



Kansas Promise Scholarship Internal Financial Aid Process

Initial Application Processing and Awarding

1. KS Promise Application Submitted
2. KS Promise Application is tracked in the institutions system and route to FA Director
 - a. Tracking code should be created
3. FA Director review application and complete internal review checklist
 - a. If no FAFSA on file or missing documentation, communicate missing information to the student
4. FA Director calculate award based on current charges and required books and supplies
 - a. Print copy of schedule/bill as documentation
 - b. Print copy of Award Letter (screen)
 - c. Scholarship can only be awarded for classes required for degree
 - i. Use Degree Audits/CPOS for students in aid eligible programs
 - ii. Manually monitor Students if no system is in place
 - d. Create Fall/Spring award based on Fall charges
 - i. Allows for budgeting of fund
5. FA Director post KS Promise Award to the System award screen
6. Posting award should automatically post tracking requirement for Service Agreement
 - a. If this cannot be automated, then it should be manually posted
7. FA Director send KS Promise Award Letter to student with next steps
8. FA Director contact student to set up time to meet
 - a. In person or scheduled Zoom session
 - b. Electronic signature?
9. FA Director and student meet to go over award eligibility, requirements, transfer matrix, name and address change requirements, and Service Agreement
10. Student signs Service Agreement
11. FA Director signs and satisfy Service Agreement requirement in system
12. FA Director enter internal tracking codes for reporting purposes
13. Other Information:
 - a. Student may be able to complete all steps at once if needed
 - i. Ex: student walks in to office
 - b. Will need to monitor to ensure we are not over-awarding fund
 - i. Reconcile with Finance
 - c. Award amount can change if enrollment changes