



2019-20 PROGRAM GUIDELINES

INSTITUTIONAL ASSISTANCE GRANTS (IAG)



State Grant and Special Programs
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Memo

To: Financial Aid Administrators
From: Elizabeth K. McCloud
Vice President, State Grant and Special Programs *Elizabeth K McCloud*
Date: August 2019
Subject: 2019-20 Institutional Assistance Grants (IAG) Program Guidelines

The Institutional Assistance Grants (IAG) Program, created by legislation from the Pennsylvania General Assembly in July 1974, serves as an integral part of the Commonwealth's commitment to the development and preservation of a planned system of postsecondary education. The program meets its objectives through formula grants to assist independent, non-profit postsecondary institutions in maintaining enrollments and stabilizing their educational costs to facilitate utilization of all postsecondary education resources in the Commonwealth.

The *2019-20 IAG Program Guidelines* provide institutions with eligibility criteria and requirements, in addition to disbursement and refund information. A calendar of program events and deadlines is also maintained for your reference (see [Appendix A](#)). An electronic copy of the *2019-20 IAG Program Guidelines* will be made available in the Document Library.

Any questions regarding these guidelines or the related eligibility or disbursement processes should be directed to State Grant and Special Programs staff at **800-443-0646**, a private number reserved for the use of financial aid administrators, or by emailing IAG staff at iag@pheaa.org.

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I. INSTITUTIONAL PARTICIPATION

A. Institutional Eligibility

To be eligible to participate in the IAG Program, an institution must:

- Be a nonprofit independent institution of higher education located in Pennsylvania
- Be approved for the PA State Grant Program by PHEAA
- Not receive a direct appropriation from the Commonwealth

Institutions are not eligible if they are community colleges, state-owned, state-related (as defined by law), seminaries or schools of theology, or sectarian and denominational institutions (see [Regulation 121.122 - Appendix B](#)). Additionally, hospital schools of nursing are not eligible because they are not chartered as independent institutions of higher education.

New institutions interested in participating in the IAG Program must submit an IAG Eligibility Determination Application to be considered for eligibility. The application is provided in the Document Library (Special Programs/IAG Program/ Eligibility Determination Application). This application is reviewed by PHEAA, and if all requirements are met, the school is required to submit a signed Participation Agreement by August 1 of the fiscal year in question.

B. Institutional Requirements

Participating institutions are required to complete and submit several items throughout the program year. All communications are sent via email to the IAG contact in the Financial Aid Office. One copy of the required item must be returned by fax or email to PHEAA. The fax number is **717-720-3786** and the program email address is iag@pheaa.org. No items are to be sent by U.S. mail unless otherwise specified. Annual items include:

1. Eligibility Renewal Application

The Eligibility Renewal Application is sent out by PHEAA via email to all IAG institutions in August and due back by September 1 to determine if there are any changes in your school's status that might affect your eligibility. PHEAA reviews the application and follows up with the institution if further information is needed. The Application is available in the Document Library (Special Programs/Institutional Assistance Grants Program/Eligibility Renewal Application).

2. Audit Report (see [Appendix C](#))

The audit report format is sent by PHEAA via email in November and due January 1 following the program year in question. For example, the 2019-20 Audit Report is due January 1, 2021. The Audit Report needs to be completed by an independent auditor and may not be completed by the school. The report must attest to the school's compliance with the terms of Act 174 and the Participation Agreement, and include several required statements and a schedule of receipts and expenditures that account for every dollar of IAG funds disbursed to your institution. An outline of the required statements is provided in the Document Library (Special Programs/Institutional Assistance Grants Program/IAG Audit Report Format). Unspent funds must be returned to PHEAA.

3. Certification Listing

A Certification Listing is generated by PHEAA and sent to PageCenter on May 1 for all schools to certify students. The PageCenter name is "CCYY IAG Certification Listing" and the pageset is "IAGCERTYY.School Name." Schools need to review their listing and notate, by checkmark, any students who are no longer eligible. If there are no student updates, the entire Certification Listing must be returned to Special Programs since a certification signature is required. Since an original signature is not required, email or fax submissions are acceptable and preferred.

Institutions are encouraged to complete and return their PA State Grant reconciliation roster before the IAG certification listing is run on May 1. The IAG Certification Listing no longer allows for enrollment status changes to be made on the listing, such as a change from full-time to part-time. All updates must be made prior to May 1 to be reflected in the IAG listing.

4. Cancellation Refund Report

A Cancellation Refund Report (if applicable for an institution) is generated each October after the program year in question to identify institutions with students who no longer qualify as IAG eligible. This is mostly due to a change in their PA State Grant status reported after the May 1 Certification Listing deadline or they did not complete an entire term while receiving a PA State Grant. The listing name is "IAG Cancellation Report" and the pageset is "GIAGCAN." This report shows each institution the specific students who are no longer eligible to receive funds, the reason, and the amount owed to PHEAA. A total amount of refunds due to PHEAA is at the bottom of the list. An institution will only receive this report if there are student cancellations. Institutions should email iag@pheaa.org for any questions on refunds on a per student basis.

The refunds are requested 30 days after the memo is sent via email to the IAG contact in the Financial Aid Office. The refund can be sent by check (made payable to IAG) to:

PHEAA,
P.O. Box 64849
Baltimore, MD 21264-4849

An email should be sent to finmgtrecon@pheaa.org to identify the refund being sent is an IAG refund. It is important to identify funds as IAG because unidentified funds may be assigned to another account. Refund instructions are also available in the Document Library (Special Programs/Institutional Assistance Grants Program/Memoranda/Institutional Assistance Grants Program Refund Instructions).

C. Institutional Disbursements

Two disbursements, Advance and Reconciliation, are sent to an institution annually providing that the institution has no outstanding items and is due to receive a disbursement from PHEAA. Notification of disbursements, or a refund if no reconciliation payment is due, is sent via email to the President and the IAG contact in the Financial Aid Office.

1. Advance Payment

At the beginning of each program year, PHEAA estimates full-time and part-time IAG recipients at each institution based on the projected PA State Grant eligible recipients enrolled at IAG institutions. The total available resources are divided by the total number of estimated full-time equivalent (FTE) recipients to establish an estimated per capita amount. An Advance Payment represents 90 percent of the estimated per capita amount multiplied by estimated FTE recipients. The Advance Payment is sent in September to institutions that do not have any outstanding items or money due to PHEAA. The September payment allows the IAG funds to be a meaningful part of the institutions' budgets.

2. Reconciliation Payment or Refund

The total available resources is divided by the certified number of recipients, which is gathered from each institution's certification listing, to produce the final per capita grant. PHEAA then identifies institutions that are due a remaining payment for the program year. The final Reconciliation Payment is usually made during July/August. Institutions that have fewer recipients than anticipated may owe a refund instead of receiving additional money from PHEAA.

a. Withholding of Reconciliation Payment

Since IAG payment is based on the numbers of students receiving assistance from the PA State Grant Program, the Reconciliation Payment will not be made to any institution that has not received any disbursement of PA State Grant funds for the year in question. Such institutions will be notified that they must refund the previously disbursed advance payment if the situation (for example, a delinquent PA State Grant roster for a prior period that is delaying disbursement for the current year) has not been resolved by the time the amount of the reconciliation payment is determined.

b. Withholding of Advance or Reconciliation Payment

Please note: All disbursements are contingent upon passage of the annual Commonwealth Budget. If a Commonwealth Budget freeze occurs, the Reconciliation Payment to institutions could be non-existent. Additionally, a late passage of the budget could result in a delayed Advance Payment. PHEAA will

provide email updates if the Advance Payment or Reconciliation Payment will not be sent out during the months listed above.

- c. PHEAA reserves the right to hold disbursement to an institution that is closing or is on a restriction or oversight by the U.S. Department of Education for participation in any Title IV program. We also reserve the right to hold any disbursements to an institution if the accrediting agency suspends or cancels approval for the school. Any questions regarding holding disbursement should be directed to PHEAA via email at iag@pheaa.org. PHEAA will exercise this right to determine the eligibility of the institution to receive further funding.

Each disbursement sent to an institution will produce an EFT letter and a disbursement document. These documents will be located in the institution's PageCenter mailbox. The pageset names are "Disbursement Documents" and "Disbursement EFT Letters" and the listing names are IAGDISB and IAGEFT.

II. STUDENT ELIGIBILITY

A. Full-Time vs. Part-Time Enrollment Status

In order to be counted by an institution, a student must have been enrolled for at-least-a-half-time basis at least one term during the academic year (summer term is excluded) and have received a PA State Grant award in that same term. **The institution is entitled to a full-time IAG payment for a student as long as that student enrolled for at least one term as a full-time student, received a full-time PA State Grant award for that term, finished the term with at-least-a-half-time status, and was charged as a full-time student.** A part-time IAG payment will be paid on behalf of a PA State Grant student who receives a part-time PA State Grant (but no full-time awards) during the year in question. Certifying a student as eligible when a student is ineligible or certifying a student as enrolled full time when the student is enrolled part time may result in the institution being required to refund the IAG payment that was made for that student.

Definitions of full-time and part-time enrollment are as follows:

Credit Enrollment Minimums			
Academic Period	Semester Schedule	Quarter Schedule using Semester Credits	Quarter Schedule using Quarter Credits
Full-Time Term	12 credits	8 credits	12 credits
Full-Time Year	24 credits	24 credits	36 credits
Half-Time Term	6 credits	4 credits	6 credits
Half-Time Year	12 credits	12 credits	18 credits

Clock Hour Enrollment Minimums		
Academic Period	Semester Schedule	Quarter Schedule
Full-Time Term	450 clock hours of instruction	300 clock hours of instruction
Full-Time Year	900 clock hours of instruction	
Half-Time Term	225 clock hours of instruction	150 clock hours of instruction
Half-Time Year	450 clock hours of instruction	

NOTE: For clock hour programs that meet the minimum payment periods, at least 24 clock hours of instruction per week are required in a PHEAA-approved program of study for full-time enrollment and at least 12 clock hours of instruction per week are required for half-time enrollment. Even though the program may have 24 clock hours per week in order to be considered a full-time student, the payment period must have a minimum of at least 450 clock hours when two payment periods are used or at least 300 clock hours when three payment periods are used.

Students who receive a full-time grant under the “Remedial” and “Final Year Student” exceptions are regarded as meeting the full-time enrollment requirement and may be included in the count of full-time “Eligible” recipients for purposes of the IAG Program.

IAG Eligibility

In order to be included in the IAG count, a student must meet both PA State Grant and IAG Program eligibility requirements during the same term, for at least one complete term of the 2019-20 Academic Year. Keeping a student status as eligible when a student is ineligible will result in the institution being required to refund the IAG payment made for that student.

PA State Grant Eligibility

The student must have received a grant for at least one term of the 2019-20 Academic Year. Students already determined by PHEAA to be ineligible for PA State Grant funds are identified on the listing as “Not Eligible.” If the student received a grant and was later determined ineligible, the student cannot be counted for IAG purposes. If PA State Grant funds have not been credited to the student’s account for any term of the academic year because either the institution or PHEAA questioned the student’s eligibility, you should mark the student “Not Eligible” even if the student’s record shows a grant award. If a student appears on the listing and only had PA State Grant eligibility for a term that ended prior to September 2019 (e.g., for the 2019 Summer term), this student should be marked “Not Eligible.” If the student does not meet all PA State Grant eligibility requirements for the term in question mark the student “Not Eligible.” To assist in this confirmation, schools are strongly encouraged to certify the 2019-20 PA State Grant reconciliation roster prior to May 1, 2020.

Attendance

The IAG Regulations require that an eligible student be in attendance at the institution to which IAG funds are being paid. Students enrolled at two institutions during the same year will not be included as “Eligible” at both

institutions; the student will be included as “Eligible” on the listing for the primary institution, normally the school attended during the fall term.

In general, students who complete a term during the 2019-20 Academic Year at another IAG eligible institution before enrolling at your institution cannot be counted at your institution for IAG purposes if the other institution is including the student in its count. A list of all IAG-eligible institutions is available in the Document Library under IAG Program>Approved Schools. For your convenience, those students who have transferred between IAG-eligible institutions are identified on the listing as “Not Eligible - Transfer.” However, if a student identified as “Not Eligible - Transfer” did not receive a PA State Grant at the school attended for the fall term and is eligible for a grant at your school for the spring term, you should contact IAG Program Staff to determine if your school may count the student.

A student who spent the academic year in study abroad, or who participated only in non-classroom activity, such as online classes, is considered to meet the requirement that the PA State Grant recipient be in attendance at the school.

Eligibility Related to Enrollment Status

In order to be counted as an IAG recipient, the student must:

- Have been enrolled at least half time for at least one **complete** term during the 2019-20 Academic Year (not including the summer term); OR
- Be currently enrolled at least half time as of the date the IAG Certification Listing is completed and signed.

A student is considered to have “completed” a term if they remained enrolled at least half time through the end of the term. This is true whether they began the term as a full-time or half-time student.

1. Enrollment Status Cut-Off Date

In order to give PHEAA time to process the listings and to disburse the final payment to eligible institutions a May 1 “cut-off” date has been established. This means that if, at a later date, the institution should identify a grant recipient who was not included on the listing, that student cannot be counted.

2. Full-Time vs. Part-Time Enrollment Status

Complete definitions of full-time and half-time enrollment may be found in Section 2 of the *2019-20 PA State Grant Program Handbook*. Students who receive a full-time grant under the “Remedial” and “Final Year Student” exceptions (see Section 2) are regarded as meeting the full-time enrollment requirement and may be included as eligible for purposes of the IAG Program. (Note: The *2019-20 PA State Grant Program Handbook* can be found in the Document Library under State Grant).

A student who received a full-time grant for at least one term of the 2019-20 Academic Year and completed that term should be counted as eligible on the listing. These students will be counted as one full recipient, even if they received a part-time grant for another term.

3. Verification of Part-Time Status

A student receiving only part-time grants (for at least one completed term) should be counted as eligible on the listing. These students will be counted as one-half of a full recipient due to their part-time status. An asterisk appears before the Social Security number of students whose only eligibility, according to PA State Grant records, is for a part-time grants.

B. Acceptable Categories of Attendance

The requirement that the PA State Grant recipient be physically in attendance at the institution which is receiving IAG funds was changed in recent years to include students who spent the academic year in a study abroad program or were only participating in non-classroom activity, such as online classes, an internship, or student teaching. These activities no longer disqualify PA State Grant recipients from being counted as IAG-eligible.

III. PROGRAM REVIEW

As part of the Program Review process of State Grant and Special Programs, PHEAA may conduct further examinations of student aid and related records as it deems necessary to protect the financial interests of the Agency or its student aid recipients (§ 121.59 b). A list of common administrative issues that could be cited in a Program Review can be found in of the *PA State Grant Program Handbook for 2019-20*, which is available on PHEAA.org.

IV. RETENTION OF RECORDS

IAG eligibility is based upon PA State Grant eligibility. Since your institution must retain PA State Grant materials for 5 years from certification of the reconciliation roster, the retention of IAG records follows the same schedule. Based upon the IAG reconciliation date of June 30, all IAG files should be retained for at least 5 years from June 30 of the fiscal year in question. All IAG records are subject to program review and audit during this retention period.

APPENDIX A

IAG PROGRAM CALENDAR

SEPTEMBER	1 15-30	<p>Eligibility Renewal Application is due is to PHEAA.</p> <p>The Advance Payment (90% of the estimated per capita multiplied by the estimated full-time equivalent students served) is disbursed between the middle and end of September. The school should check their PageCenter mailbox for disbursement documentation.</p>
OCTOBER	15-30	The prior year Cancellation Refund Reports are run and placed in the school's PageCenter mailbox only if the school owes a refund. The refund is due 30 days from receipt of the accompanying memo.
NOVEMBER	1 15-30	<p>The school is sent the Audit Report memo which includes sample format. The Audit Report is due January 1.</p> <p>Cancellation Refund for the prior program year (if applicable) is due to PHEAA.</p>
JANUARY	1	Audit Report for the prior program year is due to PHEAA.
MAY	1	PHEAA generates the Certification Listing. The school should obtain the listing from PageCenter, review and identify students no longer eligible and return to the listing to PHEAA.
JUNE	1	Certification Listing is due to PHEAA.
AUGUST	1 1-15	<p>The school is sent the Annual Eligibility Renewal Application. The application is due September 1.</p> <p>The Reconciliation Payment (if applicable) is disbursed. The school should check their PageCenter mailbox for disbursement documentation. If no payment is due to the school and a Reconciliation Refund is due to PHEAA instead, the refund is due within 30 days from receipt of the notification. Reconciliation Refund (if applicable) is due to PHEAA.</p>
SEPTEMBER	1-15	Reconciliation Refund (if applicable) is due to PHEAA.

APPENDIX B

SUBCHAPTER G - INSTITUTIONAL ASSISTANCE GRANTS PROGRAM

PA Code - Section 121.121

Application of Existing Agency Regulations

PA Code - Section 121.122

Eligible Institutions

PA Code - Section 121.123

Determination of Institutional Assistance Grants

PA Code - Section 121.124

Participation Agreement

PA Code - Section 121.125

(Reserved)

Part VIII - Higher Education Assistance Agency

Section 121.121 - Application of Existing Agency Regulations

The Agency Higher Education Grant regulations contained in Subchapters A, B, and F (relating to general provisions; Higher Education Grant Program; and POW/MIA's Education Program) apply to the determination of eligible recipients for the accounting of funds to be disbursed to each eligible institution of higher learning in the Institutional Assistance Grants Program, except those regulations which are inconsistent with this Subchapter.

Part VIII- Higher Education Assistance Agency

Section 121.122- Eligible Institutions

- a. Eligible institution shall mean an independent institution of higher education located in, and chartered by, the Commonwealth, which is neither a State-owned institution, State-related institution nor a community college, which is operated not for profit, which is determined by the Agency not to be a theological seminary or school of theology or a sectarian and denominational institution and which is approved by the Agency for institutional assistance grants under the Institutional Assistance Grants Act (24 P.S. §§ 5181-5189) of this Chapter.
- b. In order to determine whether an institution is a theological seminary or school of theology or a sectarian and denominational institution, the Agency shall require information from the institution concerning the purposes, policies and governance of the institution and its faculty, student body, curricula and programs. While each institution may submit whatever information it considers relevant to the question of its eligibility, particular factors which may be considered by the Agency in determining whether an institution is a theological seminary or school of theology or a sectarian and denominational institution are the following:
 - 1. The stated purposes of the institution as set forth in its charter or legislative authority and other relevant documents.
 - 2. The nature and extent of control or direction of the institution in any areas of the life of the institution by any religious denomination, body, sect or order.
 - 3. The nature and extent of financial assistance received by an institution from any religious denomination, body, sect or order, and the proportional relationship which such assistance bears to other sources from which the institution derives funds.
 - 4. The policies of the institution with respect of the selection of members of its governing body, its administrative officers, or its faculty, relating to the faith or creed of a candidate.
 - 5. The policies of the institution with respect to the admission of students relating to the faith or creed of the applicant.
 - 6. The nature and extent of any instruction in denominational tenets or doctrine required by the institution.
 - 7. The degree or degrees in the field of religion awarded by the institution and the relationship of such to the total degrees awarded by the institution.
 - 8. The nature and extent of religious studies or courses in religion required for any degree awarded by the institution.
 - 9. The character and extent of required religious observances or services in the programs of the institutions.
 - 10. The nature and extent of any real property or facility used by the institution which is owned or leased by any religious denomination, body, sect or order, or which is owned by the institution and encumbered by mortgages or other security interest given to any religious denomination, body, sect or order.
 - 11. The provisions governing the distribution of assets in case of dissolution of the institution.
 - 12. Any other information which the institution or the Agency deems pertinent to a determination of its eligibility by the Agency.
- c. The above factors are illustrative of the criteria which the Agency may consider in exercising its discretion to determine the eligibility of an institution according to the particular circumstances of that institution.

Part VIII- Higher Education Assistance Agency

Section 121.123- Determination of Institutional Assistance Grants

- a. Institutional assistance grants, established by dividing the total funds available for institutional grants in this program by the number of Pennsylvania State grant recipients certified to the Agency by the participating institutions, will be paid to an eligible institution in either a lump sum or in installments at the discretion of the Agency. The institutional assistance grants shall be in a number equal to the number of full-time equivalent students receiving assistance from the Pennsylvania Higher Education Grant Program or the POW/MIA's Education Program certified as enrolled during the academic year except those intra-year transfer students from any other eligible institution. The following are examples:
 - 1. If a student enrolls in eligible institution A, the institution shall receive an institutional assistance grant by reason of the enrollment if, as of the date of the Eligibility Certification Listing, the student either had been enrolled at least half time for at least one complete semester, trimester or quarter of the academic year or is enrolled at least half time for the current semester, trimester, or quarter.
 - 2. If a student enrolls in eligible institution B during the academic year as a transfer student from an institution other than an eligible institution, institution B shall receive an institutional assistance grant by reason of the enrollment if, as of the date of the Eligibility Certification Listing, the student had been enrolled at least half time for at least one complete semester, trimester or quarter of the academic year or is enrolled at least half time for the current semester, trimester, or quarter.
 - 3. If a student enrolls in eligible institution B during the academic year as a transfer student from eligible institution A, institution B will not receive an institutional assistance grant during the academic year if by reason of the student's enrollment an institutional assistance grant has been paid or will be paid to eligible institution A by reason of the student's previous enrollment in institution A during the same academic year.
- b. For purposes of this section, an Eligibility Certification Listing is defined as a listing created by the Agency for the institution to use in certifying the enrollment of students for determining the institution's entitlement to Institutional Assistance Grants.

Part VIII- Higher Education Assistance Agency

Section 121.124- Participation Agreement

- a. Each participating institution shall execute through its authorized representative an Agreement with the Agency which shall contain the following:
 - 1. Assurance that auditable records are maintained.
 - 2. Assurance against discrimination of any Commonwealth resident applicant for admission because the applicant does not apply or qualify for assistance under the Pennsylvania Higher Education Grant Program or the POW/MIA's Education Program.
 - 3. Assurance that institutional assistance grant moneys will only be used for, or in connection with, expenses incurred for educational costs other than expenses for sectarian and denominational instruction, the construction or maintenance of sectarian and denominational facilities, or for any other sectarian and denominational purpose or activity.
- b. To be entitled to share in the distribution of the Institutional Assistance Grants Program funds of a particular fiscal year, an institution shall have submitted a properly signed participation agreement to the Agency by August 1 of that same fiscal year. The President and Chief Executive Officer may extend this deadline if an extension would not cause undue interference with the operation of the Institutional Assistance Grants Program, though an institution may not share in the Institutional Assistance Grants Program funds of a particular fiscal year if that institution has not submitted a properly signed participation agreement to the Agency by the time of the first disbursement of the Institutional Assistance Grants Program funds of that particular fiscal year.

APPENDIX C

INSTITUTIONAL ASSISTANCE GRANTS (IAG) PROGRAM - AUDIT REPORT FORMAT

Audit Reports must be submitted annually by each institution by January 1 following each fiscal year and should include the following:

2. The opinion of the Independent Auditor should include statements confirming the following:
 - a. that *“Institutional Assistance Grants Program funds were used in compliance with Pennsylvania Act No. 174 and the Agreement between the Pennsylvania Higher Education Assistance Agency and (Name of Institution), and, the institution has not used the funds for the construction, maintenance or operations of facilities primarily used for worship or any other sectarian or denominational activity, or as financial aid directly to students enrolled in programs designed to prepare students for the active ministry or clergy,”*
 - b. that *“the institution was not a recipient of a direct appropriation from the Commonwealth of Pennsylvania for the fiscal year in question”* and
 - c. that the institution has maintained its nonprofit status during the fiscal year in question.
3. Contained within the body of the report should be a Schedule of Receipts and Expenditures, which should follow the format of Attachment A.

Please refrain from sending the entire Financial Statement Audit Report from your institution.

It should be noted that IAG funds must be deposited into a separate bank account to prevent their commingling with other funds of the institution, and to provide for a clear audit trail of IAG receipts and expenditures, in accordance with the IAG Agreement. If no separate bank account is used, the institution must provide an explanation of measures taken to assure that IAG funds are tracked separately from other institutional funding.

Please also note that the IAG Program does not involve federal funds and therefore, a copy of the institution’s “A133” audit (an audit of all Federal funds received by the institution) will not fulfill this audit requirement. Likewise, a copy of the institution’s financial statements will not meet this requirement since they normally do not reflect the specific use of IAG funds.

Email or fax **one** copy of the Audit Report to:

Email: iag@pheaa.org
Fax Number: **717-720-3786**

If you have any questions, you may contact IAG staff in State Grant and Special Programs at **800-443-0646**, a private number reserved for the use of financial aid administrators.

Name of Institution
Institutional Assistance Grants (IAG) Program – Receipts and Expenditures
For the Year Ending June 30, 2020

AUDIT REPORT FORMAT

RECEIPTS

Advance Payment from PHEAA	\$	XX,XXX.XX	
Reconciliation Payment from PHEAA		<u>XX,XXX.XX</u>	
Total Receipts			<u>\$ XXX,XXX.XX</u>

EXPENDITURES FROM IAG FUNDS

Personnel Expenses

Salaries and Benefits			
Professional	\$	XX,XXX.XX	
Nonprofessional		<u>XX,XXX.XX</u>	

Total Personnel Expenses	\$	XX,XXX.XX	
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Operating Expenses

Administrative			
Supplies	\$	XXX.XX	
Utilities		XXX.XX	
Maintenance		XXX.XX	
Equipment Rental		<u>XXX.XX</u>	
	\$	X,XXX.XX	

Educational			
Supplies	\$	XXX.XX	
Utilities		XXX.XX	
Maintenance		XXX.XX	
Equipment Rental		<u>XXX.XX</u>	
	\$	X,XXX.XX	

Student Services	\$	X,XXX.XX	
Security Services	\$	X,XXX.XX	
Leases and Debt Services	\$	X,XXX.XX	

Total Operating Expenses	\$	XX,XXX.XX	
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Fixed Assets

Building and Real Estate	\$	X,XXX.XX	
Equipment and Machinery	\$	X,XXX.XX	
Furniture and Furnishings		<u>X,XXX.XX</u>	

Total Fixed Assets	\$	<u>XX,XXX.XX</u>	
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Total Expenditures			<u>\$ XX,XXX.XX</u>
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NOTE: If Total Receipts exceed Total Expenditures, the difference must be refunded to PHEAA.

APPENDIX D

PAGECENTER REPORTS

PageCenter is a tool that provides schools with student status and disbursement roster reports and information via the internet in a secure environment. PageCenter is used for accessing information only and cannot be used to make changes electronically.

INSTITUTION PAGECENTER REPORTS

The following are four IAG documents that are placed in an institution's PageCenter mailbox:

1. **IAG Certification Listing (IAGCERT):** The IAG Certification Listing contains a list of students who appear to be IAG eligible or potentially eligible at participating institutions.
 - a. The IAG Certification Listing is accessed on PageCenter via the secure school portal at [PHEAA.org](https://www.pheaa.org).
 - b. An asterisk (*) next to a student's name indicates that the student is considered to be a part-time student (6 – 11.5 credits) for IAG proposes.
 - c. Institutions are required to review and return the Certification Listing each year. Listings are generated on May 1 and must be returned on or by June 1.
2. **IAG Payment Document (FGXLT30):** The IAG Payment Document contains detailed information related to each disbursement (Advance/Reconciliation) and the estimated or actual FTEs used to determine the institution's award.
 - a. The IAG Payment Document is accessed on PageCenter via the secure school portal at [PHEAA.org](https://www.pheaa.org).
 - b. This document is routinely used by independent auditors when preparing the annual Audit Report.
3. **IAG EFT Letter (FGXLT40):** The IAG EFT Letter contains the award amount, date, and bank where the Advance or Reconciliation Payment will be sent.
 - a. The IAG EFT Letter is accessed on PageCenter via the secure school portal at [PHEAA.org](https://www.pheaa.org).
 - b. This document is routinely used by independent auditors when preparing the annual Audit Report.
4. **IAG Cancellation Report (GIAGCAN):** The IAG Cancellation Report lists any students with an eligibility change to their PA State Grant record which would cause a loss of IAG eligibility.
 - a. The IAG Payment Document is accessed on PageCenter via the secure school portal at [PHEAA.org](https://www.pheaa.org).
 - b. This report lists the student's SSN, name, reason for the award change, and the amount due PHEAA.
 - c. An asterisk (*) next to the student's name indicates that the student is considered to be a part-time student (6 – 11.5 credits) for IAG proposes. credits) for IAG proposes.
 - d. Institutions are required to review and refund any students who no longer qualify as IAG eligible.

Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation's leading student aid organizations. Today, PHEAA is a national provider of student financial aid services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, grant administration, outreach, and other student aid programs.

PHEAA's earnings are used to support its public service mission and to pay its operating costs, including the administration of the Pennsylvania State Grant and other state-funded student aid programs. PHEAA continues to devote its energy, resources and imagination to developing innovative ways to ease the financial burden of higher education for students, families, schools, and taxpayers.

PHEAA conducts its student loan servicing activities nationally as FedLoan Servicing and American Education Services (AES). For more information, visit PHEAA.org.

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