

A black and white photograph of a student from behind, wearing a backpack and walking through a brightly lit, modern building with large glass windows and curved architectural elements.

Pennsylvania State Grant Program Virtual Workshops

2020-21 Academic Year & 2021 Summer Term

Certifying Student Eligibility – Part 1 of 2

June – August 2020



Student Certification of Eligibility



Part 1 of 2

This content has been abridged and does not supersede current program policy. For complete guidance on program administration, please refer to the *2020-21 PA State Grant Program Handbook*.

Approved Programs of Study

- Definition: Overarching 2- or 4-year program under which student is initially admitted or is currently enrolled
 - Refer to **Chapter 1** for the minimum requirements (i.e., 2 academic years = 15 months = 60 weeks of instruction, etc.)
- Institutional headquartered and domiciled (HQD) status impacts student eligibility with regard to online programs of study

HQD

- Students enrolled in distance education programs may be eligible
 - Report students' actual program of study and term enrollment mode

Non-HQD

- Students must be enrolled in programs comprised of at least 50 percent in-classroom coursework
 - Report as "DE" Program of Study
 - Results in Reject G (enrollment mode 5)
 - ADA accommodations do not apply

Approved Program of Study



- Hannah is enrolled in PHEAA University's Global Campus program.
- The program of study is offered as a hybrid program with 75 percent completed online.
- Hannah is enrolled in 12 online and 3 classroom credits.

Questions

- What program of study should be reported if Hannah's school is HQD?
 - How will this reporting impact Hannah's eligibility?
- What should be reported if Hannah's school is Non-HQD?
 - How will this reporting impact Hannah's eligibility?



Approved Program of Study



- If Hannah's school is HQD, then the enrollment mode reported should be mode 3 ("Greater than 50%, but less than 100% distance education").
 - Hannah could receive an award.
- If Hannah's school is Non-HQD, then she should have "DE" reported as her program of study.
 - Her award will become rejected/cancelled for reason "G."



Approved Program of Study

- Students must be unconditionally admitted, matriculating, and degree-seeking
 - Definition of official acceptance/admission is an institutional matter
- **BTT Schools:** Students must be enrolled in an AST, ASB, certificate, or diploma program approved by PHEAA
 - New programs and changes to existing programs must be reported
 - Separately licensed campuses must be approved separately
- **Degree-granting Schools:** Students must be enrolled in certificate programs that meet minimum requirements

Approved Program of Study

- Eligibility is dependent upon the timing of the program change and the term's disbursement roster
 - If the student changes to an **approved** program of study:
 - Before the term roster, then the student is eligible
 - After the term roster, then the student is not eligible and should be reconsidered the following term
 - If the student changes to an **unapproved** program of study :
 - Before the term roster, the student is not eligible for the term
 - After the term roster, use the withdrawal procedures
- BTT Schools: Report changes and withhold crediting until the award is reprocessed

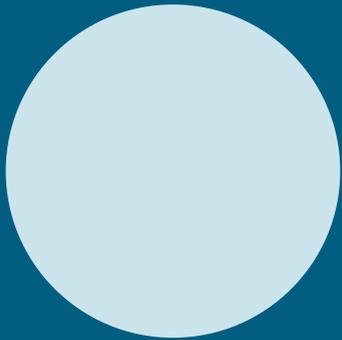


Enrollment

- Definitions and requirements established by Regulation 22 Pa. Code §121.1 and §121.5
- Students must be enrolled in courses applicable towards degree or program objectives
 - Unless remedial exception is used
- Four enrollment statuses recognized
 - Full-time, half-time, less than half-time, and not enrolled
 - Two payable statuses: full-time \geq 12 semester credits and half-time \geq 6 semester credits
 - Refer to **Section B** for credit and clock hour term enrollment minimums

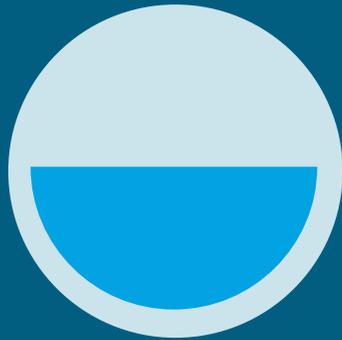
Instruction Delivery & Enrollment Mode

- Report percentage of online credits for all awarded students on a term-by-term basis
 - Must match the student’s final enrollment used for eligibility determination
 - Reporting is used to evaluate online enrollment across the Commonwealth
 - Only impacts student eligibility at Non-HQD schools for the 2020-21 AY
 - Report awarded students under one of the following:



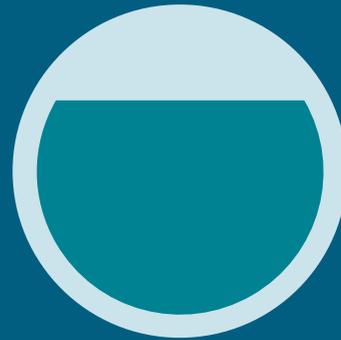
Enrollment Mode 1

“100% classroom”
(system default)



Enrollment Mode 2

“Up to 50% distance
education”



Enrollment Mode 3

“Greater than 50%,
but less than 100%
distance education”

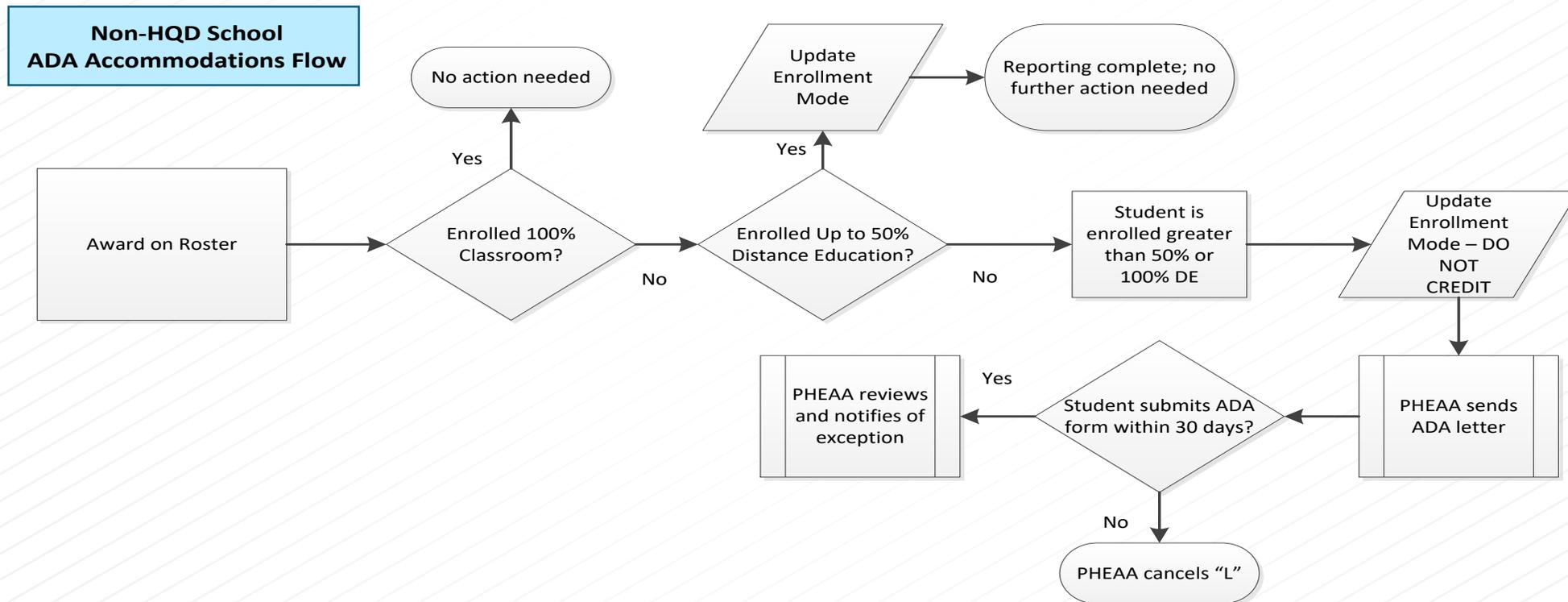


Enrollment Mode 4

“100% distance
education”

Instruction Delivery & Enrollment Mode

- Eligibility for students enrolled in greater than 50% (or 100%) distance education credits depends on whether or not the student attends a HQD school
 - **HQD Schools:** Students with enrollment modes 3 and 4 may be eligible for an award
 - **Non-HQD Schools:** Students must meet the $\geq 50\%$ classroom instruction requirement
 - ADA letter sent if enrollment mode 3 or 4 is reported
 - 30-day window for response to ADA letter
 - Students granted the ADA exception may be awarded



Enrollment Reporting



- Submit a Primary School Change request for students enrolled at your school, but not showing your school as first choice
 - Prior to the start of the term, a statement from the student must be retained
 - Daily **Pending Primary School Change** report tracks request processing
- Compare the enrollment (status and mode) used by PHEAA in award calculation vs. actual enrollment
 - Correct all discrepancies before crediting awards
 - Cancel awards for students that did not enroll or do not plan to enroll



Enrollment Reporting

- Do not credit awards based upon ineligible enrollment types (e.g., military credits, advanced placement credits, etc.)
- Investigate students with all “F” grades to determine whether an unofficial withdrawal has occurred
 - Completed term = Earned “F” grades
 - Did not initiate the term and considered “no show” = “Not enrolled”
 - Date of last attendance/activity prior to term end = Withdrawal procedures
- Report all enrollment changes electronically
 - Use “Student Graduated” only when student receives Bachelor’s degree

Remedial Exceptions

- Classification of remedial coursework is an institutional matter
- Exception permits students to use remedial credits toward enrollment minimums
 - Do not report exceptions for students who:
 - Meet the minimum enrollment requirements with regular credits
 - Are not PA State Grant eligible
 - Lifetime maximum of 1.00 grants
 - No more than ½ credits needed for enrollment may be remedial
 - Considered during Academic Progress review



Remedial Exceptions

- Do not report exceptions for students who:
 - Meet the minimum enrollment requirements with regular credits
 - Are not PA State Grant eligible
- Report remedial course exceptions by the last date of attendance

Only count remedial credits toward enrollment mode in terms when a remedial exception is reported.

Student's Enrollment	Remedial Counter	Credits Counted Toward Enrollment Mode
9 Regular; 6 Remedial	Full-time	12 Credits
12 Regular; 3 Remedial	No Remedial Exception	12 Credits

Remedial Exceptions & Enrollment Mode



- Jonas is PA State Grant eligible and attending PHEAA University, a semester school.
- During the Fall term, Jonas is enrolled in 9 regular online credits and 3 remedial classroom credits.
- Prior to the term, Jonas had already used 1.0 remedial counters.

Questions

- Will Jonas receive a remedial exception for the Fall term?
- What would the school report for Jonas' Fall term enrollment status and mode?
- What would be the impact to eligibility if the school was HQD? Non-HQD?

Remedial Exceptions & Enrollment Mode



- Jonas has used the maximum remedial counter and would not receive a remedial exception for the Fall.
- Since only the 9 regular online credits may be used, Jonas would be reported as having a half-time enrollment status and enrollment mode 4 (100% distance education).
- If PHEAA University is HQD then Jonas would be awarded. If PHEAA U. was non-HQD, then the award would be cancelled unless Jonas qualifies for an ADA exception.

Enrollment Topics

- Repeat Work
 - Credits may be counted toward enrollment minimum
 - Includes repeat courses from prior modules in the same term
 - May cause issues with Academic Progress
- Study Abroad
 - Students studying abroad may be eligible
 - Review costs to determine if re-reporting is required
 - “Home” institutions use their academic calendar
 - Students “visiting” your institution may have additional considerations
- Intersession
 - Used by some semester schools to offer students an opportunity to use credits toward the enrollment minimum
 - Not used to meet term length requirements
 - A maximum of 5 credits from an intersession can be used towards fall or spring



Different Educational Costs

REQUIRED: Withhold crediting and report reduced tuition and fees via Cost Override if student's actual tuition and fees are at least 25% less than the approved PHEAA costs

Submit enrollment and eligibility changes (e.g., status, mode, etc.) before reporting tuition and fees



If actual costs charged to the student are still above the college cap, then do not report



New Cost Override sub-report is available in the **VALIDATION/OTHER RVW** report in PageCenter

Different Educational Costs

- Threshold calculation and examples

Reported Tuition & Fees for Full-time, Full-Year Equivalent	School's Schedule	Term Cost	Full-time Threshold *	Part-time Threshold *
X	Semester	$X/2 = Y$	$Y*.75 = Z$	$Z/2$
X	Quarter	$X/3 = Y$	$Y*.75 = Z$	$Z/2$
\$10,702	Semester	\$5,351	\$4,013	\$2,006
\$31,126	Quarter	\$10,375	\$7,781	\$3,890
\$54,890 (but costs capped at \$32,000)	Semester	\$16,000	\$12,000	\$6,000
\$42,382 (but costs capped at \$32,000)	Quarter	\$10,666	\$8,000	\$4,000

*Term costs that are less than the threshold must be reported.

Please note that input into Partner Interface is a term amount. The PHEAA system annualizes the entered amount.

Different Educational Costs



- The Year 1 tuition and fees for the PHEAA HSON nursing program are \$7,000 per term and include costs for core classes taken at the nursing school and supporting classes taken at an affiliate university.
- In Spring, Noah and Martha are full-time but have tuition deductions. Noah is using transfer credits to replace support coursework and Martha is taking some supporting coursework at a non-affiliate school.

Noah	Martha
-\$2,000 Transfer Credit Deduction	-\$1,850 Transfer Credit Deduction

Questions

- What is the term threshold for reporting reduced costs for Year 1 students?
- Will either Noah or Martha need to have a Cost Override reported?
- If so, is there other reporting that needs to be done prior to submitting the Cost Override?

Different Educational Costs



- The term threshold for reporting reduced costs is \$5,250.
 - $\$7,000 \times .75 = \$5,250$
- Yes. Both Noah and Martha will need to have their tuition reductions reported, since their actual tuition and fees are now below the threshold.

Noah	Martha
\$7,000 Spring Term Tuition	\$7,000 Spring Term Tuition
-\$2,000 Transfer Credit Deduction	-\$1,850 Transfer Credit Deduction
\$5,000 Remaining Costs	\$5,150 Remaining Costs

- Maybe. Prior to submitting Cost Overrides, both students should be reviewed for eligibility and may need to be re-reported if eligibility criteria (e.g., enrollment status and mode, etc.) is not accurate.

Different Educational Costs

- Tuition Waivers and Tuition Remission
 - To use the cost of attendance reported during Cost on the Web (COTW), student's account must show:
 - Charges for the full amount were applied; and
 - Credit was applied for the amount of waiver
- Sponsoring Costs
 - Community Colleges must report non-sponsoring costs during COTW
 - Report or verify students incurring non-sponsoring district costs

Different Educational Costs

Optional: May report when actual tuition and fees are more than 25% greater than PHEAA-approved costs

Only report students with an award amount below the maximum



Educational costs must still be below the Need Analysis cost cap



Report when : $X \geq 125\%$ of PHEAA-approved tuition and fees $\leq \$27,000$

Partner Interface

- Web portal used for managing PA State Grant student records
 - View/report: Program of Study, Enrollment Status, Enrollment Mode, Cancel/Reinstate, and more!
 - Filtering and data export options available
 - Update students individually or perform Mass Updates
 - Cost Override can only be reported via Single Student Update
 - Mass Update report provides successful, unsuccessful, and pending updates
 - Submit Special Requests for unique updates



STATE GRANT PARTNER
INTERFACE USER GUIDE



STATE GRANT PARTNER
INTERFACE USER GUIDE



Transmissions

Transmissions process uses a web-based platform to transfer formatted data files between PHEAA and PA State Grant-approved schools

- PHEAA uploads encrypted files containing student-level data for users to download from secure mailboxes
 - Files may be input directly into a school's Financial Aid Management System or converted to Excel or other software
 - Schools can upload corresponding data files to provide unlimited student level updates for PHEAA use
 - PHEAA inputs data into our system through an overnight process
 - A report is provided to confirm student record updates and errors
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PageCenter

- Secure repository for receiving PHEAA reporting
 - Examples: Status Listings, GPAD, GAPS, etc.
- New reports
 - Outstanding Items Report
 - Cost Override Sub-report
 - Pending Primary School Change
 - Certification Transmissions Report





Wrap Up

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Reminders & Resources

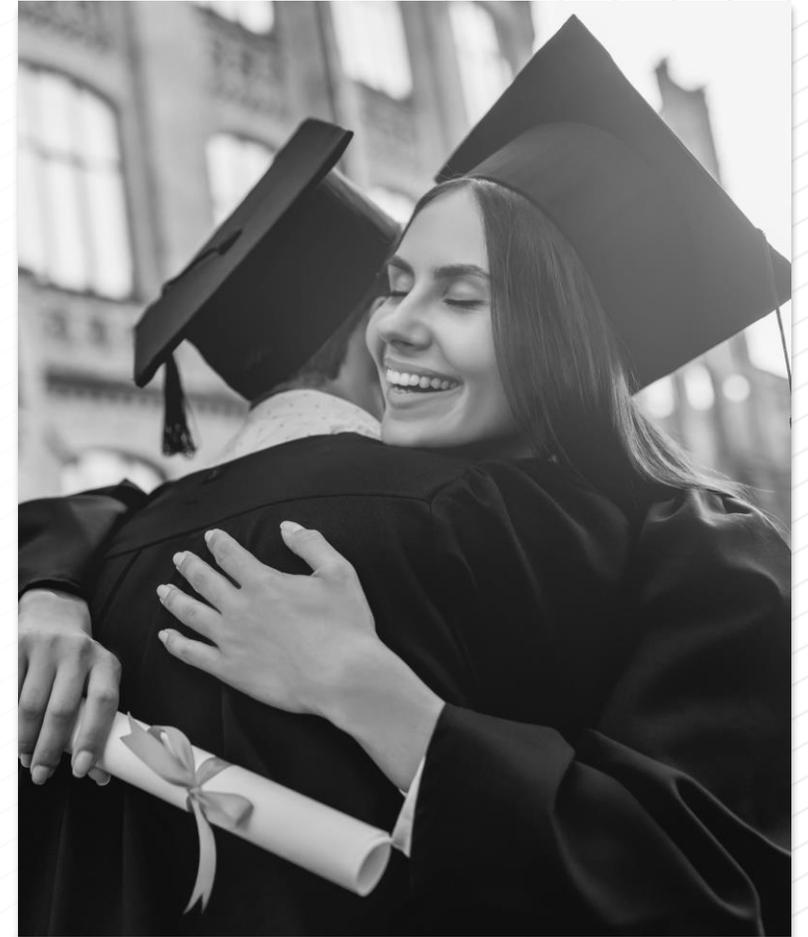
Reminders



- 2020-21 PA State Grants finalized in May 2020
 - Maximum award increased to \$4,525
 - Award increase made possible by Coronavirus Aid Relief and Economic Security (CARES) Act funding
 - No award adjustment factor applied for online enrollment (HQD schools only)
 - Student award notifications began in June 2020
 - Award information accessible via Partner Interface and weekly PageCenter reports

Reminders

- 2019-20 Academic Year and 2020 Summer awarding, disbursement and reconciliation underway
 - Review [PHEAA.org/COVID19](https://www.pheaa.org/COVID19) for policy adjustments, FAQs, etc.
- Institutional contacts and information
 - Email PHEAA staff when contacts change or need updated
 - Confirm and update access to PHEAA systems annually or as needed



Reminders



- Post-workshop Q&A released this Fall
- Order the 2020-21 Handbook and other print materials from [PHEAA.org](https://www.pheaa.org)
- Please complete the survey
 - Feedback is used to plan for future workshops and to create new training materials

Resources



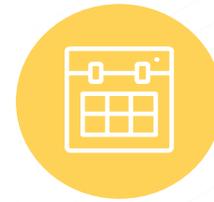
Web

- PHEAA.org
- [Alec](#)



SGSP Staff

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Events

- Webinar Series
- Conferences
- Workshops



Print

- Brochures
- Calendars
- FAQs

Thank You!