

PHEAA TRAINING

Pennsylvania State Grant **CERTIFICATION PROCEDURES**

Summer 2014 Amendment

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OVERVIEW

This procedure is a Summer 2014 Term Amendment to the *2013-14 Academic Year and Summer 2014 PA State Grant Certification Procedures* which were published in August 2013. Changes within this document specifically outline Summer 2014 term requirements and the impact to subsequent term disbursements. These procedures do not supersede any previous instruction for the 2013-14 academic year or any Summer term prior to 2014.

SUMMARY OF CHANGES

- Summer 2014 outstanding disbursement rosters, Reconciliation Rosters, and/or refunds will prevent academic year disbursements effective October 31, 2014.
- Based on historical usage patterns, an adjustment percent of net funds due for the Summer term will be applied to all Pennsylvania schools.
- All schools will be required to certify a Summer 2014 pre-disbursement roster before the Summer 2014 disbursement roster is generated.
- Although eligibility announcements to schools and students begin in late May, Summer term disbursements will not be available until after passage of the Commonwealth budget (June 30, 2014, anticipated date).
- All schools will be required to certify a Reconciliation Roster for the Summer term.
- The refund deadline for the 2014 Summer term is changed to October 31, 2014 (currently published as November 15).

PROCESSING AND CERTIFYING TIPS

This document refers to electronic corrections. **Partner Interface** and **State Grant Certification Transmissions** are the preferred methods for submitting enrollment corrections necessary to certify student eligibility.

STEP 1: SUBMIT ALL CORRECTIONS USING ONE OR BOTH OF THESE METHODS

Partner Interface is a web product accessible through the school portal, Alec, through PHEAA.org. It allows 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.

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*. Contact Public Service Systems at **800.443.0646**, Option 4, for assistance.

STEP 2: CERTIFY THE ROSTER ONLINE

Online Certification Page – This tool is available in the school portal, Alec in the Document Library: *State Grant Program/Certification Procedures, Workshop Materials and Roster Certification Page*. Make your selections and print PRIOR to submitting, keeping the printed copy for your files. Please note:

- PHEAA processes nightly and records on your school's activity page (FC5S display).
- PHEAA staff then updates your school's disbursement roster status on the FG3S display.

Choose *Access State Grant & Special Programs (OC/Webconnect)* from the home page in Alec to access these displays.

FORMAT OF THIS DOCUMENT

Each of the six Summer 2014 amendments are listed as follows:

1. A brief citation from the *2013-14 Academic Year and Summer 2014 PA State Grant Certification Procedures* noting the section which the amendment most directly impacts. For a full copy of the previously published procedures, visit pheaa.org/training under the [State Grant Training section](#) or in the Document Library of Alec under *State Grant Program/Certification Procedures, Workshop Materials and Roster Certification Page*.
2. The Summer Amendment that is effective with the Summer 2014 term.

SUMMER AMENDMENT #1

CURRENT CITATION

2013-14 Certification Procedure - Section III.A.1.c.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.

AMENDED TO READ

Outstanding disbursement or Reconciliation Rosters and refunds – in addition what has been published in Section III.A.1.c.ii of the *2013-14 State Grant Certification Procedures*, PHEAA will withhold disbursements for any subsequent non-disbursed terms beginning October 31, 2014 pending the return of outstanding rosters or refunds due for the Summer 2014 term.

SUMMER AMENDMENT #2

CURRENT CITATION

2013-14 Certification Procedure - Section III.A.1.c.iii

Certification Deadlines

Schools are required to return their certified copy of the term disbursement roster to PHEAA (Refer to Section III.A.1.d – 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.

AMENDED TO READ

This is a clarification to Section III.A.1.c.iii of the *2013-14 State Grant Certification Procedures* regarding the Summer term certification deadline. Summer 2014 disbursement rosters must be returned within 30 days of the receipt of the roster or within 30 days of beginning of the first Summer term in which eligibility can be certified, whichever is later. However, schools should be aware that:

- Failure to return a roster will prevent further fund disbursement as noted in the section entitled [Summer Term Disbursement Rosters](#).
- Failure to reconcile the Summer 2014 term by October 31, 2014 will prevent further disbursement as noted in [Summer Amendment #1](#) and [Summer Amendment #6](#).
- Failure to request Summer 2014 funds by December 31, 2014 will result in the school being ineligible for payment for those students as noted in [Summer Amendment #6](#).

SUMMER AMENDMENT #3

CURRENT CITATION

2013-14 Certification Procedure - Section III.A.1.c.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.

AMENDED TO READ

Adjustment Procedure - In addition what has been published in Section III.A.1.c.iv of the *2013-14 State Grant Certification Procedures*, all Pennsylvania schools that participate in the Summer term are subject to an adjustment procedure whereby PHEAA reduces the term disbursement amount. This is effective with the 2014 Summer term. PHEAA calculates the percent of the reduction by using the historical average percentage of funds used by that institution for the Summer term for the past three years. PHEAA will update the FG3M display with your school's adjustment percentage and will notify your school by March 31, 2014. Schools must credit 100% of the award for which the student is certified as eligible. For example, if a school's adjustment percentage is 80% and the student is certified as eligible for \$1,000 Summer term award, the school must credit the full award of \$1,000, not \$800 (80%).

SUMMER AMENDMENT #4

CURRENT CITATION

2013-14 Certification Procedure - Section III.A.2.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.

AMENDED TO READ

In addition what has been published in Section III.A.2.b of the *2013-14 State Grant Certification Procedures*:

1. All schools will receive 2014 Summer term pre-disbursement rosters beginning in June.
2. For the 2014 Summer term, disbursement of funds will not begin prior to the passage of the Commonwealth budget which generally occurs in late June or early July.

A Summer Disbursement Time Line is located in [Appendix A](#).

SUMMER PRE-DISBURSEMENT ROSTERS

The pre-disbursement roster **does not** generate a payment but serves the purpose of verifying actual enrollment and eligibility so that when the Summer term disbursement roster is generated, the funds disbursed more closely aligns with the actual enrollment. **Therefore, PHEAA will not accept the certification of the pre-disbursement roster before the first day of Summer classes.** Use the Summer term start date that is reported to PHEAA on the 2014-15 State Grant Educational Cost Form in Spring 2014 and which displays on the FG3M display. **Schools are reminded that the generation of the disbursement roster for funds is held until the pre-disbursement roster is returned and processed.**

PHEAA will generate Summer Pre-Disbursement Rosters on a pre-determined schedule beginning in June:

- Pre-disbursement rosters will then be produced weekly based upon your school's recorded Summer term start date.
- Since some students will have been awarded after the pre-disbursement roster generation date and the recorded Summer term start date, review the weekly *2014-15 Summer GPAD Processing* reports during that time frame and make any necessary enrollment changes on those records. Please refer to [TIPS](#).

TIPS

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

2014-15 GPAD Summer Processing– Beginning in late May, this weekly PageCenter report lists 4 weeks of eligibility changes to student records since initial Summer awarding. This includes newly added awards and those that have been cancelled or reduced.

PHEAA recognizes that:

1. Many Summer term start dates will have passed by the time the pre-disbursement roster is generated;
2. Some schools, such as business, trade and technical schools, operate with rolling start dates and, therefore, there may be a population of students on the pre-disbursement roster for which enrollment has not yet begun; and
3. Many schools must combine summer modules for a student to meet the minimum enrollment and eight-week term length criteria and, therefore, there may be a population of students on the pre-disbursement roster for which minimum enrollment and term-length criteria cannot yet be confirmed. Again, PHEAA expects your school to review the weekly *2014-15 Summer GPAD Processing* reports and make any necessary enrollment changes prior to disbursement, when possible. Please refer to [TIPS](#).

SCHOOL OBLIGATIONS

Over-disbursed funds are defined as a school refund due to PHEAA. All schools are expected to reduce over-disbursement by:

1. Correcting and confirming enrollment and eligibility for as many students as possible on the pre-disbursement roster;
2. Correcting and confirming enrollment and eligibility by reviewing weekly reports; and
3. Submitting timely electronic corrections through the Partner Interface or transmission process.

SUMMER TERM DISBURSEMENT ROSTERS

1. Schools may not receive funds prior to the first day of Summer term classes.
2. PHEAA will generate regular Summer term disbursement rosters on a pre-determined schedule. Tentatively, this schedule is:
 - a. First disbursement rosters generate beginning on July 3, 2014 with funds to be deposited approximately 10 business days later (July 18th deposit for July 3rd roster). Total funds disbursed with the roster will be based upon students certified on the pre-disbursement roster, interim changes made through school updates, and the institutional [adjustment percentage](#) applied. Roster generation date may occur later depending upon the start date of the Summer term and passage of the Commonwealth budget.
 - b. Second disbursement rosters generate beginning on August 1, 2014 with funds to be deposited approximately 10 business days later. Total funds disbursed with the roster will also have the institutional [adjustment percentage](#) applied.
 - c. Reconciliation Rosters generate beginning on October 1, 2014 contingent upon the return of all prior Summer term rosters (including the Summer 2014 term) and all prior term Summer term refunds. Total funds disbursed with the roster will be at 100% of funds due. Refer to [Summer Amendment #5](#).
3. Under no circumstance will PHEAA disburse a lump sum payment or augmentation. All payments will be made associated with a disbursement roster.
4. Funds for additionally awarded students are sent with the next regularly scheduled Summer disbursement or the Summer Reconciliation Roster.

REASONS AN ELIGIBLE SCHOOL MAY EXPERIENCE A DELAY IN SUMMER 2014 TERM FUNDS

- Outstanding 2013 Summer term roster or refund
- Summer term has not begun (based on date reported on the 2014-15 Educational Cost Form)
- Summer 2014 Pre-Disbursement roster has not been returned
- Current date is prior to July 2014

SUMMER AMENDMENT #5

CURRENT CITATION

2013-14 Certification Procedure - Section III.A.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.

AMENDED TO READ

In addition to what has been published in Section III.A.3 of the *2013-14 State Grant Certification Procedures*, PHEAA requires each school to certify a 2014 Summer term Reconciliation Roster. This replaces the previous Summer reconciliation process whereby the school requested multiple Summer term disbursement rosters until a zero balance was achieved. Reconciliation means that all student changes have been submitted and processed, all students with awards have been certified and credited with the State Grant award, and all over-disbursed funds, if applicable, have been returned to PHEAA.

Initial Summer term Reconciliation Rosters will begin on October 1, 2014. Summer term rosters and refunds are due to PHEAA by October 31, 2014, a date that aligns with the student reconsideration deadline. PHEAA permits multiple Reconciliation Rosters but requires certification action by the school which may involve a refund to PHEAA.

SUMMER AMENDMENT #6

CURRENT CITATION

2013-14 Certification Procedure - Section III.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.

Current Citation

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)	

AMENDED TO READ

PHEAA modifies Section III.C of the *2013-14 State Grant Certification Procedures* by establishing that the Reconciliation/Refund Deadline for the Summer 2014 term is October 31, 2014, not November 15, 2014 as previously indicated.

1. **No school will receive additional funds after December 31, 2014 for the Summer 2014 term.**
2. **At the time of reconciliation, the school will only be permitted to post a payment to a student who appears on the Reconciliation Roster.**

CLARIFICATION

Section III.B.4.a of the *2013-14 Academic Year and Summer 2014 PA State Grant Certification Procedures* indicates that final credits are permitted when a student does not appear on the term's regular disbursement roster but when: 1) that regular disbursement roster has been generated; and 2) the school has received notification of State Grant eligibility for the term in question such as on a GPAD report, etc.

This Summer Amendment allows for this practice ONLY until reconciliation. In other words, no 'netting' is permitted at the time of reconciliation. This change will allow PHEAA to provide better accounting of the total amount of funds and for reconciliation of each change on a student-by-student basis.

Any changes to student records for the Summer 2014 term that occur after the October 31, 2014 reconciliation deadline must continue to be reconciled. If this reconciliation means that additional funds are due to your school, PHEAA will disburse those funds ONLY if:

1. the date is on or before December 31, 2014; and
2. the school does not owe any prior refund or roster that will prevent the disbursement. **There are no exceptions to this requirement.**

It is possible for Summer 2014 records to continue to change after December 31, 2014 and PHEAA expects the school to reconcile student records. However, after December 31, 2014, if PHEAA records:

1. Reflect 'balance due school', the school will be expected to reconcile, reporting what students were not paid at all or not paid a balance and PHEAA will cancel and/or adjust the student's award(s) to match the amounts that were disbursed on or before December 31, 2014.
2. Reflect 'balance due PHEAA', the school will be expected to reconcile and make a refund payment to PHEAA.

Examples are provided on the following pages to illustrate reconciliation scenarios.

EXAMPLE 1

Student A never received a disbursement for the Summer 2014 and the Reconciliation Roster date is January 2, 2015. PHEAA will not pay for this student on the Reconciliation Roster and will cancel Student A's 2014 Summer term award. In order to have been paid for Student A, the school should have requested in writing another Reconciliation Roster after November 1, 2014, signed and returned to PHEAA before the December 31, 2014 closure date to receive the funds.

EXAMPLE 1		
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility
October 6, 2014		N/A
	November 1, 2014	\$1,000 (full-time)
Student by Student Amount Due School		\$1,000
Student by Student Amount Due PHEAA		\$0
FG3S Amount Due School		\$1,000
FG3S Amount Due PHEAA		\$0
January 2, 2015*		\$0
	*\$0 funds sent with roster – Student record must be updated to reflect \$0 eligibility	
Can Payment be Applied?		No

EXAMPLE 2A – ON OR BEFORE DECEMBER 31, 2014

Student A received a part-time award for Summer 2014 which was disbursed to the school prior to the Summer Reconciliation period. The school reconciled funds and achieved zero balance on October 31, 2014. The school subsequently made a post-reconciliation correction to Student B’s enrollment, increasing the award from part-time to full-time.

On or Before December 31, 2014: Another Reconciliation Roster is requested in writing on or prior to December 31, 2014 and the school is eligible for payment of the student’s award balance.

EXAMPLE 2A – ON OR BEFORE DECEMBER 31, 2014		
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility
October 6, 2014		\$500 (part-time)
	November 1, 2014	\$1,000 (full-time)
Student by Student Amount Due School		\$500
Student by Student Amount Due PHEAA		\$0
FG3S Amount Due School		\$500
FG3S Amount Due PHEAA		\$0
November 10, 2014*		\$500
	*\$500 in balance of funds sent with roster	
Can Payment be Applied?		Yes

EXAMPLE 2B – AFTER DECEMBER 31, 2014

Student A received a part-time award for Summer 2014 which was disbursed to the school prior to the Summer Reconciliation period. The school reconciled funds and achieved zero balance on October 31, 2014. The school subsequently made a post-reconciliation correction to Student B’s enrollment, increasing the award from part-time to full-time.

After December 31, 2014: Reconciliation Roster is produced after December 31, 2014 listing the ‘balance due school’ and listing the payment amount as \$0. The school reconciles and certifies this student matches the ‘balance due school’ and reports this information to PHEAA. PHEAA will then adjust the student’s award to reflect a part-time amount and counter used from the original disbursement. No additional payment to the school of the student’s award balance will be honored past the December 31, 2014 deadline.

EXAMPLE 2B – AFTER DECEMBER 31, 2014		
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility
October 6, 2014		\$500 (part-time)
	November 1, 2014	\$1,000 (full-time)
Student by Student Amount Due School		\$500
Student by Student Amount Due PHEAA		\$0
FG3S Amount Due School		\$500
FG3S Amount Due PHEAA		\$0
January 1, 2015*		\$0
	*\$0 funds sent with roster – Student record must be updated to reflect \$500 eligibility	
Can Payment be Applied?		Only the original \$500 part-time award may be paid

EXAMPLE 3

Student A and Student B each had \$1,000 awards on the Reconciliation Roster dated October 6, 2014. The school cancelled each student for 'not enrolled' as part of the reconciliation process on October 7, 2014. Student C and Student D were both awarded \$1,000 on October 7, 2014. The school may not apply payment to Student C and Student D until a new Reconciliation Roster, which is requested in writing on or before December 31, 2014, lists Student C and Student D. If these records were the only records to change during that period, the subsequent Reconciliation Roster that is generated would have a zero balance and no funds would be transmitted.

EXAMPLE 3					
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility	Student B Eligibility	Student C Eligibility	Student D Eligibility
October 6, 2014		\$1,000	\$1,000	N/A	N/A
	October 7, 2014	\$0 – Cancelled Not Enrolled	\$0 – Cancelled Not Enrolled	\$1,000	\$1,000
Can Payment be Applied?		No	No	No	No
Student by Student Amount Due School		\$2,000			
Student by Student Amount Due PHEAA		\$2,000			
FG3S Amount Due School		\$0			
FG3S Amount Due PHEAA		\$0			
November 10, 2014*		\$0	\$0	\$1,000	\$1,000
	*Zero funds sent with roster				
Can Payment be Applied?		N/A	N/A	Yes	Yes

EXAMPLE 4

Student A and Student B each had \$1,000 awards on the Reconciliation Roster dated October 6, 2014. The school cancelled each student for 'not enrolled' as part of the reconciliation process on October 7, 2014. Student C was subsequently awarded \$500 and Student D was awarded \$1,000 on October 7, 2014. The school may not apply any payment to Student C and Student D until a new Reconciliation Roster, which is requested in writing on or before December 31, 2014, lists Student C and Student D. For example, if these records were the only records to change during that period and the subsequent Reconciliation Roster is generated on November 10, 2014, a 'balance due PHEAA' of \$500 would result. The school could then apply payment to Student C and Student D at that time and submit a refund to PHEAA in the amount of \$500.

EXAMPLE 4					
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility	Student B Eligibility	Student C Eligibility	Student D Eligibility
October 6, 2014		\$1,000	\$1,000	N/A	N/A
	October 7, 2014	\$0 – Cancelled Not Enrolled	\$0 – Cancelled Not Enrolled	\$500	\$1,000
Can Payment be Applied?		No	No	No	No
Student by Student Amount Due School		\$1,500			
Student by Student Amount Due PHEAA		\$2,000			
FG3S Amount Due School		\$0			
FG3S Amount Due PHEAA		\$500			
November 10, 2014*		\$0	\$0	\$500	\$1,000
	*Zero funds sent with roster				
Can Payment be Applied?		N/A	N/A	Yes	Yes
	Refund of \$500 is due to PHEAA				

EXAMPLE 5A – BEFORE DECEMBER 31, 2014

Student A and Student B each had \$1,000 awards on the Reconciliation Roster dated October 6, 2014. The school cancelled each student for 'not enrolled' as part of the reconciliation process on October 7, 2014. Student C was subsequently awarded \$1,500 and Student D was awarded \$1,000 on October 7, 2014. The school may not apply any payment to Student C or Student D until a new Reconciliation Roster, which is requested in writing on or before December 31, 2014, lists Student C and Student D. If these records were the only records to change during that period, the subsequent Reconciliation Roster that is generated would reflect a 'balance due school' of \$500. If the roster is requested on or before December 31, 2014, the \$500 balance due to the school would be transmitted and the school could then apply full payment to Student C and Student D at that time. **If the roster is requested after December 31, 2014, zero funds would be transmitted and the school would be expected to report to PHEAA that the eligibility for Students C and D should be cancelled.**

EXAMPLE 5A – BEFORE DECEMBER 31, 2014					
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility	Student B Eligibility	Student C Eligibility	Student D Eligibility
October 6, 2014		\$1,000	\$1,000	N/A	N/A
	October 7, 2014	\$0 – Cancelled Not Enrolled	\$0 – Cancelled Not Enrolled	\$1,500	\$1,000
Can Payment be Applied?		No	No	No	No
Student by Student Amount Due School		\$2,500			
Student by Student Amount Due PHEAA		\$2,000			
FG3S Amount Due School		\$500			
FG3S Amount Due PHEAA		\$0			
November 10, 2014*		\$0	\$0	\$1,500	\$1,000
	*\$500 in balance of funds sent with roster				
Can Payment be Applied?		N/A	N/A	Yes	Yes

EXAMPLE 5B – AFTER DECEMBER 31, 2014

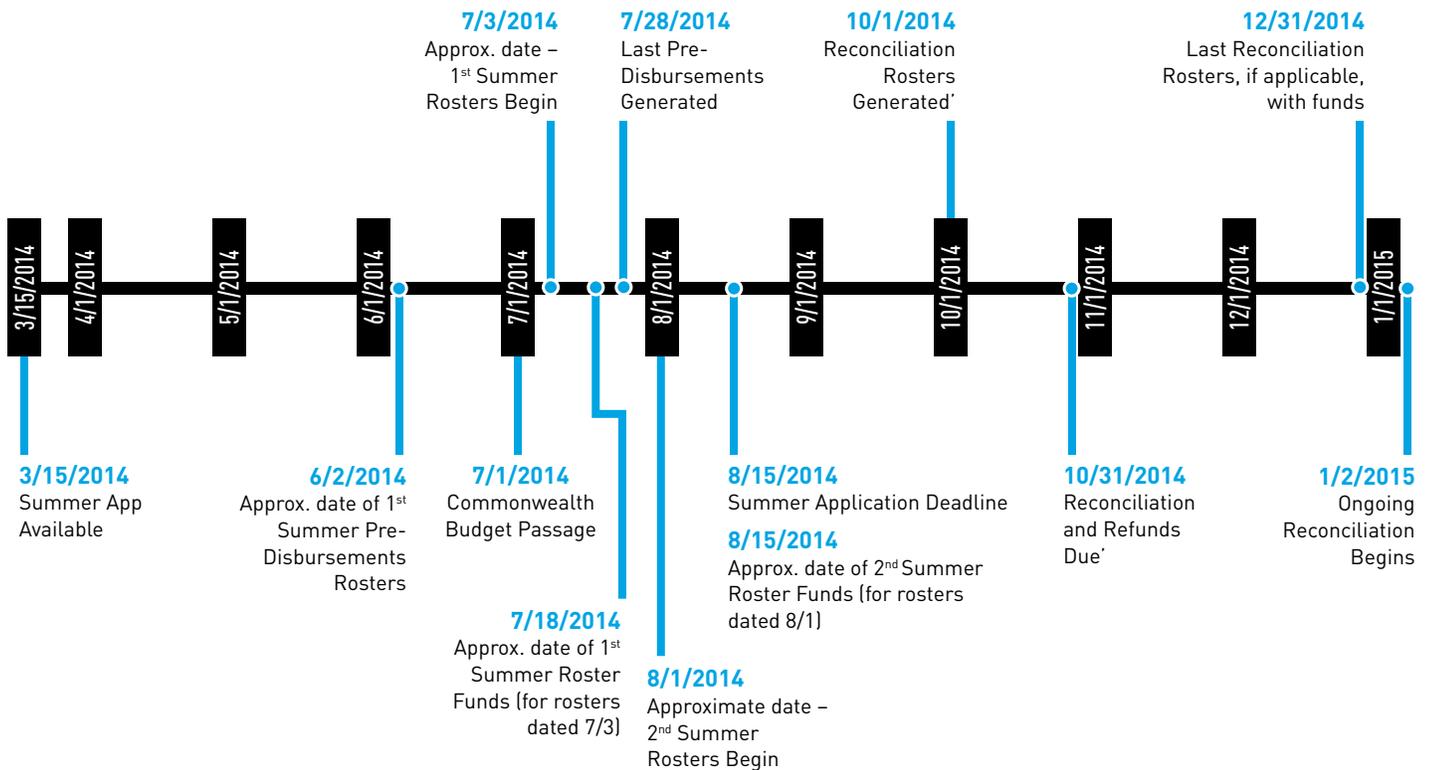
Student A and Student B each had \$1,000 awards on the Reconciliation Roster dated October 6, 2014. The school cancelled each student for 'not enrolled' as part of the reconciliation process on October 7, 2014. Student C was subsequently awarded \$1,500 and Student D was awarded \$1,000 on October 7, 2014. The school may not apply any payment to Student C or Student D until a new Reconciliation Roster, which is requested in writing on or before December 31, 2014, lists Student C and Student D. If these records were the only records to change during that period, the subsequent Reconciliation Roster that is generated would reflect a 'balance due school' of \$500. **If the roster is requested after December 31, 2014, zero funds would be transmitted and the school would be expected to report to PHEAA that the eligibility for Students C and D should be cancelled. Zero funds sent with roster. Refund of \$2,000 is due to PHEAA.**

EXAMPLE 5B – AFTER DECEMBER 31, 2014					
Reconciliation Rosters	Eligibility Date Change	Student A Eligibility	Student B Eligibility	Student C Eligibility	Student D Eligibility
October 6, 2014		\$1,000	\$1,000	N/A	N/A
	October 7, 2014	\$0 – Cancelled Not Enrolled	\$0 – Cancelled Not Enrolled	\$1,500	\$1,000
Can Payment be Applied?		No	No	No	No
Student by Student Amount Due School		\$2,500			
Student by Student Amount Due PHEAA		\$2,000			
FG3S Amount Due School		\$500			
FG3S Amount Due PHEAA		\$2,000			
January 1, 2015*		\$0	\$0	\$1,500	\$1,000
	*Zero funds sent with roster. Refund of \$2,000 is due to PHEAA.				
Can Payment be Applied?		N/A	N/A	No	No
Reconciliation Changes Required		N/A	N/A	Mark Ineligible \$0	Mark Ineligible \$0
FG3S Amount Due School		\$0			
FG3S Amount Due PHEAA		\$2,000			

APPENDIX A: SUMMER DISBURSEMENT TIME LINE

APPROXIMATE DISBURSEMENT DATES:

- June – Summer 2014 Pre-Disbursement Rosters begin
- Early July – First possible Disbursement Roster generation
- Mid-July – First possible Disbursement Roster funds deposited into the school account (10 business days after roster generation)
- Early August - Second Summer 2014 Disbursement Roster generation
- Mid-August - Disbursement Roster funds deposited into the school account (10 business days after roster generation) for 2nd Summer Disbursement Roster
- October 1, 2014 – Reconciliation process begins
- October 31, 2014 – Reconciliation deadline; all refunds due to PHEAA
- December 31, 2014 – Last possible date for a Reconciliation disbursement with funds.



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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