How to Cancel an Award

If you post an award in error you may cancel it. To determine how to cancel the award you have to determine if the funds have disbursed.

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1. To check disbursement of an award access the M6-19 (under the correct budget, aid year and student number),
   - Check the disbursement status of the award.

2. Determine if any portion of the quarterly award has already been disbursed.
   **IMPORTANT** the award has been disbursed it will show underneath the authorized amount.

![SDB Screen Image]
3. If the award has not disbursed:
   - To cancel, enter a ‘C’ (Cancel) by the appropriate quarterly award, and press the outside enter.”
     - This will remove the award from the student’s account.

4. Determine if the disbursed funds went to the student account or if they went directly to the student.
   - You can see this on M6-04. If it went to account it will be labeled “account.”

5. If the award went to account then you can cancel it by submitting an Award Cancellation Request Form
6. If the award went directly to the student either via direct deposit or via paper check then you will have to have the student pay the funds back to your department and then put the payment on your budget by submitting a CT.