Best Practices – Recommendations from IUF
Scholarship Reimbursement E-docs

- This environment is a protected environment
  - It is a safe place to attach documentation to verify donor intent

- Multiple students can be processed on the same e-doc if:
  - The reimbursement is being paid from the same IUF account
Scholarship Reimbursement E-docs

- Cross reference
- Annual renewals
- Awards that were posted AY (fall to spring)
Scholarship Reimbursement E-docs

- Non-SIS Transactions
  - For use on an EXCEPTION base only
    - Manual entry, more room for error
    - Doesn’t always pull in student information from SIS
  - Make sure to EXPLAIN why the transaction was not processed using the item type that was used for posting the award to the student record
  - CALL with questions
Graduate Insurance Fees

It is best to process on the ORIGINAL scholarship reimbursement
Graduate Insurance Fees continued

IF you realize after the original reimbursement was processed that a graduate student has insurance fees, you can process these fees as a Non-SIS Transaction

PLEASE reference the original reimbursement e-doc # to link the health insurance fees to the award that initiated the fees
Scholarship Reimbursement E-docs

- New field
  - We have added a ‘sub-account’ field
  - SIS transaction

- Non-SIS transaction
Scholarship Reimbursements and Donor Intent

- Make sure to read the donor intent thoroughly
  - Pick out specific criteria that will need documentation to verify
    - Use the “Use Restrictions” tab as confirmation of criteria – This information MAY NOT capture all criteria

- When the donor intent includes a PREFERENCE
  - If there are students that meet the preference(s) and the criteria, selection should be made from the pool that meets the preference(s)
Preferences

- Are **NOT** verified through the compliance review for approval of the Scholarship Reimbursement e-doc
- They **ARE** reviewed at the time of audit
  - Documentation **WILL** be needed to show that preferences were considered
- Documentation to verify preferences **CAN** be attached to the e-doc
Documentation to verify donor intent

- Documentation **should not** be student reported, in most cases, however can be in some cases, i.e. demonstrated...; preferences; etc.
- Please **attach** documentation at the time of submission, if possible
- Please **highlight** the pertinent information for more expedient processing
When agreeing to new accounts

- The school or unit should make sure they can document the criteria

- There are some criteria that a donor may want included, that we just cannot document appropriately
Changing Account Signers

- When changing account signers on an IUF account:
  - Make sure that any outstanding e-docs have been finalized prior to processing the change
  - If there are outstanding e-docs, with the old signers approval, the e-docs will have to go through the approval process again
Please remember that you have access to IUF policies through IQ Policies and Forms

- Specifically the IUF Restricted Accounts policy

- And the IUF Donor’s Intent policy

- The easiest way to locate is by using the search box within Policies and Forms
Scholarship Selection Committees

- Members can only be IU/IUF officials or employees

- No donor’s – due to IRS regulations – gifts are no longer considered charitable in nature

- No outside individuals – due to FERPA and HEA* – sharing of protected student data is forbidden

*HEA – Higher Education Act
Qualifying Data

- SAT scores
  - Beginning in 2017, The SAT field you should be using to qualify a student on is the **Derived SAT Composite Score**
  - This is the converted SAT/ACT score
Questions...always ask!

Contact me!
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