

# Student Account Adjustment Worksheet

## Purpose and Scope

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This procedure outlines the method of physically and clerically handling and controlling the Student Account Adjustment Worksheet (SAAW) document for students who have withdrawn from the university and their account required manual adjustment to arrive at the appropriate charge or charges.

## Reference

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Northwestern State University's Refund Policy

*NOTE: All links for [supporting documents](#) are found at the end of this policy.*

## Procedure

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*NOTE: It is imperative that the information requested on the Student Account Adjustment Worksheet be submitted to the Financial Aid Office for financial aid students as the changes occur. Action must be taken to refund or clear the student's account within 30 days of the change in enrollment status to comply with Federal Regulations.*

*Prompt notification of any changes to the student's enrollment status will insure that the student's account is reviewed and adjusted properly for billing purposes, student refunds, and third party reimbursements where applicable.*

*Housing Transactions to increase/reduce a student's account are handled separately by the One Card Office. This department should be contacted with any questions regarding this portion of Policy and Procedure.*

Fee Assessment is a process used to assess charges based on a student's registration and attribute data. Additionally, it creates adjustments when a change occurs in a student's status.

After a student registers for courses, a fee assessment is performed to generate charges for billing the student. "**Batch Fee Assessment**" are run nightly with each accounting feed. After the registration period, the Financial Aid Office must be informed of any enrollment or attribute changes for financial aid students via written notification.

The Registrar's Office will initiate all student enrollment or attribute adjustments. Students who withdraw in accordance with the university's official refund policy, in which the fee assessment process should automatically make the appropriate adjustments to each account, will be reported to Financial Aid, Housing and Business Affairs.

Exceptions to the Refund Policy or accounts with enrollment or attribute changes that do not occur within the term of date parameters required to be automatically adjusted by fee assessment will require manual adjustments. **Business Affairs will complete manual calculations and adjustments of charges not adjusted appropriately or at all by fee assessment with the exception of Housing Transactions. The One Card Office will be responsible for adjusting Housing and related charges.**

The *Student Account Adjustment Worksheet (SAAW)* is the document designed to document changes in a student's attribute/enrollment standing with the University when fee assessment cannot perform the required adjustments to the

account automatically. **In these situations Banner has no automated means for advising university personnel that changes have occurred requiring adjustment to a student's account or that a refund is necessary.**

The window of time allowed in reporting, adjusting and returning Federal funds to a lender on behalf of a student is such that the Financial Aid Office requires immediate notification.

The Student Account Adjustment Worksheet is the required tool of notification when fee assessment cannot perform the required adjustments to the account automatically. The Business Affairs-Student Accounting Section will extend the calculations and post transactions according to written instructions communicated within the Student Account Adjustment Worksheet.

### **DOCUMENT COMPLETION**

The following is an explanation of the data required to complete the *Student Account Adjustment Worksheet*. All information is essential for the timely processing of a student's account which could result in a refund due to the student and is therefore of utmost importance.

Date: Date the SAAW is prepared

Student ID: Campus Wide ID Number. Verify the number in Banner.

Term Code: The term in which this enrollment/attribute changes have occurred.

Examples: 201410 – Fall 2013  
201420 – Spring 2014  
201430 – Summer 2014

The term is entered in the format YYYYSS where YYYY is the fiscal year and SS equals 10 for fall, 20 for spring, and 30 for summer.

Student Name: Use the name in the system. Always enter in the following sequence:  
Last, First and Middle Initial.

### **REGISTRAR'S SECTION**

TC Withdraw Code: The reason the student is withdrawing from the university. (Only applicable for complete withdrawal)

C=Cancellation, a code indicating that a 100% reduction in refundable tuition and fees is required. Courses are deleted from the student's schedule and an effective date is entered.

R=Resignation, a code to designate an action that will reduce the refundable tuition and fee charges of a student in accordance with the University's Standard Refund Policy. Courses dropped with a withdraw grade determined by the effective date of the resignation. The effective date of the resignation is entered in the tuition override date field.

D=Deceased, a code designated to generate a 100% reduction in refundable tuition and fees regardless of the withdraw date when courses are deleted. The tuition override date must be an effective date within the 100% refund period if the courses are retained with a withdraw grade.

TC Withdraw Date: This date is the effective date of the resignation, Cancellation or drop and is the date used in determining the appropriate reduction in charges.

Remaining Hours: Number of credit hours the student remains in and should be charged 100% or 50% of the tuition.

Reason for Manual Adjustment: Check appropriate cancellation or resignation % or use "other" field when applicable.

Comments: Pertinent information concerning the Registrar's action.

Prepared By: Signature of the person preparing the SAAW document.

Date: Preparation Date.

Reviewed By: Signature of person reviewing the SAAW document.

Date: Review date.

### Registrar Designee

1. Complete the Registrar's Section of SAAW.
2. Sign/Date as preparer of form.
3. Review document for accuracy and request necessary corrections, if applicable. Sign/date as reviewer of document.
4. File Registrar's SAAW copy and attached documentation for audit purposes and retain in accordance with file retention procedures.
5. If financial aid student, forward Financial Aid and Business Affairs' copies of SAAW to the Financial Aid Office for review and processing. If non-financial aid student, forward copies of SAAW directly to Business Affairs for processing.

### **STUDENT FINANCIAL AID AND SCHOLARSHIP SECTION**

Upon receipt of the SAAW, Student Financial Aid/Scholarship Section makes adjustments to the student's aid as dictated by Federal Title IV Regulations, University Policy and Procedures and Scholarship/Grant regulations. Financial Aid completes the following and forwards Business Affairs copy of SAAW to Business Affairs.

Action Taken: Explain aid adjustment done based on student's withdrawal.

Prepared By: Signature of person processing the financial aid data and date.

Review/Financial Aid: Signature of person reviewing actions of person processing the financial aid data and date.

Reviewed/Scholarships: Signature of person reviewing and processing scholarship data and date.

## **BUSINESS AFFAIRS SECTION**

### Business Affairs

Business Affairs is the department assigned to manually calculate and post charge adjustments to student accounts as directed by the Registrar's enrollment and attribute adjustments.

### Student Accounting or Designee

1. Completes SAAW in accordance with Business Affairs' Banner AR Users Guide for Student Account Adjustment Worksheet (SAAW) and sign/date as preparer of document.
2. Verifies accuracy of adjustments and requests any necessary corrections, if applicable. Sign/date as reviewer of document.
3. Enters adjustment transactions from SAAW
4. Routes completed SAAW with all back up to Student Accounting - Reconciliation Section for editing.

### Student Accounting Reconciliations Designee

5. Edits SAAW against transactions entered. Notifies Student Accounting designee of any corrections to be made.
6. Files Business Affairs copy of SAAW and back up and retains in accordance with file retention policies and procedures.

## Supporting Documents

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### [Student Account Adjustment Worksheet](#)

**NOTE:** Supporting Documents can also be found on the Business Affairs website listed under the [Documents/Forms Link](#).