

2016-17 ACT 101 STUDENTS SERVED CERTIFICATION FAQ

What is the purpose of the Students Served Certification?

The information reported on the Students Served Certification will be used to determine the final per capita and final allocation for all participating institutions for the 2016-17 year.

Who must sign the form?

An authorized representative of the institution must sign the Students Served Certification.

An Act 101 student was part of the student count in the fall term, but is no longer participating in Act 101 services for the remaining of the academic year, should the student still be counted in the Students Served Report?

Yes. In the situation where a student was served in the fall term but did not continue to participate in Act 101 services for the remainder of the academic year, the student should still be counted as a student served.

Will a change in academic or economic eligibility disqualify a student from participation in the program?

No. Once the academic year starts, those students designated Act 101 cannot be removed from the Act 101 student roster.

Can a student participating in a TRIO grant program be included in the Act 101 Program?

No. Students already receiving services funded through another grant program (e.g., Trio, Perkins, or other grants that offer similar services) cannot be included in the Act 101 Program.

Can I report more than 300 students?

Yes. We encourage accurate reporting, but please note that PHEAA will only provide funding for up to 300 students.

Do I need to submit a student roster with my Students Served Certification?

No. A student roster is not required with the Students Served Certification. A roster will be submitted with the Annual Report in June.

If the number on the Annual Report roster is higher than the number on the Students Served Certification, will I receive more funds?

No. The total number of participants reported on the Students Served Certification is used to determine the final per capita amount for the Program year. If the number of students served on the Annual Report roster decreases, however, the allocation will decrease as well since PHEAA cannot overpay an institution.

Can a part-time student receive Act 101 services?

Yes. Any student who is enrolled for the equivalent of at least six semester credits or the equivalent per semester is eligible to receive Act 101 services. Note that each part-time student should be counted as one full count (not half) when reporting the number of students served.

I have a student who was part-time during fall term and is full-time during the spring term. Which term should I use when determining a student's enrollment status for the Students Served Certification?

A student's enrollment status is based on his/her fall term enrollment even if it changes in subsequent terms. A student remains part of his or her initial cohort even if s/he moves between full- and part-time statuses.

For more information on the 2016-17 student eligibility requirements, please refer to Section III, "Student Eligibility," in the 2016-17 Act 101 Program Guidelines.

If you have any questions, please contact Act 101 staff at act101@pheaa.org or at 800.443.0646, Option 3, Option 2 [a private number reserved for the use of postsecondary schools].