Requesting Disbursement Overrides

Overview

Each awarding office defines the Disbursement Rules that are assigned in the setup of their Financial Aid Item Types (FAITs). On occasion, special student circumstances warrant circumvention of the assigned FAIT Disbursement Rules. This document provides the instructions for requesting, documenting, and executing Disbursement Overrides.

Business Process

1. The awarding office enters the FAIT information in the Award Entry/Manual component for the student. 
   Exception: The Office of Financial Aid (OFA) enters the awards for Supported Award Entry departments.

2. The awarding office determines that the student does not meet one or more of the disbursement rules assigned to the specific FAIT. Examples include:
   - The student will not enroll in courses because a Detached Study status has been approved.
   - The student will be allowed to enroll less than full-time for an award that has a full-time enrollment FAIT Disbursement Rule.

3. The awarding office will send an email to the OFA (sfps@umich.edu) to authorize the Disbursement Override. The email message will contain:
   - “DISBURSEMENT OVERRIDE” in the subject line of the email message.
   - The student’s name and EmplID.
   - The FAIT number and Description.
   - The Aid Year, Term and Disbursement ID(s) for the award to be disbursed. It is important to note that the full amount of each Disbursement ID will be disbursed if an override is requested. This information is available on the Award Summary page at: Home>Administer Financial Aid>Package and Disburse Aid>Inquire 1>Award Summary Click Award Detail next to the award(s) to identify the Disbursement ID and Term values.
   - The reason for the Disbursement Override.

4. OFA will execute an on-line disbursement override and add a comment to the student’s financial aid record that outlines the reason for the override. Note that on-line disbursement completes both the Financial Aid disbursement and the Student Financials “post” processes. (These are normally two distinct processes when run in batch.)
   Exception: OFA will not execute on-line disbursements until the first day of the disbursement calendar for the designated term for the student’s career. (This schedule is disseminated to awarding offices).

5. When the Disbursement Override has been executed, OFA will send a return message to the department noting that the Disbursement Override request is complete.

6. Once the Disbursement Override is completed, any refund will be distributed to the student in the next weekly Payroll interface (see the “Distribution of Aid Disbursements” document for more details).