

# PHEAA TRAINING

**2013-14 and Summer 2014  
Certification Procedure Workshop**  
*Pennsylvania State Grant Program*

# Today's Workshop

- Eligibility Tests
- Adjustments

## SHORT BREAK

- Disbursement Process
- Resources
- Partner Interface and Reporting Methods

# Eligibility Certification STEPS

1. Review Certification Procedures
2. Confirm Notification of Eligibility
3. Apply All “Tests”
4. Submit Changes Electronically
5. Credit State Grant
6. Sign and Submit the Certification Page

# Certification Procedures - Section I

# STUDENT ELIGIBILITY VERIFICATION

# Student Eligibility Verification

- Enrollment including
  - ★ Online vs. In-Classroom Credit Reporting 
  - ★ <50% In-Class Attendance Reporting
- Undergraduate Status
- Residency
- High School Graduation
- Housing/Gift Aid elimination 
- Program of Study
- Maximum Number of Payments
- Academic Progress
- Other

# Enrollment Definitions

## Credits

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

# In-Classroom and Online Credit Reporting

A yellow starburst graphic with the word "NEW" in white, bold, sans-serif capital letters.

## Section I, page 5

- Required for **ALL students**
  - ★ Awarded terms
  - ★ Registered credits at the time of crediting
  - ★ Changes to enrollment after crediting
- Statistical ONLY – NO PHEAA assumptions on enrollment or <50% classroom attendance reporting
- Does NOT impact student's status

# In-Classroom and Online Credit Reporting

**NEW**

- Remedial
- Two-School Enrollment/Visiting
- Clock Hour conversions
- Report term by term or recon but no later than:
  - ★ Deadline for 2013-14 is **July 31, 2014 (December 31, 2014 – Summer)**
- Reporting options
  - ★ Partner Interface- **tutorial available on [pheaa.org/training](http://pheaa.org/training)**
  - ★ Certification Transmissions
  - ★ FG5Y (last resort)

Credit Information

	Fall	Spring
● Classroom Credits:	<input type="text"/>	<input type="text"/>
● Online Credits:	<input type="text"/>	<input type="text"/>

# In-Classroom and Online Credit Reporting



Enrollment at time of crediting	After Crediting	Expected Credit Reporting	Notes
15 in-classroom/0 online	Student drops a class	15 in-classroom/0 online	No action necessary. Ratio of online to in-classroom instruction has not changed.
15 in-classroom/0 online	Student adds 3 online credits	15 in-classroom/3 online	Ratio has changed even though does not impact eligibility. Report new credit distribution.
12 in-classroom/3 online	Student withdraws	12 in-classroom/3 online	No action necessary. Academic progress affected in future. Depending on time of withdrawal, a partial refund may be due.
6 in-classroom/6 online	Student adds 3 online credits	6 in-classroom/9 online	Ratio has changed; Impacts eligibility, must also report <50% in-classroom attendance. State Grant cancelled in 30 days unless ADA approval

# 50% Classroom Instruction Enrollment in an Approved Program



- Enrollment Pattern for Term  
(**required** 2013-14) **NEW**

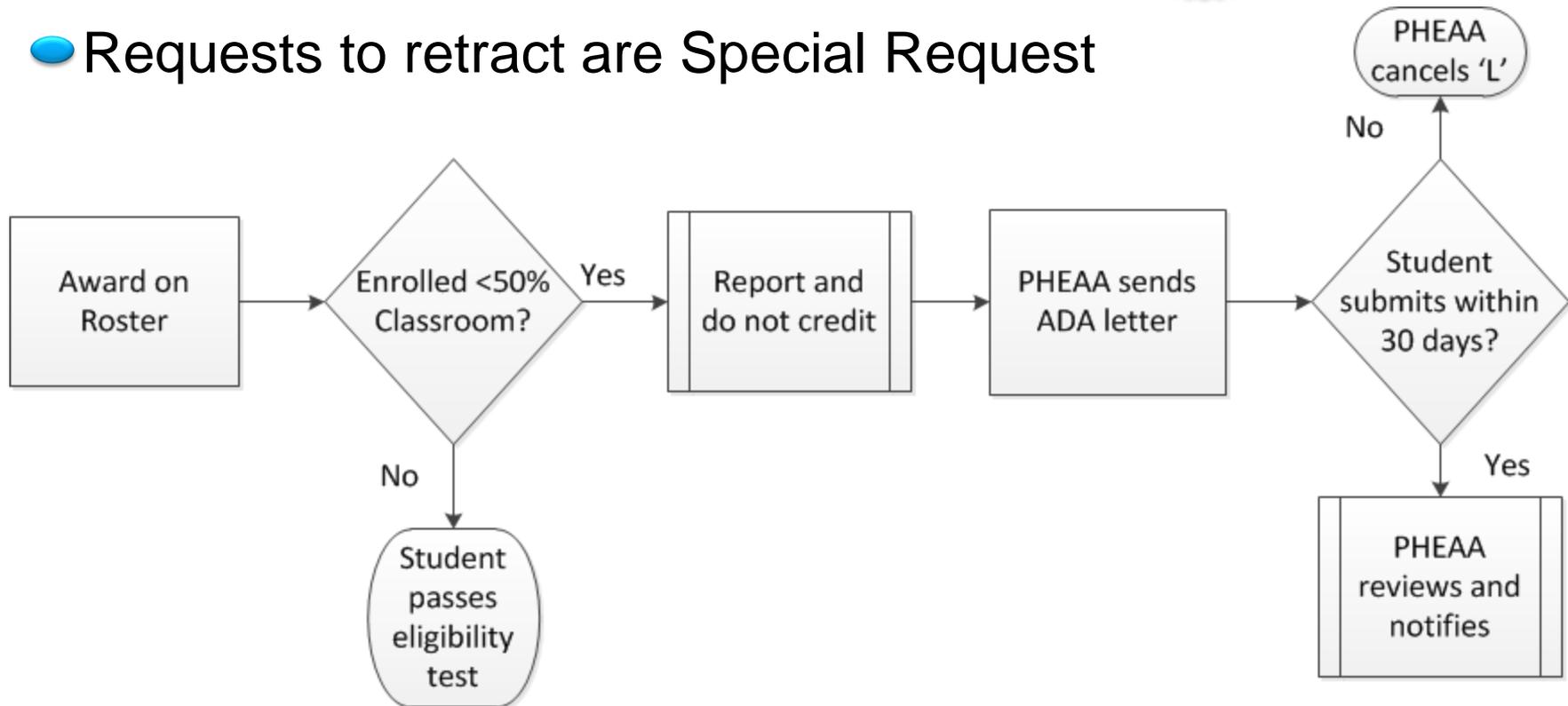
- ★ If not, report 'Less than 50%' for term
- ★ If no ADA, will 'Cancel L'

- Published on-line vs. classroom  
(**required** 2013-14) **NEW**

- ★ Course registration/Section Level

# < 50% Classroom Reporting Flow

- You may now report Spring automatically **NEW**
- Requests to retract are Special Request



# Classroom Definition



- Traditional classroom instruction
- Synchronous learning; must be real-time audio and visual, two way interaction
- Hybrid courses meeting 50%classroom/synchronous definitions

# 50% Classroom Instruction Examples

Term Enrollment	Result	Action?
6 classroom – 6 online	Full-time	None needed – The student is eligible
6 classroom – 9 online	Report as <50% classroom	Report using Partner Interface or Transmission
3 classroom – 9 online	Report as <50% classroom	Report using Partner Interface or Transmission
3 classroom – 3 online	Part-time	None needed – The student is eligible

# Enrollment Exception Remedial Classes

- 1.00 maximum exception (life time)
  - No more than half of the credits during the term
  - Review yearly counters on [View Eligibility for Student](#)
  - Counter prints: Fall & Summer rosters only
- Exception Impacts:
    - ★ Enrollment status
    - ★ Academic progress

Term Records	2013 - 2014 Spring	2013 - 2014 Academic Total	2012 - 2013 Fall	2012 - 2013 Winter	2012 - 2013 Spring	2012 - 2013 Academic Total
Halftime:	No		No	No	Yes	
School Name (OE Code):	-		99999999 -01 Pheaa University Of Harrisburg	-	99999999 -01 Pheaa University Of Harrisburg	
Program of Study:			Bachelor's Degree (All Other Majors)		Bachelor's Degree (All Other Majors)	
Award/Reject:			\$1,850		\$925	\$2,775
Remedial Exception:		0.0				0.75
Award Counters:	0	0	0.5	0	0.25	0.75
Year in School:	2		2		2	

# Remedial/Regular Maximum Allowable Distribution

Term Enrollment	Overall Enrollment Minimum	Equal Split of Credits	
		Maximum Remedial Allowed	Degree
Full-Time Semester Schedule	12	6	6
Half-Time Semester Schedule	6	3	3
Full-Time Quarter Schedule using Semester Credits	8	4	4
Half-Time Quarter Schedule using Semester Credits	4	2	2
Full-Time Quarter Schedule using Quarter Credits	12	6	6
Half-Time Quarter Schedule using Semester Credits	6	3	3

# Remedial/Regular Reporting Examples

Semester school

- If remedial credits are 9 and
- Regular credits are 3
- Then report

Exception Counter Used:

.25

Enrollment Status:	1 - Full Time Student	1 - Full Time Student
Classroom Attendance:	- Select -	%
Information	1 - Full Time Student	
	2 - Full Time-Evening	
	3 - Half-time Student	
	4 - Attending less Than Half-Time	
	5 - Full Time with 1-3 credits Remedial	
	6 - Full Time with 1-3 credits Remedial Standard-Evening	
	7 - Full Time with 4+ credits Remedial Standard	
	8 - Full Time with 4+ credits Remedial Standard-Evening	
Classroom Credits:	9 - Half Time-Evening	
	A - Half Time with 1-3 credits Remedial	
	B - Half Time with 1-3 credits Remedial-Evening	
Online Credits:	C - Half Time with 4+ credits Remedial	
	D - Half Time with 4+ credits Remedial-Evening	

# Remedial/Regular Reporting Examples

Semester school

- If remedial credits are 10 and
- Regular credits are 2
- Then report

**Exception Counter Used:**

**N/A – Not Eligible**

Enrollment Status: 1 - Full Time Student 1 - Full Time Student

<50% Classroom Attendance: %

Credit Information

Classroom Credits:

Online Credits:

1 - Full Time Student	
- Select -	
1 - Full Time Student	
2 - Full Time-Evening	
3 - Half-time Student	
<b>4 - Attending less Than Half-Time</b>	
5 - Full Time with 1-3 credits Remedial	
6 - Full Time with 1-3 credits Remedial Standard-Evening	
7 - Full Time with 4+ credits Remedial Standard	
8 - Full Time with 4+ credits Remedial Standard-Evening	
9 - Half Time-Evening	
A - Half Time with 1-3 credits Remedial	
B - Half Time with 1-3 credits Remedial-Evening	
C - Half Time with 4+ credits Remedial	
D - Half Time with 4+ credits Remedial-Evening	

# Remedial/Regular Reporting Examples

Semester school

- If remedial credits are 3 and
- Regular credits are 12
- Then report

**Exception Counter Used:**

**N/A – None necessary**

housing status: \_\_\_\_\_

Enrollment Status: 1 - Full Time Student 1 - Full Time Student

<50% Classroom Attendance: **1 - Full Time Student** %

credit Information

Classroom Credits:

Online Credits:

1 - Full Time Student	▼	1 - Full Time Student	▼
- Select -			
<b>1 - Full Time Student</b>			
2 - Full Time-Evening			
3 - Half-time Student			
4 - Attending less Than Half-Time			
5 - Full Time with 1-3 credits Remedial			
6 - Full Time with 1-3 credits Remedial Standard-Evening			
7 - Full Time with 4+ credits Remedial Standard			
8 - Full Time with 4+ credits Remedial Standard-Evening			
9 - Half Time-Evening			
A - Half Time with 1-3 credits Remedial			
B - Half Time with 1-3 credits Remedial-Evening			
C - Half Time with 4+ credits Remedial			
D - Half Time with 4+ credits Remedial-Evening			

# Evening Students

- Are the program curriculum and costs different for evening than the day program?
  - ★ Program must meet State Grant criteria for approval
  - ★ Questions – Institution Eligibility – 717-720-2740
- Where different educational costs for evening programs necessary and reported during the annual cost collection process?

Enrollment Status

Classroom Attendance

1 - Full Time Student

- Select -

1 - Full Time Student

2 - Full Time-Evening

1 - Full Time Student

%

NO

YES

A screenshot of a web form. On the left, the text 'Enrollment Status' is positioned above a dropdown menu. Below it, the text 'Classroom Attendance' is partially visible. The dropdown menu is open, showing a list of options: '1 - Full Time Student', '- Select -', '1 - Full Time Student', and '2 - Full Time-Evening'. To the right of this dropdown is another dropdown menu with the text '1 - Full Time Student' and a percentage sign '%' below it. A large blue arrow labeled 'NO' points from the 'Enrollment Status' dropdown towards the '1 - Full Time Student' dropdown. A large blue arrow labeled 'YES' points from the '1 - Full Time Student' dropdown back towards the 'Enrollment Status' dropdown.

# Advanced Standing

- Include only credits taken during the current term
- Do NOT include:
  - ★ Transfer credits from another term
  - ★ Military credits
  - ★ Prior training
  - ★ Credits earned by examination
  - ★ Life learning credits

# Repeat Work

- Can count a course taken for a second time toward full-time or part-time
- CANNOT count that course toward academic progress
- May impact costs if tuition waiver for repeat work

# Enrollment Section - Less Frequent Topics

*Beginning on page 8 – Section I*

- Internships and Practicums
- Enrollment at Another Institution
- Credit/Clock Hours at Business, Trade and Technical Schools
- Final Year Full-Time Students
- Unusual Schedules

# Undergraduate

- No previous bachelor's degree OR THE EQUIVALENT
- If taking graduate credits, can only count toward State Grant eligibility if the graduate credits will be counted toward the undergraduate degree

# Pennsylvania Residency - 'Domicile'



- Defined in law
- Regulation

§ 121.57. Higher education grant domicile.

# Domicile – Do Not Credit

## Notify PHEAA if:

- Home address is not PA
- Student is registered to vote in another state
- Student is receiving a state grant from another state based on residency
- Student is being charged as a non-PA resident
- Cannot validate that the student is an “eligible non-citizen” for Pell Grant

# High School Graduate



- Defined in law

- Regulations

§ 121.21. Requirement for higher education grant applicants.

§ 121.22. Early admission students.

# High School Graduate

- Prior to start of classes/term
- Correspondence diplomas
  - ★ Most are NOT acceptable
  - ★ Pennsylvania Cyber-Charter are acceptable
- Homeschooling
  - ★ One of the PDE approved programs
  - ★ GED
  - ★ Certification by local school district superintendent

# High School Graduate

- Resources – [pheaa.org](http://pheaa.org) – FAQs

- ★ [List of PDE-approved Home School Associations](#)
- ★ [Home Education Certification Form](#)
- ★ [Pennsylvania Cyber Charter Schools](#)
- ★ [Current NACES® \(National Association of Credential Evaluation Services\) member](#)

# Housing – Educational Expense Allowance (EEA)

- Housing is not an eligibility criterion (effective 2012-13)
  - ★ Standard allowance (EEA) applied to all students
- PHEAA still requests room and board costs during annual cost collection
- Gift Aid test eliminated 
  - ★ Housing no longer has impact on that test

# Maximum Number of Payments

- 4.00 State Grants or the completion of requirements for first bachelor's degree, whichever occurs first
- Bona-fide five year programs
- 2.00 max grants for 2-year programs
- BTT programs are approved for a specific number of terms based on program-specific curricula

# Maximum Awards – Additional Terms of Aid

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

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

Student's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

Financial Aid Administrator's Signature \_\_\_\_\_ School Name \_\_\_\_\_ Date \_\_\_\_\_

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

- School may request IF;
  - ★ State Grants are less than 4.0, and
  - ★ Student has not completed requirements for first bachelor's degree

- Form in Document Library:

[State Grant Program/Forms Provided to the Aid Community Only](#)

- Example Reasons:
  - ★ 2<sup>nd</sup> Associate Degree
  - ★ Program requires more than 2 years
  - ★ Transferred from one 2 year to another

# Programs of Study - Term Length – Academic Year

## ● Regulatory Definitions

### § 121.1. Definitions

- ★ *Quarter*—A period of approximately 11 weeks normally comprising 1/3 of the academic year.
  - ★ <10 or >12 weeks in the term – DO NOT CREDIT
  
- ★ *Semester*—A period of approximately 17 weeks normally comprising 1/2 of the academic year.
  - ★ <15 or >18 weeks in the term – DO NOT CREDIT
  
- ★ *Trimester*—A period of approximately 15 weeks normally comprising 1/2 of the academic year.

# Program of Study Minimum Requirements

§ 121.33. Approved program of study in higher education grant program

- Must be degree-seeking at degree schools
- 2 academic years in length = 15 calendar months = 60 weeks of instruction
- 60 semester credits, 90 quarter credits or 1800 clock hours
  - ★ If AST/ASB – minimum clock hours is 1500

- Program structured to be at least 50% classroom instruction
  - ★ If not, then report 'DE' for 'Reject G'/Non-Approved Program

Program of Study:	- Select -	Degree
	- Select -	
Housing Status:	A - 5 Year Co-op Work-Study (All Majors)	
	B - Bachelor's Degree (Religion Majors)	
Enrollment Status:	C - Bachelor's Degree (All Other Majors)	student
	F - 5 Yr Bona Fide Program	
Classroom Attendance:	G - 2 Year Terminal Prog in a 4 Year University	
	H - Prog of Less Than 2 Academic Years	ss that
	I - College Transferable Program	
	DE - Distance Education	
Information	00 - OTHER	

# Programs of Study - Term Length – Summer

- If Enrolled in Year Round Curriculum – **Must use Academic Year definitions**
  - ★ Business, Trade, Technical Schools
  - ★ Programs where special crediting instructions provided (accelerated degree, etc.)

## Minimum 8 week term at colleges and universities

- If Not Enrolled in Year-Round Curriculum
  - ★ Modules may be combined to meet definition
    - ★ Summer modules may be non-consecutive
    - ★ Cannot credit until student enrolled in last module

# Programs of Study - Term Length – Summer

- If Enrolled in Year Round Curriculum – **Must use Academic Year definitions**

	Fall	Winter
Branch Campus:	99999997-01 Pheaa Quart	99999997-01 Pheaa Qu
Program of Study:	- Select -	Degree (
Housing Status:	- Select -	
Enrollment Status:	A - 5 Year Co-op Work-Study (All Majors)	itudent
50% Classroom Attendance:	B - Bachelor's Degree (Religion Majors)	
	C - Bachelor's Degree (All Other Majors)	
	F - 5 Yr Bona Fide Program	
	G - 2 Year Terminal Prog in a 4 Year University	
	H - Prog of Less Than 2 Academic Years	
	I - College Transferrable Program	
Credit Information	DE - Distance Education	
	00 - OTHER	

If less than 8 weeks, report '00'  
in Program of Study

- ★ Summer modules may be non-consecutive
- ★ Cannot credit until student enrolled in last module

# Non-Traditional Programs of Study

- Must meet the same requirements as other programs
- If terms are shorter than those defined by the Regulations:
  - ★ Modules may be combined to meet definition
    - ★ Academic Year terms MUST be consecutive
    - ★ Cannot credit until student enrolled in last module
- If terms are longer than those defined by the Regulations:
  - ★ Submit information to the State Grant Program for review
  - ★ Withhold crediting until written special crediting instructions have been provided

# Academic Progress

MICHIGAN STATE UNIVERSITY  
OFFICIAL ACADEMIC TRANSCRIPT  
ISSUED TO STUDENT

PRINTED: 06/27/10  
PAGE: 01 OF 01

COURSE	TITLE	CRS	GRADE	Q	W	R	F	I	S	D	CP	NC	NG	NR	NS	NU	NT	NTU	NTD	NTF	NTS																				
<p>ATTENDED: 06/02 - 06/04</p> <p>ATTENDED: 06/01 - 06/07</p> <p>ATTENDED: 06/08 - 06/09</p> <p>ATTENDED: 06/10 - 06/11</p> <p>ATTENDED: 06/12 - 06/13</p> <p>ATTENDED: 06/14 - 06/15</p> <p>ATTENDED: 06/16 - 06/17</p> <p>ATTENDED: 06/18 - 06/19</p> <p>ATTENDED: 06/20 - 06/21</p> <p>ATTENDED: 06/22 - 06/23</p> <p>ATTENDED: 06/24 - 06/25</p> <p>ATTENDED: 06/26 - 06/27</p> <p>ATTENDED: 06/28 - 06/29</p> <p>ATTENDED: 06/30 - 06/31</p>																																									
<p>UNDERGRADUATE CREDIT</p> <p>FALL SEMESTER 2006</p> <p>FALL SEMESTER 2007</p> <p>FALL SEMESTER 2008</p> <p>FALL SEMESTER 2009</p> <p>FALL SEMESTER 2010</p> <p>FALL SEMESTER 2011</p> <p>FALL SEMESTER 2012</p> <p>FALL SEMESTER 2013</p> <p>FALL SEMESTER 2014</p> <p>FALL SEMESTER 2015</p> <p>FALL SEMESTER 2016</p> <p>FALL SEMESTER 2017</p> <p>FALL SEMESTER 2018</p> <p>FALL SEMESTER 2019</p> <p>FALL SEMESTER 2020</p> <p>FALL SEMESTER 2021</p> <p>FALL SEMESTER 2022</p> <p>FALL SEMESTER 2023</p> <p>FALL SEMESTER 2024</p> <p>FALL SEMESTER 2025</p> <p>FALL SEMESTER 2026</p> <p>FALL SEMESTER 2027</p> <p>FALL SEMESTER 2028</p> <p>FALL SEMESTER 2029</p> <p>FALL SEMESTER 2030</p> <p>FALL SEMESTER 2031</p> <p>FALL SEMESTER 2032</p> <p>FALL SEMESTER 2033</p> <p>FALL SEMESTER 2034</p> <p>FALL SEMESTER 2035</p> <p>FALL SEMESTER 2036</p> <p>FALL SEMESTER 2037</p> <p>FALL SEMESTER 2038</p> <p>FALL SEMESTER 2039</p> <p>FALL SEMESTER 2040</p> <p>FALL SEMESTER 2041</p> <p>FALL SEMESTER 2042</p> <p>FALL SEMESTER 2043</p> <p>FALL SEMESTER 2044</p> <p>FALL SEMESTER 2045</p> <p>FALL SEMESTER 2046</p> <p>FALL SEMESTER 2047</p> <p>FALL SEMESTER 2048</p> <p>FALL SEMESTER 2049</p> <p>FALL SEMESTER 2050</p> <p>FALL SEMESTER 2051</p> <p>FALL SEMESTER 2052</p> <p>FALL SEMESTER 2053</p> <p>FALL SEMESTER 2054</p> <p>FALL SEMESTER 2055</p> <p>FALL SEMESTER 2056</p> <p>FALL SEMESTER 2057</p> <p>FALL SEMESTER 2058</p> <p>FALL SEMESTER 2059</p> <p>FALL SEMESTER 2060</p> <p>FALL SEMESTER 2061</p> <p>FALL SEMESTER 2062</p> <p>FALL SEMESTER 2063</p> <p>FALL SEMESTER 2064</p> <p>FALL SEMESTER 2065</p> <p>FALL SEMESTER 2066</p> <p>FALL SEMESTER 2067</p> <p>FALL SEMESTER 2068</p> <p>FALL SEMESTER 2069</p> <p>FALL SEMESTER 2070</p> <p>FALL SEMESTER 2071</p> <p>FALL SEMESTER 2072</p> <p>FALL SEMESTER 2073</p> <p>FALL SEMESTER 2074</p> <p>FALL SEMESTER 2075</p> <p>FALL SEMESTER 2076</p> <p>FALL SEMESTER 2077</p> <p>FALL SEMESTER 2078</p> <p>FALL SEMESTER 2079</p> <p>FALL SEMESTER 2080</p> <p>FALL SEMESTER 2081</p> <p>FALL SEMESTER 2082</p> <p>FALL SEMESTER 2083</p> <p>FALL SEMESTER 2084</p> <p>FALL SEMESTER 2085</p> <p>FALL SEMESTER 2086</p> <p>FALL SEMESTER 2087</p> <p>FALL SEMESTER 2088</p> <p>FALL SEMESTER 2089</p> <p>FALL SEMESTER 2090</p> <p>FALL SEMESTER 2091</p> <p>FALL SEMESTER 2092</p> <p>FALL SEMESTER 2093</p> <p>FALL SEMESTER 2094</p> <p>FALL SEMESTER 2095</p> <p>FALL SEMESTER 2096</p> <p>FALL SEMESTER 2097</p> <p>FALL SEMESTER 2098</p> <p>FALL SEMESTER 2099</p> <p>FALL SEMESTER 2100</p>																																									

THE FACE OF THIS TRANSCRIPT IS PRINTED WITH BLACK INK ON PAPER WITH GREEN BACKGROUND.

- Regulation
  - § 121.58. Academic progress
- Definition
  - When to Check
  - What to Verify
  - Exceptions

# Academic Progress Definition

- Successful completion of the **number of credits related to the award counter** total during the academic year
  - ★ The last academic year in which the student received State Grant aid
- GPA is NOT a factor in State Grant definition satisfactory academic progress
- School cannot deny a State Grant to a student who meets the PHEAA criteria

# Academic Progress

## When to check (Non-Transfer students)

- Apply to ALL students at the same point annually
  - ★ After either Spring or Summer term
- DO NOT report if:
  - ★ Last State Grant more than 10 years ago
    - ☆ Prior to 2004-05 AY, i.e., Summer 2004 and before
    - ☆ Designated as “HST”
  - ★ The student never received a prior State Grant

# Academic Progress

## Where is this information?

- On Roster:

```
PRIOR GRANTS - 1.50
PRIOR TERM(S) - S11(.25),F10(.25),HST
```

Example:  
S11 means Spring 2011  
F10 means Fall 2010

- On Disbursement Transmission:

Field Name	Position	Length	Type	Format
Prior Grant Terms - Number One	121	6	A/N	TYYAWC format T = Term R = Summer F = Fall W = Winter S = Spring YY = Year AWC = Award Counter (3 positions) HST = Prior to 10 years

- On Partner Interface

[View Eligibility for Student](#)

# Academic Progress - Verification

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
Part-time semester award	.25	6 semester credits/225 clock hours
Part-time quarter award	.16/.17	6 quarter credits or 4 semester credits/150 clock hours

# Academic Progress - Verification

## Repeat Work

- ★ Successfully completed can only count once
  - ★ Successful means that the student earned/received credit and the course does not have to be repeated

## Credits via Examination

- ★ Do NOT count

## Inability to Verify

- ★ Do not credit
- ★ Reject

### Cancellation or Reinstatement

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

# Academic Progress – Transfer Students

- Prior to start of the academic year

- ★ Check progress with the rest of the students

TRANSFER

PRIOR GRANTS - 1.00

PRIOR TERM(S) - S10 (.25), F09 (.50), F07 (.25)

LAST AWARD, DIFF. SCHOOL



Summer and Fall Rosters  
and Disbursement  
Transmissions

- Mid-year

- ★ If received State Grant during Fall, then can assume that the progress check was done at the previous school
- ★ If no Fall award, then must have the academic transcript and check progress before the award may be credited
- ★ Conversion chart in procedures

# Academic Progress – Transfer Students



**Effective 2013-14**

**NOTE: Revisions for clarification since original publication**

- Credits **must be** from a State Grant approved or Federal Title IV eligible institution
  - ★ Credits **do not** have to count toward the degree or credential that is being sought at your institution (not new)
- Credits from examination or life experiences **do not** count toward Progress

# Academic Progress – Summer

- Transfer during Summer, you must check immediately if:
  - ★ If your school normally checks after Summer term; **and**
  - ★ The last year of aid was not during the previous academic year
- Visiting my school for Summer and my school processing aid:
  - ★ Check progress at the same time the ‘home’ school verifies

# Academic Progress – Transfer Students

## *Checklist:*

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

# Academic Progress – Remedial Exception

- Can use the remedial credits only when:
  - ★ Those same credits were used for a remedial exception to enrollment
    - ★ Part-time 3/3 remedial exception (only 3 remedial can be used)
    - ★ Full-time 6/6 remedial exception (only 6 remedial can be used)
  - ★ The student received a State Grant during the exception term
- *In other words* - remedial credits taken during a term when not receiving a State Grant may not be counted

# Academic Progress – Exceptions for Extenuating Circumstances

## ● Progress Exception Form – [pheaa.org/forms](http://pheaa.org/forms)

★ Must be completed by both the student and **the school of record where progress failed**

★ Accompanying documentation (copies not originals) supporting the student's request must accompany the appeal

● All information submitted by the school is confidential

 State Grant and Special Programs  
Phone: 1-800-822-7292 Fax: 717-720-3786  
P.O. Box 8157 Harrisburg, PA 17105-8157

\_\_\_\_\_  
Print Student's Full Name Social Security Number \_\_\_\_\_

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

**STUDENT: PLEASE COMPLETE ALL OF THE FOLLOWING REQUESTED INFORMATION.**

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

SIGN HERE \_\_\_\_\_ Date \_\_\_\_\_  
Student's Signature

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

(1) Do you agree with the information provided above? YES \_\_\_\_\_ NO \_\_\_\_\_

(2) Date of student's withdrawal according to school records: \_\_\_\_\_

(3) Is the student enrolled full-time for the current term? YES \_\_\_\_\_ NO \_\_\_\_\_

(4) Explain on the reverse side your knowledge of the condition(s) of the student's withdrawal and academic standing.

Financial Aid Administrator's Signature \_\_\_\_\_ School Name \_\_\_\_\_ Date \_\_\_\_\_

SS-13-14SGProgAcadProgressExceptForm-0513

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

# Academic Progress – Questions

- Can the student make up credits via distance education?

**YES**

- Can the student make up credits during the summer term even though my school doesn't participate for summer?

**YES**

- Can a transcript be unofficial?

**YES**

# Academic Progress – Example

- Jessie took 12 semester credits in the Fall 2012; full-time grant
- She passed all her classes, receiving 12 credits, but received a 'D' in one 3 credit course

***What if Jessie enrolled in 12 credits during the Spring 2013 repeating that course to better her grade?***

- Would Jessie be eligible even if she passed all 12 credits in the Spring 2013?

**NO**

Jessie would be short only earning 21 credits for the year

# Academic Progress – Example

- Cindy failed to make progress during Spring 2013
- She received a medical exception and is permitted to receive a Fall 2013 grant
- Cindy subsequently fails to meet progress during Fall 2013 and still has the same medical issues

*Will Cindy be approved for another exception?*

**NO**

# Other Eligibility Criteria

- Visiting Students
- Two School Enrollments
- Study Abroad
- Community College – Non-sponsoring
- Class Level – Nursing Schools
- EFC – Report only if questionable
- Incorrect SSNs
- Students in Default – including grants that have converted to loans
- Incarcerated Students

# Certification Procedures - Section II

# PENNSYLVANIA STATE GRANT ADJUSTMENTS

# State Grant Adjustments – 'Withdrawals'

- Review for 'Withdrawal' is required when there is a:
  - ★ Change of status –
    - ★ Withdraws – officially or unofficially (stops attending)
    - ★ Takes Leave of Absence
    - ★ Is Terminated (Suspended/Dismissed)
    - ★ Drops Credits
  - ★ Transfer to a non-approved program
- A refund to PHEAA may be required depending upon:
  - ★ the date of the student's withdrawal
  - ★ the standard tuition refund policy of the institution

# State Grant Adjustments – 'Withdrawals'

- Change **after** the term – funds should be credited
- Change **during** the term
  - ★ Conditional Awards – Prior to passage of Commonwealth budget – **funds should be returned**
  - ★ Final Awards – After budget passage - **REVIEW**

# State Grant Adjustments – ‘Withdrawals’ – Final Awards

<i><b>AFTER FINAL AWARDS – DURING THE TERM</b></i>	<b>Have funds been credited?</b>	<b>Should funds be returned?</b>	<b>Does withdrawal date matter?</b>
<b>Withdraws or Changes to Non-Approved Program</b>	No	Yes	No
	Yes	<b>Depends</b>	Yes
<b>Drops to Less than Half-time</b>	No	Yes	No
	<b>Have funds been credited?</b>	<b>Report as half-time?</b>	<b>Report adjusted amount?</b>
<b>Drops Full-time to Half-time</b>	No	Yes	No
	Yes	<b>School option – must choose one reporting option-If adjusting, refer to Cert Procedures</b>	

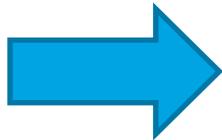
# State Grant Adjustments Withdrawal/Drop to Part-time

<i>AFTER FINAL AWARDS – DURING THE TERM</i>	Have funds been credited?	Should funds be returned?	Does withdrawal date matter?
Withdraws or Changes to Non-Approved Program	Yes	Depends	Yes



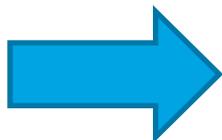
*Did student withdraw during school's refund period?*

**YES**



**Adjust award amount according to school's policy**

**NO**



**Student may keep but consider...**

- **Future Academic Progress**
- **Award Counter (f/t vs. h/t)**

# Adjustment Reporting

**Award Adjustments**

	Fall	Spring
<b>Adjustment Amount:</b>	<input type="text"/>	<input type="text"/>
<b>Current Award:</b>	<input type="text"/> - Select Reason - - Select Reason - I - Award Adjusted due to Other Gift Aid W - Student Withdrawal from Institution <input type="checkbox"/> Remove Adjustments	<input type="text"/> - Select Reason - - Select Reason - <input type="checkbox"/> Remove Adjustments



- New way to report – Partner Interface
  - ★ Not available in Mass Update function
- Not available via Certification Transmissions

# State Grant Adjustments – Different Educational Costs

- Review actual costs (tuition/fees) for a specific term
- If actual costs are **more than 25% lower** than those used by PHEAA
  - ★ **REQUIRED:** Withhold crediting; report reduced costs
  - ★ Note: If actual annualized costs still above 2013-14 cap of \$32,000, reporting unnecessary
- If actual costs are **more than 25% higher** than those used by PHEAA
  - ★ May report, not required

# Different Educational Costs - Calculation

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

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

# Different Educational Costs – Reporting

## Cost Override

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



- New way to report – Partner Interface

- ★ Not available in Mass Update function

- ★ Only available for reporting lower costs

- Not available via Certification Transmissions

# Certification Procedures - Section III

# DISBURSEMENT OF FUNDS

# Disbursement Procedures

- Banking Requirements

- ★ ACH transfer ONLY; ACH form to [fmeftadmin@aessuccess.org](mailto:fmeftadmin@aessuccess.org)
- ★ Designated, non-interest bearing account

- Roster Availability

- ★ PageCenter Report Repository
- ★ Disbursement transmissions

- **Funds Availability, dependent upon **OUTSTANDING:****

- ★ Pre-Disbursement Rosters
- ★ Disbursement Rosters
- ★ Prior Year Refunds
- ★ Schedule; Start dates

# Disbursement Procedures

## Term Start Dates and Term Length

- Regulation § 121.1. Definitions

- ★ **Quarter**—A period of approximately 11 weeks normally comprising 1/3 of the academic year.
- ★ **Semester**—A period of approximately 17 weeks normally comprising 1/2 of the academic year.
- ★ **Trimester**—A period of approximately 15 weeks normally comprising 1/2 of the academic year.

# Disbursement Procedures

## Term Start Dates and Term Length

### ACADEMIC YEAR

- Definitions apply to ALL schools regardless of continual enrollment
- Combined 'modules' to meet definitions for academic year
  - ★ Must be consecutive and within start dates
  - ★ May not credit until student is enrolled in final module

# Disbursement Procedures

## Term Start Dates and Term Length

# SUMMER

- Schools with year-round curriculum
  - ★ Same rules as the academic year
- Schools without year-round curriculum
  - ★ Minimum of 8 weeks – May combine modules
    - ★ May be non-consecutive
    - ★ May not credit until student is enrolled in final module

# Disbursement Procedures

## Term Start Dates and Term Length

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	
<p><b>*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.</b></p>		

# Disbursement Procedures Schedules

- Regulation

  - § 121.50. Disbursement of State higher education grants

- Academic Year – 9 month period Sept - May

  - ★ Semester – 2X

  - ★ Quarter – 3X

- Summer

  - ★ Separate term and disbursement

# Disbursement Procedures Deadlines



<b>Academic Year Term</b>	<b>Within 45 calendar days</b> of receipt of the roster or within 45 days of the first day of the term (whichever is later) and <b>Example:</b> no later than <b>November 15</b> in the case of the Fall term roster.
<b>Summer Term</b>	<b>Within 30 days</b> 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.

# Disbursement Procedures Adjustment

- Schools Affected: \$100K in Disbursements AND Used 96% or less of the Funds Disbursed for the last 2 academic years
- Schools Notified in July
- Should NOT Affect:
  - ★ Normal Crediting

FG3M

DISBURSEMENT PERCENTAGE 090 %

# Disbursement - PHEAA Edits and Audits

- Begin in May to mid-June
- Student notification of being chosen for Validation or other audits
  - ★ Email if address is valid
  - ★ Parents receive a separate email if different email address
  - ★ Paper notification if invalid email address “bounce-back”
- **Income Validation Flow - handout**
- Staff action
  - ★ Hold placed on student’s State Grant record
  - ★ Cancellation of State Grant award if no response prior to Fall disbursement
  - ★ Income Validation PageCenter report

# Disbursement Procedures

## Annual Reconciliation

- Begin in early April
  - ★ First Recon roster automatically generated
  - ★ Subsequent rosters must be requested by school in writing ([sghelp@pheaa.org](mailto:sghelp@pheaa.org))
    - ★ Schools encouraged to monitor balance
- Student's final State Grant status should match school records
- Roster must be returned within **30 days** of receipt

# Disbursement Procedures

## Annual Reconciliation

- Academic Year Refunds due by June 1
- Regulation § 121.48 Limitation on payment of grants.
  - ★ August 1, 2013 is last date to request funds owed to school for 2011-12 academic year and Summer 2012
- Student deadlines for reconsideration
  - ★ April 1 academic year (4/1/13 for 2012-13 AY)
  - ★ October 31 – summer (10/31/13 for Summer 2013)

# Disbursement Procedures

## Annual Reconciliation

### MONITOR FG3S

- Funds due PHEAA or Funds due School

  - ★ Changes can happen after zero balance

**GPAD**

- Remember:

  - ★ Outstanding prior year/term roster stops future disbursement rosters until certified and returned

  - ★ Any outstanding refunds due to PHEAA after the Fall term will put an automatic hold on any future AY disbursements

  - ★ If you report a change, make sure that the refund has been requested from your business office

# Disbursement Procedures

## Annual Reconciliation

# QUESTION CHECKLIST

- ❓ Have all funds been posted correctly?
- ❓ Have all rosters been certified and returned?
- ❓ Have all refunds been returned to PHEAA?
- ❓ Do I need a final recon roster?

# State Grant School Refunds

## ● Where to return

As noted on roster  
certification page

RETURN ALL FUNDS MADE BY CHECK  
DESIGNATED AS "PA STATE GRANT" TO:

**See Roster**

ACH/WIRE TRANSFER REFUNDS:

**See Roster**

## ● When to return –

- ★ Term by term or
- ★ Reconciliation
- ★ **By deadlines**

# State Grant School Refunds - Deadlines

Period	Deadline	Penalties for Missed Deadlines
Academic Year	June 1 following the academic year (example, June 1, 2014 for 2013-14 year)	1. Subsequent disbursements withheld until the refund is made, and;
Summer Term	Absolutely no later than November 15 following the Summer term	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.

# PHEAA Owes School FG3S

```

FG3S C 2012;A;99999999;01;019999          STATE GRANT COLLEGE DISBURSEMENT DISPLAY
OE CODE          99999999 01          APPLICATION YEAR 2012-13          PAGE 3 OR 3
PHEAA CODE      019999          ACAD YEAR          LAST USER FGXMS
PHEAA UNIVERSITY          LAST UPDATE 05/13/2013
  
```

## DISBURSEMENT AND AWARDS SUMMARY

TOTAL AWARDS	\$	125,800
CALCULATED DISBURSEMENT	\$	63,825
ADJUSTED DISBURSEMENT	\$	63,825
LESS PRIOR YEAR REFUND	\$	0
ACTUAL DISBURSED AMOUNT	\$	63,825
TOTAL SPECIAL CHECKS	\$	0
TOTAL COLLEGE REFUND	\$	0
TOTAL PROGRAM REVIEW REFUND	\$	0
TOTAL PHEAA COLLECTABLE REFUND	\$	0
BALANCE DUE PHEAA	\$	0
BALANCE DUE INSTITUTION	\$	61,975

Balance Due Institution

F1=HELP

F2=

F3=EXIT

F4=FG3Y

F5=RFR

F6=FG3M

F7=

F8=

F9=PRT

F10=REFUND

F11=DISBS

F12=CAN

# School Owes PHEAA FG3S

FG3S I 2012;A;99999999;01;019999 STATE GRANT COLLEGE DISBURSEMENT DISPLAY  
OE CODE 99999999 01 APPLICATION YEAR 2012-13 PAGE 3 OR 3  
PHEAA CODE 019999 ACAD YEAR LAST USER FGXMT  
PHEAA UNIVERSITY LAST UPDATE 05/14/2013

## DISBURSEMENT AND AWARDS SUMMARY

TOTAL AWARDS	\$	111,900
CALCULATED DISBURSEMENT	\$	123,950
ADJUSTED DISBURSEMENT	\$	123,950
LESS PRIOR YEAR REFUND	\$	0
ACTUAL DISBURSED AMOUNT	\$	123,950
TOTAL SPECIAL CHECKS	\$	0
TOTAL COLLEGE REFUND	\$	0
TOTAL PROGRAM REVIEW REFUND	\$	0
TOTAL PHEAA COLLECTABLE REFUND	\$	0
BALANCE DUE PHEAA	\$	12,050
BALANCE DUE INSTITUTION	\$	0



Balance Due PHEAA

F1=HELP F2= F3=EXIT F4=FG3Y F5=RFR F6=FG3M  
F7= F8= F9=PRT F10=REFUND F11=DISBS F12=CAN

# Reconciliation – Refunds

## FG3S

```

FG3S I 2012;A;99999999;01;019999          STATE GRANT COLLEGE DISBURSEMENT DISPLAY
OE CODE          99999999 01          APP YEAR 2012-13 SCROLLING  1 OF  1 PAGE  2 OF  3
PHEAA CODE       019999          ACAD YEAR          LAST USER FGXOL
PHEAA UNIVERSITY          LAST UPDATE 05/15/2013

                                REFUNDS FROM COLLEGES/INSTITUTIONS

DATE POSTED      REFUND AMOUNT      REFUND SOURCE
05 08 2013      $          6000      E EFT
05 08 2013      $           100      C CORRESPONDENCE
05 08 2013      $           100      C CORRESPONDENCE
05 15 2013      $          5850      S SYSTEM GENERATED REFUND
-----
$ -----
$ -----
$ -----
$ -----
$ -----
$ -----
$ -----
$ -----
REFUND CORRESPONDENCE  -----

F1=HELP      F2=      F3=EXIT      F4=FG3Y      F5=RFR      F6=FG3M
F7=PREV      F8=NEXT      F9=PRT       F10=DISBS   F11=SUMMARY F12=CAN

TI  > 0 24,71 8
  
```



# In Balance

FG3S I 2012;A;99999999;01;019999 STATE GRANT COLLEGE DISBURSEMENT DISPLAY  
OE CODE 99999999 01 APPLICATION YEAR 2012-13 PAGE 3 OR 3  
PHEAA CODE 019999 ACAD YEAR LAST USER FGXMT  
PHEAA UNIVERSITY LAST UPDATE 05/13/2013

## DISBURSEMENT AND AWARDS SUMMARY

TOTAL AWARDS	\$	123,950
CALCULATED DISBURSEMENT	\$	123,950
ADJUSTED DISBURSEMENT	\$	123,950
LESS PRIOR YEAR REFUND	\$	0
ACTUAL DISBURSED AMOUNT	\$	123,950
TOTAL SPECIAL CHECKS	\$	0
TOTAL COLLEGE REFUND	\$	0
TOTAL PROGRAM REVIEW REFUND	\$	0
TOTAL PHEAA COLLECTABLE REFUND	\$	0
BALANCE DUE PHEAA	\$	0
BALANCE DUE INSTITUTION	\$	0

Zero Due PHEAA  
Zero Due Institution

F1=HELP

F2=

F3=EXIT

F4=FG3Y

F5=RFR

F6=FG3M

F7=

F8=

F9=PRT

F10=REFUND

F11=DISBS

F12=CAN

# School Reconciliation – Examples

In these examples, the audit occurred on 6/1/2013

Sue received a part-time grant of \$1000 for Fall 2010. An internal audit found that she was enrolled full-time for 15 credits during that semester. Can we increase to full-time?

No. The deadline to request funds for 2010-11 was August 1, 2012.

Sue received a full-time grant of \$2000 for Fall 2010. An internal audit found that she was enrolled part-time during that semester. Should we refund?

Yes. Funds should be returned.

# Certifying and Crediting

## CREDITING

- Requirements met and school has committed State Grant funds
  - ★ Credit an account
  - ★ Deferment of a bill
- Does not require actual receipt of funds
- Must be done term-by-term
- Individual basis
- Entire amount for which student is eligible
- Date critical

# Certifying and Crediting

- May make 'preliminary' credit (defer portion of term's bill) prior to:
  - ★ Beginning of term
  - ★ Full certification of eligibility
- Must remove if does not appear on roster or amount differs
- Both must be true (preliminary and credits after roster):
  - ★ Notification of eligibility exists; acceptable modes
    - ★ **Student Award Notifications and Displays**
    - ★ **School reports and transmissions:** Status Listing/Transmission; Disbursement Roster/Transmission; GPAD report
  - ★ Credited award matches enrollment

# Certifying and Crediting Final Credits

Credit if:

- Student on term's roster (NOT pre) or notifications just mentioned
- Confirmation of enrollment for the term
- All eligibility checks completed
- All reviews for which the school received notification are complete

# Certifying and Crediting Unusual Schedules

- Follow irregular term guidelines for Term Start Date ranges
- Match disbursements with school terms
- Follow specific crediting instructions from PHEAA

# Record Retention and Audit Trail

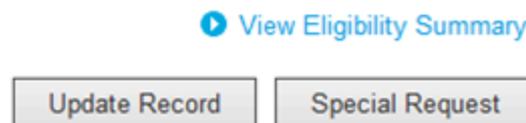
- Retain ALL supporting documentation for 5 years from the date the Reconciliation Roster is certified
- Requirements:
  - ★ Auditable record
  - ★ Date of crediting
  - ★ Amount of grant
  - ★ Term
  - ★ Identification as “State Grant” or “PHEAA”

# PHEAA Collectables/Offsets

- PHEAA recovery of funds from student
- Grouped at the beginning of the disbursement roster
  - ★ Ease of identification
  - ★ Reconciliation

```
PHEAA ACTION - 12/12/2012
DEPENDENT
PHEAA-COLLECT-SEE REF LTR      $786
CYR COLLECT-STD OWES PHEAA    $786
PRIOR GRANTS - NONE
PRIOR TERM(S) - NONE
```

- Contact PHEAA if funds were not credited



# PHEAA Collectables/Offsets

- PHEAA accounts for amounts

Disbursement  
Roster Summary  
page

## SUMMARY

GRANT FUNDS TO BE CREDITED TO STUDENTS (AS OF THIS ROSTER)	\$ 5,307,982.00
LESS: PRIOR ACTUAL DISBURSEMENTS	
ROSTER DATED 08/27/2012	\$3,628,737.00 (80%)*
ROSTER DATED 02/11/2013	\$1,908,151.00 (80%)*
TOTAL PRIOR ACTUAL DISBURSEMENTS	\$ 5,536,888.00
PLUS: REFUNDS RETURNED TO PHEAA:	
REFUNDS TO BE COLLECTED BY PHEAA	\$3,352.00
REFUND TO BE SENT TO PHEAA	\$ 225,554.00
TOTAL NUMBER OF GRANT RECIPIENTS ON ROSTER	4,909
FOR INFORMATIONAL PURPOSES ONLY:	
PHEAA OFFSET: NUMBER OF RECIPIENTS & TOTAL	3 \$2,545
PHEAA COLLECTABLES: NUMBER OF RECIPIENTS & TOTAL	5 \$4,565

\* PERCENTAGE DISBURSED OF AMOUNT DUE INSTITUTION FOR THAT TERM

# Student Reimbursement

- Must have written consent from the student to carry credit balance created by State Grant from one academic period to another
  - ★ AY to Summer and vice versa
  - ★ AY to AY

# Certification Final Steps

1. Confirm all changes/requests for changes have been submitted
2. Use electronic Certification Page/Document Library
3. Print and keep a copy for your files **BEFORE** submitting

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

- [2012-13 Academic year and 2013 Summer Certification Procedures](#)
- [2012-13 Certification Procedures Workshop Presentation \(Power Point Presentation\)](#)
- [2012-13 Certification Procedures Workshop Q&A](#)
- [2011-12 Pennsylvania State Grant Program Certification Procedures and 2012 Summer Term](#)
- [2012-13 State Grant Disbursement Roster Certification Page \(Including Summer 2013\)](#)
- [2011-12 State Grant Disbursement Roster Certification Page \(Including Summer 2012\)](#)

2011-12 State Grant Disbursement Roster Certification  
Page (Including Summer 2012)

Under 'Certification Procedures,  
Workshop Materials and Roster  
Certification page

# Certification Final Steps

- Activity will be logged
- Last resort- Print from PageCenter
  - ★ Sign, scan, and email using [sghelp@pheaa.org](mailto:sghelp@pheaa.org) address
  - ★ Sign and fax to (717)720-3786
  - ★ Sign and mail using address on the roster

## STATE GRANT DISBURSEMENT CERTIFICATION

Please refer to the [State Grant Certification Procedures](#) before providing the information requested below. Remember when certifying a Summer term disbursement to refer to the State Grant Certification Procedures for the previous academic year (for example, refer to the 2012-13 Procedures when certifying the 2013 Summer term).

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

1. OE Code:

2. School Information:

Name:

Address:

Phone Number:

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

3. State Grant adjustments and/or cancellations from this term have been reported to PHEAA by the method indicated:

4. Did your Institution also use remote computer terminal capabilities SCHG (EG11) ACTN (EG5Y)?

# STUDENT PROCESSES

# Student Processes Eligibility Notifications



Account #: [redacted] | [Contact Us](#) | [About Us](#) | [Privacy](#) | [Sign Out](#)

Welcome, JAMES STUDENT

- [Paperless Inbox](#)
- [Account Related Letters](#)
- [Billing Statements](#)

[Account Profile](#)

---

Education Services

Welcome, JAMES STUDENT

**PHEaa** Pennsylvania Higher Education Assistance Agency  
1200 North Seventh Street · Harrisburg, Pennsylvania 17102-1444

MAY 9, 2013

ACCT #  
2013-14 Eligibility:  
Fall: \$ 1856  
Spring: \$ 1856

#BWBHVK  
#G013008A281L2183#  
James Student  
101 Main St

## Paperless Inbox

### Account Related Letters

Date	Subject	Delivery Method
05/09/2013	<a href="#">2013-14 Eligibility Notice</a>	Electronic

[View Billing Statements](#)

[Adobe Reader](#) is required for PDF documents.

- Student mailbox
- Eligibility Notice – 1<sup>st</sup> document

# Student Processes

## PA State Programs

- ▶ [View my PA State Grant Status](#)
  - └ [Complete the PA State Grant Form](#)
  - └ [Apply for the PA Summer State Grant](#)

## ● State Grant Form (SGF)

## ● Summer Application

★ Deadline August 15, 2013

★ School Tools

★ Summer GPAD – report changes BEFORE disbursement

★ Summer Application Listings

GRANTS / LWS16LWS16R2.

SUMMER 2013 STUDENT GRANT APPLICANTS  
AN ASTERISK (\*) INDICATES NEW TO LIST

# FG7E – Student Disbursement

- Disbursement at a student level
- Not currently available in Partner Interface

```
FG7E I [REDACTED];2012;A;G; STATE GRANT STUDENT DISBURSEMENT RECORD
SSN [REDACTED] APPLICATION YEAR 2012-13 PAGE 1 OF 1
ACCT # [REDACTED]
BRENDAN R STUDENT
99999999 01 PHEAA UNIVERSITY
SPC CHK $ 0 STATUS _ NONE REQUESTED REQ'D DATE _____ BY _____
PHEAA COLLECTABLE REFUND AMOUNT $ _____ UPDATED / / BY _____
```

ROSTER DATE	05/13/2013	05/14/2013	05/15/2013	05/16/2013
DISB TYPE	FALL	SPRING	RECON DISB	RECON DISB
FALL AWARD	\$ 1,850	\$ 1,850	\$ 1,850	\$ 1,850
SPRING AWARD	\$ 925	\$ 925	\$ 925	\$ 925
TOTAL AWARDS	\$ 2,775	\$ 2,775	\$ 2,775	\$ 2,775
AMOUNT DISBURSED	\$ 1,850	\$ 925	\$ 0	\$ 0
TOTAL DISBURSED	\$ 1,850	\$ 2,775	\$ 2,775	\$ 2,775
CURRENT REFUND	\$ 0	\$ 0	\$ 0	\$ 0
PREVIOUS REFUND	\$ 0	\$ 0	\$ 0	\$ 0

# RESOURCES

# Appendix B

## Viewing Data and Reports

- PageCenter Report Repository
- Transmissions from PHEAA to your school
  - ★ Status (run weekly)
  - ★ Disbursement (run when disbursements generated)
- Partner Interface via Alec
- Remote Network via Alec – (O/C WebConnect)

# Appendix C

## Resources and Contact Info

- Document Library (School Portal/Alec)
  - ★ Where to find code listings
  - ★ Transmission layouts
- [Pheaa.org/training](http://Pheaa.org/training)
- Phone/Faxes/Emails
  - ★ Access/BPAMS help

# REPORTING CHANGES

# Appendix A

## How to Submit Corrections to Student Data and Certify

- Certification Transmissions (**handout**)
- Partner Interface (Alec)
- Mainframe 'OC/WebConnect' (Alec)
- Paper Rosters
- Online Web Certification

**PLEASE COMPLETE  
EMAIL SURVEY**

**&**

**THANK  
YOU FOR  
YOUR  
TIME!**