

PA-TIP STUDENT CERTIFICATION BEST PRACTICES

The PA-TIP Applicant Certification and Status Listings (ACSL) is a biweekly report generated to the Grants application of an institution's PageCenter mailbox. This report provides certification data and award information for those students who listed the institution on their PA-TIP application and have been identified by PHEAA as potential recipients. As a prerequisite for disbursement, institutions must confirm eligibility and award amounts for students who are potentially eligible.

Best Practices

ACSLs are printed, completed, and returned via fax to 717-720-3786 by the institution to be manually processed by PHEAA staff. Incomplete or incorrect certification could delay or prevent funds transfer. Follow the best practices below to facilitate efficient student certification.

DO:

- ✓ Work from the most recently generated ACSL
- ✓ Indicate "Y" or "N" in the Academic Progress field
- ✓ Provide a Graduation Date (or correct date if provided)
- ✓ Correct information in these fields (if applicable)
 - Enrollment Status
 - EFC
 - Pell
 - Gift Aid
 - Total Award
 - Certified Amount
- ✓ Indicate "\$0" in the Certified Amount field to cancel an award for the term
- ✓ Send one completed ACSL (signed and dated)
- ✓ Only send subsequent program year ACSLs if there are changes/updates
- ✓ Review the PA-TIP Program Guidelines for field definitions, descriptions, and additional certification information
- ✓ Allow 7-10 business days for processing

STUDENT INFORMATION		AWARD TERM AND CURRENT STATUS			ENROLLMT CIP CODE		EST. MAX	CERTIFIED
#STUDENT	999-99-9999	CNTR	INELIGIBLE REASONS	STATUS	CIP COSTS	PROGRAM	AWRD AMNT	AMOUNT
#STUDENT, RACHEL A	999-99-9999	0.500	FALL	PENDING	1-FULL	47.0201-00 AIR CONDITIONING	\$ 2,061	\$ 0
PROGRAM START DATE 05/28/2019								
TOTAL WEEKS 0024								
ACAD PROGRESS								
VETERAN N NO								
EFC	\$ 0	0.500 SPRING PENDING			1-FULL	47.0201-00 AIR CONDITIONING	\$ 2,061	\$
PELL	\$ 6,195							
GIFT AID	\$ 0							
TOTAL AID	\$ 4,122							
EXPECTED GRAD DATE:								
TOTAL: 1.000				TOTAL NET AWARD DISBURSED: \$ 0				

DON'T:

- ✗ Send all historical ACSLs (most recent only)
- ✗ Leave blank fields for students to be certified
 - Academic Progress (indicate "Y" or "N")
 - Certified Amount
- ✗ Write other information in Academic Progress field ("Y" or "N" only)
- ✗ Send ACSL pages with no changes
- ✗ Send duplicate ACSLs or duplicate information
- ✗ Certify for terms that have not yet begun
- ✗ Send ACSL pages without the signed certification page

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