



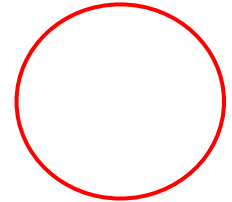
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This guide will assist you with canceling awards in various stages of the awarding process. Once awards have been offered, they can be canceled so long as the award term has not yet started.

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

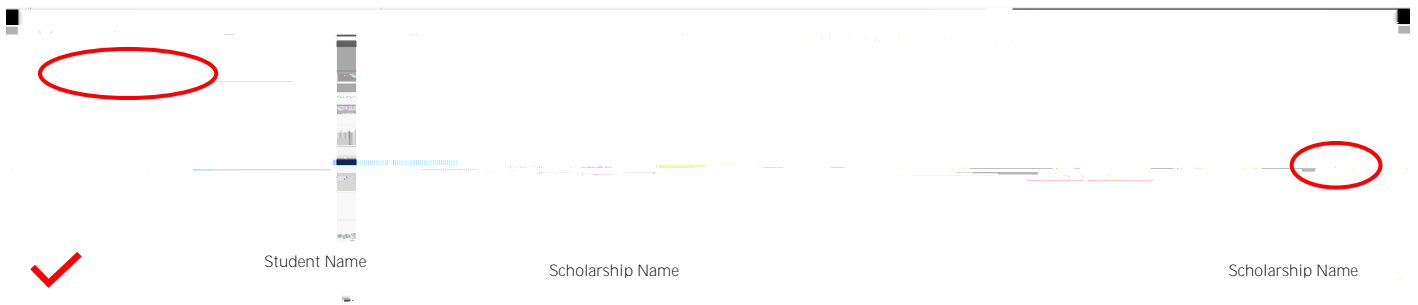
This will bring up the



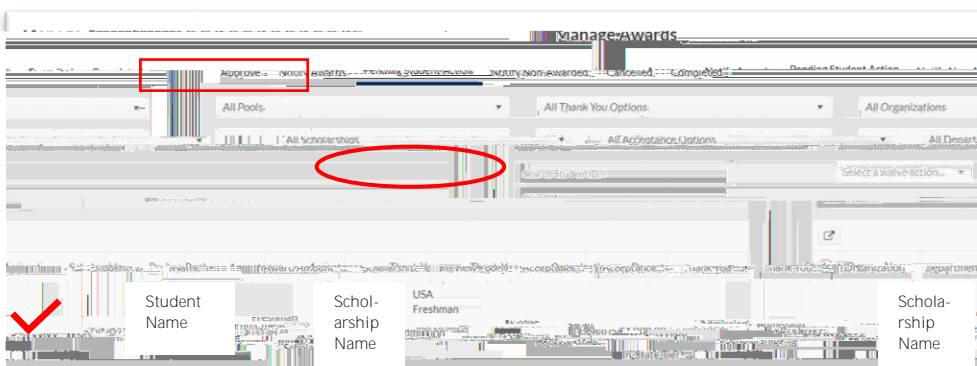
2. From here you can see which students have been awarded and what stage they are at in the awarding process. From this portal, awards can be removed from students at several stages.



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



Students whose awards are in the tab can have their awards removed by checking the box next to the student's name and then navigating to the drop-down menu and selecting



3. If a student's awards have already been pushed to Banner and they appear in your 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.