

PATH STUDENT CERTIFICATION BEST PRACTICES

The PATH Applicant Certification and Status Listings (ACSL) is a biweekly report generated to the STEP application of an institution's PageCenter mailbox. This report provides certification data and award information for those students who listed the institution as first choice when filing the FAFSA®; have been nominated by a PATH partner; and have been identified by PHEAA as potential recipients. As a prerequisite for disbursement, institutions must confirm eligibility and award amounts for students who are potentially eligible.

Best Practices

ACSLs are printed, completed and returned via fax to 717-720-3786 by the institution to be manually processed by PHEAA staff. Incomplete or incorrect certification could delay or prevent funds transfer. Follow the best practices below to facilitate efficient student certification.

DO:

- ✔ Work from the most recently generated ACSL
- ✔ Circle "Y" or "N" in all three fields
 - Degree Program
 - Academic Progress
 - Unmet Cost/Need
- ✔ Insert information in these fields
 - Graduation Date (optional)
 - Certified Amount
- ✔ Correct Enrollment Status information (if applicable)
- ✔ Indicate "\$0" in the Certified Amount field to cancel an award for the term
- ✔ Send one completed ACSL (signed and dated)
- ✔ Only send subsequent program year ACSLs if there are changes/updates (pages with changes and certification page only)
- ✔ Leave fields blank for students not yet certified but expected to be certified during the program year
- ✔ Review the PATH Program Guidelines for field definitions, descriptions and additional certification information
- ✔ Allow 7-10 business days for processing

DON'T:

- ✘ Leave blank fields for students to be certified
 - Degree Program (circle "Y" or "N")
 - Unmet Cost/Need (circle "Y" or "N")
 - Academic Progress (circle "Y" or "N")
 - Certified Amount
 - Graduation Date (optional)
- ✘ Write \$0 in the Certified Amount field if intending to certify in the future.
- ✘ Certify if partner funds have not been received
- ✘ Write "partner funds not received" or "\$0" if partner funds are expected (leave blank)
- ✘ Send ACSL pages with no changes
- ✘ Send duplicate ACSLs or duplicate information
- ✘ Certify for terms the student has not yet started

2018-19 APPLICANT CERTIFICATION AND STATUS LISTING									
APPLICANT/RECIPIENT DATA									
PHEAA STATE UNIVERSITY									
STUDENT INFORMATION									
TERM AND CURRENT STAT	DGR	PROGRESS ENROLLMENT UNMET	EST. MAX	CERTIFIED					
INELIGIBLE REASONS FROM	STATUS	NEED/COST	EFC	AMTD AMT	AMOUNT				
FALL FENDING CERT	Y/N	Y/N	1-FULL	Y/N	0 \$ 2,500	\$ 2,500			
SPRING FENDING CERT	Y/N	Y/N	1-FULL	Y/N	0 \$ 2,500	\$			
					TOTAL AWARD DISBURSED:	\$	0		
FALL FENDING CERT	Y/N	Y/N	1-FULL	Y/N	5912 \$ 2,500	\$			
SPRING FENDING CERT	Y/N	Y/N	1-FULL	Y/N	5912 \$ 2,500	\$			
					TOTAL AWARD DISBURSED:	\$	0		

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