

# Calculating Federal Pell Grant Award Amounts—Credit Hours Without Terms and Clock Hours

**Time Estimate:**

Lecture 40 minutes

Exercises 35 minutes

Total Time 75 minutes

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

- *calculate students' Pell Grant disbursements for programs offered in credit hours without terms and programs offered in clock hours.*

## INTRODUCTION

In this session, we'll spend most of the time on how to calculate Federal Pell Grant awards.

Before we begin, let's make sure you're in the right group.

- This group, Session 18b, is for schools with programs offered in credit hours without terms or programs offered in clock hours.
- Session 18a, in Room \_\_\_\_\_, is for schools with programs that are term-based using credit hours.

» Give the participants a few minutes to join the appropriate group.

Now that you know you're in the right place, we're ready to begin the process of calculating Pell Grant awards.

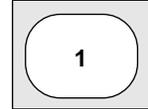
## CALCULATING FEDERAL PELL GRANTS

As discussed in previous sessions, Pell Grant eligibility is determined by ED according to a statutory formula.

However, it is up to the financial aid administrator (FAA) to calculate the actual Pell Grant award and disburse the proper amount at the appropriate time.

**Instructor's Notes**

To do this, you need to consider many important pieces of information, including: (OH 1)



- the eligible nine-month EFC from a valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR);
- the academic year for the student's program of study;
- the full academic year cost of attendance (COA) for the student's program of study;
- the student's enrollment status; and
- the length of the student's period of enrollment.

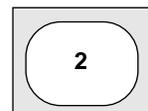
To calculate a student's Federal Pell Grant, the school must

- define the academic year for the student's program of study and
- select the appropriate formula for calculating the student's award.

We reviewed the SAR in Session 14. In this session, we'll first look at several key definitions. We'll discuss the five formulas for calculating Pell Grant payments, and we'll go through the five steps for calculating a Pell Grant for the formula most used by your types of institutions—Formula 4. Finally, we'll look at some special considerations, methods and timing of Pell Grant disbursements, and recalculating Pell Grant awards.

**Academic Year and Award Year**

For Title IV purposes, there are minimum requirements for an academic year, which are outlined in the chart on page 3 of your Workbook. The minimum completion requirements are defined by law. They are: (OH 2)



**PW 3**

**Statutory Definition of an Academic Year**

Academic Progress Measured By:	Minimum Completion Requirement*	Minimum Instructional Time Requirement
Semester hours	24 semester hours	30 weeks
Trimester hours	24 trimester hours	30 weeks
Quarter hours	36 quarter hours	30 weeks
Clock hours	900 clock hours	30 weeks

\* Number of hours that a student enrolled full time is expected to complete in a full academic year.

- 24 semester or trimester hours,
- 36 quarter hours, or
- 900 clock hours.

The minimum length at which you can define the academic year for a given program is 30 weeks. An academic year begins on the first day of classes and ends on the last day of classes or examinations. Keep in mind that the actual weeks of instructional time may be less than 30; however, your *definition* of the academic year may not be.

An award year begins on July 1 and ends on June 30. The Free Application for Federal Student Aid (FAFSA) must be processed by June 30 for a student to receive Title IV aid for that award year.

**Scheduled and Annual Pell Grant Awards**

The Pell Grant Scheduled Award is the maximum Pell Grant amount a student may receive for full-time enrollment for an academic year. It is taken from the Federal Pell Grant Full-Time Payment Schedule. Look in your Workbook on page 10 to see the full-time Pell Grant payment schedule for the 1998-99 award year. [IG, pg. 23]

Scheduled Awards

**PW 10**

**Instructor's Notes**

A student will receive less than the Pell Grant Scheduled Award if:

- the student enrolls for less than full time or
- the student attends for less than a full academic year by either of the academic year measurements (weeks of instructional time or credit/clock hours).

For students enrolled in clock-hour or nonterm programs, the Scheduled Award and annual award are always the same because the school always uses the Full-Time Payment Schedule. For example, the Full-Time Payment Schedule would be used even if a student were enrolled less than full time.

**FORMULAS FOR CALCULATING PELL GRANTS**

There are five formulas for calculating a Pell Grant payment. A chart, "Selecting Federal Pell Grant Formulas," is on page 7 of your Workbook. [IG, pg. 22]

✓ 34 CFR 690.63

**PW 7**

Depending on the structure and length of a student's program of study, the school calculates the amount of the Pell Grant payment using one of the following five formulas.

- Formulas 1, 2, and 3 apply to term-based, credit-hour programs.
- Formula 4, on which we will focus during this session, applies to clock-hour programs or credit-hour programs without terms.
- Formula 5 applies only when students are enrolled in correspondence programs that do **not** include a residency requirement. (Refer to Chapter 4, Section 3, of the Handbook for details on this formula.) It's rarely used by most FAAs.

## FIVE BASIC CALCULATION STEPS

No matter what formula you use, there are five basic steps to determine the Pell Grant award and the payment periods. These steps are shown in the overhead and on page 4 of your Workbook: (OH 3)

1. Determine enrollment status.
2. Calculate the Pell Grant COA.
3. Determine the annual award.
4. Determine the payment periods.
5. Calculate the payment for each payment period.

Using Formula 4, we will now examine the five steps in calculating Federal Pell Grant awards.

Please turn to Chapter 4, page 4-96 in the Handbook, and follow along with me as I walk you through the steps for Formula 4.

### ***Step 1. Determine Enrollment Status***

For each payment period within the award year, a school first determines whether the student is enrolled:

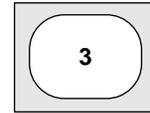
- (1) at least half time or
- (2) less-than-half time.

The student's enrollment status:

- is the basis to determine the cost components used to calculate the student's Pell Grant cost of attendance, and
- is determined by the number of credit hours or clock hours for which the student enrolls.

For Title IV purposes, the school must always apply its Title IV standards consistently to all students enrolled in the same program of study.

## Instructor's Notes



**PW 4**

5 steps to determine  
Pell Grant Award

**Step 2. Calculate the Pell Grant COA**

Schools must use the same components for calculating a student's COA for the Federal Pell Grant Program as for other Title IV programs. The general rule is that the Pell Grant COA is always based on the costs for a full-time student for a full academic year.

If the number of credit or clock hours of an educational program is longer or shorter than the school's academic year or less than the statutory minimum completion requirement, costs must be prorated so that they apply to one full academic year.

Also, costs must be prorated if the program has instructional time that is different from the school's standard for a full academic year or less than the statutory 30 weeks of instruction.

Prorating involves adjusting the COA so that it conforms to both the credit/clock hour and instructional time standards for a full academic year. The COA is multiplied by the lesser of the two fractions.

The fractions you use to prorate COA are on the worksheet page 8 of your Workbook.

- The numerator of each fraction refers to the program's definition of the academic year.
  - All schools must define their academic year as the statutory minimum of 30 weeks and 24 credit hours or 36 quarter hours.
- The denominator of each fraction reflects the actual number of weeks or hours of instructional time for which the COA applies.

Notice that if the actual weeks or hours of instructional time is less than the definition of an academic year, the fraction will be greater than one (1). In this case, your COA will be increased, as it should be, to equal the costs of one full year.

**PW 8**

**Instructor's Notes**

- If the actual weeks or hours of instructional time is **greater than** the definition of academic year, your COA will be decreased to equal the costs of one full year.

**Exercise A—Steps 1 and 2 (Formula 4)**

Let's practice the first two steps by doing Exercise A on page 8 of your Workbook.

**PW 8**

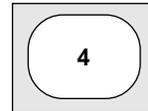
- » Allow participants 3 minutes to complete Exercise A, then review the answers. Fill in the overhead slide, as indicated in the text solution, as participants give answers.

**Q1: What is Helen's enrollment status?**

**A: At least half time**

**Q2: What is Helen's Pell Grant COA?**

**A: \$6,230. You arrive at that figure as follows: (OH 4)**



Since Helen's program is shorter than an academic year, her

Take the lesser of:

# of hours in program's AY (900)	and	# of weeks in program's AY (30)
# of hours for which costs apply (800)		# of weeks for which costs apply (24)
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">1.125</div>	and	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">1.25</div>

Multiply:

COA (\$5,538) X 900/800 (the lower fraction) = \$6,230

COA must be prorated up to reflect one academic year.

**Step 3. Determine the Annual Award**

The Scheduled Award is the Federal Pell Grant amount that would be paid to a full-time student who attended for a full academic year.

✓ 34 CFR 690.2

**Instructor's Notes**

The Scheduled Award actually represents the maximum amount of a student's entitlement for any given award year.

- A student may not be paid more than the Scheduled Award for an award year.\*

The Scheduled Award is available from the Pell Grant Full-Time Payment Schedule and is also called an annual student's award. It only changes if there is a change in the Expected Family Contribution (EFC) or Pell Grant COA.

- To use the schedule, you need the student's EFC and Pell Grant cost of attendance.

Now turn to page 9 in your Workbook, and we'll look at Exercise B together.

**Exercise B—Step 3**

As we determined in Exercise A, Helen is a full-time student with a prorated COA of \$6,230. Her EFC is 375.

**Q:** What is Helen's annual award?

**A:** From the full-time schedule, Helen's annual award is \$2,650 (OH 5).

For credit-hour programs without terms and clock-hour programs, you always use the Full-Time Payment Schedule for all students.

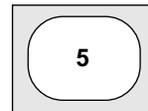
- The Full-Time Payment Schedule is used whether the student's enrollment status is full-time or less-than-full time.

This is because, in these programs, the end of a payment period is on the basis of student progress (the completion of clock hours or credit hours) rather than on the basis of the end of a term.

Do you have any questions so far?

\*The Higher Education Amendments of 1992 provided for a student to receive two Pell Grants in a 12-month period under certain circumstances. However, due to lack of funding, this has not been put in place.

**PW 9**



**Instructor's Notes**

***Step 4. Determine the Payment Periods***

Regulations on cash management, published November 29, 1996, provide new guidance on determining payment periods.

A program's academic year must be divided into payment periods. Federal Pell Grant awards must be paid in installments to help meet the student's costs in each payment period. The payment period defines the frequency

**Instructor's Notes**

- For the final portion of the program that is less than an academic year but greater than half of an academic year in length, each payment period is the time in which the student completes one-half of the credit or clock hours remaining in the program;
- For the final portion of the program that is less than or equal to half an academic year, the payment period is simply the remainder of the program.

**Drill—Determining Payment Periods (Formula 4)**

Now turn to the Drill—“Determining Payment Periods,” beginning on page 14 of your Workbook.

**PW 14**

**Q1:** Jill is enrolled in a program that requires 1,500 credit hours to complete. What are her payment periods?

**A:** Two payment periods of 450 hours in academic year 1. Two payment periods of 300 hours in academic year 2.

**Q2:** Phyllis is enrolled in a program that requires 2,000 credit hours. What are her payment periods?

**PW 15**

**A:** Two payment periods of 450 hours in academic year 1. Two payment periods of 450 hours in academic year 2. One payment period of 200 hours in academic year 3.

For any nonterm credit-hour program and any clock-hour program, the student must complete all credit or clock hours scheduled before receiving the next disbursement.

Regulations permit the school to establish more frequent payment periods (for example, monthly) but still require that the payment periods contain substantially equal credit hours or clock hours.

**Instructor's Notes**

**Exercise C—Step 4 (Formula 4)**

Now let's determine Helen's payment periods. Please turn to Exercise C on page 16 of your Workbook. Take a minute to determine Helen's payment periods.

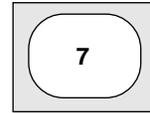
**PW 16**

» Give participants 1 minute to complete Exercise C.

Helen's program is 800 clock hours.

**Q: How many payment periods are in Helen's program and how many clock hours are in each one?**

**A: Helen has two payment periods of 400 clock hours each. (OH 7)**



***Step 5. Calculate Payment for Each Payment Period***

Once we know the payment periods, we can calculate the Pell Grant payment for each period.

Before we calculate payments, though, remember that a student can only receive one scheduled award in any award year.\*

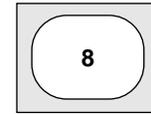
Also, remember that before making any Federal Pell Grant disbursements you must check to see if there were any previous payments in the award year, because the total of all disbursements within an award year cannot exceed the scheduled award.

Finally, you must check eligibility criteria, such as whether the student is making satisfactory academic progress, before disbursement.

\*The Higher Education Amendments of 1992 provided for a student to receive two Pell Grants in a 12-month period under certain circumstances. However, due to lack of funding, this has not been put in place.

**Instructor's Notes**

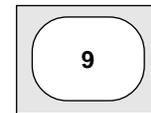
To calculate a student's payment for the payment period, the school must perform the following two calculations:



1. Payment = Annual award x the lesser of: (OH 8)

<p><b>Weeks of instructional time for a full-time student to complete hours in program</b></p> <hr style="width: 80%; margin: auto;"/> <p>Weeks of instructional time in program's definition of academic year*</p> <p style="text-align: center;"><b>OR</b></p> <p>Weeks of instructional time for a full-time student to complete the hours in school's definition of academic year**</p> <hr style="width: 80%; margin: auto;"/> <p>Weeks of instructional time in program's definition of academic year*</p> <p style="text-align: center;"><b>OR</b></p> <p>1 (one)</p>
<p><small>*An academic year of at least 30 weeks of instructional time.</small></p> <p><small>**An academic year of at least 24 credit hours, 36 quarter hours, or 900 clock hours.</small></p>

2. Multiply the resulting amount from the above calculation by the following fraction: (OH 9)



<p>Credit/clock hours in a payment period</p> <hr style="width: 80%; margin: auto;"/> <p>Credit/clock hours in program's definition of academic year*</p>
<p><small>*An academic year of at least 30 weeks of instructional time.</small></p>

The resulting amount is the payment for a payment period.

**Exercise D—Step 5 (Formula 4)**

Now let's calculate Helen's Pell Grant disbursements. Please turn to pages 17 and 18 of your Workbook to Exercise D. Take a few minutes to do the exercise.

- » Allow participants 3 minutes to do the exercise. Then ask the following questions.

**PW 17-18**

**Instructor's Notes**

**Q1: What is the fraction for the weeks of Helen's program?**

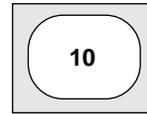
**A1: The "weeks of a program fraction" is  $\frac{24}{30}$ .**

**Q2: What is the fraction for the weeks of the academic year?**

**A2: The "weeks of an academic year fraction" is  $\frac{30}{30}$ .**

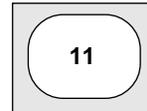
**Q3: What is Helen's Pell Grant payment amount?**

**A3: Multiply the annual award by the lesser of these two fractions, which is  $\frac{24}{30} \times \$2,650$  and equals \$2,120. (OH 10)**



**Q4: How much is Helen's Pell Grant payment for the first payment period?**

**A4: The payment for the first payment period will be \$943 ( $\$2,120 \times \frac{400}{900}$ ). (OH 11)**



**Q5: What about for the second payment period?**

**A5: \$942.**

This case study has two payment periods that require rounding. Therefore, the first disbursement is rounded up and the last is rounded down. The rules for rounding are on page 5 of your Workbook.

**PW 5**

**Instructor's Notes**

Students may not be paid for a new payment period until they have completed all of the hours for which payment has been made and they are making satisfactory academic progress.

- Let's take as an example a 900-clock-hour program with two 450-hour payment periods.
- A student cannot receive a Pell Grant payment for the second 450-clock-hour payment period until completing all 450 clock hours of the first payment period and beginning to attend the second payment period.
- This is true regardless of how much time it takes the student to complete the first 450 clock hours.

In nonterm credit-hour and clock-hour programs, there must be a system for taking attendance and documenting hours completed, as payment depends on the number of clock hours completed and attendance is necessary for completing clock-hour calculations. A school may take into consideration excused absences in its written attendance policy.

Even if students all begin a program on the same day, their second payment periods may start on different days, unless they all complete the hours in the first payment period on the same day.

Are there any questions about the five steps to calculating a Federal Pell Grant award?

**Instructor's Notes**

**CASE STUDY**

Now try a case study in which you will use all five steps of Formula 4 to determine the payment amounts for Zoe. It's on pages 18 through 20 of your Workbook. Take about 15 minutes to do the case study

» Ask the following questions, using the overheads for each step. Reveal the answers only after the participants have answered the questions. (OHs 8-12)

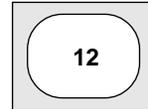
**PW 18-20**

**Step 1—Determine Enrollment Status (OH 12)**

**Q: What is Zoe's enrollment status?**

**A: At least half time.**

**For clock-hour programs, enrollment status is used to establish the components used in the cost of attendance. Less-than-half-time for clock-hour programs is fewer than 12□ clock hours per week of instruction.**

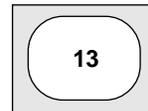


**Step 2—Calculate Cost of Attendance (OH 13)**

**Q: What are the two ratios for Step 2, and what is the total prorated COA for the academic year?**

**A: The ratio of weeks is  $\frac{30}{28}$ , and the ratio of hours is  $\frac{900}{840}$ .**

**In this case they are the same (~1.07). The \$9,807 COA is multiplied by either fraction to arrive at the prorated COA of \$10,508.**

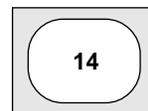


**Note to Instructor:** Multiplying fractions and whole numbers in Pell calculations does not involve using decimal equivalents.

**Step 3—Determine Annual Award (OH 14)**

**Q: What is the annual award?**

**A: Using an EFC of 168 and a COA of \$10,508, the full-time annual award from the Payment Schedule is \$2,850.**

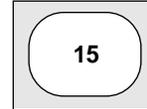


**Instructor's Notes**

**Step 4—Determine Payment Periods (OH 15)**

**Q: What are the program payment periods?**

**A: The program is 840 clock hours so each payment period is 420 hours.**



**Step 5—Calculate Payment for a Payment Period (OH 16)**

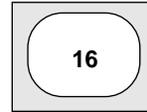
**Q: What fraction do you use to adjust the annual award for the reduced number of weeks in this particular program?**

**A: The annual award (\$2,850) is multiplied by  $28/30$  to arrive at \$2,660.**

**Q: What fraction do you use to determine the payment per period?**

**A: \$2,660 is multiplied by  $420/900$  at arrive at a payment of \$1,242. You would round up for the first payment, and round down for the second payment period.**

**Remember, the second payment of \$1,241 cannot be made until the student has completed 420 clock hours.**



What questions do you have about the case study?

Now let's discuss expected disbursements.

**EXPECTED DISBURSEMENTS**

The expected disbursement is the sum of all the Pell Grant payments that you actually expect to make to a student during an award year.

The expected disbursement may be less than the annual award—for example, if the student's program is less than an academic year.

The total of all payments for all payment periods during a given academic year in the expected disbursement must never exceed the scheduled award.

## SPECIAL CONSIDERATIONS IN CALCULATING AWARDS

### Crossover Payment Periods

An award year runs from July 1 of one year to June 30 of the next year. (OH 17)

- Payment periods do not always fall entirely in one award year.
- Suppose a student enrolls in a 900-clock-hour program on January 4, 1998, in the 1997-98 award year. The school defines an academic year as 900 clock hours and 30 weeks of instructional time.
- The student's second payment period is expected to begin on May 24, still in the 1997-98 award year, and continue into the 1998-99 award year, ending on September 30, 1998. Thus, the second payment period crosses over July 1, 1998.\*

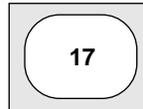
A payment period like this, which falls partly into each of the two award years, is called a "crossover payment period."

How many of your schools have crossover payment periods?

- » Comment on the number of participants whose schools have crossover periods.

There are a number of different ways for handling crossover payment periods.

- If more than 6 months of a payment period falls in one award year, the funds must be paid from that award year.



\*The student's true start date for her second payment period depends on when she completes her first 450 hours.

- If not, schools may make a payment from funds of either award year, provided that the school has valid Pell Grant payment documentation for the award year chosen and the student has remaining eligibility from the annual award for that award year.
  - For each student, the school is required to designate the award year in which the payment period will be placed.

Are there any questions?

### **Transfer Students**

Special consideration must also be made for a student transferring to your school during an award year who already received some Pell Grant money for that award year from his or her previous school.

The student's NSLDS data or financial aid transcript (FAT) will show the Scheduled Award and total Pell Grant disbursements received for the current award year.

- First determine what percentage of the Scheduled Award the student received at the previous school for the current award year.
- Then determine the student's Scheduled Award for your school and subtract the award percentage the student received at the previous school.
  - For example, if a student received 60% of his or her Scheduled Award while at the previous school, he or she is only eligible for 40% of the Scheduled Award at your school.

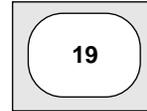
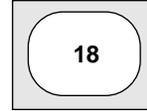
### **Special Program Considerations**

You should be aware of a number of special considerations in calculating Pell Grant awards.

**Instructor's Notes**

These considerations include: (OH 18)

- consortium agreements (among eligible schools),
- cooperative education,
- correspondence study combined with regular study,
- foreign study,
- incarcerated students, (OH 19)
- job training (JTPA) programs,
- remedial course work, and
- summer mini-sessions.



Do any of these special considerations apply to any programs at your school? Which ones?

» Take 1 or 2 minutes to let participants briefly mention and comment on special considerations that apply to their schools.

You need to be aware of these special considerations and to consult the Handbook if they arise.

## **METHODS AND TIMING OF PELL GRANT DISBURSEMENTS**

All the student eligibility criteria we discussed in Session 6 must be checked before making each Federal Pell Grant disbursement.

A school may disburse a Pell Grant to a student by:

- giving a check or cash directly to the student,
- making an electronic funds transfer (EFT)\* to the student's bank account, or
- crediting the student's school account.

\*The school must receive the student's written authorization **before** transferring funds electronically.

**Instructor's Notes**

Credit disbursements made to the student's school account must be limited to tuition, fees, and room and board contracts, unless the student authorizes a credit for other goods and services in writing.

- You must have documentation of the student's authorization.

It is important to make disbursements at the appropriate times to avoid any liability or misuse of Title IV funds.

If a student has registered for a payment period, you have the option of making the disbursement before the start of the payment period.

- For the first payment period, the earliest that you can credit a student's account or directly disburse cash or a check to a registered student is 10 days before the first day of the enrollment period or the payment period.
- In a clock-hour program and a non-term credit hour program, subsequent disbursements cannot be made until the student has completed the hours for which he or she has already been paid.

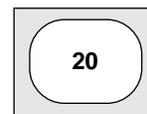
If you credit a student's account or pay the student before classes begin and the student never shows up for class, the school is liable for this amount and must return the early payment to the Pell Grant account.

Does anyone have any questions?

## RECALCULATING A PELL GRANT AWARD

During the award year, certain changes in the student's circumstances require the school to recalculate the amount of the student's Federal Pell Grant award. For all programs of study, the school must recalculate the award if: (OH 20)

✓ 34 CFR 690.80



- the student's EFC changes as a result of verification, corrections, updating applicant data, or a professional judgment adjustment to one or more data elements used to calculate the EFC; or
- the student's enrollment status changes from one term to another.

Failure to recalculate the student's award could result in the student receiving more than his or her maximum award for the award year.

There are other circumstances in which recalculating the Federal Pell Grant award is optional. If the school elects to exercise its option to recalculate awards, it must establish a policy defining the conditions under which recalculation must be performed. Furthermore, the policy must be applied consistently to all students.

For example, if a school establishes a policy for recalculating on the basis of changes in enrollment status until the end of the school's add/drop period, it must recalculate for both decreases and increases in enrollment status through the time period defined by the school's policy.

Another example of when a school might choose to recalculate is for cost of attendance changes that are not the result of a change in enrollment status, such as when a student moves out of a residence hall during the enrollment period. Again, the school's policy must apply to all students consistently for all similar increases and decreases.

### **BACK AT THE OFFICE**

You should determine how many payment periods per academic year you will have for your programs. You should also determine the time period through which you will perform the optional recalculation due to changes in enrollment status.

What else should you do when you get back to your office?

**PW 21**

## Selecting Federal Pell Grant Formulas

Formula 1	Formula 2	Formula 3*	Formula 4	Formula 5
<b>Credit-Hour Programs</b>			<b>Credit or Clock-Hour Programs</b>	<b>Correspondence Study**</b>
Standard terms (academic calendar = 2 semesters/trimesters or 3 quarters) May include summer, as long as full time is 12 credits		Nonstandard terms or standard terms	Credit hours without terms or any clock hour programs	Correspondence course work
2 semesters/trimesters or 3 quarters offered in fall through spring		Academic calendar may be offered in any time frame	Academic calendar may be offered in any time frame	Schedule for submission of lessons based on 12 hours per week (nonterm) <b>or</b> 30 hours per semester/trimester <b>or</b> 20 hours per quarter
No overlapping terms		Terms may overlap	Not applicable	Not applicable
<b>At least</b> 30 weeks of instructional time in fall through spring terms***	<b>Less than</b> 30 weeks of instructional time in fall through spring terms***	Academic calendar may be more, less, or equal to 30 weeks of instructional time	Academic calendar may be more or less than 30 weeks of instructional time	Academic calendar may be more or less than 30 weeks of instructional time
Full-time $\geq$ 12 credit hours for <b>every</b> term in the award year		<b>Standard term:</b> Full-time $\geq$ 12 credit hours <b>Nonstandard term:</b> Full-time is calculated according to regulatory formula 690.63(d)	(Full-time Payment Schedule is always used, award is adjusted based on scheduled hours)	(Half-time Disbursement Schedule is always used)

\* For a summer mini-session, use Formula 3.

\*\* Refers to correspondence only; awards for any residential portion are calculated using Formula 3 or Formula 4, as applicable

\*\*\* Under certain circumstances the U.S. Department of Education (ED) may grant a school permission to use an academic year of fewer than 30 weeks. In such cases, the number of weeks of instruction used to determine the formula type is the reduced number approved by ED.

Pell Sched - Full

Pell Sched - 3/4

Pell Sched - 1/2 Pell Sched - Full

Pell Sched - < 1/2