

INSTRUCTIONS FOR UNDERGRADUATE STUDENT RESOURCES REPORTING

2101 SAASB, OFFICE OF FINANCIAL AID AND SCHOLARSHIPS, UNIVERSITY OF CALIFORNIA, SANTA BARBARA

Please complete the Undergraduate Student Resources Disbursement Form at the time your department provides financial assistance, prepares payment of any resource (scholarship, stipend, fellowship, fee paying award, etc.), or receives notification from a government or a private agency that a current undergraduate student will receive some type of financial assistance or monetary award.

Optimally, this report should be completed when:

1. The awards are made; or
2. When your department receives information about an undergraduate student's award from an outside agency.

Please do not wait until the end of the academic year to send this information. This form only needs to be completed for UCSB undergraduate students who are considered by the Office of the Registrar to be current UC students. Do not report earnings of any type.

Federal and State regulations and University Policies 4425 and 4440 require that any type of financial assistance (e.g., grants, scholarships, fellowships, stipends, fee awards, loans, etc.), especially awards, prizes, and scholarships funded from University controlled resources (i.e., funds appearing in the general ledger), be reported to the Office of Financial Aid and Scholarships for all UCSB students whether or not they receive financial aid. This information is used to compile data for the University's annual Corporate Student Systems Report for the UC Office of the President.

The Undergraduate Student Resources Disbursement Form contains data elements required for the Office of Financial Aid and Scholarships to input into our database:

ACCOUNT AND LEDGER INFORMATION

Scholarships, fellowships and other student awards are required to be issued through a 78XXXX Account only.

REGISTRATION REQUIREMENT

Departments are responsible for verifying a student's registration status and eligibility for awards. For funds to credit to a student's BARC (billing) account, the student must be enrolled in a minimum of **6 units** for the quarter of the designated award. If a student is enrolled in less than 6 units or if a student is not enrolled, funds will not disburse unless the following is marked:

1. The "@" symbol is placed next to the student's name; and
2. In the "Comments" section: "Please credit the funds for the students marked with @ as they are not enrolled in a minimum of 6 units."

QUARTER TOTAL

The **Quarter Total** is the cumulative amount of a specific award issued for the entire quarter from the same fund. For example, if you are issuing a fall quarter disbursement of \$200 from the REU1 fund for the first time, the "Indicated Quarter Total" would be \$200. Three weeks later you are issuing a second disbursement for fall quarter and from the same REU1 fund, with the amount of \$100, the "Quarter Total" now would be \$300. Three weeks later you are issuing a third disbursement \$300 for the same student for fall quarter and the award is from the REU2 fund, the Indicated Quarter Total would be \$300, not \$600, because the award is from a different fund.

RESTRICTED vs. UNRESTRICTED FUNDS

Indicate the fund type by marking the “restricted” or “unrestricted” box to avoid processing delays or errors. Restricted awards are designated for funds that are not used for paying existing balances on BARC accounts. When processing restricted awards, it may result in students owing BARC balances as other funds are reduced. Please note, by law, the Office of Financial Aid and Scholarships must make revision(s) to federal and state financial aid resources when students are funded by other resources that results in an over-award. It is important for departments to inform award recipients of this possibility to avoid confusion.

AUTHORIZATION SIGNATURES

Proper authorization signatures are required. Undergraduate Resource Reporting Forms with missing authorizations can not be processed.

DISBURSEMENT FREQUENCY

The Office of Financial Aid and Scholarships generally begins disbursements four weeks before the fee payment deadline. Fee payment deadlines are as shown:

Fall Quarter:	September 15th
Winter Quarter:	December 15th
Spring Quarter:	March 15th
Summer Quarter:	July 15th

The disbursement frequency is approximately twice a week. Processed funds are disbursed to BARC accounts and applied to account balances. After the balances are paid, the BARC office will automatically generate a refund for the remaining credit roughly one week prior to the first day of instruction. Refunds are generated twice a week either in the form of a check mailed to the student’s local address on GOLD or through direct deposit for students that are enrolled in the service. The BARC office ends automatic refunds for a given term when the following quarter’s fees have been assessed to student accounts. At that point, the student can request a refund for the current quarter from the BARC office.

PROCESSING TIME

The processing time will average 3-7 business days and may vary between requests. For example, a student may not be a financial aid recipient and therefore, would not yet have an existing file in our system. This extends the processing time, as our office must manually generate a student file to upload Registrar information. Another example of when processing time may be extended is when we need to create new fund codes for new accounts that are not already in our system. Undergraduate Resource Reporting disbursements may have different requirements for the use of account/fund/sub and object code combinations, so please contact the Office of Business and Financial Services if you have questions regarding the validity of your accounts. Avoid using fund codes that end with a sub code of “2,” as this is an invalid sub code for the processing of these funds.

DEADLINES

Undergraduate Resource Reporting (UGRR) forms must be submitted according to the following deadlines:

Academic Year (Fall, Winter, Spring) Deadline:	July 1st
Summer-Term Deadline:	September 15th

GRADUATE STUDENT RESOURCES

The Graduate Division reports graduate students’ information to the Office of Financial Aid and Scholarships; therefore, you do not need to report resources for graduate students. However, if you have paid any resources (stipends, grants, fellowships, fee awards, etc.) to graduate students through the check request (Form-5) process and have not reported the information to the Graduate Division, please be sure to report this information to them as soon as possible.

For questions, please contact a Financial Aid Advisor by email: FinAidResource@sa.ucsb.edu.