

Federal Pell Grant Program Table of Contents

Introduction	1
OVERVIEW	1
<i>Other Information Sources</i>	2
RECENT CHANGES	2
.....	3
.....	3
DEFINITIONS	3
<i>Scheduled Award</i>	3
<i>Annual Award</i>	3
<i>Award Year</i>	3
<i>Academic Year</i>	4
<i>Standard Term and Nonstandard Term</i>	4
Student Eligibility	7
GENERAL SFA ELIGIBILITY REQUIREMENTS	7
<i>Financial Aid History</i>	7
PELL REQUIREMENTS	7
<i>Undergraduate Student</i>	7
<i>Eligible Postbaccalaureate Program</i>	8
<i>Incarcerated Students</i>	9
SPECIAL PROGRAMS	10
<i>Consortium Agreements (Between Eligible Schools)</i>	10
<i>Correspondence Study</i>	10
<i>Foreign Study</i>	10
<i>Workforce Investment Act (WIA) Programs</i>	10
<i>ESL as an Eligible Program</i>	10
FINANCIAL NEED	11
<i>Professional Judgment</i>	11
<i>Reporting Changes</i>	11
DOCUMENTING THE STUDENT'S ELIGIBILITY FOR PAYMENT	11
<i>Output Documents</i>	12
<i>Signature Requirements</i>	13
<i>Record keeping</i>	13
<i>Deadlines</i>	13
Calculating the Federal Pell Grant	17
.....	17
CHOOSING A FORMULA	17
<i>Credit-Hour Term-Based Programs</i>	17
<i>Clock-Hour or Nonterm Programs (formula 4)</i>	18
<i>Correspondence Programs (formula 5)</i>	18
<i>Determining Enrollment Status</i>	19
<i>Enrollment Status Standards</i>	19
<i>Combined Terms</i>	22
<i>Special Programs</i>	22
<i>Enrollment Status Change During Year</i>	24

CALCULATING THE COST OF ATTENDANCE	24
<i>Less than Half Time</i>	<i>24</i>
<i>Actual or Average Costs</i>	<i>25</i>
<i>Consortium COA</i>	<i>25</i>
<i>Costs for a Cooperative Education Program</i>	<i>25</i>
<i>Tuition and Fees Charges for WIA Programs</i>	<i>26</i>
<i>Prorating the COA</i>	<i>26</i>
<i>Correspondence Programs</i>	<i>29</i>
DETERMINING THE ANNUAL AWARD	30
<i>Tuition Sensitivity and the Alternate Schedule</i>	<i>30</i>
<i>Payment and Disbursement Schedules</i>	<i>31</i>
<i>Correspondence Programs</i>	<i>36</i>
DETERMINING THE PAYMENT PERIODS	36
<i>Credit-Hour Term Programs</i>	<i>36</i>
<i>Nonterm or Clock-Hour Programs</i>	<i>36</i>
<i>Correspondence Programs</i>	<i>40</i>
CALCULATING THE PAYMENT FOR A PAYMENT PERIOD	41
<i>Formula 1</i>	<i>41</i>
<i>Formula 2</i>	<i>42</i>
<i>Formula 3</i>	<i>42</i>
<i>Formula 4</i>	<i>44</i>
<i>Formula 5</i>	<i>46</i>
SUMMER TERMS	47
<i>Alternate Calculation</i>	<i>49</i>
<i>Summer Minisessions</i>	<i>49</i>
<i>COA for Summer Terms</i>	<i>51</i>
CHECKING REMAINING ELIGIBILITY	52
<i>Crossover Payment Periods</i>	<i>52</i>
<i>Transfer Students</i>	<i>53</i>
<i>Formula Summaries</i>	<i>55</i>
Pell Reporting	63
OVERVIEW OF RFMS	63
<i>RFMS Software</i>	<i>63</i>
PELL AUTHORIZATION	64
REPORTING METHOD	64
<i>Electronic Data Exchange</i>	<i>64</i>
ORIGINATION RECORDS	65
<i>Submitting Records</i>	<i>65</i>
<i>Specific Origination Record Items</i>	<i>65</i>
<i>Origination Record Acknowledgment</i>	<i>69</i>
DISBURSEMENT RECORDS	71
<i>Timing of Submissions</i>	<i>71</i>
<i>Specific Disbursement Record Items</i>	<i>72</i>
<i>Disbursement Record Acknowledgment</i>	<i>72</i>
REPORTING CHANGES	73
<i>Changes to Origination Record Information</i>	<i>73</i>
<i>Changes to Disbursement Information</i>	<i>76</i>
REPORTING DEADLINE	76
<i>Adjustments after September 30th</i>	<i>77</i>
MULTIPLE REPORTING RECORD	78
<i>Requesting MRRs</i>	<i>78</i>
<i>Automatic MRRs</i>	<i>78</i>

YEAR-TO-DATE RECORDS	79
REQUESTING FUNDS	80
<i>Automated Clearing House (ACH)</i>	80
<i>Administrative Cost Allowance</i>	81
Disbursing Pell Awards	83
GENERAL SFA REQUIREMENTS	83
<i>Methods of Disbursement</i>	83
<i>Early Payment Option</i>	84
<i>Notification of Payment</i>	84
<i>Late Disbursements</i>	84
REVIEWING STUDENT ELIGIBILITY	84
FIRST PAYMENT OPTIONS	85
<i>Verification Exception</i>	85
TIMING OF PAYMENTS	85
<i>Retroactive Payment</i>	85
<i>Releasing a Check Later</i>	86
STUDENTS WHO WITHDRAW AND LATER RETURN	86
<i>Paying Returned Amount</i>	86
<i>Retaking Hours and Courses</i>	86
Recalculations and Overpayments	89
RECALCULATIONS	89
<i>Change in the EFC</i>	89
<i>Change in Enrollment Status</i>	90
<i>Change in Cost of Attendance</i>	91
OVERPAYMENTS	92
<i>Reporting Overpayments Collected</i>	93
<i>Reporting and Referring Overpayments</i>	93
PREVENTING OVERAWARDS	93
<i>Resources and Estimated Financial Assistance</i>	94
<i>NCAA Rules for Student Athletes</i>	94

