

How to Split/Assign Awards

At McGill, students do not usually apply for “specific/named” awards but apply for generic financial aid (e.g. major entrance scholarships, need-based bursary, loan, etc.). It is therefore necessary to offer/accept “generic” non-disbursable aid funds which are then split/assigned to disbursable “specific/named” awards.

Once you have a list of students and available aid funds* to assign, you can split/assign the generic awards to one or several “specific/named” awards (aid funds). (*To find out which aid funds are available refer to the “How to Search for Available Aid Funds using KZIFDQY” document.)

Go to form **KVAAWRD** (Applicant Institutional Award)

Key Block:

1. Enter Student ID, {TAB}
2. Aid Year, {TAB}
3. Aid Period, then next block (*CTRL + Page Down*)

Applicant Institutional Award Tab

4. Place your cursor in the Aid Fund Code field for the aid fund/award that is to be split
5. Click on “Options” on the taskbar and select “Split This Award” from the list
6. The Extended Award Data form KZAIAX will appear. Verify and/or enter information as required (e.g. renewability information, interest rate for loans, disbursement schedule etc.)

Source Applicant Institutional Award

Data on top part of this form will be auto-populated from the Applicant Institutional Aid tab

In the ‘Target Institutional Awards Section’:

7. Enter Target Aid Fund Code (if not already displayed) {TAB}
Note: If you don’t already know which aid fund to use you can use the KZIFDQY form to search for available aid funds.
8. Enter Target Aid Fund Status (e.g. **ACAS** – to assign award), then {TAB} to Accepted Amount field
9. Enter the Accepted Amount and Accepted Date¹
10. Repeat steps 7, 8,9 if you are splitting to more than one award²
11. Click on **Split This Award** button

You are returned to the Applicant Institutional Award page where the results of the award split can be viewed. **Note:** the Source Aid Fund (e.g. *the Generic aid fund*) has disappeared and has been replaced by the new split award(s). (It has actually been moved to the Source Aid Tab.)

¹ The current date defaults in for the ‘Accepted Date’ but it can be modified

² If you are splitting to more than one “specific/named” award the totals must equal the Accepted Amount shown