



## Federal Traineeship Procedures

The award unit is responsible for notifying the recipient of the traineeship award and disbursement procedure. This prevents misunderstanding and confusion on the part of the student as to how he/she receives the award. In notifying the recipient please keep in mind that an award cannot be disbursed until the student enrolls for classes. With this in mind, students should be strongly encouraged to pre-register for their courses, rather than waiting to register during fee payment.

### Authorization Procedures

When submitting a written authorization for disbursement, please follow the procedure outlined below. **The form is located at [www.sc.edu/financialaid](http://www.sc.edu/financialaid). Click on Forms and Resources, then Faculty and Staff Forms.**

- A. Complete a Federal Traineeship Authorization Form (FS2 or FS2 Summer)
- B. Submit the completed form(s) to Contract and Grant Accounting if using a grant account or the Office of Student Financial Aid and Scholarships if not using a grant account.
- C. Submit a copy of the completed Authorization Form to the Graduate School if for graduate students.

### Completing form:

1. Complete the academic year on the top of the form. The Office of Student Financial Aid and Scholarships academic year runs from August until the end of the summer semester. Please note that there is a form for fall and spring awards and a separate form for summer.
2. List all students with BANNER ID to be charged to a specific account alphabetically on the form. The BANNER ID starts with a letter and is followed by 8 numbers.
3. List total amount of award for the fall and spring semesters. This amount will be divided evenly between the fall and spring semesters. Summer is one award.
4. Place a check mark in the box marked "Fall Graduate" ONLY if the student is graduating at the end of the Fall semester. This will make the full award disburse during the fall only, and will not split it over fall and spring.
5. Place a check mark in the box marked "Account Ending" ONLY if the account is ending before 12/31 of the current year. This will make the full award disburse during the fall only, and will not split it over fall and spring.
6. Complete Department, Phone, Date and Full Account Number. Please make sure to provide complete account number to avoid processing delays.
7. Use the Comment section to write any special instructions.
8. **Make sure to notate next to the student, if the student can receive the scholarship for less than full time enrollment. The Office of Financial Aid and Scholarships considers 12 hours for Undergraduates and 9 hours for Graduate students to be full time. This must be done on an individual student basis. The Office of Student Financial Aid and Scholarships will not accept a blanket statement for all students listed.**

*Note: Complete one form for all students being paid out of one account. Separate forms are only needed for each different account number.*

### Revisions:

If once you send the form, you need to make a change to the student's award amount, you must complete a **revised** form. To do so, you would take the original form and check the revision box for only the student who the change is being made. Under the award section(s), make the appropriate change and use the comment section to convey any needed messages. If you are making changes to the amount the student is receiving for the spring semester, you would put the total amount at the top of the paperwork and in the comments section put Fall XXX/Spring XXX. **Please make sure to put the TOTAL amount that the student is receiving from this fund for the academic year in the Total Fall & Spring section.** The form must then be sent thru the appropriate channels and once loaded will be reflected on the student's bill.

### Deadlines for Receipt of Authorizations

It is very important that departments adhere to the dates listed below. The process for Federal Traineeships requires a coordinated effort between the academic department, the Graduate School, Contract and Grant Accounting, and the Office of Student Financial Aid and Scholarships. Because of the number of offices involved in this process, it takes some time for the process to unfold. Failure to adhere to these deadlines can result in needless delays and frustrations for your students. Late awards often place students in an overaward status and require that the Office of Student Financial Aid and Scholarships make adjustments to existing financial aid awards. Compliance with the deadlines is also important in assuring that non-resident recipients are assessed the resident tuition rate when semester billings are produced.

August 1  
May 1

Fall & Spring Semester Deadline  
Summer Session Deadline

### Disbursement Procedures

If the Authorization is received in the Office of Financial Aid and Scholarships by the dates listed above, the traineeship award will appear on the student's bill as a credit against their University charges. Traineeship awards will not be disbursed to the student until the student demonstrates enrollment. In cases where the student's financial aid package exceeds their University charges, the student may elect to have their financial aid refund direct deposited into their bank account, or they may choose to have a refund check mailed to them. Details regarding fee payment and direct deposit can be found on the Bursar's Office webpage at [www.sc.edu/bursar](http://www.sc.edu/bursar).