

Policy Number:* **FB-IV.(2)*

University of Louisiana System

GUIDELINES FOR REPORTING SCHOLARSHIPS AND EXEMPTIONS

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For programs where money for tuition and other expenses is reimbursed from another agency, i.e., Vocational Rehabilitation, TOPS, Minority Scholarships, and LaCTEP, treat as receivables. Since the university bills these agencies, no

It is recommended that universities centralize the reporting of financial documentation streams on campuses among university staff as much as possible. In so doing, this should provide more consistency and allow for fewer errors.

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In general, assistance should be reduced in the following order until total forms of
as

unsubsidized federal loans should be reduced first

subsidized federal loans

Federal College Work Study Program

University scholarships (universities may choose to reduce these as a
higher, but not lower priority, - i.e., before other forms of assistance)

Waivers/exemptions (unless legislatively required)

TOPS

Federal grants should be reduced last

