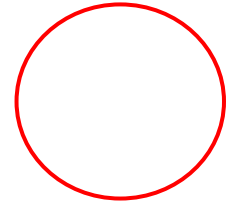This guide will assist you with canceling awards in various stages of the awarding process. Once awards have been offered, they can be canceled so long as the award term has not yet started.

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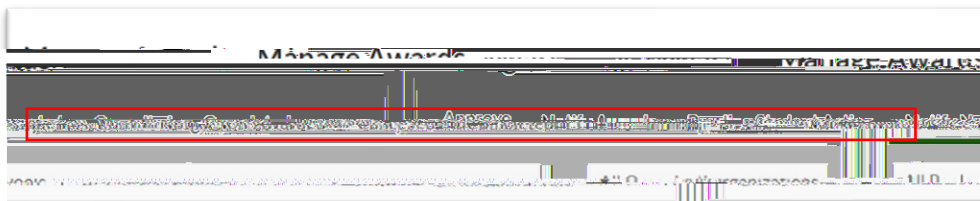
Students whose awards are in either the *Approve* or *Notify* tabs can be canceled by checking the box next to the student's name and then selecting the *Remove* button.

Student Name

Scholarship Name

Scholarship Name
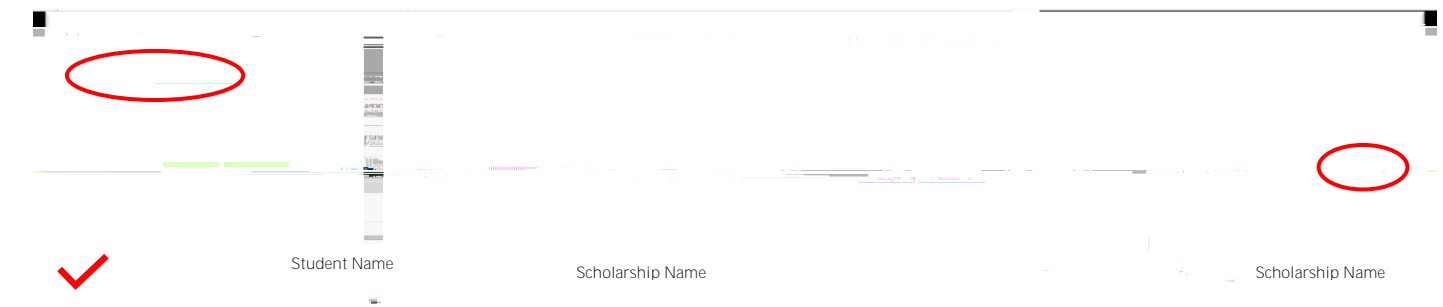
Students whose awards are in the *Pending Student Action* tab can have their awards removed by checking the box next to the student's name and then navigating to the *Select a waive action* drop-down menu and selecting *Remove Awards*
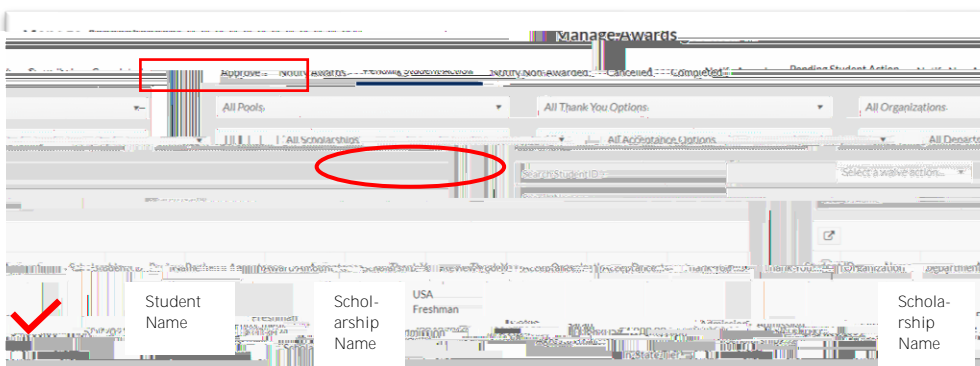
3. If a student's awards have already been pushed to Banner and they appear in your *Completed* tab, you will need to contact the Office of Scholarship Services with the name and Jag Number of the student whose award you wish to remove.

Student Name

Schol-arship Name

USA Freshman

Schola-rship Name