Spring 2020 Scholarship Meeting

February 11, 2020
Agenda

- Introduction to FS4U
- Scholarship Overview
- Donor Stewardship
- Payroll Services
- Office of Financial Aid
- Student Business Services
- Wrap-Up
- Q&A
Blackbaud Award Management (FS4U)

- Centralized scholarship management system utilized by over 700 institutions nationwide
- Students can view available scholarships for which they are eligible, apply for scholarships, view and accept scholarship offers and submit post-acceptance requirements (thank you letter)
- Faculty and staff can view applicants eligible for specific scholarships, review and score applications, select recipients, offer scholarships and monitor award status
Blackbaud Award Management (FS4U)

- “FS4U – Finding Scholarships for You” went live January 4, 2019
- Scholarships issued using Foundation funds must be awarded in FS4U beginning with the fall 2019 semester (2019-2020 academic year)
- Enhances transparency of scholarships to students
- Maximizes fund utilization
- Ensures the University is providing good stewardship of donor funds
Introduction to FS4U

FS4U Project Website & Resources: foundation.fsu.edu/fs4u

- Project Overview
- Resources
  - FS4U Forms (Add/Update Users or Opportunities)
  - Opportunity Administrator Contact List
  - Scholarship workflow
  - Scholarship meeting/training session videos
- Job Aids
- Frequently Asked Questions with Quick Access Menu
- Implementation Archive
Scholarship Workflow in FS4U:

- Phase 1: Opportunity Administrator workflow
  - Issuance and acceptance of scholarship offer

- Phase 2: Foundation Donor Relations workflow
  - Post-acceptance application

- Phase 3: Foundation Accounting workflow
  - Disbursement
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How do Foundation Scholarships Work:

- Private donors make contributions to a fund with an existing purpose, or establish one of their own with a specific set of restrictions
  - If the fund is an endowment, it receives spending distributions (cash) quarterly that can be used for the intended purpose
  - Criteria ranges from restricted to all students, to restricted to a History major with a 3.2 GPA from Broward County
  - Can be awarded using a selection committee or without
  - All gifts must follow FSU’s gift acceptance and counting policies (found on the University Advancement website at www.advancement.fsu.edu)
How do Foundation Scholarships Work:

- Gifts are tracked in the Foundation’s donor database, and the financial activity is recorded in the accounting system as well as OMNI Financials
  - Donor documents, such as gift agreements and amendments, are stored in our records and available upon request
  - Donor information is maintained for addressing and sending thank you letters
  - Web reports are available online, providing access to endowment balances, gift history, spendable cash balances, expenditures and fund purpose
How do Foundation Scholarships Work:

- As cash becomes available in a fund, opportunities can be added to FS4U so that scholarships may be issued to students.
- There must be cash in the Foundation fund and budget in the OMNI department to disburse an award.
- A scholarship follows the FS4U workflow, collects post-acceptance (thank you letter), and gets transferred to the University for final disbursement in accordance with University policy.
- Thank you letters are mailed to donors.
Scholarship Overview

Different Types of Scholarships:

• Scholarships go by many different names
  – Fellowships, stipends, awards, grants, prizes, internships, etc.
  – General Rule: If you are awarding money to a student for his or her education using Foundation funds, it must be processed through FS4U.

• Earmarked scholarships

• Latin American Caribbean scholarships, emergency payments, First Generation Matching Grant Program, etc.
  – Requires unique portfolio; tagged in the Project ID field on the details page
Using FS4U:

- Establishing the portfolio and reviewer groups
- Requesting access
- Portfolio vs. opportunity
- Dashboard and grids
- FS4U reports
- Applicant list
- Demo of an award
Scholarship Overview

Timelines:

- The process is different and unique for everyone, but there are some constants:
  - University applications and admissions decisions
  - Student decision deadlines
  - Financial Aid packaging and disbursements
  - Student Data imports
  - Cycle Management
Donor Stewardship
• **What is the post-acceptance application?**
  - New terminology for the student thank you letter, which is now completed through FS4U.

• **Why is it required?**
  - To be good stewards of our donors’ investments, the University President requires all students to provide a thank you letter to the donor(s) who made their scholarship possible. If a student receives multiple scholarships, he/she must complete a post-acceptance application for each one.
When do students need to complete their post-acceptance application?

- Currently there is not a deadline for post-acceptance applications. It is preferred that the scholarship recipient submit this ASAP.

Donor Relations reviews each post-acceptance application and edits the thank you letters before sending to donors.

It is important to note that funds will not be disbursed to the student without the completion of the post-acceptance application.
Reminder Emails

- Should a student not complete their post-acceptance application within two weeks of being awarded a scholarship, Donor Relations staff will send an email reminding them to do so.
- At this time, Donor Relations staff will also email FS4U administrators the list of delinquent students for additional follow-up.
- It is the college/unit responsibility to prompt the student to complete their thank you letter.
Earmarked Scholarships

- **What is an earmark?**
  - When a college/unit awards a scholarship through a general fund.

- **If there is a donor that needs to receive a thank you letter through an earmarked fund:**
  - Provide a list of earmarked scholarships in your division to Donor Relations staff as quickly as possible. Provide the student name, student ID, fund ID, donor name and donor CRM ID (if possible).
  - Provide students with the donor names so they can address their thank you letters properly. (Donor Relations can edit the thank you letters as needed if the student does not address the letter properly.)
Accessing Thank You Letters

- If an opportunity administrator has access to CRM, the FSU Foundation’s donor database, thank you letters can be viewed on the Documentation and Interactions tab (on the Interactions subtab) within the scholarship recipient record or donor’s record.

- If the administrator does not have access to CRM, please request access to the Stewardship View Role in FS4U by emailing Donor Relations staff.
Payroll Services
Tax Status

- **Nonresident alien for Tax Purposes (NRAT)**
  - Tax withholding is required when payments are made, unless eligible for tax exemption

- **Resident Alien for Tax Purposes**
  - Treated like US citizen for tax purposes

- **Legal Permanent Resident Alien**
  - Treated like US citizen for tax purposes
Determining Tax Status

- **Green Card Test**

- **IRS Substantial Presence Test**

- **Glacier Software**
  - Performs substantial presence test for us
Nonresident Aliens for tax purposes

- **Qualified Scholarship - SBS**
  - Qualified tuition and required education expenses, Nontaxable

- **Nonqualified Scholarship – Payroll Services**
  - Cover expenses other than qualified expenses
  - Taxable, FSU is required to withhold taxes
    - 14% for all those on student visa (F,J,M,Q)
      - unless eligible for tax treaty exemption
    - 30% for all other visas
  - Reported on a 1042-S, processed in Glacier Software
Check Process

- **Nonqualified Scholarships for NRATs**
  - SBS notifies Payroll Services to process
    - Glacier paperwork is required
  - Payroll Deadlines
    - 1st day of the pay period
Payroll Services – Contacts

- Debbie Groves
  - dgroves@fsu.edu
  - 850-645-7261

- Evelynn Steffen
  - esteffen@fsu.edu
  - 850-644-940

- Payroll Tax email: CTL-Payroll-Tax@admin.fsu.edu
Office of Financial Aid
Disbursing scholarships is the EASY part.

- Scholarships can be awarded to any of our students.
- When awarding scholarships to students, please consider the following:
  - Is the student available to complete the entire process, including the thank you letter?
  - Does the student have a valid bank account on file with FSU in the event of a refund?
  - Are there any financial aid implications with aid received at home institution?
- Transient (FSU is not the home institution) and recently graduated students can have awarding obstacles in their way.
Understanding how scholarships are processed by the Office of Financial Aid.

- The Foundation validates all scholarship criteria eliminating the need for under load approval.
- Transmittals are received from the Foundation on Fridays. International students are processed through Student Business Services.
- Over award review is completed.
- Scholarships are loaded to the students’ accounts.
- The Office of Financial Aid normally disburses aid on Tuesdays and Thursdays.
Important annual dates to remember:

- **February – Fall/Spring** - Financial Aid packages are created, which could include scholarships, waivers, grants, and loans.

- **July 1 – Fall/Spring** - Suggested deadline for scholarship applications from the departments to the FSU Foundation.

- **August 1 – Fall/Spring** - Suggested deadline for the receipt of scholarships by the Office of Financial Aid from the FSU Foundation. This ensures a scholarship will be considered before finalizing a student’s financial aid award and prevents over awards.

- **April 15 – Summer** - Suggested deadline for the receipt of scholarships by the Office of Financial Aid from the FSU Foundation.

- **Financial Aid Early Disbursement** – 10 days prior to the start of classes.
Financial Aid Over Awards

• Once a scholarship transmittal is received from the Foundation after Early Disbursement, it is reviewed for potential over awards. If the scholarship places the student in an over award status, other financial aid will have to be reduced and the student will be placed on Accounts Receivable to pay back the financial aid.

  – Example: Student is awarded a $500.00 scholarship.

    Student is over awarded $500.00.
    The student’s aid will be reduced, and the student will be placed on Accounts Receivable for the over award of $500.00.
    When the scholarship disburses the A/R will be paid by the scholarship, and the student will not receive an immediate benefit from the scholarship.
Office of Financial Aid Academic Eligibility and Scholarships

- Contact Information:
  - Financial Aid Specialist, Gina Maddox (850) 644-2310
  - Assistant Director, Casey Boyett (850) 644-2080
  - Program Director, Sherron Sloan (850) 644-5874
Student Business Services
• Our office receives a transmittal (roster) of students who have been awarded a Foundation Scholarship from the FSU Foundation and are considered NRAs for tax purposes.

• The FSU Foundation follows up a few days later with the Journal Entry confirming funds are ready to be disbursed.
Once SBS receives both the Transmittal and the Journal Entry, funds can be posted to student accounts and/or processed by Payroll.

When processing the scholarships, the scholarship can only be applied to qualified tuition charges.
• Anything over the qualified tuition amount is sent to Payroll to be processed and refunded directly to the student.

• If Payroll determines the student to be a citizen for tax purposes, SBS can refund the credit balance to the student.
SBS Contacts

- Jason Price, Billings Manager
  - jprice@fsu.edu
  - 645-7903

- Allison Cantrell, Billing Specialist
  - acantrell@fsu.edu
  - 644-9460
Wrap-Up
Cycle Management 2020 *(tentative schedule)*:

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<td>Cycle management questionnaires distributed and completed</td>
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<td>Questionnaire follow up/aggregate system information</td>
<td>9/28 – 10/8</td>
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<td>Close down FS4U and submit case to Blackbaud to initiate process</td>
<td>10/9</td>
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<tr>
<td>Complete cycle management survey</td>
<td>10/12 - 10/13</td>
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<tr>
<td>Blackbaud support team completes cycle management</td>
<td>10/14 - 10/23</td>
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<td>Perform updates to opportunities and applications</td>
<td>10/26 – 11/6</td>
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<td>Reopen FS4U</td>
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Cycle Management

Archiving Opportunities

- Each year as your internal awarding seasons reset, we go through a process called Cycle Management
- Typically used to archive (disable and hide) and clone (copy and reset) opportunities
- Archiving will now be offset for 3 years
  - Allows more flexible awarding
  - Maintain better system records for post-awarding
Future Enhancements:

- Creation of new “FS4U Processed Scholarships” web report
- Daily import of remote identify API file to pull in all FSU email addresses associated with an employee’s EMPLID
- Establish campus user workgroup to discuss changes to data elements on import file prior to cycle management (FUTURE, GPA, etc.)
- University established guidance on student payments
Ongoing Support

For Ongoing Support:

- FS4U support – FS4U@foundation.fsu.edu
- Departmental focus group
  - Representatives from UBA and various Colleges
  - Meets every other month
- University workgroup
  - Representatives from Admissions, ERP, Financial Aid, Provost’s Office, Registrar’s Office, Colleges
  - Meets once each quarter
Help Desk Support

Issuing Scholarship Awards:
- Foundation Accounting
- Help Desk Email Address: FS4U@foundation.fsu.edu

Post-Acceptance/Thank You Letters:
- Foundation Donor Relations
- Help Desk Email Address: donorrelations@foundation.fsu.edu