

PHEAA TRAINING

Pennsylvania State Grant Program

2015-16 Academic Year and Summer 2016

Certification Procedures Workshop

Today's Workshop

- PHEAA Introductions
- Housekeeping Items
- Breaks
- Questions
 - ★ After the workshop: Distance Education Pilot (SGDEPP), Ready to Succeed (RTSS), and school-specific questions
- Survey (emailed)

Training Options

PHEAA.ORG/TRAINING

Training



Education is of the utmost importance to us here at PHEAA.

That is why we want to ensure that our school partners have the highest quality training available in one easy-to-use location. From this page you will be able to:

- Review specific training topics
- View training events
- Sign up for educational workshops

Partner Interface Training

Let us help you keep current with the latest tools for postsecondary schools to report and verify key components used in evaluating eligibility and disbursement for State Grant awards.

State Grant Training

View and download a wide range of resources that will provide you with program-specific information that are essential for your staff and students.

PA-TIP Training

View and download a wide range of resources that will provide you with program-specific information that are essential for your staff and students.

Training Events

View our training events, including those sponsored by Pennsylvania Financial Aid Training (PFAT), Pennsylvania School Services, and Pennsylvania State Grant and Special Programs.

K-12 Counselor Workshops

To ensure you have the tools students need to reach their educational goals, we offer free workshops for high school counselors and teachers.

Alec Partner Access

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[Request/Approve Access System](#)

PHEAA Webinar Training Calendar

Sign up for webinars [here](#), provided by PHEAA staff, specifically for schools and community partners.

Miss a Webinar?

Simply click "View Event Recordings" in the upper right hand corner of our [WebEx page to view past webinars](#).

Have Questions on How to Register or Log in to a Webinar?

Review our [WebEx Troubleshooting Tips](#).

Annual Workshops

Live Webinars

Self-Service

★ Tutorials

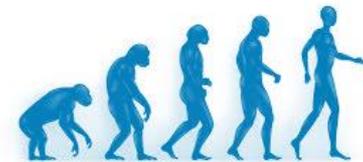
★ Pre-Recorded Webinars

★ Print Materials

Procedure Format

2015-16 ACADEMIC YEAR AND 2016 SUMMER:

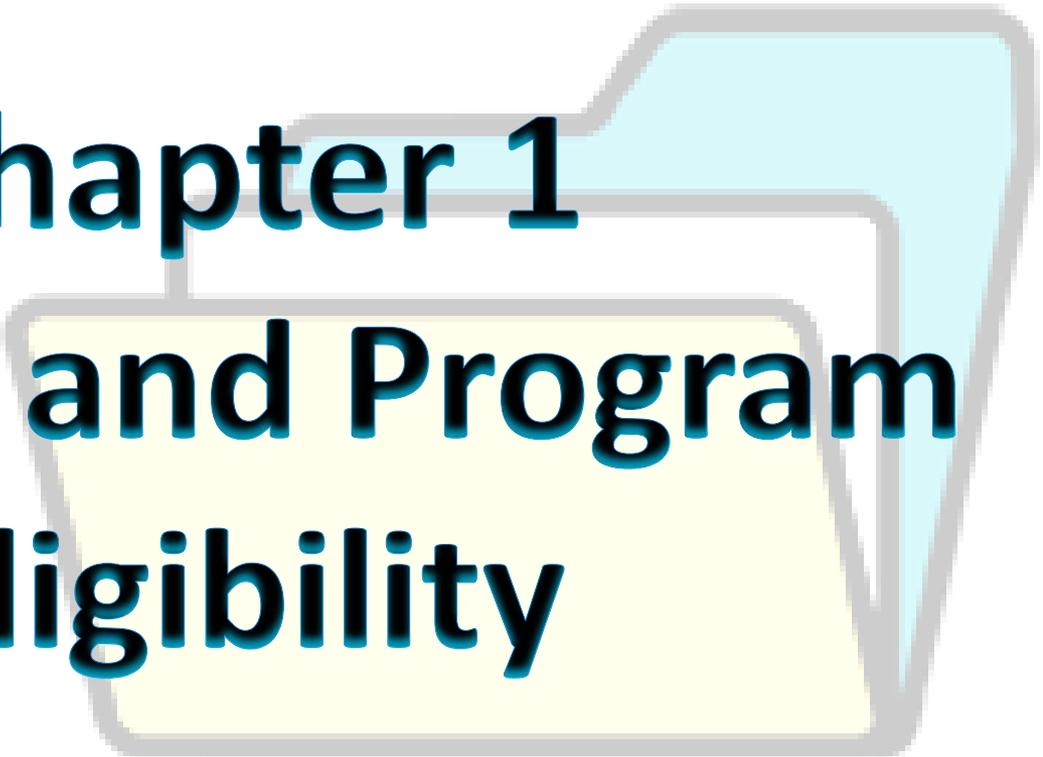
- Organized into five (5) chapters
- Introduction and summary of changes
- NEW appendix added
- Additional tips, clarifications, and reminders
- Easy to access and search



Chapters

1. School and Program Eligibility
2. Student Enrollment and Eligibility Verification
3. Attempted Credits Reporting
4. Costs and Award Adjustments
5. Disbursements and Cash Management





Chapter 1

School and Program

Eligibility

Chapter 1

● School Eligibility Requirements

★ § 22 Pa. Code § 121.32 Approved Institutions

★ Master Agreements

- **Deadline: November 1, 2015**
- Agreements **effective with 2016-17** Award Year
- Schedules for each program
- Institution must determine who can sign
- Email sghelp@pheaa.org for status

Chapter 1

● School Eligibility Requirements

★ Notify PHEAA of ownership changes

★ **CHANGE:** Reciprocal States

- State Grant awards to reciprocal states only
- Limited exceptions for unique programs of study
- States include: Delaware, District of Columbia, Massachusetts, Ohio, Rhode Island, Vermont, and West Virginia

Chapter 1

● Approved Program of Study

★ Minimum Length

- 2 academic years = 15 months = 60 weeks of instruction
- 60 semester credits or 1,800 clock hours (1,500 clock hours for AST or ASB)
- Changes must be reported to PHEAA (ex: clock/credit hours, terms, etc)

★ Program Structure

- Must be at least 50% classroom
- Online programs are not approved for a State Grant
 - May be eligible for the Distance Education Pilot Program
- Hybrid programs are eligible if at least 50% classroom

Chapter 1

● Term Start Dates

Term Disbursement	Term Start Dates*	Disbursement Period
Fall Semester	July 16 - November 15	12-month period for a school on the semester schedule
Spring Semester	November 16 - March 15	
Summer Semester	March 16 - July 15	
Fall Quarter	August 2 - November 1	12-month period for a school on the quarter schedule
Winter Quarter	November 2 - February 1	
Spring Quarter	February 2 - May 1	
Summer Quarter	May 2 - August 1	

***Term Start Dates - Indicate the dates during which a student must begin study in order to be eligible for the PA State Grant payment disbursed for the corresponding Term Disbursement.**

Chapter 1

● Term Length (Academic Year)

Term	Regulation § 121.1 Definition	PHEAA Tolerances
Semester	A period of approximately 17 weeks normally comprising one-half of the academic year	Minimum of 15 weeks Maximum of 18 weeks
Quarter	A period of approximately 11 weeks normally comprising one third of the academic year	Minimum of 10 weeks Maximum of 12 weeks
Trimester	A period of approximately 15 weeks normally comprising one-half of the academic year.	Treated as a Semester

★ May combine modules

- Module = Period that doesn't span entire length of term
- Modules must be consecutive and comply with term start dates
- Credit awards when student begins in the final module

Chapter 1

● Term Length (Summer)

★ Year-round curriculum

- Follow 'Academic Year' term length definitions

★ Non year-round curriculum

- Term is a minimum of 8 weeks
- Modules may be combined to meet term length requirement
- Modules **do not** have to be consecutive
- Credit awards when student begins in the final module

Chapter 1

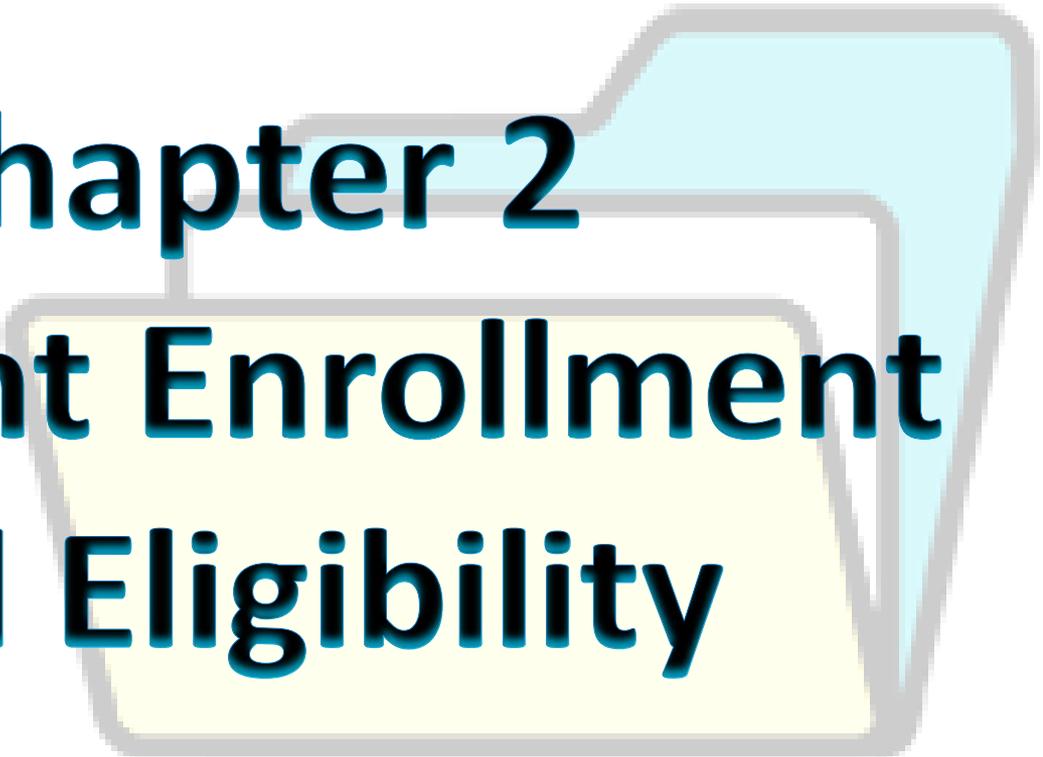
Term Length Example



Term A- 15 Weeks							
Term B – 7 ½ Weeks				Term C – 7 ½ Weeks			
Term D – 5 Weeks			Term E – 5 Weeks		Term F – 5 Weeks		
Term H 3 Weeks		Term I 3 Weeks		Term G 3Weeks		Term H 3 Weeks	Term I 3 Weeks
Term J 2 Wks	Term K 2 Wks	Term L 2 Wks	Term M 2 Wks	Term N 2 Wks	Term O 2 Wks	Term P 2 Wks	Term Q 1 Wk

School and Program Eligibility Questions





Chapter 2

Student Enrollment and Eligibility

Chapter 2

● Enrollment

★ Definitions:

Credit Enrollment Minimums			
Enrollment Minimums	Semester Schedule	Quarter Schedule using Semester Credits	Quarter Schedule using Quarter Credits
Full-Time Term	12 credits	8 credits	12 credits
Full-Time Year	24 credits	24 credits	36 credits
Half-Time Term	6 credits	4 credits	6 credits
Half-Time Year	12 credits	12 credits	18 credits

Chapter 2

● Enrollment

★ Definitions (clock hour):

Clock Hour Enrollment Minimums		
Academic Period	Semester Schedule	Quarter Schedule
Full-Time Term	450 clock hours of instruction	300 clock hours of instruction
Full-Time Year	900 clock hours of instruction	
Half-Time Term	225 clock hours of instruction	150 clock hours of instruction
Half-Time Year	450 clock hours of instruction	

Exception: At schools operating on a schedule that does not permit terms or payment periods of at least 450 clock hours (300 clock hours at quarter schools), full-time means continuous enrollment for a minimum of 24 clock hours of instruction per week in a PHEAA-approved program of study. Half-time means continuous enrollment for a minimum of 12 clock hours per week.

Chapter 2

● Enrollment

★ Instruction Delivery and Enrollment

- Prerequisite: Enrollment in an approved Program of Study that meets the classroom requirement
- Requirement: Minimum 50% classroom enrollment
- Verification: Term-by-term enrollment of at least 50% classroom required

Note: Schools approved for the SGDEPP should refer to the *School Guidelines and Student Eligibility* for this program.

Chapter 2

Summary of Classification of Credit Hours by Term

In-Classroom Instruction

Online/Distance Education Instruction

Face-to-face in-classroom instruction for entire term

Synchronous online instruction delivered to groups or individually

Blended/Hybrid classes that meet for at least 50% of the total instructional time through in-classroom instruction

In-person experiences such as student teaching, study abroad, independent study, laboratories, externships, internships, practicums, etc.

Total must be at least 50% of the total term credits in order to receive a State Grant

Asynchronous online instruction delivered to groups or individually

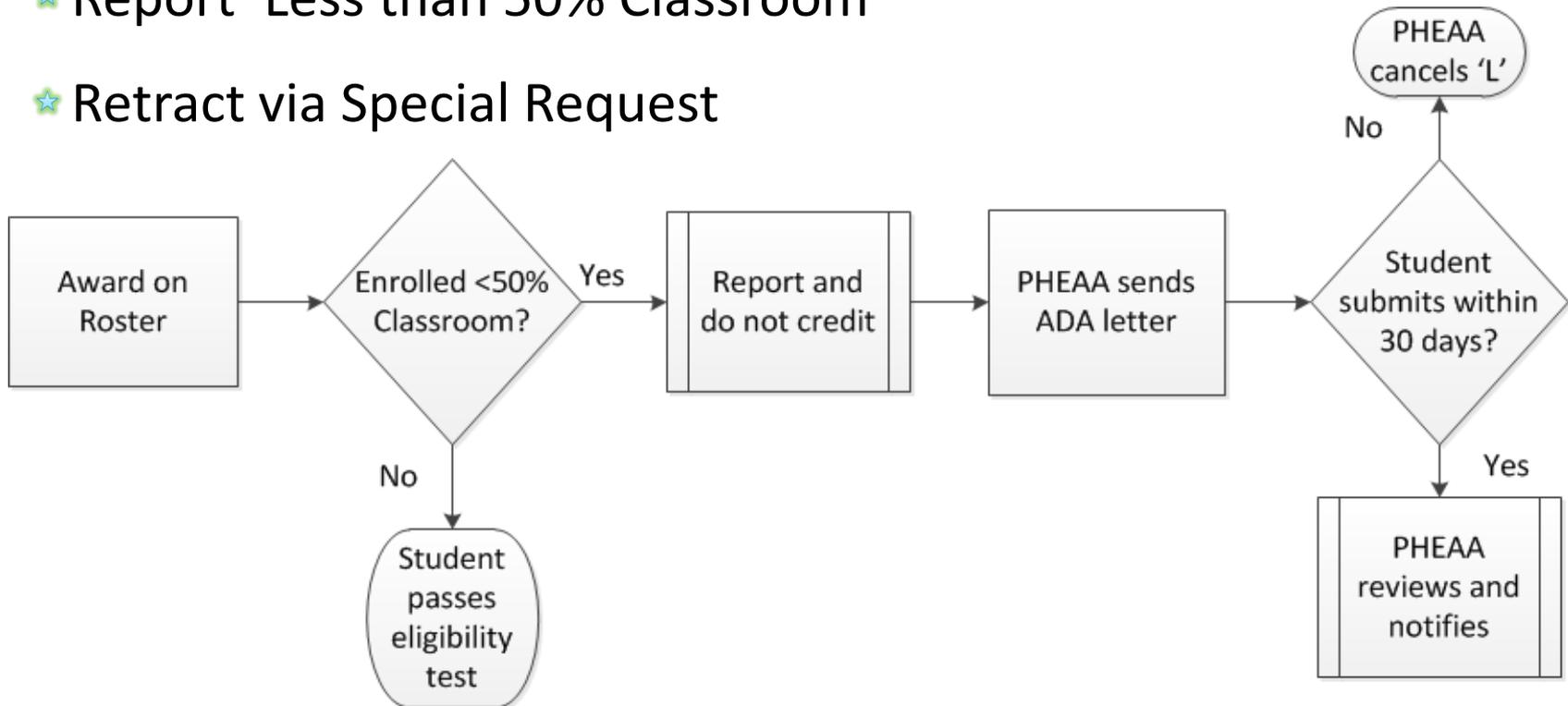
Blended/Hybrid classes that meet for less than 50% of the total instructional time through in-classroom instruction

Total cannot be more than 50% of the total term credits in order to receive a State Grant

Chapter 2

• <50% Classroom Reporting Flow

- ★ Report 'Less than 50% Classroom'
- ★ Retract via Special Request



Chapter 2

● Enrollment Reporting

- ★ Required to adjust enrollment as necessary before crediting
- ★ Cancel terms when student is 'Not Enrolled'
 - 'No show' students should be treated as 'not enrolled'
 - Reminder: 'Student Graduated' is reserved for those with a bachelor's
- ★ Report students as Full-Time, Half-Time, or Less than Half-Time
- ★ Submit changes via Certification Transmissions or Partner Interface

Chapter 2

● Remedial/Developmental Course Exceptions

- ★ Classification of degree credits versus remedial credits is an institutional and accreditation matter.
- ★ In general, remedial courses are designed to increase the student's ability to pursue a course of study leading to a credential
 - School may have limitations due to Title IV
 - Credits typically will not apply towards the degree
- ★ Exception may be applied for a maximum of 1.00 grants

Chapter 2

Repeat Work

- ☆ Can count a course taken for a second time (in subsequent term) toward full-time or part-time enrollment status

- ☆ CANNOT count that course toward academic progress (if it was already counted)

Final-year Exceptions

Evening Students

Advanced Standing

Enrollment at Another Institution

Intercession Terms

Chapter 2



● Summer Enrollment Participation

★ Schools that choose **not** to participate in the Summer State Grant

Program should:

- notify PHEAA in writing on school letterhead (with a signature)
- email the request to sghelp@pheaa.org
 - No earlier than December 1, 2015 and no later than January 31, 2016
- reaffirm this choice on the Educational Cost Form

★ Schools may retract this decision via the same manner noted

above and it must be received before January 31, 2016

Chapter 2



● Summer Enrollment Participation

★ Declining participation means:

- No exceptions can be made. This applies to all students attending your school during the Summer term
- Your school must reaffirm this decision during the COTW process
- **PHEAA assumes that your school is ceasing participation in all subsequent Summer terms unless a request is made in writing for reconsideration**

Enrollment Questions



Chapter 2

Undergraduate Status

★ Definition

- A student that has not completed the requirements for a first baccalaureate/professional degree from any institution and will not complete the requirements prior to the end of the term being credited.

★ Schools must confirm student meets the undergraduate definition

- A State Grant applicant would cease eligibility as an undergraduate when:
 - the student is not eligible for Pell and/or SEOG due to graduate status
 - the student's Federal loan limit is based on graduate student status

Chapter 2

● Approved Program of Study

★ Definition

- Either the initial program under which the student was admitted or the program that the student is currently enrolled under

★ Program must meet requirements noted in *Chapter 1*

Chapter 2

● Approved Program of Study

☆ Reporting is required if the student enrolled in a program of study structured as <50% classroom or hybrid program structured as <50% classroom

- Report student as 'DE' in Program of Study field
 - Students are not eligible
 - **ADA exceptions do not apply**
- Do not report student as 'Less than 50% Classroom'; Reporting is reserved for students in eligible programs of study

Chapter 2

● Approved Program of Study

☆ Academic Credential Status

- Matriculation or degree-seeking classification is required
 - BTT Schools: Students must be enrolled in an AST, ASB, certificate, or diploma program approved by PHEAA
- Program length and program of study will impact the student's eligibility
- Student payments are limited to the number of terms it requires to complete the credential
 - Limited to four (4) academic year grants by law

Chapter 2

● Approved Program of Study

- ★ BTT Schools - Approvals for new programs or changes to each existing approved program must be submitted to PHEAA for review
 - Branch campuses must also be approved
- ★ **Advise PHEAA if a program (or institution) no longer meets State Grant eligibility immediately**

Chapter 2

Approved Program of Study

★ Reporting Changes in Student's Program

- Impacts costs used in eligibility determination
- Mid-year changes from a non-approved program to an approved program should be reported via Partner Interface
 - Eligibility will begin with the next academic term
 - Record must be reprocessed before the student can receive an award

★ For BTT schools, verify:

- calculation of eligibility used the costs associated with enrolled program
- student's maximum number of award payments are correct

Chapter 2

Approved Program of Study

★ Maximum Number of Payments

- 4.00 State Grants or the completion of the first bachelor's
- 2.00 State Grants for 2-year schools
- BTT programs are approved for a specific number of terms

★ Students can review award counters in Account Access:

- Paperless Inbox/ Award Notice

Additional Information

Student's Veteran Status	No
Student's High School Grad Year	2006
Student's Prior Year Grants	1.75 year(s)
Number of Family Members	02
Number of College Students	1
Student's Marital Status	Single

Chapter 2

PHEAA State Grant and Special Programs
Phone: 717-720-2800 Fax: 717-720-3786
1200 North Seventh Street, Harrisburg, PA 17102-1444

**STATE GRANT PROGRAM
CONSIDERATION FOR ADDITIONAL TERM(S)
OF STATE GRANT AID**

Student's Name _____ Social Security Number _____

This form must be completed and returned to the Pennsylvania Higher Education Assistance Agency (PHEAA), State Grant and Special Programs, P.O. Box 8157, Harrisburg, PA 17105-8157 prior to April 1 of the academic year for which the request is being made.

Consideration for additional State Grant aid can be extended to the student only if one of the following applies:

- A. Student has received one associate degree and is registered as a matriculated degree candidate pursuing a second associate degree.
- B. Student was unable to complete the requirements of the program because the student withdrew for medical reasons.
- C. Student was unable to complete the requirements of the program because the student was called to active military duty.
- D. Student is enrolled in a program which requires classroom instruction beyond the number of terms generally scheduled for a two-year program.
- E. Student transferred from one program that was at least two academic years in length to the current program.
- F. Student's enrollment in at least six semester credits of remedial/developmental work (not counting toward the degree) requires enrollment for an additional term to complete the program.

Please confirm the student's current enrollment status below. If you cannot recommend approval for continued enrollment, complete item #7.

1. _____ I recommend that this student be considered for an additional _____ (.50, .33, .25, etc.) of State Grant aid. School records confirm the reason for the student's continued enrollment described in _____ above.

2. Academic year for which additional aid is being requested: _____

3. Specific term(s) for which additional aid is being requested: _____

4. If the reason indicated in #1 is "F," indicate the number of remedial credits for which the student enrolled during his/her program: _____

5. Enter student's expected graduation date for the current program of study: _____

6. Does the student satisfy PHEAA's academic progress test? _____

7. _____ I do not recommend approval for additional State Grant aid. Explain on the reverse side.

Financial Aid Administrator's Signature _____ School Name _____ Date _____

PHEAA conducts its student loan servicing operations commercially as American Education Services and for federally-owned loans as FedLoan Servicing.

Approved Program of Study

★ Maximum Number of Payments

- School may request exception if State Grants are less than 4.0, and student has not completed first bachelor's degree
- Exception Form in Document Library
- Example Reasons = 2nd Associate Degree, Transfers from one 2-year to another, etc

Chapter 2

● Approved Program of Study

★ Bona Fide 5-Year Programs

- Program must be structured and approved to be five-years in length by the Provost/Academic Dean and listed in the institutional catalog
- Required to report any bona fide 5-year programs during COTW
- Additional guidance was added to help with questions from schools

Undergrad or Program of Study Questions



Chapter 2

● Academic Progress

- ★ **Required** by regulation to retain State Grant eligibility
- ★ **Quantitative** (not qualitative)
- ★ **Differs from Federal model**
- ★ **Definition:**
 - For each academic year (Fall, Winter, Spring; and/or Summer term) during which State Grant aid is received, a student must successfully complete the minimum number of credits (clock hours) appropriate to the student's enrollment status starting with the terms for which State Grant aid was received

Chapter 2

● Academic Progress

★ School standards do not apply

★ Required to verify:

- **FOR THE LAST ACADEMIC YEAR DURING WHICH THE STUDENT RECEIVED STATE GRANT AID**, the student completed the required minimum number of credits or clock hours for the terms' award
- **Credits earned in terms prior to the receipt of the State Grant award(s) being reviewed do not count towards academic progress**
- Progress **review begins with first term** where SG is received
- Within the last 10 years (If last grant Summer 2006 or before – not required; Noted as “HST” for history)

Chapter 2

● Academic Progress

- ☆ Required to apply to **all students at the same point** annually
 - Check after **Spring term** or **Summer term**
 - **Maintain a record of when progress is checked and provide to PHEAA's Program Review staff**

Yearly Cycle Options					School Checks
Option 1 Summer 'header'	Summer	Fall	Winter (if applicable)	Spring	All students after Spring
Option 2 Summer 'trailer'	Fall	Winter (if applicable)	Spring	Summer	All students after Summer

Chapter 2

● Academic Progress

★ Credits prior to State Grant award can't be counted

Term	Summer 2014	Fall 2014	Spring 2015
Credits Attempted	6	12	12
State Grant Awarded	N/A– No State Grant application	Full-Time	Full-Time
Credits Earned	3	9	12

Although the Summer term is part of the cycle of “Summer, Fall, Spring”, if the student did not receive State Grant eligibility until the Fall term, the Summer credits may not be used. Reject the student for progress effective with the next term, Summer 2015 or Fall 2015, until the 3 regular credits are earned.

Chapter 2

EXAMPLE: PROGRESS CHECKED AFTER SUMMER

- Mitch attempted and earned **15** semester credits for **Fall 2014** and received a full-time State Grant award
- He attempted 12 semester credits in the **Spring 2015** and earned **9** and received a full-time State Grant award
- He attempted and earned **6** semester credits during **Summer 2015** and received a half-time State Grant award

Mitch **did** make progress because he:

- ★ was awarded based on 30 minimum credits
- ★ earned 30 credits (15+9+6)

Chapter 2

EXAMPLE: PROGRESS CHECKED AFTER SPRING

- Mya attempted and earned **6** semester credits during **Summer 2014** and received a half-time State Grant award
- She attempted 12 semester credits and earned **9** semester credits for **Fall 2014** and received a full-time State Grant award
- She attempted 12 semester credits in the **Spring 2015** and earned **9** and received a full-time State Grant award

Mya **did not** make progress because she:

- ★ was awarded based on 30 minimum credits
- ★ earned 24 credits (6+9+9)

Action: Reject Mya for 'Lack of Progress' with the next term

Chapter 2

Academic Progress

★ Prior State Grant information

```
XXX-XX-XXXX                                $580          $580
Name Removed                                OFF-CAMPUS    P/T           P/T
Sample                                       REMED. EXCEP. - .25
PHEAA ACTION - 06/06/2013
DEPENDENT
NON-SPONSORING
PRIOR GRANTS - .50
PRIOR TERM(S) - S13 (.25), F12 (.25)
```

The term is represented by a letter code: 'F' - Fall; 'W' - Winter; 'S' - Spring; 'R' - Summer
A two-position number indicates the calendar year.

Examples:

S15	2015-16 Spring term
W10	2010-11 Winter term
R11	2011 Summer term
HST	Indicates that the student's most recent State Grant was for a term prior to the 2006-07 Academic Year



Chapter 2

● Academic Progress

★ Information Sources

- Eligibility Record: View the student's history of enrollment and State Grant awards
- Prior Award Terms and Prior Award Counters: Applicant Status Listing or Status Transmission
 - Prior Grant Terms – Disbursement Transmission

Chapter 2

● Academic Progress

★ Evaluation

Minimum Number of Credits/Clock Hours That Must Be Successfully Completed

For each:	Award Counter	Student must complete a minimum of:
Full-time Semester Award	.50	12 semester credits/450 clock hours
Full-time Quarter Award	.33/.34	12 quarter or 8 semester credits/300 clock hours
Half-time Semester Award	.25	6 semester credits/225 clock hours
Half-time Quarter Award	.16/.17	6 quarter credits or 4 semester credits/150 clock hours

Chapter 2

● Academic Progress

★ Repeat Work

- **Successfully completed = Counted only once**
- Successful means that the student earned/received credit and the course does not have to be repeated
 - Ex: If a student earns credit for a course where a 'D' was received and repeats that course and earns a 'B', the credits may only be counted ONCE (when the 'D' was earned)
- Failure means lack of earned credits; therefore, you may count a second attempt if it is successful at earning credits

Chapter 2

EXAMPLE: REPEAT WORK; SCHOOL CHECKS PROGRESS AFTER SPRING

- Michelle did not attend **Summer 2014**
- While receiving a full-time State Grant, she attempted 15 semester credits in **Fall 2014** but only earned **9**
- She attempted and earned 15 semester credits during **Spring 2015** and received a full-time State Grant award; 3 of those credits were a repeated failed class from Fall 2014.

Michelle **did** make progress because she:

- ★ was awarded based on 24 minimum credits
- ★ earned 24 credits (9+15)

Chapter 2

EXAMPLE: REPEAT WORK; SCHOOL CHECKS PROGRESS AFTER SPRING

- Paul did not attend Summer 2014
- He attempted 12 semester credits in the **Fall 2014**, received a full-time State Grant award and earned **12**
- He attempted 12 semester credits (9 new credits and 3 from repeated course from Fall) during Spring 2015, received a full-time State Grant award and earned **9 new credits**

Paul **did not** make progress because he:

- ★ was awarded based on 24 minimum credits
- ★ earned 21 credits (repeat course credits only earned once)

Chapter 2

● Academic Progress

★ Credit via Examination

- May not counted

★ Inability to Verify

- Do not credit
- Reject student for Academic Progress

Cancellation or Reinstatement

	Fall	Spring
Cancellation:	<input type="radio"/> Student Graduated	<input type="radio"/> Student Graduated
Cancellation:	<input type="radio"/> Not Enrolled	<input type="radio"/> Not Enrolled
Reject :	<input checked="" type="radio"/> Academic Progress Reject	<input checked="" type="radio"/> Academic Progress Reject

Chapter 2

● Academic Progress

★ Transfer Students

- Credits at previous school:
 - do not need to transfer to your school
 - must be earned at a State Grant approved OR Federal Title IV eligible postsecondary institution
- Documentation:
 - Transcript in format that can be produced for compliance audit; OR
 - Non-official transcript or grade report that documents classes attempted, period of enrollment, number of credits for each course, grade for each course

Check List

- ✓ **Check** the last time the transfer student had a State Grant award.
- ✓ **Define** how many credits were needed.
- ✓ **Confirm** those credits were earned since that time.

Chapter 2

● Academic Progress

★ Transfer Students

Note: Credits and Clock Hour conversion chart in procedures with examples

Does a State Grant award exist in a previous term of the current year ?	School Action	Notes
No	Your school should review academic progress immediately.	N/A
Yes	Your school should review academic progress with your regular cycle (after Spring or after Summer). Print a copy of the student's eligibility as proof of verification in the event that the student's award at the previous school is later removed.	PHEAA permits your school to assume the school previously attended applied the State Grant academic progress test after each academic year (12-month) period of aid received before crediting additional (subsequent) State Grant payments when there is an award at that school (i.e. Fall or Winter term).

PHEAA recommends that your school keep a copy of the status of the State Grant record as of the date academic progress was reviewed.

Chapter 2

● Academic Progress

★ Transfer Student Checklist:

- ✓ When (if ever) did student last receive a State Grant award?
- ✓ Where did they attend at the time?
- ✓ Do you have a copy of the transcripts that cover that period to present?
- ✓ How many credits have successfully been completed since that time?

Chapter 2

EXAMPLE: TRANSFER

- Nate had awards for 2014-15 and Fall 2015 at PHEAA University
- He transfers mid-year to PHEAA College in Spring 2016

CHECK PROGRESS AFTER SPRING 2016

Chapter 2

EXAMPLE: TRANSFER

- Nicole had awards for 2014-15 at PHEAA University; she attended PHEAA University for Fall 2015 but did not receive a State Grant award
- She transfers to your school during Spring 2016 and your school normally checks progress after Spring

CHECK PROGRESS PRIOR TO CREDITING SPRING 2016

Chapter 2

● Academic Progress

★ Transfer Students - Summer

- Summer is first term of attendance at your school (not visiting), check:
 - Immediately if the last year of aid was not during previous academic year
 - After Summer if the last year of aid was during previous year and your school checks after Summer
- Visiting for Summer: Verify when 'home' school checks
 - If after Spring, check progress now
 - If after Summer, provide information to 'home' school
- Two School Enrollment: 'Home' school verifies since they process aid

Chapter 2

● Academic Progress

★ Exceptions

- Can use the remedial credits only when:
 - The student received a State Grant for the exception term
- No more than $\frac{1}{2}$ of the enrolled credits may be remedial
 - Applies to both full-time and half-time students and academic progress
 - Full-time State Grant Award: No more than 6 remedial credits can be counted toward academic progress (assumes remedial counter in use)

Chapter 2

● Academic Progress



★ Exceptions (example)

- Enrolled: 9 regular credits and 6 remedial
 - Granted remedial exception (full-time)
 - ONLY counting 3 remedial ($9+3 = 12$) for minimum enrollment and progress
- Pass: 6 regular and 6 remedial
 - Previously not permitted but permissible now
 - Student had an exception during that term
 - Remedial credits do not exceed the regular passed (no more than 1/2 remedial)

Chapter 2

Academic Progress

★ Progress Exception Form

- www.PHEAA.org/forms
- Must be completed by both the student and the school of record where progress was failed
- Documentation should be submitted as well (copies)
- All information submitted by the school is confidential



State Grant and Special Programs
Phone: 1-800-692-7392 Fax: 717-720-3786
P.O. Box 8157 Harrisburg, PA 17105-8157

PENNSYLVANIA STATE GRANT PROGRAM 2013-14 ACADEMIC PROGRESS EXCEPTION FORM

Print Student's Full Name _____

Social Security Number _____

This form must be completed by you and the financial aid administrator at the school you attended during the terms identified below. It must be returned to PHEAA, P.O. Box 8157, Harrisburg, PA 17105-8157 within 30 days. No data will be accepted after April 1, 2014.

STUDENT: PLEASE COMPLETE ALL OF THE FOLLOWING REQUESTED INFORMATION.

Indicate all terms included in the most recent academic year for which you received State Grant aid:

TERM	DATES OF ENROLLMENT	CREDITS PASSED
_____	_____	_____
_____	_____	_____
_____	_____	_____

Did you withdraw before completing a term? Yes _____ No _____ Term: _____

Indicate the reason(s) for the withdrawal or failure to pass courses. Appropriate supporting documentation must be attached or this request will not be processed.

I UNDERSTAND THAT THE PENALTY FOR SUBMITTING FRAUDULENT INFORMATION ON THIS FORM MAY BE REPAYMENT OF TRIPLE ANY AMOUNT OF MONEY RECEIVED PLUS A FINE AND/OR IMPRISONMENT.

SIGN HERE

Student's Signature _____

Date _____

FINANCIAL AID ADMINISTRATOR: PLEASE COMPLETE ALL OF THE FOLLOWING ITEMS.

- (1) Do you agree with the information provided above? YES _____ NO _____
- (2) Date of student's withdrawal according to school records, _____
- (3) Is the student enrolled full-time for the current term? YES _____ NO _____
- (4) Explain on the reverse side your knowledge of the condition(s) of the student's withdrawal and academic standing.

Financial Aid Administrator's Signature _____

School Name _____

Date _____

GG-13-14SGProgAcadProgressExcepForm-0513

PHEAA conducts its student loan servicing operations commercially as American Education Services and for federally-owned loans as FedLoan Servicing.



Pennsylvania Higher Education Assistance Agency

Academic Progress Questions



Chapter 2



● Citizenship and Pennsylvania Domicile

- ★ State Grant Program statute indicates a student may be eligible for an award as long as he/she is a citizen of the United States or taking steps to become a citizen
 - ‘Taking steps to become a citizen’ means the student is satisfying the definition of an eligible non-citizen as defined by U.S. Department of Ed
- ★ Students who are not United States citizens may not count any time of residence in PA until he/she meets the eligible non-citizen definition

Chapter 2

● High School Graduation



★ Homeschool Requirement

- Act 196 allows parents or “Supervisors” to award a state-recognized home education diploma to children
- Effective October 31, 2014
- Supervisor must have legal custody of the child and a high school diploma or the equivalent
- Supervisor-issued diplomas are sufficient to document that the student meets the high school graduate requirement
- Students that were issued a diploma prior to October 31, 2014 must follow prior guidance

Chapter 2

● EFC Changes

- ★ After August 1st, the student should submit changes directly to PHEAA
 - **PHEAA monitors and compares the Federal EFC and the PHEAA-calculated EFC to determine award impact**
 - **Until August 1st and the initial disbursement of funds, PHEAA automatically updates the student's record with changes from ED**
- ★ If EFC results in a change to State Grant eligibility, the student's record will go under review
- ★ Report to PHEAA only when questionable

● Incorrect SSNs

- ★ Verify with the student and report to PHEAA

Chapter 2

● Incarcerated Students

- ★ Not eligible for State Grant assistance
- ★ Excludes those in half-way houses and community service centers
- ★ Report discrepancies to PHEAA and withhold crediting

● Satisfactory Character

- ★ Only applies to those who are approved to receive/are receiving aid
- ★ Felony convictions do not impact eligibility (unless incarcerated)
- ★ Report via Special Request in Partner Interface

Chapter 2

● Students in Default

- ★ Includes defaults on Federal loan obligations, NETS loan obligations, and EAP loan obligations

● State Grant Award Refusals

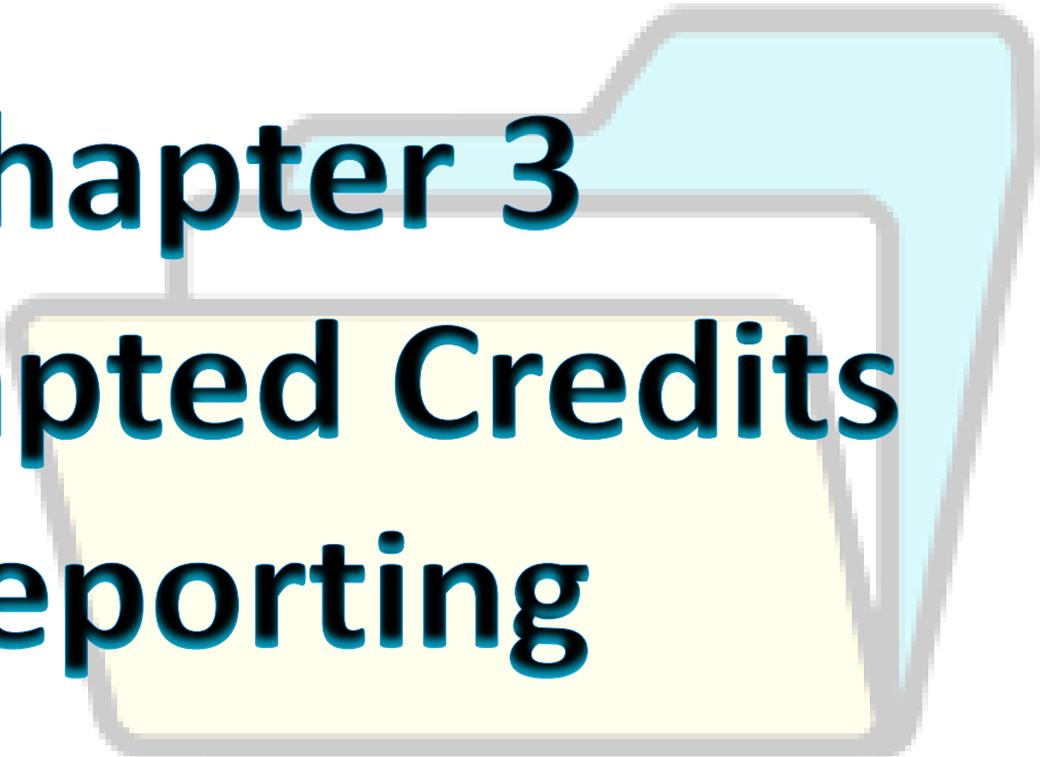
- ★ Report the refusal via Special Request in Partner Interface or direct the student contact PHEAA directly

- ★ Maintain written documentation

Chapter 2

Student Enrollment and Eligibility Questions





Chapter 3

Attempted Credits

Reporting

Chapter 3

● Requirement

- ★ All schools must submit data for State Grant recipients
- ★ Report based on the institution's census/freeze date
 - Does not prevent crediting of awards
- ★ Report enrollment and eligibility changes separately
- ★ Differentiate between online and classroom credits
 - Include all remedial credits
 - Maximum of 30 credits per term
 - 'Winterim' credits should be included with Fall or Spring term
 - Convert clock hours into credit hours

Chapter 3

● Reporting Deadlines and Tips

- ★ Report via Partner Interface and Certification Transmissions
 - Academic Year Deadline = July 31, 2016
 - Summer Term Deadline = December 31, 2016
- ★ Activity logged after each submission
- ★ No need to re-report credits if enrollment changes are made
- ★ Blanks ≠ Zeroes
- ★ Disbursements will be held if unreported

Chapter 3

● Reporting Deadlines and Tips

★ Review PageCenter reporting

- *Credit Reporting Tips* and *Attempted Credits Report* documents on training site

LWS43LWS43R2 PHEAA	ATTEMPTED CREDITS FOR 2015 ACADEMIC YEAR	2015-08-11
LWS43LWS43R4 PHEAA	COMPLETED ATTEMPTED CREDITS REPORT FOR 2015 ACADEMIC YEAR	2015-08-11
LWS44LWS44R2.PHEAA	ATTEMPTED CREDITS FOR 2016 SUMMER TERM	2015-05-28
LWS44LWS44R3 PHEAA	COMPLETED ATTEMPTED CREDITS FOR 2016 SUMMER TERM	2015-08-11

Chapter 3

Reporting Deadlines and Tips

★ Utilize mass updates when possible

Step 3 of 4 - Choose the Updates for Your Queue

Mass Update Queue: Fall Credits

 [Edit Queue Name](#)

Period: 2015-2016 ACADEMIC

Campus: PHEAA UNIVERSITY OF
HARRISBURG

Term(s): Fall

Update Type: Update Records

School Information

Select the changes you want to make to the student records. Leave a field blank if it does not apply for all students added to the mass queue.

Branch Campus Change:

Program of Study:

Housing Status:

Enrollment Status:

<50% Classroom Attendance: Select if less than 50%

Credit Information

Enter the credit information you want to change on the student records. Leave a field blank if it does not apply for all students added to the mass queue. Total can not exceed 30 credits and can only be changed within the active dates.

Classroom Credits:

Online Credits:

Attempted Credits Reporting Questions





Chapter 4

Costs and Award Adjustments

Chapter 4

● Educational Costs

- ★ Submit tuition and fees via the Education Cost Form
 - March-April timeframe each year
 - If unreported, PHEAA uses prior year costs

● Non-Sponsoring Costs

- ★ Applies to community colleges only
- ★ Schools must report student's incurring these costs to PHEAA

Chapter 4

Withdrawals, Drops and Adds

★ Classified as a withdrawal when:

- the student was charged for the course
- attempted credits will appear on the transcript

★ Withdrawal includes instances when the student:

- fully or partially withdraws
- takes a leave of absence
- changes to a non-approved program of study
- is terminated, expelled, suspended, or dismissed
- passes away

Chapter 4

Withdrawals, Drops and Adds

★ Drop definition:

- Was registered for the course but then removed from the schedule
- Course does not appear on transcript
- Student is not charged for the course

★ Dropped courses may not be counted towards enrollment

- May impact State Grant eligibility and enrollment status
 - Changes should be reported in a timely manner

Chapter 4

Withdrawals, Drops and Adds

★ Evaluate withdrawals for adjustment

- Only done when awards are final and the award was disbursed
- Will equal the appropriate term award counter

★ Evaluate if a refund is due PHEAA

- Refund due PHEAA will depend upon the date of withdrawal and the tuition refund policy

Chapter 4

Withdrawals, Drops and Adds

★ Partial withdrawals to at least half-time

Options	Action	Pros	Cons
Option 1	Apply the withdrawal policy on the full-time enrollment and award	Award may be higher than the half-time award	Full-time award counter is used
Option 2	Report the student as half-time	Reduces issues with successful academic progress (<i>Chapter 2, Section D</i>) since half-time award counter is used	Award may be less than the adjusted full-time award

Chapter 4

● Adjustment Steps

- ★ Determine portion (%) of tuition refund
- ★ Ensure the amount of State Grant retained does not exceed that portion permitted under school's tuition refund policy
- ★ If small amount, advise the student to pay and save award counter/avoid academic progress issue
- ★ Report adjustment via Partner Interface

Award Adjustments

	Fall	Spring
Adjustment Amount:	<input type="text"/>	<input type="text"/>
	<input type="text" value="- Select Reason -"/>	<input type="text" value="- Select Reason -"/>
Current Award:	\$533	
	<input type="checkbox"/> Remove Adjustments	<input type="checkbox"/> Remove Adjustments

Chapter 4

● Different Educational Costs

- ☆ Review actual costs (tuition/fees) for a specific term
- ☆ If costs exceed student's actual tuition and fees by more than 25%
 - **REQUIRED:** Withhold crediting and report reduced costs via Partner Interface
 - If actual annualized costs still above the 2015-16 college cap, reporting unnecessary
- ☆ If costs used by PHEAA are lower than student's actual tuition and fees by more than 25%
 - May report, not required

Chapter 4

Different Educational Costs

★ Threshold calculation and examples

Reported Tuition & Fees for Full-Time, Full-Year Equivalent	School's Schedule	Term Cost	Full-Time Threshold*	Part-Time Threshold*
X	<i>Semester</i>	$X/2 = Y$	$Y*.75 = Z$	$Z/2$
X	<i>Quarter</i>	$X/3 = Y$	$Y*.75 = Z$	$Z/2$
\$12,568	Semester	\$6,284	\$4,713	\$2,357
\$29,304	Quarter	\$9,768	\$7,326	\$3,663
\$8,000	Semester	\$4,000	\$3,000	\$1,500
\$36,660 (but costs capped at \$32,000)	Semester	\$16,000	\$12,000	\$6,000

*Term costs that are less than the threshold must be reported. Please note that input into the Partner Interface is a term amount. The PHEAA system annualizes the entered amount.

Chapter 4

● Different Educational Costs

★ Tuition Waivers

- Student's account must show:
 - Charges for the full amount were applied
 - Credit was applied (full or partial amount of waiver)

★ Tuition Remission

- Student's account must show:
 - Charges for the full amount were applied
 - Amount of tuition remission must be clearly identified on the account

Chapter 4

Different Educational Costs

★ Reporting cost overrides

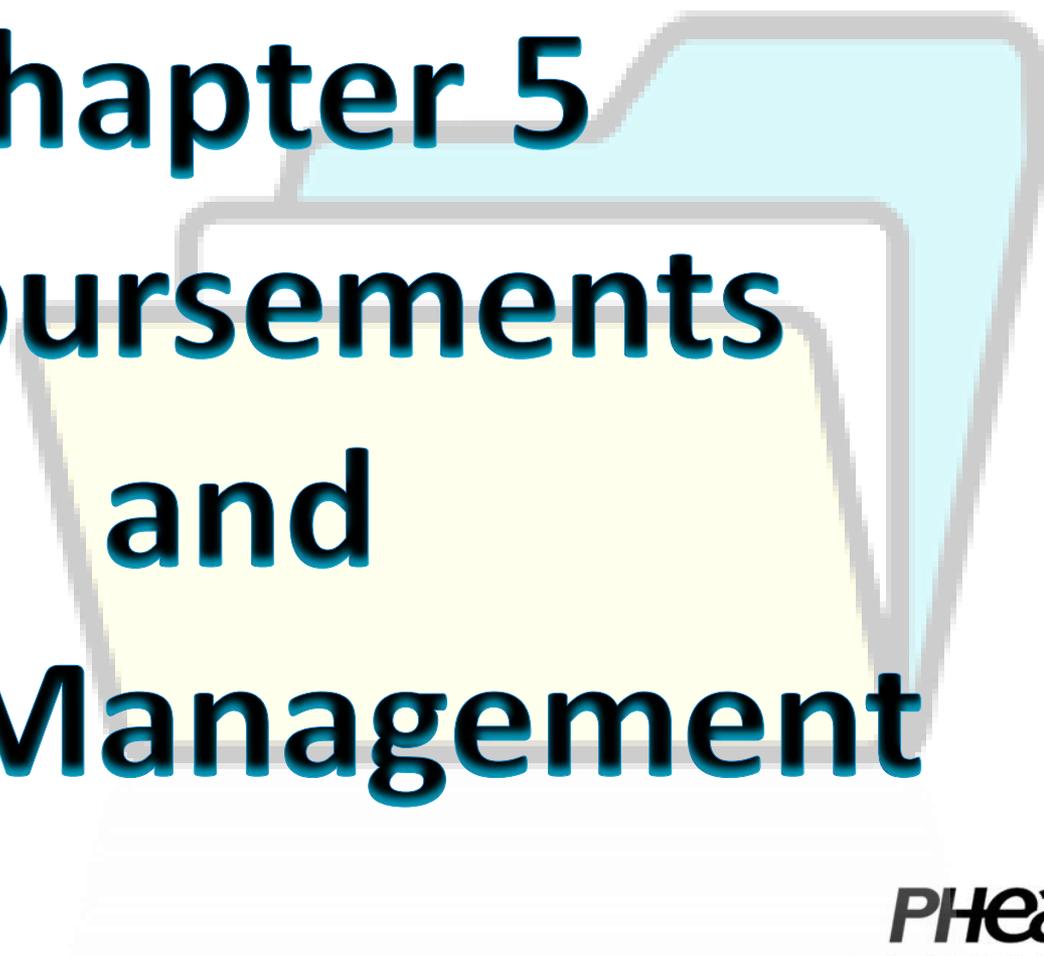
- Conduct all eligibility tests and submit enrollment changes first
- Withhold crediting until changes are processed

Cost Override

	Fall	Spring
? Amount:	<input type="text"/>	<input type="text"/>
Enrollment Status:	Full-Time	Full-Time
Tuition & Fee:	\$15,500	\$15,500
Full-time Threshold:	\$5,812	\$5,812
Part-time Threshold:		
	<input type="checkbox"/> Remove Cost Override	<input type="checkbox"/> Remove Cost Override

Costs and Award Adjustments Questions





Chapter 5

Disbursements

and

Cash Management

Chapter 5

● Maintaining and Accounting for Funds



★ Segregate State Grant funds

- Maintain a separate bank account or clearly identify State Grant funds
 - Note: Not required to maintain a separate account for each academic year or period.
Your school must maintain proper accounting to adhere to PHEAA's netting rules.
- Funds may only be used for eligible students
- **Funds can not be used for other purposes** (ex: expenses, revenue, interest, etc)

★ Accounting

- School must maintain financial records to reflect State Grant transactions
- ACH changes must be reported to PHEAA via fmeftadmin@aessuccess.org

Chapter 5

● Maintaining and Accounting for Funds

- ★ Establish an adequate cash management system to ensure adherence to procedures and established deadlines

- ★ PHEAA procedures are in place to:

- Promote sound cash management of State Grant funds;
- Provide PHEAA disbursement information to enable budgeting and improve forecasting accuracy; and
- Minimize costs to the Commonwealth of making funds available to students through the schools

Chapter 5

● Maintaining and Accounting for Funds

★ Refunds to PHEAA

- Ex: Overawards, Program Review Findings, Overpayments
- May remit after each term or during the reconciliation period
- Posted within 5-10 business days if properly identified

Remittance Method	Remit To:	Remit With:
Check	PHEAA P.O. Box 64849 Baltimore, MD 21264-4849	<ul style="list-style-type: none">● Payment Reason● Identification of funds as “Pennsylvania State Grant”● Academic year/period; and/or● Students’ Names, SSNs or PHEAA Account Numbers● After student record changes have been submitted (if not the result of Program Review findings)
ACH/Wire transfer	Refer to banking information on disbursement roster	

Chapter 5

● Maintaining and Accounting for Funds

★ Refund deadlines:

Period	Deadline	Penalties for Missed Deadlines
Academic Year	June 1 (Ex: June 1, 2016 for 2015-16 year)	<ol style="list-style-type: none">1. Subsequent disbursements withheld until the refund is made, and;2. At the Agency's discretion, as prescribed by regulation § 121.51, an interest charge applied against the outstanding refund beginning June 1 and accruing until the refund is received by the Agency.
Summer Term	October 31 (Ex: October 31, 2016 for Summer 2016)	

Chapter 5



● Maintaining and Accounting for Funds

★ Credit balances occur when student pays bill before SG funds are awarded

■ Two (2) options:

- Refund to the student within the term, if requested
- Receive written permission from the student to apply to the subsequent academic year or apply to student's loan balance

★ Uncashed student refund checks

- Review the Commonwealth's unclaimed property law
- Consult with the Bureau or lawyers

Chapter 5

Financial Responsibility and Program Integrity

- ★ PHEAA will prevent disbursements when a school is not compliant
 - Adhere to refund deadlines, certification procedures, and roster deadlines

Schools should return their certified copy of the term disbursement roster to PHEAA by the dates below to avoid future disbursement holds.

Note: Rosters printed past these term deadlines must be returned within 45 days of the roster print date.

Academic Year Term	Fall disbursement by November 15 Winter disbursement by February 1 Spring disbursement by May 1
Summer Term	Within 30 days of receipt of the roster or within 30 days of the beginning of the first Summer term in which eligibility can be certified, whichever is later.

Chapter 5

● Financial Responsibility and Program Integrity

★ Outstanding Pre-Disbursement Rosters

- Purpose: Verify actual enrollment and eligibility so that when the term disbursement roster is generated, the funds disbursed more closely align with the actual student eligibility
- Timeline: Generated 2 weeks prior to the term start date as recorded on FG3M
- Academic Year: All BTT's, non-PA schools, and other selected institutions
- Summer: Issued to all schools
- **Outstanding: Prevents disbursements and term disbursement rosters**

Chapter 5

Financial Responsibility and Program Integrity

☆ Outstanding Term Disbursement Rosters

- Purpose: Snapshot of student's enrollment for the entire award period at the time of the term disbursement which includes the amount of funds disbursed
- Timeline: Generated with each term disbursement
- **Outstanding: Prevents any (academic year and summer) subsequent disbursements and term disbursement rosters; Term reconciliation rosters also delayed; Future pre-disbursement rosters will generate**

Typical Disbursement Roster Schedule

Term	Generation Period	Period
Fall	Mid-August through late November	Academic Year
Winter	Late November through mid-February	
Spring Semester	Mid-December through mid-February	
Spring Quarter	Mid-February through late March	
Summer	Early July through August	Summer

Chapter 5

Financial Responsibility and Program Integrity

★ Outstanding Reconciliation Rosters

- Purpose: Provides a final opportunity to ensure school and PHEAA records match and are consistent with regard to eligibility, disbursement, and crediting
- Timeline: Generated during the reconciliation periods (academic year and summer term)
- **Outstanding: Prevents any (academic year and summer) subsequent disbursements and term disbursement rosters; Prevents subsequent reconciliation rosters; Future pre-disbursement rosters will generate**

Reconciliation Roster Schedule	
Disbursement Period	Regular Generation Period
Academic Year	Early April through June
Summer	October 1 through December 31*

* Payment will not be made after this date

Chapter 5

● Financial Responsibility and Program Integrity

★ Outstanding Refunds

- **Outstanding: Prevents a school's term disbursement or reconciliation roster with payment (academic year and summer)**

★ Outstanding Attempted Credit Reporting

- **Outstanding: Prevents a school's term disbursement or reconciliation roster with payment**

★ Other instances when rosters may be held:

- Change of Ownership
- School Closing
- Outstanding SGDEPP reporting
- Missing/incomplete ACH paperwork
- PHEAA determines the school lacks administrative capability

Chapter 5

● Financial Responsibility and Program Integrity

☆ School Closings, Restrictions and Oversights

- PHEAA reserves the right to hold disbursements to institutions that are closing or on restriction/oversight by United States Department of Education for participation in any Title IV program
- Questions regarding disbursement holds = sghelp@pheaa.org

Chapter 5



Financial Responsibility and Program Integrity

★ Preparing for a Disbursement

- Correcting/confirming enrollment and eligibility on **Pre-Disbursement**
- Correcting and confirming enrollment and eligibility by reviewing **weekly reports**; and
 - Status Listings/Status Transmissions
 - GPAD
 - Partner Interface Listings
- Submitting **timely electronic corrections** through the Partner Interface or transmissions

Chapter 5

● Financial Responsibility and Program Integrity

★ Record Retention

- Minimum of five (5) years
- Retain the final reconciliation roster
 - Dates, Amounts of Awards, Terms
 - Payment identification as PA State Grant
- Auditable documents include:
 - Those that support student's ability to meet requirements
 - Educational costs incurred during the payment term(s)
 - Payments/Refunds

Chapter 5

● Financial Responsibility and Program Integrity

☆ Program Review

- Conducted by PHEAA's Compliance office
- Reviews concentrate on eligibility and administrative capabilities
 - **IMPORTANT:** Maintain an audit trail that includes the date of final crediting
- Opportunities for additional training after Program Review conducted
- Review the Program Review Assistance webpage
 - Located on PHEAA.org under 'Partner Access'



Chapter 5

● Defining Term Periods, Lengths and Dates

★ All schools must comply with start date ranges and the minimum/maximum lengths

- Includes clock hour schools and schools with irregular schedules
- Reminder: Deviations require permission from PHEAA
- Information listed in Chapter 1 as well
- Relevant to Chapter 5 due to the relationship with fund disbursements

Chapter 5

● Defining Term Periods, Lengths and Dates

★ Terms/Payment Periods

- Funds disbursed on a typical academic year schedule
 - 9-month period between September and May
 - Summer is considered a separate term
- Per regulation, disbursement occurs on one of two schedules
 - Quarter Schedule: Fall, Winter and Spring
 - Semester/Trimester Schedule: Fall and Spring
- Schools with continuous enrollment will receive PHEAA disbursements via the manner closest to the school's calendar

Chapter 5

● Defining Term Periods, Lengths and Dates

★ Terms/Payment Periods

■ Hospital Schools of Nursing

- Full 11-month or 12-month costs used to calculate State Grant
- Specific crediting instructions issued if school does not operate on traditional semester or quarter schedule

★ New ACEN standards effective with Summer 2016 term and 2016-17 year

- Students will need to complete the Summer State Grant application

Chapter 5

● Student Reconsideration Deadlines

☆ Student deadlines for submitting information that may impact eligibility

- Academic Year: April 1, 2016 for the 2015-16 year
- Summer: October 31, 2016 for Summer 2016 term



Chapter 5

● Excess Cash/Netting Process

★ Excess Cash: Created when student cancellations and/or adjustments made upon eligibility certification of term roster

★ Netting Process: Using 'Excess Cash' to certify students who were awarded after the term's disbursement roster

★ May not use excess cash to pay:

- From Academic Year to pay Summer
- From Summer to pay Academic Year
- From Summer 15 to pay Summer 16 (and vice versa)
- From 2014-15 Academic Year to pay 2015-16 Academic Year (and vice versa)

Chapter 5

● Excess Cash/Netting Process

☆ Example: Netting between students in the same academic period

Student	Roster	Student Status	Certification	Payment
Student A	Fall roster	\$1,000 on roster	Cancelled Not Enrolled	Not applicable
Student B	Not on Fall roster	Awarded 9/8/15 \$1000	\$1000 based upon acceptable notification	School pays student with excess

**Assumes Fall term roster generated on September 7, 2015*

Chapter 5

● Excess Cash/Netting Process

☆ Example: Netting between students in the same academic period

Student	Roster	Student Status	Certification	Payment
Student A	Fall roster	\$1,000 on roster	Reduced to \$500 (half-time)	\$500
Student B	Fall roster	\$1,000 on roster	Reduced to \$603 (withdrawal)	\$603
Student C	Fall roster	\$1,500 on roster	\$1,500 – no change	\$1,500
Student D	Not on Fall roster	Awarded 9/9/2015 \$1,000	\$1,000 based upon acceptable notification	Options: 1. Use \$897 excess and \$103 school funds to pay 2. Mark as expecting payment and wait until next term to pay

**Assumes Fall term roster generated on September 7, 2015*

Chapter 5

● Excess Cash/Netting Process

☆ Example: Netting between terms in the same academic period

Student	Roster	Student Status	Certification	Payment
Student A	Fall roster	\$1,000 on roster	Cancelled Not Enrolled	Not applicable
Student A	Not on Spring roster	Awarded 1/4/2016 \$1,000	\$1,000 based upon acceptable notification	School pays student with excess from Fall term

Same Student

Student	Roster	Student Status	Certification	Payment
Student A	Fall roster	\$1,000 on roster	Cancelled Not Enrolled	Not applicable
Student B	Not on Spring roster	Awarded 1/2/2015 \$1,000	\$1,000 based upon acceptable notification	School pays student with excess from Student A and Fall term

Different Students

**Examples assume Fall term roster generated on September 7, 2015 and Spring term roster generated on December 29, 2015*

Chapter 5

● Excess Cash/Netting Process

★ Example: Netting during the reconciliation period

Student	Student Status	Certification	Difference	School Action
Student A	\$2,000 (\$1,000 Fall; \$1,000 Spring)	Cancelled Spring for not enrolled	(\$1,000) overpayment	<ol style="list-style-type: none">1. School pays Student B with excess from Student A; and2. School remits refund to PHEAA in the amount of \$500; and3. School requests reconciliation roster to show student changes.
Student B	\$1,500 (\$1,000 Fall; \$500 Spring)	Adjusted Spring to full-time and \$1,000	\$500	

Chapter 5



Defining Rosters and Funds Availability

★ Effective 2015-16 award year, corrections to student records will no longer be accepted in writing on paper rosters or other paper reports.

★ **ALL CORRECTIONS MUST BE SUBMITTED VIA PARTNER INTERFACE OR STATE GRANT CERTIFICATION TRANSMISSIONS UNLESS OTHERWISE INSTRUCTED BY PHEAA STAFF.**

★ Utilize the electronic certification page for rosters

- Requires adherence to roster deadlines and refund deadlines
 - Term Disbursement Rosters: Certified within **45 days** of the roster print date
 - Reconciliation Rosters: Certified within **30 days** of print date

Chapter 5

Defining Rosters and Funds Availability

★ Reconciliation means:

- the “balance due PHEAA” and the “balance due school” are both zero;
- the amount of funding the school received matches the funding disbursed
- each student’s final State Grant status, as shown on the reconciliation roster, matches the school’s records; and
- all students who were credited funds were on the school’s final reconciliation roster.

★ **Reminder:** Initial reconciliation roster is generated automatically and supplemental rosters must be requested.

Chapter 5

● Defining Rosters and Funds Availability

★ Responsibility

- State Grant funds are term-specific and are intended to assist students with educational costs during that term.
- If funds are not being disbursed to school due to outstanding items, this prohibits the student from receiving the State Grant award in a timely manner.
- **PHEAA's Compliance area will review institutions where administrative capabilities are in question.**

Chapter 5

● Defining Rosters and Funds Availability

★ Best Practices

- Communicate with other school offices (ex: Bursar, Business, Technical)
- Document
- Monitor all refund payments sent, received, and posted to the correct program, year, and period
- Monitor FG3S for balance changes
- Request funds due by deadlines
- Review other PHEAA-produced reports (GPAD Reports, Status Listings, etc)
 - ⊕ **Refer to *Appendix C*** for additional information on reports

Chapter 5

● Defining Rosters and Funds Availability

★ Rosters

- PageCenter or via Disbursement Transmissions

★ Funds

- Approximately 14 business after the disbursement date
- Adjustment Percentage Procedure
 - Percent located on FG3M DISBURSEMENT PERCENTAGE 074 %
 - **DO NOT** adjust student awards based on the adjustment percentage
 - 3-Year average of used funds plus consideration on the number of recipients
 - Academic year notifications = July 2015; Summer notifications = March 2016
 - Total funds received are not part of the evaluation

Chapter 5

● Crediting

- ★ Term-by-term, student-by-student
- ★ After certification of all eligibility requirements
- ★ Removal may be necessary under circumstances in procedures
- ★ Entire amount of eligible award must be credited
- ★ Documentation of date is critical

Chapter 5

● Crediting

★ Preliminary Crediting

- Definition: Deferment of payment (or bill deduction) of a portion of the term's bill based on notification of State Grant eligibility. This action is generally done prior to the beginning of the term and prior to full certification of eligibility
- School choice, IF:
 - It is BEFORE the term disbursement roster;
 - 'Acceptable Notification' of award has been received; and
 - School records reflect enrollment or intention to enroll in credits commensurate with award
- **School must adjust for reprocessed awards**

Chapter 5

● Crediting

★ Preliminary Crediting

- School must adjust or remove when:
 - Student does not appear on term's roster
 - Student appears with lower award on term's roster
 - Full certification reveals student is ineligible
 - Enrollment status changed (not enrolled, less than half-time, etc.)
- DO NOT CREDIT an award for a student who does not meet requirements or does not appear to meet requirements

Chapter 5

● Crediting

★ Final Crediting

- School commits funds to student or pays the account after
 - Confirmation of enrollment
 - All eligibility checks complete
 - All reviews for which the school received notification are complete
- School may pay students based on roster (do not need to wait for EFT)
- Remember: 50% classroom changes may impact eligibility and require a refund

Chapter 5

● Crediting

★ Final Crediting

- School commits funds to student or pays the account after
 - Confirmation of enrollment
 - All eligibility checks complete
 - All reviews for which the school received notification are complete
- School may pay students if name appears on term or reconciliation roster or if term roster is generated and certain conditions are met:
 - Excess cash is on hand for redistribution;
 - Acceptable notification exists;
 - Roster is not Summer Recon

Chapter 5

● Crediting

★ Final Crediting

- Acceptable Notification – Documents that capture:
 - Student's SSN or PHEAA Account Number
 - Student's name
 - Award amount
 - Award date
- Examples of Acceptable Notification:
 - PHEAA student award notice
 - Screen capture of award display (Partner Interface)
 - Status Listings or Transmissions
 - GPAD Reports

Chapter 5

● Crediting

☆ PHEAA Assumptions:

- Student on roster – ASSUME credited
- Roster generated, student not on roster but awarded – ASSUME credited
- Roster generated & student NOT on roster (no award notification) – ASSUME not credited
- **If assumptions not correct – NOTIFY PHEAA**

Chapter 5

● PHEAA Reviews

- ★ PHEAA will prevent disbursement when possible
 - PHEAA notifies the student when resolved
- ★ Notifications to schools: *Income Validation/Other Review* listing
- ★ Income Validation is largest review
 - Separate GPAD report and Partner Interface filtering
 - Additional validation document was created for reference

Chapter 5

Roster Certification

- ★ Confirm all changes/requests for changes have been submitted
- ★ Use electronic Certification Page in the Document Library
- ★ Print and keep a copy for your files BEFORE submitting

[Main Menu](#) / [State Grant Program](#) / [Certification Procedures, Workshop Materials and Roster Certification Page](#)

- [Costs and Award Adjustments Webinar](#)
- [Revised 2014-15 Academic Year and 2015 Summer Certification Procedures](#)
- [2013-14 Academic Year and 2014 Summer Certification Procedures](#)
 - [Attachment 2014 Summer Amendment](#)
- [2013-14 Certification Procedures Workshop Presentation](#)
- [2013-14 Certification Procedures Workshop Q&A](#)
- [2013-14 Credit Reporting Q&A](#)
- [Transmission Best Practices Handout](#)
- [2012-13 Academic year and 2013 Summer Certification Procedures](#)
- [2012-13 Certification Procedures Workshop Presentation \(Power Point Presentation\)](#)
- [2012-13 Certification Procedures Workshop Q&A](#)
- [2015-16 State Grant Disbursement Roster Certification Page \(Including Summer 2016\)](#)
- [2014-15 State Grant Disbursement Roster Certification Page \(Including Summer 2015\)](#)



Chapter 5

DISBURSEMENT CERTIFICATION

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties which may include fines or imprisonment under the United States Criminal Code and 20 U.S.C. 1097.

1. OE Code:

2. School Information:

Name:

Address:

Phone Number:

To be completed by a financial aid administrator or other school official authorized to certify financial aid forms.

3. Certification Period:

4. Date of Roster:

CERTIFICATION STATEMENT

I hereby certify, as an authorized representative of the educational institution identified above, that this roster has been processed in accordance with PHEAA instructions for processing 2015-16 disbursement or reconciliation rosters and that funds were received by electronic transfer. I further certify that all school changes were submitted in accordance with PHEAA's qualifying procedures.

I also certify that my institution continues to meet the institutional eligibility requirements for participation in the program for which funds have been accepted.

I understand that one certified copy of this roster certification page must be returned to PHEAA by the deadline in accordance with PHEAA instructions.

I further understand that retention of any program refunds due PHEAA for the 2015-16 academic year or summer period after the reconciliation deadline provided in PHEAA instructions may result in: 1) all subsequent program disbursements being withheld; and 2) an interest charge being assessed against the outstanding balance due until the refund is received by PHEAA.

5. Name/Title

6. Date

7. E-Mail Address of School Official

Roster Certification

★ Activity logged

★ Last Resort: Print from

PageCenter and fax to PHEAA

or email to sghelp@pheaa.org

Disbursements and Cash Management Questions



Resources



Appendices

- Appendix A – Calendar (June 2015 – May 2016)
- Appendix B – Submitting Corrections and Certifying
- Appendix C – Viewing Data and Reports
- Appendix D – Resources and Contacts
- Appendix E – Summer 2016 Reconciliation Examples
- Appendix F – Interpreting State Grant Rosters



**THANK YOU FOR
YOUR TIME!**

**PLEASE COMPLETE
THE EMAIL SURVEY**