



2019-20 PROGRAM GUIDELINES

# PENNSYLVANIA TARGETED INDUSTRY PROGRAM (PA-TIP)

# MEMO

**To:** Financial Aid Administrators

**From:** Elizabeth K. McCloud  
Vice President, State Grant and Special Programs



**Date:** October 2019

**Subject:** 2019-20 Pennsylvania Targeted Industry Program (PA-TIP) Program Guidelines

---

The Pennsylvania Higher Education Assistance Agency (PHEAA) partners with the Pennsylvania Department of Labor and Industry (L&I) and the Pennsylvania Department of Education (PDE) in the administration of the Pennsylvania Targeted Industry Program (PA-TIP). This program provides grants for students who are residents of the Commonwealth and pursuing a course of study in the energy, health, advanced materials and diversified manufacturing, or agriculture and food production fields. Eligible students can receive a maximum award amount of either 75 percent of the program of study cost minus the actual federal Pell Grant award and other gift aid, or the PA State Grant maximum award, whichever is less. Students who are veterans of the U.S. Armed Forces and were honorably discharged are eligible to receive a PA-TIP Grant equal to the maximum PA State Grant award (or the equivalent for recipients enrolled at least half-time) or 100 percent of Program Costs, whichever is less (see ["Example D: Veteran Full-Time Enrollment"](#)).

The PA-TIP Program Guidelines provide student eligibility criteria and related certification procedures, in addition to disbursement and refund information. It is suggested that a copy of the 2019-20 PA-TIP Program Guidelines be provided to those campus offices that actually post and credit PA-TIP funds once student eligibility has been certified. An electronic copy of the 2019-20 PA-TIP Program Guidelines will be made available on the Document Library.

Any questions regarding these procedures or the related eligibility and disbursement processes should be directed to State Grant and Special Programs staff at 800-443-0646, Option 3, Option 2 a private number reserved for the use of financial aid administrators or by emailing PA-TIP staff at [patip@pheaa.org](mailto:patip@pheaa.org).

# TABLE OF CONTENTS

## PA-TIP PROGRAM GUIDELINES

I. STUDENT ELIGIBILITY .....	4
II. SCHOOL ELIGIBILITY .....	5
III. AWARD DETERMINATION PROCESS .....	5
A. STUDENT CERTIFICATION .....	5
B. SCHOOL CERTIFICATION .....	5
IV. MINIMUM & MAXIMUM AWARDS .....	8
V. CERTIFICATION PROCESS .....	8
VI. CREDITING PA-TIP GRANT FUNDS .....	10
A. TERM START DATES .....	10
VII. DISBURSEMENT PROCESS .....	11
A. DISBURSEMENT SCHEDULES .....	11
B. CREDIT REFUNDS .....	13
C. DISBURSEMENT ROSTER PROCESSING .....	13
D. DISBURSEMENT OF FUNDS .....	13
VIII. RECONCILIATION PROCESS .....	14
IX. REFUND PROCESS .....	14
X. RETENTION OF RECORDS .....	15
XI. ADDITIONAL INFORMATION .....	15

## APPENDIX A

PAGECENTER APPLICANT CERTIFICATION & STATUS LISTING (ACSL) SCREEN .....	17
APPLICATION CERTIFICATION & STATUS LISTING (ACSL) LEGENDS .....	18

## APPENDIX B

PAGECENTER REPORTS .....	20
--------------------------	----

## APPENDIX C

ELIGIBLE CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) CODES .....	23
--	----

## APPENDIX D

PA-TIP PROGRAM GUIDELINES CHECKLIST .....	26
---	----

# PA-TIP PROGRAM GUIDELINES

The Pennsylvania Higher Education Assistance Agency (PHEAA) partners with the Pennsylvania Department of Labor and Industry (L&I) and the Pennsylvania Department of Education (PDE) in the administration of the 2019-20 PA-TIP, which provides grants for students who are residents of the Commonwealth and pursuing a course of study in the energy, health, advanced materials, and diversified manufacturing, or agriculture, and food production fields. All awards are contingent upon funds being available to support the program.

These guidelines should be followed in certifying eligibility for PA-TIP awards for the 2019-20 Award Year. Institutions are required to refund to PHEAA any PA-TIP funds disbursed which are certified in a manner contrary to or inconsistent with these guidelines. Furthermore, any severe deviation from these guidelines could result in loss of an institution's approval to participate in the program as notified in writing by PHEAA.

## I. STUDENT ELIGIBILITY

To receive a PA-TIP Grant, the student must meet the following criteria:

- Be a U.S. Citizen, or an eligible noncitizen as described on the FAFSA® (Free Application for Federal Student Aid).
- Complete a PA-TIP Student Application available at [PHEAA.org/pa-tip](https://pheaa.org/pa-tip) by May 1, 2020.
- Be a domiciliary (resident) of Pennsylvania. The definition of a domiciliary is consistent with the PA State Grant Program. The PA State Grant domiciliary requirements can be found in the PA State Grant Program Handbook which is located in Alec – Document Library – PA State Grant Program.
- Received a high school diploma, GED or recognized homeschool certificate.
- File a 2019-20 FAFSA.
- Attend an eligible federal Title IV postsecondary institution.
- Be enrolled on a full-time basis. Full-time is defined as at least 12 credits per term or at least 24 clock hours of continuous enrollment per week. Exception: Students may be eligible for a partial PA-TIP award if they are enrolled at least half time at a public or private, non-profit institution. At least half time is defined as a minimum of six credits per term or a minimum of 12 clock hours of continuous enrollment per week.
- Be enrolled in a Title IV eligible Program of Study (see **“APPENDIX C”**) that is at least 10 weeks but less than two academic years in length and which permits the student to be enrolled full time.
  - Programs between 10-14 weeks in duration must provide at least 300 but less than 600 clock hours of instruction (300-599 clock hours).
  - Programs between 15-59 weeks in duration must provide at least 600, but less than 1800 clock hours of instruction (600-1799).
- Has not received two years or more of PA-TIP awards (PA-TIP award counter < 2.0).
- Not be receiving a 2019-20 PA State Grant for the program of study for which a PA-TIP award is also being given.
- Maintain federal Title IV academic progress.
- Must not be in default or have a claim of default pending on a federal Title IV educational loan or owe a PA State Grant refund during the term in which funding is requested..
- Not be incarcerated during enrollment (refer to the PA State Grant Program Handbook).
- Have an Expected Family Contribution (EFC) of 12,000 or less. The EFC requirement does not apply to veterans.
- Must supply a copy of the DD214 Form if the applicant is a veteran of the U.S. Armed Forces and was honorably discharged.

## II. SCHOOL ELIGIBILITY

To be eligible to participate in PA-TIP, the school must meet the following criteria:

- Complete a PA-TIP School Application/Renewal by December 31, 2019.
- Submit a copy of a current Eligibility and Certification Approval Report (ECAR) with the school application/renewal. The ECAR will be used to verify programs of study meet program requirements, including program length, clock and/or credit hours, and Title IV approval.
- Complete and submit a PHEAA Automated Clearing House (ACH) Authorization Agreement so that funds may be transmitted via Electronic Funds Transfer (EFT).
- Complete and submit a Remote Access Agreement (RAA) if one is not on file.

## III. AWARD DETERMINATION PROCESS

### A. STUDENT CERTIFICATION

PHEAA is responsible for confirming the initial PA-TIP student eligibility checks:

- The student has filed the required award year FAFSA.
- The student is attending an approved federal Title IV postsecondary institution.
- The student is not a PA State Grant recipient for the program of study.
- The student is not in default on a federal Title IV education loan.
- The student is a domiciliary of Pennsylvania.
- The student is a high school graduate, GED recipient or has a recognized homeschool certificate.
- The student is a veteran of the U.S. Armed Forces (if applicable).
- The student's award counter is not equal to or greater than 2.0.
- The student's Expected Family Contribution (EFC) is not greater than 12,000. The EFC requirement does not apply to veterans.

Students with prior educational credentials at any level may still be eligible for a PA-TIP award if they meet the other program eligibility requirements.

**Note:** If funding is not sufficient to provide a PA-TIP award to all students who have applied by May 1, 2020 and have been determined eligible to participate, awards will be given on a first-come, first-served basis.

### B. SCHOOL CERTIFICATION

Once it is determined whether or not the student meets the above criteria and the student has been selected for award certification, the student will appear on the PA-TIP Applicant Certification and Status Listing (ACSL) (see **"APPENDIX A"**) of the institution the student indicated he/she is attending on the application. The ACSL is available to postsecondary institutions via their PageCenter mailbox on a biweekly basis (every other Tuesday).

Funds for PA-TIP will be awarded based on the student's eligibility. PA-TIP awards can cover a student's tuition, fees, a \$4,000 living expense allowance, required books, supplies, and equipment. Schools are responsible for documenting these costs for each student. Funding provided by PA-TIP cannot supplant any industry or employer based contribution for educational expenses. The student's award will be determined by ascertaining the allowable program costs (made up of the student's tuition, fees, \$4,000 living expense allowance, books, and required supplies, and equipment) minus resources made up of any other grants, scholarships, industry contributions, or waivers. The educational costs remaining after this calculation will be considered for a PA-TIP award.

## i. FULL-TIME STUDENTS

For full-time students, the maximum award amount is the lesser of either 75 percent of the program of study cost minus the federal Pell Grant award and other gift aid, or the PA State Grant maximum award amount.

### EXAMPLE A: FULL-TIME ENROLLMENT

Program Costs	
Tuition	\$6,000
Fees	\$750
Living Expense Allowance	\$4,000
Books	\$500
Supplies	\$1,500
<b>Total Program Costs</b>	<b>\$12,750</b>
Resources	
Federal Pell Grant	\$0
Employer Tuition Reimbursement	\$8,000
Other Gift Aid	\$1,000
<b>Total Resources</b>	<b>\$9,000</b>
Award Calculation	
Net Cost	$\$12,750 - \$9,000 = \$3,750$
Award Amount (Lesser of)	75% of net cost (\$2,812) or PA State Grant Maximum of \$4,123
<b>PA-TIP Award</b>	<b>\$2,812</b>

### EXAMPLE B: FULL-TIME ENROLLMENT

Program Costs	
Tuition	\$10,000
Fees	\$50
Living Expense Allowance	\$4,000
Books	\$0
Supplies	\$2,000
<b>Total Program Costs</b>	<b>\$16,050</b>
Resources	
Federal Pell Grant	\$6,095
Employer Tuition Reimbursement	\$0
Other Gift Aid	\$4,000
<b>Total Resources</b>	<b>\$10,095</b>
Award Calculation	
Net Cost	$\$16,050 - \$10,095 = \$5,955$
Award Amount (Lesser of)	75% of net cost (\$4,466) or PA State Grant Maximum of \$4,123
<b>PA-TIP Award</b>	<b>\$4,123</b>

## ii. HALF-TIME STUDENTS

The amount for a half-time award is based on half of the allowable full-time program costs minus the resources (actual Pell Grant award and other gift aid), if the student meets the half-time requirement.

The half-time award will be calculated based on full-time costs and then adjusted. The award amount is divided between fall and spring for semester schools or among fall, winter, and spring for quarter schools. If the student is also eligible to receive an award for the summer term, the amount determined for the initial term of eligibility will be awarded to the student for the summer term (see "APPENDIX A").

### EXAMPLE C: HALF-TIME ENROLLMENT

Program Costs	
Tuition	\$10,000
Fees	\$50
Living Expense Allowance	\$4,000
Books	\$0
Supplies	\$2,000
<b>Total Program Costs</b>	<b>\$16,050</b>
Resources	
Federal Pell Grant	\$3,098
Employer Tuition Reimbursement	\$0
Other Gift Aid	\$2,000
<b>Total Resources</b>	<b>\$5,098</b>
Award Calculation	
Net Cost	$\$16,050/2 - \$5,098 = \$2,927$
Award Amount (Lesser of)	75% of net cost (\$2,195) or PA State Grant Maximum of \$2,061
<b>PA-TIP Award</b>	<b>\$2,061</b>

### iii. VETERANS

Students who are veterans of the U.S. Armed Forces and were honorably discharged are eligible to receive a PA-TIP Grant equal to the maximum PA State Grant award (or the equivalent for recipients enrolled at least half time) or 100 percent of Program Costs, whichever is less.

### EXAMPLE D: VETERAN FULL-TIME ENROLLMENT

Program Costs	
Tuition	\$10,000
Fees	\$50
Living Expense Allowance	\$4,000
Books	\$0
Supplies	\$2,000
<b>Total Program Costs</b>	<b>\$16,050</b>
Resources	
Resources are not used for veterans.	
<b>Total Resources</b>	<b>-</b>
Award Calculation	
Program Cost	\$16,050
Award Amount (Lesser of)	100% of program costs (\$16,050) or PA State Grant Maximum of \$4,123
<b>PA-TIP Award</b>	<b>\$4,123</b>

Program costs cannot exceed one academic year. For programs of study that are greater than one academic year in length, the costs must be prorated and the second academic year costs calculated separately.

It is ultimately the postsecondary institution's responsibility to provide PHEAA with the student's final PA-TIP Grant eligibility based on the Certification Process outlined in Section V.

The student's award letter and account record should reflect the name "PA-TIP" when listing the award amount.

## IV. MINIMUM & MAXIMUM AWARDS

The maximum award amount a full-time student can receive is equal to the 2019-20 PA State Grant maximum award which is currently \$4,123. The maximum award amount for a student enrolled half time is \$2,061. The award amount is divided between fall and spring for semester schools or among fall, winter, and spring for quarter schools. If the student is also eligible to receive an award for the summer term, the amount determined for the initial term of eligibility will be awarded to the student for the summer term (see "APPENDIX A"). The minimum amount that can be awarded is \$500 for full-time enrollment and \$250 for half-time enrollment.

## V. CERTIFICATION PROCESS

As previously outlined (see "III. AWARD DETERMINATION PROCESS"), eligible PA-TIP Grant applicants are provided to institutions on the ACSL, which is made available via the PageCenter mailbox on a biweekly basis (every other Tuesday). Institutions are required to certify PA-TIP Award eligibility as a condition of disbursement. All pending students must be certified by July 1, 2020 or 30 days after the term has begun, whichever is later. PHEAA retains the right to cancel awards for any students who remain pending after this time. The ACSL provides student detail and summary information as well as a certification page to be signed by an authorized school official.

Once completed, the report should be returned to PHEAA via fax at 717-720-3786, through a "My File Gateway" mailbox, or via U.S. mail to PHEAA State Grant and Special Programs, P.O. Box 8157, Harrisburg, PA 17105-8157. Please note that institutions are only required to submit pages of the ACSL which contain student record updates in addition to the signed certification page. Once an ACSL has been certified and returned, the institution does not need to return subsequent ACSLs for the same award year to PHEAA if there are no status changes needed.

It is recommended that institutions should not certify student awards for terms which have not yet begun.

The estimated PA-TIP Award provided by PHEAA on the ACSL has no official standing and is considered an estimate until an amount is provided and certified by the institution. The following fields must be completed on the ACSL:

- **Academic Progress:** In order to receive a PA-TIP Grant, recipients are required to be making satisfactory academic progress as defined by the Federal Title IV guidelines. The ACSL academic progress field should be populated with either a "Y" (for yes) or "N" (for did not maintain academic progress).
- **Certified Award Amount:** Please indicate the award amount the PA-TIP Grant recipient is eligible to receive (see "B. School Certification"). The award amount is divided among fall and spring for semester schools or fall, winter, and spring for quarter schools. If the student is also eligible to receive an award for the summer term, the amount determined for the initial term of eligibility will be awarded to the student for the summer term (see "APPENDIX A"). Regardless of EFC, students who are veterans of the U.S. Armed Forces and were honorably discharged are eligible to receive the equivalent of a maximum PA State Grant award or 100 percent of the Program Costs, whichever is less. If the student is currently not enrolled or has withdrawn, a zero must be entered and the related reason should be notated on the ACSL.

- **CIP Costs:** Please indicate the full-time program costs for the CIP code indicated, if it is different from what appears on the ACSL. This includes tuition, fees, a \$4,000 living expense allowance, books, required equipment, and supplies. If a student incurs reduced costs due to credits transferred from another institution, use the actual (reduced) costs charged to the student.
- **Enrollment Status:**<sup>1</sup> PA-TIP Grant recipients must be enrolled full time or at least half time if enrolled at a public or private, non-profit institution for each enrollment period PA-TIP funds are received, as determined by the school. The ACSL enrollment status field should be populated with one of the following alpha/numeric codes:
  - **Full-time:** 12 or more credits per term (payment period) or at least 24 clock hours per week of instruction
  - **Three-Quarter time:** at least nine credit hours but less than 12 credit hours per term or its clock hour equivalent.<sup>2</sup>
  - **Half-time:** at least six credit hours but less than 12 credit hours per term (payments period) or at least 12 but less than 24 clock hours of weekly instruction
  - **Less-than-half-time:** enrolled but taking less than six credits per term or its clock hour equivalent.
  - **Not enrolled**
- **Expected Family Contribution (EFC):** Please provide the actual federal EFC in the appropriate field. If it is different from what appears on the ACSL, please use the EFC the school is using to pay federal aid. Students (with the exception of veterans) must have an EFC of 12,000 or less to remain eligible. As this is used as a threshold and does not impact award calculation, schools should use the nine-month EFC value. For veterans, report the EFC as '0'.
- **Expected Graduation Date:** Must be submitted in MMDDCCYY format. If the exact date of the student's graduation or completion of the program cannot be determined, a reference to month and year is sufficient.
- **Federal Pell Award:** Please indicate the student's actual full-time equivalent federal Pell Grant award applicable to the program of study for the award year, if it is different from what appears on the ACSL (even if it is \$0). For veterans, report the Pell as '\$0.'
- **Gift Aid:** Please indicate the total amount of gift aid the student is receiving for the academic year. This includes any employer paid contributions or waivers, including Trade Adjustment Assistance (TAA) benefits. For veterans, report the Pell as '\$0.'
- **Program Start Date:** Indicate the date that the student is beginning his/her program of study within the award year, if it is different from what appears on the ACSL. Must be submitted in MMDDCCYY format. Associate and bachelor's degree programs are not eligible.
- **Program:** Eligible recipients are required to be enrolled in a Federal Title IV approved program of study identified by the Classification of Instructional Program (CIP) that is approved by the United States Department of Education (ED). Programs of study must permit full-time enrollment in order to be eligible. Please indicate if the program is different from what appears on the ACSL
- **Signature and Date:** An authorized financial aid administrator at the postsecondary institution is required to sign, date and return the Certification Page of the disbursement roster, validating that all information provided on the roster is accurate.
- **Total Weeks/Terms/Clock Hours:** Please indicate the number of weeks/terms or clocks hours in the program that the student is enrolled in for the award year, if it is different from what appears on the ACSL.
  - Approved programs between 10-14 weeks in duration must provide at least 300 but less than 600 clock hours of instruction (300-599 clock hours).

---

<sup>1</sup> It is the policy of the Agency to deny PA-TIP assistance to incarcerated students. Verify the student's status prior to crediting the PA-TIP award. 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 of "satisfactory character" according to this definition.

<sup>2</sup> Note that three-quarter time is equivalent to half-time for PA-TIP purposes

- Approved programs between 15-59 weeks in duration must provide at least 600 but less than 1800 clock hours of instruction (600-1799 clock hours).

## VI. CREDITING PA-TIP GRANT FUNDS

If the student does not meet all eligibility requirements as outlined in these Program Guidelines for the term/quarter being reviewed, the student’s account should not be credited. The ineligible reason(s) should be noted on the ACSL. If there is a questionable situation, PA-TIP funds should not be credited and PA-TIP staff should be contacted.

If a student is selected for federal verification, the federal verification must be completed prior to calculating the PA-TIP award amount and crediting PA-TIP funds.

PA-TIP funds should be credited on a term-by-term basis. Crediting a student’s account indicates that the institution has met the following requirements:

- Performed all eligibility checks for the student as set forth in these Program Guidelines.
- Provided PHEAA with certification of the student’s PA-TIP Grant eligibility for the term(s)/quarter(s) indicated.

For auditing purposes, PA-TIP funds must be identified as a credit on the student’s account, ledger card or auditable record. Crediting should include the date the funds were posted, the amount and term to which the funds were applied, and clearly identified as a PA-TIP Grant.

PA-TIP disbursements are scheduled as closely as possible to the academic schedule at the institution (see “VII. DISBURSEMENT PROCESS”). If the school’s schedule consists of modules, irregular or continuous enrollment without specific “terms” (students are permitted to start every month or in some cases every week), the student’s eligibility for a particular disbursement will depend upon the actual date class begins and the term start dates listed under Section V. D. 1 “Term Start Dates.”

In these schedules, the information listed in the “Term Disbursement” column indicates the term disbursements are made for a 12-month period for a school on a semester or quarter disbursement schedule (see “VII. DISBURSEMENT PROCESS”). The “Term Start Dates” Column indicates the period during which a student must begin study in order to be eligible for the PA-TIP payment disbursed for the corresponding term. For example, if a PA-TIP recipient begins enrollment on November 5 at a school on a semester disbursement schedule, the fall semester PA-TIP payment should be credited 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 PA-TIP Grant, and the institution would be required to return the fall payment to the Agency. This student’s term beginning November 25 would be considered “spring” for PA-TIP purposes, and the school would credit the spring payment (which would be disbursed on the spring roster) to the student’s account.

### A. TERM START DATES

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

#### SEMESTER DISBURSEMENT SCHOOLS

TERM DISBURSEMENT	START DATES
Fall Semester	July 1 – November 1
Spring Semester	November 16 – March 15
Summer	March 16 – June 30

## QUARTER DISBURSEMENT SCHOOLS

TERM DISBURSEMENT	START DATES
Fall Quarter	July 1 – November 1
Winter Quarter	November 2 – February 1
Spring Quarter	February 2 – May 1
Summer	May 2 – June 30

For clock hour schools with continuous enrollment, the start date of the first payment period must align to one of the models outlined above. These schools should then determine the start dates for the subsequent payment periods by dividing the total number of scheduled weeks for the program by the number of scheduled payments. For example, an 18-week program should receive two payments and certify the second term (payment period) beginning after the ninth week of enrollment.

Continuous enrollment schools that have multiple terms (payment periods) with start dates that fall within the same term start date range should contact PHEAA via email at [patip@pheaa.org](mailto:patip@pheaa.org) for instructions. Please include the program name, CIP Code, start and end dates, number of clock hours or credits, and number of weeks of the program.

## VII. DISBURSEMENT PROCESS

The annual award amount is divided between fall and spring for semester schedules or among fall, winter, and spring for quarter schools. If the student is also eligible to receive an award for the summer term, the amount determined for the initial term of eligibility will be awarded to the student for the summer term (see “APPENDIX A”).

### A. DISBURSEMENT SCHEDULES

#### DISBURSEMENT SCHEDULES

PROGRAM LENGTH	NUMBER OF PAYMENTS
10–16 Weeks	1 for both semester and quarter
17-33 Weeks	2 for semester schools, 3 for quarter schools
34-52 Weeks	3 for semester schools, 4 for quarter schools

Supplemental disbursements will be run on a monthly basis. Any program starting within the 2020 Summer Term (see “A. Term Start Dates”) will receive one disbursement for 2019-20. PA-TIP funds are disbursed on one of two disbursement schedules:

- Semester (three times per award year - fall, spring, and summer) for institutions that operate on a semester or trimester calendar.
  - Fall semester disbursements begin running in September.
  - Spring semester disbursements begin running in January.
  - Summer disbursements begin running in April.
- Quarter (four times per award year - fall, winter, spring, and summer) for institutions that operate on a quarter calendar.
  - Fall quarter disbursements begin running in September.
  - Winter quarter disbursements begin running in November.
  - Spring quarter disbursements begin running in January.
  - Summer disbursements begin running in April.

## i. CONTINUOUS ENROLLMENT

Continuous enrollment, clock hour schools or schools of irregular length will need to disburse according to one of the “term” models outlined above. These schools should contact PHEAA via email at [patip@pheaa.org](mailto:patip@pheaa.org) to select the academic schedule which coincides as closely as possible to the school’s calendar, or in such a way as to facilitate certification of eligibility. In cases where schools have continuous enrollment or terms of irregular length, disbursements are made on the schedule that coincides as closely as possible to the school’s calendar.

### EXAMPLE 1: ENROLLMENT MINIMUMS, PAYMENT PERIODS, & DISBURSEMENTS

TERM DISBURSEMENT	MINIMUM ENROLLMENT	PAYMENT PERIOD <sup>1</sup> START	PAYMENT PERIOD END	FIRST DISBURSEMENT PERIOD
Full-time Semester	24 clock hours per week	Date student enrolled	After required payment period length completed (total program length in weeks ÷ number of payments)	First Semester for PA-TIP purposes
Half-time Semester	12 clock hours per week	Date student enrolled		
Full-time Quarter	24 clock hours per week	Date student enrolled	After required payment period length completed (total program length in weeks ÷ number of payments)	First Quarter for PA-TIP purposes
Half-time Quarter	12 clock hours per week	Date student enrolled		

**Note:** If the student is also eligible to receive an award for the summer term, the amount determined for the initial term of eligibility will be awarded to the student for the summer term (refer to example 3 of this section).

### EXAMPLE 2: CALCULATING PAYMENT PERIODS FOR CONTINUOUS ENROLLMENT, CLOCK HOUR SCHEDULES

PROGRAM	TOTAL PROGRAM LENGTH	PP1 - START DATE (TERM <sup>2</sup> )	PP2 - START DATE (TERM <sup>2</sup> )	PP3 - START DATE (TERM <sup>2</sup> )
	# OF PAYMENTS <sup>3</sup>			
PHEAA Semester School	18 weeks	Student enrolled September 14, 2019 (certify fall)	November 16, 2019 (certify spring)	N/A Semester Schedule
	2 Payment Periods			
PHEAA Quarter School	33 Weeks	Student enrolled September 14, 2019 (certify fall)	November 30, 2019 (certify winter)	February 8, 2020 (certify spring)
	3 Payment Periods			

**Note:** If the student is also eligible to receive an award for the summer term, the amount determined for the initial term of eligibility will be awarded to the student for the summer term (refer to example 3 of this section).

### EXAMPLE 3: PROGRAM THAT INCLUDES SUMMER TERM/PAYMENT

PROGRAM	ANNUAL AWARD AMOUNT	TOTAL PROGRAM LENGTH	FALL AWARD AMOUNT	WINTER AWARD AMOUNT	SPRING AWARD AMOUNT	SUMMER AWARD AMOUNT
		# OF PAYMENTS	AWARD COUNTER	AWARD COUNTER	AWARD COUNTER	AWARD COUNTER
PHEAA Semester School	\$4,123	40 weeks	\$2,061	N/A Semester Schedule	\$2,061	\$2,061
		3 Payment Periods	.50		.50	.50

1 The payment period is calculated by dividing the total program length in weeks by number of payments for which the program is eligible (see “Disbursement Schedules”).

2 Term as determined by the disbursement schedule (quarter or semester) and associated start date range. Schools with multiple calculated start dates within the same “term” start date range, must contact PHEAA for instructions.

3 Number of payments as determined by the program length in weeks.

PROGRAM	ANNUAL AWARD AMOUNT	TOTAL PROGRAM LENGTH	FALL AWARD AMOUNT	WINTER AWARD AMOUNT	SPRING AWARD AMOUNT	SUMMER AWARD AMOUNT
		# OF PAYMENTS	AWARD COUNTER	AWARD COUNTER	AWARD COUNTER	AWARD COUNTER
PHEAA Quarter School	\$4,123	36 Weeks	\$1,374	\$1,374	\$1,374	\$1,374
		4 Payment Periods	.33	.33	.34	.33

## ii. PHEAA DETERMINATIONS

PHEAA reserves the right to hold disbursement to an institution that is closing or is on a restriction or oversight by the United States Department of Education for participation in any Title IV program. We also reserve the right to hold disbursements to an institution if the accrediting agency suspends or cancels approval for the school. Any questions regarding holding disbursement should be directed to PHEAA via email at [patip@pheaa.org](mailto:patip@pheaa.org). PHEAA will exercise this right to determine the eligibility of the institution or recipients to receive further funding.

## B. CREDIT REFUNDS

If the final credit to the student's account creates a credit balance, a refund must be made to the student in a timely fashion.

## C. DISBURSEMENT ROSTER PROCESSING

All PA-TIP disbursement rosters are placed in the institution's PageCenter mailbox (see "APPENDIX B"); a memorandum regarding the disbursement is sent to schools via email. Schools can also choose to be automatically notified through PageCenter when a roster has been placed in their PageCenter mailbox by sending an email to [patip@pheaa.org](mailto:patip@pheaa.org).

The PA-TIP disbursement roster will include all students that the school has certified as eligible on the PA-TIP ACSL. Once eligibility is certified and funds are credited to each recipient's student account, one complete copy of the roster must be returned to PHEAA with the signed certification page. If there are no changes or adjustments to the disbursement roster, only the signed certification page, indicating that there were no changes to the roster, must be returned.

The roster and certification page should be returned to PHEAA using the following information:

Fax Number: 717-720-3786

Mailing Address: PHEAA  
State Grant and Special Programs  
PA-TIP  
P.O. Box 8157  
Harrisburg, PA 17105-8157

Schools are required to certify and return each disbursement roster within 30 calendar days of receipt of the roster or within 30 days of the first day of the term (whichever is later). Subsequent disbursements will be withheld until the certified roster and/or the certification page is returned.

## D. DISBURSEMENT OF FUNDS

Funds are only disbursed through the Automated Clearing House (ACH). These funds are deposited directly into the designated bank account of the school at which the student is enrolled; institutions are

notified of the disbursement via PageCenter notifications and should allow at least fourteen business days for the transfer to occur. When funds are transferred from the Agency to the school's bank account the entry description associated with the transfer is "PA-TIP." If the entry description does not appear when the funds are transferred to the school, the bank may have removed this information.

An Electronic Funds Transfer (EFT) account can be established by contacting [fmeftadmin@pheaa.org](mailto:fmeftadmin@pheaa.org). If you wish to use an existing account, indicate which account you would like PA-TIP funds to go to (example would be grants). If you wish PA-TIP funds to go to a different account, request an ACH Form. Once the form is completed, please fax it to the number at the bottom of the form or scan it and email it back to [fmeftadmin@pheaa.org](mailto:fmeftadmin@pheaa.org).

## VIII. RECONCILIATION PROCESS

The annual Reconciliation Roster provides the school with a final opportunity to report ineligible students or changes to a student's status. All awards must be certified by July 31, 2020 or 30 days after the term has begun, whichever is later. PHEAA is not obligated to make payments due to changes to school or enrollment status after the certification deadline of the academic year for which payment is sought (i.e., July 1, 2020 or 30 days after the term has begun, whichever is later, for 2019-20). The reconciliation roster must indicate the student's current status for the PA-TIP (graduated, enrolled, withdrawn, transferred, etc) and a separation date, if applicable in accordance with the school's records, and must be returned to PHEAA within 30 days of receipt. Any future disbursements will be withheld until the certified reconciliation roster and/or the certification page or refunds are returned.

If the school determines that there are changes to a student's eligibility status after reconciliation, the school must contact PA-TIP staff via email at [patip@pheaa.org](mailto:patip@pheaa.org) in order to request another reconciliation roster.

Reconciliation will begin running in July. Institutions that require a second reconciliation roster should notify PHEAA staff via email at [patip@pheaa.org](mailto:patip@pheaa.org).

## IX. REFUND PROCESS

If, after complete review of the student's status according to these Program Guidelines, the student is not eligible for all or any portion of the PA-TIP funds for the term being reviewed, or if the school questions the student's PA-TIP eligibility for any reason, the student's account should not be credited nor should a preliminary credit be allowed to stand. If the PA-TIP funds have already been disbursed, the school should indicate on the disbursement roster the reason that the student is ineligible and the PA-TIP funds should be returned within 45 days of certification. Future disbursements will be withheld until the refund has been returned.

If a student withdraws or drops to a less-than-full-time enrollment status during a term (payment period) in which PA-TIP funds have been disbursed and credited to the student's account, a refund to PHEAA for all or a portion of the PA-TIP Grant may be required, depending upon the date of the student's enrollment change. If the student has completed 60 percent or more of the term or payment period, no refund is necessary. If the student has attended less than 60 percent of the term or payment period, the institution should refund the amount of funds equal to the percentage of the term the student has not completed.

### Example

student completed three weeks of a ten week term and award amount was \$2,061. The school would refund \$1,442 (70%) of the award.

If a student has withdrawn prior to certifying the student's pending award, the student is not eligible to receive a full or partial award. Certification of awards can only happen when the student is actually enrolled at the time of certifying his or her award. If the student withdrew prior to the certifying of the award, then the student's award should not be certified. The award should be cancelled for "withdrawal."

Refunds returned via ACH or wire transfer should be transferred to M&T Bank, PHEAA Operations with a brief description of the payment reason and identifying the funds as "PA-TIP Grant Award." An email should be sent to [fmftadmin@pheaa.org](mailto:fmftadmin@pheaa.org) indicating the program the refund is for, the refund amount, and the date the refund was sent. Specific account information can be found on the PA-TIP disbursement roster. All PA-TIP Grant refund payments being made by check should be addressed to PHEAA State Grant & Special Programs, P.O. Box 64849, Baltimore, MD 21264 4849.

Institutions can access a PageCenter report titled "Outstanding Refunds" which lists the refunds due for each student. The report shows refunds due per term and how much is due. (see "APPENDIX B")

## **X. RETENTION OF RECORDS**

In accordance with these Program Guidelines, institutions are required to retain, for possible review by PHEAA, all records necessary for the certification of student eligibility and the crediting of PA-TIP Grant funds to student accounts. Such records must be retained for at least five years from the date the institution completes certification of the disbursement roster. This information is used for program review and audit purposes.

## **XI. ADDITIONAL INFORMATION**

Any questions regarding these procedures or the related eligibility and disbursement processes should be directed to State Grant and Special Programs staff at 800-443-0646, Option 3, Option 2, a private number reserved for the use of financial aid administrators or by emailing PA-TIP staff at [patip@pheaa.org](mailto:patip@pheaa.org).

# **APPENDIX A**



# APPLICATION CERTIFICATION & STATUS LISTING (ACSL) LEGENDS

## LEGEND 1 – CURRENT STATUS CODES

CODE	EXPLANATION
CERTIFIED	School has certified the student's eligibility
DISBURSED	PA-TIP funds have been disbursed to the institution of record for the specific term
INELIGIBLE	Ineligible code will be listed (refer to Legend 2 below)
PENDING	Awaiting school certification
REFUND DUE	PA-TIP funds need to be returned to PHEAA due to student ineligibility
REFUNDED	PA-TIP funds have been returned to PHEAA due to student ineligibility

## LEGEND 2 – INELIGIBLE REASON CODES

CODE	EXPLANATION
02	No FAFSA or FAFSA is incomplete
03	Student does not meet residency requirement
04	Educational loan in default status
05	The school has not applied for the PA-TIP
07	Student is receiving a PA State Grant award for the program of study
08	School is not an eligible Federal Title IV postsecondary institution
09	Student is not enrolled in an approved program of study
10	Student did not submit the PA-TIP application by the May 1 deadline date
11	Student is enrolled three-quarter time. Three-quarter time is treated as half time for PA-TIP purposes
12	Student is enrolled half time
13	Student is enrolled less than half time
14	Student is not enrolled
15	Award has been cancelled by the school
16	Student has received the maximum number of awards
17	Students did not receive a high school diploma, GED or recognized homeschool certificate
18	Student did not make academic progress
19	EFC is higher than 12,000 (does not apply to veterans)
20	Student does not have unmet need
21	Award is less than the program minimum (\$500 full-time, \$250 half-time)
22	Student has received the maximum award amount for the award year
23	Student's address does not comply with the Patriot Act

## LEGEND 3 – ENROLLMENT STATUS

CODE	EXPLANATION
1	Full-time (a minimum of 12 credit hours or 450 clock hours)
2	Three-quarter time (at least nine credit hours but less than 12 credit hours or the clock hour equivalent) (three-quarter time is treated the same as half-time enrollment for PA-TIP purposes)
3	Half-time (at least 6 credit hours but less than 9 credit hours or the clock hour equivalent)
4	Less-Than-Half-Time (less than 6 credits hours or the clock hour equivalent)
5	Not Enrolled

# **APPENDIX B**

# PAGECENTER REPORTS

PageCenter is a tool that provides schools with student status and disbursement roster reports/information via the Internet in a secure environment. PageCenter is used for accessing information only and cannot be used to make changes electronically. In order to access PageCenter, schools must complete a Remote Access Agreement (RAA) and Authoritative Source Form. These can be found at [PHEAA.org/RAA](https://pheaa.org/RAA). Schools must also request PageCenter access through the Business Partners Access Management system (BPAMS). Schools wishing to receive notification of new reports appearing in PageCenter should contact PHEAA at 1-800-443-0646 to enable automatic email notifications. Following are the six PA-TIP reports that are placed in the institution's PageCenter mailbox, in the 'Grants' application:

## I. APPLICANT CERTIFICATION & STATUS LISTING (ACSL)

The ACSL provides certification data and award information for those students who have submitted a PA-TIP Application. The ACSL is placed in the PageCenter mailbox of the institution and will include those applicants who listed the institution on their application. The ACSL serves as the school's certification roster and must be returned to PHEAA to complete the PA-TIP certification process.

- The ACSL is accessed on PageCenter ('Grants' application, pageset 'G18ACSL') via the secure school portal, which can be accessed by signing into [PHEAA.org](https://pheaa.org) ("sign in for schools") with your CG user ID and password."
- The most recent version of the ACSL is automatically placed on PageCenter biweekly (every other Tuesday). Following are student status change indicators:
  - A pound sign (#) next to the student's name indicates that the student was not on the previous ACSL.
  - An asterisk (\*) next to the student's name indicates that there has been a status or award change from the previous ACSL.

Once an ACSL has been certified and returned, the institution does not need to return subsequent ACSLs for the same academic year to PHEAA if there are no status changes needed.

## II. PA-TIP DISBURSEMENT ROSTER

The Disbursement Roster provides detailed information related to each student the institution has certified as a PA-TIP Grant recipient. The Roster will include the total of PA-TIP funds students received for each term and the total amount that was disbursed to the school on the student's behalf. If there is an error related to the student's eligibility or disbursement, the institution is required to provide the correct information on the roster and return it to PHEAA along with the signed certification page.

- The Disbursement Roster is accessed on PageCenter ('Grants' application, pageset 'P18DSB') via the secure school portal, which can be accessed by signing into [PHEAA.org](https://pheaa.org) ("sign in for schools") with your CG user ID and password.
- The Disbursement Roster must be returned within 30 days of receipt; if there are no changes to the roster, the institution is only required to sign and return the certification page. Subsequent disbursements will be withheld until the certified roster or certification page is returned.

## III. PA-TIP RECONCILIATION ROSTER

The annual Reconciliation Roster, accessed via PageCenter ('Grants' application, pageset 'P18REC') provides the school with a final opportunity to report ineligible students or changes to a student status, report the student's final eligibility status for PA-TIP, and an actual graduation date ONLY if the student has graduated, in accordance with the school's records. **All awards must be certified by July 1, 2020 or 30 days after the term has begun, whichever is later.** If there are no changes to the roster, the institution is only required to sign and return the certification page. PHEAA is not obligated to make payments due to changes to school or enrollment status after the certification deadline of the academic year for which payment is sought (i.e.,

July 1, 2020 or 30 days after the term has begun, whichever is later, for 2019-20). Subsequent disbursements will be withheld until the certified roster or certification page is returned. If the school determines that there are additional funds to be disbursed after reconciliation, the school should contact PA-TIP staff via email at [patip@pheaa.org](mailto:patip@pheaa.org) in order to request another reconciliation roster.

#### **IV. PA-TIP APPLICANTS NOT SELECTED REPORT**

The Applicants Not Selected Report, accessed via PageCenter ('Grants' application, pageset 'LWT49LWT49R2') provides the school with up-to-date information on the status of PA-TIP applicants who have not been selected for an award due to one or more ineligibility reasons, and also the status of applicants who are eligible but not yet selected for an award due to available funding.

#### **V. PA-TIP SEPARATION REPORT**

The Separation Date Report, accessed via PageCenter ('Grants' application, pageset 'LWT45LWT45R2') provides the school with the opportunity to report either an updated Expected Graduation Date or Actual Graduation/ Separation Date (if applicable) and the student's program status. It is important to return the completed report as the data collected will be used for purposes of statistical employment reporting by PHEAA and the Pennsylvania Department of Labor and industry.

#### **VI. OUTSTANDING REFUNDS REPORT**

The Outstanding Refunds Report, accessed via PageCenter ('Grants Reports', pageset 'LWT55R2' (Semester Schools) and 'LWT55R3' (Quarter Schools) titled "PA-TIP OUTSTANDING REFUNDS" enables the school to view refunds due for each student, the specific amount due for each student per term, and the grand total of PA-TIP refunds due.

# **APPENDIX C**

# ELIGIBLE CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) CODES

CIP CODE	CIP TITLE
49.0101	Aeronautics/Aviation/Aerospace Science & Technology, General
01.0401	Agricultural & Food Products Processing
01.0902	Agricultural Animal Breeding
01.0199	Agricultural Business & Management, Other
01.0205	Agricultural Mechanics & Equipment/Machine Technology
01.0299	Agricultural Mechanization, Other
01.0301	Agricultural Production Operations, General
01.0399	Agricultural Production Operations, Other
01.9999	Agriculture, Agriculture Operations & Related Sciences, Other
01.0000	Agriculture, General
01.0308	Agroecology & Sustainable Agriculture
01.1102	Agronomy & Crop Science
51.0809	Anesthesiologist Assistant
01.0904	Animal Nutrition
01.0901	Animal Sciences, General
01.0302	Animal/Livestock Husbandry & Production
01.0303	Aquaculture
49.0104	Aviation/Airway Management & Operations
46.0499	Building/Construction Finishing, Management & Inspection, Other
46.0401	Building/Property Maintenance
15.1302	CAD/CADD Drafting and/or Design Technology/ Technician
41.0303	Chemical Process Technology
41.0301	Chemical Technology/Technician
51.0813	Chiropractic Assistant/Technician
47.0103	Communications Systems Installation & Repair Technology
48.0510	Computer Numerically Controlled (CNC) Machinist Technology/CNC Machinist
49.0202	Construction/Heavy Equipment/Earthmoving Equipment Operation
46.0000	Construction Trades, General
01.0304	Crop Production
01.0306	Dairy Husbandry & Production
01.0905	Dairy Science
51.0601	Dental Assisting/Assistant
47.0605	Diesel Mechanics Technology/Technician
15.1301	Drafting & Design Technology/Technician, General
46.0301	Electrical & Power Transmission Installation/ Installer, General

CIP CODE	CIP TITLE
46.0399	Electrical & Power Transmission Installers, Other
47.0101	Electrical/Electronics Equipment Installation & Repair, General
47.0199	Electrical/Electronics Maintenance & Repair Technology, Other
46.0302	Electrician
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)
01.0104	Farm/Farm & Ranch Management
03.0301	Fishing & Fisheries Sciences & Management
03.0510	Forest Resources Production & Management
49.0299	Ground Transportation, Other
51.2601	Health Aide
51.0707	Health Information/Medical Records Technology/Technician
47.0201	Heating, A/C, Ventilation & Refrigeration Maint. Technology
47.0302	Heavy Equipment Maintenance Technology/ Technician
47.0399	Heavy/Industrial Equipment Maintenance Technologies, Other
01.0307	Horse Husbandry/Equine Science & Management
01.1103	Horticultural Science
47.0105	Industrial Electronics Technology/Technician
14.3501	Industrial Engineering
47.0303	Industrial Mechanics & Maintenance Technology
46.0414	Insulator
51.3901	Licensed Practical/Vocational Nurse Training
46.0303	Lineworker
01.0906	Livestock Management
52.0203	Logistics, Materials, & Supply Chain Management
48.0503	Machine Shop Technology/Assistant
48.0501	Machine Tool Technology/Machinist
47.9999	Mechanic & Repair Technologies/Technicians, Other
15.1306	Mechanical Drafting & Mechanical Drafting CAD/ CADD
15.0899	Mechanical Engineering Related Technologies/ Technicians, Other
15.0805	Mechanical Engineering/Mechanical Technology/ Technician
47.0000	Mechanics & Repairers, General
51.0709	Medical Office Computer Specialist/Assistant
51.0710	Medical Office Assistant/Specialist

CIP CODE	CIP TITLE
51.0712	Medical Reception/Receptionist
51.0713	Medical Insurance Coding Specialist/Coder
51.0716	Medical Administrative/Executive Assistant and Medical Secretary
51.0801	Medical/Clinical Assistant
47.0613	Medium/Heavy Vehicle & Truck Technology/Technician
48.0511	Metal Fabricator
41.0299	Nuclear & Industrial Radiologic Technologies/Technicians, Other
41.0205	Nuclear/Nuclear Power Technology/Technician
51.3902	Nursing Assistant/Aide and Patient Care Assistant/Aide
52.0205	Operations Management & Supervision
51.1802	Optometric Technician/Assistant
51.1803	Ophthalmic Technician/Technologist
51.1804	Orthoptics/Orthoptist
51.0811	Pathology/Pathologist Assistant
51.1009	Phlebotomy Technician/Phlebotomist
46.0502	Pipefitting/Pipefitter & Sprinkler Fitter
01.1101	Plant Sciences, General
46.0599	Plumbing & Related Water Supply Services, Other
46.0503	Plumbing Technology/Plumber
01.0907	Poultry Science
51.3999	Practical Nursing, Vocational Nursing and Nursing Assistants, Other
48.0599	Precision Metal Working, Other
48.0000	Precision Production Trades, General
47.0499	Precision Systems Maintenance & Repair Technologies, Other
49.0208	Railroad & Railway Transportation
48.0506	Sheet Metal Technology/Sheetworking
15.0505	Solar Energy Technology/Technician
51.1012	Sterile Processing Technology/Technician
51.0909	Surgical Technology/Technologist
48.0507	Tool & Die Technology/Technician
49.9999	Transportation & Materials Moving, Other
52.0209	Transportation/Mobility Management
49.0205	Truck & Bus Driver/Commercial Vehicle Operator & Instructor
47.0612	Vehicle Emissions Inspection & Maintenance Technology/Technician
47.0600	Vehicle Maintenance & Repair Technologies, General
47.0699	Vehicle Maintenance & Repair Technologies, Other

CIP CODE	CIP TITLE
51.0808	Veterinary/Animal Health Techn. & Veterinary Assistant
15.0614	Welding Engineering Technology/Technician
48.0508	Welding Technology/Welder
46.0504	Well Drilling/Driller
48.0701	Woodworking, General
48.0799	Woodworking, Other

# APPENDIX D

# PA-TIP PROGRAM GUIDELINES CHECKLIST

To participate in the program, institutions must complete an application form or renewal form and the accompanying documents. As an approved participating school, the following items must also be submitted: After disbursement occurs, return the certification page and indicate any changes to PA-TIP eligibility status or student records. Subsequent disbursements will be withheld until refunds are returned. Institutions are also required to certify PA-TIP Award eligibility on the ACSL. **All pending awards must be certified by July 1, 2020** or 30 days after the term has begun, whichever is later or PHEAA reserves the right to cancel their award. At the end of the year, institutions must indicate the student's final status on the Reconciliation Roster, which runs in July. Refunds due PHEAA must be returned within 45 days of certification. Future disbursements will be withheld until the refund has been returned.

If you have any questions, please contact Special Programs associates at 800-443-0646, Option 3, Option 2 or you may email PA-TIP staff at [patip@pheaa.org](mailto:patip@pheaa.org).

## SEPTEMBER 2019 - JULY 2020

- ACSL Certification

## SEPTEMBER 2019

- Fall Disbursement
- Indicate changes to student eligibility
- Certify Disbursement Roster
- Return refunds

## OCTOBER 2019

- Fall Supplemental Disbursement

## NOVEMBER 2019

- Winter Disbursement
- Indicate changes to student eligibility
- Certify Disbursement Roster
- Return refunds

## DECEMBER 2019

- Winter Supplemental Disbursement
- Institution Application/Renewal Forms Due December 31, 2019
- New institutions must submit the following:
- Application form, including current Eligibility & Certification Approval Report (ECAR)
- Remote Access Agreement (RAA) (if one is not on file)
- Automated Clearing House (ACH) Authorization Agreement (to receive funds via EFT)
- Renewal institutions (institutions which participated during 2018-19) must submit the following:
- Renewal form including current ECAR

## JANUARY 2020

- Spring Disbursement

## APRIL 2020

- Summer Disbursement
- Indicate changes to student eligibility
- Certify Disbursement Roster
- Return refunds

## MAY 2020

- Student applications due
- Summer Supplemental Disbursement

## JUNE, 2020

- Summer Supplemental Disbursement

## JULY 2, 2020

- Deadline to certify all pending awards

## JULY 2020

- Reconciliation Roster
- Indicate changes to student eligibility
- Certify Reconciliation Roster
- Return refunds

Access PA-TIP resources at [PHEAA.org/pa-tip](https://www.pheaa.org/pa-tip) and use the secure sign-in to access Document Library.

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 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. As the only major federal loan servicer with a nonprofit public service mission, PHEAA devotes its energy and resources to help ease the financial burden of higher education for its primary stakeholders – Pennsylvania students and families.

PHEAA conducts its student loan servicing operations nationally as FedLoan Servicing and American Education Services (AES). PHEAA operates its digital technology division as Avereo. For more information, visit [PHEAA.org](http://PHEAA.org).

## BOARD OF DIRECTORS

**Representative Michael Peifer**  
Chairman, Greentown

**Senator Wayne D. Fontana**  
Vice Chairman, Pittsburgh

**Senator Ryan Aument**  
Landisville

**Senator John P. Blake**  
Lackawanna

**Representative Mike Carroll**  
Avoca

**Representative Angel Cruz**  
Philadelphia

**Representative Sheryl M. Delozier**  
Cumberland

**Senator Arthur Haywood**  
Philadelphia

**Senator Vincent J. Hughes**  
Philadelphia

**Representative Anita Kulik**  
Allegheny

**Representative Steven C. Mentzer**  
Lancaster

**Senator Kristin Phillips-Hill**  
York

**Honorable Roy Reinard**  
New Hope

**Representative James R. Roebuck, Jr.**  
Philadelphia

**Senator Mario M. Scavello**  
Monroe/Northampton

**Representative Curtis G. Sonney**  
Erie

**Chancellor Timothy R. Thyreen**  
Waynesburg

**Secretary Robin L. Wiessmann**  
Dept. of Banking & Securities

**Secretary Pedro A. Rivera**  
Dept. of Education

---

**Senate Republican Appointee**  
Vacant

## PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY

1200 North Seventh Street, Harrisburg, PA 17102-1444 • 1-800-692-7392

These materials have been developed and paid for by the Pennsylvania Higher Education Assistance Agency (PHEAA). The information contained in this document is believed to be accurate at the time of printing.

GR-TIPPG  
012320

