

PHEA TRAINING

Pennsylvania State Grant **CERTIFICATION PROCEDURES**

2013 - 14 Academic Year and 2014 Summer



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MEMO

To: Directors of Financial Aid

From: Christine A. Zuzack
Vice President, State Gr.
and Special Programs

Date: July 2013

Re: Pennsylvania State Grant Program Certification Procedures
2013-14 Academic Year and 2014 Summer Term

**IMPORTANT UPDATE,
MARCH 2014**

Please review the
Summer 2014 Amendments
to the 2013-14 State Grant
Certification Procedures.

The Pennsylvania State Grant Program Certification Procedures describe the eligibility and review procedures that postsecondary schools need to perform for each State Grant recipient before the crediting of a 2013-14 or a 2014 Summer Term State Grant 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 PHEAA any State Grant funds resulting from student or institutional failure to adhere to these Procedures.

You should advise any other administrative offices of your institution (business, admissions, veterans' affairs, etc.) providing information or handling rosters and funds of the required procedures.

2013-14 SUBSTANTIVE CHANGES AND CLARIFICATIONS - include the following

1. Elimination of the PHEAA Gift Aid Policy. Effective with the 2013-14 award year, schools are no longer required to review the amount of gift aid received by an individual student who is a State Grant recipient.
2. Distance Education Monitoring. Monitor distance education versus in-classroom instruction on a term-by-term basis to determine eligibility for a State Grant award. A student may receive a State Grant award for any single term of enrollment so long as he/she receives at least 50 percent of the credits through in-classroom instruction for that term. Effective 2013-14, monitoring of this requirement on program length or academic year basis is not permitted.
3. Term-by-term reporting of student enrollment. Schools must report the number of credits in which a student enrolls on a term-by-term basis distinguished by in-classroom instruction and distance education. Report through the Partner Interface or transmissions.
4. Academic Progress. First, credits must be earned from an approved Pennsylvania State-Grant institution or Federal Title IV eligible institution in order to count toward academic progress. Second, effective 2013-14, PHEAA will not allow credits earned through examination or life experiences to count toward the academic progress requirement.
5. Reformatting. For ease of your review, PHEAA has reformatted these procedures. This includes the removal of duplication and addition of clarification where deemed necessary. The term 'Part-time' is now referred to as 'Half-time' for document consistency. Please note that other State Grant documents or products may still use the label 'Part-time'. In these instances, the term refers to 'Half-time'.

If you have any questions concerning the content of the State Grant Program Certification Procedures, please contact State Grant Program staff by phone at **800.443.0646**, Option 3, Option 1 or by email at sghelp@pheaa.org. These contacts are reserved for financial aid administrators.

CZ/kmm
Attachment

CZPASGProgCertProc12-13&13SummerTerm.memo.attach.2012SGWorkshop.CertProc

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PENNSYLVANIA STATE GRANT PROGRAM CERTIFICATION PROCEDURES

2013-14 ACADEMIC YEAR AND 2013 SUMMER TERM

I. STUDENT ELIGIBILITY VERIFICATION

A. ENROLLMENT

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.

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		
<p><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.</p>			

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. (Reference [Section D](#). Approved Program of Study). For those enrolled in approved programs, PHEAA requires verification of minimum 50 percent in-classroom instruction enrollment on 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., three 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 four-credit course, this would mean that in-classroom instructional time with the faculty member must be at least two hours per week, with two hours per week maximum online or the class meets in-person for eight weeks out of a 15 week semester and for seven weeks online during the term. **For hybrid or blended classes, the course description must contain the percentage of in-classroom hours and the percent of online hours so that the expectations are clear to the student.**
 - 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., three 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, 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.
- 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 videoconferencing, 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.

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, 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, 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.

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 who 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 will be automatically sent to the student and 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) If the student does not have a disability and does not respond within 30 days, automatic cancellation of the award for the reported term occurs. For students that 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 accommodation, PHEAA sends notification to both the student and the school.

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	<ul style="list-style-type: none"> Cancel full year electronically via Partner Interface*; or Mark roster 'not enrolled' (PHEAA assumes full year)
Not Enrolled	Will Enroll	<ul style="list-style-type: none"> Cancel Fall electronically; or Mark roster 'not enrolled Fall; will enroll Winter/Spring'
*Partner Interface – Reference Appendix A		

- 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, 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:

If Awarded Enrollment is:	and Actual Enrollment is:	Then
Full- Time	Not Full- Time but At Least- -Half-Time	<ul style="list-style-type: none"> Report term(s) as Half Time electronically via Partner Interface; or Mark roster 'Half-Time'
Full or Half- Time	Less- than- Half Time	<ul style="list-style-type: none"> Report term(s) as Less- Than- Half-Time electronically via Partner Interface; or Mark roster 'Less- Than - Half-Time'
Half- Time	Full -Time	<ul style="list-style-type: none"> Report term(s) as Full-Time electronically via Partner Interface; or Mark roster '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. PHEAA expects that all institutions using credit hours to certify the State Grant eligibility of students in ASB/AST degree programs 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 [Section III.G.3](#).

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

5. ONLINE AND CLASSROOM CREDIT REPORTING – NEW REQUIREMENT

Effective with the 2013-14 academic year, schools must report all credits for which the student was registered at the time that the State Grant award was posted as a valid credit to the student’s account. Credits must be differentiated between online and classroom and a value must be provided for each field even if it is a zero. **THIS APPLIES TO ALL STATE GRANT RECIPIENTS.** Report electronically through the Partner Interface or with a transmission – Reference [Appendix A](#). **LESS THAN 50% CLASSROOM REPORTING** – PHEAA will not make any assumptions on enrollment based upon the data provided in these credit fields. Refer to [Section I.A.2](#).

- a. **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. in-classroom reporting. For example, report remedial credits even if those credits do not count toward the State Grant enrollment definition.
- b. **TWO SCHOOL ENROLLMENT/VISITING STUDENT** – Report credits taken at another school during the term that are accepted by the enrolled school to meet the degree or program objective.
- c. **CHANGES TO ENROLLMENT AFTER CREDITING** – If the ratio of online versus in-classroom credits changes after initial crediting of the State Grant award, then this new credit information must be reported. Additionally, if this new ratio 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% in classroom” and will likely result in cancellation of the award. Refer to [Section I.A.2.b.iii](#).

For example, a student who initially registers for 6 classroom credits and 6 online credits is paid a State Grant on September 10. On October 4 the student adds an additional 3 online credits for the same term. This is now out of compliance with the distance education limitation on term enrollment and must be reported.

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

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

- e. **STUDENT’S STATUS** – This credit information is statistical. Lack of information will not prevent a student’s record from having a ‘Complete’ status and eligibility calculated.
- f. **DEADLINE AND PENALTY FOR NON-COMPLIANCE** – Report the academic year data by July 31, 2014 and summer data by December 31, 2014. Schools that have missing information after reconciliation are subject to disbursement holds on the next academic year’s or summer’s funds.

6. REMEDIAL/DEVELOPMENTAL COURSES

- a. **NORMAL ENROLLMENT REQUIREMENT** – A State Grant recipient who is enrolled on a full-time basis must be enrolled for at least 12 credits (or the equivalent) all of which count toward the degree or program objective. Classification of degree-credits versus remedial credits is an institutional and accreditation matter.

- b. **REMEDIAL EXCEPTION** – Using a semester schedule example, term enrollment in 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 (two semesters or three quarter terms for full-time students and up to four semesters or six quarters of half-time enrollment); including all terms during which any remedial exception is or was previously applied. The current remedial exception counter is found:
- i. **ON THE ROSTER** - 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 2013-14 Academic Year follows this label.
 - ii. **ON ELIGIBILITY SUMMARY** - The “Remedial Exception” heading on page 1 of the Grant Eligibility Summary Record indicates the total remedial award counters used for each academic year.
- c. **RELATED PROCEDURES** –
- i. **ACADEMIC PROGRESS** – Refer to [Section I.F](#) or 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., four semester or six quarter disbursements for full-time students in two-year programs of study) under certain circumstances (refer to [Section I.D.5](#)).
- d. **MAXIMUM ALLOWABLE ENROLLMENT DISTRIBUTION** -

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

- e. **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):			
If Remedial credits are	and Regular credits are	Then *	Remedial Exception Term Counter Used
9	3	<ul style="list-style-type: none"> Report term(s) as Half-Time Remedial (1-3) electronically via Partner Interface*; or Mark roster 'Half-Time Remedial – 3 credits' 	.25
7	11	<ul style="list-style-type: none"> Report term(s) as Full-Time Remedial (1-3) electronically via Partner Interface*; or Mark roster 'Full-Time Remedial – (1-3) credits' 	.50
10	2	<ul style="list-style-type: none"> Report term(s) as Less- Than -Half-Time electronically via Partner Interface*; or Mark roster 'Less- Than- Half-Time' 	Not eligible
3	12	<ul style="list-style-type: none"> No reporting required – student meets minimum full-time without remedial 	0
*This assumes that the student has not reached the overall maximum exception counter of 1.0.			

7. 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 two semesters or three quarters), the exception may be applied if the student:

- i. Is required to enroll for the equivalent of three-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.		

- ii. Was enrolled full-time during the previous term even if not a State Grant recipient that term.
- iii. 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).
- iv. Have any cost differentials applied since he/she may be incurring less than full-time costs (refer to [Section II.B](#)).
- b. SUMMER - Although Summer term enrollment is normally not 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.

8. 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 [Section I.D](#)). 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 "Full-time Night" or "Half-time Night" on the roster.	

9. 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.

- 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 other than State Grant purposes, schools are encouraged to explain the PHEAA enrollment requirement to students.

10. 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 I.F.1](#)).

a. REPORTING –

If...	Then...
The school policy and/or definition of enrollment with regard to repeat work is different than these procedures	The school may <u>not</u> deny a State Grant to a student who meets PHEAA's enrollment and academic progress requirements
The student has received a waiver of tuition for repeat work	The school must treat this as reduced costs (refer to Section II.B)

11. INTERNSHIPS OR PRACTICUMS

Many programs require or permit participation in an entire term of internship, practicum, alternating "co-op" terms in a cooperative work-study program, or some other type of non-classroom activity. In order to be eligible for payment:

- a. The student engaged in such activity must also earn at least half-time credit as defined by PHEAA toward the student's program objective during the term. Enrollment for less than six semester credits (or the equivalent) means ineligibility for the State Grant for that term, regardless of the school's classification of the student as full-time or half-time.
- b. The program and student's enrollment must meet the Agency's classroom instruction requirement (refer to [Section I.A.2](#)) during the term.
- c. REPORTING - If the student does not meet the requirements outlined above, report the student as 'Co-op' for each ineligible term and return the disbursed funds. PHEAA will cancel the student's grant.

12. ENROLLMENT AT ANOTHER INSTITUTION

- a. **MEDICAL TECHNOLOGY PROGRAMS (Fourth-Year Students)** - Students who have completed three years of undergraduate work at a four-year collegiate institution may be required to complete the fourth year of study at a hospital school of medical technology. The Agency will continue to process these students as enrolled at the four-year, degree-granting institution for State Grant purposes. The school must report the actual costs incurred for tuition and mandatory fees at both the “home” school and the school of medical technology if these actual costs are at least 25 percent lower than the costs reported to PHEAA for the collegiate institution (refer to [Section II.B](#)). Withhold crediting of the State Grant until the Agency reprocesses the student’s eligibility using the actual costs.

VISITING STUDENTS - A student may not receive financial aid at two institutions for the same academic period. Students often ‘visit’ another institution during the summer term. In cases where there is enrollment in non-approved program or lack of appropriate documentation, do not credit the grant. Report the student as ineligible citing the reason. Otherwise, follow the rules listed in the below chart.

If...	And...	Then...	You must...
The student is degree-seeking at your institution	The student enrolls at another school for one or more terms	You may accept the grant on the student’s behalf provided you are able to ensure an audit trail for the payment and can confirm that the student complies with all State Grant eligibility requirements as outlined in these Procedures.	<ul style="list-style-type: none"> Obtain the necessary documentation from the other school, including enrollment status and costs Ensure that you are advised of any change in the student’s enrollment status since this could necessitate an adjustment to the State Grant
The student is degree seeking at another institution	The student is enrolled and completing classroom study at your school	You may credit the grant payment to the student’s account only if you confirm that the student complies with all State Grant requirements for the term(s).	Have appropriate documentation* from the “home” school that the student: <ul style="list-style-type: none"> is enrolled in an approved program at an approved school will receive credit toward the degree for courses taken at your school has made academic progress, etc.

- b. TWO-SCHOOL ENROLLMENT - A student may not receive financial aid at two institutions for the same academic period. If the following does not apply, report the student as "Ineligible: Two-School Enrollment," and refund the State Grant to PHEAA.

If...	And...	Then...	Credit only if ...
The student is enrolled for the term as degree-seeking at your institution	The student is also enrolled at another PHEAA-approved school during the same term	Process the student for State Grant assistance at the school where the student is enrolled for the greater number of credits*.	<ol style="list-style-type: none"> 1. The student enrolls at least half-time (combined total for both institutions is a minimum of six semester credits or the equivalent) for the term with all credits counting toward the degree at the degree-granting school, and 2. The student meets all other eligibility requirements set forth in these Procedures, including the comparison of actual costs paid to both schools with processing costs (refer to Section II.B)
* The student is taking an equal number of credits at each school; process at the "home" school.			

- 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 transfer to another American institution for participation in a study abroad program and enter the name of that American institution on their application since that is the school to which funds 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:

- 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;
- 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 [Section II.B](#)).
- 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
- The student is enrolled at least half-time and complies with the other requirements set forth in these Certification Procedures.

13. COLLEGES WITH UNUSUAL CALENDARS

Business, Trade and Technical schools should refer to [Section III.G.1](#).

- a. SCHOOLS ON A 3-3 CALENDAR - If enrolled at an institution using a 3-3 academic calendar (three terms during nine months where the normal full-time load is three courses worth 3.5 semester credits each), the full-time award recipient must comply with the minimum full-time requirements of the school. Such a student must also pay the full-time educational costs required of all other students and follow an enrollment pattern that will result in enrollment for a minimum of 24 semester credits (or the equivalent) during the academic year.

- b. **SCHOOLS WITH INTERIM OR INTERSESSION TERMS** - The Agency does not make separate disbursements for mini-terms or intercessions 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 a different three 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.

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," (i.e., without completing the requirements for a baccalaureate degree).
- 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 five- or six-year program at a professional school where completion of the program results in simultaneous receipt of the baccalaureate degree and the professional degree.

3. SCHOOL VERIFICATION

The school must confirm that the student meets the undergraduate definition. When applicable, withhold crediting and report the student as 'Graduate Student' specifying the term(s) during which the student is not eligible.

C. PENNSYLVANIA DOMICILE

1. DEFINITION

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 [Section II.B](#)).
 - ii. 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.
 - iii. A public institution in Pennsylvania must confirm that the recipient is being charged in-state fees.

Section 4.a.1 of the Commonwealth statute creating the State Grant Program outlines citizenship requirements. These requirements generally follow the federal guidelines in that you must be a citizen or eligible non-citizen to be eligible for the State Grant Program. For more information regarding the requirements, refer to the 2013-14 FSA Handbook, Volume 1 Student eligibility, Chapter 2 Citizenship on ifap.ed.gov. Citizenship is not a requirement for State Grant eligibility; however, non-citizenship brings compliance with the domicile question requirement into question.

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.

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

D. APPROVED PROGRAM OF STUDY

1. REQUIREMENTS

Enrollment in a PHEAA-approved program of study is required. The program must meet the following definitions:

- a. **MINIMUM LENGTH** - The program must be at least two 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 (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.
- 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. Report students enrolled in programs that do not meet this requirement with a program of study code "DE." ADA Accommodations do not apply to students enrolled in non-approved programs of study.

2. 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 five-year undergraduate programs and certain specifically approved five-year cooperative work-study programs. Reference [Section I.D.7](#).

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 [Section I.E](#)). **Advise PHEAA immediately if a program or the institution ceases to meet State Grant eligibility requirements (e.g., the school loses its accreditation or the number of clock hours is decreased below the minimum levels (refer to [Section I.D.1](#)).**

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, do not credit funds to the student's school account, report electronically and refund the grant to PHEAA.

Examples:

Non-Degree Reason Enrolled	Action
Completing admission requirements for transfer to another school	Report electronically as enrolled in a Non-approved Program or Non-degree Student by choosing '00' Other for the Program of Study
Personal enrichment	

3. 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 [Section I.D.](#)

Direct questions regarding this procedure to sghelp@pheaa.org. Withhold crediting and submit a description of the program along with a list of the grant recipients enrolled in the program.

4. CHANGES IN A STUDENT’S PROGRAM (ALL SCHOOL TYPES)

Processing of eligibility for students enrolled at business, trade and technical (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.
- 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	Withhold grant funds until PHEAA has reprocessed the student using the correct program’s costs.
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.

5. 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 two academic year State Grant payments (2.0 award counter); students enrolled in BTT schools are limited to the number of approved terms.

- 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 five-year programs or specifically approved five-year cooperative work-study programs. May be approved by PHEAA on an individual basis for a student who meets one of the following situations:

- i. Has received one associate degree and is pursuing a second associate degree;
 - ii. Is enrolled in a program of study which requires classroom instruction beyond the number of terms generally scheduled for a two-year program at a two- or four-year college;
 - iii. Has transferred from one approved program to another (different) approved program;
 - iv. 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;
 - v. Is unable to complete the program within the normal period due to enrollment in at least six semester remedial credits.
6. COOPERATIVE WORK-STUDY STUDENTS

Students who have been awarded a fifth year of State Grant aid on the basis of their enrollment in a PHEAA-approved five-year cooperative work-study program are identified by the phrase "FIVE-YEAR CO-OP" on the roster. State Grant recipients with this message who are not enrolled in such a program should be identified to PHEAA and crediting should be withheld. Students enrolled in these programs are not eligible for State Grant aid for the terms during which they are gaining their cooperative education experience.

7. BONA FIDE FIVE-YEAR PROGRAMS

Electronically report enrollment of students in bona fide five-year programs (full-time curricula greater than four years in length). Report when the student enters the specified 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.

Students who have been awarded a fifth year of State Grant aid (or a portion thereof) on the basis of their enrollment in a bona fide five-year undergraduate program are identified on the roster by the notation "5 YR" in the award/reject status column for the appropriate term(s).

E. 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. A college or university within Pennsylvania must be approved by the Pennsylvania Department of Education (PDE) and accredited (or be a recognized candidate for accreditation) by an accrediting body recognized by the Council on Higher Education Accreditation (CHEA). Outside of Pennsylvania, the school must be degree-granting, operated not-for-profit, and fully accredited by the regional accrediting body recognized by CHEA and responsible for accreditation in that state. Additionally, any new school outside of Pennsylvania must be located in a state with state grant reciprocity with Pennsylvania.
2. A hospital school of nursing within Pennsylvania must be provisionally or fully approved by the State Board of Nursing and accredited by the National League for Nursing (NLN). Outside of Pennsylvania, the school must be accredited by the NLN.
3. A business trade, or technical (BTT) school within Pennsylvania must be approved by the Pennsylvania Department of Education (PDE), or licensed by the State Board of Private Licensed Schools throughout the preceding 24 months, and must be accredited by an accrediting body recognized by CHEA. Waiver of the licensure and accreditation requirements is permitted for branch campuses of institutions that have operated satisfactorily within Pennsylvania for at least two years. Such schools outside of Pennsylvania must meet the requirements for colleges or universities outside Pennsylvania as outlined in the first paragraph.

- a. 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.
4. All schools must comply with 22 Pa. Code § 121.3. Discrimination prohibited.
5. All schools must have filed the required agreement with the Agency to advise the Agency if the school has knowledge of the name and address of Pennsylvania resident recipients who have been convicted of a felony.
6. 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.
7. 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.
8. All schools must comply with all other administrative requirements promulgated by the Agency.

F. ACADEMIC PROGRESS

1. DEFINITION

For State Grant purposes, satisfactory academic progress means that for each academic year (Fall, Winter, and 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 during the terms for which State Grant aid was received. Grade point average (GPA) is not a factor in satisfactory academic progress 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.

- 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 that progress evaluation if the student was a State grant recipient within the last ten years.
 - ii. A school's academic progress standards alone 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.

2. PRIOR GRANT INFORMATION

PHEAA provides the most recent six terms, semesters or quarters, of State Grant aid prior to the 2013 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:	
S14	2013-14 Spring term
W06	2005-06 Winter term
R07	2007 Summer term
HST	Indicates that the student's most recent State Grant was for a term prior to the 2004-05 Academic Year.

3. VERIFICATION ('ACADEMIC PROGRESS TEST')

When a student has received AT LEAST one term of State Grant aid within the past ten years, verify 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

- 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.
- ADVANCED STANDING – Credits earned through examination or those considered 'advanced standing' (refer to [Section I.A.9](#)) do not count toward meeting the academic progress test.
- 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

- GENERAL - Schools should delay crediting and reject the student for lack of progress until the student either provides the 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 need not be transferable to your school to be "counted." However, credits must be earned at a State Grant approved or Federal Title IV eligible postsecondary institution. The phrase "Last Award, Diff. School" appears on the Summer and Fall term rosters by the name of a student who received their last State Grant at a different school.
- MID-YEAR – When certifying eligibility for a recipient who has transferred to your school during the academic year:

- i. WINTER/SPRING – 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 term). Therefore, only check the most recent academic year period according to the calendar at your institution.
- ii. SUMMER – Check progress immediately, if the student transfers to your school for the Summer term, the last year of aid was not during the previous academic year, and progress is checked at your school after the Summer term.
- c. CONVERSION TABLES - 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: Do not use these formulas to determine compliance with the full-time test of students enrolled in both credit and clock hour courses as part of the same program. Do not use in evaluating previous course work for transfer purposes.

5. VISITING/TWO-SCHOOL ENROLLMENT

For visiting or two-school enrollment students, check progress at the same time that the student’s “home” school checks progress when aid is processed by the visited/second school. Awareness of students who visit another school during the summer term is important.

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 I.A.6](#)), 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.
- 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.

Exception approvals are term-based (i.e. only one term). The student must successfully complete the minimum number of credits appropriate to his/her 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. ACADEMIC PROGRESS EXAMPLES

Example 1 – Monitoring Progress at Completion of Summer

Term	Fall 2012	Spring 2013	Summer 2013	Summary	Fall 2013	Spring 2014
Award Counter	.5	.5	.25	1.25	Reject P	.5
Credits Attempted	12	12	6	30	12	12
Credits Earned	12	9	6	27	12	12
Needed for Progress				30		

Student did not make progress at the end of summer since only 27 credits were earned and 30 were needed. After taking additional enrollment without a State Grant in the Fall of 2013, State Grant eligibility can be reinstated for the Spring of 2014.

Example 2 – Monitoring Progress at the Completion of Spring

Term	Summer 2012	Fall 2012	Spring 2013	Summary	Summer 2013	Fall 2013
Award Counter	.5	.5	.5	1.5	.25	.5
Credits Attempted	12	15	15	36	6	15
Credits Earned	9	12	15	36	6	15
Needed for Progress				36		

Student made progress at the end of Spring since 36 credits were earned and 36 were needed.

Example 3 – Last Enrollment Summer 2002

Term	Fall 2001	Spring 2002	Summer 2002	Summary	Fall 2013	Spring 2014
Award Counter	.5	.5	.25	1.25	.5	.5
Credits Attempted	12	15	6	33	12	12
Credits Earned	6	9	6	21	12	12
Needed for Progress				30		

Since that last State Grant award was over ten years ago, no progress review is necessary for 2013-14.

Example 4 – Remedial Credits

Term	Fall 2012	Spring 2013	Summer 2013	Summary	Fall 2013	Spring 2014
Award Counter	.5	.5	.25	1.25	Reject P	.5
Credits Attempted	12 regular 3 remedial	12 regular	6 regular	30	12 regular	12 regular
Credits Earned	9 regular 3 remedial	12 regular	6 regular	27	12 regular	12 regular
Needed for Progress				30		

Since the 3 remedial credits from Fall 2012 were not used in determining State Grant eligibility (no remedial exception applied), these credits cannot be counted towards academic progress. Eligibility reestablished for Spring 2014 after Fall 2013 credits are included in progress review.

Example 5 – Clock Hours

Term	Fall 2012	Winter 2013	Spring 2013	Summary	Summer 2013	Fall 2013
Award Counter	.33	.33	.34	1.00	Reject P	.33
Clock Hours Attempted	300	300	300	900	170	300
Clock Hours Earned	300	300	170	870	170	300
Needed for Progress				900		

Student did not earn all hours for Spring 2013 and thus did not make progress for the Summer of 2013. Clock Hours earned in Summer 2013 bring the student back to eligible status for Fall 2013.

8. REPORTING

- a. LACK OF PROGRESS – Schools may report students who fail to meet the Academic Progress requirement electronically (reference [Appendix A.](#))
- b. REINSTATEMENTS - After the student has completed the number of required credits or clock hours making him/her again eligible for a State Grant, the school must notify the State Grant Program of the student’s reinstated eligibility.

G. ADDITIONAL EDUCATIONAL COSTS

1. 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.
2. EDUCATIONAL EXPENSE ALLOWANCE (EEA) - An across-the-board, educational expense allowance of \$4,000 replaces the individual room and board amounts or commuter allowances previously used.
3. BOOKS AND SUPPLIES - There is a \$1,000 book allowance included for all students.

H. 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 is in compliance 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 that 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. HOME SCHOOLING – Students who were home schooled 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 home-educated student has complied with P.S. 24 §1327.1 related to home education programs.
 - 1) LIST OF PDE-APPROVED HOME SCHOOL 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 the U.S. military are not acceptable and those students must obtain a GED or other state-approved secondary school equivalency credential.

I. 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.

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

Financial aid administrators at community colleges should verify that the students identified on the roster as "non-sponsoring" are actually incurring non-sponsoring district costs. Electronically report changes in sponsoring/non-sponsoring status and withhold crediting until recalculated.

K. 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.

L. 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 as "of satisfactory character" according to this definition.

M. 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.

N. CLASS LEVEL (HOSPITAL SCHOOLS OF NURSING ONLY)

Because the educational costs may vary from one class level to another, hospital schools of nursing are required to verify the correct class level for each recipient. (The rosters for other types of institutions do not identify class level.) Where the class level on the roster is incorrect, the school should withhold crediting and enter the correct level on the roster.

II. PENNSYLVANIA STATE GRANT ADJUSTMENTS

A. ADJUSTMENTS

Adjusted grant payments, for any reason, although reduced, equal a full term payment for State Grant purposes (e.g., academic progress, maximum grants, etc.). The following procedures apply when the student withdraws or takes a leave of absence. They also apply to recipients who initially enroll in classes full-time and drop to half-time or who change from an approved to a non-approved program of study after the crediting of State Grant funds but during the refund period. There are circumstances where the school must adjust a student's State Grant.

1. CHANGE OF ENROLLMENT STATUS OR TRANSFER TO A NON-APPROVED PROGRAM DURING THE TERM
 - a. WITHDRAWAL DEFINITION – Where a State Grant recipient initially enrolls in classes but withdraws, drops credits, takes a leave of absence, or is terminated, suspended, or dismissed prior to the end of the term or disbursement period and after awards have been announced as FINAL, the student is considered a withdrawal for PHEAA purposes. A refund to PHEAA of all or a portion of the State Grant may be required depending upon the date of the student's withdrawal and the standard tuition refund policy of the institution.
 - i. LEAVES OF ABSENCE - 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 in accordance with the following procedures regardless of the school's special provisions for such leaves. If a student is on leave at the time the pre-disbursement roster for the term, the school must identify the student as "Not Enrolled."
 - 1) SCHOOLS WITHOUT SET TERMS – When a student leaves before the period, which would comprise a 'term', has been credited and then returns before that period is over, the student may be eligible for that term's payment under certain conditions. For example, if the student's date of return permits the student to complete the Fall term and to begin the following Spring term by the March 15 cut-off date for Spring, then an award can be permitted, however, the period of time comprising the semester or quarter, including the period of time the student is on a leave of absence, cannot exceed the term length definitions (refer to [Section III.A.2](#)).
 - b. CONDITIONAL AWARDS – Conditional awards mean award amounts prior to the passage of the Commonwealth budget. Remove or adjust any preliminary credits when a student's enrollment changes prior to the announcement of finalized awards, (refer to *Example 5* in [Section II.A.4](#)).
 - c. FINAL AWARDS – For purposes of these procedures, 'final' indicates an award calculated after the Commonwealth budget passage.

Treatment of Enrollment Changes			
	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 PROCEDURE	Yes
Drops to Less than Half-time	No	Yes	No
	Have funds been credited?	Report as half-time?	Report adjusted amount?
Drops Full-time to Half-time	No	Yes	No
	Yes	School option – must choose one reporting option-If adjusting, refer to PROCEDURE	

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.

2. CHANGE OF ENROLLMENT STATUS OR TRANSFER TO A NON-APPROVED PROGRAM AFTER THE TERM

If the student withdraws or ceases to be **eligible after completing the term** in question and met all eligibility requirements during that term, credit the State Grant; regardless of when funds are received by the school (refer to Example 4 in [Section II.A.4](#)).

3. PROCEDURE

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. Crediting may have been preliminary. 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.
- b. Apply this percentage to the State Grant award so that PHEAA receives a proportional refund of the State Grant funds awarded for the term. At schools, which allow students to pay tuition on a weekly or monthly basis, a student may be "paid up" at the time of withdrawal and, therefore, will not receive an actual refund. Adjust the State Grant based on the percentage of the term's tuition paid or "earned" (refer to *Example 2* in [Section II.A.4](#)).
- c. In general, the amount of the State Grant retained by the school should 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.
- d. Where, in accordance with the above procedure, the amount of State Grant funds retained by the school is small, the financial aid administrator may advise the student to pay this amount to the school. 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 problem in the future.

- e. Report award adjustments electronically (refer to [Appendix A](#)). Reporting via a roster requires the date and term of withdrawal/program change and the amount retained by the school for the term. For example, "Withdrew During Fall Term, September 15, 2013; \$150 Retained." PHEAA will reduce the student's award to the amount the institution has retained for the term and cancel the grant for the remaining term(s) unless otherwise directed by the roster comment.

4. EXAMPLES

- a. *EXAMPLE 1:* 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.
- b. *EXAMPLE 2:* 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 his/her 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.
- c. *EXAMPLE 3:* A grant recipient initially enrolls for 15 Fall term credits, receiving \$900 and is charged \$1,500 (\$100 per credit). Subsequently the student drops to nine credits. This occurred after crediting and during the school's 50 percent refund period. The student receives a refund of \$300 from the school for the six credits dropped. This equates to a 20% refund. The student is enrolled at least half-time and eligible for a half-time award of \$450. With regard to award amount, adjustment of the full-time award is more beneficial to the student (\$720 or 80% of \$900). However, the school may opt to do so rather than report the student as half-time.
- d. *EXAMPLE 4:* A school receives a \$1,000 State Grant for each semester with a spring roster for a student who left school after completing the fall semester. This student meets all eligibility requirements during the fall term and is eligible for the Fall State Grant.
- e. *EXAMPLE 5:* The State Grant Program announces "Conditional" awards in May 2013. There is a delay of the Commonwealth Budget passage, meaning awards are not final at the time that classes begin on August 28, 2013. The school defers the State Grant portion of the student's bill but student withdraws completely on September 30, 2013. The budget passes on October 3, 2013 and the State Grant Program announces final awards on October 4, 2013. Disbursements occur after October 5. Because the student withdrew prior to the announcement of "final" award amounts, the school must withdraw the entire fall term credit and report the student as "not enrolled."

B. DIFFERENT EDUCATIONAL COSTS

In calculating educational cost figures for the academic year, the Agency utilizes the standard tuition and fee charges for the typical full-time, undergraduate student.

1. REQUIREMENT

Where the tuition and fee costs used by PHEAA for the term in question exceed the student's actual tuition and fees costs for 2013-14 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 (\$32,000) when annualized. Withhold the State Grant until PHEAA reprocesses the student's award.

- a. CIRCUMSTANCES - Final year students, study abroad, a combination of day and evening courses, etc., are 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.
 - i. PHEAA cannot grant individual reconsideration for large "classes" of students whose charges are a higher or lower tuition than the "typical" student. Schools who are willing to monitor these students throughout the year may submit a special budget to PHEAA during the annual cost collection effort.

- b. HALF-TIME - Because the Agency utilizes the standard tuition and fee charges reported for, the full-time student in calculating a half-time award, schools cannot directly compare actual half-time costs to reported costs for purposes of this test. Instead, schools should report the half-time student's actual costs (and delay crediting) where one-half of the tuition and fee costs used by PHEAA for the term in question exceed the student's actual costs by at least 25 percent.
 - i. Schools that process full-time students for a half-time State Grant due to remedial/developmental coursework (refer to [Section I.A.6](#)) must review these students for different educational cost purposes since they are incurring full-time tuition and fees.
- c. 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 \$32,000 cost cap for 2013-14, do not report increased costs.
- d. TUITION WAIVERS – Schools must use the actual costs of students who are receiving a tuition waiver.
- e. SCHOOLS WITH SPECIAL SCHEDULES - At a schools where the number of terms do not coincide with the number of State Grant disbursements, the school may compare academic year actual to reported costs rather than for individual terms. However, this is not a unilateral determination by the school alone and requires prior review and approval by State Grant and Special Programs.

2. REPORTING

- 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 then report different educational costs last.
- b. Schools may report lower costs through the Partner Interface on a student-by-student basis. This web product displays threshold amounts for ease of your review. Refer to [Appendix A](#).
- 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	<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
*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.				

III. GENERAL INFORMATION CONCERNING HANDLING OF PENNSYLVANIA STATE GRANT FUNDS

A. DISBURSEMENT OF STATE GRANT FUNDS

1. DISBURSEMENT PROCEDURES

- a. Banking Requirements
 - i. PHEAA disburses funds on behalf of State Grant recipients by ACH transfer of funds ONLY.
 - ii. PHEAA deposits funds into the designated, non-interest bearing bank account for the school on behalf of the enrolled student.
- b. Rosters and Availability
 - i. For purposes of these procedures, 'roster' refers to the reports that PHEAA produces and labels roster. Roster does not refer to other reports, transmissions, or listings such as status listings, GPAD reports, etc.
 - ii. For security reasons, institutions must access State Grant rosters only through electronic means (Refer to [Appendix B](#)):
 - 1) Disbursement transmissions; or
 - 2) PageCenter Report Repository
- c. Funds Availability
 - i. Pre-Disbursement Rosters (rosters with no funds)
 - 1) Non-Pennsylvania schools, Business, Trade and Technical schools, and certain other institutions are required to certify eligibility using the pre-disbursement roster before receiving and certifying a regular disbursement roster with associated funds.
 - 2) PHEAA requires the return of Term pre-disbursement rosters in order to release State Grant funds with a regular disbursement roster.
 - 3) PHEAA does not permit the return of pre-disbursement rosters prior to the first day of classes for the term. This ensures actual enrollment and eligibility prior to disbursement of funds.
 - ii. Outstanding rosters and refunds - The issuance of a school's funds for a particular term is contingent upon the return and certification of any outstanding pre-disbursement rosters (all business, trade, and technical schools and other selected institutions) for the current academic year or any outstanding disbursement rosters, which are due to the Agency from the school. Refunds are any funds due to PHEAA by the school based upon updates to student records since the disbursement occurred. PHEAA withholds subsequent disbursements and rosters pending the return of outstanding rosters or refunds due for a previous term or academic year.

iii. Certification Deadlines

Schools are required to return their certified copy of the term disbursement roster to PHEAA (Refer to section d below – Roster Certification); Failure to certify the roster within the designated period may result in administrative action against the institution.	
Academic Year Term	Within 45 calendar days of receipt of the roster or within 45 days of the first day of the term (whichever is later) and no later than the following: November 15 for the Fall disbursement roster February 1 for the Winter disbursement roster May 1 for the Spring disbursement roster
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.

- iv. Adjustment Procedure - Institutions, which receive at least \$100,000 in State Grant funds, are subject to an adjustment procedure whereby PHEAA reduces the term disbursement amount. PHEAA bases the percent of the reduction on the percentage of funds used by that institution during the preceding academic year. In July, prior to the fall disbursement, PHEAA notifies institutions receiving less than 100 percent of the exact percentage of State Grant funds to expect. This notification provides schools with information concerning disbursement adjustment procedure.

d. 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 eligibility for any reason, report ineligibility and do not credit the student’s account or allow a preliminary credit to stand.
- 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 A](#) – How to Submit Corrections.

2. DISBURSEMENT SCHEDULES

a. Academic Year

The Agency processes State Grant applications and disburses State Grant funds based on a typical academic year schedule consisting of the nine-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	

At schools with continuous enrollment 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 (refer to [Section III.G](#)). 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.

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.

3. RECONCILIATION

The annual reconciliation roster provides the school with a final opportunity to ensure that Agency and school records for the academic year are consistent with regard to both student eligibility and the disbursement and crediting of State Grant funds. PHEAA's reconciliation process requires the reporting of final comments regarding student eligibility in accordance with these Procedures. **The student's final State Grant status, as shown on this roster, should match the school's records. Reconciliation means the amount of funding the school received should match the funding disbursed by PHEAA. When additional funding is due to the school, PHEAA requires the school request the funding from PHEAA. When a school owes State Grant funding, PHEAA requires the funding be returned through a refund or the Fall offset process.** PHEAA requires the certification of the reconciliation roster within 30 days of receipt. Failure to comply with this deadline may result in administrative action.

a. Awards After Reconciliation

In some cases, State Grant awards occur after the generation of a reconciliation disbursement roster, the final disbursement roster of the academic year. In these cases, an additional reconciliation roster must be requested by the school; **ONLY THE INITIAL RECONCILIATION ROSTER IS AUTOMATICALLY GENERATED** without the school requesting it. This provides a final copy for your records as well as disbursing the funds to the school's account in a timely manner if it is determined that funds are required by the school to complete payment of the grant. Because of late awards, a refund may be due to students from the school. PHEAA requires schools to refund these students within 30 days of disbursement.

After the end of the fiscal year, the Agency does not automatically disburse funds to institutions. It is a school responsibility to pursue additional funds due. In accordance with regulation §121.48, PHEAA is not obligated to make any payments of State Grants after August 1 of the calendar year immediately following the academic year for which payment is sought (i.e., 8/1/2015 for 2013-14).

b. Student Reconsideration Deadlines –

Students may only submit information that may affect their eligibility until the reconsideration deadlines. PHEAA only accepts information after these deadlines if a documented request for additional information is on file and a documented student response to that request within 30 days exists.

Term	Reconsideration Deadline	Example
Academic Year	April 1	April 1, 2014 for 2013-14
Summer Term	October 31	October 31, 2014 for Summer 2014

4. TERM LENGTH

- a. Academic Year 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 period that does not meet PHEAA’s term definitions. **Any deviations require permission in writing by PHEAA through ‘special instructions’ provided in an email from PHEAA.**
 - i. Semester - A period of approximately 17 weeks normally comprising one-half of the academic year
 - ii. Quarter - A period of approximately 11 weeks normally comprising one third of the academic year
 - iii. Trimester - A period of approximately 15 weeks normally comprising one-half of the academic year.
 - iv. Combining of modules –In order to meet the minimum term length definition, PHEAA permits the combining modules for an academic year term as long as the modules are consecutive and fall within the term definitions indicated in these Procedures. 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”.
- b. Summer - Term length definition for the summer term is dependent upon curriculum.
 - i. Not Enrolled in Year-Round Curriculum - 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 criterion and should be reported as ‘00’ in Program of Study.

Example: A student may be enrolled in mini session I (five weeks) and mini session III (four weeks) and be eligible for the State Grant as long as they are enrolled for a minimum of eight weeks combined for the two sessions. Enrollment in one six-week session would not meet the criterion.
 - ii. Enrolled in Year-Round Curriculum - The eight-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. If the crediting instructions provided guidance for combining a number of modules during the academic year, those instructions would also apply to the summer term.

B. CREDITING OF STATE GRANT FUNDS

Crediting (either preliminary or final) occurs when the school has **committed** State Grant funds for a particular student in some way (credit on account or deferment of bill) **and** the all requirements have been met. Crediting does not require actual receipt of State Grant funds by the institution for that term or for that student. Crediting *may* occur as a two-step process: 1) a preliminary credit (normally prior to the beginning of the term and, therefore, before the school can fully certify eligibility); and 2) a final credit (once eligibility can be fully certified).

1. TERM-BY-TERM 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 funds 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, regardless of the dates of receipt or posting. The State Grant of a student who becomes ineligible after an award has been credited may need to be adjusted (refer to [Section II.A](#)).

2. PRELIMINARY CREDIT APPLICATION

Schools may allow deferment of payment of a portion of the term's bill based on notification of State Grant eligibility prior to the beginning of the term and prior to full certification of eligibility. Schools, which make a preliminary credit, should retain record of such in case the student subsequently withdraws. The school may make a preliminary credit on a term-by-term basis of the State Grant and identify as 'PHEAA' or 'PA State Grant' on the student's record provided both of the following have occurred:

- a. The school has received notification of State Grant eligibility for the term in question at its institution. Permitted documentation includes:
 - i. an award notice from PHEAA (includes student eligibility notifications and student displays where awards display)
 - ii. the appearance of the student's name with an award on one of the following reports or transmissions: status listing/transmission; GPAD report; or disbursement roster/transmission.
- b. The student is or will be enrolled (according to school records) 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 credit 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 crediting, if necessary, for the reprocessed award.**

3. PRELIMINARY CREDIT REMOVAL

When PHEAA determines that a student has a previously announced award requires a reduction or cancellation and the term disbursement roster for the school in question does not exist, PHEAA will take that action. The term disbursement roster then reflects the reduction or cancellation. Schools must remove preliminary credits in part or whole if:

- a. The student does not appear or appears with a reduced award on the term's regular disbursement roster

Example 1: A student receives an award notice after the Fall disbursement roster is generated and it is later determined that the student is in default, the school cannot allow a Winter/Spring term credit to stand since the student's name would never have appeared on any roster. Fall may have been credited in good faith since notification was received after the fall disbursement roster was printed, but if the student does not appear on the subsequent roster, other credits must be withdrawn.

Example 2: The student appears on the fall disbursement roster with awards for both the fall and spring terms and is later chosen for Validation, PHEAA assumes that only the fall award has been credited. However, once the school is notified of problems with the student's record, no further funds may be credited

- b. Full certification after the term has begun reveals the student ineligible for any reason (e.g., Validation, delay in passage of Commonwealth budget and release of final awards, or the student is a "no show," etc.).
- c. if the student's enrollment status has changed prior to the date of the term disbursement roster award finalization.

4. FINAL CREDIT

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. **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 cannot make a final credit (or permit a preliminary credit to stand) until **all** of the following have occurred:

- a. The student appears on the term's regular disbursement roster (not a pre-disbursement roster);

OR

the student does not appear on the term's regular disbursement roster but: 1) that regular disbursement roster has been generated; and 2) the school has received notification of State Grant eligibility for the term in question as noted in **2.a. – PRELIMINARY CREDIT APPLICATION** above.

- b. The student is enrolled (according to school records) on at least a half-time basis for the term in question.

The school has performed **all** eligibility checks for the student as set forth in these Certification Procedures. **Do not credit** the student's account but do report electronically appropriate comments that call into question a student's State Grant eligibility. Inform PHEAA of the potential discrepancy, all pertinent facts, including the State Grant crediting status and the date the discrepancy. **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 bears on State Grant eligibility. This authorization also extends to cases where the Agency questions a student's eligibility and requests information from the school.**

Example 1: 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 in even a preliminary manner.

Example 2: PHEAA reprocesses a student as financially independent but the school is aware of incorrect information provided to PHEAA. Therefore, withhold crediting.

5. CHANGES AFTER A REGULAR ROSTER RECEIPT

If a recipient does withdraw, drops to less-than-half-time, or changes to a non-approved program, etc., it is the date that State Grant funds were committed (not the date funds actually arrive) that is critical in determining whether the school may retain any portion of the term's State Grant disbursement (refer to [Section II.A](#)). If the student withdraws or eligibility ceases **after** completion of the term in question, the grant should be credited.

- a. **Withdrawal** – 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.
- b. **PHEAA Collectable Cases** - Where the award reduction or cancellation occurs **after** the term's disbursement roster has been sent **and** after the school has credited the previously announced award in good faith **and** after proper certification of eligibility, the case will become a "PHEAA Collectable" (Refer to [Section III.E](#)). Schools do not need to take further action on these cases.

6. PROGRAM REVIEW AUDIT TRAIL

For Program Review purposes, it is important that school records reflect an audit trail that includes the date of the preliminary and/or 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.**

C. REFUNDS TO PHEAA

If a grant has been reduced (including those that are adjusted, refer to [Section II.A](#) 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.** When PHEAA provides instructions concerning proper crediting in a particular student's case and the school credits funds improperly, PHEAA requires repayment from the school.

The school may refund State Grants for ineligible students with each term's disbursement roster or at the end of the academic year. However, at least 80 percent of the refund due to PHEAA for the academic year as a result of cancellations and/or adjustments reported up until the processing of the Spring disbursement roster **must** be remitted prior to or upon return of that roster.

1. REMITTING PAYMENT -

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 or social security numbers
ACH/wire transfer	Refer to banking information on disbursement roster	

2. RECONCILIATION/REFUND DEADLINES -

Period	Deadline	Penalties for Missed Deadlines
Academic Year	June 1 following the academic year (example, June 1, 2014 for 2013-14 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	November 15 following the Summer term (example, November 15, 2014 for Summer 2014)	

D. REIMBURSEMENT TO STATE GRANT RECIPIENTS

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 III.C.2](#). 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.

E. PHEAA COLLECTABLE CASES (STUDENT OWES PHEAA FOR AN OVERAWARD)

1. DEFINITION

Where the award reduction or cancellation occurs **after** the term's disbursement roster has been sent **and** after the school has credited the previously announced award in good faith **and** after proper certification of eligibility, the student account will be designated as a PHEAA Collectable or Offset case.

In these cases, PHEAA recovers funds directly from the student and posts the amount (the total for all such students) to the school's account. Regarding individual students' accounts, **the initial State Grant credit should remain on the 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 are **not** to further adjust the amount of the subsequent term's award to "recoup" the overaward received for a prior term since **the Agency has taken action to recover the overaward and the award amount shown for subsequent terms will be the amount after offset.**

- a. PHEAA Collectable –PHEAA requests repayment of the overaward from the student.
- b. 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 his/her total eligibility of \$2,200 for the year.

2. 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 that those funds will be returned to the Agency.

3. COMMUNICATIONS

- a. 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.
- b. Rosters - 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.
- c. 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.

4. CREDITING

- a. Assumptions - When the 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), Agency staff 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, PHEAA assumes that crediting has occurred. Schools should promptly notify the Agency if the actual crediting status varies from the above assumptions.
- b. Certification - It is particularly important that the school **not** credit any funds to a student’s account, even on a preliminary basis, in a PHEAA Collectable/Offset case before any necessary certification changes due to half-time enrollment, etc., are reported, **especially** if the student’s award for any term has been adjusted for reason C (offset). Report such changes via Special Request in the Partner Interface (Refer to [Appendix A](#)). Additionally, changes for any remaining term(s), if known, such as the student not enrolling, should be reported as early as possible to expedite finalization of the student’s status.

5. PHEAA INCOME VALIDATION

- a. Income Validation Process – The automated process by which PHEAA compares the income reported on the 2013-14 Free Application for Federal Student Aid (FAFSA) to the income reported on the 2012 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.
- b. Treatment of Funds - When **any** student’s eligibility is suspect, PHEAA will withhold disbursement. Once the case is satisfactorily resolved, PHEAA notifies both the student and school. Refer to [Section III.B](#).
- c. Notification - The weekly Income Validation/Other Review listing provides the names of students with suspect information. The students remain on this listing until Validation is completed. Schools should not post the final credit to the student’s account after receiving the Validation 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 the Partner Interface so that the grant may be cancelled until Validation is completed.

F. RETENTION OF RECORDS

Institutions are required to retain, for possible review by PHEAA, those records that are necessary for the certification of student eligibility and the crediting of State Grant funds in accordance with these Procedures. Retain records for at least five years from the date the institution completes certification of the reconciliation roster.

G. ACADEMIC TERM DESIGNATIONS

1. CREDITING PERIODS

PHEAA schedules disbursements as closely as possible to the academic schedule at the institution. Where school's schedule consists of modules, irregular terms, or continuous enrollment without specified terms (students 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. Refer to [Section III.A.2 - DISBURSEMENT SCHEDULES](#) and [III.A.4. - TERM LENGTH](#)

2. TERM START DATES

In applying these term start dates, no student should receive more than three semesters or four-quarter terms of aid in a consecutive 12-month period.

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: A State Grant recipient begins enrollment on November 5 at a school on a semester disbursement schedule, credit the fall grant payment to the student's account for this period since this is prior to the November 15 cut-off date for the fall disbursement. A student who begins enrollment on November 25 would not be eligible for a fall term State Grant, and the institution would be required to return the fall payment to the Agency. A student's term beginning November 25 qualifies as a "spring" term for State Grant purposes and disburses with that term's roster.

3. CLOCK HOUR SCHOOLS WITH IRREGULAR SCHEDULES OR CONTINUOUS ENROLLMENT

There must also be compliance with Disbursement Schedules and Term Length when applying these rules. Refer to [Section III.A.2 - DISBURSEMENT SCHEDULES](#) and [III.A.4 - TERM LENGTH](#).

Term Disbursement	Enrollment	Term Start	Term End*	First Disbursement Period
Semester	Full-time	Date student enrolled	After minimum of 450 clock hours and required term length are completed	First Semester for State Grant purposes
Semester	Half-time	Date student enrolled	After minimum of 225 clock hours and required term length are completed	
Quarter	Full-time	Date student enrolled	After minimum of 300 clock hours and required term length are completed	First Quarter for State Grant purposes
Quarter	Half-time	Date student enrolled	After minimum of 150 clock hours and required term length are completed	

* The student is not eligible for the next State Grant payment (the grant disbursed for the following semester) until the time required a full-time student to complete 450 (300) clock hours has elapsed, and unless the student's second "term" begins during the start date period for the next semester.

4. HOSPITAL SCHOOLS OF NURSING CREDITING PERIODS

There must first be compliance with Disbursement Schedules and Term Length before applying these rules. Refer to [Section III.A.2 - DISBURSEMENT SCHEDULES](#) and [III.A.4 - TERM LENGTH](#).

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

When the nursing school does not operate on a traditional semester or quarter schedule, the 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 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.

APPENDIX A

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 to PHEAA through use of preformatted flat files. Technical layouts are available in the Document Library: State Grant Program/Technical and Processing Information. Call Public Service Systems at **800.443.0646**, Option 4, to make arrangements.
 - b. **Partner Interface** is a web product accessible through the school portal 'Alec' through PHEAA.org. It allows real-time updates to either individual student records or multiple records through use of mass update queues. Training on this product is available at PHEAA.org/training.

Contractable Data:	Update single student via:	Multiple student update capability (100 per queue submission)
Student Demographics	'Update' button	Not updatable in mass
Branch Campus change	'Update' button	Yes
Program of Study (including 'DE' programs and 'Other')	'Update' button	Yes
Enrollment (including remedial)	'Update' button	Yes
Housing status	'Update' button	Yes
Less than 50% Classroom	'Update' button	Yes
Classroom Credits (attempted)	'Update' button	Yes
Cancellations (including not enrolled, graduated and lack of progress)	'Update' button	Yes
Reinstatements (including not enrolled, graduated and lack of progress)	'Update' button	Yes
Costs more than 25% less than those annually reported	'Update' button	Not updatable in mass
Adjustments for Withdrawal (or Gift Aid, prior to Fall 2013)	'Update' button	Not updatable in mass
Costs more than 25% greater than those annually reported	'Special Request' button	Not updatable in mass
Other certification data not listed above	'Special Request' button	Not updatable in mass

Only use the **Special Request** feature of the Partner Interface when these Procedures instruct you to do so or when there are no other reporting options. Make sure your request is **brief** and for the correct academic year or summer term. For example, 'Student request to refuse Summer grant on file' or 'Grant not credited, returning funds.'

- c. **Rosters (printed from PageCenter)** – Most hand written corrections are accepted but discouraged since these encourage manual review and delay processing. Hand written credit reporting is unacceptable. If you must submit corrections via this method: 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**.

2. SUBMITTING CERTIFICATION

- a. **Online Certification Page** – This tool is available in the Document Library: State Grant Program/ Certification Procedures, Workshop Materials and Roster Certification Page. Print PRIOR to submitting and keep a copy for your files. PHEAA logs an activity on your school’s activity page (FC5S) upon certification processing. PHEAA updates your school’s disbursement information on the FG3S transaction. Refer to [Appendix C](#) for additional information on transactions.
- b. **Paper Rosters (printed from PageCenter)** – After making all corrections electronically or if no student corrections are needed, complete and return the final page of the printed roster if you are unable to submit the online version. Keep a copy for your records; fax the signed Certification page to **717.720.3786**.

APPENDIX B 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. When you require assistance with access, please Reference [Appendix C](#) for contact information.

1. **Partner Interface** is a web product accessible through the school portal 'Alec' through [PHEAA.org](#). Training on this product is available on [PHEAA.org/training](#).

Viewable Student Data:	Using:
Student Demographics	Student Record Summary
Eligibility Data	Award tab
Application Data	Application Info tab
Correspondence with Student	Activity tab
Eligibility Summary (History)	View Eligibility for Student button

2. **PHEAA Remote Network (OC/Webconnect transactions)** includes College level data that is not accessible via the Partner Interface. These transactions are detailed on the 'State Grant Commands' card available in the school portal's Document Library under State Grant Program/Technical and processing information.
3. **Electronic Status and Disbursement Transmissions** allow transmission of student and/roster data from PHEAA to your school through use of preformatted flat files. Technical layouts are available in the Document Library: State Grant Program/Technical and Processing Information. Call Public Service Systems at **800.443.0646**, Option 4, to make arrangements.
4. **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 when new versions of reports are 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 (the OE code is your federal school code)
User ID (CG#)
E-mail Address
Report Name(s) (Pagesets)

5. Report List – Most commonly used reports.

Report	Description
FAA STATUS LISTING	State Grant eligibility status based upon information currently on file with PHEAA as of report date; new information could change State Grant eligibility.
2013-14 GAPS INCOMPLETE/ REJECT	The status of students listed as incomplete and rejected as of report date. Both the incomplete Grant item number (number in parentheses) and the corresponding Status Notice number are displayed.
2013-14 GAPS INCOMPLETE / ACTIVE	The status of students listed as incomplete but active as of report date. Both the incomplete Grant item number (number in parentheses) and the corresponding Status Notice number are displayed.
2013-14 GAPS INCOMPLETE / INACTIVE	The status of students listed as incomplete inactive as of report date. Both the incomplete Grant item number (number in parentheses) and the corresponding Status Notice number are displayed. No activity in the last 30 days. Can be reactivated by student responding to the Agency.
2013-14 GAPS ALL CATEGORIES	State Grant applicant status as of report date. GAPS reports do not include non-State Grant applicants or those undergoing review.
2013-14 PRE DISBURSEMENT (roster)	Pre-disbursement roster generated for all out-of-state and Pennsylvania business, trade, and technical schools as well as certain other schools (available the day after it has been generated).
2013-14 REGULAR DISBURSEMENT	Includes Fall, Winter and Spring disbursement rosters (available the day after the roster is generated).
2013-14 RECON DISBURSEMENT	Annual Reconciliation Roster (available the day after the roster is generated).
2013-14 SUMMER DISBURSEMENT	Summer disbursement roster.
2013-14 GPAD ALL PROCESSING	Information updated weekly. Records stay on list for 30 days; includes records with an eligibility change since previous add date (ADD DT).
2013-14 GPAD NORMAL PROCESSING	Information updated weekly. Records stay on list for 30 days, most will be complete. Includes records with an eligibility change since previous add date (ADD DT).
2013-14 GPAD SUMMER PROCESSING	Information updated weekly. Records stay on list for 30 days, most will be complete. Includes records with an eligibility change since previous add date (ADD DT).
2013-14 GPAD VALIDATION PROCESSING	Information updated weekly. Records stay on list for 30 days, most will be complete. Record appears when changes due to validation occur. Includes records with an eligibility change since previous add date (ADD DT).
GAPS RENEWALS/NO FAFSA FILE	Information updated weekly. List of students attending your institution for the prior academic year who have not yet filed the FAFSA for the upcoming academic year. This stops running at the end of April.
2013-14 PHEAA VALIDATION/ OTHER RVW	List of students recently included in 2013-14 Income Validation Review and 2013-14 Other Reviews. Refer to Section III.E.5 .
SUMMER 2013 STUDENT GRANT APPLICATIONS	List of students who have filed the Summer online application indicating attendance at your school. Information is updated weekly until August 15.

APPENDIX C RESOURCES AND CONTACTS

If you want to retrieve:	Then:
A list of all State Grant Reject, Cancellation and Adjustment Codes	Refer to 'Pennsylvania State Grant Program Codes' Located in the Document Library path - Main Menu/State Grant Program/Technical and Processing Information
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)	Refer to: Application Processing System Specifications for Software Developers Located on IFAP - ifap.ed.gov/ifap/iLibrary.jsp
State Grant Transmission Layouts (Status, Disbursement and/or Certification)	Refer to the appropriate layouts, headers and trailers formats required Located in the Document Library: Main Menu/State Grant Program/SG Electronic Data Transmission Layouts
A list State Grant Mainframe transactions mentioned in this document (such as College Disbursement)	Refer to: State Grant Commands Located in the Document Library: Main Menu/State Grant Program/Technical and Processing Information
A soft copy of these Procedures	Refer to: 2013-14 Pennsylvania State Grant Certification Procedures and 2014 Summer Term Located in the Document Library: Main Menu/State Grant Program/Certification Procedures, Workshop Materials and Roster Certification Page
Tutorials, pre-recorded webinars and other training materials	Visit PHEAA.org/training
PHEAA's banking information to submit a refund	Refer to: The paper Certification Page at the end of your roster Located in: Your secure PageCenter mailbox
Memos and other documents	Visit the Document Library in the School Portal 'Alec'
The State Grant Processing Calendar	Refer to: Pennsylvania State Grant Program Calendar for Post-Secondary Schools Located in the Document Library: Main Menu/State Grant Program/Technical and Processing Information
CONTACT	TYPE OF INFORMATION
800.443.0646, Option 4	For questions regarding State Grant transmissions (Public Service Systems department)
800.443.0646, Option 3, Option 1 Email: sghelp@pheaa.org	State Grant Program questions (State Grant department)
717.720.3786 (fax)	State Grant fax for rosters, etc. NOTE: PHEAA receives faxes through an Imaging Work Queue and works faxes in date received order.
800.443.0646, Option 2, Option 1 Email: pheaaaccess@pheaa.org	Access questions (BPAMS), Remote Access Agreements (RAAs) (Federal Loan Servicing department)
717.720.2649	Password resets, etc. (PHEAA Helpdesk)

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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