



GA Tuition Supplement Procedures

Completing Form:

The form is located at www.sc.edu/financialaid. Click on Forms and Resources, then Faculty and Staff Forms. The form number is FS3 for fall and spring awards and FS3 Summer for summer awards. The form is a PDF document that you will need to save in order to be able to e-mail it to the appropriate office.

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 “Graduating Fall” 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, Contact Name, Phone, Date and 9 Digit Account Number. Please make sure to provide **complete** account number to avoid processing delays.
7. Use the Comment section to write any special instructions.

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

Banner requires that aid be disbursed evenly between fall and spring. Therefore departments will need to submit GA Tuition Supplements for students for the fall and spring semesters at the beginning of the fall semester. Exceptions will only be made for students that are graduating at the end of the fall semester or are only starting their GA in spring. For these students, please indicate this information in the comment section of the form listing the student’s name and which semester or check the box for “graduating fall” for graduating students.

Calculating Supplement Amounts:

Students enrolled for 9 or more hours will receive the full amount listed on the supplement form. Students enrolled for 8-6 hours will receive 67% of the amount listed on the form. Students enrolled in 5-1 hour will receive 33% of the amount listed on the form.

Example 1:

A department submits a form for a student listing the full amount for the fall and spring at \$5000. The amount will automatically be split \$2500 for fall and \$2500 for spring. If for the fall, the student enrolls in 9 or more hours, the student will receive the full \$2500. If the student enrolls in 8-6 hours

for the fall, the student will receive \$1675 and if the student enrolls in 5-1 hour for the fall, the student will receive \$825. The same thing will apply to spring depending on the student's enrollment for that semester.

Example 2:

If the same student enrolls in 3 hours originally and receives \$825 and then later enrolls for 3 additional hours, the system will automatically credit the student the additional \$850 that the student is now entitled to receive. The reverse applies only during the 100% refund period. If the student originally enrolls in 6 hours and receives \$1675 and then drops to 3 hours during the 100% refund period, the department's account will be credited the \$850 that the student is no longer entitled to receive.

Sending Form:

The form must be forwarded to the Office of Contract and Grant Accounting at tuition@mailbox.sc.edu if paid by grant funds or the Office of Student Financial Aid and Scholarships at FaGATuit@mailbox.sc.edu if paid from other sources. Please allow 48 hours once received by Financial Aid for the award to be loaded to the student's account. Also make sure that if being paid from a grant account, the grant account is already set up; otherwise there can be delays.

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. You will want to make sure that these amounts total the amount at the top of the paperwork and that these are the larger unadjusted for hours amounts. **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.

If you need to switch a student from one account to another account, please send a revised form with the amount zeroed for the old account and then process a new form for the student using the new account. In this situation, please write JE ONLY in the comment section of the revised form.

Submission Dates:

It is very important that departments adhere to the dates listed below. The process requires a coordinated effort between Contract and Grant Accounting and the Office of Student Financial Aid and Scholarships. Because of 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.

August 1 for Fall and Spring
May 1 for Summer