

# Frequently Asked Questions



## AWARD CERTIFICATION

**Q. How should I submit a PA-TIP enrollment change?**

**A.** You should submit the change on an Applicant Certification & Status Listing (ACSL) or you may email [patip@pheaa.org](mailto:patip@pheaa.org).

**Q. Should I return every biweekly ACSL, even if there are no changes to student award eligibility?**

**A.** No. Only return additional ACSLs if there are changes or updates to student enrollment and eligibility. All pending students must be certified by July 1.

**Q. For programs less than 900 clock hours, should I use the same adjusted EFC I use for federal aid? (e.g., 800 hours = 5 month EFC and 400 hour = 3 month EFC)?**

**A.** Since the Expected Family Contribution (EFC) is used as a threshold and does not impact award calculation, schools should use the 9-month EFC value.

**Q. What Federal Pell Award amount should I use? What if the student is ineligible for Pell?**

**A.** Update the student's actual full-time Federal Pell Award if it is different from the amount listed on the ACSL, unless the student is approved under veteran status (please refer to the question on certification of veteran recipients). Use \$0, if the student is ineligible for a Pell Award. Half-time students should have their actual half-time Pell Grant award indicated. See pages 2 and 3 of the *2016-17 PA-TIP Program Guidelines* for illustrations.

**Q. How should I certify an award for a Veteran?**

**A.** As of the 2016-17 Award Year, the EFC, federal Pell Grant, employer tuition reimbursement and other gift aid is to be excluded from the net cost of the award calculation. These fields will be updated to \$0 by Program Management staff upon application entry, and the EFC will be updated to 0. Program costs (tuition, fees, living expense allowance, books and supplies) still apply. All other eligibility requirements (such as PA residency, not be in default on a student loan, etc.) must still be met.

**Q. I have a student who is transferring in credits from another school and therefore has reduced costs. Should I update the costs on the ACSL?**

**A.** Yes. Certify the actual costs for a student.

**Q. What happens if a student drops to less than full-time before completing the term?**

**A.** If the student's award has already been disbursed and the student has completed 60% of the term, then he/she will not be asked to refund any PA-TIP grant. However, if the student withdraws or drops to less than full-time status prior to completing 60% of the term, then a proportional refund of the PA-TIP grant would be due. For example, if he/she completes 30% of the term, he/she will be asked to repay 70% of the PA-TIP grant.

If, at the time of certification, the student has already withdrawn or dropped to less than full-time status, then no funds should be certified for the student.

**Q. Should I certify all terms (payment periods) for a student at the start of the award year?**

**A.** To avoid over-disbursement of funds, schools should wait until the start of the term to verify enrollment and eligibility before certifying the award.

## DISBURSEMENT

### Q. Q: How and when are funds disbursed?

- A. Funds for eligible students will be disbursed on a term-by-term basis to the school via Automated Clearing House (ACH) with the entry description "PATIP." While schools are not required to maintain a separate account for PA-TIP funds, schools should keep accurate accounting of all program funds.

### Q. How are term disbursements calculated?

- A. The award amount is divided between fall and spring for semester schools or among fall, winter, and spring for quarter schools. If the student is eligible to receive an award for the summer term, the amount will be equal to the amount determined for the initial term of eligibility (fall, winter, or spring). Students enrolled in programs of 10-16 weeks in duration, will receive one disbursement for the full annual amount.

*Example assumes maximum annual award amount for 2016-17 Award Year.*

Program	Annual Award Amount	Total Program Length	Fall Award Amount	Winter Award Amount	Spring Award Amount	Summer Award Amount
		# of Payments	Award Counter	Award Counter	Award Counter	Award Counter
PHEAA Semester School	\$4,378	40 weeks	\$2,189	N/A Semester Schedule	\$2189	\$2189
		3 Payment Periods	.50		.50	.50
PHEAA Quarter School	\$4,378	36 Weeks	\$1,459	\$1,459	\$1459	\$1459
		4 Payment Periods	.33	.33	.34	.33

### Q. How should I certify a student who begins in a term other than fall?

- A. First, determine the term award by dividing the total annual amount by the number of terms (payment periods) within the scheduled type (i.e., semester = 2 terms; quarter = 3 terms). Then, certify the term that aligns with the student's start date. For example, if a student begins enrollment on January 25th at a semester school in a program that has two payments, certify the student for the spring term for half of the annual amount and cancel the fall term award for "not enrolled."

### Q. How are "terms" defined for non-term, continuous enrollment, clock hour schools?

- A. For continuous enrollment, clock hour schools, a "payment period" meets the definition for "term" in that the start date for the student's enrollment period (period of actual enrollment) should fall within the designated term start date range (see program guidelines). To determine the "term" length, schools should **divide the total number of scheduled weeks for the program by the number of payments the school is scheduled to receive (e.g., 32 weeks in length/2 payments = 16 weeks per payment period).**

Program	Total Program Length	PP1 Start Date (Term)	PP2 Start Date (Term)	PP3 Start Date (Term)
	# of Payments			
PHEAA Semester School	22 weeks	Student enrolled September 5, 2016 (certify fall)	November 21, 2016 (certify spring)	N/A Semester Schedule
	2 Payment Periods			
PHEAA Quarter School	36 Weeks	Student enrolled September 14, 2015 (certify fall)	December 5, 2016 (certify winter)	February 27, 2017 (certify spring)
	3 Payment Periods			

### Q. What should I do if I calculate the payment periods and the start dates for them are within the start date range for the same term (e.g., 2 fall start dates)?

- A. Schools that have multiple payment periods with start dates that fall within the same term start date range should contact PHEAA at [patip@pheaa.org](mailto:patip@pheaa.org) for special instructions. Please include the number of weeks of the program and start dates.