

SCHOLARSHIPS & FINANCIAL AID

REQUESTING AN ADDITIONAL FINANCIAL AID ITEM TYPE TO PAY INSURANCE

Step	Action
1.	To begin, log into UAccess Student as Administrative Staff (<u>https://uaccess.arizona.edu/</u>)
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 Find an Existing Value Add a New Value Search Criteria
4.	Select Financial Aid as the Form Type Select Yes for Change to existing Item Type Click Add Add Add Add Request ID: NEW Form Type: Financial Aid Type: Change to existing Item Type: Yes
5.	Fill in all required fields Enter the existing cash or registration item type for the What is the item type number field For the Purpose of Item Type field, enter: requesting additional insurance item type *Financial Aid Item Type Request (Used to award students) Yes No This is a change to an existing item type Approval Status: Needs Approval *What is the item type *Item Type Budget *Fiscal Officer's Name *Fund Accountant Name *KFS Account Purpose of Item Type date in UAccess Financials Purpose of Item Type
6.	Under Award Details, select Stipend/Registration Stipend Tuition Scholarship Scholarship Setaside/Program Fee Grant
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 Submit Save
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