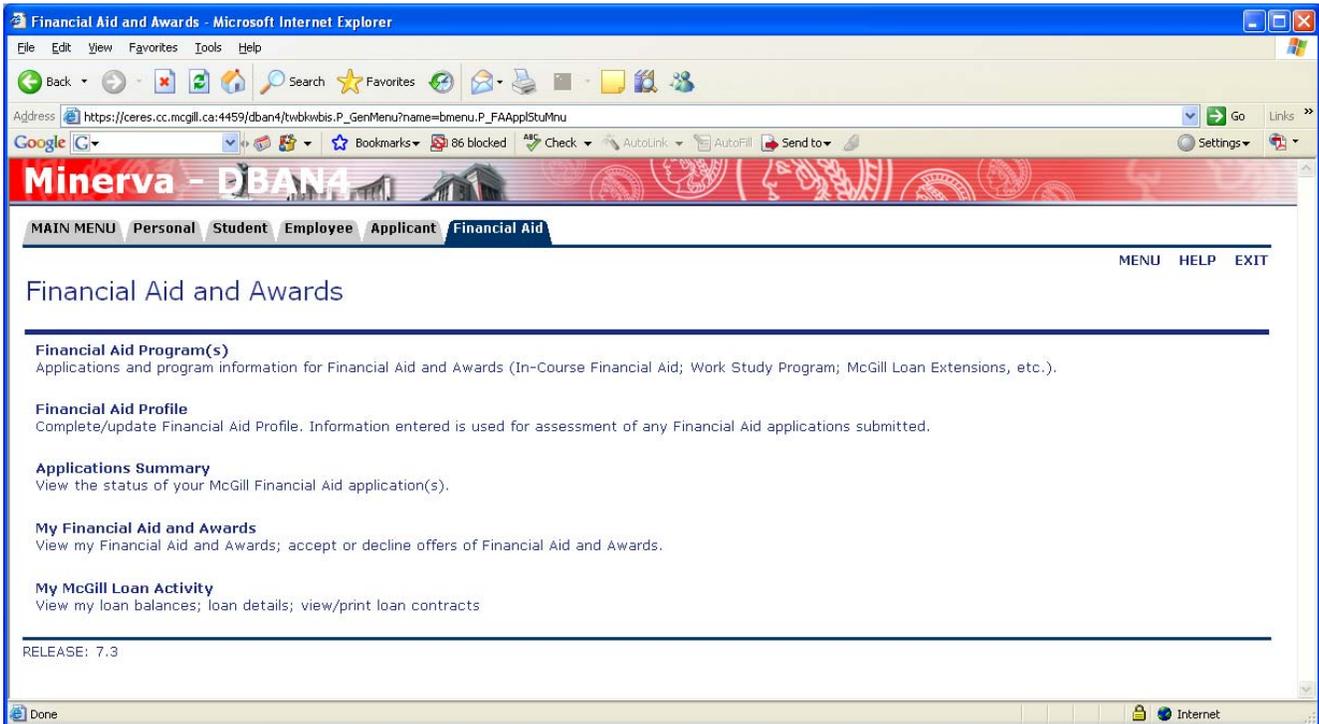


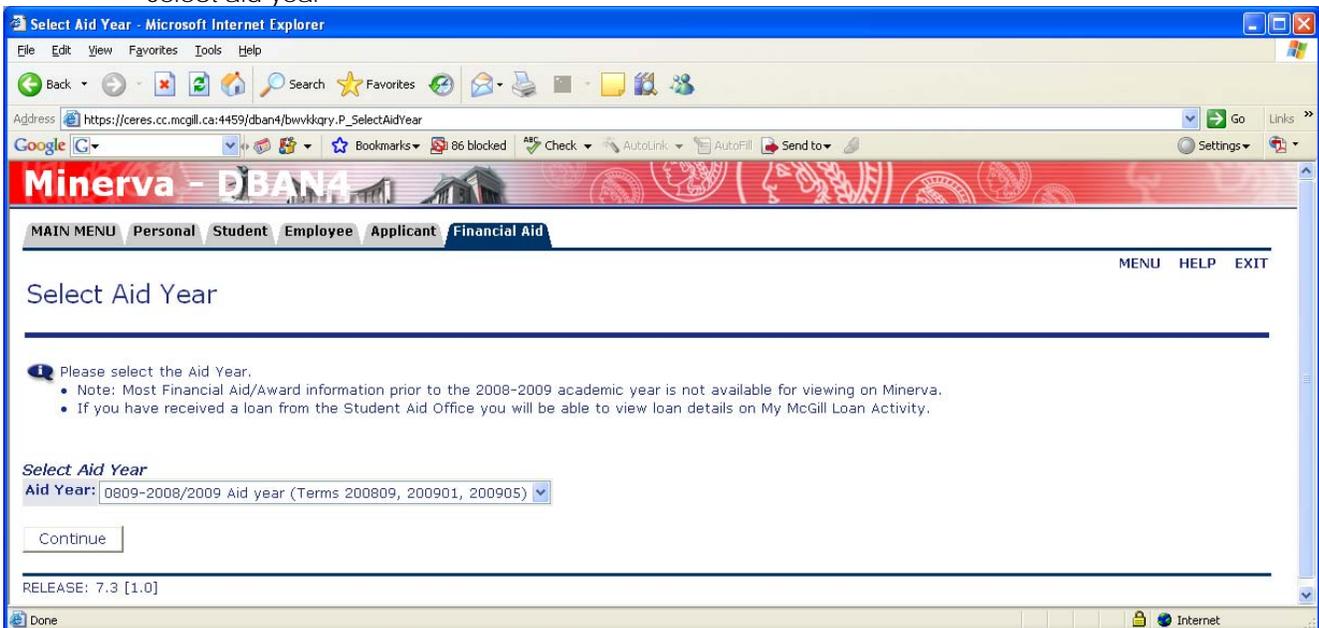
How to Disburse a Loan Aid Fund

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':**



- **Select aid year**



Student accepts or declines the Lacey Loan:

Financial Aid and Awards

Aid Year: 0809 | Aid Period: YEAR

This is the list of awards that you have applied for or been assigned.

If you have been offered a McGill loan by the Student Aid Office you will have the opportunity to view the terms and conditions of the loan contract 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MELS Travel Bursary	\$0.00	25-JUN-2008	Rescinded	
MELS Travel Bursary	\$6,000.00	05-AUG-2008	Approved	05-AUG-2008
Deferral based on aid from BC		17-OCT-2008	Cancelled	
Deferral based on aid from YK		17-OCT-2008	Cancelled	
Deferral granted by ISS		17-OCT-2008	Cancelled	
Deferral granted by ISS		19-OCT-2008	Cancelled	
Alma Mater Loan	\$3,000.00	21-AUG-2008	Assigned	21-AUG-2008 Print Contract
Lacey Loan	\$1,000.00	20-OCT-2008	Offered	<input type="button" value="Proceed"/> <input type="button" value="Decline"/>

[View My McGill Loan Activity](#) [Select Different Aid Year](#)

RELEASE: 7.3 [1.0]

- If student accepted, must Agree (or not) to the contract.

Agreement / Terms and conditions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://ceres.cc.mcgill.ca:4459/dban4/bwvkkqry.P_AwAcceptDecline Go Links

Google Bookmarks 86 blocked Check AutoLink AutoFill Send to Settings

McGill University - Loan Agreement Contract #20822989902

Between: McGill University
Accounting Department
945 Sherbrooke St. West
Montreal, QC H3A 2T5
(hereinafter called "McGill")

And:

(hereinafter called "Borrower")

- 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) (hereinafter 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.
- 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 thereon the due date, the Borrower shall be in default of his obligations hereunder and interest shall, from the due date, accrue on the capital sum or any outstanding balance thereof, at the rate of 5.25% per year, until full and final payment.
- All cheques drawn by the Borrower in payment of any amount owing hereunder shall be made payable to McGill University and shall be delivered or mailed to McGill 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 McGill hereunder, all future payments made by the Borrower shall be by certified cheque or money order only.
- 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 postponement is made by the Borrower in writing to McGill and is received by McGill at least ten days prior to the due date. Any postponement granted by McGill hereunder shall be in writing. In the case of such postponement, interest shall accrue on the capital sum at the rate stipulated in section 2 above from the due date until full and final payment of the capital sum.
- 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.
- McGill reserves the right to withhold from the Borrower 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.
- 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 Montreal, Province of Quebec, this October 20, 2008

Name of Loan Fund: Lacey Loan

I have read and understand the above terms and conditions.

RELEASE:

Done Internet

- Award (the Lacey loan) now shows as accepted

Financial Aid and Awards - Microsoft Internet Explorer

Address https://ceres.cc.mcgill.ca:4459/dban4/bwvkkqy.P_ShowAwards?p_aidy_code=0809&p_aidp_code=YEAR&p_msg=ACP_SUCCESS

Minerva - DBAN4

MAIN MENU Personal Student Employee Applicant **Financial Aid**

Financial Aid and Awards MENU HELP EXIT
Aid Year: 0809 | Aid Period: YEAR

Award was accepted successfully.

i This is the list of awards that you have applied for or been assigned.

If you have been offered a McGill loan by the Student Aid Office you will have the opportunity to view the terms and conditions of the loan contract prior to accepting the loan by clicking on **Proceed**.

Institutional Awards

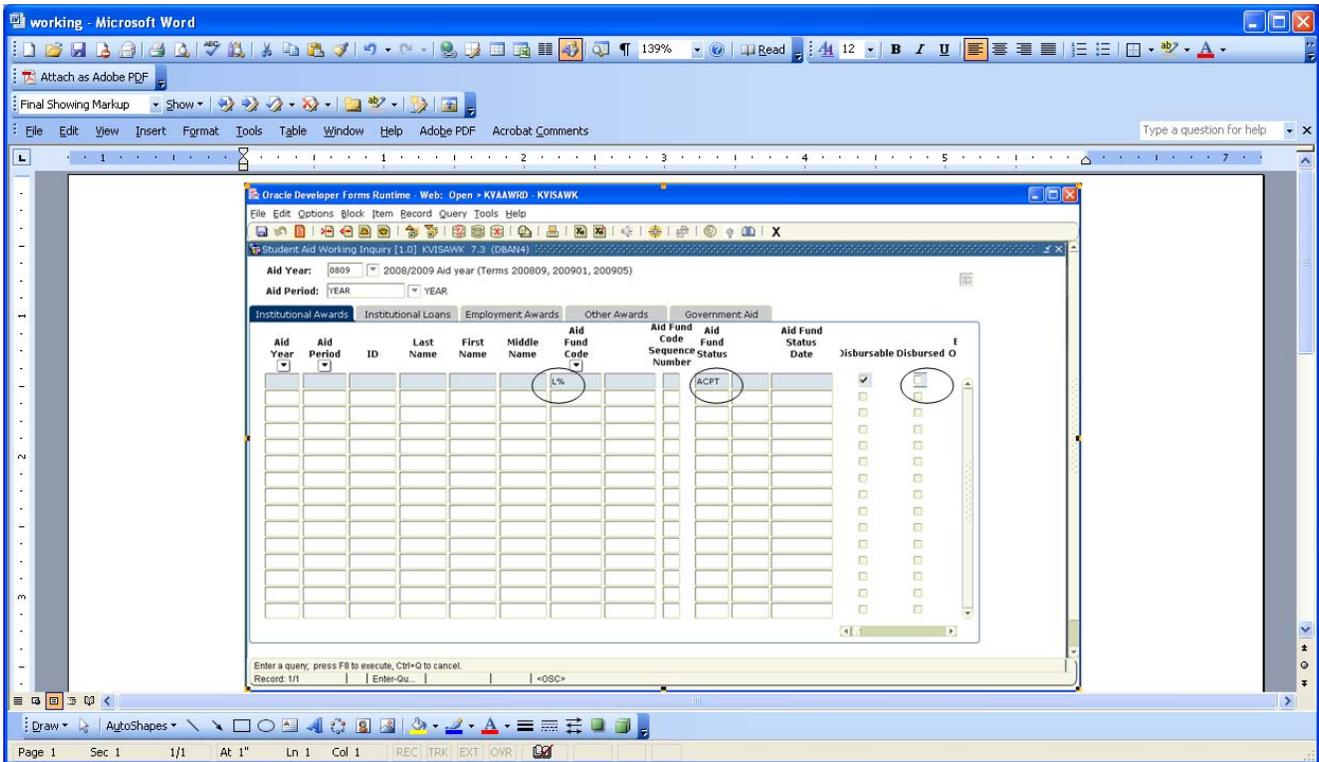
My Student Aid

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-OCT-2008	Cancelled	
Deferral based on aid from YK		17-OCT-2008	Cancelled	
Deferral granted by ISS		17-OCT-2008	Cancelled	
Deferral granted by ISS		19-OCT-2008	Cancelled	
Alma Mater Loan	\$3,000.00	21-AUG-2008	Assigned	21-AUG-2008
Lacey Loan	\$1,000.00	20-OCT-2008	Accepted	20-OCT-2008

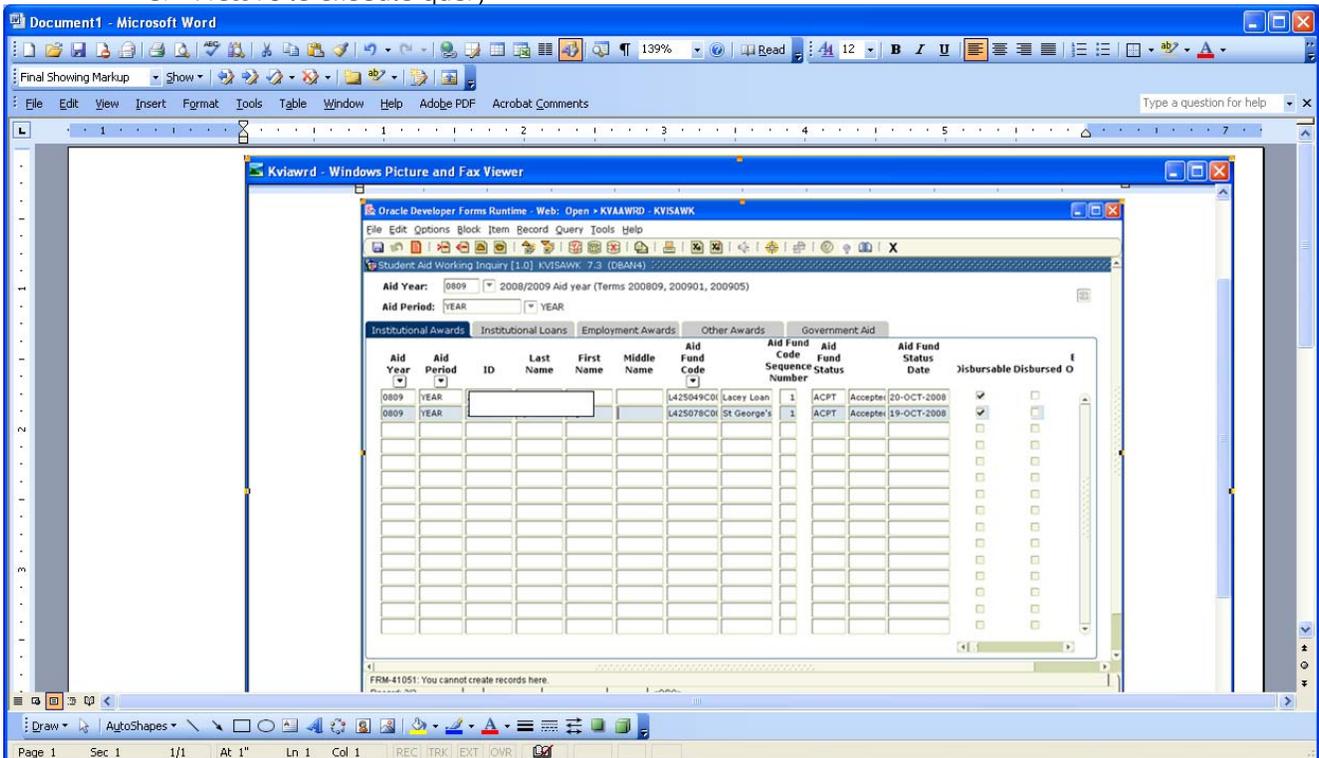
[View My McGill Loan Activity](#) [Select Different Aid Year](#)

RELEASE: 7.3 [1.0]

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



- c. Press F8 to execute query



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

Oracle Developer Forms Runtime - Web: Open > KVAAWRD

File Edit Options Block Item Record Query Tools Help

Applicant Institutional Award [1.0] KVAAWRD 7.3 [1.6] (DBAN4)

ID: Aid Year: 0809 2008/2009 Aid year (Terms 200809, 200901, 200905)

Third Party Contract Aid Period: YEAR YEAR

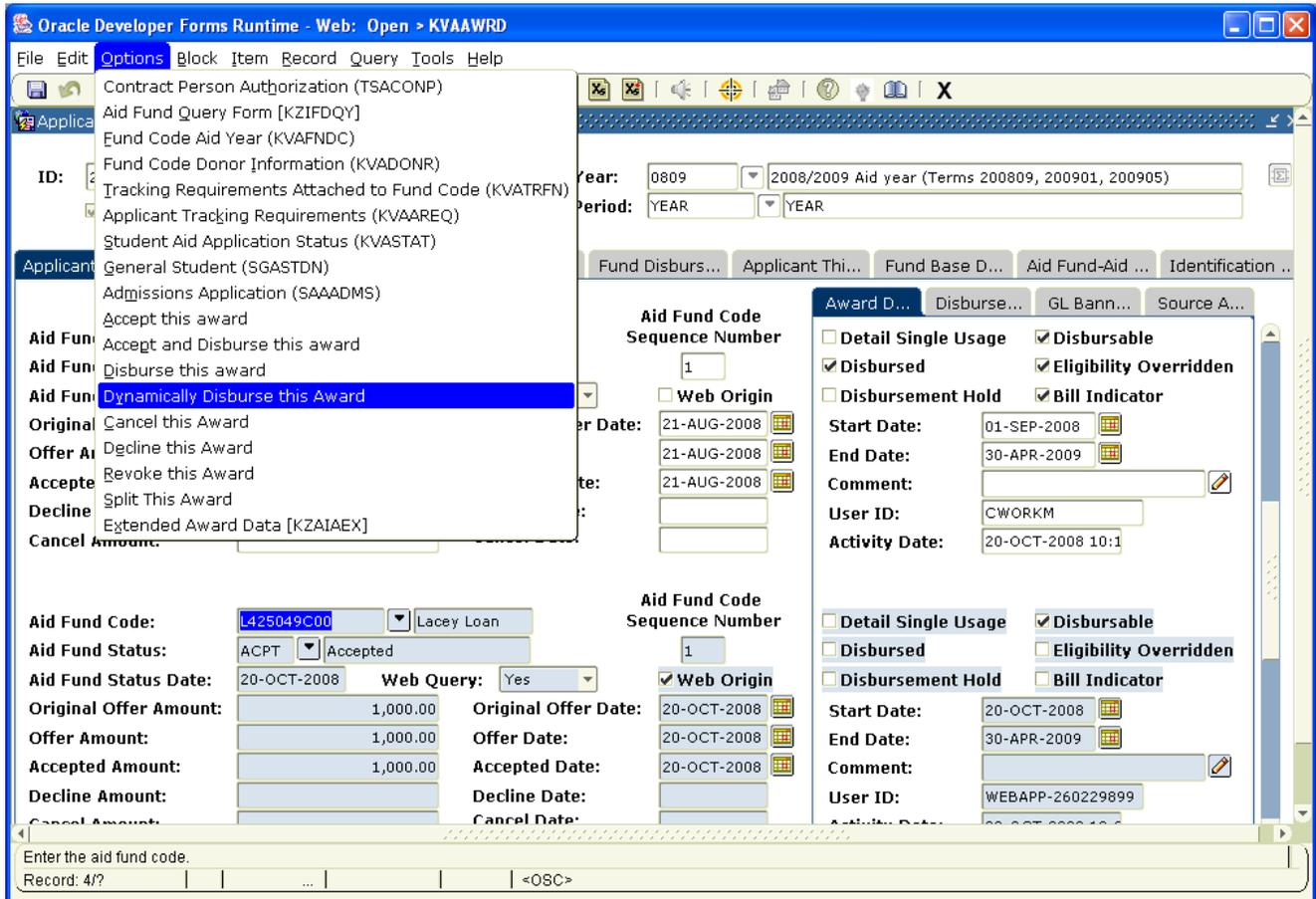
Applicant Inst... Applicant Dis... Errors/Alerts... Schedule Def... Fund Disburs... Applicant Thi... Fund Base D... Aid Fund-Aid ... Identification ...

Aid Fund Code: L425007C00 Alma Mater Loa		Aid Fund Code Sequence Number: 1		Award D...	
Aid Fund Status:	ACAS Assigned	Original Offer Amount:	3,000.00	<input type="checkbox"/> Detail Single Usage	<input checked="" type="checkbox"/> Disbursable
Aid Fund Status Date:	20-OCT-2008	Offer Amount:	3,000.00	<input checked="" type="checkbox"/> Disbursed	<input checked="" type="checkbox"/> Eligibility Overridden
Original Offer Date:	21-AUG-2008	Accepted Amount:	3,000.00	<input type="checkbox"/> Disbursement Hold	<input checked="" type="checkbox"/> Bill Indicator
Offer Date:	21-AUG-2008	Decline Amount:		Start Date:	01-SEP-2008
Accepted Date:	21-AUG-2008	Cancel Amount:		End Date:	30-APR-2009
Decline Date:				Comment:	
Cancel Date:				User ID:	CWORKM
				Activity Date:	20-OCT-2008 10:1

Aid Fund Code: L425049C00 Lacey Loan		Aid Fund Code Sequence Number: 1		Award D...	
Aid Fund Status:	ACPT Accepted	Original Offer Amount:	1,000.00	<input type="checkbox"/> Detail Single Usage	<input checked="" type="checkbox"/> Disbursable
Aid Fund Status Date:	20-OCT-2008	Offer Amount:	1,000.00	<input type="checkbox"/> Disbursed	<input type="checkbox"/> Eligibility Overridden
Original Offer Date:	20-OCT-2008	Accepted Amount:	1,000.00	<input type="checkbox"/> Disbursement Hold	<input type="checkbox"/> Bill Indicator
Offer Date:	20-OCT-2008	Decline Amount:		Start Date:	20-OCT-2008
Accepted Date:	20-OCT-2008			End Date:	30-APR-2009
Decline Date:				Comment:	
				User ID:	WEBAPP-260229899

Enter the aid fund code.
Record: 3/? <OSC>

3. Select 'dynamically disburse this award' from the Options menu or by right clicking in empty space in body of the form:



- 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'.**

Oracle Developer Forms Runtime - Web: Open > KVAAWRD

File Edit Options Block Item Record Query Tools Help

Applicant Institutional Award [1.0] KVAAWRD 7.3 [1.6] (BANDEV5)

ID: Aid Year: 0708 2007/2008 Aid year (Terms 200709, 200801, 200805)

Third Party Contract Aid Period: YEAR YEAR

Dynamic Applicant Fund Disbursement Schedule KVAAWRD 7.3 [1.6] (BANDEV5)

Applicant Institutional Award

Aid Fund Code	Aid Fund Code	Aid Fund Sequence Number	Aid Fund Status	Aid Fund Status Date	Accepted Amount
L425049C00	Lacey Loan [UNIV:LOAN]	1	ACPT Accepted	03-SEP-2008	3000.00

Dynamic Applicant Fund Disbursement Schedule

Disbursement Term Code	Disbursement Date	Posting Method	Loan Balance	Disbursement Amount	User ID	Activity Date
200805	30-AUG-2008	Loan Balance		1,000.00	JAMRO	03-SEP-2008
200805	30-AUG-2008	Accounts Payable		1,000.00	JAMRO	03-SEP-2008
200805	30-AUG-2008	Accounts Receiv...		1,000.00	JAMRO	03-SEP-2008

Save Schedule and Disburse Award Cancel

Term code associated to the aid year in which the award amount will be disbursed.

Record: 1/3 ... List of Valu... <OSC>

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/counselor 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

Oracle Developer Forms Runtime - Web: Open > KVAAWRD

File Edit Options Block Item Record Query Tools Help

Recipient Payable Settings: KZAAPDI [1.0] (BANDEV5)

ID:

Recipient Type: One Time

Direct Deposit Status:

Address Line #1:

Address Line #2:

Address Line #3:

City:

State/Province:

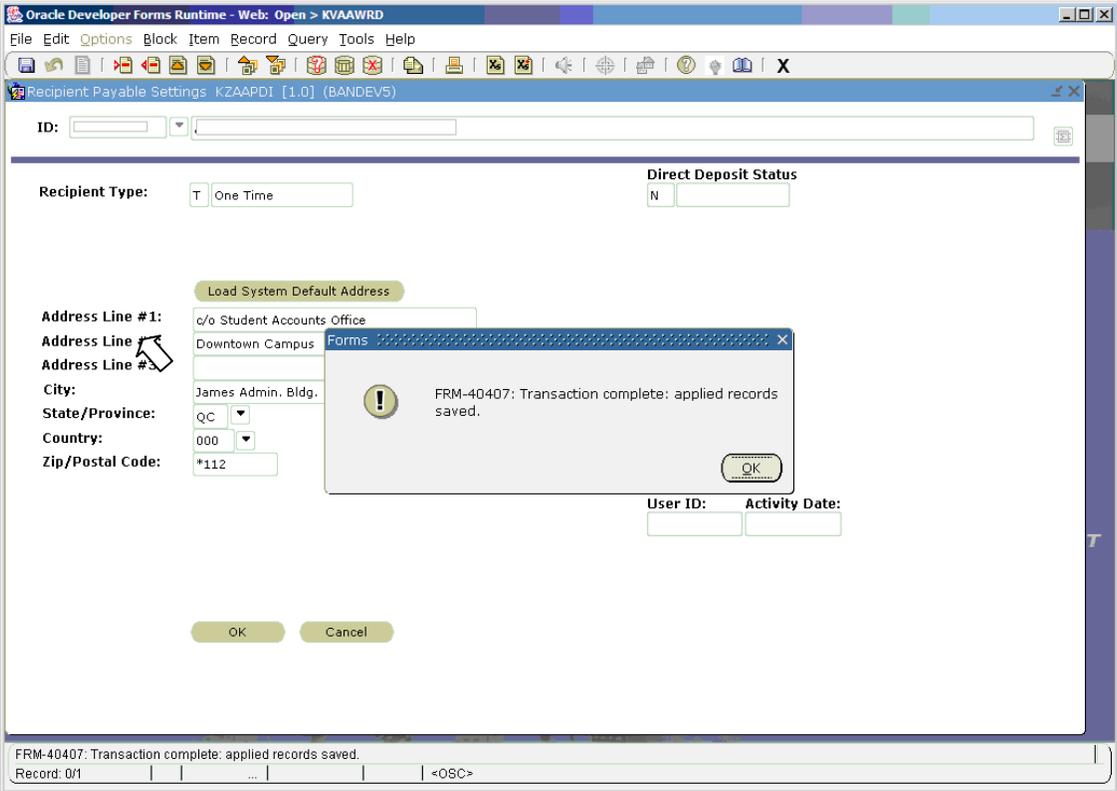
Country:

Zip/Postal Code:

User ID: Activity Date:

Determines the type of payable recipient (R - Direct deposit or mail cheque to a registered recipient in the Accounts Payable system, T - Specify an address where to mail the cheque). Record: 1/1

- 6. **KVAAWRD** – you will get a message that the transaction worked. If you get any other message see your supervisor.



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.*

Oracle Developer Forms Runtime - Web: Open > KVAAWRD

Applicant Institutional Award [1.0] KVAAWRD 7.3 [1.6] (BANDEV5)

ID: [] Aid Year: 0708 2007/2008 Aid year (Terms 200709, 200801, 200805)
 Third Party Contract Aid Period: YEAR YEAR

Applicant Inst... Applicant Dis... Errors/Alerts... Schedule Def... Fund Disburs... Applicant Thi... Fund Base D... Aid Fund-Aid ... Identification ...

Applicant Institutional Award

Aid Fund Code	Aid Fund Code Sequence Number	Aid Fund Status	Aid Fund Status Date	Disbursed
L425049C00	Lacey Loan [UNIV:LOAN 1]	ACPT Accepted	03-SEP-2008	<input checked="" type="checkbox"/>

Applicant Disbursement

Disbursement Term Code	Scheduled Payment Date	Payment Amount	Posting Method	Posting Condition
200805	30-AUG-2008	1,000.00	Loan Balance	Payment <input checked="" type="checkbox"/> Edit Check
Original Scheduled Payment Date	30-AUG-2008	1,000.00		
Original Scheduled Payment Amount		1,000.00		

Disbursement Transaction History

Disbursement Term Code	Amount	Transaction Type	Payment Amount	Miscellaneous Receipt Number	Transaction Number
200805	1,000.00	OD	1,000.00	340148	

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

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*

Oracle Developer Forms Runtime - Web: Open > KVAAWRD

Applicant Institutional Award [1.0] KVAAWRD 7.3 [1.6] (BANDEV5)

ID: [] Aid Year: 0708 2007/2008 Aid year (Terms 200709, 200801, 200805)
 Third Party Contract Aid Period: YEAR YEAR

Applicant Inst... Applicant Dis... Errors/Alerts... Schedule Def... Fund Disburs... Applicant Thi... Fund Base D... Aid Fund-Aid ... Identification ...

Applicant Institutional Award

Aid Fund Code	Aid Fund Code Sequence Number	Aid Fund Status	Aid Fund Status Date	Disbursed
L425049C00	Lacey Loan [UNIV:LOAN 1]	ACPT Accepted	03-SEP-2008	<input checked="" type="checkbox"/>

Applicant Disbursement

Disbursement Term Code	Scheduled Payment Date	Payment Amount	Posting Method	Posting Condition
200805	30-AUG-2008	1,000.00	Loan Balance	Payment <input checked="" type="checkbox"/> Edit Check
Original Scheduled Payment Date	30-AUG-2008	1,000.00		
Original Scheduled Payment Amount		1,000.00		

Disbursement Transaction History

Disbursement Term Code	Amount	Transaction Type	Payment Amount	Invoice Number
200805	1,000.00	OD	1,000.00	20000017

Enter the term code in which the award amount is being disbursed.
Record: 2/7 <OSC>

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.

Oracle Developer Forms Runtime - Web: Open > KVAAWRD

File Edit Options Block Item Record Query Tools Help

Applicant Institutional Award [1.0] KVAAWRD 7.3 [1.6] (BANDEV5)

ID: Aid Year: 0708 2007/2008 Aid year (Terms 200709, 200801, 200805)
 Third Party Contract Aid Period: YEAR YEAR

Applicant Inst... Applicant Dis... Errors/Alerts... Schedule Def... Fund Disburs... Applicant Thi... Fund Base D... Aid Fund-Aid ... Identification ...

Applicant Institutional Award		Aid Fund Code	Aid Fund Code Sequence Number	Aid Fund Status	Aid Fund Status Date	Disbursed
L425049C00	Lacey Loan	[UNIV:LOAN	1	ACPT Accepted	03-SEP-2008	<input checked="" type="checkbox"/>

Applicant Disbursement

Disbursement Term Code	Scheduled Payment Date	Payment Amount	Posting Method	Posting Condition	Edit Check
200805	30-AUG-2008	1,000.00	Accounts Payable	Payment	<input checked="" type="checkbox"/>
200805	30-AUG-2008	1,000.00	Accounts Receiv...	Payment	<input checked="" type="checkbox"/>

Disbursement Transaction History

Disbursement Term Code	Amount	Transaction Type	Payment Amount	Miscellaneous Receipt Number	Transaction Number
200805	1,000.00	OD	1,000.00	340149	169

Enter the term code in which the award amount is being disbursed.
 Record: 3/3 | | | | | <OSC>

- TFAMISC for the loan:

Oracle Developer Forms Runtime - Web: Open > TFAMISC

Miscellaneous Transaction Form - Finance TFAMISC 7.3.0.1 (BANDEV5)

Receipt Number: 340148 Document: User: JAMRO
 ID: Transaction Date: 03-SEP-2008

Detail Code: FALO Description: LoanPaymt #26022989920070901 Debit or Credit: D
 Currency Amount: Payment Number: Amount: 1,000.00
 Merchant ID:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Rule Class
1		425049	00310	100084	6705	000000	000000	CSS1

Detail Code: LN01 Description: Contract #26022989920070901 Debit or Credit: C
 Currency Amount: Payment Number: 26022989920070901 Amount: 1,000.00
 Merchant ID:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Rule Class

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... <OSC>

- TSAAREV for the receivable:

Oracle Developer Forms Runtime - Web: Open > KVVTRQ - TSAAREV

Account Detail Review Form - Student TSAAREV 7.3.0.1 [1.7] (BANDEV5)

ID: User: APACHE Credit Limit: Holds:

Account Details

Detail Code	Term	Charge	Payment	Balance	Source Code	Effective Date
FALO	Lacey Loan	200805	1,000.00	-1,000.00	F	03-SEP-2008
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
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

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
-1,283.74	-1,283.74	-1,283.74	.00	.00	0	N

Charge or payment detail code; press LIST for valid values.
 Record: 1/7 <OSC>