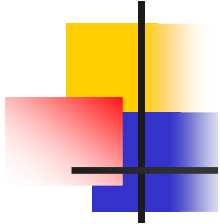




Bursar Presentation

- All of these screens can be customized
- Documents are created by filling out a Form on-line using a browser
- Data in the document can be in in any external database (Oracle, DB2, SQL Server, Access, etc.)
- Processing Logic is embedded in Forms, Views and Agents



Student Employment Program -- Federal Work-Study

School and employer obligation and student eligibility criteria for the Federal Work-Study (FWS) Program and Job Location and Development (JLD) Program.

FWS is the largest federal student employment program authorized under Title IV Higher Education Act and has the most extensive management requirements for schools and off-campus employers.

A school must contribute matching funds in the FWS program. In some cases, matching funds can be paid by an off-campus employer.

A school must develop written student-selection procedures for the FWS Program that can be uniformly applied. These written procedures must be a part of the school's written financial aid packaging policies.

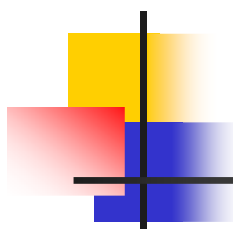
Student Eligibility | Student Employment Office Functions | FWS Responsibilities

To be eligible for FWS, a student must meet all eligibility requirements listed in the Student Financial Aid Handbook: Student Eligibility. FWS may be awarded to:

- Undergraduate, graduate and professional students
- A student enrolled or accepted for enrollment on at least a half-time basis in an |

Federal Work-Study

Title IV Reporting Requirements



Pell Grant | **Campus-based Programs** | Direct Loan & FFEL | **Financial Reports** | NSLDS

Direct Loan and FFEL have two reporting requirements. These are:

- Student Status Confirmation Report (SSCR), and
- Exit Counseling

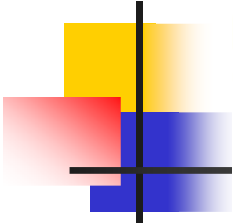
SSCR reporting is covered under **Registrar System** and exit counseling is in **Financial Aid Application System** of **AcademicEdge**.

SSCR reports the enrollment status of students (1) who borrowed subsidized and unsubsidized federal student loans and (2) students whose parents borrowed PLUS loans. National Student Loan Data System (NSLDS) is used to generate and transmit SSCRs to schools. Schools are required to complete and return an SSCR to ED with in 30 days of receiving it.

During Exit counseling, the schools are required to gather student demographics information (see Forms in **Financial Aid Application system**) and report this information to FFEL Guarantor and Direct Loan Servicing Center (DLSC) with in 60

Title IV Reporting

Pell Grant Data Processing



Processing Cycles

Pell Authorization

Origination Records

Academic Calendars

Disbursement Records

Processing Pell Grant Data - Processing Cycles

Pell Grant processing relies on Electronic Data Exchange (EDE). Schools exchange data with the RFMS routinely. Schools should develop data production and transmission schedules around the various Pell Grant processing cycles. The major processing cycles are:

- Origination Record
- Disbursement Record

The Federal Pell Grant Program affords schools maximum flexibility in the timing and content of their transmissions. However, certain rules apply. The RFMS processes school data via the Student Aid Internet Gateway (SAIG, formerly Title IV WAN) daily, in the following order:

- Origination Records
- Disbursement Records

Generally, the RFMS retrieves data from the Student Aid Internet Gateway (SAIG, formerly Title IV WAN) four times each day at approximately 6:05 a.m., 11:05 a.m., 1:05 p.m., and 5:05 p.m. (ET). The times RFMS returns data to the SAIG depend on the volume of data retrieved. For the majority of the time, the acknowledgements are returned to SAIG within 5 hours.

Printing ESOA

Data Req Records

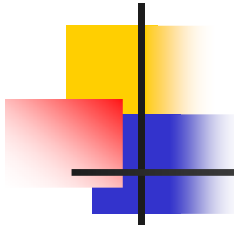
Multiple Reporting Records

Reconciliation File Record

POP

Printing the ESOA

Pell Processing



Cash Management Policy -- Receiving & Disbursing Title IV and FFEL Fund

GAPS | 668.165 | 668.167 FFEL Funds | Title IV Funds

Grant Administration and Payment System (GAPS)

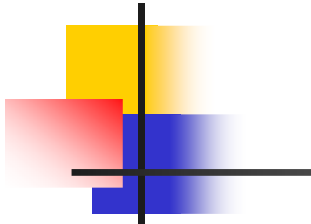
Once the school determines how much Title IV funds it needs to make disbursements to students for the Federal Pell Grant, campus-based, and Direct Loan Programs, it can use the GAPS to request funds. GAPS can be accessed by clicking on the link below.

<http://gapsweb.ed.gov>

The school must have an user ID and password in order to use GAPS.

School can call GAPS Payee hotline **1-888-336-8930** and request user assistance or Title IV Funds.

Cash Management Policy & Procedures for Title IV Funds



Edit Document

Reconciliation of Funds for Campus Based Programs

Date -- 07/21/2003 16

	Federal Allocation	Federal share spent	Institutional Allocation	Institutional share spent	Total Allocation	Total Spent
FSEOG	\$75,000	\$63,750	\$25,000	\$21,250	\$100,000	\$85,000
FWS	\$75,000	\$71,250	\$25,000	\$23,750	\$100,000	\$95,000
Federal Perkins	\$7,500	\$7,500	\$2,500	\$2,500	\$10,000	\$10,000
					Total spent	\$190,000

Administrative Cost Allowance (ACA) \$9,500

- 5% of first \$2,750,000 PLUS
- 4% above \$2,750,000 but under \$5,500,000 PLUS
- 3% above \$5,500,000

Title IV Fund Reconciliation

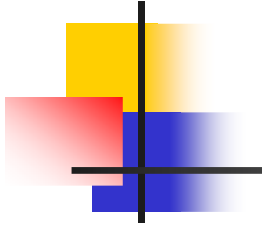
Program Type	Undergraduate
Sc/College	College of Arts and Sciences
Degree	Bachelor of Fine Arts
Major	Agriculture
Admission Status	A
Enrollment Status	Full Time
Housing	Off Campus
Financial Aid	N
Letter of Admission sent on	02/02/2002
Acceptance/Decline	
Acceptance Received on	



▼ **Course Information**

Course Code	Course Name	Credit Hours	Add to schedule on	Dropped from schedule on	Course (@150 dit, 12)

Student Course Information



Treatment of Title IV Funds When a Student Withdraws from A Clock Hour Program

Student's Name

Social Security Number 123456789

Date Form Completed

Date of Institution's determination that the student withdrew

Period used for calculation (check one) payment period period of enrollment

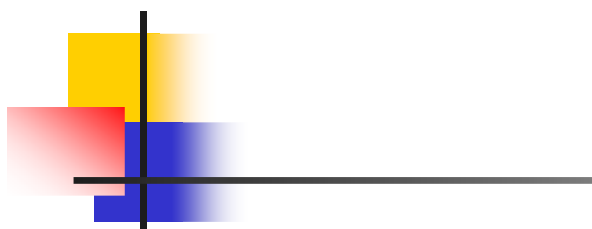
Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

▼ STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed		Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan			5. Pell Grant		
2. Subsidized FFEL/Direct Stafford Loan			6. FSEOG		
3. Perkins Loan			7. Other Title IV programs*		
4. FFEL/Direct PLUS			*Do not include FWS		
A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment					A
B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment					B

▼ STEP 2: Percentage of Title IV Aid Earned

Refund Calculation



Loan Service Record	
	Da
	Social Security N
	Loan Typ
	Loan Num
	Loan Stat
▶	Debtor Demographic Information
▶	Loan Information
▶	Payment Record
▶	Past Due Notices
▶	Co-Maker Notices
▶	Collector/Attorney Notices
▶	ED 553 Correspondence
▶	Entrance - Exit Interviews
▶	Grace Periods
▶	Deferment Application
▶	Deferment, Postponement Application
▶	Postponement Application
▶	Cancellation Application

Student Loan Service Record