

Accessing required forms

Step 1: Click on U-M Departmental Financial Aid Transactions

The screenshot shows the top navigation bar with the University of Michigan logo and 'FINANCIAL AID UNIVERSITY OF MICHIGAN'. Below the logo is a search bar. The main navigation bar includes 'Services' and 'Knowledge Base'. A secondary navigation bar lists 'Ticket Requests', 'My Favorites', 'My Recent', 'My Approvals', 'Services A-Z', and 'Search'. The main content area is titled 'Service Catalog' and 'Categories (4)'. There are four category cards: 'U-M Faculty/Staff', 'Students/Families', 'Private Scholarship Providers', and 'U-M Departmental Financial Aid Transactions' (highlighted in yellow).

Step 2: Choose the service and click on it:

The screenshot shows the 'U-M Departmental Financial Aid Transactions' service page. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'U-M Departmental Financial Aid Transactions' and includes a description: 'This category contains services and forms relevant to unit award activity.' Below this is a section titled 'Services (4)'. There are four service items listed: 'OFA-Financial Aid Item Types (FAITs)', 'OFA-Guest Students for Direct Award Entry', 'OFA-Supported Award Entry', and 'OFA-Manual Disbursements'. Each item has a brief description.

Step 3: Click on necessary forms in the highlighted box, and then click on submit request in the upper right hand corner:

Services
Knowledge Base

Ticket Requests
My Favorites
My Recent
My Approvals
Services A-Z
Search

[Service Catalog](#) / [U-M Departmental Financial Aid Transactions](#) / [OFA-Financial Aid Item Types \(FAITs\)](#)

OFA-Financial Aid Item Types (FAITs)

Overview

Create, revise, and inactivate Financial Aid Item Types (FAITs) as appropriate to meet student awarding business needs. When submitting this request, please complete and attach one of the spreadsheets below. **Note:** New FAITs are available for use the day after they are created in the system.

Additional Information

Please use the following links to find comprehensive instructions and information relevant to FAITs.

- [Creating, Revising, and Inactivating FAIT Instructions](#)
- [Create FAIT spreadsheet](#) (single or multiple entry)
- [Revise FAIT spreadsheet](#) (single or multiple entry)
- [Inactivate FAIT spreadsheet](#) (single or multiple entry)
- Merit-aid values for FAITs: [chart priority values](#), [split codes](#), [disbursement plans](#), and/or [disbursement rules](#)

Charge Priority Values

Priority	Charges Covered If On Customer's Account	Pays Current Term	Pays Prior Year	Pays Future
ALLREF	Housing, Tuition/Fees, Other Charges, Refunds (pays prior and future refunds)	Y	N	N
BIOSTAT	Bio-statistics Fees (used for adjustments)	Y	Y	Y

Submit Request

Share

Add to Favorites

Related Articles (5)

[Creating, Revising, and Inactivating FAIT Instructions](#)
This article supports staff from awarding offices who need to submit a service request to create, revise, and/or inactivate a Financial Aid Item Type (FAIT).

[M-Pathways: All Charge Priority Values](#)
All charge priority codes.

[M-Pathways: FAIT Charge Priority Instructions](#)
Using refundable and non-refundable charge priorities.

Step 4: Follow the instructions on the submission page, including all appropriate Excel documents.