
USFA Electronic Routing

Award Changes and Cancelations

3-30-2020

The University Scholarship and Financial Aid office has created a new web-based application that will allow us to process scholarship changes and/or cancel a scholarship electronically.

To access the web-based application or electronic scholarship change/cancelation from click the link below

Link to complete form: [FILL OUT FORM](#)

When you click the link above you will complete the following fields

- Academic Year
- Department Name
- Org Name
- College
- Income Account Number
- Account Name
- Authorized User PID (this is the person with signature authority on the fund)
- Contact Person and information (this is the person completing the form)
- ID number of the student
- Term
- What type of change needs to be made

How does the authorized user/signature authority approve the change?

Currently, the online database does not have the capabilities to send a notification to the approver or to allow the approver to approve the change electronically. The person completing the form will need to email the authorized user/person with signature authority and have them approve the change over email. The approval email needs to be retained in department records.

The web-based application can be used to process the following actions related to scholarships

- Change VTF Income Account Number
- Increase Award
- Decrease Award
- Cancel Award
- Change Enrollment Status

***Do not use this application for new awards. Those are to be handled the same way as before.**

If I process the electronic form am I still required to email USFA and notify them that I entered the electronic form? No, USFA checks the database entries daily.

If I process the electronic form am I still required to enter the change into Academic Works/Scholarship Central? Yes, you are required to enter the change into Academic Works/Scholarship Central.

If you have questions about the new USFA database for processing scholarship changes electronically, please contact finaid@vt.edu