



Item Type Request Form

Please complete the following form if you have a new GL account number that is requiring an item type to be established or additional item types to be created on a current account. Forms must be submitted to awards@iupui.edu or mailed to CA 103 Attention: Erin Steinfert.

Financial Aid Item Types are created within SIS to award financial aid or to serve as a place holder for some awards. This is required to post an award to pull from your GL account. FA item types have many components which must be set to define parameters for financial aid item types.

The following information is needed in order to have a financial aid item type created which links to your specific GL account. If this is a continuation account (replacement for an expired account), you do not need to complete this information, but let us know and we will modify the item type with the current account number.

1. An award needs to be posted to a student's account but the item type has not been created.
2. Submit the information as soon as possible so that the process can begin promptly.
3. A request form is submitted directly to the Office of Student Scholarships by emailing awards@iupui.edu or mailing the form to CA 103 Attention: Erin Steinfert.
4. Requests for new item types are set by the SES CTM team.
5. Requests are submitted to the SES CTM team.
6. Creation of the item type may take between 4 – 6 weeks.
7. At the time the item type is created, the individual making the original request will be notified that the award can be added.
8. These requests are made as needed.

*******Please note:** Any award to be posted on a student's account with the referenced account number cannot be processed without the item type so please **plan ahead**. If you have an existing or alternate account number that has an item type associated with it (one that a student is currently being paid from) that you would like to use and just transfer the funds, and the award can be processed immediately. Additionally, please notify your student(s) of this delay.

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1. **IU general ledger account to debit:** _____

2. **Will this award be given to:**

Undergraduates Graduates MSW Direct Dental Law

3. **IU General Ledger Sub-Account (Optional):** _____

4. **Item Type Name (Award):** _____

(Note: Limited to 30 spaces; the only special character allowed is "&")

5. **First Year this item type will be used to award to student:**

Aid Year 2015: (Fall 2014, Spring 2015, Summer 2015)

Aid Year 2016: (Fall 2015, Spring 2016, Summer 2016)

Aid Year 2017: (Fall 2016, Spring 2017, Summer 2017)

6. **Where does the funding for the award originate:**

institutional other private state

7. **Need based?** YES NO

8. **Will you be awarding during the summer term?** A separate summer version item type is required to process a summer award.

YES NO

9. **Is the student required to be enrolled in more than one credit hour to receive this award?** Item types are created and set to release only to be student based on the number of credit hours of enrollment.

Number of required hours to receive award : fall/spring _____ summer _____