

2

Applying for Federal Campus-Based Funds

CONTENTS

A. The Fiscal Operations Report and Application to Participate (FISAP)	3
1. Part I: Identifying Information, Certifications, and Warning	5
2. Part II: Application to Participate	5
a. Section A: Request for Funds	6
b. Section B: Reserved for Future Use	7
c. Section C: FWS and/or FSEOG Institutional Share Waiver Request	8
d. Section D: Federal Perkins Loan Program Liquidation Request	8
e. Section E: Waiver Request for Under Use of Funds	9
f. Section F: Information on Enrollment	9
g. Section G: Assessments and Expenditures	10
h. Section H: Information on Eligible Aid Applicants	12
Test Yourself Quiz: FISAP	13
B. Allocation Process	14

OBJECTIVES

By the end of this session, you will be able to:

- ❖ understand how to apply for federal campus-based funds,
- ❖ complete Part I and Part II of the Fiscal Operations Report and Application to Participate (FISAP), and
- ❖ understand the funding process.

RESOURCES

- ❖ *The Blue Book*, Chapter 3—Obtaining Authorization for Campus-Based Funding
- ❖ *The Blue Book*, Chapter 6—Title IV Reporting, NSLDS, Audit, Program Review, and Guaranty Agency Procedures
- ❖ *The Fiscal Operations Report and Application to Participate (FISAP) Instructions Booklet*
- ❖ Federal Regulations 34 CFR Parts 673.3, 674.19, 675.19, and 676.19
- ❖ DCL CB-99-2 (January 1999)
- ❖ DCL CB-98-11 (LD) (July 1998)

A. THE FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE (FISAP)

Notes



The FISAP

The Fiscal Operations Report and Application to Participate (FISAP) is:

- ♦ an annual report of financial aid funds spent and enrollment activity for the previous award year and
- ♦ an application a school completes to receive funds from one or more Title IV campus-based programs for the following award year.

1



The FISAP (cont'd)

Federal regulations require a school to submit a FISAP if:

- ♦ the school is requesting campus-based funds for the following award year,
- ♦ the school received campus-based funds the previous award year, or
- ♦ the school has a Federal Perkins Loan fund, but is not applying for campus-based funds.

2

- The U.S. Department of Education's (ED's) Title IV Wide Area Network (TIV WAN) enables a school to transmit, receive, and report FISAP information using a personal computer (PC).
- Each FISAP reports information for the preceding award year that ended June 30 of the current calendar year and requests funds for the award year that begins on July 1 of the following calendar year.

For example, when a school files a FISAP on October 1, 1999, it will report on the period from July 1, 1998 through June 30, 1999, and apply for the period July 1, 2000 to June 30, 2001.

THE FISAP CYCLE

Date	Action
August 1	ED distributes FISAP software to schools.
August 27	Schools submit reallocation form electronically to ED.
October 1	Schools submit FISAP electronically to ED.
November 15	Schools receive electronic edit report from ED.
December 15	Schools submit any edit corrections electronically to ED.
February 1	Schools receive tentative allocation of funds notice electronically from ED.
April 1	ED notifies schools electronically of final allocation.

- In addition to the data submitted electronically, a school must mail signed, original copies of the FISAP signature page and certification forms to ED.

- All FISAP edits must be resolved or explained to ED's satisfaction before any Title IV funds are allocated.

- FISAP Question and Answer:

Aleave Business College has decided not to apply for campus-based funds for the 2000-01 award year because it is phasing out the educational programs eligible for Title IV assistance. However, Aleave Business College received campus-based funds for the Federal Perkins Loan Program and Federal Supplemental Educational Opportunity Grant (FSEOG) Program for the 1998-99 award year.

Q: Should Aleave Business College file a FISAP for the 2000-01 award year?

Q: Aleave Business College filed its FISAP by October 1, but later discovered an error on the FISAP. Can Aleave Business College correct the error? If so, what is the deadline for submitting the corrections to ED?

1. Part I: Identifying Information, Certifications, and Warning

- All schools must complete Part I of the FISAP. Parts I and II of the FISAP appear on pages 20 through 22 of this Guide.



Part I: Identifying Information, Certifications, and Warning

Part I of the FISAP:

- ♦ collects demographic information about school,
- ♦ requires certification that the information submitted on FISAP is true and accurate,
- ♦ warns certifying officials that FISAP is subject to an audit and program review by ED, and
- ♦ must be returned in paper form to ED.

3

2. Part II: Application to Participate



Part II: Application to Participate

Part II is used to:

- ♦ request campus-based funds and
- ♦ report institutional information on:
 - ▲ student enrollment,
 - ▲ tuition and fee assessments,
 - ▲ Federal Pell Grant and state aid expenditures, and
 - ▲ eligible applicants.

4

- The amount of funds an institution receives is determined by formulas contained in federal law and regulations.

a. Section A: Request for Funds

Notes



Part II, Section A: Request for Funds

- ◆ A school lists the amount of funds it wants to receive for each campus-based program in which it participates.
- ◆ If a school enters "0" for a program, it will not receive an allocation, even if eligible.

5

- A school should not request more funds for a program than it expects to use.



Part II, Section A: Request for Funds - Perkins

For the Federal Perkins Loan Program, schools must make two types of funding requests:

- ◆ level of expenditure (LOE)
 - ▲ total amount a school expects to use to make loans to students and pay administrative and collections costs
- ◆ federal capital contribution (FCC)
 - ▲ amount of new federal funds to be contributed to school's existing Federal Perkins Loan fund

6



Part II, Section A: Request for Funds - FSEOG and FWS

For the FSEOG and FWS Programs, schools request the amount of federal funds they need to:

- ◆ make FSEOG awards to students and pay FSEOG administrative costs in the upcoming year and
- ◆ make FWS awards to students to pay their earned compensation, cover allowable Job Location and Development Program expenditures in FWS, and pay FWS administrative costs.

7

- At least 7 percent of a school's FWS funds must be spent for community-service positions beginning with the 2000-01 award year.

b. Section B: Reserved for Future Use

- Schools skip this section.

c. Section C: FWS and/or FSEOG Institutional Share Waiver Request



Part II, Section C: FWS and/or FSEOG Institutional Share Waiver Request

- ◆ Completed only by schools that desire and qualify for a waiver of the nonfederal share requirement for the FWS and FSEOG Programs.
- ◆ Waiver request available to schools designated as an eligible school under Title III.

8

d. Section D: Federal Perkins Loan Program Liquidation Request



Part II, Section D: Liquidation Request

- ◆ Completed by schools that wish to withdraw from the Federal Perkins Loan Program.
- ◆ Schools must follow approved liquidation procedures outlined in "Dear Colleague" Letter CB-98-11(LD).

9

Notes

e. Section E: Waiver Request for Under Use of Funds

Notes



Part II, Section E: Waiver Request for Under Use of Funds

- ◆ A school returning to ED more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for an award year will automatically receive a reduction in its allocation for the following award year by the dollar amount returned.
- ◆ Section E is completed by a school requesting a waiver of penalty for returning campus-based funds.

10

- Each waiver request will be considered by an ED review panel.

f. Section F: Information on Enrollment



Part II, Section F: Information on Enrollment

- ◆ Used by ED to compute a school's campus-based program allocation.
- ◆ A school reports its enrollment information on the basis of whether it uses a traditional or non-traditional calendar.

11



Part II, Section F: Information on Enrollment (cont'd)

A school that uses a traditional calendar:

- ♦ has an academic year that consists of terms and admits students only once each term.

A school that uses a non-traditional calendar:

- ♦ admits students monthly or more frequently into a majority of its eligible programs, even if they attend classes on a quarter, trimester, or semester basis.

12

- Include any student enrolled in one or more undergraduate or graduate/professional classes, except students who were exclusively auditing classes.

g. Section G: Assessments and Expenditures



Part II, Section G: Assessments and Expenditures

- ♦ Used by ED to compute a school's need for campus-based program funds.
- ♦ A school reports tuition and fee revenues assessed for all students reported as enrolled in Section F of Part II.

13

- Assessed tuition and fee revenues include:
 - amounts charged and collected,
 - amounts charged but not collected, and
 - remissions or waivers of costs, even though not collected.

- A school should include only those fees that are charged to all students.
- If a school charges a total, inclusive fee for tuition, room, and board, it may not count the room and board portion of the fee in assessed revenues. It must allot a reasonable amount of the total fee to tuition only.
- If a school assesses and collects fees on behalf of a non-institutional agency, it may not count these fees in assessed revenues.

For example, student medical-insurance premiums collected by a school and passed on to an insurance company are not considered school-assessed revenues.



**Part II, Section G:
Assessments and
Expenditures (cont'd)**

- ♦ A school reports total Federal Pell Grant expenditures for the previous award year.
- ♦ A school reports information on state scholarships and grant expenditures for the previous award year.

14

- State awards include those from the state in which a school is located and those from other states.
- Robert C. Byrd Honors Scholarships and Paul Douglas Teacher Scholarships should not be reported.

h. Section H: Information on Eligible Aid Applicants

- Information is reported for students who enrolled at the institution for the previous award year and applied for financial aid.
- Any student who meets the definition of an “eligible aid applicant” must be included, even if the student received no financial aid funds.



***Part II, Section H:
Information on Eligible Aid
Applicants***

- ◆ A school reports information for eligible applicants on the basis of:
 - ▲ a student’s dependency status,
 - ▲ program classification, and
 - ▲ a student’s total family income.
- ◆ A school reports information for students with an automatic zero Estimated Family Contribution (EFC) separately.

15

- Backup documentation must be maintained at the school for three years after the end of the award year in which the report was submitted to ED.
- On page 13 you will find a quiz on the FISAP. Please take a few minutes to complete it.

Notes

Test Yourself

Quiz

FISAP

1. A school will automatically receive a reduction in its allocation for the following year if it returns more than what percentage of its Federal Perkins Loan funds in the previous year?

a. 2% b. 10% c. 5% d. 3%

2. For the Federal Perkins Loan Program, schools must request funding for the Expanded Lending Option (ELO) and the federal capital contribution (FCC). True or False?

3. To help determine a school's allocation, ED uses the school's:

a. enrollment information c. expenditures
b. assessments d. all of the above

4. Information is reported on the FISAP for students who enrolled at the school for the previous award year and applied for financial aid, even if the student received no financial aid funds. True or False?

5. Braxton University has:
 - ◆ 5,200 undergraduate students
 - ◆ 2,090 graduate students
 - ◆ 850 professional students
 - ◆ 500 students exclusively auditing classes

Which group of students will not be included in Section F?

B. ALLOCATION PROCESS

Notes _____



Allocating Funds

ED calculates a school's allocation of funds on the basis of:

- ◆ allocation formulas prescribed in federal law and
- ◆ funding appropriated by Congress.

16

CAMPUS-BASED ALLOCATIONS

Effective	Base Guarantee	Pro-Rata Share Amount	Fair Share
Through 1999-2000	Amount received in 1985-86	yes	yes
Beginning 2000-01 award year	1999-2000 base* plus 1999-2000 pro-rata share	eliminated	yes

* Base guarantee will be zero for a specific award year for any institution with a cohort default rate of 25 percent or more in the Federal Perkins Loan Program.

- *The Blue Book*, page 3-2, also has information about the allocation process.



Notice of Funding

- ◆ By April 1, ED sends schools electronically an “Official Notice of Funding.”
- ◆ This notice is a school’s authorization to spend up to the amount of federal funds listed for each campus-based program in which it participates and for which it has requested funds.

17

- If a school does not use its total allocation of campus-based funds during an award year, it is required to return the unexpended allocation to ED so the money can be reallocated to other schools.



Release of Funds

- ◆ In August, ED requests the release of a school’s unexpended allocated funds. A school completes the reallocation form, now a part of the FISAP software.
- ◆ If a school releases more than 10 percent of its allocation, the allocation for that program will be reduced by that same amount the next award year.
- ◆ If the school can show just cause for returning the funds, it can submit a waiver request to ED.

18



UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Regional

991689

HUSSON COLLEGE

ONE COLLEGE CIRCLE

BANGOR

ME 04401

DATE: MARCH 15, 1999

OFFICIAL NOTICE OF FUNDING THE FEDERAL SUPPLEMENTAL EDUCATIONAL
OPPORTUNITY GRANT, FEDERAL WORK-STUDY AND/OR FEDERAL PERKINS LOAN PROGRAMS

GRANT PERIOD: JULY 1, 1999 THROUGH JUNE 30, 2000

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM

DOCUMENT NUMBER: P007A991689

\$373,635

PROJECT CODE: H300072

APPROPRIATION NO: 919/00200 O.C.C. 4110L

FEDERAL WORK-STUDY PROGRAM

DOCUMENT NUMBER: P033A991689

\$210,097

PROJECT CODE: H400333

APPROPRIATION NO: 919/00200 O.C.C. 4110L

FEDERAL PERKINS LOAN PROGRAM

LEVEL OF EXPENDITURE: \$250,000

DOCUMENT NUMBER: P038A991689

FEDERAL CAPITAL CONTRIBUTION \$32,799

PROJECT CODE: H500381

APPROPRIATION NO: 919/00200 O.C.C. 4110L

600 INDEPENDENCE AVE., S.W. WASHINGTON, D.C. 20202

PAYMENTS UNDER THIS AWARD WILL BE MADE AVAILABLE THROUGH THE DEPARTMENT OF EDUCATION (ED) PAYMENT MANAGEMENT SYSTEM ADMINISTERED BY THE ED OFFICE OF MANAGEMENT AND BUDGET/CHIEF FINANCIAL OFFICER. INQUIRIES REGARDING PAYMENT SHOULD BE DIRECTED TO:

DEPARTMENT OF EDUCATION
ACCOUNTING AND FINANCIAL MANAGEMENT SERVICE
600 INDEPENDENCE AVENUE, S.W.
WASHINGTON, D.C. 20202-4331

A handwritten signature in black ink, reading "Michele L. Selvage". The signature is written in a cursive style with a large, sweeping initial "M".

MICHELE L. SELVAGE, DIRECTOR
INSTITUTIONAL FINANCIAL MANAGEMENT DIVISION
ACCOUNTING AND FINANCIAL MANAGEMENT SERVICE



UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education

991689

HUSSON COLLEGE
ONE COLLEGE CIRCLE
BANGOR

ME 04401

DATE: SEPTEMBER 18, 1999

OFFICIAL NOTICE OF FUNDING THE FEDERAL SUPPLEMENTAL EDUCATIONAL
OPPORTUNITY GRANT, FEDERAL WORK-STUDY AND/OR FEDERAL PERKINS LOAN PROGRAMS

GRANT PERIOD: JULY 1, 1999 THROUGH JUNE 30, 2000

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM

ADJUSTMENT	ADJUSTED AWARD
\$1,298	\$374,933

DOCUMENT NUMBER: P007A991689

PROJECT CODE: H300072 APPROPRIATION NO: 919/00200 O.C.C. 4110L

FEDERAL WORK-STUDY PROGRAM

DOCUMENT NUMBER:

PROJECT CODE: APPROPRIATION NO: O.C.C. 4110L

FEDERAL PERKINS LOAN PROGRAM

LEVEL OF EXPENDITURE:

DOCUMENT NUMBER:

FEDERAL CAPITAL
CONTRIBUTION

PROJECT CODE: APPROPRIATION NO: O.C.C. 4110L

600 INDEPENDENCE AVE., S.W. WASHINGTON, D.C. 20202

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MICHELE L. SELVAGE, DIRECTOR

APPENDIX

ED form 646-1
OMB No 1840-0073
Expires 03/31/2002

FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE (FISAP)
REPORT: AWARD PERIOD JULY 1, 1998 - JUNE 30, 1999; APPLICATION: AWARD PERIOD JULY 1, 2000 - JUNE 30, 2001

PART I. IDENTIFYING INFORMATION, CERTIFICATIONS AND WARNING

SECTION A. IDENTIFYING INFORMATION

1a. NAME AND ADDRESS OF INSTITUTION

2a. DUNS# _____

2b. SERIAL# _____ 2c. OPEID# _____

1b. MAILING ADDRESS (if different from 1a)

3. TYPE OF INSTITUTION (SELECT ONE)

- 3.1 PUBLIC
- 3.2 PRIVATE/NON-PROFIT
- 3.3 PROPRIETARY

- A) ART D) TRADE & TECHNICAL
- B) BUSINESS E) OTHER
- C) COSMETOLOGY

4. LENGTH/TYPE OF LONGEST PROGRAM (SELECT ONE)

- 4.1 LESS THAN 1 YEAR 4.5 4 YEARS
(NO HIGHER THAN A BACCALAUREATE DEGREE)
- 4.2 1 YEAR BUT LESS THAN 2 YEARS
- 4.3 2 YEARS BUT LESS THAN 3 YEARS
- 4.4 3 YEARS BUT LESS THAN 4 YEARS 4.6 5 YEARS OR MORE
- 4.7 POSTBACCALAUREATE ONLY

5. ADDITIONAL LOCATIONS:

INSTITUTIONS WITH SEPARATELY ELIGIBLE ADDITIONAL LOCATIONS WHICH WILL BE FUNDED UNDER THIS APPLICATION MUST LIST THESE LOCATIONS AND THEIR ADDRESSES AND OPEID#'S ON THE SCREEN. YOU MAY NOT FILE A SEPARATE APPLICATION FOR ANY SEPARATELY ELIGIBLE INSTITUTION LISTED HEREIN.

WE HAVE ENTERED A LIST OF SEPARATELY ELIGIBLE ADDITIONAL LOCATIONS INCLUDED IN THIS APPLICATION.	YES	NO
	_____	_____

SECTION B. CERTIFICATIONS AND WARNING

WE CERTIFY THAT THE INFORMATION CONTAINED IN THIS FISAP IS IN COMPLIANCE WITH GOVERNING LEGISLATION AND REGULATIONS AND IS TRUE AND ACCURATE TO THE BEST OF OUR KNOWLEDGE. WE UNDERSTAND THAT THE INFORMATION IS SUBJECT TO AUDIT AND PROGRAM REVIEW BY REPRESENTATIVES OF THE SECRETARY OF EDUCATION.

 * WARNING: ANY PERSON WHO KNOWINGLY PROVIDES FALSE OR *
 * MISLEADING INFORMATION ON THIS FISAP WILL BE SUBJECT TO A *
 * FINE OF UP TO \$10,000 OR IMPRISONMENT OF UP TO 5 *
 * YEARS OR BOTH UNDER PROVISIONS OF THE UNITED STATES *
 * CRIMINAL CODE TITLE 18 SECTION 1001. *

6. CHIEF EXECUTIVE OFFICER (PRESIDENT, CHANCELLOR, OWNER, ETC.)

SIGNATURE _____
TYPED NAME _____

DATE SIGNED _____
TELEPHONE NO () - -
FAX PHONE NO () - -

7. FINANCIAL AID ADMINISTRATOR

SIGNATURE _____
TYPED NAME _____
E-MAIL ADDRESS _____

DATE SIGNED _____
TELEPHONE NO () - -
FAX PHONE NO () - -

8. CHIEF FISCAL OFFICER

SIGNATURE _____
TYPED NAME _____

DATE SIGNED _____
TELEPHONE NO () - -
FAX PHONE NO () - -

9. NAME & ADDRESS OF PRIVATE FINANCIAL AID CONSULTANT FIRM

NAME: _____
ADDRESS 1 _____
ADDRESS 2 _____
CITY: _____ STATE: _____ Zip: _____

APPLICATION, PART II
NAME OF INSTITUTION: _____ DUNS# _____
STATE: _____

PART II. APPLICATION TO PARTICIPATE FOR AWARD YEAR JULY 1, 2000 THROUGH JUNE 30, 2001

SECTION A. REQUEST FOR FUNDS FOR THE 2000-2001 AWARD YEAR

- 1. FEDERAL PERKINS LOAN LEVEL OF EXPENDITURES \$ _____
- 2. FEDERAL PERKINS LOAN FEDERAL CAPITAL CONTRIBUTION \$ _____
- 3. FSEOG FEDERAL FUNDS \$ _____
- 4. FWS FEDERAL FUNDS \$ _____

SECTION B. RESERVED FOR FUTURE USE

- 5. RESERVED FOR FUTURE USE

SECTION C. FWS AND/OR FSEOG INSTITUTIONAL SHARE WAIVER REQUEST

(APPLIES ONLY TO CERTAIN INSTITUTIONS; SEE INSTRUCTIONS)

- 6. MY INSTITUTION WISHES TO APPLY FOR A WAIVER BECAUSE OUR INSTITUTION IS DESIGNATED AS ELIGIBLE FOR TITLE III.
 - 6.1 FWS YES NO
 - 6.2 FSEOG YES NO

SECTION D. FEDERAL PERKINS LOAN PROGRAM LIQUIDATION REQUEST

(APPLIES ONLY TO CERTAIN INSTITUTIONS; SEE INSTRUCTIONS)

- 7. MY INSTITUTION WISHES TO DISCONTINUE PARTICIPATION IN THE FEDERAL PERKINS LOAN PROGRAM.
 YES NO

SECTION E: WAIVER REQUEST FOR THE UNDER USE OF FUNDS

MY INSTITUTION HAS RETURNED MORE THAN 10 PERCENT OF ITS FEDERAL PERKINS LOAN, FSEOG, OR FWS ALLOCATION FOR THE 1998-1999 AWARD YEAR.

- 8. MY INSTITUTION WISHES TO APPLY FOR A WAIVER OF THE PENALTY FOR THE UNDER USE OF FUNDS AND HAS PROVIDED A WRITTEN EXPLANATION OF THE CIRCUMSTANCES ON THE ADDITIONAL INFORMATION SCREEN.
 YES NO

APPLICATION, PART II
NAME OF INSTITUTION: _____ DUNSH# _____
STATE: _____

SECTION F. INFORMATION ON ENROLLMENT

9. MY INSTITUTION HAS A TRADITIONAL CALENDAR YES NO

INSTITUTIONS WITH A TRADITIONAL CALENDAR THAT HAD
1998-1999 ENROLLMENT, FILL IN FIELD 10

INSTITUTIONS WITH A NON-TRADITIONAL CALENDAR THAT HAD
1998-1999 ENROLLMENT, FILL IN FIELDS 13 THROUGH 25

	(A) UNDERGRADUATE	(B) GRADUATE/PROFESSIONAL
10. TOTAL NUMBER OF STUDENTS, 1998-1999	_____	_____
INSTITUTIONS THAT DID NOT HAVE 1998-1999 ENROLLMENT, FILL IN FIELDS 11 AND 12		
	(A) UNDERGRADUATE	(B) GRADUATE/PROFESSIONAL
11. ESTIMATED NUMBER OF STUDENTS, 1999-2000	_____	_____
12. PROJECTED NUMBER OF STUDENTS, 2000-2001	_____	_____

	(A) CONTINUING STUDENTS	(B) NEW STARTS
13. JULY 1, 1998	_____	_____
14. AUGUST 1	_____	_____
15. SEPTEMBER 1	_____	_____
16. OCTOBER 1	_____	_____
17. NOVEMBER 1	_____	_____
18. DECEMBER 1	_____	_____
19. JANUARY 1, 1999	_____	_____
20. FEBRUARY 1	_____	_____
21. MARCH 1	_____	_____
22. APRIL 1	_____	_____
23. MAY 1	_____	_____
24. JUNE 1, 1999	_____	_____
25. TOTAL	_____	_____

SECTION G. ASSESSMENTS AND EXPENDITURES

26. TOTAL TUITION AND FEES FOR THE AWARD YEAR JULY 1, 1998 - JUNE 30, 1999
27. TOTAL FEDERAL PELL GRANT EXPENDITURES FOR THE 1998-1999 AWARD YEAR
28. TOTAL EXPENDED FOR STATE GRANTS AND SCHOLARSHIPS MADE TO UNDERGRADUATES FOR THE AWARD YEAR JULY 1, 1998 TO JUNE 30, 1999

	(A) UNDERGRADUATE	(B) GRADUATE/PROFESSIONAL
	\$ _____	\$ _____
	\$ _____	
	\$ _____	

SECTION H. INFORMATION ON ELIGIBLE AID APPLICANTS FOR AWARD YEAR 1998-1999

	DEPENDENT			INDEPENDENT		
	(A)	(B)	(C)	(D)	(E)	(F)
	WITHOUT 1ST PROFESSIONAL	WITH DEGREE	LESS THAN FULL TIME	WITHOUT 1ST PROFESSIONAL	WITH DEGREE	GRADUATE/PROFESSIONAL
29. STUDENTS WITH AN 'AUTOMATIC' ZERO EFC	_____	_____	_____	_____	_____	_____

TAXABLE & UNTAXED INCOME

30. \$ 0 - \$ 2,999	_____	_____	_____
31. \$ 3,000 - \$ 5,999	_____	_____	_____
32. \$ 6,000 - \$ 8,999	_____	_____	_____
33. \$ 9,000 - \$11,999	_____	_____	_____
34. \$12,000 - \$14,999	_____	_____	_____
35. \$15,000 - \$17,999	_____	_____	_____
36. \$18,000 - \$23,999	_____	_____	_____
37. \$24,000 - \$29,999	_____	_____	_____
38. \$30,000 - \$35,999	_____	_____	_____
39. \$36,000 - \$41,999	_____	_____	_____
40. \$42,000 - \$47,999	_____	_____	_____
41. \$48,000 - \$53,999	_____	_____	_____
42. \$54,000 - \$59,999	_____	_____	_____
43. \$60,000 & OVER	_____	_____	_____
44. TOTAL	_____	_____	_____

TAXABLE & UNTAXED INCOME

\$ 0 - \$ 999	_____	_____	_____
\$ 1,000 - \$ 1,999	_____	_____	_____
\$ 2,000 - \$ 2,999	_____	_____	_____
\$ 3,000 - \$ 3,999	_____	_____	_____
\$ 4,000 - \$ 4,999	_____	_____	_____
\$ 5,000 - \$ 5,999	_____	_____	_____
\$ 6,000 - \$ 7,999	_____	_____	_____
\$ 8,000 - \$ 9,999	_____	_____	_____
\$10,000 - \$11,999	_____	_____	_____
\$12,000 - \$13,999	_____	_____	_____
\$14,000 - \$15,999	_____	_____	_____
\$16,000 - \$17,999	_____	_____	_____
\$18,000 - \$19,999	_____	_____	_____
\$20,000 & OVER	_____	_____	_____
TOTAL	_____	_____	_____