

This guide will assist you with canceling awards in various stages of the awarding process. Once awards have been offered, they can be canceled so long as the award term has not yet started.

1. To cancel or rescind an offer navigate to the Manage Awards tile of the Award section.



This will bring up the *Manage Awards Portal*.

2. From here you can see which students have been awarded and what stage they are at in the awarding process. From this portal, awards can be removed from students at several stages.

I	Manage	e Awards					
	Approve	Notify Awards	Pending Student Action	Notify Non-Awarded	Cancelled	Completed	]
	All Pools			•		rganizations	

Students whose awards are in either the *Approve* or *Notify* tabs can be canceled by checking the box next to the student's name and then selecting the *Remove* button.

All Pools     All Organizations     All Award Years       All Scholarships <ul> <li>All Departments</li> <li>All Records</li> <li>All Records</li> <li>Search StudentID</li> <li>Search StudentID<!--</th--><th></th></li></ul>	
Search StudentID Search Name	
18	Notify Remov
Student ID Name Award Amount Scholarship Award Year Review Pool Organization I	Department

Students whose awards are in the *Pending Student Action* tab can have their awards removed by checking the box next to the student's name and then navigating to the *Select a waive action* drop-down menu and selecting *Remove Awards*.

Арр	rove Notify A	wards Pending	Student Action Not	fy Non-Awarded	Cancelled	Completed					
All P	Pools		*	All Thank	You Options		*	All Organi	izations		
All S	cholarships		*	All Accep	tance Options		*	All Depart	tments		
	rch StudentID rch Name			Select a v	vaive action 🔻	>					
C.											
C*	Student ID	Name	Award Amount	Scholarship	Review Pool	Acceptance	Acceptance	Thank You	Thank You	Organization	Departmer

3. If a student's awards have already been pushed to Banner and they appear in your *Completed* tab, you will need to contact the Office of Scholarship Services with the name and Jag Number of the student whose award you wish to remove.