**LINK FINANCIAL AID**

**AWARD PACKAGING MODULE**

**FAPK-104 Offer an Award Package**

**Automatic Packaging to an Individual Student**

The University of New Mexico

**Date Issued: 4/5/2006**

**General Description:**

This procedure explains how to offer an award package using automatic packaging to an individual student.

**Responsible Manager:** Director of Financial Aid

**Related Forms:**

      RPAAWRD   Award Form

      ROAIMMP    Applicant Immediate Process Form

**Related Procedures:**

      FAPK-101      Immediate Assignment to a Packaging Group

**The procedure begins on the following page.**

## PROCEDURE

1. From the main menu type RPAAWRD and press ENTER.  Do NOT click on the magnifying glass.

2. **ID:**  Required.  Type the student's Banner identification number.

3. Correct student found?

    a. If yes, continue.

    b. If not, go to UNM-100 or use on-line search tools and locate correct student.

4. **Aid Year:**  Required.  Type the aid year desired or double click in the field to select.
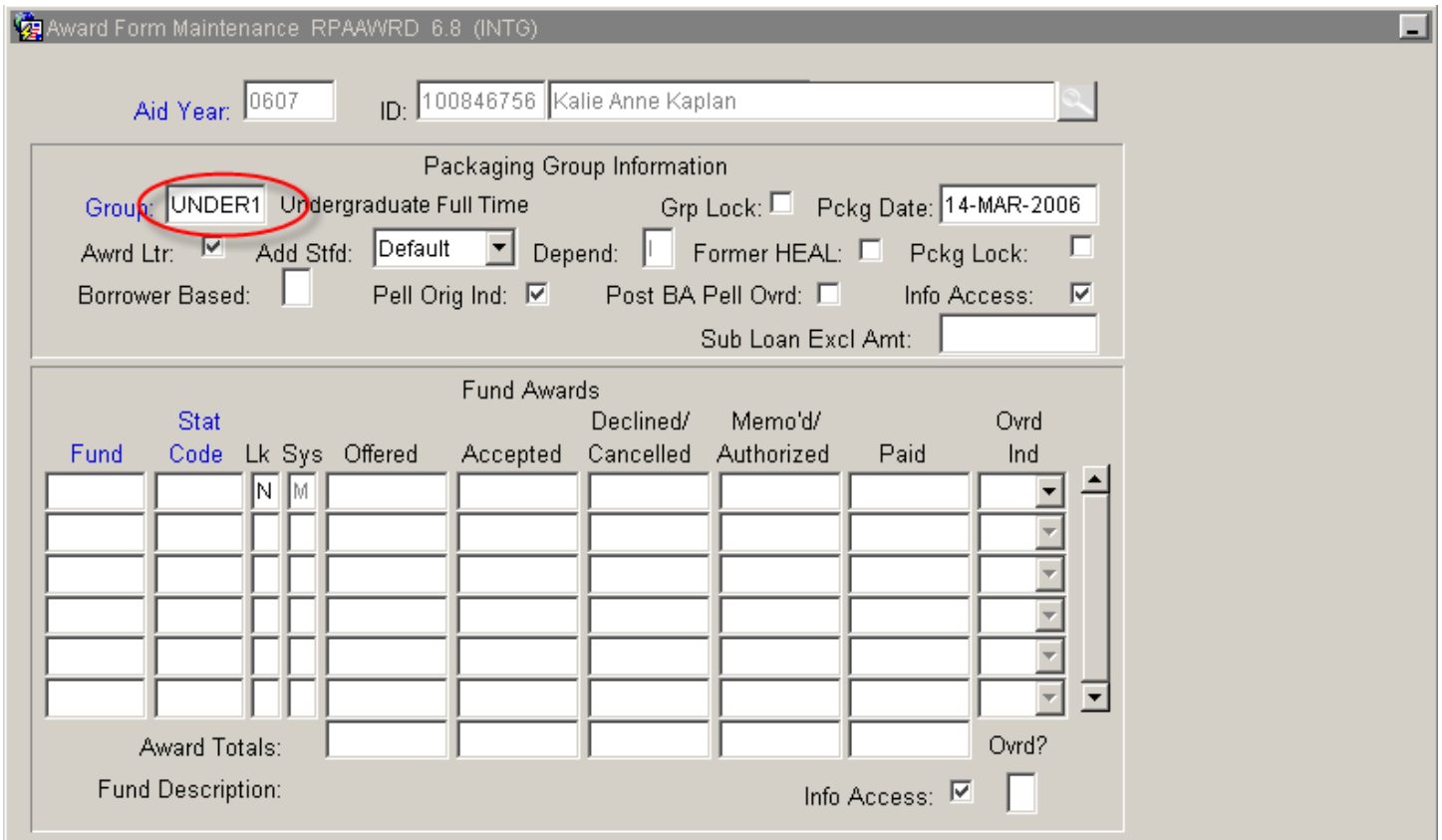
5. Select "Next Block"

6. Select "Options" from menu bar.

File  Edit  Options  Block  Item  Record  Query  Tools  Help  Window

7. Select "Toggle Summary/Packaging Group Information"

8. **Group:**  Is the student in a valid packaging group?

    a. If yes, continue.

    b.  If not in a valid packaging group, go to FAPK-101 before proceeding.  (Invalid groups are: DEFALT, NONDEG, BACH2, or CONCUR  They are invalid as students in these groups are either ineligible for Financial Aid funds, or must be awarded manually.)

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Award Form Maintenance  RPAAWRD  6.8  (INTG)

Aid Year: 0607     ID: 100846756   Kalie Anne Kaplan

**Packaging Group Information**

Group: UNDER1  Undergraduate Full Time          Grp Lock: ☐   Pckg Date: 14-MAR-2006
Awrd Ltr: ☑   Add Stfd: Default ▼   Depend: I   Former HEAL: ☐   Pckg Lock: ☐
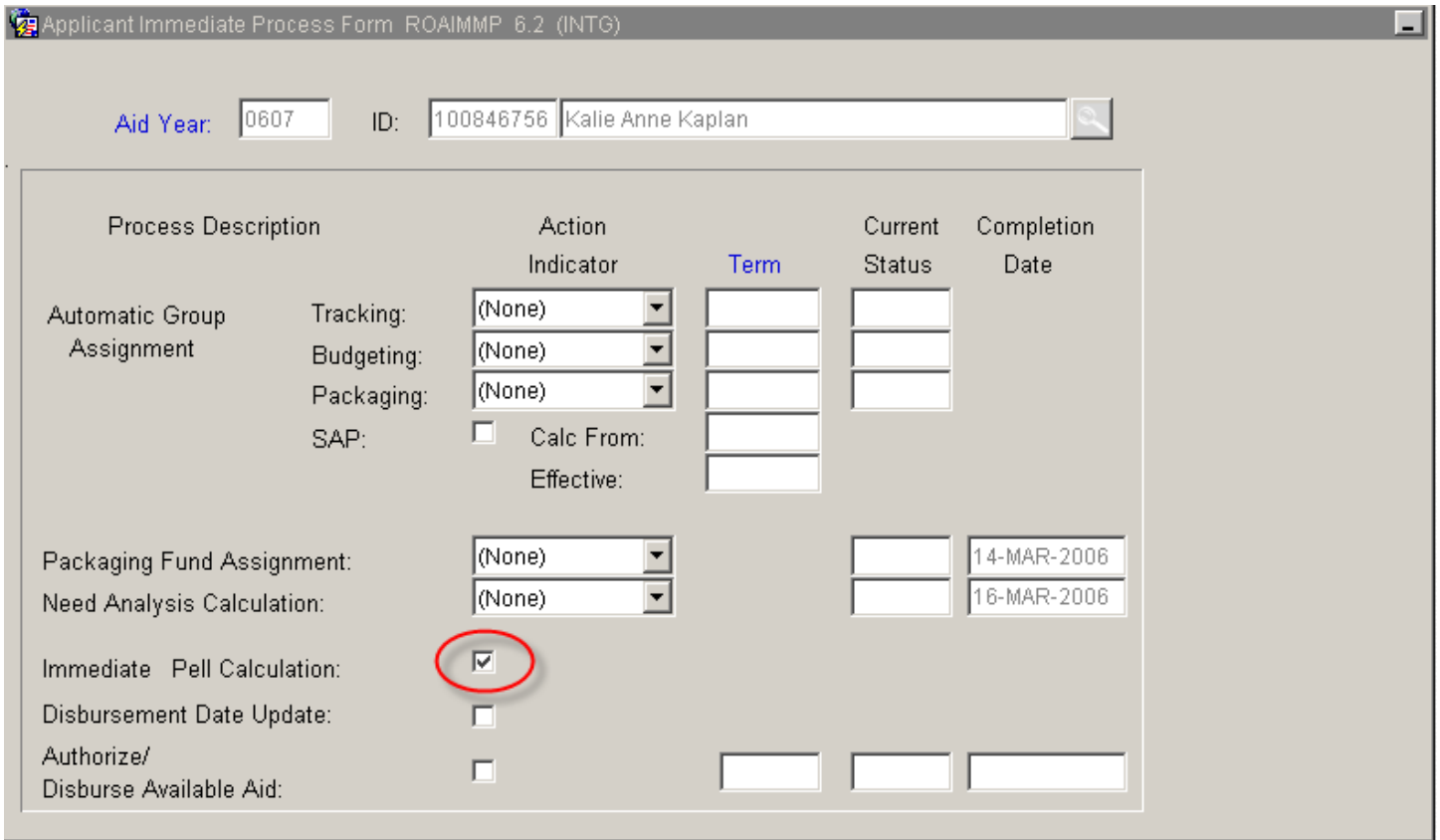Borrower Based: ☐    Pell Orig Ind: ☑    Post BA Pell Ovrd: ☐    Info Access: ☑
                                        Sub Loan Excl Amt: _____

**Fund Awards**

| Fund | Stat Code | Lk | Sys | Offered | Accepted | Declined/ Cancelled | Memo'd/ Authorized | Paid | Ovrd Ind |
|------|-----------|----|-----|---------|----------|---------------------|--------------------|------|----------|
|      |           | N  | M   |         |          |                     |                    |      | ▼ |
|      |           |    |     |         |          |                     |                    |      | ▼ |
|      |           |    |     |         |          |                     |                    |      | ▼ |
|      |           |    |     |         |          |                     |                    |      | ▼ |
|      |           |    |     |         |          |                     |                    |      | ▼ |
|      |           |    |     |         |          |                     |                    |      | ▼ |

Award Totals: _____ _____ _____ _____        Ovrd?
Fund Description:                         Info Access: ☑  ☐

9.   Select "Options" from menu bar.

10. Select "Toggle Summary/Packaging Group Information"

11. Select "Next block" 

12. Select "Options" from menu bar.

13. Select "Applicant Immediate Process (ROAIMMP)"

14. **Immediate Pell Calculation:**  click in the adjacent box.



15. Select "Save." 

16. **Packaging Fund Assignment:**  Select "Immediate" from pull down menu.

17. Select "Save." 

18. More packages to award?

     a. If yes, return to step 1.

     b. If not, select "Exit." 

19. Go to RPAAWRD to see the awards offered. (See next page.)

Award Form Maintenance RPAAWRD 6.8 (INTG)

Aid Year: 0607   ID: 100846756  Kalie Anne Kaplan

### Summary Information

Budget: 16,844.00  Grp: RUI3AF  Pell EFC          EFC      Gross Need  Unmet Need
Res:        .00                        0  FM:       .00   16,844.00    4,422.00
Ofrd: 12,422.00  Prd: FASP            IM:
                                              Sub Loan Excl Amt:

### Fund Awards

| Fund | Stat Code | Lk | Sys | Offered | Accepted | Declined/ Cancelled | Memo'd/ Authorized | Paid | Ovrd Ind |
|------|-----------|----|-----|---------|----------|---------------------|--------------------|------|----------|
| A23085 | ACCP | N | S | 1000.00 | 1000.00 | | | | |
| ANMWS | ACCP | N | S | 4000.00 | 4000.00 | | | | |
| ASEOG | ACCP | N | S | 1000.00 | 1000.00 | | | | |
| ASSIG | ACCP | N | S | 2372.00 | 2372.00 | | | | |
| XPELL | ACCP | N | S | 4050.00 | 4050.00 | | | | |
| | | | | | | | | | |
| Award Totals: | | | | 12422.00 | 12422.00 | .00 | .00 | .00 | Ovrd? |

Fund Description:   SFAO UNM Grant II                    Info Access: ☑ ☐

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