2021-22 Program Guidelines
PA Postsecondary Educational Gratuity Program
## Table of Contents

**Introduction** ....................................................................................................................... 3

I. Institutional Participation ........................................................................................................... 3

II. Student Eligibility Requirements ............................................................................................ 3

III. Waiver Determination Process .............................................................................................. 4
    A. PHEAA Responsibilities ......................................................................................................... 4
    B. Institutional Responsibilities ................................................................................................ 4

IV. Waiver Certification ................................................................................................................ 5
    A. Waiver Listings ...................................................................................................................... 5
    B. Changes to Enrollment ........................................................................................................ 5

V. Retention of Records & Program Review ................................................................................ 6

Appendix A

    Business Partner Access Management System & PageCenter Reports .................................... 7
Introduction

The Postsecondary Educational Gratuity Program (PEGP) is administered by the Pennsylvania Higher Education Assistance Agency (PHEAA). PEGP recognizes and honors those who lost their lives protecting the citizens of this Commonwealth. The program provides their children a waiver of institutional tuition, fees, room, and board, as charged by designated Pennsylvania public postsecondary schools.

The 2021-22 Program Guidelines are designed to provide guidance for this program year. PHEAA will publish updates to this document if additional changes become necessary.

I. Institutional Participation

A participating postsecondary institution will be a Pennsylvania community college, state-owned institution, or state-related institution offering coursework leading to an associate or bachelor's degree.

Participating Institutions must have access to Business Partner Access Management System (BPAMS).

- **BPAMS** (Refer to “Appendix A” on Page 7) is the web interface designed to manage requests for access to PHEAA systems. With this application, business partners—their users, requesters, and their Authoritative Sources—which can submit requests for access to PHEAA systems.

All institutions must have a signed and executed Remote Access Agreement (RAA) and Authoritative Source Form on file. Questions regarding the RAA can be directed to SGSP_BPAMS_Processing@pheaa.org.

All institutions are required to review and maintain access requests for their users.

Once processed, the forms grant access to the School Portal (Alec) and the Document Library, PHEAA's online repository for storing and organizing documents such as program guidelines, student applications, and memos.

II. Student Eligibility Requirements

To be eligible for a PEGP waiver, the student must meet the following criteria:

- Be a resident of Pennsylvania at time of application
- Be a child by birth or adoption of a police officer, firefighter, rescue or ambulance squad member, corrections facility employee, or active National Guard member who died after January 1, 1976, OR a child by birth or adoption of a sheriff, deputy sheriff, National Guard member, or other individual who was on federal or state active military duty who died after September 11, 2011, as a direct result of performing his or her official duties
- Be 25 years of age or younger when first applying for the program
Complete a 2021-22 Free Application for Federal Student Aid (FAFSA®)
First-time applicants must complete a 2021-22 PA State Grant Form
All students attending the 2022 Summer term must complete the 2022 Summer PA State Grant Application
Complete a 2021-22 PEGP Application by March 31, 2022 (if first-time applicant) or the 2021-22 PEGP Renewal Information Request by August 1, 2021 (if renewal applicant). The application and renewal form are available on PHEAA.org/PEGP.
  - First-time applicants must also provide a certified copy of a birth or adoption certificate and a copy of a letter of admission to an approved postsecondary institution
  - Renewal applicants must provide a copy of a letter of admission to an approved institution if attending a different institution than the one attended in the prior year
Be enrolled at a Pennsylvania community college, state-owned institution, or state-related institution as a full-time undergraduate student pursuing an associate or bachelor's degree
Maintain institutional academic progress requirements (if renewal applicant)

III. Waiver Determination Process

A. PHEAA Responsibilities

PHEAA is responsible for confirming the initial PEGP eligibility checks:
  - The student is attending an approved postsecondary institution
  - The student is a resident of Pennsylvania at time of initial application
  - The student is a child by birth or adoption of a police officer, firefighter, rescue or ambulance squad member, corrections facility employee, or active National Guard member who died after January 1, 1976, OR a child by birth or adoption of a sheriff, deputy sheriff, National Guard member, or other individual who was on federal or state active military duty who died after September 11, 2011, as a direct result of performing his or her official duties
  - The student is 25 years of age or younger at the time of first applying for the program
  - The student completed a PEGP Application or Renewal Information Request form by the corresponding deadline.
  - The student has not exceeded the maximum time frame of 5 years, defined as 10 full-time semesters or the equivalent

B. Institutional Responsibilities

Upon receipt of eligibility notification from PHEAA, the institution must confirm that the student is enrolled full time in undergraduate courses leading to an associate or baccalaureate degree.

Credit Enrollment Minimums

<table>
<thead>
<tr>
<th>Academic Period</th>
<th>Semester Schedule</th>
<th>Quarter Schedule Using Semester Credits</th>
<th>Quarter Schedule Using Quarter Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Term</td>
<td>12 credits</td>
<td>8 credits</td>
<td>12 credits</td>
</tr>
<tr>
<td>Full-time Year</td>
<td>24 credits</td>
<td>24 credits</td>
<td>36 credits</td>
</tr>
<tr>
<td>Half-time Term</td>
<td>6 credits</td>
<td>4 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>Half-time Year</td>
<td>12 credits</td>
<td>12 credits</td>
<td>18 credits</td>
</tr>
</tbody>
</table>
Clock Hour Enrollment Minimums

<table>
<thead>
<tr>
<th>Academic Period</th>
<th>Two Payment Periods</th>
<th>Three Payment Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>Minimum of 450 clock hours of instruction per payment period</td>
<td>Minimum of 300 clock hours of instruction per payment period</td>
</tr>
<tr>
<td>Half Time</td>
<td>Minimum of 225 clock hours of instruction per payment period</td>
<td>Minimum of 150 clock hours of instruction per payment period</td>
</tr>
</tbody>
</table>

PEGP recipients are eligible for the waiver regardless of the percentage of online vs classroom enrollment. The institution must confirm:

- The student applied for the PA State Grant and Federal Pell Grant for the current award year
- If the student has any other applicable gift aid (e.g., scholarships and grants) for the current award year
- That the student complies with institutional requirements for continued attendance and degree candidacy, if they are a renewal PEGP recipient

If the institution confirms that the student meets the above requirements, it must then:

- Waive or apply a credit for all institutional charges for tuition, fees, room, and board, which remain after all other scholarships and grants have been applied, effective with the current academic year or summer term for which eligibility has been announced. Other scholarships include all gift aid, defined as student aid that is not required to be earned or repaid.
- Refund any money received from the student or the student's parent or guardian for tuition, fees, room, and board, within 30 days of receipt of eligibility notification from PHEAA. The legislation prohibits schools from charging the student's parent or guardian for tuition, fees, room, or board once notification of the student's eligibility from PHEAA is received.

IV. Waiver Certification

A. Waiver Listings

Eligible PEGP recipients are provided to institutions on the Waiver Listing, which is sent via email to the PEGP contact on file on a term-by-term basis. Institutions with PEGP eligible students are required to certify student eligibility and waiver amounts each term within 30 days of a student appearing on a Waiver Listing. PHEAA generates waiver listings in the fall, spring, and summer term (if applicable). Institutions are required to update expected graduation date, enrollment status (full time or part time), and total waiver amount applied for each term. At the year end, PHEAA will send a final Waiver Listing for institutions to confirm eligibility and waiver amounts.

- Fall waiver listings are sent to institutions around the end of September or beginning of October of the academic year.
- Spring waiver listings are sent to institutions around the end of January or beginning of February.
- Summer waiver listings, if applicable, are sent to institutions around the end of May or beginning of June.
- Final reconciliation waiver listings will be sent in July.

These listings are generated and sent to institutions via email. No listings will generate in PageCenter for PEGP. Any outstanding term listing will result in future listings not being generated and sent to institutions.

B. Changes to Enrollment

If the student ceases full-time enrollment or becomes ineligible after the waiver for the term has been applied, the waiver should remain in place. If the student's change in status results in adjustments to charges and financial aid, the amount of the waiver would need to be increased or decreased to cover all remaining charges.
In the case of students who withdraw, drop to part-time status, or become ineligible before the end of the term and before the waiver has been applied, the student is ineligible for any waiver.

Students who withdraw, become ineligible, or experience changes with enrollment that impact the waiver amount not previously reported on a listing should be immediately identified to PHEAA via the PEGP mailbox at pegp@pheaa.org.

V. Retention of Records & Program Review

In accordance with these Program Guidelines, institutions are required to retain all records necessary for the certification of the use of the PEGP waiver for eligible students for at least 5 years from the date the institution completes certification of the final award year waiver listing. This information may be used for Program Review and audit purposes.

As part of the Program Review process, PHEAA may conduct further examinations of the waiver. Findings in the Program Review of PEGP may result in adjustments to the waiver applied and/or be considered in combination with other PHEAA-administered program findings to determine if four or more administrative findings have been identified. Four or more administrative findings indicate a high error rate, and a follow-up Program Review will be scheduled for the next academic year.

Below are examples of Program Review Findings for PEGP:

- Student not certified on the Waiver Listing by the deadline
- Institution did not refund student payment within the required time frame
- Waiver amount credited to student account is insufficient

For additional information, visit PHEAA.org/Program-Review.
Appendix A

Business Partner Access Management System & PageCenter Reports
BPAMS

The Business Partner Access Management System (BPAMS) is available through ccc.aesSuccess.org/apps/bpams.nsf/home.

PageCenter

The reports below are available in your school's PageCenter mailbox. The abbreviations for the reports’ names are provided below, along with a brief description of the information provided on each report.

Outstanding Items Report

The Outstanding Items Report, accessed via PageCenter (“Grants” Pageset LWT41LWT41R3 titled “Outstanding Items Report”), enables the institution to view reconciliation rosters due to PHEAA. All other outstanding items can be verified through the institution's Partner Interface dashboard.

SGSP Institutional Contacts Report

The SGSP Institutional Contacts Report, available via multiple applications within an institution's PageCenter mailbox, is designed to ensure that the delivery of important program communication is sent to the appropriate staff by providing a monthly list of the current institutional contacts on file for PHEAA-administered programs. So that the correct personnel at your institution can receive information needed to resolve operational and processing issues and find out about PHEAA-developed resources and events, it is critical that your institution regularly review the contacts listed and email the appropriate program inbox with any corrections and adjustments and review subsequent reports to confirm that the updates were made. You may also contact PA State Grant & Special Programs staff for confirmation and additional details.

Remote Access Agreement & Authoritative Source Forms

All new institutions are required to complete and return a Remote Access Agreement (RAA) and designate an Authoritative Source via an Authoritative Source Form. Both the RAA and the Authoritative Source Form are required in order to access PHEAA’s online tools.

Institutions whose Authoritative Source has changed or lapsed should email pegp@pheaa.org to request a new Authoritative Source Form. You will receive a form entitled “Request for Authoritative Source Status.” Complete the document and return it via any of the methods listed at the bottom of the form. Once this form is returned to PHEAA and processed, it will give the designated individual the authority to request access to PHEAA resources for themselves and for other users in their organization.
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 services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, financial aid processing, outreach, and other student aid programs.

PHEAA’s earnings are used to support its public service mission and to pay its operating costs, including administration of the PA State Grant and other state-funded student aid programs. As the only major federal loan servicer with a nonprofit public service mission, PHEAA devotes its energy and resources to help ease the financial burden of higher education for its primary stakeholders—Pennsylvania students and families.

PHEAA conducts its student loan servicing operations nationally as FedLoan Servicing and American Education Services (AES). PHEAA operates its digital technology division as Avereo. For more information, visit PHEAA.org.

### Board of Directors

- **Representative Michael Peifer**
  Chairman, Pike/Wayne
- **Senator Wayne D. Fontana**
  Vice Chairman, Allegheny
- **Senator Ryan Aument**
  Lancaster
- **Representative Mike Carroll**
  Lackawanna/Luzerne
- **Representative Angel Cruz**
  Philadelphia
- **Representative Sheryl M. Delozier**
  Cumberland
- **Senator Arthur Haywood**
  Montgomery/Philadelphia
- **Senator Vincent J. Hughes**
  Montgomery/Philadelphia
- **Representative Mark Longietti**
  Mercer
- **Representative Steven C. Mentzer**
  Lancaster
- **Representative Jennifer O’Mara**
  Delaware
- **Senator Kristin Phillips-Hill**
  York
- **Senator Mario M. Scavello**
  Monroe/Northampton
- **Representative Curtis G. Sonney**
  Erie
- **Chancellor Timothy R. Thyreen**
  Waynesburg
- **Robin L. Wiessmann**
  Executive Director & CEO
  PA Housing Finance Agency
- **Secretary of Education**
  PA Dept. of Education
- **Senate Democratic Appointee**
  Vacant
- **Senate Republican Appointee**
  Vacant
- **Gubernatorial Appointment**
  Vacant

Pennsylvania Higher Education Assistance Agency
1200 North Seventh Street, Harrisburg, PA 17102-1444 • 1-800-692-7392

These materials have been developed and paid for by the Pennsylvania Higher Education Assistance Agency (PHEAA). The information contained in this document is believed to be accurate at the time of printing.
Copyright © PHEAA, 2021. ALL RIGHTS RESERVED.