

CoTA RMA Financial Aid Process

1. CoTA Office Managers complete the requested years payment request form, which is available on the CoTA Business website under the “CoTA Financial Aid” area.
 - a. [CoTA Financial Aid](#)
2. The Office Manager will then email the form to Maria Peas at mpeas@usf.edu
 - a. **Office Managers must send the form to Maria in Excel Format only.**
3. Maria will complete a brief general review of the payment request. Her review includes the following:
 - a. Review the payment form for simple inaccuracies.
 - b. Verifying that there are funds available in the account that the payment is being processed from.
 - i. If there are not funds available, Maria will make the department aware.
 - c. **Maria will NOT be determining whether the payment request satisfies the funding’s requirements. It will be the responsibility of the submitting department to review the goals of the fund and confirming that the aid being given out complies with the fund’s goals.**
4. After Maria completes her review, she will then export the Excel file to PDF and send the form through DocuSign for the Director and Dean to sign.
5. Once the DocuSign is completed, Maria will send the signed payment request form to Financial Aid:
 - a. For talent grants requests will be sent to usfaspfr@usf.edu
 - b. For foundation scholarships requests will be sent to UA-FDNScholarshipRequest@usf.edu
 - i. For foundation-based scholarships, financial aid regularly bills the foundation for the fund disbursed.
6. Maria will complete periodic reconciliations and follow up with departments as needed.

If you have any questions or concerns regarding the financial aid process, please reach out to either:

Alexis Brown

Briana36@usf.edu

Or

Maria Peas

Mpeas@usf.edu