

Students of New Faculty in GFS

Step 1: Aid Year Activate

STF Grad Financial Support>STF Graduate Financial Support>Use>Aid Year Activation

Once the student has an active Program/Plan in Student Records, the student must be Aid Year Activated with TAL Category **NM-SNF** before aid can be entered in GFS. The student's home department approver will be assigned based on the Home Org identified on this panel.

*Mail Code:

The screenshot shows the GFS system interface. At the top, there are navigation links: Find | View All | First 1 of 1 | Last. Below this, there are several fields for student information: *Aid Year: 2012, Acad Org: MECHENGR, Billing Career: GR, Tuition Grp: SNF, Institution: STANF, Billing Term: 1122, and TAL Cat: NM-SNF. Below these fields is a table with the following columns: *Term, Short Description, *Acad Career, *Home Org, Descr, and *TAL Category. The table contains one row with the following data: 1122, 11-12 Aut, GR, MECHENGR, Mechanical Engineering, and NM-SNF. There are search icons and a plus/minus icon next to the *Acad Career, *Home Org, and *TAL Category fields.

*Term	Short Description	*Acad Career	*Home Org	Descr	*TAL Category
1122	11-12 Aut	GR	MECHENGR	Mechanical Engineering	NM-SNF

Step 2: Enter Aid Lines

STF Grad Financial Support>STF Graduate Financial Support>Use>Aid Entry

You can enter aid on Aid Entry as you would any other TGR student.

- On the Stipend tab, NM-Monthly will **not** be a valid choice for disbursement plan. You must choose a quarter-based disbursement plan and valid charge priorities for the disbursement plan selected.
- If entering an assistantship salary, remember that Students of New Faculty are not permitted teaching positions. Stanford's policy permits only Research Assistantships.
- TAL will be calculated at the correct TGR rate.
- The student must be enrolled in a TGR course in order for aid to automatically disburse.
- Students of New Faculty, who are enrolled in Cardinal Care, will be eligible for the university Cardinal Care subsidy, if they have the necessary financial support.