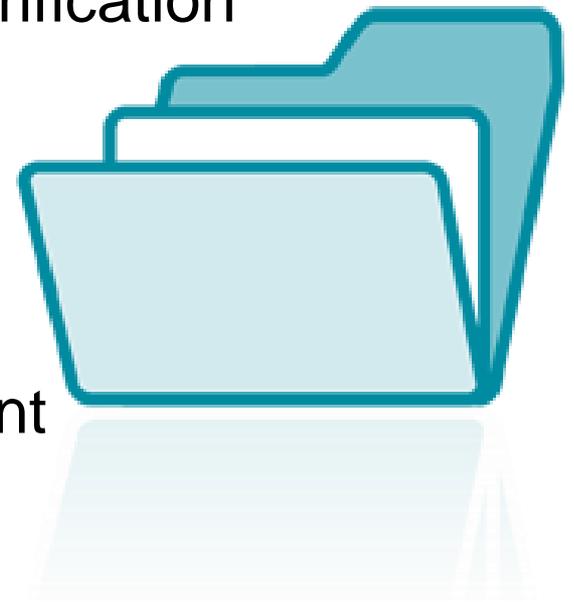


PHEAA TRAINING

School and Program Eligibility *Pennsylvania State Grant Program*

Chapters

- 1. School and Program Eligibility**
2. Student Enrollment and Eligibility Verification
3. Attempted Credit Reporting
4. Costs and Adjustments
5. Disbursement and Cash Management



School and Program Eligibility

Chapter 1

Section A – School Eligibility Requirements

§ 22 Pa. Code § 121.32 Approved Institutions in Higher Education Grant Program

- Master Agreements (2015-16)
 - ★ Schedules for each program
 - ★ PHEAA cannot recommend who signs
- For approvals contact: Institution Eligibility - **717.720.2740**
- **Deadlines for Approvals (institutions and programs)**
 - ★ May 1 – Summer term
 - ★ August 1 – Academic Year

Chapter 1

Section B

PROGRAM OF STUDY – MINIMUM REQUIREMENTS

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

- 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
- Each program must be approved at Business, Trade & Technical Schools
 - ★ Changes to previously approved programs must be reported
- Program structured to be at least 50% classroom instruction
 - ★ Hybrid programs that contain both online and classroom instruction must be at least 50% classroom instruction

Chapter 1

Section C

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 | |
| <hr/> | | |
| Fall Quarter | August 2 - November 1 | 12-month period for a school on the quarter schedule |
| Winter Quarter | November 2 - February 1 | |
| Spring Quarter | February 2 - May 1 | |
| Summer Quarter | May 2 - August 1 | |

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

Chapter 1

Section D.1

TERM LENGTH – ACADEMIC YEAR

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

- ★ May combine modules
 - ☆ MUST be consecutive
 - ☆ May not credit until student is enrolled in final module

Example – Combining Modules

Academic Year

- PHEAA University, a semester school, offers a program that operates using 5 week modules that are consecutive (one ends and the next begins)
- Jennifer is enrolled in 3-5 week modules, beginning November 10 and ending in February (equates to: *Fall, 15 week semester*)
- Jennifer will have a break in enrollment and start again on March 16 with more 5-week modules

The FAO:

- May review enrollment and eligibility for Fall award and credit AFTER Jennifer is enrolled in third 5-week long module
- Must mark Jennifer as 'not enrolled' for Spring
- Should advise Jennifer to apply for Summer and evaluate eligibility for Summer 'term' (modules beginning on March 16)

Chapter 1

Section D.2

TERM LENGTH – SUMMER TERM

- 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

Example – Combining Modules

Summer Term

- PHEAA University is not a ‘year round’ curriculum (BTT) school and does not offer accelerated degree programs
- PHEAA University offers 3 Summer Sessions, each 5 weeks long
- ★ Stacey enrolls in Session I for 3 credits and Session III for 3 credits
 - ☆ Stacey meets the minimum term length and minimum credits for half-time
- ★ Josh enrolls in Session I for 6 credits
 - ☆ Josh does not meet the minimum term length requirement
- ★ George enrolls in Session I for 6 credits and Session II for 3 credits
 - ☆ George meets the minimum term length and minimum credits for half-time

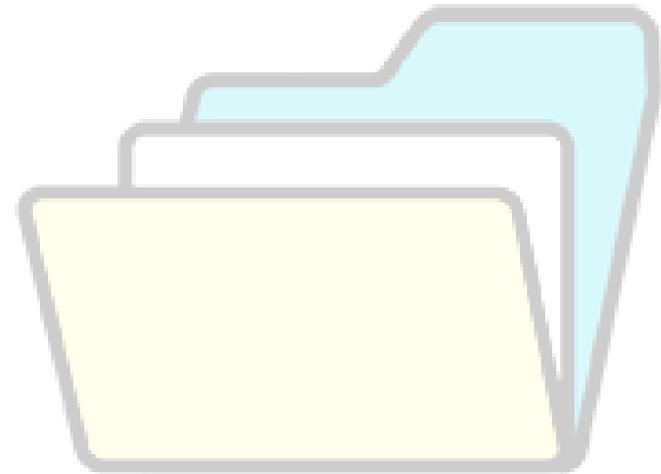
Resources

● Contact State Grant and Special Programs Staff:

- Email sghelp@pheaa.org or Call [1-800-443-0646](tel:1-800-443-0646), Option 3, Option 1
 - ★ Reserved for Financial Aid Administrators
- Call [1-717-720-2740](tel:1-717-720-2740)
 - ★ Institution Eligibility

● Resources

- www.PHEAA.org/training
 - ★ Tutorials, Webinars, User Guides, etc.



Thank you!

If you have additional questions after reviewing the Certification Procedures, please contact State Grant and Special Programs staff.