

# NYU Financial Aid Item Type Request Form FAQs

**Q.** I can't access the form to make a request – what do I do?

**A.** The Bursar office will maintain a list of submitters who will submit requests on behalf of the school. Please submit a ticket to [sfdata@nyu.edu](mailto:sfdata@nyu.edu) and provide the following details:

- NetIDs and N#s of staff who should be able to submit a new or change an existing scholarship or stipend item type.
- NetIDs and N#s of staff who should receive notifications when a new item type is created or a change to an existing item type is made.

**Q.** How can I get a report of all my department's existing item types?

**A.** Please submit a ticket to [sfdata@nyu.edu](mailto:sfdata@nyu.edu) to request a report of current item types.

**Q.** Can I submit a request for several item types at once for multiple validation?

**A.** No - the form is designed to submit individual item types on a one to one basis.

**Q.** How can I request to change an award amount to a financial aid item type?

**A.** You can use the form to request a change to an award by selecting the "Funding and/or Additional Funding" option of the drop-down menu on the Item Type Form under "Change."

**Q.** What if I have multiple financial aid item types that I need to fund?

**A.** There is an Attachments button that can be used to enclose a spreadsheet(s) with the list of item types to fund. You would only need to input one the item types in order to submit the request and note in the Purpose of Request box that you have an attachment with the remaining item types.

**Q.** Who do I contact to follow up on the status of an item type request?

**A.** Please reach out to the Office of Financial Aid with the reference number of your request.

**Q.** What do I do if I wish to add extra information to the request?

**A.** You can include any comments or additional instructions in the Purpose of Request box of the form.

**Q.** Does the chartfield validate the Fame budget amount?

**A.** No - there is no Fame budget check in this process. Financial Aid awards are processed months prior to annual budget load in Fame.