



UNIVERSITY
of HAWAII'
SYSTEM

Financial Management Office

Scholarship/Fellowship/Stipend Payment Process in Banner

Barbara Kawamoto, Bursar

Derek Seu, Manager, University Cashier's Office

Points to be Covered

- Reasons to Process UH students' scholarship/fellowship/stipend payments in Banner
- Overview of Scholarship/Fellowship/Stipend Payment and Refund Process in Banner
- When to use Third Party Form vs. Scholarship/Stipend Form
- 1098T Reporting

Reasons to Process UH Students' Scholarship/Fellowship/ Stipend Payments in Banner

- Financial Aid needs to know
 - **Payments to students may have an effect on student's federal financial aid award.**
- If student owes UH money for tuition and we run all scholarship payments through Banner, we have a greater chance of getting those charges paid

Scholarship/Fellowship/Stipend Payment Process in Banner

- Use [Grant-In-Aid Payment Matrix](#) to determine if payment should be processed in Banner or KFS.
- If the awarding agency specifically states that the funds must be used for a UH student's cost of attendance, then the payment should be processed in Banner. If not, then process payment in KFS via a DV.

Grant-in-Aid Matrix – Located in Tax Services Webpage

The screenshot displays the University of Hawaii Tax Services webpage. At the top, the header includes the text "University of Hawaii Tax Services" and "Hours of Operation Monday to Friday 7:45 a.m to 4:30 p.m., excluding State observed holidays." Below the header is a "Systems Access Login" section with a dropdown menu labeled "-- Choose a System --". A horizontal navigation bar contains several tabs: "Overview", "FAQs", "Contact Us", "Policies and Guidelines", "Forms", and "Training". The "Training" tab is highlighted with a red box. On the left side, a vertical menu lists various services, with "Tax Services" highlighted by a red box. The main content area under the "Training" tab features the heading "Training" and a link for "Webinar2 - Tax Treatment for Scholarships and Fellowships (03/03/2015)". Below this, a note states: "Note: This webinar supercedes the 05/14/2014 Tax Treatment Webinar." The primary focus is the link "Grant-in-Aid Tab for Scholarship/Fellowship Payment Process", which leads to "Grant-in-Aid FAQs" and "Grant-in-Aid Tab Object Code Matrix". The "Grant-in-Aid Tab Object Code Matrix" link is highlighted with a red box.

GRANT IN AID PAYMENTS

(July 1, 2015)

PROCESSING

	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
	US CITIZEN*					NON US CITIZEN			
	<i>Qualified</i>		<i>Non Qualified</i>			<i>Qualified</i>		<i>Non Qualified</i>	
	UH student	Non UH student	UH student	UH student	Non UH student	UH student	Non UH student	UH student	Non UH student
↓	↓	Cost of Attendance (e.g. Student Housing and/or Meal plans)	Non-Cost of Attendance (e.g. Fellowship and/or Travel)	↓	↓		↓	↓	
↓	↓	↓	↓	↓	↓		↓	↓	
Banner	KFS-DV	Banner	KFS-DV	KFS-DV	Banner		KFS-DV	KFS-DV	

TAX REPORTING

1098T	Y	N	Y	N	N	Y		N	N
1099MISC	N	N	N	N	N	N		N	N
1042S	N	N	N	N	N	N		Y	Y

OBJECT CODES TO USE

6500 - Grant-in-Aid - Scholarship/Fellowship	6500	6500	6500	6500	6500	6500		NA	NA
6503 - Grant-in-Aid Scholarship/Fellowship (Reportable)	NA	NA	NA	NA	NA	NA		6503	6503
6510 - Grant-in-Aid - Tuition	For sponsored agreements that require a specific tuition object code for tracking and ICR calculations	For sponsored agreements that require a specific tuition object code for tracking and ICR calculations	NA	NA	NA	NA		NA	NA
6514** - Grant-in-Aid - Tuition Loan Repayment	NA	NA	NA	NA	NA	NA		NA	NA
6540 - Grant-in-Aid - Travel	NA	NA	NA	6540	6540	NA		NA	NA
6543 - Grant-in-Aid - Travel (Reportable)	NA	NA	NA	NA	NA	NA		6543	6543

* Includes Permanent Residents and Resident Aliens

** Only used by JABSOM for loan pmts

Cost of Attendance Inclusion

- **Cost of Attendance** includes: tuition, fees, supplies, books, meals, housing, and personal expenses.
 - Note #1: Non Cost of Attendance should be processed via KFS DV (e.g. travel expenses)
 - Note #2: All payments to students must be reviewed by the FAO, even if not processed through Banner, as it may have an effect on student's financial aid award.

Steps to Process Scholarship/Stipend Payments in Banner

1. Submit the completed Form UHCO-2 to your campus Financial Aid Office (FAO).
2. **The FAO reviews the form, as USED Regulations state that the University must know of all sources of financial assistance to students receiving financial aid.**
The FAO adjusts the student's financial aid package, if necessary.
3. The campus FAO provides the approved Form to the campus Cashier's Office.
4. The campus Cashier's Office posts the payment to the Banner student account.
5. If the student has any unpaid charges on their student account, charges will be paid first and student will be refunded the difference.
6. Student refunds are processed daily:
 - Paper check refunds are fed to KFS every M-W-F.
 - An ACH refund file is sent to the bank daily.

Faster Payments to Students



- **Encourage students to sign up for direct deposit of refunds** in the MyUH Portal.
 - eRefund FAQs are available at:
<http://myuhinfo.hawaii.edu/object/paymentfaq.html>
 - On-line tutorials on how to sign up for eRefunds can be found at:
http://myuhinfo.hawaii.edu/object/io_699.html
 - Students may also call any campus Cashier's Office for assistance or send e-mail to billpayment-l@hawaii.edu

**When to use
Third Party Form
(UHCO-1)**

VS

**Scholarship/Fellowship/Stipend Form
(UHCO-2)**

Third Party Form (UHCO-1)

- The Third Party Form is used when an internal vendor pays for educational expenses on behalf of the student.
- The Third Party Form can only be made to pay for specific charges such as tuition, fees, housing, meals or for a specific amount.

Do not use this form to pay fellowships or stipends.

Examples of when to use the Third Party Form:

1. Payment is only for Manoa campus tuition, and not any other campus tuition
2. Payment is only for tuition for specific courses, like English 300
3. Payment is only for mandatory student activity fees, but not for late registration fee
4. Payment is only for course/lab fees, professional fees, institute fees or housing/meal charges

**UNIVERSITY OF HAWAII AT MANOA
NOTICE OF THIRD PARTY BILLING**

STUDENT: Present this form to the University Cashier's Office after you have registered and no later than the published tuition payment deadline for that semester.

NAME STUDENT ID # - -

YEAR/TERM EDUCATIONAL LEVEL

1. The following (check all that apply) will be paid for as noted in item 2 below.

<input type="checkbox"/>	\$ <input type="text"/>	Tuition
<input type="checkbox"/>	\$ <input type="text"/>	Student Activity Fees
<input type="checkbox"/>	\$ <input type="text"/>	Late Registration Fee
<input type="checkbox"/>	\$ <input type="text"/>	Other Fees (e.g. thesis fee, diploma fee, lab fee, Institute fee)

2. Charge to:

UH Account # RCUH Project#

UHF Account # EWC Program #

REMARKS:

I certify that this expenditure of funds supports the University program indicated in the account code block. I certify that sufficient funds are available in this account.

Approving Authority PI Other Date Fiscal Officer FO# Date

Dept. Phone Number:

INSTRUCTIONS ON THE REVERSE SIDE

Rev. 03/01 Form UHCO-1

Third Party Form (UHCO-1) cont'd

- When a third party contract is established, and the third party payment is posted to the student account by the campus Cashier's Office, the student account is credited and the third party vendor account is debited.
- After the add/drop registration period has ended, the campus Cashier's Office will bill external third party vendors and process payment from internal third party UH departmental vendors via a KFS DI eDoc.
- Charges to the account shown on the Third Party Form will post to KFS after transactions are fed from Banner to KFS.

Scholarship/Fellowship/Stipend Form (UHCO-2)

- Use the Scholarship/Fellowship/Stipend Form to pay scholarships/fellowships and stipends to UH students.
- Scholarships are usually entered via the STAR Giving Tree system and fed to Banner.
 - Check with your campus/departmental scholarship coordinator for access and procedures.
- If your department does not have access to STAR, submit the completed Scholarship/Fellowship/Stipend Form to your campus Financial Aid Office.

New Form – UHCO-2

UHCO-2 UNIVERSITY OF HAWAII CASHIER'S OFFICE SCHOLARSHIP/FELLOWSHIP/STIPEND PAYMENT REQUEST		Campus: <input style="width: 100%;" type="text"/> Date: <input style="width: 100%;" type="text"/> (mm/dd/yy)		
- Qualified Expenses for UH Students Only - Non-Qualified Expenses for UH Students – US Citizens Only		Document Number <input style="width: 100%; height: 20px;" type="text"/>		
SCHOLARSHIP/FELLOWSHIP/STIPEND: <input style="width: 90%;" type="text"/>				
TERM: <input style="width: 90%;" type="text"/>				
DEPARTMENT	ACCOUNT CODE	SUB ACCOUNT (Optional)	SUBCODE	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Student ID	Student's Name (Last Name, First Name, Middle Initial)	US Citizen(Y/N)	Qualified/ Non-Qualified(Y/N)	Amount
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
			TOTAL	\$ 0.00
Prepared By: <input style="width: 90%;" type="text"/>		Date: <input style="width: 100%;" type="text"/>		
<small>Print Name & Signature</small>				
Phone: <input style="width: 100%;" type="text"/>	Email: <input style="width: 100%;" type="text"/>			
Fiscal Certification: <input style="width: 90%;" type="text"/>		FO Code: <input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text"/>	
<small>Print Name & Signature</small>				
Phone: <input style="width: 100%;" type="text"/>	Email: <input style="width: 100%;" type="text"/>			

Scholarship/Fellowship/Stipend Form (UHCO-2) cont'd

- After the campus FAO has completed their review of the form, the form will be forwarded to the campus Cashier's Office.
- The campus Cashier's Office will post payment of the scholarship/fellowship/stipend payment to the Banner student account.
- A KFS DI eDoc transaction will post to charge the account code cited on the form.

1098-T Reportability

- The University issues a 1098-T – Tuition Statement each year to every enrolled student.
- One of the items that must be reported on this form is **the total amount of any scholarships or grants that the University administered and processed during the calendar year for the payment of the student's costs of attendance.**
- Any payment processed through Banner will be included in Box 5 of the 1098-T form.
- More information about the 1098-T form is available at http://www.fmo.hawaii.edu/student_accounts/index.html#tab5 4

QUESTIONS?