

Laurels Block Grant – 2024-2025 Waivers

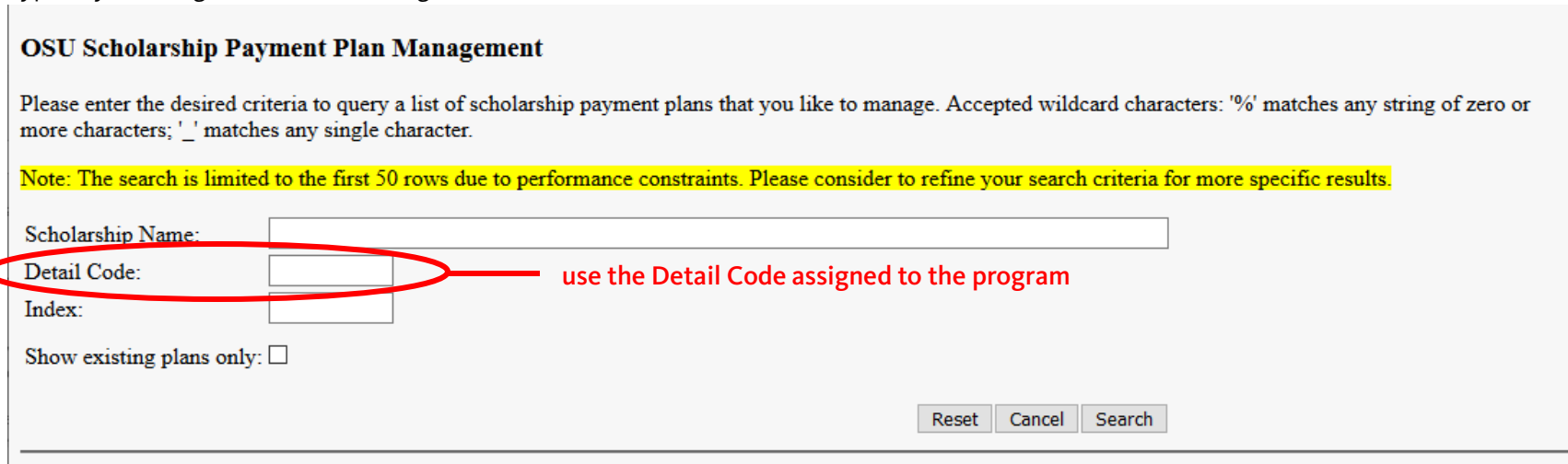
Tuition Waiver Allocations – Step-by-Step Guide

1. Visit: <https://fasystems.oregonstate.edu/OSUR/do/UserMenu>
2. Click on Scholarship Plan>Manage Scholarship Plan



The screenshot shows the OSU Reimbursement and Scholarship System user menu. The OSU logo and name are at the top left. The main title is "OSU Reimbursement and Scholarship System". A navigation menu on the left includes: Reimbursement, Authorized Signer, Scholarship Plan (circled in red), Scholarship, Reports, and Exit. The main content area displays a welcome message for "fleurnyn", the current time (30-Mar-2020 11:22 AM), and the transaction ledger last updated (30-Mar-2020 11:00 AM). Below this, there are two sections: "Reimbursement Requests Pending Your Approval" with a table header (Doc ID, Index, Business Purpose, Total Amount, Req Date, Originator, Status) and "Scholarship Payment Plans Originated By You (in process)".

3. Type in your assigned Detail Code, e.g. XX86



The screenshot shows the "OSU Scholarship Payment Plan Management" search form. The title is "OSU Scholarship Payment Plan Management". Below the title, there is a paragraph: "Please enter the desired criteria to query a list of scholarship payment plans that you like to manage. Accepted wildcard characters: '%' matches any string of zero or more characters; '_' matches any single character." A yellow highlighted note states: "Note: The search is limited to the first 50 rows due to performance constraints. Please consider to refine your search criteria for more specific results." The form includes input fields for "Scholarship Name:", "Detail Code:" (circled in red with a red arrow pointing to the text "use the Detail Code assigned to the program"), and "Index:". There is also a checkbox for "Show existing plans only:". At the bottom right, there are three buttons: "Reset", "Cancel", and "Search".

4. Click on the icon under 2025 to “Create plan” for your waiver allocation:

Scholarship Name:

Detail Code:

Index:

Show existing plans only:

Search Results:

Index	Detail Code	Scholarship Title	2023	2024	2025
ZARN10	XX86	GRADUATE LAURELS BLOCK GRNT 86		<input type="button" value="Create"/>	<input type="button" value="Create"/>

5. Verify the Detail Code matches the assigned one provided by the Graduate School, as well as Academic Year 2025.

OSU SCHOLARSHIP PAYMENT AUTHORIZATION

Scholarship Name:

Detail Code:

Academic Year:

OSU Index:

OSU Index Title:

6. Update the Project ID to have clearing completed by the Graduate School. **YOU WILL NEED TO TYPE: SCLF-GRDooo and press “Tab”.** The ‘Title’ and ‘Authorization Information’ will update to Graduate School information. Select the Preferred Signer as: Fleury, Nick

Foundation Account

⚠ This scholarship is not reimbursable by OSU Foundation. Please use your college scholarship clearing fund (SCLF-xxxxxx).

Project ID: **You MUST change the Project ID to ensure allocation!**

Title:

Budget Amount: \$0.00

Authorization Information

Preferred Signer: **Click drop-down if you do not see Fleury, Nick**

7. The default for Level of Enrollment is FULL time, i.e. 12cr (undergraduate default). This can be adjusted to meet your Laurels awards and ¼x (i.e. 3cr) is acceptable for 2024-2025. Set the Level of Enrollment as the minimum needed to ensure disbursement to the majority of your students. Disbursements can be adjusted per student by using the Notes section of the form.

Requirements

Level of Enrollment required for funds paid on less than full time:

8. Each student is added by typing the OSU ID (no dashes). There is also an excel upload function if providing equal installments over fall, winter, and spring for your entire list of awardees. Otherwise, it is easier to use the manual allocation by student.

Recipient Information

To add a recipient, enter a valid OSU ID and click the Lookup button, then confirm and click the Add button.

OSU ID:

Full Name:

9. Be sure to use the Notes section to let the Graduate School and Financial Aid Office know of specific cases, adjustments, etc. When using Notes, put in the date of entry as well as the relevant term. For example: 06/01/2022 – payout for 3cr enrollment for Smith in F’22.

ID #	Full Name	Summer 2020	Fall 2020	Winter 2021	Spring 2021	Total Award For Year
TOTAL:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

10. Allocations can be saved in Draft form, but you must use Submit in order to send to the Authorized Signer.

Helpful Hints and Resources:

- Scholarship amounts can be adjusted even after first disbursement. Regardless of the adjustment, the amount that appears in the system must be the total award amount. For example, if a student was receiving \$2000 in a term but the amount was increased by \$500, the amount in the system should be \$2500.
- Scholarships may be disbursed for summer term as well. The first disbursement will not occur until early July, as funding must be disbursed within the respective fiscal year (starts July 1).
- Scholarships will not disburse if the award violates distribution rules. This can occur if a student is not at the minimum level of enrollment or received an assistantship (GA appointments nullify the award as Laurels waivers must be used to directly support tuition).
- How to add a new Scholarship Plan – from the Office of Budget & Fiscal Planning:
https://iar.oregonstate.edu/sites/iar.oregonstate.edu/files/scholarshipssystem-newschshipplan_o.pdf
- Laurels Block Grant Program – Graduate School website: <https://gradschool.oregonstate.edu/awards/laurels-block-grant>

Contact:

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