How to Disburse a Loan Aid Fund

The student will have to accept the loan on 'My Financial Aid and Awards' in Minerva

- a. The student is required to agree to the contract
 b. The student may print the contract
 c. The contract will be saved
 d. Only after the loan and contract have been accepted and agreed to can the loan be disbursed
- Minerva screens from student's point of view select 'My Financial Aid and Awards':

2 Financial Aid and Awards - Microsoft Internet Explorer			
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Financial Aid and Awards			
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Financial Aid Program(s) Applications and program information for Financial Aid and Awards (In-Course Financial Aid; Work Study Program; McGill Loan Extensions, etc.).			
Financial Aid Profile Complete/update Financial Aid Profile. Information entered is used for assessment of any Financial Aid applications submitted.			
Applications Summary View the status of your McGill Financial Aid application(s).			
My Financial Aid and Awards View my Financial Aid and Awards; accept or decline offers of Financial Aid and Awards.			
My McGill Loan Activity View my loan balances; loan details; view/print loan contracts			
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Select aid year			
Select Aid Year - Microsoft Internet Explorer			
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 Please select the Aid Year. Note: Most Financial Aid/Award information prior to the 2008-2009 academic year is not available for viewing on Minerva. If you have received a loan from the Student Aid Office you will be able to view loan details on My McGill Loan Activity. 		_	
Select Aid Year			
Aid Year: 0809-2008/2009 Aid year (Terms 200809, 200901, 200905) 💌			
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Student accepts or declines the Lacey Loan:

Financial Aid and Awards - Microsoft Inte	rnet Explorer						
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If you have been offered a McGill I	oan by the Student	Aid Office you will	have the oppor	tunity to view t	ne terms and co	onditions of the loan contr	act prior to accepting
the loan by clicking on Proceed .							
Institutional Awards							
My Student Aid							
Description	Amount	Offer Date	Status			Accept/Decline Date	
MELS Travel Bursary	\$.00	25-JUN-2008	Rescinded				
MELS Travel Bursary	\$6,000.00	05-AUG-2008	Approved			05-AUG-2008	
Deferral based on aid from BC		17-0CT-2008	Cancelled				
Deferral based on aid from YK		17-0CT-2008	Cancelled				
Deferral granted by ISS		17-OCT-2008	Cancelled				
Deferral granted by ISS		19-0CT-2008	Cancelled				
Alma Mater Loan	\$3,000.00	21-AUG-2008	Assigned			21-AUG-2008	Print Contract
Laceviloan	\$1,000.00	20-0CT-2008	Offered	Proceed	Decline		
Laco, Loan	\$1,000,00	20 001 2000	onorod	FIOCEEU	Decime		
View My McGill Loan Activity Select [Different Aid Year						
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• If student accepted, must Agree (or not) to the contract.

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McGill University - Loan Agreement Contract #20822989902	^
Between: McGill University Accounting Department 945 Sherbrooke St. West Montreal, QC H3A 2T5	
And:	
(hereinafter called "Borrower")	
1. Subject to the terms and conditions hereof, McGill hereby lends to the Borrower the sum of \$1,000.00 (ONE THOUSAND DOLLARS AND ZERO CENTS) (\$0.00 as a cheque/direct deposit, \$0.00 to pay existing loan(s), \$1,000.00 to unpaid fees) (hereinatter called the "capital sum"), receipt of which the Borrower hereby acknowledges, for the purpose of assisting the Borrower in providing for his/her expenses as a student in the Faculty of Arts.	
2. Subject to section 4 hereof and notwithstanding that the Borrower continues his studies at McGill or at any other university or institution prior to or after the due date as hereinafter defined, the capital sum shall be due and payable at the address of McGill indicated above on the August 31, 2009 (hereinafter any balance thereof, at the rate of 5.25% per year, until full and final payment.	
3. All cheques drawn by the Borrower in payment of any amount owing hereunder shall be made payable to Mc Gill University and shall be delivered or mailed to Mc Gill at the above address to the attention of the loan collection officer. The Borrower shall pay a service charge of for any cheque not honored or paid, and once the Borrower has presented such a cheque to Mc Gill hereunder, all future payments made by the Borrower shall be by certified cheque or money order only.	
4. Notwithstanding anything to the contrary herein provided, should the Borrower become ill or lose his or her full-time permanent employment due to unavoidable causes prior to the due date, McGill may, in its entire discretion, postpone payment of the capital sum, provided an application for such postponernent is made by the Borrower in writing to McGill and is received by McGill at least ten days prior to the due date. Any postponernent granted by McGill hereunder shall be in writing. In the case of such postponernent, interest shall accrue on the capital sum at the rate stipulated in section 2 above from the due date writing and the capital sum.	
5. The borrower shall answer promptly all letters and communication addressed to him by McGill in connection herewith, and the Borrower shall keep McGill informed at all times during the term hereof of the Borrower's address.	
6. McGill reserves the right to withhold from the Borrower's transcripts of records and diplomas and to refuse the Borrower permission to re-register at McGill if any amount, in principal or interest that is or was due and owing hereunder has not been paid in full by the Borrower, and this notwithstanding that the Borrower has become bankrupt under the Bankruptcy Act (Canada) or that an order of discharge has been made in respect of the Borrower under the Act.	
7. The parties hereto expressly request that this agreement and all related notices and documents be drawn up in English. Les parties aux présentes conviennent expressément que cette convention ainsi que tous les avis et documents s'y rattachant soient rédigés en anglais.	
EXECUTED at Montheal, Province of Quebec, this October 20, 2008	
Name of Loan Fund: Lacey Loan	
☐ I have read and understand the above terms and conditions.	
I Acceptitis Loan I Do Not Accept	
RELEASE:	~
🙆 Done	

• Award (the Lacey loan) now shows as accepted

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1. Disburser goes into Banner INB by typing user id and Password (e.g. JAMRO)

- 2. **KVISAWK:** Disburser finds all undisbursed accepted loans by looking for aid fund code = L%, aid fund status = ACPT and disbursed box is unchecked:
 - a. Press F7 to start query
 - b. Type in ACPT for Aid Fund Status Code and uncheck the 'Disbursed' box

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c. Press F8 to execute query



2. **KVAAWRD:** the student ID you were on in KVISAWK will carry forward into this form:

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Accepted Amount:	3,0	000.00 Accepted Date	e: 21-AUG-2008 🛄	Comment:			
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3. Select 'dynamically disburse this award' from the Options menu or by right clicking in empty space in body of the form:

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4. Disbursement schedule originally entered by Counsellor will appear! Normally, there should be no changes made to this schedule. If there are problems disbursing using this schedule talk to your supervisor. Press 'save schedule and disburse award'.



Example above (and all screen shots that follow) shows an award of \$3000 with three disbursements of \$1000 each – to loan balance, to accounts payable and accounts receivable.

- 5. If one of the posting methods is Account Payable, then you will get a screen where you have to choose the address. There are several cases to consider here:
 - a. If the student direct deposit status is 'N' then choose default address 'c/o/student accounts' **unless** the student/counsellor has indicated otherwise
 - b. If the student direct deposit status is 'N' and it has been indicated that the cheque should go elsewhere, type in the appropriate address.
 - c. If the student direct deposit status is 'Y' (upper right hand corner), leave whatever address the system defaults it does not matter as funds will be deposited in bank account **unless..**
 - d. If direct deposit status = 'Y' and has been indicated somehow that nevertheless the student should get a cheque. If you do not have cheque override capabilities you will have to speak to your supervisor to accomplish this. If you do have override capabilities you will be able to see and choose one of the student's real addresses on the system or override the student to one-time and enter an address of his choice.
 - e. When you are sure the address info is correct then click OK

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Determines the type of paya	ible recipient (R - Direct deposit or mail cheque to a registered recipient in the Accounts Payable system, T - Specify an address where to mail the chequ	Je).
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6. **KVAAWRD –** you will get a message that the transaction worked. If you get any other message see your supervisor.

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7. **KVAAWRD** – second TAB – you can see the disbursements that have happened and which AR/AP documents relate to them. Position your cursor on the award for which you want to see the disbursement tab.

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8. **KVAAWRD disbursement TAB** – 'loan balance' disbursement. Note that the misc receipt number refers to the GL transactions done in AR form TFAMISC to debit the new aid fund FOAPAL and credit the old loan fund.

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Enter the miscellaneous receipt number. Record: 1/1 <0SC>

9. **KVAAWRD disbursement TAB** – 'Accounts payable' disbursement. Note that the transaction is referenced by the AP invoice number where the transaction will be processed in Finance

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Enter the term code in which the award amount is being disbursed.										
Record: 2/?										

- 10. **KVAAWRD disbursement TAB** 'Accounts receivable' disbursement. *Note: the transaction tab refers to 2 records:*
 - The misc receipt number ('GL' transaction) which debits the aid fund FOAPAL
 - The AR transaction number for the transaction that will appear on TSADETL/TSAAREV on the student's web account summary.

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Disbursement Transaction History Posting Transaction Comments User Data
Disbursement Term Code: 200805 Amount: 1,000.00 Miscellaneous Receipt Number: 340149
Transaction Type: OD Payment Amount: 1,000.00 Transaction Number: 169
Disbursement Term Code: Amount: Miscellaneous Receipt Number:
Transaction Type: Payment Amount: Transaction Number:
Enter the term code in which the award amount is being disbursed.

• TFAMISC for the loan:

Oracle Developer Forms Runtime - Web: Open > TFAMISC File Edit Options Block Item Record Query Tools Help	
🙀 Miscellaneous Transaction Form - Finance TFAMISC 7.3.0.1 (BANDEVS) 1000000000000000000000000000000000000	<
Receipt Number: 340148 Image: Comparison of the state	
Detail Code: FALO Description: LoanPaymt #26022989920070901 Debit or Credit: D Currency Code: Currency Amount: Amount: 1,000.00 Payment Number: Merchant ID:	
COA Index Fund Organization Account Program Activity Location Rule Class 1 * # 425049 * 000004 * 6705 * 000000 * CSS1 *	
Detail Code: INDI Description: Contract #26022989920070901 Debit or Credit: C Currency Code: Currency Amount: Amount: 1,000.00 Payment Number: 26022989920070901 Merchant ID: Image: Contract #26022989920070901	
COA Index Fund Organization Account Program Activity Location Rule Class	τ
Debit Total: 1,000.00 Credit Total: 1,000.00	
Receipt Information Print Receipt: N Print Duplicate: N 🚱	
Detail code; press LIST for valid codes Record: 2/2 List of Valu <0SC>	

• TSAAREV for the receivable:

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DEFA	Peter Harasty Memorial Bursari	200801		1,316.00	-283.74	D	02-JAN-2008				
T1QQ	Quebec Tuition - Undergraduate	200801	707.28		.00	R	01-DEC-2007	-			
WUSC	World Univ Services Canada	200801	.50		.00	R	01-DEC-2007				
TRSD	Transcript and Diploma Charge	200801	14.64		.00	R	01-DEC-2007				
TECH	Information Technology Charge	200801	80.88		.00	R	01-DEC-2007				
SSUL	SSMU Library Fund (MUSF)	200801	8.50		.00	R	01-DEC-2007				
ssuc	SSMU Campus Life Fund (MUSF)	200801	2.00		.00	R	01-DEC-2007				
SSUB	SSMU Bursary Fund (MUSF)	200801	8.50		.00	R	01-DEC-2007				
SSTB	McGill Tribune	200801	.50		.00	R	01-DEC-2007	T			
SSMU	Student Society of McGill Univ	200801	39.76		.00	R	01-DEC-2007				
SSMR	SSMU University Centre Renov	200801	11.84		.00	R	01-DEC-2007				
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