

How to Find a Student's Scholarship Status

First follow these steps to find the student:

1. Select 'Service Case' from the **Search** menu on the left
2. **Service Type:** Participant
3. Enter name of student under
 - **English First Name**
 - **English Last Name**
4. Click **Search**
5. Click on the **Service Ref.**

No.	IOC	Program Code	Dest IOC.	Service Ref.	Assigned To	Applicant	Service Info	Source	Online App	Placement (F,O,T)
1	USA	SMscNH10	HON	P-F20499828	Area Team: Big Sky Area Team	Lach, Stahsha (Lach, Stahsha)	Sending-Participation-Closed (Program Terminated)	OA	School Based, Short Summer and University Programs FullApp / Transferred	G (1, 1, 1)

6. Once in the **Service Case**, click on **Finance Info.** on the top left

Service Case : Detail Lach, Stahsha (Lach, Stahsha)

Placement Info. (1,1)	Person Info.	Travel Info. (1,0)
Finance Info.	Support Info.	Extra Info.
Interest Info. (0)	Monthly Contact	History Log
Exchange Summary	Resend Pax Info	Find Duplicate
Print Form	Activity	Checklist
Reference		

7. Select the **Finance Details** **Sponsor/Scholarship** **PreApplication Fee/Deposit** tab to see all the scholarships that the student has applied for

Finance: Detail

[Pax. Info.]

PaxName	Service Ref	IOC Code	Program Code	Destination IOC	Stage	Status
Lach, Stahsha	P-F20499828	USA	SMscNH10	HON	Participation	Closed

Bill To Details

Bill To: Family Split Family Other

Bill to Person1:

Bill to Person2:

Save

Finance Details | **Sponsor/Scholarship** | PreApplication Fee/Deposit

Sponsor / Scholarship consideration

Sponsor / Scholarship Name	Amount	Date	Description	Status	Stage
Global Leaders Financial Aid (Global Leaders Financial Aid)	0.00	12/14/2009	Missing FAST, tax docs	Closed	Candidate
Global Leaders Merit Award (Global Leaders Merit Award)	0.00	3/16/2010	missed deadline	Closed	Candidate

Sponsor / Scholarship Award

No data

* If there is no information for a student on the screen, the student has not completed their scholarship application or has not applied. Information in the **Description** field should indicate the next steps for the student.

8. Students move through different stages and status as they move through the scholarship application process. Here are the definitions for decoding the **Status** and **Stage** fields

Scholarship Status	Scholarship Stage	What it Means
Pending	Candidate	Student submitted coversheet and is working on scholarship forms
	Finalist	All forms are in, ready for committee review
	Winner	Application reviewed and won award but student hasn't returned acceptance form
Accepted	Winner	Student submitted acceptance form and award posted to account
Closed	Non-Winner	Student did not qualify for award during committee review
	Candidate	Student decided not to apply for either need or merit due to withdrawal or rollover
	Winner	Maintains last status assigned at that time
Ineligible	Candidate	Student didn't submit necessary forms in time for consideration (or past deadline)