



**POSTSECONDARY  
EDUCATIONAL  
GRATUITY  
PROGRAM (PEGP)**

**2016-17  
PROGRAM  
GUIDELINES**



State Grant and Special Programs  
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## Memo

To: Financial Aid Administrators

From: Christine A. Zuzack  
Vice President, State Grant  
and Special Programs

Date: July, 2016

Re: 2016-17 Postsecondary Educational Gratuity Program (PEGP) Program Guidelines

The Pennsylvania Higher Education Assistance Agency (PHEAA) partners with the Pennsylvania Department of General Services and the Department of Military and Veterans Affairs (DMVA) to administer the Postsecondary Educational Gratuity Program (PEGP). This program honors individuals who lost their lives protecting the citizens of Pennsylvania by helping to fund their children's education. PEGP provides a waiver of institutional tuition, fees, room, and board charged by public postsecondary institutions. This waiver applies only to charges that remain after all other grants (federal, state, institutional, and outside scholarships) have been applied to the student's account.

The PEGP Program Guidelines provide student eligibility criteria and related certification procedures. It is suggested that a copy of the *2016-17 PEGP Program Guidelines* be provided to those campus offices that post and credit PEGP waivers/awards once student eligibility has been certified. An electronic copy of the *2016-17 PEGP Program Guidelines* will be made available on the Document Library.

Any questions regarding these procedures or the related eligibility or certification processes should be directed to State Grant and Special Programs staff at **800.443.0646**, Option 3, Option 2, a private number reserved for the use of financial aid administrators or by emailing PEGP staff at [pegp@pheaa.org](mailto:pegp@pheaa.org).

CZ/tdi  
*PEGP.Prog Guideline 2016-17.2016-17.Program Guidelines.PEGP*

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These guidelines must be followed in certifying eligibility for PEGP waivers for the 2016-17 Award Year. Institutions are required to waive all institutional charges for tuition, fees, room, and board which remain after all other scholarships/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.

## I. STUDENT ELIGIBILITY REQUIREMENTS

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

- A. Be a resident of Pennsylvania.
- B. 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, as a direct result of performing his or her official duties.
- C. Be 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.
- D. Be 25 years of age or younger when you first apply for the program.
- E. Complete a 2016-17 Free Application for Federal Student Aid (FAFSA) and a 2016-17 Pennsylvania State Grant Application.
- F. Complete a PEGP Application (available at [PHEAA.org/PEGP](http://PHEAA.org/PEGP)) by March 31, 2017 (if first-time applicant) or PEGP Renewal Information Request by August 1, 2016 (if renewal applicant).
  - 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.
- G. Be enrolled at Pennsylvania community college, state-owned institution, or state-related institution as a full-time undergraduate student pursuing an associate or bachelor's degree.
  - Full-time enrollment is defined as the equivalent of at least 12 semester credits of instruction per term at a semester school or 8 semester credits or 12 quarter credits per term at a quarter school. For clock hour institutions, where the academic year may be defined as 26 weeks in length, a payment period must be at least 13 weeks if two payments per award year are used. Full-time shall be defined as enrollment for a minimum of 900 clock hours in the academic year and at least 24 clock hours of instruction per week.
- H. Maintain institutional academic progress requirements (if renewal applicant).

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## II. WAIVER DETERMINATION PROCESS

A. PHEAA is responsible for confirming the initial PEGP eligibility checks:

- The student is attending an approved postsecondary institution.
- The student is a domiciliary of Pennsylvania.
- 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.

B. 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. Full-time enrollment is defined as the equivalent of at least 12 semester credits of instruction per term at a semester school or 8 semester credits or 12 quarter credits per term at a quarter school. For clock hour institutions, where the academic year may be defined as 26 weeks in length, a payment period must be at least 13 weeks if two payments per award year are used. Full-time shall be defined as enrollment for a minimum of 900 clock hours in the academic year and at least 24 clock hours of instruction per week.
- Confirm that the student has applied for the Pennsylvania State Grant, Federal Pell Grant, and all other available scholarships/grants for all terms of full-time enrollment by completing the Free Application for Federal Student Aid (FAFSA) for the current award year.
- If the student is a renewal PEGP recipient, also confirm that the student complies with institutional requirements for continued attendance and degree candidacy.

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

- Waive and/or apply a credit for all institutional charges for tuition, fees, room, and board which remain after all other scholarships/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.

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### III. STUDENT WITHDRAWALS/CHANGES TO ENROLLMENT STATUS

- A. 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.
- 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.
- Students who withdraw or become ineligible should be immediately identified to PHEAA via the PEGP mailbox at [pegp@pheaa.org](mailto:pegp@pheaa.org).

### IV. RETENTION OF RECORDS

Retention of PEGP Records – In accordance with these program guidelines, institutions are required to retain, for possible review by PHEAA, all records necessary for the certification of student eligibility and the crediting of PEGP waivers to student accounts. Such records must be retained for at least five years from the date the institution completes certification of the PEGP waiver listing.

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](http://PHEAA.org).

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