

How to Cancel an Award

If you post an award in error you may cancel it. To determine how to cancel the award you have to determine if the funds have disbursed.

SDB Screen	What to Check
M6-19	Award disbursement
M6-4	What the award was applied to pay

1. To check disbursement of an award access the M6-19 (under the correct budget, aid year and student number),
 - Check the disbursement status of the award.
2. Determine if any portion of the quarterly award has already been disbursed.

IMPORTANT the award has been disbursed it will show underneath the authorized amount.

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AUTH: TOTAL: 500.00 BY: RREICHER (C-CANCEL, U-UPDATE)
SUM: AUT: WIN: 500.00
DISB: TOTAL: 500.00 SUM: AUT: 500.00 SPR:
AID, RESTRICT / TARA SUM: YES/ NO AUT: NO / NO WIN: YES/ NO SPR: NO / NO

2-MENU 6 4-PAY/CHRG 5-AFFIX INO 6-AFFIX UPD 7-PAYMT ADJ 8-CANCEL CK
9-REFUND CK 10-CNCL RFND 11-INSURANCE 12-NON-TUIT 13-STATEMENT 14-ACCT SUMM
15-GSL LDAN 16-STATUS 17-AID CHECK 18-CANCL AID 19-AUTHO AID 20-HOLD AID
21-STD RESTR 22-PRIOR QTR 25-CSHR SCRN 30-START OVR 31-NEXT PAGE
DT:12/29/09 CHRG: - AID:829000/2010 STD:1099999 ACT:10

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3. If the award has not disbursed;

- To cancel, enter a 'C' (Cancel) by the appropriate quarterly award, and press the outside enter."
 - This will remove the award from the student's account.

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SA0415
      A U T H O R I Z E   S C H O L A R S H I P / E X E M P T I O N      *B*
1023222  197565 123-12-1233                                     6/16/08 14:50
CAT,FUZZY                                     02/02/66

QTR/YEAR: CLASS : FRESHMAN      MAJOR  A-M MATR-00 INTERDIS UC /N MATR
AUT/2000  RESIDENT: NONRES-CIT    SPECIAL PROGRAM:
          VETERAN : NON VETERAN   EXEMPTION:

FUND:826760 LOUIS & GERTRUDE RUBENSTEIN FU  ADMIN OFFICE: STUDENT ACCOUNTS
MAX AWARD:      N/R TUIT: Y N/R CR SUR: Y N/R STD SUR: Y INSUR:N OTHER:N
MIN AWARD:      RES TUIT: Y RES CR SUR: Y RES STD SUR: Y HOUSE:M
FORM OF DISBURSEMENT: CASH / ACCOUNT      FIXED AMT:

AUTH: TOTAL: 4500.00 BY: STL2001 (C=CANCEL, U=UPDATE)
          SUN: _____ AUT: C 1500.00 WIN: C 1500.00 SPR: C 1500.00
DISB: TOTAL: _____ SUN: _____ AUT: _____ WIN: _____ SPR: _____
STD. RESTRICT / TERM SUN: NO / NO  AUT: NO / NO  WIN: NO / NO  SPR: NO / NO

2=MENU 6  4=PAY/CHRG  5=AFFIX INQ  6=AFFIX UPD  7=PAYMT ADJ  8=CANCEL CK
9=REFUND CK 10=CNCL RFND 11=INSURANCE 12=NON-TUIT 13=STATEMENT 14=ACCT SUMM
15=GSL LOAN 16=STATUS 17=AID CHECK 18=CANCL AID 19=AUTHO AID 20=HOLD AID
21=STD RESTR 22=PRIOR QTR 25=CSHR SCRNM 30=START DUR 31=NEXT PAGE
DT: / /  CHRG: -  AID:826760/2008 STD:1023222 ACT:19
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4. Determine if the disbursed funds went to the student account or if they went directly to the student.

- You can see this on M6-04. If it went to account it will be labeled "account."

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SAI630
      P A Y M E N T & C H A R G E   D E T A I L      3.0002
1099999  1225057 000-00-0000                                     3/04/10 12:31
LUTHER, SHAMOIS                                     11/11/11
ACCT BALANCE: 1225.00  AFFIXED: .00  NOT-AFFIXED: 500.00
DATE      DESCRIPTION      CHARGE  CREDIT  DUE      CANCEL  COMMENT
02/18/10  UG/RES TUIT -05.0      1282.00  500.00  02/25/10  20101106
03/04/10  829000-EOP SC-ACCOUNT  500.00  ←
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5. If the award went to account then you can cancel it by submitting an [Award Cancellation Request Form](#)

6. If the award went directly to the student either via direct deposit or via paper check then you will have to have the student pay the funds back to your department and then put the payment on your budget by submitting a CT.