

PHEAA TRAINING

Pennsylvania State Grant **CERTIFICATION PROCEDURES**

2014 - 15 Academic Year and 2015 Summer

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INTRODUCTION

The purpose of this publication is to provide participating schools with guidance on how to certify Pennsylvania State Grant (State Grant) eligibility and how to request, disburse, manage, and report on the use of Pennsylvania State Grant funds.

The Pennsylvania State Grant Program Certification Procedures describe the eligibility and review procedures that postsecondary schools must perform for each State Grant recipient before the crediting of a 2014-15 Academic Year or a 2015 Summer term payment. Using these procedures, institutions are required to certify the eligibility of Pennsylvania State Grant recipients prior to crediting the students' accounts and must refund to the Pennsylvania Higher Education Assistance Agency (PHEAA) any State Grant funds resulting from student or institutional failure to adhere to these procedures.

You are encouraged to advise any other administrative offices at your institution (ex: Business, Bursar, Admissions, Veterans Affairs, etc.) that provides information or handles rosters and funds of these required procedures.

FORMAT OF THIS DOCUMENT

Throughout this document, when the text represents a clarification rather than a change, it is indicated as:



Please refer to the *Summary of Changes* section of the Introduction for a complete list of changes. There is at least one instance where the text represents a change and it is indicated as:



When we believe that historically there may be a misunderstanding of a requirement, we use:



When we want to point out a bit of helpful information, we indicate it with:



These procedures have been divided into five major chapters:

- [Chapter 1](#) – School and Program of Study Eligibility
- [Chapter 2](#) – Student Enrollment and Eligibility Verification
- [Chapter 3](#) - Attempted Credits Reporting
- [Chapter 4](#) – Costs and Adjustments
- [Chapter 5](#) – Disbursements and Cash Management

SUMMARY OF MAJOR CHANGES

This summary is intended to highlight major points of change or clarification. Please note that the overall presentation and order of information has changed. You must review the document in its entirety to ensure your understanding of and compliance with the State Grant requirements. Changes since the initial publication in June 2014 are noted in bold with the date (August 2014).

Chapter 1 – School and Program Eligibility

2014-15 Section	Type of Change (Effective 2014-15)	Reference to 2013-14
Section A - School Eligibility Requirements	Section move; Revision; Updates to reflect regulatory language which was implemented on June 19, 2014; Update to Reminder on Master Agreement deadline change (August 2014)	This information was presented in Section I.E of the 2013-14 Certification Procedures. For 2014-15, Section A of this chapter expands upon requirements detailed in the school's participation agreement.
Section B - Approved Program of Study	Section move; Revision; Clarification on program approvals based upon minimum clock versus credit hours (August 2014) This section details requirements for approved programs at the school level. Student-level requirements are detailed in Chapter 2.	Previously detailed in Section I.D of the 2013-14 Certification Procedures
Section C – Term Start Dates	Section move; Revision This section details requirements for term start dates since approved programs must comply with this structure. Information on how these dates relate to disbursements and applying payments is in Chapter 5.	Previously detailed in Section III.G.2 of the 2013-14 Certification Procedures
Section D – Term Length	Section move; Revision This section details requirements for term length since approved programs must comply with this structure. Information on how these dates relate to disbursements and applying payments is located in Chapter 5.	Previously detailed in Section III.A.4 of the 2013-14 Certification Procedures

Chapter 2 – Student Enrollment and Eligibility Verification

2014-15 Section	Type of Change (Effective 2014-15)	Reference to 2013-14
Section A.10.B – Two-School Enrollment	Policy	Previously, the student was processed for State Grant assistance at the school where the student was enrolled for the greater number of credits. This requirement has changed to indicate that the “home” school must be in the State Grant record. The “home” school is required to process the State Grant aid.
Section A.12 – Class Level (Hospital Schools of Nursing Only)	Section move	Previously Section I.N in the 2013-14 Certification Procedures
Section C – Program of Study	Clarification on program approvals based upon minimum clock versus credit hours (August 2014)	Program of Study detailed in Section I.D of the 2013-14 Certification Procedures.
Section J – Satisfactory Character	New Section - Revised student-level requirement outlined in the school’s participation agreement (August 2014).	Not applicable
Section L – Students Who Refuse State Grant Awards	New - Details the student-level requirement that has been in practice. Added PHEAA Account Number reference (August 2014)	Not applicable

Chapter 3 – Attempted Credits Reporting

- This information was new to the 2013-14 Certification Procedures. For 2014-15, this chapter was added to provide clarity to last year’s procedures, as well as incorporate responses to questions asked throughout the first year of requirement implementation.
- This new Chapter 3 has been revised (August 2014) to:
 - » Limit the credit reporting information to a snapshot of the student’s enrollment at the time of the census date or enrollment freeze date for each student.
 - » Move guidance on eligibility changes due to enrollment changes (drops/adds and withdrawals) to Chapter 4.

Chapter 4 – Costs and Adjustments

2014-15 Section	Type of Change (Effective 2014-15)	Reference to 2013-14
Section A – Educational Costs Used in Calculating a State Grant	Section move; Revision	This section was previously detailed in Section I.G of the 2013-14 Certification Procedures and moved to this chapter due to the subject matter. Additional information was added to provide clarity over what was presented in Sections I.G and III.G.4 of the 2013-14 Certification Procedures.
Section B – Award Status and Crediting Definitions	Revision - Definitions are not new but have been highlighted for clarity.	Not applicable
Section C	Renamed “Award Adjustments for Withdrawals, Drops and Adds (August 2014)	
Section C.1 – Withdrawal Definition	Revision - Definitions for withdrawal versus drops have been added for clarity.	Not applicable

2014-15 Section	Type of Change (Effective 2014-15)	Reference to 2013-14
Section C.2 – Evaluating Withdrawals for Adjustment	Reference to new Section D removed (August 2014)	Not applicable
Section C.3	New - Evaluating Drops/Addds for Adjustments (August 2014)	
Sections C.3 through C.7	Renumbered (August 2014)	
Section D – Eligibility Changes After Payment Due to Changes in Online and Classroom Ratio	Removed (August 2014)	Not applicable
Section E – Non-Sponsoring Status (Pennsylvania Community Colleges)	Section move ; Renumbered as Section D (August 2014)	Previously detailed in Section I.J of the 2013-14 Certification Procedures and moved to this chapter due to the subject matter
Section F – Different Educational Costs	Renumbered as Section E (August 2014)	

Chapter 5 – Disbursements and Cash Management

Much of this information was presented in Section III of the 2013-14 Certification Procedures; however, there is a significant amount of new information, clarification and reorganized information.

2014-15 Section	Type of Change (Effective 2014-15)	Reference to 2013-14
Section A – Maintaining and Accounting for Funds	New – Much of information is new (specifically paragraphs 1-4 and 6.b)	<ul style="list-style-type: none"> Banking requirements were previously presented in Section III.A.1.a of the 2013-14 Certification Procedures. Refunds to PHEAA were previously presented in Section III.C of the 2013-14 Certification Procedures and moved to this chapter due to the subject matter. Paragraph 6.a was previously presented in Section III.D of the 2013-14 Certification Procedures and moved to this chapter due to the subject matter.
Section B – Financial Responsibility and Program Integrity – Paragraph 1 (Certification Deadlines)	New; Revisions; Additional revisions (August 2014)	Previously presented in Section III.A.1.c.iii of the 2013-14 Certification Procedures
Section B – Financial Responsibility and Program Integrity – Paragraph 2 (PHEAA Roster and Disbursement Holds)	New; Revisions ; Additional revisions (August 2014)	Incorporates some information from Section III.A.1.c.ii of the 2013-14 Certification Procedures but has been expanded upon with new information
Section B – Financial Responsibility and Program Integrity – Paragraph 3 (School Obligations in Preparing for a Disbursement)	New	Not applicable

2014-15 Section	Type of Change (Effective 2014-15)	Reference to 2013-14
Section B – Financial Responsibility and Program Integrity – Paragraph 4 (Retention of Records)	Section move; Revision	Previously presented in Section III.F of the 2013-14 Certification Procedures
Section B – Financial Responsibility and Program Integrity – Paragraph 5 (Program Review)	Section move; Revision	Previously presented in Section III.B.6 of the 2013-14 Certification Procedures
Section C – Defining Terms/Payment Periods, Term Length and Start Dates – Paragraph 1 (Terms/ Payment Periods)	Section move; Revision	Previously presented in Section III.A.2.a and Section III.E.3 of the 2013-14 Certification Procedures
Section C – Defining Terms/ Payment Periods, Term Length and Start Dates – Paragraph 1.a.i (Continuous Enrollment/ Irregular Schedules)	Section move; Revision	Previously presented in Section III.A.2.a and III.G.3 of the 2013-14 Certification Procedures
Section C – Defining Terms/Payment Periods, Term Length and Start Dates – Paragraph 1.a.ii (Hospital Schools of Nursing)	Section move; Revision	Previously presented in Section III.G.4 of the 2013-14 Certification Procedures
Section C – Defining Terms/Payment Periods, Term Length and Start Dates – Paragraph 1.b (Summer Term)	Section move; Revision	Previously presented in Section III.A.2.b of the 2013-14 Certification Procedures
Section C – Defining Terms/Payment Periods, Term Length and Start Dates – Paragraph 2.a (Academic Term Length Definitions)	Section move; Revision	Previously presented in Section III.A.4.a of the 2013-14 Certification Procedures
Section C – Defining Terms/Payment Periods, Term Length and Start Dates – Paragraph 2.b (Summer Term Length Definitions)	Section move; Revision	Previously presented in Section III.A.4.b of the 2013-14 Certification Procedures
Section C – Defining Terms/Payment Periods, Term Length and Start Dates – Paragraph 3 (Term Start Dates)	Section move; Revision	Previously presented in Section III.G.2 of the 2013-14 Certification Procedures

2014-15 Section	Type of Change (Effective 2014-15)	Reference to 2013-14
Section D – Student Reconsideration Deadlines	Section move; Revision	Previously presented in Section III.A.3.b of the 2013-14 Certification Procedures
Section E – Excess Cash/Netting Process	New	Not applicable
Section F – Defining Disbursement Rosters, Disbursement Roster Availability and Funds Availability - Paragraph 1 (Disbursement Roster (Academic Year Terms and Summer Term))	Section move;	Not applicable
Section F – Defining Disbursement Rosters, Disbursement Roster Availability and Funds Availability - Paragraph 2 (Reconciliation Roster (Academic Year and Summer))	Section move; Revision	Previously presented in Section III.A.3 of the 2013-14 Certification Procedures and in the 2014 Summer Amendment
Section F – Defining Disbursement Rosters, Disbursement Roster Availability and Funds Availability - Paragraph 2.a through 2.d.	Section move; Revision; New	<ul style="list-style-type: none"> • Paragraphs 2.a (Definition), 2.b (Responsibility), 2.c (Best Practices) and 2.d (Multiple Reconciliation Rosters) were partially presented in Section III.A.3 of the 2013-14 Certification Procedures • Paragraph 2.d.iv (Summer Term/Period Funds Due School) was previously presented in the 2014 Summer Amendment. • The remainder of the information is new.
Section F – Defining Disbursement Rosters, Disbursement Roster Availability and Funds Availability - Paragraph 3 (Pre-Disbursement Roster)	Section move; Revision	Previously presented in Section III.A.1.c.i of the 2013-14 Certification Procedures and in the 2014 Summer Amendment
Section F – Defining Disbursement Rosters, Disbursement Roster Availability and Funds Availability - Paragraph 4 (Other Reporting)	New	Not applicable

2014-15 Section	Type of Change (Effective 2014-15)	Reference to 2013-14
Section F – Defining Disbursement Rosters, Disbursement Roster Availability and Funds Availability – Paragraph 5 (Roster Availability)	Section move; Revision	Previously presented in Section III.A.1.b of the 2013-14 Certification Procedures and in the 2014 Summer Amendment
Section F – Defining Disbursement Rosters, Disbursement Roster Availability and Funds Availability – Paragraph 6 (Funds Availability)	Section move; Revision – procedure applies to all Pennsylvania schools ; Additional revisions (August 2014)	Previously, the requirement did not apply to all schools and was presented in Section III.A.1.c.iv of the 2013-14 Certification Procedures and in the 2014 Summer Amendment.
Section G – Crediting	Section move; Revision	Previously presented in Section III.B and III.B.1 of the 2013-14 Certification Procedures
Section G – Crediting - Paragraph 1 (Preliminary Credit)	Section move; Revision	Previously presented in Section III.B.2 of the 2013-14 Certification Procedures
Section G – Crediting - Paragraph 2 (Preliminary Credit Removal)	Section move; Revision	Previously presented in Section III.B.3 of the 2013-14 Certification Procedures
Section G – Crediting - Paragraph 3 (Prior to Final Credit)	Section move; Revision	Previously presented in Section III.B.4.b of the 2013-14 Certification Procedures
Section G – Crediting - Paragraph 4 (Final Credit)	Section move; Revision; New	Previously presented in Section III.B.4 of the 2013-14 Certification Procedures. Information regarding online and distance education is new
Section G – Crediting - Paragraph 5 (Changes After a Roster Receipt)	Section move; Revision	Previously presented in Section III.B.5 of the 2013-14 Certification Procedures; Duplicative information was removed
Section G – Crediting - Paragraph 6 (Assumptions)	Section move; Revision	Previously presented in Section III.E.4.a of the 2013-14 Certification Procedures
Section G – Crediting - Paragraph 7 (PHEAA Collectable/ Offsets)	Section move; Revision	Previously presented in Section III.E of the 2013-14 Certification Procedures
Section G – Crediting - Paragraph 8 (PHEAA Reviews)	Section move; Revision	Previously presented in Section III.E of the 2013-14 Certification Procedures
Section H – Roster Certification	Section move; Revision	Previously presented in Section III.A.1.d of the 2013-14 Certification Procedures and in the 2014 Summer Amendment

CHAPTER 1 – SCHOOL AND PROGRAM ELIGIBILITY

A. SCHOOL ELIGIBILITY REQUIREMENTS

Institutions must meet the following requirements for approval in the State Grant Program. Schools that do not comply or cease to comply with these requirements should immediately cease crediting of State Grant funds and notify the Agency.

1. As specified in 22 Pa. Code § 121.32 Approved Institutions in Higher Education Grant Program, if the institution is a college or university located within this Commonwealth, the institution shall be approved by the Pennsylvania Department of Education and shall be accredited or a recognized candidate for accreditation with an accrediting body recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) and its successors; if the college or university is located outside this Commonwealth, the institution shall be degree-granting, shall be operated not-for-profit, shall be legally authorized to do business by the appropriate state licensing or approval authority in the state in which it is doing business, and shall be fully accredited by an accrediting body recognized by the United States Department of Education or the regional institutional accrediting body recognized by the Council for Higher Education Accreditation and its successors responsible for accreditation in the state where the college or university is conducting its educational program.
2. If the institution is a hospital school of nursing located within this Commonwealth, the institution shall be initially, provisionally or fully approved by the Pennsylvania State Board of Nursing and shall be accredited by the National League for Nursing Accrediting Commission (NLNAC), the Commission on Collegiate Nursing Education (CCNE), or any other accrediting body recognized by the United States Department of Education for the accreditation of nursing schools; if located outside this Commonwealth, the institution shall be legally authorized to do business by the appropriate state licensing or approval authority in the state in which it is doing business and shall be accredited by the National League for Nursing Accrediting Commission (NLNAC), the Commission on Collegiate Nursing Education (CCNE), or any other accrediting body recognized by the United States Department of Education for the accreditation of nursing schools.
3. If the institution is a trade, technical or business school located within this Commonwealth, the institution shall be approved by the Pennsylvania Department of Education or shall currently be, and shall have been throughout the preceding 24 months, licensed by the Pennsylvania State Board of Private Licensed Schools and shall be accredited by an accrediting body recognized by the United States Department of Education or the Council for Higher Education Accreditation and its successors, except that this requirement for licensure and accreditation may be waived by the President and Chief Executive Officer for branch campuses of an institution that have been operating satisfactorily in this Commonwealth for 2 years or more; if the institution is located outside this Commonwealth, it shall be degree-granting, shall be operated not-for-profit, and shall be fully accredited by the United States Department of Education or the regional institutional accrediting body recognized by the Council for Higher Education Accreditation and its successors responsible for accreditation in the state where the institution is conducting its educational program.
4. All schools must comply with 22 Pa. Code § 121.3. Discrimination prohibited.

All schools must have on file the current, required participation agreement with the Agency. Institutions must agree to provide PHEAA notification of any student at the institution, who is a resident of the Commonwealth, and who is known to the institution to have been convicted of a criminal offense which, under the laws of the United States or the Commonwealth, would constitute a felony, if that student is otherwise eligible to receive financial aid from the Pennsylvania State Grant Program.



PHEAA is requiring all participating schools to have an updated Master Agreement and State Grant Schedule A on file effective with the 2016-17 award year.

Please refer to [Chapter 2 – Student Enrollment and Eligibility Verification](#) for student reporting on this requirement.

5. New owners of an approved institution are required to notify the Agency in writing within 30 days of the date of the ownership change. An agreement to assume liability for repayment of State Grant funds to the Agency or to eligible students made necessary by the failure of the previous owner to follow Agency regulations must be executed by the new owner(s). Institutions that fail to execute this agreement will be required to wait 24 months from the date of the ownership change before being considered for approved status within the State Grant Program.
6. Schools are required to notify PHEAA in writing if there is a change regarding status as a non-profit/for-profit institution or status as a public/private institution.
7. All schools must comply with all other administrative requirements promulgated by the Agency.

B. APPROVED PROGRAM OF STUDY

Please refer to [Chapter 2 – Student Enrollment and Eligibility Verification](#) for student reporting on this requirement.

1. **MINIMUM LENGTH** - The program must be at least 2 academic years in duration and offered over a period of at least 15 months (no less than 60 weeks of instruction). Two academic years is defined as the equivalent of a minimum of 60 semester credits for a degree program. Required clock hours of instruction are 1,500 clock hours for programs leading to the Associate in Specialized Technology or the Associate in Specialized Business degrees or at least 1,800 clock hours for non-degree programs. Requests for approvals of specialized degree programs must indicate whether clock hours OR credit hours will be used to evaluate student eligibility.
 - a. **CHANGES TO PREVIOUSLY APPROVED PROGRAMS** – PHEAA requires Business, Trade and Technical (BTT) schools to report any changes to the number of terms, and/or credit/clock hours in a State Grant approved program of study. If applicable, the school must provide documentation from its licensing authority and accrediting agency approving the changes.
2. **PROGRAM STRUCTURE** - The program must be structured such that at least 50 percent of the minimum program length (as stated above) and in no case fewer than 30 semester credits or 900 clock hours, must be earned through classroom instruction. **Americans with Disabilities Act (ADA) Accommodations do not apply to students enrolled in non-approved programs of study.**
 - i. **Online Programs** – The program is structured so that all coursework is primarily taken online even though the individual student may have the opportunity to enroll in some classroom courses. These programs are ineligible for a State Grant due to the inherent inability to comply with the program structure minimum defined above.
 - ii. **Hybrid Programs** - The program is structured to be a composite of online and classroom instruction. Eligible hybrid programs are limited to no more than 50 percent of the coursework being offered online. If greater than 50 percent of the program is offered online, then PHEAA categorizes this as an online program.

C. TERM START DATES

Programs must comply with term start date ranges. More information on term start dates as they relate to disbursements and applying payment for a State Grant is available in [Chapter 5 – Disbursements and Cash Management](#). Since no student may receive more than 3 semesters or 4-quarter terms of aid in a consecutive 12-month period, school term and program structures must be categorized within the following 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.		

D. TERM LENGTH

Programs must comply with term length definitions. More information on term length, as it relates to disbursements and applying payment for a State Grant, is available in [Chapter 5 – Disbursements and Cash Management](#).

1. **ACADEMIC YEAR TERM LENGTH DEFINITIONS** - All references in these procedures to a “semester” term or school apply to a “trimester” school, as well. These definitions apply to all schools regardless of whether the school has set terms or continuous enrollment and to half-time recipients, as well as full-time recipients.

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

- a. **COMBINING OF MODULES** – In order to meet the minimum term length definition, PHEAA permits the combining of modules for an academic year term as long as the combination results in a total number of weeks that meets the minimum term length tolerances and the modules: 1) are consecutive; and 2) have start dates that comply with term start date tolerances. As noted in [Chapter 5 – Disbursements and Cash Management](#), when combining modules, schools may not credit funds to the student’s account until after enrollment certification occurs in the final module that comprises that “term.”

2. **SUMMER TERM LENGTH DEFINITIONS** - Term length definition for the summer term is dependent upon curriculum. Refer to [Chapter 5 – Disbursements and Cash Management](#) for more information on applying State Grant payments for the Summer term.
- i. **PROGRAM STRUCTURE IS NOT A YEAR-ROUND CURRICULUM** - A summer term is a period of no less than 8 weeks in length regardless of the academic year term type (semester or quarter.) PHEAA permits the combining of various length modules since schools offer a wide variety of class configurations during the summer term. The major difference from the academic year is that the various courses do not have to be in consecutive weeks.
 - ii. **PROGRAM STRUCTURE IS A YEAR-ROUND CURRICULUM** - The 8-week summer term does **not** apply to students enrolled in year-round curricula. This includes the programs at many business/trade/technical schools, as well as many of the modular and nontraditional program schedules approved for accelerated degree programs, etc. For students in these programs, all terms must adhere to the program tolerances set forth in paragraph 1.a, entitled “ACADEMIC YEAR TERM LENGTH DEFINITIONS.”

CHAPTER 2 - STUDENT ENROLLMENT AND ELIGIBILITY VERIFICATION

A. ENROLLMENT



Partner Interface and/or State Grant Certification Transmissions (Appendix B) are the preferred methods for submitting enrollment corrections necessary to certify student eligibility.

1. ENROLLMENT DEFINITIONS

Regulation § 121.1. Definitions establishes enrollment definitions for the State Grant Program. Regulation § 121.5. Enrollment establishes the minimum enrollment requirement. Students must be enrolled in courses applicable to the degree or program objective to which funds are disbursed on the student's behalf.

Credits (or the equivalent clock hours) required for minimum enrollment must count toward the degree or program objective unless a remedial/developmental course exception is applicable (reference [paragraph 5](#) in this Chapter).

Credit Enrollment Minimums			
Academic Period	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
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		
<i>Exception:</i> 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.			

NOTE: Certain other documents and screen displays use the label "Part-Time" for "Half-Time."

2. INSTRUCTION DELIVERY AND ENROLLMENT

- a. **IN-CLASSROOM ENROLLMENT** – Enrollment in an approved program of study that meets the minimum 50 percent classroom instruction requirement is required. Students enrolling in programs, which, by definition, are online programs, continue to be ineligible for State Grant aid at any point. (Refer to [Section C, Approved Program of Study in this Chapter.](#)) For those enrolled in approved programs, PHEAA requires verification of minimum 50 percent in-classroom instruction enrollment on a term-by-term basis. By monitoring in this manner, schools should have the ability to ensure appropriate awarding.
- i. **IN-CLASSROOM INSTRUCTION**- The teaching faculty and the student are together in the same physical location for time congruent with the number of credit hours for the course, e.g., 3 hours of instruction per week for a three-credit course. Course Management Software (CMS) may supplement in-classroom instruction.
- ii. **HYBRID OR BLENDED CLASSES** - The in-classroom instruction definition may also apply to selected hybrid or blended courses which combine in-classroom and online instruction. Online instruction may not exceed 50 percent of the combined online and in-classroom contact hours per enrollment period. As an example, for a 4-credit course, this would mean that in-classroom instructional time with the faculty member must be at least 2 hours per week, with 2 hours per week maximum online or the class meets in-person for 8 weeks out of a 15-week semester and for 7 weeks online during the term. **So that student expectations are clear, the course description for hybrid or blended courses must: 1) be published at the course registration or section level; and 2) must contain the percentage of in-classroom hours and the percent of online hours.**
- iii. **SYNCHRONOUS LEARNING** – The teaching faculty member and the students achieve face-to-face instruction in real-time delivered through two-way audio-visual technology to one or more classrooms. The physical space of the classroom(s) separates the faculty and the students. Additionally, individual student connections from home using webcam equipment may meet this definition if the participation with the instructor by the student also takes place in real time. The amount of time that the faculty and student are together over the duration of the term must be congruent with the number of credit hours for the course, e.g., 3 hours of instruction per week for a three-credit course. Instruction may be supplemented with Course Management Software (CMS).
- iv. **OTHER EDUCATIONAL EXPERIENCES** – Educational activity, currently defined as in-classroom, includes any experience that normally occurs in person within an educational institution under the supervision of a faculty member, in laboratories, shops, hospital/clinical settings, etc. Student teaching, independent study, internships, externships, and practicums, for which a student receives degree credit, counts as in-classroom instruction. These courses involve direct supervision by on-site faculty or designated mentors. Additionally, Course Management Software (CMS) supplementation is acceptable.



- When the hybrid course satisfies the in-classroom definition, it does not need to be published.
- When there is no clear way to verify compliance with the 50 percent hybrid definition, report the hybrid course as online.
- Online student registration comments satisfy the requirement as long as: 1) there is an auditable record that can be produced for compliance and 2) the record clearly shows the hybrid percentage presented to the student.

- b. **ONLINE OR DISTANCE EDUCATION** - Courses offered online or through distance education may adopt a variety of technologies including, but not limited to, live interactive audio or video conferencing, webcasts, or computer-based technologies delivered over the Internet (see exceptions for synchronous delivery outlined above). For State Grant purposes, a hybrid or blended class that consists of more than 50 percent of the instruction through any of the media above is an online class. All asynchronous online courses are distance education courses. This is where the interaction between the faculty member and the student does not occur in real time.

 Schools that are approved for the State Grant Distance Education Pilot Program (SGDEPP) should refer to the *School Guidelines and Student Eligibility* for that program.

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	Asynchronous 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	Blended/Hybrid classes that meet for less than 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	Total cannot be more than 50% of the total term credits in order to receive a State Grant

- i. **TRANSFER CREDITS** - The current institution is not responsible for evaluating transfer credits to ascertain if they were online credits. Past academic history does not play a role in this evaluation since monitoring occurs within the current term of enrollment. Schools must evaluate transfer credits for academic progress purposes and remedial credit limitations.
- ii. **ENROLLMENTS NOT ELIGIBLE FOR THE STATE GRANT PROGRAM** - Any instruction, course, academic credit, or other educational experience that does not fall under the definitions above are not eligible for enrollment purposes for the Pennsylvania State Grant Program. This includes any credit granted through portfolio review, co-ops for which at least half-time credit is not granted, Advanced Placement examinations, credit for life experiences, CLEP examinations, correspondence study, and other non-participatory events or activities.
- iii. **REPORTING LESS THAN 50-PERCENT, IN-CLASSROOM INSTRUCTION**- Monitoring enrollment in distance education or online courses required on a term-by-term basis. This ensures that the student meets the 50 percent classroom instruction requirement **FOR THAT TERM**. If the student does not meet the 50-percent classroom definition for the term, report this electronically.

 The *Initial Distance Education Info, Policy & ADA* form, which is logged on the student activity, is sent once per academic year and trailing the summer term.

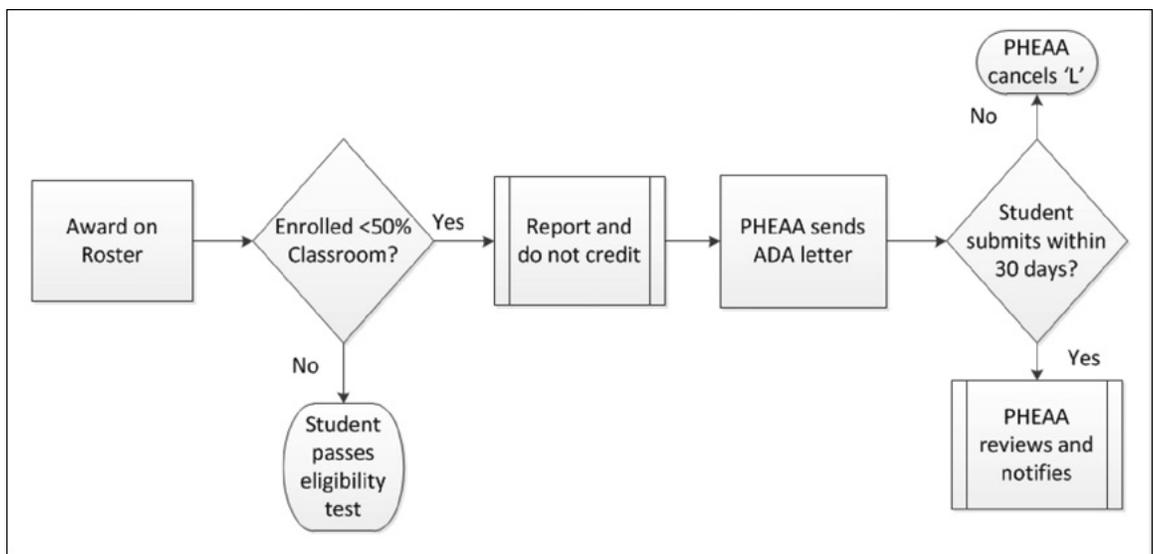
When a student is initially determined to be compliant with the 50-percent rule at the point of crediting but then changes enrollment by adding online credits, the student must be re-evaluated. If online enrollment now exceeds 50-percent, this must be reported.

Once the student is enrolled in an eligible program but is reported as not meeting the 50-percent in-classroom enrollment requirement, the following will occur:

- 1) An Americans With Disabilities Act of 1990 (ADA) Accommodation notice automatically will be sent to the student, who will be given 30 days to reply. Do not cancel awards for students in this situation **and do not** credit funds to the student's account.
- 2) For students who do not qualify for an exception or fail to respond within 30 days from the date that the school reports their status, cancellation of the award by PHEAA occurs. School notification is in the form of a weekly report.
- 3) When a student replies and receives an ADA accommodation, PHEAA sends notification to both the student and the school.



- Check the student activity for letters and approvals
- Review the weekly <50% *Attending Status Report* in PageCenter



iv. EXAMPLES – ASSUMES ENROLLMENT IN AN APPROVED PROGRAM

Term Enrollment:	Student's enrollment:	Requirement:
6 credits classroom; 6 online	12 credits (full-time semester)	Meets the requirement
0 credits classroom; 12 online	12 credits (full-time semester)	Not eligible – Report <50% in-classroom
6 credits classroom; 9 credits online	15 credits (full-time semester)	Not eligible – Report <50% in-classroom
9 credits classroom; 6 online	15 credits (full-time semester)	Meets the requirement
3 credits classroom; 3 online	6 credits (half-time semester)	Meets the requirement (half-time)
3 credits classroom; 4 online	7 credits (half-time semester)	Not eligible – Report <50% in-classroom
4 credits classroom; 3 online	7 credits (half-time semester)	Meets the requirement (half-time)

3. ENROLLMENT REPORTING

- a. Schools are required to cancel terms where the student does not enroll.

EXAMPLES

Fall	Winter/Spring	Then
Not Enrolled	Unknown	Cancel every term
Not Enrolled	Will Enroll	Cancel Fall only

- b. UNOFFICIAL WITHDRAWAL - For State Grant purposes, a registered student identified as a “no show,” means not enrolled. “No show” treatment is the same as treatment for a student who fails to register for the term. This may also be the case for a student who receives all F grades for a term and should be investigated by the school to see if the student actually attended for the whole enrollment period.
- c. Using the [ENROLLMENT DEFINITIONS \(paragraph 1 of Section A\)](#), review the enrollment used in the award calculation versus the actual enrollment. Schools must correct any discrepancies before crediting an award. The notation “P/T” for a half-time student appears on the roster in the award/reject status column for the appropriate term(s).

EXAMPLES

Awarded Enrollment	Actual Enrollment	Reporting
Full-Time	Not Full-Time but at least Half-Time	Report term(s) as Half-Time
Full or Half-Time	Less Than Half-Time	Report term(s) as Less Than Half-Time
Half-Time	Full-Time	Report term(s) as Full-Time

4. USE OF CREDIT/CLOCK HOURS

Business, trade or technical schools with Associate in Specialized Business or Associate in Specialized Technology (ASB/AST) degree programs of study that operate on both credit hour and clock hour standards must select one standard and then consistently apply that standard in making all eligibility tests. Use clock hours to certify the eligibility of students in **non-degree programs** at these schools. All institutions using credit hours to certify the State Grant eligibility of students in ASB/AST degree programs must comply with their accrediting body’s standards for the conversion of clock hours to credits or the assignment of credit hours to clock hour courses and programs. Schools with continuous enrollment or irregular terms should refer to [Chapter 5 – Disbursements and Cash Management](#).

In situations where institutional full-time/half-time definitions differ from PHEAA definitions, confirm enrollment using PHEAA definitions ONLY.

5. REMEDIAL/DEVELOPMENTAL COURSE EXCEPTIONS



The current remedial exception counter is found on the:

- ROSTER (Fall and Summer) - Previously applied exceptions appear on the roster with the phrase "Remed. Excep." An award counter representing the number of previous term exceptions applied for the student prior to the 2014-15 Academic Year follows this label.
- ELIGIBILITY RECORD (Partner Interface) - Refer to the Remedial Exception label under Term Records for the total remedial award counters used for each academic year.

- a. CLASSIFICATION - Classification of degree credits versus remedial credits is an institutional and accreditation matter.
- b. REMEDIAL EXCEPTION – Using a semester schedule example, term enrollment if at least six credits of degree courses in combination with six or more credits of developmental work qualifies for full-time remedial exception status for PHEAA purposes. Half-time term enrollment of at least three credits of degree courses in combination with three or more credits of developmental work qualifies for half-time remedial exception status for PHEAA purposes. This exception to PHEAA's normal enrollment requirements may be applied for a maximum of 1.00 grants (2 semesters or 3-quarter terms for full-time students and up to 4 semesters or 6 quarters of half-time enrollment); including all terms during which any remedial exception is or was previously applied.

MAXIMUM ALLOWABLE ENROLLMENT DISTRIBUTION CHART

Enrollment Period	Overall Credit Enrollment Minimum	Equal Distribution of Credits	
		Maximum Remedial Credits Allowed	Degree Credits
Full-Time Semester	12	6	6
Half-Time Semester	6	3	3
Full-Time Quarter using Semester Credits	8	4	4
Half-Time Quarter using Semester Credits	4	2	2
Full-Time Quarter using Quarter Credits	12	6	6
Half-Time Quarter using Semester Credits	6	3	3

- c. RELATED PROCEDURES –
 - i. ACADEMIC PROGRESS – Refer to [Section D, paragraph 6](#) of this Chapter for procedures on enrollment in remedial credits and the impact on academic progress.
 - ii. MAXIMUM NUMBER OF PAYMENTS - This exception may extend the maximum number of State Grant payments for enrollment in the program of study (e.g., 4 semester or 6-quarter disbursements for full-time students in 2-year programs of study) under certain circumstances (refer to [Section C, paragraph 6](#) of this Chapter).

- d. **REPORTING** – Sometimes remedial courses do not award credits or are “pass/fail.” In these instances, consider the number of credits normally carried by such a course (or that would be assigned if it were a “for credit” course) as the remedial portion of the minimum enrollment requirement in applying the remedial exception.

Examples (Using Semester Schedule)

Term Remedial Credits	Term Regular Credits	Required Reporting	Remedial Exception Term Counter Used
9	3	Half-Time Remedial (1-3)	.25
4	3	Half-Time Remedial (4+)	.25
7	11	Full-Time Remedial (1-3)	.50
12	0	Less Than Half-Time	Not eligible
10	2	Less Than Half-Time	Not eligible
3	12	No reporting required – student meets minimum full-time without remedial	0

Examples assume that the student has not reached the overall maximum 1.0 exception counter.

6. FINAL YEAR EXCEPTION FOR FULL-TIME ENROLLMENT

The final term exception applies to a student who normally enrolls full-time but, due to prior enrollment history, only needs to complete nine semester credits (or the equivalent) during one of the terms of the final year of study. The exception is not applicable to half-time students.

- a. **REQUIREMENTS** – During one, and only one, of the final terms of the student’s program (final 2 semesters or 3 quarters), the exception may be applied if the student:
- Is required to enroll for the equivalent of 3-quarter time enrollment:

Semester Schedule	Quarter Schedule using Semester Credits	Quarter Schedule using Quarter Credits
9 credits	6 credits	9 credits
337.5 clock hours	225 clock hours	225 clock hours

A minimum of eight semester credits is sufficient during the exception term at schools that operate on a system of four-credit courses.

- Was enrolled full-time during the previous term even if not a State Grant recipient that term.
 - If applicable, is expected to enroll full-time during any term(s) subsequent to the exception term and prior to graduation (not including the summer term).
 - Have any cost differentials applied since he/she may be incurring less than full-time costs (refer to [Chapter 4 – Costs and Adjustments, Section E](#)).
- b. **SUMMER** - Although Summer term enrollment is not normally a factor in conducting this test, in cases where the Summer term is one of the terms of the student’s final year, the Summer term may be considered when determining whether the student is eligible for the final term exception.

7. EVENING STUDENTS

Evening students are subject to the same requirements as other State Grant recipients, including enrollment in a PHEAA-approved program. Students enrolled in evening programs not offered on a full-time basis may be eligible for State Grants as long as the program meets the State Grant criteria for approval (refer to [Chapter 1 – School and Program Eligibility](#)). Questions concerning such programs should be addressed to Institution Eligibility staff at 717.720.2740.

a. REPORTING –

If...	Then...
Different educational costs for evening programs had been reported during the annual cost collection process	Report enrollment as “Full-Time Evening” or “Half-Time Evening,” as appropriate
Evening costs are the same as day	Do not identify enrollment as evening
Note: Previously identified evening students appear on the roster as <i>Full-time Night</i> or <i>Half-time Night</i> .	

8. ADVANCED STANDING

Credits for which the student receives advanced standing do not count toward the minimum credits or clock hours necessary for full-time or half-time enrollment. These credits do not count toward academic progress (refer to [Section D, paragraph 3.b](#) of this Chapter).

- a. EXAMPLES - Transfer credits, military credits, prior training, or credits earned by examination are examples of credits considered “advanced standing” by PHEAA.
- b. REPORTING - If the advanced standing credits result in the student being enrolled during the current term for less than the minimum credits or clock hours required by PHEAA’s full time test, the student must be treated as half-time or less than half time, as appropriate. Since the school may consider the student full-time for purposes other than a State Grant, schools are encouraged to explain the PHEAA enrollment requirement to students.

9. REPEAT WORK

The full-time or half-time student who is repeating courses attempted in a previous term may use those repeat courses to meet the full-time or half-time enrollment requirement; however, the student may not meet PHEAA’s academic progress test (refer to [Section D, paragraph 3.a](#) of this Chapter).



- Schools may not deny a State Grant to a student who meets PHEAA’s enrollment and academic progress requirements even if school policy differs.
- Report reduced costs for students who receive a tuition waiver for repeat work (refer to [Chapter 4 – Costs and Adjustments, Section E](#)).

10. ENROLLMENT AT ANOTHER INSTITUTION

- a. VISITING STUDENTS - A student may not receive financial aid at two different institutions for the same academic period. Often students attend another institution during the Summer term. Students who cannot be verified as enrolled in an approved program or lack any of the documentation to meet acceptance of the grant in this section must be reported as ineligible.

- i. When the student is degree-seeking at another institution but enrolls at your school, your school may only accept the grant on the student's behalf if:
 - Your school can obtain documentation from the "home" school verifying compliance with all State Grant eligibility requirements including, but not limited to, enrollment in an approved program at a State Grant-approved school and completion of satisfactory academic progress.
 - The credits taken will be accepted toward the degree or credential at the "home" school.
- ii. When the student is degree-seeking at your institution or "home" school but enrolls at another school, your school may only accept the grant on the student's behalf if:
 - All auditable documentation, including costs and enrollment status is obtained from the other school.
 - Your school can verify compliance with all State Grant eligibility requirements.
 - Your school can obtain any changes to enrollment status from the other school which may impact eligibility.
 - The credits taken will be accepted toward the degree or credential at the "home" school.



To report a visiting student as ineligible, the school must choose Program of Study code *00-Other* (Certification Transmission – Use code *1 –Yes – Non-Approved or Non-Degree Program* in the term *Non-Approved or Non-Degree Indicator*).

- b. TWO-SCHOOL ENROLLMENT - A student may not be paid a State Grant by two different institutions for the same academic period. The student's State Grant record should reflect enrollment at the "home" school. The "home" school may combine degree credits taken at the other institution during the same academic period to determine enrollment status. The "home" school must also review costs paid at the other institution in determining Cost of Attendance (refer to [Chapter 4 – Costs and Adjustments, Section E](#)).
- c. STUDY ABROAD- A recipient enrolled in a study abroad program which is sponsored by the "home" school and who is required to pay college costs to the "home" institution is processed by PHEAA in the same manner as if the student were enrolled on-campus. This also applies to students who study abroad through a third-party organization that facilitates travel but with degree credits transferred back to the "home" school from the foreign institution. Students often participate in a study abroad program at another American institution and enter the name of that American institution on their State Grant application since that is the school to which program costs are paid. A grant recipient who is "visiting" your school in order to study abroad may be eligible for the grant payment if your school can certify that:
 - i. Educational costs are paid to your school and, therefore, a school account has been established where both the grant payment and funds paid by the student are credited;
 - ii. The tuition and fee costs reported by your school to PHEAA do not exceed the student's actual tuition and fees by 25 percent or more (refer to [Chapter 4 – Costs and Adjustments, Section E](#)).
 - iii. The student is classified as degree-seeking by the student's "home" school and the appropriate minimum number of credits earned during each term abroad will fulfill degree requirements at the student's "home" school; and
 - iv. The student is enrolled at least half-time and complies with the other requirements set forth in these Certification Procedures.

Schools often enter into a consortium agreement with each other to detail the financial aid responsibilities of each institution.

11. SCHOOLS WITH INTERIM OR INTERSESSION TERMS

Business, Trade and Technical schools should refer to [Chapter 5 - Disbursements and Cash Management](#)

The Agency does not make separate disbursements for mini-terms or intersessions since they do not meet the minimum term length requirements. However, a maximum of six credits taken during the intersession may be combined with the student's preceding or subsequent term of enrollment - a maximum of three credits with Fall and three different credits with Spring to enable the student to meet PHEAA's full-time or half-time requirement during either or both of those terms. If enrollment during the intersession is not required by the school and the student enrolls for fewer than the minimum credits needed for full-time or half-time status during the Fall semester, crediting of the Fall term grant must be withheld until the student enrolls in the intersession for the additional credits needed. A student who enrolls for six credits during the intersession may not receive a half-time award for the intersession term itself, since such a term does not meet the minimum term length requirements.

12. CLASS LEVEL (HOSPITAL SCHOOLS OF NURSING ONLY)

Hospital schools of nursing are required to verify the correct class level for each recipient due to varying costs between class levels. Where the class level on the roster is incorrect, withhold crediting and report the correct academic level.



- Academic level is listed under the *Eligibility Information* column on the nursing school roster.
- Report via Partner Interface:
 - » for a single student by selecting the corrected code in the *Academic Level* drop-down which is located in the *School Information* portion of the *Student Record*.
 - » for multiple students with the same academic level, by creating a mass update queue with the update type *Update Records*. Select the corrected code in the *Academic Level* drop-down which is located in the *School Information* portion under *Step 3 of 4 - Choose the Updates for Your Queue*.

B. UNDERGRADUATE STATUS

1. DEFINITION

Enrollment in an undergraduate program is required and:

- a. The student does not have nor has the student completed the requirements for a first baccalaureate or professional degree from any institution.
- b. The student will not receive or complete the requirements for a first baccalaureate or professional degree prior to the end of the term being credited from any institution.

2. UNDERGRADUATE ENROLLMENT IN GRADUATE/PROFESSIONAL COURSES

Undergraduate students enrolled in graduate or professional level courses who have not received a first baccalaureate or professional degree are eligible for State Grant aid under any of the following circumstances:

- a. The student enters professional school early, meaning the requirements for a baccalaureate degree have not been completed.
- b. Enrollment is in a joint undergraduate/graduate program and the number of enrolled undergraduate credits meets the minimum enrollment criteria for the term.
- c. Enrollment is in a 5- or 6-year program at a professional school where completion of the program results in simultaneous receipt of the baccalaureate degree and the professional degree.



To report the student as ineligible, the school must cancel the term eligibility for reason *graduated* (Certification Transmission use code *A - Graduated with Bachelor Degree* in the full-year or term *Cancellation indicator*).

3. SCHOOL VERIFICATION

The school must confirm that the student meets the undergraduate definition. When applicable, report as ineligible and return funds.

C. APPROVED PROGRAM OF STUDY

1. DEFINING A Student's PROGRAM

The program of study is either the initial program of study under which the student was admitted to the institution or under which they are currently enrolled. Information on the program of study is specified in the school's academic catalogue. This is an overarching institutional designation of how the program of study is structured and offered. Refer to [Section A, paragraph 2](#) of this Chapter for categories of delivery.

2. REQUIREMENTS

Enrollment in a PHEAA-approved program of study is required. As noted in [Chapter 1 – School and Program Eligibility](#), the student's program must meet the following definitions:

- a. **MINIMUM LENGTH** - The program must be at least 2 academic years in duration and offered over a period of at least 15 months (no less than 60 weeks of instruction). Two academic years is defined as the equivalent of a minimum of 60 semester credits for a degree program. Required hours of instruction are 1,500 clock hours for programs leading to the Associate in Specialized Technology or the Associate in Specialized Business degrees and at least 1,800 clock hours for non-degree programs. For specialized degree programs, schools must certify students based upon the choice of credit hours OR clock hours that were submitted at the time of program approval.
 - i. **CHANGES TO PREVIOUSLY APPROVED PROGRAMS** – PHEAA requires BTT schools to report any changes to the number of terms, and/or credit/clock hours in a State Grant-approved program of study. If applicable, the school must provide documentation from its licensing authority and accrediting agency, approving the changes.
- b. **PROGRAM STRUCTURE** - The program must be structured such that at least 50 percent of the minimum program length (as stated above) and in no case fewer than 30 semester credits or 900 clock hours, must be earned through classroom instruction. **Americans with Disabilities Act (ADA) Accommodations do not apply to students enrolled in non-approved programs of study.**
 - i. **Online Programs** – The program is structured so that all coursework is primarily taken online. These programs are ineligible for State Grant due to the inherent inability to comply with program structure minimum defined above. Students enrolled in online programs are ineligible due to the structure of the Program of Study even though the individual student may have the opportunity to enroll in some classroom courses.
 - ii. **Hybrid Programs** – The program is structured to be a composite of online and classroom instruction. Hybrid programs are limited to no more than 50 percent of coursework being offered online. If greater than 50 percent of the program is offered online, then Grants categorizes this as an online program. Students enrolled in hybrid programs that do not meet this definition are ineligible due to the structure of the Program of Study.



Report students enrolled in programs that do not meet this requirement with a program of study *DE-Distance Education* (code 4 – Yes – Distance Education – not eligible in the term Non-approved or Non-degree indicator on the Certification Transmission).

3. ACADEMIC CREDENTIAL STATUS

Matriculation or degree-seeking classification by the collegiate institution is required of State Grant recipients enrolled in these types of schools. Enrollment in a certificate or diploma program approved by PHEAA is required for students enrolled at non-degree granting institutions.

Student payments are limited to the number of terms it requires to complete the credential. By law, no student may receive more than four academic year grants. The only exceptions are bona fide 5-year undergraduate programs. Reference [Section C, paragraph 8](#) of this Chapter.

PHEAA requires approval of each new program and changes to each existing approved programs at business, trade or technical schools. PHEAA also requires separate approvals for separately licensed branch campuses of approved schools (Refer to [Chapter 1 – School and Program Eligibility](#)). **Advise PHEAA immediately if a program or the institution ceases to meet State Grant eligibility requirements. For example, the school loses its accreditation or the number of clock hours is decreased below the minimum levels.**

All requirements for an approved program of study apply to half-time students, including those related to minimum length. Allowing for compliance with minimum enrollment requirements is a prerequisite for all approved programs.

- a. REPORTING - Confirm enrollment in a PHEAA-approved program before crediting State Grant funds to the student's account. When there is no confirmation of such, report and refund the grant to PHEAA.

4. ADJUNCT PROGRAMS (CONTINUING EDUCATION, EVENING, ETC.)

Enrollment in programs of study or courses classified by the school as adjunct, are eligible only under the following circumstances:

- a. The student is classified by the school as credential-seeking (certificate, diploma or degree).
- b. The student is receiving at least half-time credit toward the degree (or program objective) for courses taken in such a program.
- c. The program meets all other requirements in [Chapter 1 – School and Program Eligibility](#).

5. CHANGES IN A Student's PROGRAM (ALL SCHOOL TYPES)

Processing of eligibility for students enrolled at BTT schools requires educational costs at a program level. Eligibility for most other school types requires educational costs at an institution level.

- a. VERIFICATION (FOR BTT SCHOOLS) – Verify enrollment in the PHEAA-approved program of study as indicated on the disbursement roster to ensure:
 - i. That the calculation of eligibility used the costs associated with the enrolled program.
 - ii. That the student's maximum number of award payments (award counters) for the program has been correctly assessed.



Report students (such as those completing admission requirements for transfer to another school or those enrolled for personal enrichment) with a program of study *00-Other* (Certification Transmission use code 1 – Yes-Non-Approved or Non-Degree Program in the term Non-Approved or Non-Degree Indicator).



Direct program eligibility questions regarding this procedure to sghelp@pheaa.org.

b. REPORTING (ALL SCHOOL TYPES) -

If...	Then...
The cost of the correct program at a BTT is less than that of the program on which State Grant eligibility has been determined	Submit a correction to the program and withhold grant funds until PHEAA has reprocessed the student using the corrected program
The student changes from an approved to a non-approved program prior to the end of the term	The award should be adjusted based upon the school's refund policy and the date of the program change (refer to withdrawals), regardless of the type of institution
The student changes from a non-approved to an approved program	The student is not eligible for State Grant aid until the next (term) disbursement of State Grant funds and only after the change in status has been reported to PHEAA and the student's record has been reprocessed

6. MAXIMUM NUMBER OF STATE GRANT PAYMENTS

Students are limited to a maximum number of State Grants even though some students may require additional terms to complete their program of study. Students enrolled in an associate degree program are typically limited to 2 academic year State Grant payments (2.0 award counter); students enrolled in BTT schools are limited to the number of approved terms.



- Students can view the number of award counters used on the Eligibility Notice which is found in their Paperless Inbox in Account Access.
- Some students may reach the maximum number of payments before earning a credential of any kind.

a. ADDITIONAL TERMS OF AID EXCEPTIONS - By law, no student may receive more than four academic year awards (4.0 counter) except for students enrolled in bona fide 5-year programs. Exceptions for students who have not reached a 4.0 counter may be approved by PHEAA on an individual basis when the student meets one of the following situations:

- Has received one associate degree and is pursuing a second associate degree;
- Is enrolled in a program of study which requires classroom instruction beyond the number of terms generally scheduled for a 2-year program at a 2- or 4-year college;
- Has transferred from one approved program to another (different) approved program;
- Was unable to complete the requirements of the program within the normal period of time because the student withdrew due to medical reasons or was called to active military duty;
- Is unable to complete the program within the normal period due to enrollment in at least six semester remedial credits.



The school must complete the Consideration for *Additional Terms of State Grant Aid* form found in the Document Library in the school portal, Alec.

Scan form and email to sghelp@pheaa.org or fax to **717.720.3786**.

7. COOPERATIVE WORKSTUDY STUDENTS

Students who are participating in cooperative educational experiences for which there is no academic credit granted cannot count cooperative experiences toward State Grant enrollment. If the student is participating in a cooperative experience, they must also be enrolled in the minimum number of credits for a full-time or part-time State Grant in order to receive an award. Schools should cancel any term for "not enrolled" when the student is not enrolled in this manner.

8. BONA FIDE 5-YEAR PROGRAMS

Schools are required to report, by name, all baccalaureate degree programs which require more than 4 academic years of full-time study to PHEAA on the annual Educational Cost Form. Students enrolled in one of these reported programs must be reported to PHEAA when entering the curriculum or when the student reaches a 4.0 State Grant award counter. After reporting, identify and certify as enrolled in an eligible program of study with each roster.



Report students with a program of study *F-5 Year Bona Fide* (Certification Transmission use code 3 in the *Bona Fide 5-Year Undergraduate Program Indicator*).



Students awarded a bona-fide fifth year of State Grant aid, or portion thereof, are identified by:

- the notation *5 YR* in the term's award/reject column on the roster
- *1 - Yes* in the term *Five Year Program Indicator* on a disbursement transmission
- *1 - Yes* in the term *Bona Fide Five Year Program Indicator* on the applicant status transmission

D. ACADEMIC PROGRESS

Academic Progress is a regulatory (Regulation § 121.58) requirement whereby each grant recipient must make normal academic progress from year to year in order to retain State Grant eligibility.

1. DEFINITION

For the State Grant Program, normal or satisfactory academic progress means that 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. Satisfactory academic progress is a quantitative measure. Qualitative measures such as grade point average (GPA) are not evaluated for State Grant purposes. **Before crediting a State Grant to a recipient's account, certify that, 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 retroactive to the receipt of the State Grant award(s) being reviewed do not count towards academic progress.**



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

During the yearly cycle, the student must complete the minimum number of credits commensurate with State Grant enrollment and award received during each term. Lack of enrollment during a specific term does not negate the student's responsibility to make up deficient credits before receiving any additional State Grant awards.

- a. **WHEN TO CHECK (NON-TRANSFER STUDENTS)** - Progress may be checked at the end of each Spring term for the preceding 12-month period (Summer, Fall, [Winter] and Spring terms); OR it may be tested at the end of each Summer term for the preceding 12-month period (Fall, [Winter], Spring and Summer terms) regardless of the number of State Grants received during that period. Although the school may choose when to apply this test (after Spring or after Summer), the school must apply the test at that same point in time to all State Grant recipients.
 - i. PHEAA requires progress evaluation if the student was a State Grant recipient within the last 10 years. The 10- year period includes the 2014-15 period; therefore, if the last State Grant was received during 2004-05 or before, academic progress does not need to be evaluated.
 - ii. A school's academic progress standards do not have bearing on State Grant eligibility.
- b. **FREQUENCY** - After the school has certified progress, check progress again after the next academic year during which the student receives State Grant aid.

EXAMPLE - MONITORING PROGRESS AT THE COMPLETION OF SUMMER

This example assumes a semester schedule, no remedial courses, and that progress is verified after the Summer term.

Term	Fall 2013	Spring 2014	Summer 2014
Credits Attempted	12	12	6
State Grant Awarded	Full-time	Full-time	Part-time
Credits Earned	12	9	6
SUMMARY:	Student did not make progress at the end of summer since only 27 credits were earned and 30 were needed to satisfy the minimum enrollment for all awarded terms.		
ACTION:	Reject the student for progress effective with the Fall 2014 term. The student will remain ineligible for subsequent terms until the 3 regular credits are earned.		

This example assumes a semester schedule, no remedial courses, and that progress is verified after the Summer term; however, the student did not receive a State Grant award for the Fall term.

Term	Fall 2013	Spring 2014	Summer 2014
Credits Attempted	3	12	6
State Grant Awarded	Reject I	Full-time	Part-time
Credits Earned	3	9	6
SUMMARY:	Student did not make progress at the end of summer since only 15 credits were earned since the term in which a State Grant award was first received and 18 were needed to satisfy the minimum enrollment for all awarded terms.		
ACTION:	Reject the student for progress effective with the Fall 2014 term. The student will remain ineligible for subsequent terms until the 3 regular credits are earned.		

EXAMPLES – MONITORING PROGRESS AT THE COMPLETION OF SPRING

These examples assume a semester schedule, no remedial courses, and that progress is verified after the Spring term.

Term	Summer 2013	Fall 2013	Spring 2014
Credits Attempted	12	15	15
State Grant Awarded	Full-time	Full-time	Full-time
Credits Earned	9	12	15
SUMMARY:	Student made progress at the end of the Spring term since 36 credits were earned and 36 credits were needed to satisfy the minimum enrollment for all awarded terms.		
ACTION:	None		

Term	Summer 2013	Fall 2013	Spring 2014
Credits Attempted	6	12	12
State Grant Awarded	Part-time	Full-time	Full-time
Credits Earned	6	9	12
SUMMARY:	Student did not make progress at the end of Spring since only 27 credits were earned and 30 were needed to satisfy the minimum enrollment for all awarded terms.		
ACTION:	Reject the student for progress effective with the Summer 2014 term. The student will remain ineligible for subsequent terms until the 3 regular credits are earned.		

2. PRIOR GRANT INFORMATION

PHEAA provides the most recent 6 terms, semesters or quarters, of State Grant aid prior to the 2014 Fall term on the roster. Refer to the *Prior Term(s) indicator* following the student’s name.

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	2014-15 Spring term
W09	2009-10 Winter term
R10	2010 Summer term
HST	Indicates that the student’s most recent State Grant was for a term prior to the 2005-06 Academic Year



- Refer to the ELIGIBILITY RECORD to view the student’s history of enrollment and State Grant awards; or
- Refer to the *Prior Award Terms and Prior Award Counters* on the *Applicant Status Transmission or Listing*; or
- Refer to the *Prior Grant Terms-Number One through Number Six* on the *Disbursement Transmission*

3. EVALUATION OF STATE GRANT ACADEMIC PROGRESS

When a student has received AT LEAST one term of State Grant aid within the past 10 years, evaluate academic progress. Check that DURING OR SUBSEQUENT to those terms, the student completed the minimum number of semester credits (or the equivalent, as defined below) commensurate with the number of terms and enrollment status of State Grant aid received. Recipients who fail the academic progress test remain ineligible until the requisite credits have been completed.

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

- a. REPEAT WORK – Only count successfully completed credits or clock hours once when applying the academic progress test. **“Failure” means lack of earned credits; therefore, you may count a second attempt if it is successful at earning credits.**

 Repeat course where credits were previously earned cannot be counted.

- 2013-14 – student attempts 24 semester credits and receives two full-time term awards; student earns 21 credits since 3 credits of the 24 were repeated to improve a non-failing grade. Student is ineligible until the credits are made up.

Repeat course where credits were previously failed (not earned) can be counted.

- 2013-14 – student attempts 27 semester credits and receives two full-time term awards; student earns 24 credits since three credits were repeated, and earned, for a failed class. Student is eligible.

EXAMPLES – REPEAT COURSES

These examples assume a semester schedule, no remedial courses, and that progress verified after the Spring term.

Term	Summer 2013	Fall 2013	Spring 2014
Credits Attempted	Not Enrolled	12	15
State Grant Awarded	No Grant	Full-time	Full-time
Credits Earned	Not Enrolled	9	15; repeated failed class from Fall 2013
SUMMARY:	Student made progress at the end of spring since 24 credits were needed to satisfy the minimum enrollment for all awarded terms.		
ACTION:	None		

Term	Summer 2013	Fall 2013	Spring 2014
Credits Attempted	Not Enrolled	12	12
State Grant Awarded	No Grant	Full-time	Full-time
Credits Earned	Not Enrolled	12	9; repeated class in Spring where credit was already earned in Fall
SUMMARY:	Student did not make progress at the end of spring since only 21 credits were earned and 24 were needed to satisfy the minimum enrollment for all awarded terms.		
ACTION:	Reject the student for progress effective with the Summer 2014 term. The student will remain ineligible for subsequent terms until the 3 regular credits are earned.		

- b. **ADVANCED STANDING** – Credits earned through examination or those considered “advanced standing” (refer to [Section A, paragraph 8](#) of this Chapter) do not count toward meeting the academic progress test.
- c. **INABILITY TO VERIFY** – **Do not credit the student’s account when there is a determination of lack of progress in accordance with these guidelines.** The student will not be eligible again until the school reports that the student has met the progress requirements or the student provides a transcript showing successful completion of the requisite number of credits.

4. TRANSFER STUDENTS

- a. **GENERAL** - Schools must reject the student for lack of progress until the student either provides the final academic transcript or completes the requisite number of credits or clock hours in accordance with the State Grant academic progress policy. **Credits successfully completed at the previous school: 1) do not need to be transferable to your school; and 2) must be earned at a State Grant approved or Federal Title IV eligible postsecondary institution.**



- Transcripts by which State Grant academic progress was verified must be in a format that can be produced for a compliance audit.
- Another document may be used in place of an official transcript as long the following are included:
 - » Classes attempted
 - » Period of enrollment (term and year)
 - » Number of credits for each course
 - » Grade earned for each course



- The phrase *Last Award, Diff. School* prints on the Summer and Fall term rosters next to the student’s name, if applicable.
- Refer to a code 1 (Yes) in the *Last Award, Different School indicator* on the *Applicant Status Transmission*.
- Refer to a code 1 (Yes) in the *Last Award, Different School indicator* on the *Disbursement Transmission*.

- b. MID-YEAR – When certifying eligibility for a student who has transferred to your school during the academic year (not Summer) and the student had received a State Grant in a prior academic year: 1) check if the student had a State Grant award in any previous term of the current academic year; and 2) determine if progress must be checked immediately or with your regular cycle (after Spring or after Summer) by using the following matrix.

State Grant award exists 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).

EXAMPLES – These examples assume no remedial courses and that progress is verified after the Spring term.

Semester Example Set

Example #	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Action
1	Award – School A	Award – School A	Award – School A	YOUR SCHOOL	Check Progress after Spring 2015
2	Award – School A	Award – School A	No Award – School A	YOUR SCHOOL	Review Progress before Spring 2015
3	Award – School A	No Award – School A	No Award – School A	YOUR SCHOOL	Review Progress before Spring 2015

Quarter Example Set

Example #	Fall 2013	Spring 2014	Fall 2014	Winter 2015	Spring 2015	Action
1	Award – School A	Award – School A	Award – School A	YOUR SCHOOL	YOUR SCHOOL	Check Progress after Spring 2015
2	Award – School A	Award – School A	No Award – School A	YOUR SCHOOL	YOUR SCHOOL	Review Progress before Winter 2015
3	Award – School A	No Award – School A	No Award – School A	YOUR SCHOOL	YOUR SCHOOL	Review Progress before Winter 2015

- i. SUMMER TRANSFERS – If your school checks progress after the Summer term and Summer is the first term of attendance for the student at your school, check progress:
- immediately if the last year of aid was **not** during the previous academic year; or
 - after Summer if the last year of aid was during the previous academic year

EXAMPLES – These examples assume a semester schedule, no remedial courses and that progress is verified after the Summer term.

Summer Transfer Example Set

Example #	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Summer 2015	Action
1	Award – School A	No Award – School A	No Award – School A	No Award – School A	YOUR SCHOOL	Check Progress before Summer 2015
2	Award – School A	No Award – School A	No State Grant record	No State Grant record	YOUR SCHOOL	Check Progress before Summer 2015
3	Award – School A	No Award – School A	Award – School A	Award – School A	YOUR SCHOOL	Check Progress after Summer 2015 (normal cycle)

- c. CONVERSION TABLE - For transfer students who attended a school using a different type of course value, the school must convert clock hours into credit hours or vice versa. For this purpose, the following formulas should be used:

Academic Progress Conversions	
1 semester credit	1.5 quarter credits
1 semester credit	37.5 clock hours
1 quarter credit	.66 semester credit
1 quarter credit	25 clock hours

Disclaimer: This conversion is only to be used for academic progress evaluations.

5. VISITING/TWO-SCHOOL ENROLLMENT

- a. Visiting - If a student is visiting your institution, such as during the summer term, your school must verify when the “home” school verifies academic progress. For example, if the “home” school verifies after the Spring term, you must obtain all necessary information to evaluate academic progress prior to crediting the State Grant for the Summer term. If the “home” school verifies academic progress after the Summer term, you must supply documentation to the “home” school upon completion of the Summer term. Refer to [Section A, paragraph 10](#) of this Chapter for more information on visiting students.
- b. Two-School Enrollment - Since the “home” school is always responsible for paying State Grant aid, the “home” school is also responsible for monitoring progress.

6. EXCEPTIONS TO ACADEMIC PROGRESS TEST

- a. **STUDENTS ENROLLED IN REMEDIAL/DEVELOPMENTAL COURSES** - In the case of students who were permitted a prior term of State Grant eligibility based on the remedial exception (refer to [Section A, paragraph 5](#) of this Chapter), only those remedial credits which were counted toward the full-time/half-time minimum may be considered part of the credits needed to meet the academic progress test for that period of time. For those students enrolled on a full-time basis (three regular and nine remedial credits) but receiving a half-time State Grant, only those six credits (three regular and three remedial) being counted toward half-time may be counted toward academic progress. Where it is necessary to count only a portion of the credits of a remedial course (e.g., one credit of a three-credit course) to achieve the minimum, all of the credits for that course (three credits in the above example) may nevertheless be counted to meet the academic progress test to avoid “splitting” a course for this purpose.

EXAMPLE - REMEDIAL ENROLLMENT, NO REMEDIAL EXCEPTION

This example assumes a semester schedule and that progress was verified after the Summer term.

Term	Fall 2013	Spring 2014	Summer 2014
Credits Attempted	12 regular, 3 remedial	12 regular	6 regular
State Grant Awarded	Full-time	Full-time	Part-time
Credits Earned	9 regular, 3 remedial	12 regular	6 regular
SUMMARY:	The 3 remedial credits from Fall 2013 were not used to meet the minimum enrollment requirement. Since no remedial exception was previously reported, remedial credits cannot be used for meeting academic progress requirements.		
ACTION:	Reject the student for progress, effective with the Fall 2014 term. The student will remain ineligible for subsequent terms until the 3 regular credits are earned.		

- b. **MEDICAL EXCEPTION** - Students may request an exception when there is failure to complete the required number of credits to satisfy the academic progress test. The student must report the medical condition, family illness or other extenuating circumstance that contributed to the failure but there is no guarantee of eligibility reconsideration. The academic progress exception form and instructions are available on PHEAA.org/forms.



Exceptions will not be granted for repeated failure due to ongoing medical conditions. Students should be advised to consider this when making enrollment decisions.

Exception approvals are term-based (i.e. only one term). The student must successfully complete the minimum number of credits appropriate to their enrollment and award status during that term in order to retain State Grant eligibility for future terms.

- c. **FINAL TERM EXCEPTION** - In cases where additional State Grant eligibility remains after the final term exception policy has been applied, the minimum number of credits required for academic progress would be the minimum required for the full-time term(s) (e.g., 12 at a semester school) and the successful completion of all credits taken during the exception term.

7. ADDITIONAL ACADEMIC PROGRESS EXAMPLES

EXAMPLE – CLOCK HOURS

This example assumes a quarter schedule and that progress was verified after the Spring term.

Term	Summer 2013	Fall 2013	Winter 2014	Spring 2014
Clock Hours Attempted	Not Enrolled	300	300	300
State Grant Awarded	Not Enrolled	Full-time	Full-time	Full-time
Clock Hours Earned	Not Enrolled	300	300	170
SUMMARY:	Student did not earn all hours for Spring 2014 and thus did not make progress. Clock Hours earned in Summer 2014 could bring the student back to eligible status for Fall 2014.			
ACTION:	Reject the student for progress effective with the Summer 2014 term. The student will remain ineligible for subsequent terms until the lacking 170 clock hours are earned.			

EXAMPLE – LAST ENROLLMENT SUMMER 2003

This example assumes a semester schedule, no remedial courses and that progress verified after the Summer term.

Term	Fall 2002	Spring 2003	2013-14
Credits Attempted	12	15	24 yearly credits attempted
State Grant Awarded	Full-time	Full-time	Ineligible – Late Filer
Credits Earned	6	9	24 yearly credits earned
SUMMARY:	The last term of State Grant aid was over 10 years ago, therefore, a progress review is not necessary for 2014-15. A key point is that the student had a 2013-14 application, but did not have a State Grant award.		
ACTION:	None		

E. PENNSYLVANIA DOMICILE

1. DEFINITION

Pennsylvania domicile is a statutory and regulatory (Regulation § 121.57) requirement. Domicile is a person's true, fixed and permanent home, the place to which the person intends to return whenever absent.

A student who is 18 years of age or older at the time of completion of the grant application, i.e., the FAFSA, must have been a domiciliary of Pennsylvania for at least 12 months immediately preceding the filing date of the application, exclusive of any period of time the student spent while enrolled in any postsecondary educational institution if the student came into or remained in Pennsylvania for the purpose of attending school. A student who is under 18 years of age at the time the application is completed must have a parent or guardian who complies with the domicile requirement.

If a recipient, or the recipient's parents when the student is under 18 years of age, ceases to be a domiciliary prior to the first day of classes for the academic year, the student becomes ineligible for State Grant aid for the full academic year. When a student ceases to be a Pennsylvania domiciliary after the opening day of classes, the student retains State Grant eligibility for the current academic year (except in cases where the student registers to vote in another state or is charged in-state fees at an out-of-state institution); however, eligibility terminates at the conclusion of that academic year.

A State Grant recipient who is attending an out-of-state institution and who is registered to vote in a state other than Pennsylvania is considered to have abandoned Pennsylvania domicile and is not eligible for State Grant aid for any subsequent terms until the student's out-of-state voter's registration is cancelled and the student registers to vote in Pennsylvania.

2. SCHOOL VERIFICATION

Although an institution may not be in a position to verify a recipient's compliance with all aspects of the domicile requirement, certain checks are required of the institution. These checks are:

- a. Confirm that the student's (permanent) home address, according to institution records, is in Pennsylvania. If it is not Pennsylvania, provide the out-of-state address to the Agency.
- b. Confirm, where institution records identify such, that the recipient is not registered to vote in a state other than Pennsylvania.
- c. Confirm that the student is not receiving, on the grounds of residency, a scholarship or grant from a state other than Pennsylvania.
- d. Confirm the student's in-state/out-of-state classification if attending a public college or university:
 - i. A public institution located outside of Pennsylvania must confirm the recipient's out-of-state fees. Students receiving the benefit of in-state fees due to their residency status are ineligible Pennsylvania domiciliaries and, therefore, are not eligible for a State Grant award for that term (or terms). Students who otherwise comply with the domicile test but receive the benefit of in-state fees for reasons other than residency are domiciliaries of Pennsylvania. However, report to PHEAA for possible reprocessing based on revised costs (refer to [Chapter 4 – Costs and Adjustments](#)).

NOTE TO OUT-OF-STATE INSTITUTIONS: Some institutions allow students to receive retroactive in-state classification, which thereby results in a refund of previously paid "out-of-state" fees. In such instances, prior to giving a refund to the student, the school is required to cancel the student's State Grant for the academic year/term in question and refund the grant disbursements to PHEAA.

- ii. A public institution in Pennsylvania must confirm that the recipient is being charged in-state fees.

If the institution's review brings Pennsylvania domicile into question, do not credit funds to the student's account and indicate the specific reason the student's domicile is in question.



Request a cancellation via Special Request in Partner Interface. Include:

- 1) Any State Grant funds previously credited to the student's account for prior terms of the academic year in question.
- 2) Provide any relevant dates and address information. For example, if a student at a Pennsylvania school is now residing in another state, provide the date the student (or the student's family) moved to that state and specify any known current address.

F. HIGH SCHOOL GRADUATION

In order to become a State Grant recipient, the student must comply with the Agency's secondary school graduation requirement which is provided in regulation under §121.21. Therefore, if institution records show that the student does not comply with PHEAA's requirement, the institution must withhold crediting of the State Grant.

1. SCHOOL OBLIGATIONS

- a. When school enrollment requires a high school diploma or an equivalent GED as a requirement for admission (exceptions being allowed for early admission students), the school may assume the student complies with the PHEAA high school graduation requirement and no additional action is needed.
- b. When school enrollment does not require a high school diploma or equivalent GED as a requirement for admission, the institution is required to verify that the recipient does meet the high school graduation requirement. Identify the recipient as "Not a High School Graduate" and withhold crediting when unable to verify high school graduation.
- c. Identify the student as "Early Admit" and withhold crediting when institution records reflect recipient admittance under a bona fide early admission program. Early admission review by PHEAA then occurs.

2. REQUIREMENT

With the exception of bona fide early admission students, a State Grant recipient must:

- a. Be the graduate of an approved: American high school, overseas Department of Defense high school or a foreign high school that has obtained U.S. accreditation.
- b. Have received a Commonwealth Secondary School Diploma (GED) or diploma issued by another state through the GED Testing Program or other state-approved secondary school equivalency credential.
- c. Meet one of the special conditions:
 - i. HOMESCHOOLING – Students who were homeschooled must have a high school diploma issued by one of the organizations recognized by the Pennsylvania Department of Education (PDE) or have certification from the local school district superintendent verifying that the homeschooled student has complied with P.S. 24 §1327.1 related to home education programs.
 - 1) LIST OF PDE-APPROVED HOMESCHOOL ASSOCIATIONS - Bridgeway Academy; Buxmont Christian Educational Institute; Classical Foundation of Lancaster; Erie County Homeschoolers Diploma Association; Mason-Dixon Homeschoolers Association, Inc.; Pennsylvania Homeschoolers Accreditation Agency; Susquehanna Valley Homeschool Diploma Programs, Inc.; Upattinas School and Resource Center; and Valley Forge Baptist Home Education Association
 - ii. DISTANCE-LEARNING OR CORRESPONDENCE HIGH SCHOOL –Only diplomas issued by one of the approved and operating Pennsylvania Cyber Charter Schools are eligible. PDE lists these schools on their website.
 - iii. EVALUATED FOREIGN HIGH SCHOOL DIPLOMAS – A student who has a foreign high school diploma (one that does not have U.S. accreditation) meets the requirement if they have an evaluation from a current National Association of Credential Evaluation Services (NACES) member that indicates the diploma is the equivalent of a U.S. high school diploma.

3. INELIGIBLE CATEGORIES

Diplomas issued by correspondence schools (that are not PA Cyber Charter), distance learning and U.S. Military General Education Diplomas are not acceptable. Those students must obtain a GED or other state-approved secondary school equivalency credential.

G. CHANGES IN EXPECTED FAMILY CONTRIBUTION (EFC) AND FEDERAL PELL ELIGIBILITY

Until August 1 and the initial disbursement of funds for the academic year, the Agency will automatically update a student's State Grant record with data received through electronic transmissions from the U.S. Department of Education (USDE). These updates may change State Grant amount. PHEAA uses the EFC and the Federal Pell Grant (both, as calculated by PHEAA) to calculate the amount of need for a State Grant that the student exhibits.

H. SOCIAL SECURITY NUMBER CORRECTIONS

Since the State Grant Program uses the student's Social Security Number as the primary means of identification, the accuracy of such is very important. Whenever the institution's records indicate a Social Security Number different from that appearing on the roster (or award notice), the school should verify the correct Social Security Number with the student and report such to PHEAA, indicating that the Social Security Number verification completed. This will expedite the change.

I. INCARCERATED STUDENTS

It is the policy of the Agency to deny State Grant assistance to incarcerated students. Verify the student's status prior to crediting the State Grant. Identify incarcerated recipients (excluding those in "halfway houses" or community service centers) to PHEAA, and withhold crediting. Make every effort to ensure that students enrolling in distance education courses are not incarcerated.

J. SATISFACTORY CHARACTER

Students are subject to a "satisfactory character" review for the State Grant Program as indicated in 24 P.S. §5158.2. As per the school's participation agreement, any student at the institution who is a resident of the Commonwealth and who is known to the institution to have been convicted of a criminal offense which, under the laws of the United States or the Commonwealth would constitute a felony, must be reported to PHEAA if that student is otherwise eligible to receive financial aid from the Pennsylvania State Grant Program. The reporting requirements only apply to those students who are approved to receive/are receiving PA State Grant aid. PHEAA will then review the eligibility of students reported by the institution to have been convicted of a felony offense.



Use the "Special Request" feature on the Partner Interface to report appropriate students to PHEAA.

K. STUDENTS IN DEFAULT

Where the school is aware that a State Grant recipient has defaulted or has a claim of default pending on any educational loan guaranteed or reinsured by the federal government, the governments of any state, or institution, identify to PHEAA and withhold crediting. This includes, but is not limited to, programs administered by PHEAA where awards have been converted to loans due to failure to meet all eligibility or service requirements and the loan is in default status.



PHEAA may identify and reject eligibility for default even when the Institutional Student Information Report (ISIR) has no default comments. This includes:

- Students who have failed to discharge their responsibility in borrowing through a Federal or State Educational Loan Program and have a default claim pending on their loan account. These students are ineligible until the account is brought current which may be through an in-school deferment.
- Students who failed to meet obligations of the Pennsylvania National Guard (EAP) Program or New Economy Technology Scholarship (NETS) Program, had their grants converted to loans, and who failed to meet those loan obligations.

Students May Contact:

Agency/Department	Number	Information
Default Prevention	800.328.0355	To find out how to bring the account current
AES-Graduate and Professional Services	800.233.0557	To find out the status of an EAP or NETS converted loan
Pennsylvania National Guard	717.861.8894	To find out the reason(s) the EAP grant converted to a loan

L. STUDENTS WHO REFUSE STATE GRANT AWARDS

When a student informs the school that they do not want to accept the State Grant award for a particular term or terms, the school must advise the student to refuse the State Grant in writing. The written refusal must include the student's name, address, Social Security or PHEAA Account Number, term or terms being refused, the corresponding award amounts, and the student's signature. The school may elect one of the following options:

1. **Report** the refusal via Special Request and retain the refusal in the student's file; or
2. **Direct** the student to contact PHEAA in writing with the refusal information.

CHAPTER 3 – ATTEMPTED CREDITS REPORTING

A. REQUIREMENT – PHEAA requires all schools to report enrollment data on classroom and online credits for State Grant recipients. Although the required data is student-and term-specific, the requirement does not prohibit a school from certifying student eligibility and paying a State Grant award. PHEAA will be using this data to identify the enrollment patterns of State Grant recipients to consider change and support decisions that will sustain a viable State Grant Program in the long-term. **The required reporting is a snapshot of the number of classroom and online credits for which the student is registered at the time of the institutional census date or enrollment freeze date for each term.** Credits must be differentiated between online and classroom and a credit value must be provided for each field, even if it is a zero. Reporting must be completed through Partner Interface or State Grant Certification Transmission.



The State Grant Program needs to collect the **actual** number and type of credits in which the student is enrolled. The actual number often differs from the number necessary to meet minimum enrollment requirements.

1. **ASSUMPTIONS** – PHEAA requires the credit information for all schools whether or not the school has distance education offerings. PHEAA cannot make any school or program-specific assumptions. Update of this data by the school for each term ensures accuracy of the data being reported at a student level.
2. **Student’s STATUS** – This credit information is statistical. Lack of reported information in the State Grant record will not prevent a student’s record from having a “Complete” status and eligibility calculated nor should it prevent the school from certifying eligibility.

Since PHEAA does not use the attempted credits data to make any determinations on a student’s status, your school is responsible for adhering to the enrollment and adjustment requirements set forth in these procedures. Refer to [Chapter 1 – School and Program Eligibility for enrollment](#) and less than 50-percent classroom reporting requirements and [Chapter 4 – Costs and Adjustments](#) regarding adjustments.

3. **SCHOOLS WITHOUT DISTANCE EDUCATION OFFERINGS** – All schools are required to report attempted credits even if the school does not offer distance education programs or courses. If the school does not offer distance education, the school must report zero in the online component and the actual number or credits in the classroom component for each awarded term. Please refer to the *State Grant Credit Reporting Tips* on [PHEAA.org](#).
4. **MAXIMUM NUMBER OF CREDITS PER TERM** – PHEAA has set a technical limit on the number of total credits (sum of online and classroom) that may be reported per term. The limit is 30 credits. In rare cases where the student is enrolled for more than 30 credits in a single term, the schools should report 30 total credits. If these credits are not all classroom, reduce the classroom credits so that the total does not exceed 30 credits.
5. **TREATMENT OF CREDITS THAT DO NOT COUNT TOWARD STATE GRANT ENROLLMENT** – Schools are required to report the student’s entire enrollment record for purposes of online vs. classroom reporting.
 - a. **EXAMPLE 1 – REMEDIAL** - Credit reporting means all credits in which the student is enrolled even if not all those credits are used to meet the State Grant enrollment requirements. The student may not need a remedial exception indicator for State Grant purposes; however, credit reporting must reflect that the student was enrolled in remedial credits in order to provide the true picture of total enrollment.

Example: (Using a Semester Schedule)

Classroom Credits		Online Credits		Remedial Exception	Credit Reporting	
Regular Credits	Remedial Credits	Regular	Remedial		Classroom Credits	Online Credits
12	3	0	0	None needed – student meets full-time minimum	15	0
6	3	0	0	None needed – student meets half-time minimum	9	0

b. **EXAMPLE 2 – INTERSESSIONS (“WINTERIM”)** – An intersession (“winterim” term) is a mini-term that falls between the Fall and Spring terms at a school that operates using a semester schedule. This mini-term does not meet the minimum State Grant term length requirements and is not eligible for a separate disbursement. However, semester schools are permitted to combine the credits from a “winterim” term with the Fall or Spring term to satisfy the minimum enrollment requirement for one of those terms. Since the State Grant Program doesn’t use the “winterim” term as a separate term, it cannot be collected separately. Therefore, if the credits are used to meet minimum State Grant enrollment, those credits would be reported in the Fall or Spring term in which they were applied. Otherwise, “winterim” credits would remain unreported.

6. **CLOCK HOUR CONVERSIONS** – For schools measuring enrollment in clock hours, use the conversion formula below to convert clock hours to credit hours.

Clock Hour to Credit Hour Conversion Formula	
37.5 Clock Hours	1 Semester Credit
25 Clock Hours	1 Quarter Credit

EXAMPLE – CLOCK HOUR CONVERSION

A student is enrolled in a clock hour program for 450 clock hours in the first enrollment semester. Dividing 450 clock hours by 37.5 results in a conversion of 12 semester credits.

7. **TWO-SCHOOL ENROLLMENT/VISITING STUDENT** – Schools must report credits taken at another school that are accepted and used to meet the degree or program objective.

a. At the time of certification, the “home” school is required to obtain from the other institution information necessary to credit the student’s award. Therefore, the information should be collected at that time, although due to timing, the other school may be providing the information from a source other than a transcript. Refer to [Chapter 2 – Student Enrollment and Eligibility Verification, Section A, paragraph 10](#) for information on the requirements for two-school enrollment and visiting students.

B. REPORTING DEADLINES AND TIPS

1. **DEADLINE AND PENALTY FOR NON-COMPLIANCE** – Credits may be reported by term during the academic year, Summer period or at the time of reconciliation. The reporting deadline is July 31, 2015 for the 2014-15 Academic Year and December 31, 2015 for the 2015 Summer term. After these deadlines, holds will be placed on State Grant disbursements for schools that have missing information or where total credits equal zero in a term where a State Grant award has been paid.
 - a. **REPORTING BY TERM** – If a student is not paid for a prior term award until after the end of the term, credits must still be reported for that prior term. For example, if both Fall and Spring awards are paid to the student with the certification of the Spring term roster, the school must now report both Fall and Spring attempted credits.

2. OTHER NOTEWORTHY TIPS

a. HISTORY

PHEAA logs an activity for each credit reporting submission.

- i. **Partner Interface submission** - A submission received by PHEAA via Partner Interface displays as "CLASSROOM/ONLINE CREDITS UPDATE BY SCHOOL-PARTNER INTERFACE."
- ii. **Certification Transmissions** - A submission received by PHEAA via Certification Transmissions displays as "CREDITS ATTEMPTED UPDATE."

b. DO NOT RE-REPORT WHEN THERE IS NO CHANGE

Schools must remove student records where data was already reported and there are no changes to the previously reported data. In these instances, PHEAA overlays old data with new, same data, which does not impact the school's reporting obligation; however, it does impact the student record since PHEAA will add an activity to the student's Activity Log, each time a submission is made. These "duplicate" submissions clutter up the Activity Log, making it difficult to locate information, as well as making it difficult to discern when your school actually reported the data since there are multiple dates for the same information.

c. ZEROES

Schools should be aware that when zeroes are submitted, whether it is via Partner Interface or Certification Transmission, zeroes will be updated into the student record for the corresponding component or components. **Zeroes do not mean blank and will overwrite previously reported data.**

Example

On January 10, School A reports the Fall online component as three credits and does not report the Fall classroom component. School A returns to report the Fall classroom component on January 15 with nine credits but wants to keep the online component at three. The school should not enter any data in the Fall online component. Entering zero will change the online component from three to zero.



For additional tips, please refer to the *State Grant Credit Reporting Tips* available on PHEAA.org/training under State Grant Training.

CHAPTER 4 - PENNSYLVANIA STATE GRANT COSTS AND AWARD ADJUSTMENTS

A. EDUCATIONAL COSTS USED IN CALCULATING A STATE GRANT

Total educational costs are comprised of the components listed below. Schools report the tuition and fees component to PHEAA annually in March-April through the online State Grant Education Cost Form. Total costs are subject to PHEAA approval and a cost cap. PHEAA announces the college cost cap amount in May.



PHEAA publishes the State Grant Program Manual in July after final award announcements (see AWARD STATUS DEFINITIONS). This publication, available on PHEAA.org, details the State Grant Need Analysis Formula, and provides other important information to the public. The Program Manual complies with Regulation § 121.47.

1. **TUITION AND FEES** – Tuition and fees for the institution or program of study (Business, Trade and Technical schools)
2. **BOOKS AND SUPPLIES** - A book allowance included for all students by PHEAA. For 2013-14, this allowance was \$1,000. PHEAA annually announces this allowance in May.
3. **EDUCATIONAL EXPENSE ALLOWANCE (EEA)** – Effective with the 2012-13 Academic Year, the traditional room and board or commuter allowance was replaced by a standard educational expense allowance. For 2013-14, this allowance was \$4,000. PHEAA annually announces this allowance in May.
 - a. **HOUSING** – Effective with the 2012-13 Academic Year, housing status does not have to be reported and does not affect State Grant eligibility. **Room and board costs will continue to be required during the annual educational costs collection for statistical purposes.**



Although not required, a school may opt to provide corrected student by student housing data for their own record-keeping. In these cases, corrected housing is recorded on the school's reconciliation roster.

B. AWARD STATUS AND CREDITING DEFINITIONS

1. **CONDITIONAL AWARDS** – The State Grant Program announces conditional awards in May to assist students with college financing decisions. Conditional awards mean award amounts prior to the passage of the Commonwealth budget. Schools may not pay a student based upon a conditional award.
2. **FINAL AWARDS** – Final indicates an award calculated after the Commonwealth budget passage.
3. **CREDIT/CREDITING** – Whenever this Chapter makes use of the verb “credit,” this means a FINAL CREDIT as defined in [Chapter 5 – Disbursements and Cash Management, paragraph G.4.](#)

C. AWARD ADJUSTMENTS FOR WITHDRAWALS, DROPS AND ADDS

1. **WITHDRAWAL DEFINITION** – When a student withdraws from a course or courses and the student 1) was charged by the school; and 2) will receive attempted credits that appear on the transcript, the student meets the withdrawal definition for State Grant purposes. The transcript will reflect that no credits were earned for such course or courses.



A leave of absence prior to the end of the term or disbursement period equals a withdrawal, regardless of the student's reasons. Since the student has terminated enrollment prior to the end of the term, adjust the State Grant regardless of the school's special provisions for such leaves.

The terms “withdraw” or “withdrawal” in these procedures encompasses situations when the student fully or partially withdraws; takes a leave of absence; changes from an approved to a non-approved program of study; or is terminated, expelled, suspended, or dismissed.

- a. DROPS – The State Grant Program uses the term “drop” to describe a course or courses for which the student was registered but where the course(s) was removed from the student’s schedule and thus no transcript or charges remain on the student’s account. Drops normally occur during a defined period at the beginning of the term but this administrative action may occur later on an exception basis. **Dropped courses do not count toward enrollment, therefore, the school 1) may not consider dropped courses when paying the State Grant; 2) may not apply withdrawal procedures; and 3) must adjust enrollment and eligibility accordingly.**

EXAMPLE – Drop

A student enrolls in 6 credits, is paid for a half-time State Grant on September 2nd and subsequently drops one three-credit course on September 4 during the institutional “Drop-Add” period. The student must be reported as “less than half-time” and return the funds to PHEAA. Withdrawal procedures are not applicable in this case.

A student’s term award is subject to an adjustment when the student initially enrolls for the term but withdraws **prior to the end of the term/disbursement period**. Schools without set terms must use the student’s disbursement period which would comprise a “term” when applying withdrawal procedures. Refer to Term Start Dates in [Chapter 5 – Disbursement and Cash Management](#).

2. **EVALUATING WITHDRAWALS FOR ADJUSTMENT – This can only be done when 1) State Grant awards are FINAL; and 2) the award was previously disbursed and paid to the student’s account after certification of eligibility.** Adjusted grant payments, for any reason, although reduced, equal an appropriate term award counter (full- or half-time) for State Grant purposes.



If a school receives a pre-disbursement roster and identifies a student who is on leave, the school must cancel the term eligibility for reason *not enrolled* (Certification Transmission – Use code *G – Not Enrolled* in the full-year or term *Cancellation indicator*).

EXAMPLE – Funds Not Disbursed

School A has a Summer term that begins on May 15 and ends July 18. A student at School A dropped out on June 1 during the 40-percent refund period for the school. The term’s first roster was received on July 2. Since the Summer term roster and funds were not disbursed until after the student dropped out, the school must return 100 percent of the funds. Although a school may have deferred all or a portion of the student’s bill based upon an estimated State Grant amount prior to the student’s withdrawal, the school cannot apply a final credit of funds prior to the receipt of the term’s first disbursement roster.

EXAMPLE – Conditional Awards

The State Grant Program announces **conditional** awards in May 2014. The Commonwealth Budget has not passed at the time classes begin on August 28, 2014. The school defers the State Grant portion of the student’s bill but the student withdraws completely on September 30, 2014. The budget passes on October 3, 2014 and the State Grant Program announces final awards on October 4, 2014. Disbursements occur after October 5. Because the student withdrew prior to the announcement of **FINAL** award amounts, the school must remove any Fall term bill deduction and cancel the term eligibility for reason *Not Enrolled* (Certification Transmission use code *G – Not Enrolled* in the full-year or term *Cancellation indicator*).

3. **EVALUATING DROP/ADDS FOR ADJUSTMENTS** - Schools are required to monitor and report changes that may impact a student’s eligibility from dropping and adding classes. If the ratio of online versus classroom credits changes after initial crediting of the State Grant award due to dropped or added courses and this violates the 50-percent limitation on distance education credits, this may render the student ineligible for the previously paid State Grant award which now must be reported as “less than 50-percent in classroom” and will likely result in cancellation of the award.

- a. TOTAL WITHDRAWAL FROM SCHOOL – If a student withdraws from school completely, follow the same ADJUSTMENT STEPS which are outlined for partial withdrawals.
- b. DROPS AND ADDS– If a student drops or adds credits this may impact the ability to meet the minimum part-time enrollment status or may alter the ratio of classroom to online credits rendering, the student as more than 50-percent online. In either of these situations, follow these steps:
 - i. Report the student as “Enrolled <50% classroom” unless the student is now less than half-time. If the student is now less than half-time, report the student as enrolled “Less than half-time.”
 - ii. Monitor the student’s status. If the student does not request an Americans with Disabilities Act (ADA) exception, PHEAA will cancel the award once 30 days expires (Cancel reason “L”). Refer to [Chapter 2 – Student Enrollment and Eligibility Verification, Section A, paragraph 2.b.iii](#) for details on this process.
 - iii. Refund the award amount that has been cancelled to PHEAA. This is NOT a PHEAA collectable and not a new practice.

c. DROPPED COURSE EXAMPLE

A student was enrolled in 12 credits during Fall 2014. During the Spring 2015 term, he has one three-credit course completely dropped from Fall 2014 on his transcript. In this case, the school is responsible for reporting nine credits, adjusting the enrollment for the Fall term to part-time, adjusting the State Grant from full-time to part-time, and/or reporting less than 50-percent classroom, if appropriate.

d. ADDED COURSES

Example Set/Added Courses – Students who add courses that change the credit ratio

Students	Enrollment				Enrollment Reported		Date Credits Reported (census)	Enrollment Change		
	Classroom	Online	Term	Date Student Paid	Classroom	Online		Date Change	Classroom	Online
Student A	6	6	Fall	1-Sept	6	6	8-Sept	9-Sept	9	6
Student B	6	6	Fall	1-Sept	6	6	8-Sept	9-Sept	6	9

Example Set/Added Courses –

Student A has added one three-credit classroom course. At the point of the institutional census, the credits were accurately reported. There is no change to the student’s eligibility since the student is enrolled for more than 50-percent classroom courses.

Student B has added one three-credit online course. At the point of the institutional census, the credits were accurately reported. However, the school must report “Less than 50% classroom” attendance. A refund is expected from the school. For more information on this reporting, refer to [Chapter 2 – Student Enrollment and Eligibility Verification](#).

 Changes to enrollment that result in ineligibility due to “less than half-time” or “less than 50% classroom” require a refund from the school. These are **NOT** PHEAA Collectables (see [Chapter 5 – Disbursements and Cash Management](#) for more information on PHEAA Collectables). Schools that are approved for the Distance Education Pilot Program may nominate potentially eligible students. Please refer to those separate guidelines as they are not addressed in these procedures.

4. **EVALUATING IF A REFUND IS DUE TO PHEAA** – Once funds have been disbursed to the school, a refund to PHEAA of all or a portion of the State Grant may be required depending upon **1) the date of the student’s withdrawal; and 2) the standard tuition refund policy of the institution.** Indicated below are two examples of handling unofficial withdrawals.

*EXAMPLE - Unofficial Withdrawal/No Attendance Record
(Assumes State Grant award was paid in September at the beginning of the Fall term)*

A student receives all “F” grades at a school where attendance is not taken. An institutional review indicates that the student “unofficially withdrew” in November after the “Drop-Add” period. The student is incurring 100 percent of their charges because this occurred after the institutional refund period and, therefore, the credit of the State Grant may stand. However, the student should be advised that this will cause an issue with academic progress for future State Grant aid.

EXAMPLE - Unofficial Withdrawal/Last Attendance Date Recorded

School B received a roster and funds on January 15 and credited a student. On February 20, the FAA was notified that the student unofficially withdrew on January 10. Since School B must use the last date of the student’s attendance and apply the State Grant withdrawal steps outlined in this procedure, the school must return 100 percent of the funds.

5. **WITHDRAWAL AFTER TERM COMPLETION** – When a school grants a student a retroactive withdrawal for a term for which the State Grant has already been paid, follow the standard tuition refund policy of the institution and the ADJUSTMENT STEPS listed in paragraph 9.
6. **AWARD INCREASES AFTER CREDITING AND WITHDRAWAL** – In certain circumstances, the State Grant award amount may increase after initial crediting. In this event, an increase in the award for the term **cannot be credited** after the student has withdrawn or dropped to “less than half-time” status during the term.
7. **PARTIAL WITHDRAWALS TO AT LEAST HALF-TIME DURING THE School’s REFUND PERIOD** – When a student partially withdraws to an enrollment status of at least half-time after funds have been credited and during the school’s refund period, the school has two options:

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 (Chapter 2, Section D) since half-time award counter is used	Award may be less than the adjusted full-time award

EXAMPLE - Partial withdrawal to at least half-time during school’s refund period

A grant recipient initially enrolls for 15 Fall term credits, receiving \$900 and is charged \$1,500 (\$100 per credit). Subsequently, the student withdraws from six credits. This occurred after crediting and during the school’s 50-percent refund period. The student receives a refund of \$300 from the school. This equates to a 20-percent refund of the total institutional charges. With regard to the award amount, adjustment of the full-time award would be \$720 or 80-percent of \$900 as PHEAA would require a proportional refund of the State Grant funds awarded for the term. Even though the student is enrolled at least half-time and eligible for a half-time award of \$450 (.25/.16 award counter), an adjusted full-time award would provide more money to the student but would use a .50/.33 award counter. The school may opt to make the adjustment instead of reporting the student as half-time.

8. SUMMARY –

Treatment of Enrollment Changes			
Status Change (prior to the end of the term/disbursement period)	Have funds been credited?	Should funds be returned?	Does withdrawal date matter?
Withdraws or Changes to Non-Approved Program	No	Yes	No
	Yes	Depends – Refer to ADJUSTMENT STEPS	Yes
Drops to Less than Half-time	No	Yes	No
	Yes	Yes	No
Partially Withdraws - Half-time to Less than Half-time	No	Yes	No
	Yes	Depends – Refer to ADJUSTMENT STEPS	Yes
Status Change	Have funds been credited?	Report as half-time?	Report adjusted amount?
Partially Withdraws -Full-time to Half-time	No	Yes	No
	Yes	The school must choose to 1) report as half-time or 2) adjust	

9. **ADJUSTMENT STEPS** – Before making an adjustment, the school must be able to document that crediting based on the enrollment status took place prior to withdrawal and that the student was otherwise eligible. Adjustment steps are as follows:

- a. **Determine** the portion (or percentage) of tuition funds due for the term that would be refunded in accordance with the school’s tuition refund policy in the case of withdrawal or course load reduction.

EXAMPLE - Withdrawal from school during school’s refund period
 A recipient awarded a \$600 Fall semester grant withdraws at the end of the second week of classes. According to the school’s refund policy, the student receives a 75-percent refund of tuition charges. PHEAA expects a \$450 (75 percent) refund of the Fall term State Grant.

EXAMPLE - Change to a non-approved program of study
 A student at a business school changes from an approved to a non-approved program of study after the term has begun and the \$750 State Grant has been credited to their account. Adjust the State Grant as if the student withdrew on the date of the program change even though the student may not be entitled to a refund since not officially withdrawn from school. For example, the school prorates tuition on a weekly basis and the student changes to a non-approved program during the eighth week of a 12-week term; four-twelfths (or one-third, \$250) of the grant for that term must be refunded to PHEAA.

- b. **Check** that the amount of the State Grant retained by the school does not exceed that portion permitted under the school's tuition refund policy; whenever possible and where school policy allows, a portion should be refunded to PHEAA.
- c. **Advise** the student to pay the amount to the school when, in accordance with the above procedure, the amount of State Grant funds retained by the school is small. This enables the school to refund the entire term's disbursement to PHEAA. The result saves a term of State Grant eligibility for the student and possibly avoids an academic progress issue in the future.
- d. **Report** award adjustments via Partner Interface.



Submission of adjusted awards is only available in Partner Interface in the single student update function. Schools may enter the revised term award amount beginning in July after the first possible enrollment for the Fall term begins.

D. NON-SPONSORING STATUS (PENNSYLVANIA COMMUNITY COLLEGES ONLY)

Before crediting, financial aid administrators at community colleges must verify that the students incurring non-sponsoring district costs are reported to PHEAA.



- Report students with a program of study *P-Non-Spon Clg Transferrable* for students enrolled in college transferrable programs or code *Q-Non-Spon 2 Yr Terminal Program* for students enrolled in 2-year terminal programs.
- Students already identified to PHEAA as non-sponsoring are identified by:
 - » the notation *Non-Sponsoring* in the *Student Identification/Address* column on the roster
 - » *1 - Yes* in the term *Non-Sponsoring District Indicator* on a disbursement transmission
 - » *1 - Yes* in the term *Non-Sponsoring District Indicator* on the applicant status transmission

E. DIFFERENT EDUCATIONAL COSTS

In calculating educational cost figures for the academic year, PHEAA uses the standard tuition and fee charges for the typical full-time, undergraduate student that were reported by the school on the annual State Grant Education Cost Form.



When a student's total financial aid exceeds the Cost of Attendance (COA), reducing the State Grant to meet the budget is NOT permitted. Taking such action would essentially mean reinstating the gift aid policy which was eliminated effective with the 2013-14 Academic Year. Effective 2013-14, a student is eligible to receive PA State Grants even if they are over the COA, providing that they are not receiving any need-based federal aid (excluding Pell). If the student has federal aid such as FSEOG, Federal Work Study, Federal Perkins, or subsidized Federal Direct Loans and are over need/costs, an adjustment will need to be made to other student aid programs to eliminate the overaward per federal financial aid regulations while including the State Grant as a resource.



2014-15 (and Summer 2014) costs were collected during the March/April 2014 submission period. PHEAA uses prior year costs when schools fail to submit costs during that time period. For more information, please refer to March memoranda in the Document Library.

PHEAA cannot give special processing consideration for cohorts of students whose charges are a higher or lower tuition than those reported on the annual cost form. Schools who are willing to monitor these students throughout the year may submit a special budget to PHEAA during the annual cost collection effort.

1. REQUIREMENTS

- a. COSTS LESS THAN TUITION AND FEE CHARGES USED BY PHEAA - Where the tuition and fee costs used by PHEAA for the term in question exceed the student's actual tuition and fees costs for 2014-15 by at least 25 percent, the school is **required** to report to PHEAA the actual costs incurred by the student if these fall below the cost cap when annualized. Final year students, study abroad, a combination of day and evening courses, etc., are all circumstances whereby a student may incur tuition and fee costs which are substantially different (lower) than those used by PHEAA in calculating the State Grant.
- b. HALF-TIME – PHEAA uses full-time, full-year tuition and fees when calculating a student's need. Half-time awards are calculated as one-half the full-time award unless the student's half-time eligibility is below the minimum award amount; or, the student reaches the maximum number of payments and the remaining award counter is less than a half-time counter (PHEAA Adjusted "X"). Therefore, the school should calculate the half-time threshold as noted in paragraph c.
- c. Threshold Calculation and Examples

Reported Tuition & Fees for Full-Time, Full-Year Equivalent	School's Schedule	Term Cost	Full-Time Threshold*	Half-Time Threshold*
X	Semester	$X/2 = Y$	$Y \cdot .75 = Z$	$Z/2$
X	Quarter	$X/3 = Y$	$Y \cdot .75 = Z$	$Z/2$
\$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

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

- d. COSTS EXCEEDING TUITION AND FEE CHARGES USED BY PHEAA – Schools **may** request reconsideration when the costs incurred by the student for either tuition and/or fees exceed the costs used by PHEAA by at least 25 percent. If the student is receiving the maximum State Grant award or if the student's total educational costs exceed the Need Analysis formula's cost cap, do not report increased costs. Schools that process full-time students for a half-time State Grant due to remedial/developmental coursework (refer to [Chapter 2 – Student Enrollment and Eligibility Verification, Section A, paragraph 5](#)) may review these students for different educational cost purposes since they are incurring full-time tuition and fees.
- e. TUITION WAIVERS – Schools must use the actual costs of students who are receiving a tuition waiver in order to use the tuition charges in the Cost of Attendance (COA) for State Grant purposes. The student account must show that charges for the full amount were applied and then a credit was applied in the amount of the tuition waiver (all or part). If this is not able to be shown on the student's account, then the tuition costs cannot be used. This may mean that reporting reduced costs (more than 25-percent lower) is required for recalculation of State Grant eligibility.
- f. TUITION REMISSION – Some schools provide a financial aid scholarship to offset charges rather than actually reducing tuition. The institutional accounting records should indicate the full amount of tuition and fees charged to the student. Any amounts awarded to the student through "tuition remission" should likewise be indicated on the account. An institutional scholarship covers this charge so it is not the elimination of the charge.

2. REPORTING STEPS

- a. **Conduct** all other eligibility tests required by the Certification Procedures and submit necessary changes to PHEAA prior to the submission of different educational costs. For example, report a change from full-time to half-time **before** reporting different educational costs.
- b. **Withhold** the State Grant until all changes are processed and the student's eligibility is recalculated.
- c. **Report** lower costs through the Partner Interface on a student-by-student basis.



Submission of costs (that are lower by more than 25-percent) is only available in Partner Interface in the single student update "Cost Override" feature. Thresholds display for ease of your review. Schools may enter the term costs beginning in May after initial need processing occurs and awards are announced to the public.

Costs that are higher by more than 25-percent **may** be reported via the Special Request function in Partner Interface.

CHAPTER 5 – DISBURSEMENT AND CASH MANAGEMENT

A. MAINTAINING AND ACCOUNTING FOR FUNDS

A school has a fiduciary responsibility to segregate Pennsylvania State Grant funds from all other funds and to ensure that State Grant funds are used only for the benefit of eligible students. Absent a separate bank account, the school must ensure that its accounting records clearly reflect that it segregates State Grant funds. Under no circumstances may the school use State Grant funds for any other purpose, such as paying operating expenses, collateralizing or otherwise securing a loan, earning interest or generating revenue.

1. **ACCOUNTING** - The school must maintain financial records that reflect all State Grant Program transactions. General ledger control accounts and related subsidiary accounts must identify all State Grant Program transactions and separate those transactions from all other transactions.
 - a. **WHEN A SCHOOL DOES NOT MAINTAIN A SEPARATE ACCOUNT** – If a school does not maintain a separate account for State Grant Program funds, its accounting and internal control systems must identify the balance for the State Grant Program that is included in the school’s bank account as readily as if those funds were in a separate account.
2. **BANK ACCOUNT REQUIREMENTS** – For each account that contains State Grant Program funds, a school must identify that Pennsylvania State Grant funds are maintained in the account by including the phrase *PA State Grant funds* in the name of the account.
3. **SETTING UP AND/OR CHANGING BANK INFORMATION** – PHEAA ONLY disburses funds on behalf of State Grant recipients by Automated Clearing House (ACH) transfer of funds. ACH forms and questions regarding Automated Clearing House payments may be directed to PHEAA’s Financial Management department at fmftadmin@aessuccess.org. You must reenroll in ACH when any of the following occur:
 - a. you change banks;
 - b. the payee or its bank changes the account number;
 - c. the depositor account is closed; or
 - d. the bank closes – either voluntarily or involuntarily.

4. CASH MANAGEMENT

To ensure adequate cash management practices, a school must have in place a cash management system that adheres to the State Grant Program procedures and deadlines.

PHEAA procedures are in place to:

- promote sound cash management of State Grant funds by schools;
- provide PHEAA adequate disbursement information which enables budgeting and improves forecasting accuracy; and
- minimize the costs to the Commonwealth of making State Grant funds available to students and schools.

5. REFUNDS TO PHEAA

- a. There are a number of reasons why a school may have to return funds to PHEAA, including the following:
 - i. **OVERAWARD/OVERPAYMENT** – When a grant has been reduced (including those that are adjusted, refer to [Chapter 4 – Costs and Adjustments](#)) or cancelled for one or more terms as a result of the eligibility checks required of the institution, the school is responsible for refunding these funds to PHEAA. PHEAA provides crediting instructions for this procedure (refer to [Section 6](#) in this Chapter).
 - ii. **PROGRAM REVIEW FINDINGS** – A school may owe PHEAA for expenditures disallowed during a Program Review or audit. For more information, refer to [Section B, paragraph 5](#) in this Chapter.

- b. REMITTANCE -The school may refund State Grants for ineligible students with each term’s disbursement roster or at the end of the academic year or summer period.

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 • the students’ names, Social Security Numbers or PHEAA account numbers
ACH/wire transfer	Refer to banking information on disbursement roster	

- c. RECONCILIATION/REFUND DEADLINES

Period	Deadline	Penalties for Missed Deadlines
Academic Year	June 1 following the academic year (example: June 1, 2015 for 2014-15 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 following the Summer term (example: October 31, 2015 for Summer 2015)	

6. REIMBURSEMENT TO STATE GRANT RECIPIENTS

- a. CREDIT BALANCES - Where full or partial payment (regardless of the source) of the term’s institutional charges was made prior to receipt of State Grant funds, a credit balance may be created or increased on the student’s account by the crediting of the grant award. When the student makes a request to the school, PHEAA permits the school to refund, within the term, the amount of the credit balance to the student. This enables the student to pay for books and other educational expenses. In these cases, PHEAA assumes eligibility certification and disbursement have occurred. Label the refund check provided to the student as a refund of previously paid funds. **Do not** label as a payment of State Grant funds directly to the student. For example, **do not label** a refund check to the student as “Pennsylvania State Grant” OR “PHEAA Refund.”

When the student has not requested such a refund, the balancing of the student’s account in this manner must nevertheless occur no later than the deadlines described in [Section A, paragraph 5.b](#) in this Chapter. PHEAA requires the school to obtain the student’s written permission to carry a credit balance created by State Grant funds forward to cover costs incurred for a subsequent academic year or to apply to the student’s loan balance. For more information on crediting, refer to [Section G](#) in this Chapter.

- b. UNCASHED STUDENT REFUND CHECKS – When a school has correctly paid State Grant funds and issued a refund check based upon that payment and the refund check remains uncashed, schools must ensure compliance with the Commonwealth’s unclaimed property law.

Because the money distributed is considered a refund of previously paid student or other funds and not the State Grant funds, (i.e. money is fungible and we don’t consider the refund attributable to the State Grant Funds but overpayment of other amounts) the funds are the students. In sum, PHEAA’s Compliance department advises the following steps be taken:

- i. **Review** the Commonwealth’s unclaimed property law (patreasury.gov/unclaimedProperty.html). Monies that are not claimed by an individual but held by a third-party must be turned over to the Bureau of Unclaimed Property after the designated holding period.

- ii. **Report** the funds in the name of the student. The amount needs to be paid to the Pennsylvania Treasury attributable to the individual who did not cash the check.
- iii. **Check** with your school’s lawyers or consult with the Bureau to insure compliance with the unclaimed property law and turn over the funds to Treasury after the completion of the holding period.

B. FINANCIAL RESPONSIBILITY AND PROGRAM INTEGRITY

To continue to receive Pennsylvania State Grant funds, a school must demonstrate that it is financially responsible with the administration of State Grant Program funds. PHEAA will prevent further disbursement of funds when a school is not timely or compliant.

1. CERTIFICATION DEADLINES FOR TERM DISBURSEMENT ROSTERS

Schools should return their certified copy of the term disbursement roster to PHEAA by the dates below to avoid future disbursement holds.	
Academic Year Term	<ul style="list-style-type: none"> • 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

2. **PHEAA ROSTER AND DISBURSEMENT HOLDS** - The issuance of a school’s funds for a particular term is contingent upon the school’s compliance with PHEAA requirements for prior terms. This includes the following:

- a. **OUTSTANDING PRE-DISBURSEMENT ROSTERS** - The pre-disbursement roster **does not** generate a payment but serves the purpose of verifying actual enrollment and eligibility so that when the term disbursement roster is generated, the funds disbursed more closely align with the actual student eligibility. These rosters are generated approximately 2 weeks prior to the school’s term start date as reported on the annual Educational Cost Form and recorded on the FG3M display. **Therefore, PHEAA will not accept the certification of the pre-disbursement roster before the first day of the term.** All business, trade, and technical schools, non-Pennsylvania schools and other selected institutions must return pre-disbursement rosters for the academic year. **All schools must return pre-disbursement rosters for the Summer term. This was implemented with the 2014 Summer term and will continue for the Summer 2015 term.** A disbursement will not be sent until the return and certification of any outstanding pre-disbursement rosters.

Example	“Outstanding”	Illustration
1	Current term disbursement	Outstanding Fall pre-disbursement roster prevents Fall disbursement
2	Future term disbursement within academic year period	Outstanding Fall pre-disbursement roster prevents Winter and/or Spring disbursement
	“Outstanding” Does Not Hold:	Illustration
3	Future term pre-disbursement rosters within academic year period	Outstanding Fall pre-disbursement roster will not prevent Winter and/or Spring pre-disbursement rosters

- b. **OUTSTANDING TERM DISBURSEMENT ROSTERS (FALL, WINTER, SPRING OR SUMMER TERM)** – In addition to outstanding pre-disbursement rosters noted above, a school’s term disbursement roster (Fall, Winter, Spring or Summer) with payment will not be sent until the return of any outstanding disbursement rosters for the current academic year or prior periods, including Summer.

Example	“Outstanding”	Illustration
1	2013 Summer disbursement roster	The Summer 2014 disbursement and any subsequent disbursements will be held.
2	2014 Summer disbursement roster	The Summer 2014 reconciliation roster is delayed. Also, any subsequent disbursements, including Fall, will be held after October 31, 2014.
3	Prior Academic Year term disbursement roster (2013-14)	The Spring 2014 (2013-14) disbursement roster was not returned so the Fall 2014 disbursement and any subsequent disbursements will be held.
4	2014-15 Academic Year term disbursement roster (Fall, Winter, or Spring)	The Spring 2015 (2014-15) term disbursement roster was not returned so the 2014-15 Academic Year reconciliation roster is delayed. The Summer 2015 disbursement and any subsequent disbursements will be held.

- c. **OUTSTANDING RECONCILIATION ROSTERS (ACADEMIC YEAR OR SUMMER)** - A school’s reconciliation roster (Academic Year or Summer Period) with payment will not be sent until the return of any outstanding rosters for the current academic year or prior periods, including Summer.

Example	“Outstanding”	Illustration
1	Summer 2014 reconciliation	The following will be held 1) any Fall 2014 term disbursements after October 31, 2014; and 2) any subsequent disbursements.
2	Summer 2015 reconciliation	The following will be held 1) any Fall 2015 term disbursements after October 31, 2015; and 2) any subsequent disbursements.
3	Academic Year 2013-14 reconciliation	The Fall 2014 term disbursement and any subsequent disbursements will be held.
4	Academic Year 2014-15 reconciliation	A third 2014-15 reconciliation roster was sent to the school on May 25, 2015 and was not returned before the first scheduled run of 2015 Summer term disbursement rosters. The Summer 2015 term disbursement and any subsequent disbursements will be held.

- d. **OUTSTANDING REFUNDS** – Over-disbursed funds are defined as a school refund due to PHEAA. This occurs when there have been updates to student records since the disbursement occurred. A school’s term disbursement or reconciliation roster with payment will not be sent until any outstanding refunds for prior periods, including Summer, are returned.

Example	“Outstanding”	Illustration
1	Prior Summer refund (Summer 2013 or before)	The Summer 2014 disbursement and any subsequent disbursements will be held.
2	2014 Summer refund	The following will be held 1) any Fall 2014 disbursements after October 31, 2014; and 2) any subsequent disbursements.
3	Prior Academic Year Term refund (2013-14 or before)	The Fall 2014 disbursement and any subsequent disbursements will be held.
4	2014-15 Academic Year term (Fall, Winter or Spring) refund	The Summer 2015 disbursement and any subsequent disbursements will be held.

- e. **OUTSTANDING CREDIT REPORTING** - A school’s term disbursement or reconciliation roster with payment will not be sent until the school completes reporting of attempted credits for all State Grant recipients by the published deadlines* (reference [Chapter 3 – Attempted Credits Reporting](#)) for any previous periods, including Summer. Outstanding Credit Reporting means that attempted credits were not reported in accordance with the criteria and deadlines* set forth in [Chapter 3 – Attempted Credits Reporting](#).

*NOTE: For the 2013-14 academic year ONLY, PHEAA will allow a grace period from July 31, 2014 to December 1, 2014.

Example	“Outstanding”	Illustration
1	2013-14 Academic Year	Any Academic Year or Summer term disbursements after December 1, 2014, beginning with the Fall 2014 term will be held. If the Fall 2014 term was already disbursed, then subsequent disbursements will be held.
2	Summer 2014 Term	Any Academic Year or Summer term disbursements after December 31, 2014, beginning with the Winter 2014 term (2014-15) will be held. If the Winter 2015 and/or Spring 2015 terms were already disbursed, then subsequent disbursements will be held.
3	2014-15 Academic Year	Any Academic Year or Summer term disbursements after July 31, 2015, beginning with the Summer 2015 term will be held. If the Summer 2015 term was already disbursed, then subsequent disbursements will be held.
4	Summer 2015 Term	Any Academic Year or Summer term disbursements after December 31, 2015 will be held. If the Fall 2015 term was already disbursed, then subsequent disbursements will be held.

- f. OTHER - A school's term disbursement or reconciliation roster with payment may be held for other reasons. These include:
 - i. The school does not have the proper Automated Clearing House (ACH) paperwork completed to facilitate electronic funds transfer (EFT).
 - ii. PHEAA receives notification that there is a change in ownership of the school.
 - iii. PHEAA receives notification that the school has closed.
 - iv. PHEAA determines that the school lacks administrative capability.
 - v. A State Grant Distance Education Pilot Program (SGDEPP) participating school does not complete the required reporting by the established deadlines (please refer to the SGDEPP Guidelines).
3. PHEAA reserves the right to hold disbursement to an institution that is closing or is on a restriction or oversight by the United States Department of Education for participation in any Title IV program. Any questions regarding holding disbursement should be directed to PHEAA via email at sghelp@pheaa.org. PHEAA will exercise this right to determine the eligibility of the institution or recipients to receive further funding.
4. **SCHOOL OBLIGATIONS IN PREPARING FOR A DISBURSEMENT** - Over-disbursed funds are defined as a school refund that must be paid to PHEAA. All schools are expected to reduce over-disbursement by practicing the actions listed below. Please refer to [Section F, paragraph 4](#) in this Chapter for more information on reports.
 - a. Correcting and confirming enrollment and eligibility for as many students as possible on the pre-disbursement roster, when the school receives such;
 - b. Correcting and confirming enrollment and eligibility by reviewing weekly reports; and
 - c. Submitting timely electronic corrections through the Partner Interface or the transmission process.
5. **RETENTION OF RECORDS** - Institutions are required to retain records that are necessary for the certification of student eligibility and the crediting of State Grant funds. Retain records for at least 5 years from the date the institution completes certification of the final reconciliation roster.

Records include:

- Documentation which supports the student's ability to meet all eligibility requirements
 - The date and amount of each credit of State Grant funds
 - The payment of any overpayment or return of State Grant funds
6. **PROGRAM REVIEW** - PHEAA performs program reviews to assess the capability of an educational institution to manage financial aid programs administered by PHEAA. PHEAA administers the State Grant Program on behalf of the Commonwealth of Pennsylvania. For more information on this process, please visit the Program Review Assistance page of PHEAA.org, located under the Partner Access section.
 - a. **AUDIT TRAIL** - For Program Review purposes, it is important that school records reflect an audit trail that includes the date of the final State Grant credit.

Identify as a credit on the student's account or ledger card or some other auditable record a State Grant payment for any student determined to be eligible in accordance with these Certification Procedures. Posting should include the date of crediting, amount and the term to which the payment is applied, as well as an identification of the payment as "Pennsylvania State Grant" or "PHEAA." This procedure allows for a comparison (at the time of a program review by PHEAA) of the term for which school records confirm student eligibility for the grant, the educational costs incurred during that term, and the term to which the payment was credited. **The date that the institution actually receives the Grant payment should not affect this posting procedure. It is based on the date that the student appears on the term's disbursement roster.**

C. DEFINING TERMS/PAYMENT PERIODS, TERM LENGTH AND START DATES

In order to be eligible for a Pennsylvania State Grant payment, the student must be enrolled in a term that complies with the requirements set forth in this section. For State Grant purposes, the terminology “payment period” equates to a term as outlined in these procedures. All schools’ terms must comply with the following:

- Minimum and maximum lengths
- Start date ranges

This includes clock hour schools with irregular schedules or continuous enrollment. Therefore, schools without set terms must determine if the student’s enrollment meets the term requirements and for which term the student is eligible.

1. TERMS/PAYMENT PERIODS

- a. **ACADEMIC YEAR** - PHEAA processes State Grant applications and disburses funds based on a typical academic year schedule consisting of the 9-month period between September and May. In accordance with regulation §121.50, State Grant disbursement of funds to schools occurs on one of two disbursement schedules:

Quarter Schedule	Fall	Winter	Spring
Semester/Trimester Schedule	Fall		Spring

In sum, an **Academic Year “period”** is comprised of two or three separate terms: Fall and Spring terms for a semester school and Fall, Winter and Spring for a quarter school.

- i. **CONTINUOUS ENROLLMENT/IRREGULAR SCHEDULES** - At schools with continuous enrollment (students are enrolled year-round) or terms of irregular length, PHEAA disbursements occur on the schedule which coincides as closely as possible to the school’s calendar, or in such a way as to facilitate certification of eligibility. In accordance with the school’s disbursement schedule and the student’s program of study, the Agency has established the maximum number of (term) payments a grant recipient, who is otherwise eligible, may receive.

Example – School operating with clock hours and irregular schedules

Term Disbursement	Enrollment	Term Start	Term End* After the following are completed:		First Disbursement Period
Semester	Full-time	Date student enrolled	Minimum 450 clock hours	Required term length completed (15-17 weeks)	First Semester for State Grant purposes
Semester	Half-time	Date student enrolled	Minimum of 225 clock hours		
Quarter	Full-time	Date student enrolled	Minimum of 300 clock hours	Required term length completed (10-12 weeks)	First Quarter for State Grant purposes
Quarter	Half-time	Date student enrolled	Minimum of 150 clock hours		

- ii. HOSPITAL SCHOOLS OF NURSING - Since the academic year at many nursing schools can be as long as 11 or 12 months, PHEAA does not make separate summer payments to hospital schools of nursing. PHEAA uses the full 11-month or 12-month educational costs to calculate the State Grant. For this reason, the annual State Grant covers the entire academic year.

When the nursing school does not operate on a traditional semester or quarter schedule, PHEAA provides the institution with specific crediting instructions and/or authorization regarding State Grant funds. Report any changes in the school's curriculum or term schedule to the State Grant Program. This reporting is critical since this may affect crediting of State Grant funds.

It is of primary importance that a student be enrolled full-time or at least half-time (depending on award status), as defined by PHEAA, during each period to which a quarter or semester disbursement is credited.

- b. SUMMER TERM - PHEAA does not consider the Summer term as part of the academic year. Summer term State Grant awards and disbursements occur separately from the academic year. Students must file a separate, online, summer application via PHEAA's Account Access.

In sum, a Summer "period" is comprised of the Summer term only.

2. TERM LENGTH DEFINITIONS

- a. ACADEMIC YEAR TERM LENGTH DEFINITIONS - All references in these procedures to a "semester" term or school apply to a "trimester" school as well. These definitions apply to all schools regardless of whether the school has set terms or continuous enrollment and to half-time recipients, as well as full-time recipients. Do not credit a State Grant payment to a term that does not meet PHEAA tolerances. **Any deviations require permission in writing by PHEAA.**



To report a student as ineligible due to enrollment in a term that does not meet the minimum term length, the school must choose Program of Study code *00-Other (Certification Transmission - Use code 1 -Yes - Non-Approved or Non-Degree Program in the term Non-Approved or Non-Degree Indicator)*.

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 (same as Semester)	A period of approximately 15 weeks normally comprising one-half of the academic year.	Minimum of 15 weeks Maximum of 18 weeks

- i. Combining of modules – In order to meet the minimum term length definition, PHEAA permits the combining of modules for an academic year term as long as the combination results in a total number of weeks that meets the minimum term length tolerances and the modules 1) are consecutive; and 2) have start dates that comply with Term Start Date tolerances. When combining modules, **do not credit funds** to the student's account until after enrollment certification occurs in the **final module** that comprises that "term."

Academic Year - Example Set 1 – Example assumes Semester schedule

Student Enrollment Example	Fall Module 1	Fall Module 2	Term Length Satisfied?	Minimum Enrollment Satisfied?	Notes
	7 ½ weeks	7 ½ weeks			
Student A	6 credits	Not Enrolled	No	Yes, but not applicable	Reject – Report “00” (Other) in Program of Study
Student B	6 credits	6 credits	Yes	Yes – Full-time	Certify and credit only after enrollment begins in Module 2
Student C	Not Enrolled	12 credits	No	Yes, but not applicable	Reject – Report “00” (Other) in Program of Study
Student D	6 credits	3 credits	Yes	Yes – Half-time	Certify and credit only after enrollment begins in Module 2
Student E	3 credits	2 credits	Yes	No	Report Less than Half-Time

- b. SUMMER TERM LENGTH DEFINITIONS - Term length definition for the Summer term is dependent upon curriculum.
- i. ENROLLMENT IN A PROGRAM THAT DOES NOT HAVE CONTINUOUS ENROLLMENT (YEAR-ROUND CURRICULUM) - A student must be enrolled in a period of no less than 8 weeks in length regardless of the academic year term type (semester or quarter). PHEAA permits the combining of various length modules since schools offer a wide variety of class configurations during the Summer term. The major difference from the academic year is that enrollment in these courses does not have be consecutive. To satisfy the 8-week minimum, the Summer sessions may overlap as long as from the beginning of the first session to the conclusion of the last session there is a minimum total of 8 weeks and there is no overlap with the Spring or Fall terms.

Summer - Example Set 1

Student Enrollment Example	Session I (June 2 to July 3)	Session II (June 30 to August 1)	Session III (July 30 to August 22)	Summer Term Length Satisfied?	Minimum Enrollment Satisfied?	Notes
	5 weeks	5 weeks	4 weeks			
Student A	3 credits	Not enrolled	3 credits	Yes; 9 weeks	Yes; Half-time – 6 credits	Certify and credit only after enrollment in Session III
Student B	3 credits	3 credits	Not enrolled	Yes; 10 weeks	Yes; Half-time – 6 credits	Certify and credit only after enrollment in Session II
Student C	Not Enrolled	6 credits	Not enrolled	No; 5 weeks	Not applicable	Reject – Report “00” (Other) in Program of Study
Student D	3 credits	2 credits	Not enrolled	Yes; 10 weeks	No; Less Than Half-Time – 5 credits	Report Less than Half-Time

Summer - Example Set 2

Student Enrollment Example	Session I (June 7 to July 5)	Session II (July 12 to August 9)	Summer Term Length Satisfied?	Minimum Enrollment Satisfied?	Notes
	Meets Saturdays for 5 weeks	Meets Saturdays for 5 weeks			
Student A	12 credits	Not Enrolled	No; 5 weeks	Not applicable	Reject – Report “00” (Other) in Program of Study
Student B	12 credits	3 credits	Yes; 10 weeks	Yes; Full-time – 15 credits	Certify and credit only after enrollment in Session II
Student C	3 credits	3 credits	Yes; 10 weeks	Yes; Half-time – 6 credits	Certify and credit only after enrollment in Session II

- ii. ENROLLMENT IN A PROGRAM WITH CONTINUOUS ENROLLMENT (YEAR-ROUND CURRICULUM) - The 8-week Summer term does not apply to students enrolled in year-round curricula. This includes the programs at many business/trade/technical schools as well as many of the modular and nontraditional program schedules approved for accelerated degree programs, etc. Combining modules to meet the minimum term length requirements during the academic year also applies to the Summer term.

3. TERM START DATES

Since no student may receive more than 3 semesters or 4-quarter terms of aid in a consecutive 12-month period, school term and program structures must be categorized within the following term start dates.

PHEAA schedules disbursements as closely as possible to the academic schedule at the institution. Where a school’s schedule consists of modules, irregular terms or continuous enrollment without specified terms (year-round enrollment where students may start every month or week), the student’s eligibility for a particular disbursement will depend upon the actual date study began and the 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 PHEAA payment disbursed for the corresponding term disbursement.		

Example 1: Assumes biweekly enrollment at a semester school

Example	Enrollment Start	Term
Student A	November 10, 2014	Fall
Student B	November 24, 2014	Spring

Example 2: Assumes biweekly enrollment at a quarter school

Example	Enrollment Start	Term
Student A	January 19, 2015	Winter
Student B	February 2, 2015	Spring
Student C	April 27, 2015	Spring
Student D	May 11, 2015	Summer

D. STUDENT RECONSIDERATION DEADLINES - In order to assist with understanding the timeframes in which annual reconciliation of funds is required, PHEAA is providing student reconsideration deadlines in these procedures.

Students may only submit information that may affect their eligibility until the reconsideration deadlines. PHEAA only accepts information after these deadlines if:

1. a documented request for additional information from PHEAA to the student is on file; and
2. a documented student response to that request is received within 30 days of the request.

Term	Reconsideration Deadline	Example
Academic Year	April 1	April 1, 2015 for 2014-15
Summer Term	October 31	October 31, 2015 for Summer 2015

E. EXCESS CASH/NETTING PROCESS

PHEAA disburses funds once per academic term (Fall, Winter and Spring) and approximately twice for the Summer term. The disbursed amount is based upon the total funds due to the school minus any adjustment percentage (reference [paragraph F.6.a](#)) at the time the disbursement roster is generated. **THIS SECTION IS A CLARIFICATION AND NOT A CHANGE TO PROCEDURE.**

1. **EXCESS CASH** – Excess cash is created upon term certification when the school cancels or adjusts students’ eligibility based upon the enrollment and eligibility requirements outlined in these procedures. Since many students are awarded for the term being certified after the generation of the roster, PHEAA does not require but permits the school to use the excess cash to certify and pay another eligible student who was not on the term roster but where an acceptable notification of eligibility was received (refer to [Section G, paragraph 4](#) in this Chapter). PHEAA refers to this process as “netting.”
 - a. Academic Year Period (Fall, Winter and Spring terms) - the netting process may continue through reconciliation **ONLY** if the school requests a final reconciliation which lists all students who were paid (refer to [Section E, paragraph 4](#) of this Chapter). However, netting is prohibited between Academic Periods. To clarify, schools may NOT:
 - i. use excess cash from the Academic Year to pay a Summer award (prior or subsequent);
 - ii. use excess cash from the Summer period to pay an Academic Year award (prior or subsequent);
 - iii. use excess cash from a Summer period to pay another Summer period award (prior or subsequent);
 - iv. use excess cash from an Academic Year to pay another Academic Year award (prior or subsequent).
 - b. Summer Period/Term – the netting process may NOT continue during Summer term reconciliation. At the time of reconciliation, the school will only be permitted to post a payment to a student who appears on the reconciliation roster.

2. **NETTING BETWEEN STUDENTS IN THE SAME ACADEMIC PERIOD** – Certifying and crediting students with excess cash is ONLY permitted after the term roster (refer to [Section F](#) of this Chapter) is generated. To illustrate, examples are provided below.

Example Set 1: Assumes Fall term roster generated on September 8, 2014

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 9/9/2014 \$1,000	\$1,000 based upon acceptable notification	School pays student with excess

Example Set 2: Assumes Fall term roster generated on September 8, 2014

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 9/9/2014 \$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

3. **NETTING BETWEEN TERMS IN THE SAME ACADEMIC PERIOD** – Certifying and crediting students with excess cash from a previous term within the same Academic Year is ONLY permitted after the regular term roster for the term being certified (refer to [Section F](#) of this Chapter) is generated. To illustrate, examples are provided below.

Example Set 1/Same Student: Assumes Fall term roster generated on September 8, 2014 and Spring term roster generated on December 29, 2014

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 1/2/2015 \$1,000	\$1,000 based upon acceptable notification	School pays student with excess from Fall term

Example Set 2/Different Student: Assumes Fall term roster generated on September 8, 2014 and Spring term roster generated on December 29, 2014

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

4. **NETTING DURING ACADEMIC YEAR RECONCILIATION** – Certifying and crediting students with excess cash from a previous term within the same Academic Year is permitted during the reconciliation process ONLY if the school requests a final reconciliation which lists all students who were paid and the corrected awards. To illustrate, examples are provided below.

Example Set 1/Both Students on reconciliation roster.

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	1. School pays Student B with excess from Student A; and 2. School remits refund to PHEAA in the amount of \$500; and 3. 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	

5. **NETTING BETWEEN STUDENTS IN THE SUMMER TERM (SUMMER PERIOD)** – Certifying and crediting students with excess cash is ONLY permitted after the first Summer term roster is generated and is not permitted once the Summer Reconciliation Roster is generated. To illustrate, examples are provided below.

Example Set 1/Different Student: Assumes 1st Summer disbursement roster generated on July 13, 2015

Student	Roster	Student Status	Certification	Payment
Student A	1 st Summer roster	\$1,000 on roster	Cancelled Not Enrolled	Not applicable
Student B	Not on 1 st Summer roster	Awarded \$1,000 on 7/15/2015	\$1,000 based upon acceptable notification	School pays Student B with excess from Student A

Example Set 2/Different Student: Assumes 1st Summer disbursement roster generated on July 13, 2015 and 2nd Summer disbursement roster on August 10, 2015.

Student	Roster	Student Status	Certification	Payment
Student A	1 st Summer roster	\$1,000 on roster	Cancelled Not Enrolled	Not applicable
Student B	2 nd Summer roster	\$1,000 on roster	Cancelled Not Enrolled	Not applicable
Student C	Not on either roster	Awarded \$1,000 on 8/11/2015	\$1,000 based upon acceptable notification	School pays Student C with excess

F. DEFINING DISBURSEMENT ROSTERS, DISBURSEMENT ROSTER AVAILABILITY AND FUNDS AVAILABILITY

In order to differentiate between rosters and other reporting, PHEAA provides the following definitions:

- DISBURSEMENT ROSTER (ACADEMIC YEAR TERMS AND SUMMER TERM)** – term reports that generate an Electronic Fund Transfer (EFT) which PHEAA labels as a term disbursement roster. These rosters are only available securely through the PageCenter Report Repository or via the State Grant disbursement transmission process.

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

Student awards for the entire academic year are shown on each disbursement roster; however, funds accompanying the roster are only for terms that have already started. Therefore, if the Fall roster generation period is closed and the Spring roster generation period has begun, the total amount disbursed for that student will include both Fall and Spring funds with the Spring disbursement roster.

Example:

Semester School A did not receive a Fall term disbursement roster and is now eligible to receive a disbursement roster in January 2015. PHEAA will generate a Spring term disbursement roster which will include payment for both Fall and Spring awards.

- RECONCILIATION ROSTER (ANNUAL AND SUMMER)** – annual reports that may generate an Electronic Fund Transfer (EFT) which PHEAA labels as a reconciliation roster. These reports are only available securely through the PageCenter Report Repository or via the State Grant disbursement transmission process.

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 – refer to Section F, paragraph 2.d of this Chapter.	

The annual reconciliation roster represents either the final academic year or summer period closeout. It provides the school with a final opportunity to ensure that PHEAA and school records for the academic year are consistent with regard to 1) student eligibility; 2) disbursement; and, 3) crediting and payment of State Grant funds. Even after the expiration of the enrollment period, schools are required to monitor and report changes that may impact a student's eligibility and reconcile those changes.

a. **DEFINITION** – Reconciliation means:

- the "balance due PHEAA" and "balance due school" are both zero;
- the amount of funding the school received matches the funding disbursed by PHEAA;
- 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.



Schools must remember to add in PHEAA Collectable amounts when reconciling. Refer to [Section G, paragraph 7](#) in this Chapter.

- b. **RESPONSIBILITY** – Because each office of the institution has access to and expertise with data needed to facilitate the reconciliation and refund process, cooperation between the business and financial aid offices is essential if reconciliation of State Grant funds is to be successful. For example, the financial aid office will likely be the source of information regarding reporting and requesting refunds due to PHEAA, whereas the business office or bursar is generally responsible for remitting the payment to PHEAA. The financial aid office must communicate that late return of refunds to PHEAA will impact the school's ability to receive additional funds.
- c. **BEST PRACTICES** – A key factor in facilitating reconciliation is staying on top of the process. PHEAA encourages schools to:
- define responsibilities of key individuals and offices;
 - document your reconciliation;
 - build in regular communication between your business office/bursar, financial aid office and school's technical staff;
 - compare internal student accounts and business office/bursar records with financial aid office record and resolve any discrepancies;
 - ensure all refund payments have been sent to and posted by PHEAA to the correct program, year and period;
 - continue to monitor balances on FG3S even after the expiration of the enrollment period;
 - request any funds due to your school for the 2015 Summer term prior to December 31, 2015; and
 - request any funds due to your school for the 2014-15 Academic Year prior to June 1, 2015 and absolutely no later than August 1, 2016.
- d. **MULTIPLE RECONCILIATION ROSTERS**

There are several situations where a school must request another reconciliation roster in order to be compliant with these procedures. **Although PHEAA will monitor balances, any additional reconciliation roster must be requested by the school. ONLY THE INITIAL RECONCILIATION ROSTER IS AUTOMATICALLY GENERATED** without the school requesting it. PHEAA requires the certification of the reconciliation roster within 30 days of receipt and refund of any over-disbursements determined because of that certification. **Additional reconciliation rosters must be requested when:**

- i. **AWARD/STUDENT MISMATCH** - The "Balance Due PHEAA" and "Balance Due School" are both zero after processing the reconciliation roster but the students and/or amounts applied to those students do not match the last roster printed.
- ii. **FUNDS DUE PHEAA** – If a school determines a refund amount due to PHEAA that is different than what is shown on the reconciliation roster, the school must request another reconciliation roster and remit payment by the Academic Year and Summer term deadlines outlined in these procedures. Refer to [Section A, paragraph 5](#) in this Chapter.
- iii. **ACADEMIC YEAR FUNDS DUE SCHOOL** – If the school determines funds are due from PHEAA, the school must request another reconciliation roster. For the 2014-15 Academic Year, these funds should be requested by **June 1, 2015**. It is a school's responsibility to pursue additional funds due. In accordance with regulation §121.48, when extenuating circumstances exist, PHEAA may pay after June 1, 2015, but no later than August 1 of the calendar year immediately following the academic year for which payment is sought (i.e., 8/1/2016 for 2014-15).
- iv. **SUMMER PERIOD FUNDS DUE SCHOOL** – Any changes to student records for the Summer 2015 term that occur after the October 31, 2015 reconciliation deadline must continue to be reconciled. If this reconciliation means that additional funds are due to your school, PHEAA will disburse **ONLY** if:
 - 1) the reconciliation roster is requested on or before December 31, 2015; and
 - 2) the school does not owe any prior refund or roster that will prevent the disbursement. **There are no exceptions to this requirement.**

It is possible for Summer 2015 records to continue to change after December 31, 2015 and PHEAA expects the school to reconcile student records. However, after December 31, 2015, if PHEAA records:

- 1) Reflect “balance due school,” the school will be expected to reconcile, reporting what students were not paid at all or not paid a balance and PHEAA will cancel and/or adjust the student’s award(s) to match the amounts that were disbursed on or before December 31, 2015.
- 2) Reflect “balance due PHEAA,” the school will be expected to reconcile and make a refund payment to PHEAA.

For examples, please reference *Appendix E – Summer Reconciliation Examples*.

3. PRE-DISBURSEMENT ROSTER – term reports labeled “pre-disbursement rosters” which do not generate a fund transfer. The purpose of these pre-disbursement rosters is to conduct an enrollment and eligibility clean-up prior to the actual disbursement of funds. The return of pre-disbursement rosters:

- Is not permitted prior to the first day of classes for the term; and
- is required to release State Grant funds with a term disbursement roster.

Schools are required to certify eligibility using the pre-disbursement roster before receiving and certifying a disbursement roster with associated funds as follows:

- a. ACADEMIC YEAR 2014-15 - Non-Pennsylvania schools, Business, Trade and Technical schools, and certain other institutions.
- b. SUMMER 2015 – **All schools** are required to certify a pre-disbursement roster. Additionally, PHEAA expects schools to reduce over-disbursement, as noted in [Section B, paragraph 3](#) of this Chapter. Please refer to the TIPS for information on reporting that will assist your school with this obligation.



Summer Student Grant Applicants – Beginning in March, this weekly PageCenter report lists students who have applied at your school. You can use this report to get a jump start on your enrollment verification.

Partner Interface – Beginning in March, schools can review all “Complete/Active” student records for the Summer 2015 term. After Summer awards are announced in late May, you may begin submitting requests to cancel students for “not enrolled,” etc. You may cycle through individual records and make corrections as needed or export the entire list into an Excel spreadsheet.

2015 GPAD Summer Processing– Beginning in late May, this weekly PageCenter report lists 4 weeks of eligibility changes to student records since initial Summer awarding. This includes newly added awards and those that have been cancelled or reduced.

4. OTHER REPORTING – Other PHEAA-produced reports, transmissions and listings may be used for clean-up and/or crediting (reference “acceptable notifications” listed in [Section G, paragraph 4.c](#) in this Chapter). These include Status Listings, Status Transmissions Student Lists generated through Partner Interface, GPAD reports, etc.

Report	Availability	When (Approximate Month)	Access through Alec and the:
Status Listing or Status Transmission	Weekly, PHEAA - generated	Begins February (Estimated Eligibility); May (Conditional)	PageCenter Report Repository
Student Lists (Partner Interface)	Real-time, ad hoc school initiated exported lists	Begins February (Estimated Eligibility); May (Conditional)	State Grant Dashboard (Partner Interface)
GPAD Reports	Weekly, PHEAA - generated	Begins mid-May	PageCenter Report Repository
Refer to <i>Appendix C</i> for details on this reporting.			

5. **ROSTER AVAILABILITY** - For security reasons, State Grant rosters are only available through electronic means which includes:

- a. PAGECENTER REPORT REPOSITORY; and/or
- b. DISBURSEMENT TRANSMISSIONS – Schools may elect to receive disbursement roster information through an electronic transmission. Transmission users continue to have access to the rosters housed in PageCenter. A layout and sample file is available in the Document Library under State Grant Program/ Technical and Processing Information. Contact Public Service Systems at **800.443.0646**, option 4 to make arrangements.



Business Partner Access Management System (BPAMS) – All schools must have a signed and executed Remote Access Agreement (RAA) on file and are required to maintain access requests for their users. PageCenter access is necessary to access rosters for schools not using transmissions and/or Partner Interface. Refer to *Appendix D* for contact information.

6. **FUNDS AVAILABILITY** – Since PHEAA must request funds from the Commonwealth Treasury, Electronic Fund Transfers occur approximately 14 business days after the date the roster is generated.

- a. ADJUSTMENT PROCEDURE – All Pennsylvania institutions are subject to an adjustment procedure whereby PHEAA reduces the term disbursement amount. PHEAA calculates the percent of the reduction by using the historical average percent of funds used by that institution for the past 3 years. Schools must credit 100-percent of the award for which the student is certified as eligible. For example, if a school's adjustment percentage is 80-percent and the student is certified as eligible for a \$1,000 award for the disbursed term, the school must credit the full award of \$1,000, not \$800 (80-percent). Notifications are sent as follows:

- i. ACADEMIC YEAR 2014-15 – July 2014.
- ii. SUMMER 2015 – March 2015.



- This procedure is applied to all Pennsylvania schools, regardless of the total funds received.
- The percentage is calculated using a 3-year average rather than prior year statistics alone.



The adjustment percentage displays on your school's College display FG3M. The percentage also displays after each term's total disbursement amount on FG3S.

G. CREDITING

A grant recipient is eligible for an award only for the term(s) during which the student complies with all State Grant eligibility requirements. PHEAA makes State Grant eligibility determinations and requires school certification of such on a term-by-term basis. Therefore, PHEAA requires the crediting of funds on a term-by-term basis. Do not credit a payment designated by PHEAA for a specific term to the student's account for any other period of the academic or calendar year. The State Grant of a student who becomes ineligible after an award has been credited may need to be adjusted (Refer to [Chapter 4 – Costs and Adjustments](#)) for more information. In sum, crediting:

- a. Must occur term-by-term
- b. Must occur after certification of all eligibility requirements
- c. Must be removed under the circumstances outlined in these procedures. For example, student withdrawals or changes in enrollment which impacts the ratio of online and classroom instruction (reference [Chapter 4 – Costs and Adjustments](#)).

1. **PRELIMINARY CREDIT**- Before the school receives a term’s disbursement, the school may choose to post a preliminary credit to the student’s account. This means the school is permitting a 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. The school may choose to defer the amount of the State Grant on a term-by-term basis if BOTH of the following have occurred:
 - a. The school has received notification of State Grant eligibility for the term in question at its institution. Acceptable notifications for preliminary crediting include documents that capture the student’s SSN or PHEAA Account Number, name, award amount and date, including:
 - i. A PHEAA student award notice; or
 - ii. A screen capture of a PHEAA award display; or
 - iii. Status Listings, Status Transmissions or GPAD reports
 - b. School records indicate the student is or will be enrolled for the minimum credits commensurate with their award type (full-time or half-time) in an approved program of study for the term in question. Schools may defer one-half of a full-time award to the account of an eligible half-time student. Please note that students at the minimum award levels may be ineligible for a half-time award. **PHEAA requires the school adjust the bill deduction, if necessary, for the reprocessed award.**
2. **PRELIMINARY CREDIT REMOVAL** - If PHEAA determines that a student with a previously announced award requires a reduction or cancellation and the term disbursement roster has not been generated, PHEAA will adjust the award. The term disbursement roster then reflects the reduction or cancellation of the student’s award. Schools that have applied a preliminary credit must remove it in whole or in part if:
 - a. The student does not appear or appears with a reduced award on the term’s disbursement roster; or
 - b. Full certification after the term has begun reveals the student ineligible for any reason (examples: PHEAA Income Validation or the student is a “no show”); or
 - c. The student’s enrollment status has changed prior to the date of the term disbursement roster.

Example 1 -

A student receives an award notice after the Fall disbursement roster is generated and the school pays the student based on that notification. It is later determined that the student is ineligible for further disbursements; therefore, the school cannot allow a Winter/Spring term preliminary credit to stand. The Fall credit was permissible but if the student does not appear on the subsequent term’s disbursement roster, other term preliminary credits must be removed.

Example 2 -

The student appears on the Fall disbursement roster with awards for both the Fall and Spring terms and is later selected for Income Validation. PHEAA assumes that only the Fall award has been credited. No additional preliminary credits (bill deductions) may be applied to the student’s account until Income Validation is completed.

3. **PRIOR TO FINAL CREDIT** - When signing the application, the student and parents specifically **authorize the educational institution** at which the student is enrolled to release to PHEAA any records or other information which have a bearing on State Grant eligibility. This authorization also extends to cases where the Agency questions a student’s eligibility and requests information from the school. **Do not credit** the student’s account when a student does not meet or does not appear to meet the enrollment or eligibility requirements set forth in these procedures. Rather, following these steps:
 - i. **Report** electronically using the Special Request feature in Partner Interface with appropriate comments.
 - ii. **Inform** PHEAA of the potential discrepancy, all pertinent facts, including the State Grant crediting status, and the date of the discrepancy.

Example 1:

If it becomes evident that there is a significant difference between the financial information or family data (including family size and number enrolled) used by PHEAA in establishing State Grant eligibility and the data provided on other financial aid documents, the institution should not credit the student's account or apply a bill deduction.

Example 2:

PHEAA processes a student as financially independent, but the school is aware of incorrect information provided to PHEAA.

4. **FINAL CREDIT** - Crediting of Pennsylvania State Grant funds occur when the school commits State Grant funds for a particular student for whom all eligibility requirements have been met. This is done by paying the State Grant award to the student's account. The crediting date on the student's account is crucial in the determination of whether the institution is entitled to retain funds under certain circumstances. A school may be required to return funds, even after they have been credited, when the ratio of online and distance education credits impacts eligibility. For more information, refer to [Chapter 4 – Costs and Adjustments](#). **PHEAA provides notifications to the school regarding Income Validation and/or special Agency reviews, which affect eligibility. Therefore, do not make a final credit until PHEAA provides notification of review completion.** The school may apply a final credit when the school has performed all the eligibility checks for the student as set forth in these procedures and:

 Funds are designated for a particular student on a term or reconciliation disbursement roster. PHEAA recognizes that the roster is generated approximately 14 business days in advance of the fund transfer and allows the school to credit or pay from institutional resources before actual receipt of those funds for a certified eligible student.

- a. the student appears on the term's disbursement or reconciliation roster (not a pre-disbursement roster);
OR
- b. the term's disbursement roster has been generated and:
 - i. the school has excess cash from the academic period to permit redistribution of funds (refer to [paragraph E](#) entitled *Excess Cash/Netting Process*); AND
 - ii. the school has received an acceptable notification of State Grant eligibility for the term in question as noted below in paragraph c; AND
 - iii. the roster is **not** a Summer reconciliation roster.
- c. **Acceptable notifications** include documents that capture the student's SSN or PHEAA Account Number, name, award amount and date, including:
 - i. A PHEAA student award notice; or
 - ii. A screen capture of a PHEAA award display; or
 - iii. Status Listings, Status Transmissions or GPAD reports

5. **CHANGES AFTER A ROSTER RECEIPT**

In cases of withdrawal, it is the school's responsibility to notify the Agency immediately if funds have been credited to the student's account. The school may be liable for the amount of the adjusted award if a "double" disbursement (a disbursement for the same term/period) to another institution occurs because the Agency was not informed that all or a portion of the award had already been credited. Please refer to [Chapter 4 – Costs and Adjustments](#) for more information.

6. **ASSUMPTIONS** – When the term disbursement roster is issued prior to the student’s initial award announcement (and the student, therefore, does not appear on that term’s disbursement roster), PHEAA will assume that the award has **not** been credited to the student’s account. When the student’s award announcement occurs prior to the term’s disbursement roster, the student should appear on the roster and PHEAA assumes the award has been or will be credited. Schools should promptly notify the Agency if the actual crediting status varies from the above assumptions.

Assumptions Example Set – School A received Fall roster on 9/2/2014

Student	Status	PHEAA Assumption
A	Student was on Fall pre-disbursement roster but not the Fall disbursement roster	Award was not credited since <u>crediting is not permitted</u> .
B	Student was on both Fall pre-disbursement roster and Fall disbursement roster and the roster was returned	Funds were credited.
C	Student was on both Fall pre-disbursement roster and Fall disbursement roster and the roster was not returned	Funds will be credited. PHEAA may contact the school to confirm if the student’s eligibility comes into question.
D	Student was not on the term Fall roster but received an award on 9/5/2014	Funds will be credited based upon netting process (refer to Section E in this Chapter) for the Fall term. PHEAA may contact the school to confirm if the student’s eligibility comes into question.

7. **PHEAA COLLECTABLES/OFFSETS** – PHEAA designates student accounts as “PHEAA Collectable” (may also be labeled PHEAA Collectible) or PHEAA Offset, when PHEAA pursues collection of overawarded funds directly from a student. This occurs when:

- the award reduction or cancellation occurs after the term’s disbursement roster; and
- the school has already credited the previously announced award in good faith after correct certification of eligibility.

PHEAA posts the amount (the total for all such students) to the school’s account so that disbursed dollars can continue to be reconciled with awarded dollars. The initial State Grant credit should remain on each individual student’s account since this was the amount which was disbursed to the school on the student’s behalf and credited to the student’s account “in good faith” before the refund and/or offset action was initiated. Schools must not adjust the amount of the subsequent term’s award to recoup the overaward received for a prior term. PHEAA will take action to recover the overaward and the award amount shown for subsequent terms will be the amount after offset.

- PHEAA COLLECTABLE – PHEAA requests repayment of the overaward from the student.
- PHEAA OFFSET – PHEAA has reprocessed the record and recovered all or part of the overaward received for prior terms by adjusting the grant(s) for remaining terms of the same academic year. All terms affected by this reprocessing will reflect an award adjustment for reason C (offset).

Example:

A student’s eligibility is \$3,000 (\$1,500 per term) and PHEAA reprocesses based on new financial data causing an award change to \$2,200 (\$1,100 per term). This occurs after the Fall disbursement. The Agency will recover the \$400 Fall overaward by adjusting the Spring term eligibility from \$1,100 to \$700. The student’s record per PHEAA would then reflect the original grant of \$1,500 for Fall, an adjusted grant of \$700 for Spring, and the phrase, “Current Yr Offset \$400.” PHEAA identifies the record by the message “PHEAA Offset” on the roster. The school should allow their initial Fall term credit of \$1,500 to stand and should credit \$700 for Spring, thus permitting the student their total eligibility of \$2,200 for the year.

- c. SCHOOL ATTEMPTS AT COLLECTION - The school should not attempt to collect the State Grant overaward (assuming it has already been credited) since the Agency is pursuing the refund. PHEAA requires notification by the school in writing of incorrect pursuit in order to discontinue collection efforts. Contact PHEAA immediately by Special Request via the Partner Interface if funds were not credited to the student's account and the funds will be returned to the Agency.
- d. CORRECTIONS TO PHEAA COLLECTABLE/OFFSET RECORDS - Schools should not make an adjustment to and/or credit an award that has been marked as a PHEAA Collectable or PHEAA Offset. If changes are necessary to records that are designated as such, contact PHEAA by submitting a Special Request and marking the change as "PHEAA Collectable Student".

Examples

Student	Current Status	Change Needed	Action
A	Student record shows Spring 2015 as "full-time" and the record is marked "PHEAA Offset".	School needs to correct Spring enrollment to "half-time"	Do not make the update; submit a Special Request.
B	Student record shows Fall as "half-time" and the record is marked "PHEAA Offset"	School needs to adjust the Fall award for a withdrawal	Do not make the update; submit a Special Request.

e. COMMUNICATIONS

- i. STUDENT REFUND LETTER – PHEAA provides a copy of the student's refund letter to the school and expects retention in the student's school file.
- ii. ROSTER SUMMARY PAGE - The summary page lists the PHEAA Collectable/Offset amount, which represents the total amount of refunds that the Agency has recovered or requested directly from students. A dollar amount also appears in the Student Identification column of the roster for these recipients. The funds disbursed on the roster include the dollar amount shown in the PHEAA Current Refund Request column. **The amount is not part of the "Refund To Be Sent To PHEAA" on the Summary page.** Schools should ADD these amounts to the total awards when balancing the State Grant account for the year.

 The amount PHEAA is collecting from all students for the period is also displayed on *FG3S*, the *Disbursement and Awards Summary* page. It is labeled "*Total PHEAA Collectable Refund.*"

 The PHEAA Collectable amounts display in the "*Special Messages*" box on the *Student Record* in Partner Interface. The student disbursement record (*FG7E*) also displays the "*PHEAA Collectable Refund Amount.*"

- iii. PHEAA STUDENT RECORDS – PHEAA displays the student's initial eligibility for any credited terms and the revised eligibility for subsequent terms, including adjustments for offsets.

8. PHEAA REVIEWS – PHEAA conducts eligibility reviews or audits on student records throughout the processing cycle. The status of disbursement and payment assumptions noted in the previous sections are important to the action PHEAA takes when a student is determined ineligible.

- a. TREATMENT OF FUNDS - When **any** student's eligibility is suspect, PHEAA will withhold disbursement. Once the case is satisfactorily resolved, PHEAA notifies the student.
- b. NOTIFICATION - The weekly PageCenter *Income Validation/Other Review listing* provides the names of students with suspect information. The students remain on this listing until the review is completed. Schools should not post the final credit to the student's account after receiving notification and should advise State Grant and Special Programs via a "*Special Request*" through the Partner Interface (to provide documentation for PHEAA records) that the award has not been credited. Such action may prevent unnecessary collection efforts.

Example

A student's record has been identified as suspect after the Fall disbursement roster was generated. PHEAA assumes the Fall funds were credited. If the school has not posted a final credit, the school should submit a "Special Request" through Partner Interface so that the grant may be cancelled until Validation is completed.

- c. INCOME VALIDATION PROCESS – Although there are many reviews, PHEAA Income Validation is one of the largest and is segregated in separate *GPAD* reporting in *PageCenter* and *Partner Interface* student list filtering for this reason. Income Validations is an automated process by which PHEAA compares the income reported on the 2014-15 Free Application for Federal Student Aid (FAFSA) to the income reported on the 2013 State Income Tax Return or estimated income. Awarded records included in this process are subject to reduction or cancellation if there is a difference in critical items.

H. ROSTER CERTIFICATION

Upon receipt of the signed certification page of the term's disbursement roster and absent of electronic status changes or roster comments, PHEAA assumes both award eligibility confirmation and fund crediting have occurred. This certification extends to confirmation of the student's reject or cancellation status, as indicated on the roster, as correct.

1. The institution for each term must process electronic disbursement transmissions or disbursement rosters. Processing means completion of eligibility verification submission of corrections, and award certification in accordance with these Procedures.
2. If, after complete review of the student's status according to these Certification Procedures, the student is not eligible for all or any portion of the payment for the term being reviewed, or if the school questions the student's State Grant eligibility for any reason, report ineligibility and do not credit the student's account or allow a bill deduction.
3. After eligibility certification and fund crediting for each recipient occurs, the school must return the signed certification page of the roster to the Agency. The roster portion must also be returned if corrections were not requested using the online transactions or transmissions. PHEAA requires an online certification page accompany electronic student corrections. Refer to [Appendix B - How to Submit Corrections and Certify](#).

APPENDIX A – STATE GRANT CALENDAR – JUNE 2014 THROUGH MAY 2015

June 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Reconciliation and Refund DEADLINE (2013-14)	2 Approximate Summer 2014 Pre-Disbursement Roster Start**	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 2013-14 School Updates Stop*					

*2013-14 update capability through the FG5Y transaction and Partner Interface ends

**Date is dependent upon Summer term start date reported on the 2014-15 State Grant Educational Cost Form

July 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Approximate Commonwealth Budget Passage	2 2014-15 Select Partner Interface Updates Available**	3 1 st Summer 2014 Roster (Tentative)	4 Independence Day – PHEAA Offices Closed	5
6	7	8	9	10	11	12
13	14 2014-15 Select Partner Interface Updates Available***	15 Latest Summer 2014 Semester Start	16 Earliest Fall 2014 Semester Start	17	18 1 st Summer 2014 Funds (Tentative)	19
20	21	22	23	24	25	26
27	28 Last Summer Pre-Disbursement Rosters Generated	29	30	31 2013-14 Academic Year Credit Reporting DEADLINE*		

No specific date: Adjustment Percentage notifications for the 2014-15 Academic Year sent to Financial Aid Offices

*2013-14 Credit Reporting deadline grace period before a hold is December 1, 2014

**Approximate release of Partner Interface update function: Award Adjustments

***Approximate release of Partner Interface update function: Credit Reporting

August 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <ul style="list-style-type: none"> • 2014-15 Deadline First-Time Applicants* • 1st Summer 2014 Roster (Tentative) • Latest Summer 2014 Quarter Term Start Date • 2nd Summer 2014 Rosters 	2 Earliest Fall 2014 Quarter Term Start Date
3	4	5	6	7	8	9
10	11	12	13	14	15 Student Summer 2014 Application Deadline	16
17	18 Start Fall 2014 Disbursements (Tentative)**	19	20	21	22	23
24	25	26	27	28	29	30
31						

*First-time applicants enrolling at a community college; a business, trade or technical school; a hospital school of nursing; or in a 2-year program that is not transferable to another institution

**Fall 2014 disbursements begin in mid-August and will run through late November

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day - PHEAA Offices Closed	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Summer 2014 Reconciliation Roster Start	2	3	4
5	6	7	8	9	10	11
12	13 Columbus Day – PHEAA Offices Closed	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 <ul style="list-style-type: none"> • Reconciliation and Refund DEADLINE (Summer 2014)* • Student Reconsideration DEADLINE (Summer 2014) 	

*Outstanding Summer 2014 reconciliation roster or refunds will prevent 2014-15 Academic Year funds after this date.

November 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Latest Fall 2014-15 Quarter Start Date
2 Earliest Winter Quarter (2014-15) Term Start Date	3	4	5	6	7	8
9	10	11 Veterans Day - PHEAA Offices Closed	12	13	14	15 Latest Fall 2014 Semester Term Start Date
16 Earliest Spring 2015 Semester Term Start Date	17	18	19	20	21	22
23	24 Approximate Start Winter 2014-15 Disbursements*	25	26	27 Thanksgiving Day - PHEAA Offices Closed	28 PHEAA Offices Closed	29
30						

*Winter 2014-15 disbursements begin in late-November and run through mid-February.

December 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <ul style="list-style-type: none"> • First Time Grace Period for 2013-14 Credit Reporting Ends • Master Agreement Deadline 	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Start Spring 2015 Semester Disbursements (Tentative)*	16	17	18	19	20
21	22	23	24 PHEAA Offices Closed	25 Christmas Day – PHEAA Offices Closed	26	27
28	29	30	31 Last Request Date Summer 2014 funds			

*Spring Semester 2015 disbursements begin in mid-December and run through mid-February.

January 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day - PHEAA Offices Closed	2 "Hera" (Mainframe) Transactions No Longer Available*	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*FG11, FG5Y, and FG5T transactions (refer to Partner Interface Training under PHEAA.org/training)

February 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Latest Winter 2014-15 Quarter Start Date	2 Earliest 2015 Spring Quarter Start Date	3	4	5	6	7
8	9 <ul style="list-style-type: none"> Stop for Winter Quarter and Spring Semester Rosters Start Spring Quarter Rosters (2014-15) (Tentative) 	10	11	12	13 1st 2015-16 Run Status Listings (Tentative)	14 1st 2015-16 Run GAPS Reports (Tentative)
15	16 Start Spring 2015 Quarter Disbursements (Tentative)*	17 Release 2015-16 Estimated Need (Tentative)	18	19	20 1st 2015-16 Run Status Transmissions (Tentative)	21
22	23	24	25	26	27	28

*Spring 2015 Quarter disbursements begin in mid-February through late March.

March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13 Start of 2015-16 Educational Cost Form Submissions	14
15 <ul style="list-style-type: none">• Latest Spring Semester Start Date (2014-15)• Student Summer 2015 Application Start	16 Earliest Summer 2015 Semester Start Date	17	18	19	20	21
22	23 Stop for Spring Quarter Rosters; (2014-15)	24	25	26	27	28
29	30	31 Adjustment Percentage Notifications for Summer 2015				

April 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 2014-15 Student Reconsideration Deadline	2 Approximate Start Academic Year 2014-15 Reconciliation Rosters	3	4
5	6	7	8	9	10	11
12	13 Approximate End of 2015-16 Educational Cost Form Submissions	14	15	16	17 2015-16 Status Listings and Transmissions Suspended*	18
19	20	21	22	23	24	25
26	27	28	29	30		

*PHEAA begins process of transitioning 2015-16 from Estimated Need to Actual Need (Conditional Awards)

May 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 • Latest Spring 2015 Quarter Start Date • 2015-16 Application Deadline*	2 Earliest Summer 2015 Quarter Start Date
3	4 Approximate 1 st Run 2015-16 Student Eligibility Notices	5	6	7	8 2015-16 Status Listings and Transmissions Resume (Actual Need)	9
10	11 2015-16 Select Partner Interface Updates Available**	12 Approximate Start 2015-16 GPAD Reports	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 Approximate Release 2015 Summer Student Award Letters	28	29	30
31						

*Application deadline for 1) Renewal students; 2) all non-renewal students enrolling in a degree program or a college transferable program at a junior college or other college or university (excludes community colleges)

**Approximate release of 2014-15 Partner Interface update functions: Cancel/Reinstate Cost Override and <50% Classroom.

APPENDIX B - HOW TO SUBMIT CORRECTIONS TO STUDENT DATA AND CERTIFY

1. **PRIOR TO CERTIFYING** – Report corrections electronically prior to certifying a roster. Correction options:

- A. **ELECTRONIC CERTIFICATION TRANSMISSION** allows submission of data corrections on large groups of records through use of preformatted flat files. Technical layouts are available in the Document Library: *State Grant Program/Technical and Processing Information*. Contact our Public Service Systems at **800.443.0646**, Option 4, to begin using this format.
- B. **PARTNER INTERFACE** is a Web portal that allows school users to manage Pennsylvania State Grant student records on the Web. School users can search for, view and **update individual student records**; view eligibility records; **submit special requests when changes cannot be made on the portal**; **request primary school changes**; access the online Web Certification Form; **use mass update queues to update multiple student records (up to 100)**; and access and export student listings through a State Grant dashboard.

Administrators can access the interface through *Alec*, PHEAA’s school portal. Tutorials, pre-recorded webinars and other training materials are available at PHEAA.org/training. A sign-in and search tutorial explains how to sign into *Alec*.

The *Special Request* feature of Partner Interface should only be used when these procedures instruct you to do so or when there are no other reporting options. Requests should be **brief**. For example, “Student request to refuse Summer grant on file” or “Grant not credited, returning funds.”

Special Request Examples	
<i>Appropriate Use:</i>	
<ul style="list-style-type: none"> To retract “Less Than 50% Classroom” reporting To report when funds have not been credited and will be returned so that PHEAA can discontinue a student refund (PHEAA Collectable) To request changes that cannot be processed due to a pending review by PHEAA 	<ul style="list-style-type: none"> To submit costs that are more than 25% greater than reported To report questionable eligibility on items such as EFC, Pennsylvania domicile, etc. To report a non-Pennsylvania address change
<i>Inappropriate Use:</i>	
<ul style="list-style-type: none"> To report a change to year in school (nursing schools) Submitting costs that are more than 25% lower than reported Submitting adjustments due to withdrawal 	<ul style="list-style-type: none"> Reporting enrollment or Pennsylvania address changes Reporting “Less Than 50% Classroom” for additional terms

- C. **ROSTERS (PRINTED FROM PAGECENTER)** can be used as a last resort. User should be aware that handwritten enrollment and eligibility corrections require manual review and can delay processing. If you must submit corrections via the disbursement roster:
1. Make notations only by those students requiring corrections;
 2. If you are not returning all pages of the roster include a cover page denoting the number of pages returned including the Certification Page; and
 3. Fax the roster and completed Certification Page to **717.720.3786**

IMPORTANT: Handwritten credit reporting will NOT be accepted.

2. **SUBMITTING CERTIFICATION** – After making all corrections electronically or if no student corrections are needed, complete, sign and return the Certification page. Submission options:
- A. **ONLINE CERTIFICATION PAGE (PREFERRED METHOD)**. Access the online Certification Page via the home page in *Alec* by selecting *State Grant Disbursement Certification* from the dropdown or link under *State Grants*. This will take you directly to the Document Library: *State Grant Program/Certification Procedures, Workshop Materials and Roster Certification Page*. Please print the completed page PRIOR to submitting and keep a copy for your files. PHEAA logs activity on your school's activity page (FC5S) upon nightly certification processing. PHEAA staff will update your school's disbursement information on the FG3S transaction.
- B. **PAPER ROSTERS (PRINTED FROM PAGECENTER)** can be submitted via fax as a **last resort** method. If you are unable to submit the electronic Certification Page, you may print the final page of the roster which is output to the PageCenter repository. Keep a copy for your records and fax the completed and signed Certification Page to **717.720.3786**.

APPENDIX C – VIEWING DATA AND REPORTS

Getting Started - Each school that is participating in the State Grant Program must have a fully executed Remote Access Agreement (RAA) and have at least one authorized user at the school to access the systems referenced in this document. PHEAA manages access through the Business Partner Access Management System (BPAMS). This secure web interface ensures that our business partners are meeting the security requirements of PHEAA. If you require assistance with access, please reference **Appendix D** for contact information.

- Partner Interface** is a web portal that allows school users to manage Pennsylvania State Grant student records on the web. School users can **search, view** and update individual student records; **view eligibility records**; submit special requests when changes cannot be made on the portal; request primary school changes; access the online Web Certification Form; use mass update queues to update multiple student records; and **access and export student listings through a State Grant dashboard**. Administrators can access the interface through *Alec*, PHEAA's school portal. Tutorials, pre-recorded webinars and other training materials are available at PHEAA.org/training. A sign-in and search tutorial explains how to sign-in to *Alec*.
 - Student Listings Via The State Grant Dashboard – This feature allows school users to create custom lists of students, filter lists and export to Microsoft Excel or a Comma Separated Value (CSV) file. *Filtering Tips* are available on PHEAA.org/training.
- PHEAA Remote Network (OC/Webconnect transactions)** includes transactions that provide college-level data that is not accessible via the Partner Interface. These include, but are not limited to, FG3I (College Contacts), FG3M (College Grant Specific), FG3Y (College Demographics), FG4B (College Grant Program Specific/Costs), and FG3S (College Disbursements). These transactions are detailed on the "State Grant Commands" card available in the Document Library under *State Grant Program/Technical and Processing Information*. Several student transactions listed on the Command Card have been replaced by Partner Interface and will be discontinued after January 1, 2015. These include, FG5Y (Institution Action), FG5T (Enrollment Change), FG11 (S-Change), FG77 (GPAD), and FG5K (GAPS).
- PageCenter** is the report repository that retains all State Grant reports including disbursement rosters. Users may opt to receive email notifications from pagecenter@aessuccess.org for each specific report when a new version of the report is available. After opting for this service and upon generation of a new report, the user receives an automatic email. PHEAA recommends requests for infrequent reports such as disbursement rosters.

To request participation in this service, please send an email to sghelp@pheaa.org. The subject of the email should be "PageCenter Emails," and each individual user must supply the following information:

User Name
OE School Code (Federal School Code)
User ID (CG#)
Email Address
Report Name(s) (Pagesets)

- Weekly Electronic Status Transmissions and Corresponding Listings** provide FAAs with the status of those Pennsylvania State Grant applicants who indicated that they plan to attend your institution. Technical layouts and test files are available in the Document Library: *State Grant Program/Technical and Processing Information*. Contact Public Service Systems at **800.443.0646**, Option 4, to begin using these transmissions.

Weekly Status Reports and Transmissions	
Report Name	Description
2014-15 FAA Status Listing	Status by term of each student's State Grant record. From February through late April, award amounts are ESTIMATES ONLY. Beginning in May, award amounts are conditional pending passage of the Commonwealth Budget in July. This listing is available in PageCenter.
2014-15 FAA Status Transmissions	The electronic equivalent of the FAA Status Listing. The transmission also provides the following information not available on the listing: <ul style="list-style-type: none"> • Previously reported online and classroom attempted credits • Summer term data • 2nd through 10th college choice information, when requested
Special Notations	<ul style="list-style-type: none"> • A State Grant Status Listing guide is available in the <i>Document Library</i> under <i>State Grant Program/Technical and Processing Information</i>. • Status reports are suspended in late April for approximately 1-2 weeks during the transition from estimated to actual awards.

5. **Electronic Disbursement Transmissions** allow transmission of student roster data from PHEAA to your school through use of preformatted flat files. Technical layouts and test files are available in the Document Library: *State Grant Program/Technical and Processing Information*. Contact Public Service Systems at **800.443.0646**, Option 4, to begin using these transmissions.

6. **Grant Applicant Status (GAPS) Reports –**

Weekly Reports on Incomplete Records (GAPS) and Non-Fileers	
All GAPS reports display the Grant display item number (in parentheses) and corresponding Status Notice number.	
2014-15 GAPS Incomplete/Active	Lists student records that are incomplete and not rejected as of the report date
2014-15 GAPS Incomplete Reject	Lists student records that are incomplete and rejected as of the report date
2014-15 GAPS Incomplete/Inactive	Lists student records that are incomplete and inactive as of the report date; If the student responds to the PHEAA inquiry, the record will be reactivated
2014-15 GAPS All Categories	Comprehensive list of all incomplete record status categories
2014-15 GAPS Renewals/No FAFSA	Lists students enrolled at your institution for Spring 2014 who have not yet filed the FAFSA. Produced from February 2014 through late April 2014

Weekly Reports on Complete Records (GAPS)	
2014-15 GAPS Complete	Lists student records that are complete as of the report date; This report stops in late April (April 2014 for the 2014-15 Academic Year)

NOTE: The FG5K transaction will be discontinued in January 2015. The PageCenter report will continue.

7. **Grant Applicant Processing Display (GPAD) Reports** – Beginning in late May, these weekly PageCenter reports list 4 weeks of eligibility changes to student records since initial awarding. This includes newly added awards and those that have been cancelled or reduced.

Report	Description
2014-15 GPAD ALL PROCESSING	Lists student records with an eligibility change since previous add date (ADD DT); Records stay on list for 30 days
2014-15 GPAD NORMAL PROCESSING	Lists student records with an eligibility change since previous add date (ADD DT); Records stay on list for 30 days, most will be complete
2014 GPAD SUMMER PROCESSING	Lists student records with an eligibility change since previous add date (ADD DT); Records stay on list for 30 days, most will be complete
2014-15 GPAD VALIDATION PROCESSING	Lists student records with an eligibility change since previous add date (ADD DT); Records stay on list for 30 days, most will be complete. Record appears when changes due to validation occur

NOTE: The FG77 transaction will be discontinued in January 2015. The PageCenter report will continue.

8. **Other Miscellaneous Reports** –

2014-15 PHEAA VALIDATION/OTHER RVW	Weekly list of students recently included in 2014-15 Income Validation Review and 2014-15 Other Reviews. Other Reviews encompasses a wide variety of information audits including, but not limited to, the number enrolled in school, financial independence, domicile; and asset reviews.
SUMMER 2014 STUDENT GRANT APPLICATIONS	Weekly list of students who have filed the Summer online application indicating attendance at your school. Information is updated weekly until August 15.
< 50% ATTENDING STATUS REPORT	Weekly report that lists the status of each student who was previously reported as “<50% Classroom.”
ATTEMPTED CREDITS REPORT	Weekly report that lists all awarded students where attempted credits reporting is required; For more information, refer to <i>Attempted Credits Report</i> under <i>State Grant Training</i> at PHEAA.org/training

APPENDIX D – RESOURCES AND CONTACTS

RESOURCE	DESCRIPTION AND LOCATION
Pennsylvania State Grant Program Codes	A list of all State Grant Reject, Cancellation and Adjustment Codes
	<i>Document Library</i> under <i>Main Menu/State Grant Program/Technical and Processing Information</i>
Application Processing System Specifications for Software Developers	A list of Federal Reject Codes; The most frequently encountered EFC calculation issues with processing State Grants are: 12, 3, C, G, 15, 14, 16, and 9.
	ifap.ed.gov/ifap/iLibrary.jsp
State Grant Transmission Layouts and Test Files (Status, Disbursement and/or Certification)	Information needed to help you receive data from or send data to PHEAA
	<i>Document Library</i> under <i>Main Menu/State Grant Program/SG Electronic Data Transmission Layouts</i>
2014-15 State Grant Certification Procedures	<ul style="list-style-type: none"> • PHEAA.org/training under <i>State Grant Training</i>; or • <i>Document Library</i> under <i>Main Menu/State Grant Program/Certification Procedures, Workshop Materials and Roster Certification Page</i>
Tutorials, Pre-Recorded Webinars and Other Training Materials	PHEAA.org/training
PHEAA's Banking Information	On the Certification Page at the end of your roster
	Secure PageCenter mailbox
Memos and Other Communications	<i>Document Library</i> in the School Portal "Alec"

CONTACT	TYPE OF INFORMATION
Public Service Systems Department 800.443.0646, Option 4	For questions regarding State Grant transmissions; This is a private line for Financial Aid Administrators only
State Grant Department 800.443.0646, Option 3, Option 1 Email: sghelp@pheaa.org	Receive answers to questions about the State Grant Program. This is a private phone line and email address for Financial Aid Administrators only.
State Grant Fax 717.720.3786	Fax for rosters or other documents; NOTE: PHEAA receives faxes through an Imaging Work Queue. Which are worked in the order received
FedLoan Servicing Department 800.443.0646, Option 2, Option 1 Email: pheaaaccess@pheaa.org	Access questions about BPAMS and RAAs
PHEAA Helpdesk 717.720.2649	Password resets and general help

APPENDIX E – SUMMER 2015 RECONCILIATION EXAMPLES

IMPORTANT: For all examples, a request “in writing” means via email to sghelp@pheaa.org.

Example 1

Student A never received a disbursement for the Summer 2015 term and the Reconciliation Roster date is January 2, 2016. PHEAA will not pay for this student on the Reconciliation Roster and will cancel Student A’s 2015 Summer term award. In order to have been paid for Student A, the school should have made a written request for another Reconciliation Roster by December 31, 2015.

Example 1		
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility
October 6, 2015		N/A
	November 1, 2015	\$1,000 (full-time)
Student by Student Amount Due School		\$1,000
Student by Student Amount Due PHEAA		\$0
FG3S Amount Due School		\$1,000
FG3S Amount Due PHEAA		\$0
January 2, 2016*		\$0
	*\$0 in balance of funds sent with roster – Student record must be updated to reflect \$0 eligibility.	
Can Payment be Applied?		No

Example 2A

Student A received a part-time award for Summer 2015 which was disbursed to the school prior to the Summer Reconciliation period. The school reconciled funds and achieved a zero balance on October 31, 2015. The school subsequently made a post-reconciliation correction to Student B's enrollment, increasing the award from part-time to full-time.

On or Before December 31, 2015: A written request for another Reconciliation Roster is made on or prior to December 31, 2015 and the school is eligible for payment of the student's award balance.

Example 2 – Scenario 1 – ON OR BEFORE DECEMBER 31, 2015		
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility
October 6, 2015		\$500 (part-time)
	November 1, 2015	\$1,000 (full-time)
Student by Student Amount Due School		\$500
Student by Student Amount Due PHEAA		\$0
FG3S Amount Due School		\$500
FG3S Amount Due PHEAA		\$0
November 10, 2015*		\$500
	*\$500 in balance of funds sent with roster	
Can Payment be Applied?		Yes

Example 2B

Student A received a part-time award for Summer 2015 which was disbursed to the school prior to the Summer Reconciliation period. The school reconciled funds and achieved zero balance on October 31, 2015. The school subsequently made a post-reconciliation correction to Student B’s enrollment, increasing the award from part-time to full-time.

After December 31, 2015: The Reconciliation Roster lists the “balance due school” and lists the payment amount as \$0. The school reconciles and certifies this student matches the “balance due school” and reports this information to PHEAA. PHEAA will then adjust the student’s award to reflect a part-time amount and counter used from the original disbursement. No additional payment to the school of the student’s award balance will be honored past the December 31, 2015 deadline.

Example 2 – Scenario 2 – AFTER DECEMBER 31, 2015		
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility
October 6, 2015		\$500 (part-time)
	November 1, 2015	\$1,000 (full-time)
Student by Student Amount Due School		\$500
Student by Student Amount Due PHEAA		\$0
FG3S Amount Due School		\$500
FG3S Amount Due PHEAA		\$0
January 1, 2016*		\$0
	*\$0 in balance of funds sent with roster – Student record must be updated to reflect \$500 eligibility	
Can Payment be Applied?		Only the original \$500 part-time award may be paid

Example 3

Student A and Student B both had \$1,000 awards on the Reconciliation Roster, dated October 6, 2015. The school cancelled each student for “not enrolled” as part of the reconciliation process on October 7, 2015. Student C and Student D were both awarded \$1,000 on October 7, 2015. The school may not apply payment to Student C and Student D until a new Reconciliation Roster, which must be requested in writing on or before December 31, 2015, lists Student C and Student D. If these records were the only records to change during that period, the subsequent Reconciliation Roster that is generated would have a zero balance and no funds would be transmitted.

Example 3					
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility	Student B Eligibility	Student C Eligibility	Student D Eligibility
October 6, 2015		\$1,000	\$1,000	N/A	N/A
	October 7, 2015	\$0 – Cancelled Not Enrolled	\$0 – Cancelled Not Enrolled	\$1,000	\$1,000
Can Payment be Applied?		No	No	No	No
Student by Student Amount Due School		\$2,000			
Student by Student Amount Due PHEAA		\$2,000			
FG3S Amount Due School		\$0			
FG3S Amount Due PHEAA		\$0			
November 10, 2015*		\$0	\$0	\$1,000	\$1,000
	*Zero funds sent with roster.				
Can Payment be Applied?		N/A	N/A	Yes	Yes

Example 4

Student A and Student B both had \$1,000 awards on the Reconciliation Roster, dated October 6, 2015. The school cancelled each student for “not enrolled” as part of the reconciliation process on October 7, 2015. Student C was subsequently awarded \$500 and Student D was awarded \$1,000 on October 7, 2015. The school may not apply any payment to Student C and Student D until a new Reconciliation Roster, which must be requested in writing on or before December 31, 2015, lists Student C and Student D. For example, if these records were the only records to change during that period and the subsequent Reconciliation Roster is generated on November 10, 2015, a “balance due PHEAA” of \$500 would result. The school could then apply payment to Student C and Student D at that time and submit a refund to PHEAA in the amount of \$500.

Example 4					
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility	Student B Eligibility	Student C Eligibility	Student D Eligibility
October 6, 2015		\$1,000	\$1,000	N/A	N/A
	October 7, 2015	\$0 – Cancelled Not Enrolled	\$0 – Cancelled Not Enrolled	\$500	\$1,000
Can Payment be Applied?		No	No	No	No
Student by Student Amount Due School		\$1,500			
Student by Student Amount Due PHEAA		\$2,000			
FG3S Amount Due School		\$0			
FG3S Amount Due PHEAA		\$500			
November 10, 2015*		\$0	\$0	\$500	\$1,000
	*Zero funds sent with roster-Refund of \$500 is due to PHEAA				
Can Payment be Applied?		N/A	N/A	Yes	Yes

Example 5A – BEFORE DECEMBER 31, 2015

Student A and Student B both had \$1,000 awards on the Reconciliation Roster, dated October 6, 2015. The school cancelled each student for “not enrolled” as part of the reconciliation process on October 7, 2015. Student C was subsequently awarded \$1500 and Student D was awarded \$1,000 on October 7, 2015. The school may not apply any payment to Student C or Student D until a new Reconciliation Roster, which must be requested in writing on or before December 31, 2015, lists Student C and Student D. If these records were the only records to change during that period, the subsequent Reconciliation Roster that is generated would reflect a “balance due school” of \$500. If the roster is generated on or before December 31, 2015, the \$500 balance due to the school would be transmitted and the school could then apply full payment to Student C and Student D at that time. **If the roster is generated after December 31, 2015, zero funds would be transmitted and the school would be expected to report to PHEAA that the eligibility for Students C and D should be cancelled.**

Example 5A – BEFORE DECEMBER 31, 2015					
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility	Student B Eligibility	Student C Eligibility	Student D Eligibility
October 6, 2015		\$1,000	\$1,000	N/A	N/A
	October 7, 2015	\$0 – Cancelled Not Enrolled	\$0 – Cancelled Not Enrolled	\$1,500	\$1,000
Can Payment be Applied?		No	No	No	No
Student by Student Amount Due School		\$2,500			
Student by Student Amount Due PHEAA		\$2,000			
FG3S Amount Due School		\$500			
FG3S Amount Due PHEAA		\$0			
November 10, 2015*		\$0	\$0	\$1,500	\$1,000
	*\$500 in balance of funds sent with roster				
Can Payment be Applied?		N/A	N/A	Yes	Yes

Example 5B – AFTER DECEMBER 31, 2015

Student A and Student B both had \$1,000 awards on the Reconciliation Roster dated October 6, 2015. The school cancelled each student for “not enrolled” as part of the reconciliation process on October 7, 2015. Student C was subsequently awarded \$1500 and Student D was awarded \$1,000 on October 7, 2015. The school may not apply any payment to Student C or Student D until a new Reconciliation Roster, which must be requested in writing on or before December 31, 2015, lists Student C and Student D. If these records were the only records to change during that period, the subsequent Reconciliation Roster that is generated would reflect a “balance due school” of \$500. **If the roster is generated after December 31, 2015, zero funds would be transmitted and the school would be expected to report to PHEAA that the eligibility for Students C and D should be cancelled.**

Example 5B – AFTER DECEMBER 31, 2015					
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility	Student B Eligibility	Student C Eligibility	Student D Eligibility
October 6, 2015		\$1,000	\$1,000	N/A	N/A
	October 7, 2015	\$0 – Cancelled Not Enrolled	\$0 – Cancelled Not Enrolled	\$1,500	\$1,000
Can Payment be Applied?		No	No	No	No
Student by Student Amount Due School		\$2,500			
Student by Student Amount Due PHEAA		\$2,000			
FG3S Amount Due School		\$500			
FG3S Amount Due PHEAA		\$0			
January 1, 2016*		\$0	\$0	\$1,500	\$1,000
	*Zero funds sent with roster				
Can Payment be Applied?		N/A	N/A	No	No
Reconciliation Changes Required		N/A	N/A	Mark Ineligible \$0	Mark Ineligible \$0
FG3S Amount Due School		\$0			
FG3S Amount Due PHEAA		\$0			

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, 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 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 American Education Services (AES) and FedLoan Servicing.

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