
	Total				**$4,711.58**	**$6,775.58**	**($2,064.00)**
Grand Total					**$4,711.58**	**$6,775.58**	**($2,064.00)**

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 both examples, 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, $2,064 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_GFS034NM) 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)**	

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 examples above are straight forward because the students waived health insurance, so there is not 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. 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).
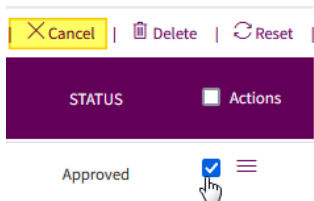
- To modify an existing STP click the menu at the far right of the aid line you wish to modify and choose Edit. Editable fields are now available. Enter a date in the termination field and the funding will be adjusted then Save & Submit.
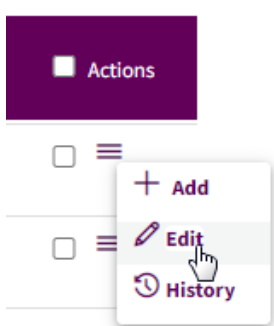
- To modify an existing QTR or TUT line, choose Edit as shown above and fields are now available. Select Amount Override and proceed with changing the amounts then Save & Submit. Once approved, the funding will be adjusted overnight (and changes reflected in the GL at month end).
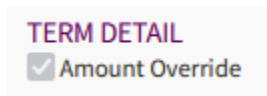
Step 3: Review

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.