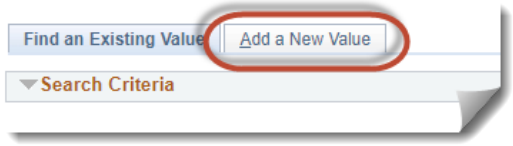
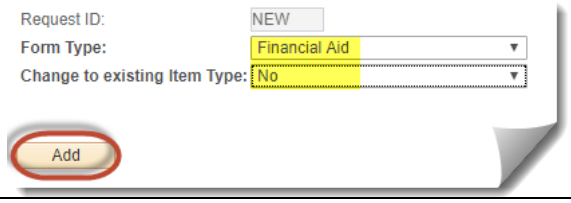
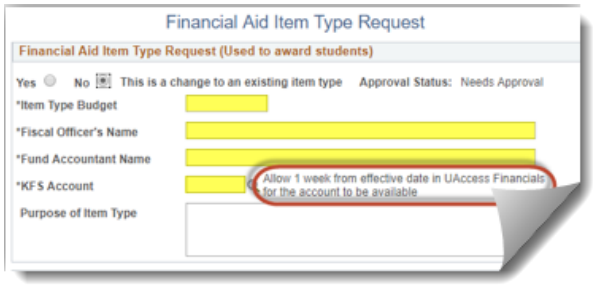
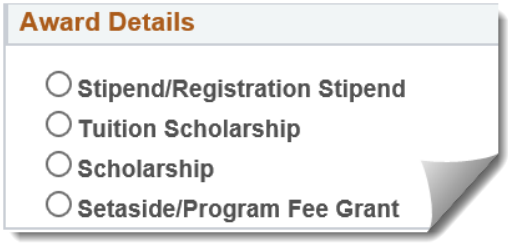
ARIZONA | SCHOLARSHIPS & FINANCIAL AID

REQUESTING A FINANCIAL AID ITEM TYPE

Step	Action
1.	To begin, log into UAccess Student as Administrative Staff (https://uaccess.arizona.edu/)
2.	Use the **Navigator** in the top right corner to navigate to **Student Financials > Tuition and Fees > UA University Fees > UA Item Type Request Form**
3.	Choose **Add a New Value** 
4.	Select **Financial Aid** as the Form Type Select **No** for Change to existing Item Type Click **Add** 
5.	Fill in all required fields Enter the estimate of funds to award per year for the **Item Type Budget** Enter the **KFS Account** (must be active in UAccess Student) Add a note to the **Purpose of Item Type field** if you are intending for the item type to pay Online, Distance, or Community Campus tuition ***Note:*** *It can take up to one week from the effective date in UAccess Financials for the account to be available* 
6.	Under **Award Details**, select the appropriate award type ***Tuition Scholarship*** *and* ***Scholarship*** *item types require a signed copy of the endowment agreement with scholarship specifications.* ***Stipend/Registration Stipend*** *item types are set up in pairs per a single request. If an* ***insurance*** *item type is also needed, request it in the* ***Purpose of Item Type*** *field.* 
7.	To add a comment, enter it in the **New Comment** field The comment will be added once you **Save** or **Submit** the Item Type Request
8.	Click **Submit** to request the approval, or **Save** to submit the request later
9.	E-mail notifications will be sent to the requestor as Financial Aid, FSO, and Budget Office approve the request and the item type is finalized To review the status of your request, navigate to **Navigator > Student Financials > Tuition and Fees > UA University Fees> UA Item Type Request Management**.

Questions? Email osfa-deptaskaid@email.arizona.edu

External Awards Training Guide: Link Training Guide

Enroll in the FA External Awards course: Link Enroll Using UAccess Learning