

# PHEAA TRAINING

Pennsylvania State Grant Program  
**SUMMER 2014 CERTIFICATION**  
**PROCEDURE AMENDMENTS Q&A**

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## PRE-DISBURSEMENT ROSTERS

### Q When will pre-disbursement rosters generate?

**A** Pre-disbursement rosters will be generated for all schools approximately two weeks before the term start date. PHEAA will use the term start dates that the institution provided on the 2014-15 State Grant Educational Cost Form. Please review the FG3M display to see what dates your institution provided.

### Q Will the summer pre-disbursement roster be sent to schools in a flat file?

**A** Yes. A flat file will be sent to you for summer pre-disbursement rosters if your school is a disbursement transmission user.

### Q Must the pre-disbursement roster be certified and returned?

**A** Yes. The online web certification form should be used to certify the pre-disbursement roster. Any student award and eligibility changes should be submitted through Partner Interface or Certification Transmissions.

## DISBURSEMENTS

### Q When will institutions receive their first disbursement?

**A** Summer disbursements will begin once the Commonwealth budget is passed. The budget is normally passed before July 1. Funds will be sent via an electronic transfer and will arrive 10 business days after the disbursement roster date providing there are no outstanding items from Summer 2013.

### Q Should a school delay crediting students 100% of their funds owed if the school's adjustment percentage is not 100% of funds needed to credit all students?

**A** Schools should not "hold off" crediting students and should always credit students 100% of their award amount. Pay students their entire award when they are eligible as it is likely that the reduction of other student awards will balance out the institutional funds on hand.

### Q Will the adjustment percentage be applied to the first summer disbursement only?

**A** No. The adjustment percentage will be applied to both the first disbursement and the subsequent disbursement in August. During the reconciliation period, schools will be made whole and will receive all funds due to the institution.

#### Example:

1. The total awards due to your institution prior to the first disbursement are \$100,000. The adjustment percentage that PHEAA has applied for your institution is 70%.
  - a. First disbursement will be for \$70,000.
2. Between the first disbursement and the second disbursement, your institution cancels awards making the total awards due now \$80,000.
  - a. The second disbursement and gross amount due to the institution would be \$10,000.
  - b. The adjustment percentage of 70% will be applied to this amount so PHEAA will disburse \$7,000 for the second disbursement.
3. If there are no further award changes between the second disbursement and reconciliation, the final amount due to the institution would be \$3,000. This amount will be sent during reconciliation.
  - a. If there are additional changes, the total amount due is subtracted from the two disbursement amounts. If it's a positive amount, a reconciliation payment will be sent. If it's a negative amount, that requires a refund due to PHEAA.

**Q Where can the adjustment percentage for my institution be found?**

**A** The adjustment percentage was updated for each school in early April. They are based on the disbursement amounts for three prior years. There are two places to locate the adjustment percentage. Please see the screenshots below.

**FG3M**

```
FG3M I 2013:A:XXXXXXXX:XX:XXXXXXXX COLLEGE/INSTITUTION GRANT SPECIFIC
DISPLAY
OE CODE XXXXXXXX XX APPLICATION YEAR 2013-14 PAGE 01 OF 2
PHEAA CODE XXXXXX ACAD YEAR ELIGIBILITY UPDATE 08/01/2013
PHEAA UNIV SEMESTER TITLE IV XXXXXX
CHANGE RELEASE N LAST USER XXXXX
STATE CODE 01 PA SCHOOL TYPE LAST UPDATE 08/01/2013

APPROVAL STATUS A APPROVED
PROCESSING STATUS Y ALLOW PROCESSING AND DISBURSEMENT
PART YR PROCESSING _ CREDIT HOUR INDICATOR _
AGREEMENT 2 RETURNED REG AGREE NETWORK INDICATOR Z
FIVE YEAR PROGRAM _ STATUS TRANSMISSION P
ELIG NIGHT CLASSES Y ALT CHOICE INCLD Y
ELIG SUMMER CLASSES Y

MAIN CAMPUS INDICATOR Y
SUBSIDY AMT $ 01895 9 (FOR 2009-10 ) OFF CAMPUS HOUSING REVIEW _
CERTIFICATION TRANSM N NO TERM INFORMATION AND DATES
PREDISBURSEMENT REQD Y TERM START DATE POSSIBLE DISB DATE
ELECTRONIC TRANSFER Y FALL 09 09 2013 09 09 2013
DISBURSEMENT ROSTER P TRANS
DISBURSEMENT PERCENTAGE 086 % SPRING 01 09 2014 01 09 2014
```

**FG3S**

```
TYPE 0 SUMMER DISBURSEMENT
DISB AMT $ 351,410 (060%)
DATE PAID 07/03/2014
DISB ROSTER DATE 07/15/2014
STATUS C COMPLETED - 07 30 2014
DISB ROSTER RETURNED 07 30 2014

PREDISBURSEMENT ROSTER INFO
PREDIS ROSTER DATE 06/16/2014
STATUS C COMPLETED - 06/27/2014
```

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## RECONCILIATION ROSTERS

**Q Will the summer reconciliation roster be comparable to the annual reconciliation roster that schools currently receive?**

**A** Yes, the summer reconciliation roster is similar to the annual academic year reconciliation roster that is currently provided to institutions.

**Q Will the fall disbursement be held until after October when the summer reconciliation rosters are run and returned?**

**A** The summer reconciliation roster will run October 1 and is due October 31. If your institution has an outstanding summer pre-disbursement or disbursement roster, the reconciliation roster will not be generated. Outstanding summer reconciliation rosters after October 31 will prevent further fall disbursements. Outstanding reconciliation rosters will also prevent winter and spring disbursements from being sent.

**Q How will a school know when their summer roster is run?**

**A** Information related to the run date of a summer reconciliation roster will be indicated on FG3S in the same manner as current rosters. Schools can also opt to receive an automatic email notification from PageCenter when the roster is available. To receive an automatic email notification, please submit a request via email to [sghelp@pheaa.org](mailto:sghelp@pheaa.org).

**Q How will a school know when PHEAA receives their summer reconciliation roster?**

**A** Once the online web certification form is submitted, an activity record will be automatically created and logged on FC5S for the institution. To confirm if the roster has been processed, institutions should review the FG3S display.

**Q Can schools still certify the reconciliation roster by signing and submitting the certification page via fax or is it now a requirement to do it online?**

**A** Any roster changes should be submitted by the institution via Partner Interface or Certification Transmission to ensure that PHEAA receives the updates in a timely manner. Submitting the certification page online is preferred, however, fax submissions may be used as a last resort.

## MISCELLANEOUS

**Q Is training about Partner Interface available?**

**A** Yes. On our training site, [PHEAA.org/training](http://PHEAA.org/training), you will find materials to assist with Partner Interface and other green-screen transactions.

**Q Will the disbursement changes listed in the Summer Amendment carry forward and also apply for the academic year?**

**A** PHEAA is currently drafting the certification procedures and further guidance will be provided at the 2014-15 State Grant Certification Procedures workshops. Workshop locations and dates will be announced shortly on [PHEAA.org/training](http://PHEAA.org/training).

**Q Will schools still be required to report credit information to PHEAA for the summer term?**

**A** Yes. Credit reporting is required for all terms and the deadline for reporting summer information is December 31.

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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