

**Subject:** [Fwd: Undergraduate Student Resources Reporting Form & Planned Form-5 Policies]  
**From:** Celia Estrella <estrella@research.ucsb.edu>  
**Date:** Mon, 27 Oct 2008 08:28:13 -0700  
**To:** or-tia-staff@research.ucsb.edu

----- Original Message -----

**Subject:** Undergraduate Student Resources Reporting Form & Planned Form-5 Policies  
**Date:** Fri, 24 Oct 2008 15:29:23 -0700  
**From:** Ron Andrade <ron.andrade@SA.UCSB.EDU>  
**Reply-To:** Ron Andrade <ron.andrade@SA.UCSB.EDU>  
**To:** DLIST-L@LISTSERV.UCSB.EDU

Deans, Department Heads, Management Services Officers, Administrative Assistants:

The memo below is being sent to the dlist-l listserv. Thank you for serving as one of the representatives for your department to receive this memo. Please distribute this message to the colleagues in your department.

Thank you.

\*\*\*\*PLEASE GIVE WIDEST DISTRIBUTION\*\*\*\*

October 24, 2008

Deans, Department Heads, Management Services Officers, Administrative Assistants:

**Re:** Undergraduate Student Resources Reporting Form and Planned Form-5 Policies

This is both a reminder from the Financial Aid Office and a first notice of an upcoming change in undergraduate awards check request policies from Accounting Service and Controls.

#### FINANCIAL AID OFFICE

The Financial Aid Offices reminds you that all grants, fellowships, scholarships and stipends paid to undergraduate students by your office must be reported to the Financial Aid Office. Attached is an updated version of the "Undergraduate Student Resources Reporting Form" which your office may use to report these awards. Instructions for completing the form are also attached. As an option, you may use any format (an Excel spreadsheet, an email note, etc.) as long as it contains the same information requested on this form.

The Financial Aid Office strongly encourages you to begin using their system now to disburse these awards to your students' BARC accounts thereby eliminating the need to complete the Form-5 check request process.

#### ACCOUNTING SERVICES & CONTROLS

While most of the accounts payable and general accounting functions have switched to an electronic format, the check generation process for students' awards is one of the last remaining vestiges of an outdated, labor intensive manual system. More importantly, the campus is out of compliance with federal IRS Form 1098-T reporting requirements because the current process does not allow us to accurately and completely capture, store, and report these disbursements to students. Not only are we out of compliance, but many students are unable to accurately complete their



## Instructions for Completing the Undergraduate Student Resources Reporting Form

Please complete this 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 governmental or a private agency that an undergraduate student will receive some type of assistance or award. **Optimally, this report should be completed when the awards are made or when you receive information about an undergraduate student's award from an outside agency.** When possible, report a yearly total instead of only reporting one quarter at a time. *Please do not wait until the end of the academic year to send this information.*

The form contains the data elements required for our office to input the information to our database. If you prefer to use another format (e.g., a list generated from your personal computer), please be sure these data elements are included.

**Note:** *Do not report earnings of any type.*

**RECOMMENDATION:** If you would like the Financial Aid Office to disburse these funds for your department, please indicate that preference in the last column on the form. Be sure the account/fund/sub and the object code information is correct. If you choose this option, the funds will be disbursed to the students' BARC accounts with the UCSB Billing Office. For more information about this option, please contact Ron Andrade at ext. 4660.

**Graduate Students' Resources:** The Graduate Division reports graduate students' information to the Financial Aid Office; 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 directly 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.

Please contact Ron Andrade at ext. 4660 if you have any questions.

Federal and State regulations and University Policies 4425 and 4440 require that financial assistance of any type (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 Financial Aid Office. It is required 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.

**UNDERGRADUATE STUDENT RESOURCES REPORTING FORM**

Revised 10-23-08

Student Name & Perm Number Student Name (Last, First, M)	Resource Title (e.g. ABC Award, NSF REU, etc.)	Acct & Ledger Info Account/Fund/Sub & Object Code	2008-09 Quarterly Award Amount(s) Please indicate whole dollar amounts. Cents cannot be posted to our file. Round up or down as necessary.			Check here if you want these funds disbursed by the Financial Aid Office to the student's BARC account.		
			F08	W09	S09	M09	TOTAL	
Perm _____ Name _____		a/f/s obj code	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	( )
Perm _____ Name _____		a/f/s obj code	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	( )
Perm _____ Name _____		a/f/s obj code	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	( )
Perm _____ Name _____		a/f/s obj code	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	( )
Perm _____ Name _____		a/f/s obj code	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	( )
Perm _____ Name _____		a/f/s obj code	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	( )
Perm _____ Name _____		a/f/s obj code	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	( )
Perm _____ Name _____		a/f/s obj code	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	( )
Perm _____ Name _____		a/f/s obj code	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	( )

Comments:

Completed by: \_\_\_\_\_ Department \_\_\_\_\_ Phone Ext. \_\_\_\_\_ Date \_\_\_\_\_

Return to: FINANCIAL AID OFFICE (MC 3180)  
Fax: x8793  
Email: ron.andrade@sa.ucsb.edu