

**Fellowship Workflow System**  
**Frequently Asked Questions**  
**January 2025**

**When can students expect their Fall term fellowship payment(s)?**

- There are 5 fall monthly installment payments.
  - August, September, October, November, December
- Monthly Fellowships are scheduled to disburse on the first day of each month. For months where the 1<sup>st</sup> day of the month lands on a weekend or holiday, the disbursement will occur on the next business day. Upon disbursement, please allow 3-5 business days for the funds to be applied to the student's Fee Bill and a refund generated.
- One lump sum disbursement will occur the first day of classes (if fellowship is awarded and processed prior to term start date). If fellowship is awarded after the term begins, payment will occur on the next business day after the fellowship is processed.
- Questions regarding refunds should be directed to the Bursar's Office.

**When can students expect their Spring term fellowship payment(s)?**

- There are 4 Spring monthly installment payments.
  - January, February, March, April
- Each installment payment is disbursed from the Financial Aid Office on the first day of each month. For months where the 1<sup>st</sup> day of the month lands on a weekend or holiday, the disbursement will occur on the next business day. Upon disbursement, please allow 3-5 business days for the funds to be applied to the student's Fee Bill and a refund generated.
- One lump sum disbursement will occur the first day of classes (if fellowship is awarded and processed prior to term start date). If fellowship is awarded after the term begins, payment will occur on the next business day after the fellowship is processed.
- Questions regarding refunds should be directed to the Bursar's Office.

**When can students expect their Summer term fellowship payment(s)?**

- There are 3 summer monthly installment payments.
  - May, June, July
- Each installment payment is disbursed from the Financial Aid Office on the first day of each month. For months where the 1<sup>st</sup> day of the month lands on a weekend or holiday, the disbursement will occur on the next business day. Upon disbursement, please allow 3-5 business days for the funds to be applied to the student's Fee Bill and a refund generated.
- One lump sum disbursement will occur on the next available business day after the fellowship is processed.
- Questions regarding refunds should be directed to the Bursar's Office.

**How do I know if the fellowship has disbursed?**

- The disbursed fellowship will be posted to the student's UConn fee bill.
- <http://studentadmin.uconn.edu/>
- All fellowships are 100% refundable to the student.
  - The student will receive a refund email notification.

- The student is responsible to pay his/her UConn fee bill in full each term by the bill due date. Please find additional information regarding due dates at <https://bursar.uconn.edu/>.

#### **How do I change or cancel an award that has been processed?**

- Department Admin must create a **NEW** Fellowship Disbursement Request form with the **NEW TOTAL** amount.
- The Financial Aid Office will make an adjustment to the overall award amount resulting in an increase, decrease, or cancellation of the fellowship award. This adjustment will be reflected on the student's fee bill.

#### **I do not have access to the Student Admin System to view student's fee bill. How do I get access?**

- Your supervisor or manager can submit the Student Admin Security request form on your behalf.

#### **How do I look up a fellowship award in the Fellowship Workflow System?**

- Log into Quali Build and click on the UConn Fellowship Disbursement Request icon.
- A list of all fellowship requests submitted by you will be listed in the Documents tab.

#### **I am having difficulty submitting a fellowship award. What do I do?**

- Refer to instructional documentation on Financial Aid's Web Page\_ <https://financialaid.uconn.edu/fellowships/>Contact Fellowship Workflow Support by emailing [fellowshipworkflow@uconn.edu](mailto:fellowshipworkflow@uconn.edu)