General Description:

This procedure explains how to change an aid period for an individual student.

Responsible Manager: Director of Financial Aid

Related Forms:

RBAABUD   Applicant Budget Form

RNAOV07   Applicant Override Form

RNARSLT   Need Analysis Form

The procedure begins on the next page.

PROCEDURE

1. From the direct access field of the main menu, type RBAABUD and press ENTER. Do **NOT** click on the magnifying glass.

2. **ID:** Type the student's Banner identification number.

3. **Aid Year:** Type the current aid period.

4. Correct student found?

   a. If yes, continue.

   b. If not, go to UNM-100 or web course "How to Search" and locate the correct student.

5. Select "Next Block" and see the Budget Components block display.

6. Select "Previous Block" **twice** and see the Budget Group Information block display.

7. **Period:** Type the code for the new aid period or double click in the field to see the list of values.

8. Highlight the appropriate code and double click to select.

9. **Create Budget:** Click in the field and add the budget components and amounts that are standard for that budget group and the new aid period.

10. Select "Save."

11. Exit form.

12. Go to RNAOV07

13. Select "Next Block."

14. Click in the **Budget Dur:** field under FM-S. Enter the months for aid period.

15. Select "Save"

16. Select Options from top bar

17. Select "Calculate Need"

18. RNARSLT form opens and shows changed EFC.

19. Select "Exit" on RNARSLT

20. Select "Exit" on RNAOV07

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