

**Campus Administrative Policy****Policy Title: Financial Aid Awarded by Schools, Programs, and Department**Policy Number: 7036 Functional Area: **Student Affairs**

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Effective: March 1, 2000  
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Supersedes: N/A—New Policy

Approved by: Chancellor

Prepared by: Financial Aid  
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Senior Vice Chancellor for Administration and Finance and Chief Financial Officer

Applies to: University of Colorado Anschutz Medical Campus

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**A. INTRODUCTION**

The purpose of this policy is to establish the responsibility for awarding student aid from funds controlled by schools, programs and departments. It shall be the responsibility of the respective Deans, Program Directors or Department Heads to follow established policy and procedures when awarding student aid from funds controlled by schools, programs and departments. This policy is applicable to all awards of financial aid when the award is made by a school or by an academic department. This includes funds, whether appropriated, generated, awarded, donated, or otherwise administered by University of Colorado Denver. Grants, contracts, and gifts having a more restrictive policy will be governed by the guidelines applicable to those funds. This policy does apply to the Financial Aid Office (FAO), when funds are directly administered by that office on behalf of the schools, programs and departments.

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### C. DEFINITIONS

1. Approving Authority is the individual(s) who has been delegated the authority to approve those expenses incurred for the benefit of CU Denver.
2. Financial Aid consists of grants, scholarships/fellowships, loans and work-study awards. It can be for tuition, fees, books, equipment, travel, and living expenses and may be awarded to undergraduates and graduate students.

### D. POLICY

Financial aid awards to University of Colorado students generally are governed by policies and procedures administered by the campus FAO. The FAO administers rules governing student application, eligibility, and recipient aid distribution, based on criteria established by the applicable Federal, State or private funding agencies or donors.

Financial Aid awards consist of grants, scholarships/fellowships, loans and work-study awards. Financial aid can be for tuition, fees, books, equipment, travel, and living expenses and may be awarded to undergraduate and graduate students. Grants are usually based on financial need. Scholarships/fellowships are usually based on scholastic achievement and are often awarded solely for academic excellence or special talents in specific areas, regardless of financial need. Scholarship and grant recipients are not required to perform services to the institution as consideration for the award, nor are they expected to repay the award to the funding source. Cash prizes, usually based on scholastic achievement, and fellowships and traineeships are other types of non-repayable awards.

Loans, which include written provisions for repayment of the loaned amounts plus interest, are not included in this policy. College work-study awards and stipends are related to the provision of services, creating an employee-employer relationship with the University, and therefore, are not included herein.

Grants/Scholarships/Fellowships **include** the following:

1. Tuition and fee awards, and other outright grants to students selected by the institution, including tuition remission for teaching assistants and research assistants
2. Trainee payments to enrolled students, where performance of services is not required
3. Cash prizes and awards to students

4. Tuition and fee awards or remissions for non-employees
5. Athletic grants

Supplemental Educational Opportunity Grant matching contribution  
Grants/Scholarships/Fellowships **exclude** the following:

1. Tuition and fee awards for employees, as benefits are reported in programs/projects and expense accounts where compensation is reported
2. Trainee stipends for individuals not enrolled in coursework, but where the performance of services is required
3. Assistantships to graduate students that require performance of services; these expenditures are reported as employee earnings in the department program/project where the services are received
4. The University's share of work-study wages is reported in the department program/project where services are received
5. Any other award to students in which services are to be rendered by the awardee: e.g., work-study and stipends
6. Loans

Eligibility criteria for all grants, scholarships, fellowships, cash prizes, and other non-repayable awards that do not require service commitment must be described in published materials that have been approved by the Dean, Director or Department Head. Each aid description must identify the scholastic and/or need-based criteria to be used. Program materials must also include (1) expense categories covered by the award and/or the maximum dollar amount of the award, (2) date and location where applications must be received, (3) procedures that the applicant must follow, (4) date when applicants will be notified about the decision regarding receipt of their award, (5) identification of the university campus(es) where the award may be applied, (6) and date when the award is no longer valid, if applicable. CU Denver will normally apply aid to the extent of costs identified on a student's tuition and fee bill, with any remaining balance then being remitted to the recipient as undesignated funds. Balances will not be remitted if there are restrictions pertaining to the retention or continuation of an award into a subsequent period.

Restrictions or requirements pertaining to refund, payback, successful completion of coursework, minimum grade point average, satisfactory progress, etc., must be included in the program announcement. Options for alternative award processing must be established in cases where funds may become available beyond the set application period. Neither the campus Bursar's Office, nor the FAO, is responsible for non-compliance with

award provisions.

Committee review and recommendation of award recipients is required. Committee recommendation will be based upon criteria established by the program's approving authority (Dean, Director or Department Head). Committees must consist of at least two members. The approving authority shall not serve. Criteria that are likely to limit eligibility to one individual, or are restrictive to a point that an appropriate applicant pool cannot be reasonably achieved, are specifically prohibited. Subsequent to the Committee's selection of award recipients, the authority to grant approval resides with the Deans, Directors or Department Heads. Committee processes are to be documented and retained in the college or department. In emergency situations where recipients have already been selected to receive aid from other CU Denver sources, and those other sources are insufficient to fully meet the need of the recipient, no additional committee decisions are required to supplement the award, however documentation must be retained in the department file. Individuals who are specifically selected by organizations external to CU Denver do not require committee review and selection.

Federal regulations require that the CU Denver FAO be informed of all aid awards made to students. The Dean, Director, or Department Head shall provide written notification to the FAO as soon as it is known that a student will be a recipient of an award. This notification must include student name, student number, type of award (grant/scholarship/fellowship), dollar amount, academic term when the award can be applied, and the financial system program/project number and title to be charged for disbursements. This information supports coordination of aid packaging by the FAO in cases where students are also recipients of financial aid from Federal, State, or private sources. Awards made by Schools, programs, or departments may result in changes to student aid commitment from other sources. The FAO will make any necessary adjustment to a student's total award package.

State Fiscal Rules allow State Agencies to provide job related and career enhancement courses to their employees at no cost or at a reduced cost. Limited tuition-free enrollment options for employees (members of the faculty at the rank of instructor and above, members of the classified staff, and university staff) at each of the University campuses, the System Office, the Board of Regents, and at the Auraria Higher Education Center are authorized by the Regents of the University of Colorado on a space-available basis. Additional awards for the above employee categories in the University's regular academic programs and in extended studies credit courses shall not be provided from school/program/department funds. Specific information regarding employee eligibility may be obtained by reviewing campus procedures on Instructional Courses and Job Related Training for employees.

Recipients should consult their own tax advisor to determine if they are liable for any taxes on amounts received from CU Denver.

Generally, CU Denver will consider payments of awards as taxable unless there is certification by the Dean or Department Head and the student, that (1) the payment is to

be used by the student for educational expenses and defined above, and (2) that the student is a candidate for a degree.

Internal Revenue Service tax compliance for recipients of scholarships or fellowships is based upon four pivotal factors: (1) whether the recipient is an employee or independent contractor; (2) whether the “qualified” amounts paid to recipients for books, tuition and fees, and or the “nonqualified” amounts paid are in excess of books, tuition, fees, and equipment; (3) whether the financial assistance is conditioned upon the performance of services (i.e., work), and (4) whether the recipient is degree seeking or non-degree seeking.

Tax liabilities for non-resident aliens will be based upon specific tax treaties with foreign countries. Departments shall consult with the campus payroll office to determine appropriate tax liability requirements.

## Notes

1. Dates of official enactment and amendments:

March 1, 2000: Approved by the Chancellor

July 26, 2018: Reformatted

January 23, 2019: Corrected

2. History:

July 26, 2018: Reformatted to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chartered policy statement organized around the several operational divisions of the university.

January 23, 2019: Format and administrative changes.

3. Initial Policy Effective Date: March 1, 2000

4. Cross References/Appendix:

- University of Colorado Accounting Directive #97-1 (Financial Aid Awarded by Schools/Colleges/Departments)