Reviewing your UBC award offers

About award offers

- Due to UBC's award data retention policy, a maximum of 7 years of your award history will be stored and available to download.
- You'll be reviewing your award offers through the new Learner Financial Support Management (LFSM) system.
- You will only find offer letter PDFs for award offers that have been accepted in the LFSM system. If you've accepted an award through the <u>Student Service Centre</u> (SSC) previously, please note that the award offer letter will not be available in the new LFSM system.

How to review your award offers

First, go to your Finances App

- 1. Log into your Workday account at <u>myworkday.ubc.ca</u>.
- 2. On the right side of the page, in the "Your Top Apps" menu, click the "Finances" app.



Next, go to the Learner Financial Support Management page

In the Finances app, you will be taken to the "Finances" page by default.

In the menu to the right, click the "Learner Financial Support Management" link.

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← Finance	es								
Dil Piea scho	irect Deposit ase set up a direct deposit bank account for student nolarship. Set up direct deposit for expenses if you are	refunds if you are expecting to receive a refun e expecting to receive an expense reimbursen Set Up Payment Elections	id of a tuition credit or a UBC bursary, award, or nent.		Tuition and Fees Tution and student fees are assessed in fees the following day.	ighty. Any changes in your registration, program of study or otizenship will be reflected in your tution an View More	nd studen		
Finances									
Account Act	ctivity 13,706.05 Total Account Balance	0.00 Due Now	Outstanding Charges	0.00 Current Due	13,706.05 Future Due	Tuttion and Fees Vew Account Activity Make a Payment Touched Payment Centre Vew Statement			
View State	ternent					Banking Details Direct Deposit (Payment Bections)			
View Details						Learner Financial Support Management Learner Financial Support Management			
						Help and Links Tution Payment Options - Vancouver Tution Payment Options - Okanagan Wonday Tutonals - Frances Pay for Housing Meel Plans, and Obtocare			

Review your award offers

You will be brought to the "Awards and Financial Assistance" page. Here, you will see your award offers and your award history.

If you hover over the "i" information icon in the Award Description column, you can read the award description.

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Search A	Iward Assignments		SEARCH							۳.	0
Award Off	er Status	Award Cycle		Award Nun	nber	Award Name	Award Description	Award Offer	Amount (CAD\$)		
Offered		2024W		103004		UBC Scholarship	0	\$500.00			
Search A	Iward Assignments Award Type	Award Offer Status	SEARCH	f Cycle	Award Number	Award Name		Award Description	Award Offer Amount (CAD\$)	۳.	0
×	Scholarship	Accepted	2023W	<i>'</i>	3389	S. Cyril Maplethorp Memorial S	cholarship in Music	0	\$1,000.00		
R	Award	Accepted	2022W	<i>,</i>	3046	Michael Noon Memorial Award	in the Performing Arts	0	\$1,000.00		
A	Award	Accepted	2021W	/	3046	Michael Noon Memorial Award	in the Performing Arts	0	\$1,000.00		
K	Scholarship	Accepted	2021W	6	3347	Mildred Johnson Scholarship in	Music	0	\$1,000.00		

- 1. Click on an award listed in the "Offered Awards" section at the top of the page.
- 2. The following options will appear as buttons at the bottom of the page. Select one to respond to your award offer:
 - Accept
 - Decline

- Accept in reduced amount
- Accept in title only

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Q , Search A	ward Assignments	provide seconde n	SEARCH							۳-	C
Award Off	er Status	Award Cycle		Award Number		Award Name	Award Description	Award Offer	Amount (CAD\$)		
Offered		2024W		103004		UBC Scholarship	6	\$500.00			
Letter	Award Type	Award Offer Status	Award	I Cycle Aw	vard Number	Award Name		Award Description	Award Offer Amount (CAD\$)		
Letter	Award Type	Award Offer Status	Award	I Cycle Aw	vard Number	Award Name		Award Description	Award Offer Amount (CAD\$)		
23	actional strip	Accepted	202.344	, 33	-07	s. Cyrii Mapieuto p mentorial scri	oransing on weak	0	\$1,000,00		
×.	Award	Accepted	2022W	/ 30	46	Michael Noon Memorial Award in	the Performing Arts	0	\$1,000.00		
×	Award	Accepted	2021W	/ 30	146	Michael Noon Memorial Award in	the Performing Arts	0	\$1,000.00		
×	Scholarship	Accepted	2021W	/ 33	147	Mildred Johnson Scholarship in M	usic	0	\$1,000.00		
R	Scholarship	Accepted	2020W	/ 33	185	Norah Mansell Music Scholarship		0	\$500.00		
	Scholarship Scholarship	Accepted Accepted	2021W 2021W 2020W	/ 30 / 33 / 33	147	Mildred Johnson Scholarship in M	usic	0	\$1,000.00		

Accept

- 1. To accept your award offer, click the white "Accept" button at the bottom left of the page.
- 2. A pop-up window will appear with instructions to accept your offer. Read the instructions in detail.
- 3. Before you can accept your offer, you must check each box in the pop-up. Read each statement carefully before checking the box.
- 4. Once you have checked all the boxes, you can accept your offer by clicking the blue "I Agree" button at the bottom left of the pop-up window.
- 5. Learn more about viewing your award payments after accepting your award.



Decline

- 1. To decline your award offer, click the white "Decline" button at the bottom left of the page.
- 2. A pop-up window will appear with instructions to decline your offer. Read the instructions in detail.
- 3. Before you can decline your offer, you must check each box in the pop-up. Read each statement carefully before checking the box.
- 4. Write your reason for declining the offer in the text field.
- 5. Once you have completed all the required steps, you can decline your offer by clicking the blue "Decline" button at the bottom left of the pop-up window.

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Award ~ Offered select an aw Q. search Award of Offered ~ Award a Q. search Letter E	rds and F I Awards ard assignment to a Award Assignment ffer Status and Financial A Award Assignment Award Type Scholarship	Confirm Decline Instructions Step 1: Click the link below to download the legal agreement. Step 2: Glick the link below to download the legal agreement. Step 3: Fill in your reason for declining (sec. You are accepting another award (please list award), you will not be attending UBCetc) Step 4: Click Decline to decline the award Step 3: Fill in have read and understood the terms and conditions of the award as outlined in the downloaded Award Notice and Legal Agreement. I hereby state that I have read and understood the terms and conditions of the award as outlined in the downloaded Award Notice and Legal Agreement. I hereby state that I have read and understood the terms and conditions outlined online at <u>Senate Regulations Governing University Awards</u> Having so declared: I do not accept the award. Please provide reason for declining*	T - 0 T - 0 Amount (CAD5)
	Award Award	Example: I am accepting another award (please list award); I will not be attending UBCetc	
Di Di	Scholarship Scholarship	DECLINE CANCEL	
O ACCEPT	O DECLINE		5 items

Accept in reduced amount

If you are already receiving a scholarship or funding package that has additional funding restrictions, you can "Accept in Reduced Amount."

For example, your existing scholarship or funding package may only allow you to accept additional awards of up to \$1,000 annually. If your new award offers you more than this amount, you can accept the award in a reduced amount so you still meet your funding requirements.

- 1. To accept your offer in a reduced amount, click the white "Accept in reduced amount" button at the bottom left of the page.
- 2. A pop-up window will appear with instructions to accept your offer. Read the instructions in detail.
- 3. Before you can accept your offer, you must check each box in the pop-up. Read each statement carefully before checking the box.
- 4. In the text fields, enter the amount you want to accept and your reason for accepting less than your offered amount.
- 5. Once you have completed all the required steps, you can accept your offer by clicking the blue "I Agree" button at the bottom left of the pop-up window.

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Awar ~ offered select an aw Q. Search	ds and F Awards rard assignment to a Award Assignment	Award Acceptance - Ac Instructions Step 1: Click the link below to downlo Step 2: Go through and check each Cl Step 3: Fill in the accepted reduced a Step 4: Click I Agree to accept the aw	T. 0	
Offered		Download PDF Award Notice	e and Legal Agreement	
~Award a	and Financial A	I hereby state that I have read and accepted, this letter can be viewed	understood the terms and conditions of the award as outlined in the downloaded Award Notice and Legal Agreement (once an award is again in your Award and Financial Assistance section in Learner Financial Support Management (LFSM) application.	
Q. Search .	Award Assignment	I hereby state that I have read and	understood the terms and conditions outlined online at Senate Regulations Governing University Awards	T- 0
Letter	Award Type	I understand that failure to fulfill th university.	ese terms and conditions may result in the award being cancelled and a requirement that I repay all or a portion of the award to the	r Amount (CAD\$)
1	Scholarship	I have verified that the address liste (SIN) or Individual Tax Number (ITN)	ed for me in Workday Student is correct and is my current mailing address. I have further verified that the Social insurance Number I) listed for me in Workday Student is correct.	
Di	Award	Having so declared:	et all the terms and conditions as outlined.	
	Award	Accepted Reduced Amount *	Please provide reason for accepting offer with reduced amount *	-
	Scholarship		Example: Fam accepting another award (please list award), I will not be attending UBCetc	
	Scholarship			-
				5 items
S ACCEPT	O DECLINE	ACCEPT IN REDUCE AMOUNT	IN TITLE ONLY	

Accept in title only

If you are already receiving a scholarship or funding package that has additional funding restrictions, you can "Accept in Title Only."

For example, your existing scholarship or funding package may not allow you to accept other awards. By accepting an offer in title only, you will not receive the funding, but the award name will still be included in your award history and printed on your official UBC transcript.

- 1. To accept your offer, click the white "Accept in title only" button at the bottom left of the page.
- 2. A pop-up window will appear with instructions to accept your offer. Read the instructions in detail.
- 3. Before you can accept your offer, you must check each box in the pop-up. Read each statement carefully before checking the box.
- 4. In the text field, enter your reason for accepting the offer in title only.
- 5. Once you have completed all the required steps, you can accept your offer by clicking the blue "I Agree" button at the bottom left of the pop-up window.

Awar	ds and	Award Acceptance - Accept Offer in Title only	î
Offered	Awards	Instructions	
ielect an aw	ard assignment to a	Step 1: Click the link below to download the legal agreement.	
Q Search Award Assignments		Step 2: Go through and check each checkbox, making sure you've carefully read each one. Step 3: Fill in your reason for accepting offer in title only [ex: You are accepting another award (please list award)etc] Step 4: Click I Agree to accept the award	۳. ۵
Award Of	fer Status		
Offered		Download PDF Award Notice and Legal Agreement	
Award a	and Financial A	I hereby state that I have read and understood the terms and conditions of the award as outlined in the downloaded Award Notice and Legal Agreement (once an award is accepted, this letter can be viewed again in your Award and Financial Assistance section in Learner Financial Support Management (LFSM) application.	
Q. Search /	Award Assignment	I hereby state that I have read and understood the terms and conditions outlined online at Senate Regulations Governing University Awards	T- 2
Letter	Award Type	I understand that failure to fulfill these terms and conditions may result in the award being cancelled and a requirement that I repay all or a portion of the award to the university.	r Amount (CAD\$)
	Scholarship	I have verified that the address listed for me in Workday Student is correct and is my current mailing address. I have further verified that the Social Insurance Number (SIN) or Individual Tax Number (ITN) listed for me in Workday Student is correct.	
1	Award	Having so declared:	
		I accept the award and agree to meet all the terms and conditions as outlined.	
1	Award	Please provide reason for accepting offer in title only *	
K	Scholarship	Example: I am accepting another award (please list award), I will not be attending UBCetc	
M	Scholarship		•
			5 items

Review your decision

Once you have confirmed your decision on the award offer, the pop-up window will disappear. Your award history will be displayed in the bottom section of the page under "Award and Financial Assistance."

Next steps

After accepting your award offer, view your award payouts in Workday.