Your completed FISAP
must be transmitted via FISAP on the Web by: October 1, 2003

Fiscal Operations Report for 2002-2003 and Application to Participate for 2004-2005 (FISAP)

in the Federal Perkins Loan
Federal Supplemental Educational Opportunity Grant (FSEOG)
and Federal Work-Study (FWS) Programs

Department of Education
Federal Student Aid

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The Legal Reason Why You Must Complete the Application

The law states that if we do not receive a completed application by October 1, you cannot be assured that your school will be allocated funds for any of the Campus-Based Programs. (If you want to request a level of expenditure for the Federal Perkins Loan Program, even if you need no new Federal funds, you must submit an application.) The regulatory and statutory citations are as follows: Federal Perkins Loan (34 CFR 673.3) (20 U.S.C. 1087bb), FWS (34 CFR 673.3) (42 U.S.C. 2752), FSEOG (34 CFR 673.3) (20 U.S.C. 1070b-3).

The Legal Reason Why You Must Complete the Fiscal Operations Report (FISCOP)

Federal regulations state that if you spent funds in 2002-2003 or have a Federal Perkins Loan Fund, you must submit a Fiscal Operations Report. The regulatory and statutory citations are as follows: Federal Perkins Loan (34 CFR 674.19), FWS (34 CFR 675.19), FSEOG (34 CFR 676.19), (20 U.S.C. 1094).

Disclosure of Estimated Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0030. The time required to complete this information collection is estimated to average 6.25 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to:** U.S. Department of Education (ED), Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** U. S. Department of Education, Campus-Based Operations, 830 First Street NE, Room 6lD3, Washington, D.C. 20202-5453.

OMB #1845-0030
Expires 05/31/2006

Fiscal Operations Report and Application to Participate (The FISAP)

What is the FISAP?

The FISAP on the Web contains the Application to Participate in the three Campus-Based Programs (Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS)) for the award year July 1, 2004 through June 30, 2005, and the Fiscal Operations Report for program participation during the award year July 1, 2002 through June 30, 2003.

What do these programs provide?

The Federal Perkins Loan Program provides low-interest loans to students with financial need who are attending schools of higher education to help pay the costs of their postsecondary education (CFDA #84.038).

Note: CFDA is the acronym for the Catalog of Federal Domestic Assistance, which describes all Federal programs.

The FSEOG Program provides grants to students with financial need who are attending schools of higher education to help pay the costs of their postsecondary education (CFDA #84.007).

The FWS Program provides part-time employment to students attending schools of higher education who need the earnings to help pay the costs of their postsecondary education (CFDA #84.033).

What should new applicants do to participate?

If you are a first time participant in the Campus-Based Programs, or you do not possess a current Program Participation Agreement for the Title IV Programs, you must apply for participation from the Department of Education's Case Management and Oversight (CMO). Schools seeking to participate in the Federal student aid programs m**ust** use the on-line application that is available through the Internet at http://www.eligcert.ed.gov.

Your school need not establish its eligibility first in order to file this application by the deadline of October 1, 2003. However, if you wish to participate in the campus-based programs in the 2003-2004 award year, you must submit the on-line application, along with all required supporting documents to receive an eligibility and certification determination by February 14, 2004.

Will I need to complete the entire FISAP?

Maybe not. To decide what parts must be completed, you must know what your school did last year and what it plans to do next year. The FISAP contains data cells for two separate award years: an Application for funds for 2004-2005 and the Fiscal Operations Report for 2002-2003.

The FISAP is divided into three main parts: Identifying Information, Certifications and Warning; the Application to Participate; and the Fiscal Operations Report. The table of contents is your guide to instructions for each part of this FISAP.

Use the following table to determine what parts need to be completed:

For this situation	Complete these Parts
You are requesting funds for 2004-2005	FISAP, Part I: Identifying Information, Certifications, and Warning FISAP, Part II: Application to Participate
You received funds for 2002-2003	FISAP, Part I: Identifying Information, Certifications, and Warning

FISAP, Parts III, IV, V: Fiscal Operations Report as applicable, and

FISAP, Part VI: Program Summary:

In addition:

- If your school is liquidating its Federal Perkins Loan Fund, or if your school did not receive a Federal Capital Contribution for the 2002-2003 award year but did make loans from the Federal Perkins Loan Fund, you must complete the Identifying Information, Certifications and Warning, and the Perkins Loan Program pages of the Fiscal Operations Report.

My school has additional locations. Can I complete one application to cover funding for all locations?

Yes, you may always submit one application. In fact, a school MUST submit one application if the following conditions are true:

- The school has one eligibility letter from the Department of Education's Case Management and Oversight (CMO) that covers the school's locations and those locations are not separately eligible,

  and

- those locations have students who are eligible for assistance under these programs.

You must include data for all eligible locations and make funds reasonably available to all eligible students.

Students attending locations not included in the Eligibility Certification and Approval Report (ECAR) are considered by the Department to be attending a non-eligible site. Therefore, these students can neither be included in this application, nor receive aid under these programs.

Schools with separate eligibility letters from CMO, but under the same administrative control or ownership, have the following options:

OPTION A: Each school may complete a separate application. (Any data that you enter in a school's application must not be duplicated in any other school's application); or

OPTION B: These schools may combine to complete one application. You must include in your FISAP the name, address, and OPEID# of each separately eligible school location that is covered by this application. You must also be able to provide this data separately for each location, if required to do so by an audit or program review.

On the bottom of the first page of the Identifying Information screen, you will be asked if you are listing any other separately eligible locations that are included in the application. If you answer yes, you may enter all locations on that screen.

How may I submit my FISAP data?

The Department of Education's FISAP on the Web at www.cbfisap.sfa.ed.gov enables schools to transmit, receive, and report FISAP data. In order to submit your FISAP on the Web, you must have a PIN. The PIN serves as your identifier to let you access information in various Department systems. If you do not have a PIN, go to www.pin.ed.gov to apply. You must also have a TG number. The TG number is used to identify your school and your access rights to the eCampus-Based system. If you do not have a TG number, go to www.sfawebenroll.ed.gov .

Where do I send the combined certifications with original signatures?

The Department has combined the Drug-Free Workplace, Anti-Lobbying, and Debarment certifications, with the FISAP certification and signature page in Part I, Identifying Information, Certifications and Warning.

It is important that you print your combined certifications and signature pages from the Self-Service option of the FISAP on the Web and mail them with the ORIGINAL SIGNATURE of your Chief Executive Officer or his/her designee to the following address:

FISAP Administrator
1953 Gallows Road, Suite 300

Vienna, Virginia 22182

What does the Department of Education do with the information that I submit?

The Department uses the information that you provide in the Application to Participate and in the Fiscal Operations Report to determine the amount of funds you will receive for each program. You must provide accurate data. If you do not provide accurate data, you may not get all of the funds that you are entitled to receive. You must retain accurate and verifiable records for program review
and audit purposes.

The Department also uses your Fiscal Operations Report data to manage the Perkins Loan Fund portfolio, and to monitor expenditures in the Campus-Based Programs.

When is the FISAP due?

The FISAP data must be submitted before midnight EDT on October 1, 2003.

When will I hear from the Department of Education?

The FISAP on the Web offers Real-Time Data Validation. The Validation feature is designed to provide easy and immediate validation of FISAP data. Once you have selected Validate, Validate All, or Submit, you will receive a Validation Worksheet detailing any errors identified on your FISAP. After all edit error messages are corrected, select the "Continue to Submit" button. Your school will then get a submission confirmation that will list the date and time your FISAP was received by the Department. We will also let you know your tentative 2004-2005 award amount(s) by February 1, 2004, and your final award amount(s) by April 1, 2004.

What general instructions should I follow when I complete the FISAP?

We recommend that you read all of the instructions in this package carefully **BEFORE** you begin using the FISAP on the Web.

Use actual figures, except for the items for which we specifically ask you to use estimates.

If we ask for a dollar amount, use whole dollars only. **Do not report cents.** The electronic FISAP system will not accept the submission of cents. Round to the nearest dollar. For example, report $175 if the actual amount in your records is $175.49. Report $176 if the actual amount in your records is $175.50.

The FISAP on the Web will accept only positive amounts. Most calculations are automatically performed for you. Complete only those items that pertain to your school.

What are important dates in the FISAP award process?

August 1 – the FISAP must be available to all participating schools.

October 1 - the final deadline for submission of the FISAP to the Department.

December 15 - all corrections to FISAP data and resolution of edits must be submitted to the Department.

February 1 – all schools must receive tentative award notifications.

April 1 – all eligible schools must receive final award notifications.

Instructions for Part I: Identifying Information, Certifications, and Warning

Who must complete Part I?

All schools must complete Part I.

You are required to send the completed combined certifications and signature pages, containing Section A information and the original signature of the Chief Executive Officer in Section B, to the address listed on page 4 of this document. You must print out the Identifying Information, Certifications, and Warning signature pages directly from your computer by selecting File/Print from the Self-Service tab, Debarment Form and Signature Page option.

Field-by-field instructions for Part I

Section A. Identifying Information

Field
1a **Name and address of school**

If your school is a current participant in the Campus-Based Programs, the FISAP on the Web provides the name and address of your school as it is listed in our files. You will need to verify this data for accuracy and make any corrections necessary. You may update school changes by using the Internet at http://www.eligcert.ed.gov. Case Management and Oversight (CMO) will process these actions.

If your school is a **new applicant**, you will need to enter your correct name and address. The name and address entered in field 1a must be that of a school of postsecondary education. The address must be the actual street address of the school. Do not enter the P.O. Box, an administrative entity location, or the address of the corporation that controls the school. To apply for eligibility, follow the instructions provided on page 3.

If the school entered in field 1a is a new applicant for 2004-2005, but its students were included in the 2003-2004 application filed last year by another school or location, identify that school's name and address on the FISAP additional information screen, and enter a brief explanation.

1b **Mailing address**

If your school is a current participant in the Campus-Based Programs, the FISAP on the Web provides the name and mailing address of your school as it is listed in our files. You will need to verify this data for accuracy and make any corrections necessary.

If your school is a new applicant, you will need to enter your mailing address, if it is different from the address given in field 1a. You may enter a P.O. Box or an administrative entity location. However, if your school uses the services of a private firm in the administration of these programs and reports that fact in field 7, do not report them here.

2a & 2b **Department of Education Identifiers** (Serial & OPEID Numbers)

If your school is a current participant in the Campus-Based Programs, the FISAP on the Web will automatically provide these identifying numbers.

If you are a new applicant, the serial number will be assigned upon submission of your FISAP, and the OPEID number will be provided when your eligibility is approved.

3 **Type of school**

If your school is a current participant in the Campus-Based Programs, the FISAP on the Web provides the type of school that is listed in our files. You will need to verify this data for accuracy and make

any corrections necessary.

If your school is applying for Campus-Based funds for the first time, select the number that best describes your type of school and enter it in the field provided. Proprietary schools ***only*** must also enter a letter for the appropriate subtype.

4 Length/type of longest program

If your school is a current participant in the Campus-Based Programs, the FISAP on the Web will automatically provide the length and type of program. You will need to verify this data for accuracy and make any corrections necessary.

If your school is a new applicant, select the number that best describes your type of school, and enter it in the field provided.

Note: For fields 3 and 4, if you are preparing this FISAP on behalf of two or more schools of different type or length of program, enter the number that represents the highest percentage of the enrolled students entered in Part II, Section D.

5 Additional locations

If your school is a current participant in the Campus-Based Programs, the FISAP on the Web provides the name and address of your additional locations as they are listed in our files. You will need to verify this data for accuracy and make any corrections necessary.

A school which included students at other separately eligible schools must list the name, address, and OPEID# for each of these schools in the space provided .

If the school entered in field 1a is a new applicant for 2004-2005, but its students were included in the 2003-2004 application filed last year by another school, identify that school's name, address, and Department of Education identifiers on the FISAP additional information screen, and enter a brief explanation.

6 Financial Aid Administrator

When you submit Part I, the Identifying Information, Certifications and Warning page, you must also provide all of the Financial Aid Administrator information in field 6. The FAA Email Address will be used by the Department to correspond to schools. The Financial Aid Administrator will receive email that a notification has been posted, and that the FAA will need to access FISAP On The Web to review the notification.

7 Name and address of private financial aid consultant firm, if any

If your school uses the services of a private firm in the administration of these programs, you should also complete field 7. Do not include private CPAs or billing and collection agencies.

Section B. Certifications and Warning

8 All appropriate fields must be completed in this section. You are now required to provide only one signature. The Chief Executive Officer (CEO) must sign in field 8 to certify that the school is in compliance with the Drug-Free Workplace, Debarment, and Anti-Lobbying requirements, and that the FISAP data is “true and accurate.” The certifying official must be aware that the information in this FISAP is subject to audit and program review. Providing false or misleading information may result in criminal penalties.

You may print the above form and the Standard Form -LLL “Disclosure Form to Report Lobbying”, by selecting the “Self Service” tab in the FISAP on the Web.

Instructions for Part II: Application to Participate

Who must complete Part II?

If you want to request Campus-Based funds for your school for the 2004-2005 award year, you must complete Part II.

Section A: The amount of funds received by your school is computed by formulas contained in the effective legislation and regulations using the information that you provide in this part of the FISAP. The amounts that you request in Section A serve as an upper limit to the amounts you receive.

Section B: A school may decide to withdraw from the Federal Perkins Loan Program by indicating the desire to do so and following the approved liquidation procedures.

Section C: A school may request a waiver of the penalty for the underuse of 2002-2003 award year funds.

Field-by-field instructions for Part II

Section A. Request for Funds for the 2004-2005 Award Year

Enter in field 1 your Federal Perkins Loan Level of Expenditure (LOE) request, and in fields 2 through 4 the amount of authorization your school wants to receive for each program. If you do not enter an amount in a field, your school will not get any funds in that category. The amount that you request should represent the maximum amount that your school will accept. Do not request more Federal funds for a program than you expect to use. Unexpended balances from the previous year are an indicator that requests were over-estimated and should be reduced.

Field

1 Federal Perkins Loan Level of Expenditures (LOE)

Enter the amount your school wants to expend from its loan fund to make loans to students and to pay administrative and collection costs.

Schools planning to expend loan fund cash on hand in 2004-2005, but not requesting any new Federal Capital Contribution, must complete field 1.

A school that will be making no loans in 2004-2005, but anticipates charging allowable collection costs to its loan fund cash, must request an LOE in field 1.

2 Federal Perkins Loan Federal Capital Contribution (FCC)

If your school currently participates in the Federal Perkins Loan Program, enter the amount of Federal funds you need to support your LOE request.

It is suggested that you determine your need for FCC as follows: LOE request in field 1 minus the sum of 2004-2005 projected repayments from borrowers, anticipated cash-on-hand as of June 30, 2004, and your projected Institutional Capital Contribution (ICC). If the result of this calculation is zero or negative, your school may need to request no additional FCC. If your school is requesting Federal Perkins Loan funds for the first time, multiply field 1 by .75 and enter that amount in field 2. If you leave field 2 blank, you will receive no Federal funds. Field 2 must always be less than field 1.

3 FSEOG Federal funds

Enter the amount of Federal dollars your school wants for awards to students and to pay administrative costs.

4 FWS Federal funds

Enter the amount of Federal dollars your school wants for awards to students, expenditures for the Job Location and Development Program (JLD), and to pay administrative costs.

Section B. Federal Perkins Loan Program

Liquidation Request

If your school no longer wishes to participate in the Federal Perkins Loan Program, you must notify the Department of your intention to liquidate your portfolio by clicking the "Yes" radio button and following the liquidation procedures. For detailed information on liquidating your Perkins Loan fund, refer to Dear Partner Letter CB-00-05 on our http://ifap.ed.gov website. The Federal share of cash-on-hand in the portfolio must be returned to the Department.

5. Request to liquidate Perkins

If your school wishes to discontinue participation in the Federal Perkins Loan Program, click the "Yes" radio button.

Section C. Waiver Request for the Underuse of Funds

If your school has returned more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for the 2002-2003 award year, your school will automatically receive a reduction of the 2004-2005 allocation for that program in the dollar amount of the 2002-2003 funds returned.

A school may request a waiver of the underuse penalty by clicking the "Yes" radio button in Part II, Section C and providing a written explanation of the circumstances that caused the underuse of its allocation on the FISAP "Additional Information" screen.

All waiver requests must be submitted to the Department by midnight February 14, 2004. No waivers electronically or postmarked after the February 14 deadline will be accepted. Each waiver request will be considered by a review panel. Schools will receive their waiver approval or denial decisions by March 15, 2004.

6. Waiver request for the underuse of funds

Indicate that your school wishes to request a waiver of the underuse of funds penalty by clicking the "Yes" radio button.

A note about waivers of the FWS/FSEOG institutional-share requirement:

Schools wanting a waiver of the institutional-share requirement under the FWS Program and/or the FSEOG Program because of their Title III/V eligibility designation are no longer required to check a field on the FISAP in order to request this waiver. Instead, a school is considered to have applied for a waiver for the 2004-2005 award year if the school:

- submits a complete FISAP by the established deadline, and
- is designated as Title III/V eligible.

Such schools will receive a notice, addressed to the financial aid administrator, from the Department indicating that they have been granted a waiver of the institutional-share requirement for the FWS and/or FSEOG programs for the 2004-2005 award year. A school that receives this waiver for the 2004-2005 award year has the option to continue providing an institutional share and determining the amount of that share.

Note: If your 2004-2005 FISAP is on behalf of two or more separately eligible school locations, but not all of these locations are Title III/V eligible, you must file a separate FISAP for any locations that are not Title III/V eligible. Only those locations that are Title III/V eligible will receive a waiver of the institutional-share requirement.

Schools must annually apply for the Title III/V eligibility designation. If you are unsure of your Title III/V eligibility for the 2004-2005 award year, or if you need to apply for Title III/V eligibility, contact:

US Department of Education
Institutional Development and Undergraduate Education Service (IDUES)
Title III/V Eligibility Designation
1990 K Street, NW
6th Floor
Washington, DC 20016-8512
Phone: (202) 502-7777

or

http://www.ed.gov/about/offices/list/ope/idues/index.html

Section D. Information on Enrollment

Traditional or non-traditional calendar

If your school has a traditional calendar, select the Traditional radio button and report enrollment in field 7 or field 8. Traditional calendar means that your school has academic terms that are quarters, trimesters or semesters, and that the school has only one admission period during each academic term.

If your school has a non-traditional calendar, select the Non-Traditional radio button and report enrollment in fields 9 through 21.

Non-traditional calendar means that your school admits a new group of students monthly or more frequently into a majority of its eligible programs, even if they attend classes on a quarter, trimester, or semester basis. If the students enroll on a quarter, trimester, or semester basis, but the school admits a new group of students in a program monthly, bi-monthly, etc., we consider such a calendar to be non-traditional, and you must complete fields 9 through 21, instead of field 7 or field 8.

Classify a student as an undergraduate or graduate student according to the instructions for Section F. If a student was enrolled as an undergraduate student during an earlier term in 2002-2003 and a graduate student in a subsequent term in 2002-2003, report the student as a graduate student in Section D.

7& 8 Information on enrollment for a school with a traditional calendar

Applicant schools that operate on a traditional academic calendar, or have a majority of their eligible programs operating on a traditional calendar, must enter an unduplicated number of all postsecondary students enrolled (full-time and less than full-time) for the 12-month period ending June 30, 2003.

Field 7 or field 8 must include all postsecondary students enrolled in an undergraduate or graduate/professional class. This includes all students who took at least one class of a course that was:

a) creditable toward a degree or certificate; or

b) listed as an undergraduate or graduate/professional course in the school's catalog; or

c) offered as an elective or required course as part of the undergraduate or graduate/professional curriculum; or

d) a remedial course required as part of the student's program; or

e) otherwise considered to be an undergraduate or graduate/professional course by the school.

- **Do not include students who were *exclusively* auditing a class or classes.**

- **The tuition and fees revenue for entry in Section E, field 22, must be for those students reported in Section D only.**

Column a. Report the number of students enrolled in undergraduate classes.

Column b. Report the number of students enrolled in graduate/professional classes.

7 Total number of students, 2002-2003

Report the unduplicated number of students your school enrolled at any time during the 12-month period July 1, 2002 through June 30, 2003. Count each student only once.

8 Estimated number of students, 2003-2004

If your school has a traditional calendar, and had no enrollment in 2002-2003,

but will have enrollment in 2003-2004, report the estimated unduplicated numbers expected to enroll at any time during this 12-month period.

9 - 21 Information on enrollment for a school with a non-traditional calendar

Complete fields 9-20 if a majority of your school's eligible programs operate on a non-traditional calendar.

Non-traditional calendar means that your school admits a new group of students monthly or more frequently into a majority of its eligible programs, even if they attend classes on a quarter, trimester, or semester basis.

Include only postsecondary students who were enrolled in Campus-Based ELIGIBLE educational or instructional programs during any month from July 1, 2002 through June 30, 2003. In column (a) put the number of students who were enrolled the previous month and were still enrolled on the first day of the month listed. In column (b) put the number of new starts.

New starts are students who start at any time during the month and include students who were enrolled in the previous year and are re-enrolling at the school after a break in enrollment. Once a student is reported in either field 9(a) or fields 9(b) through 19(b), the student is reported in fields 10(a) through 20(a) for any succeeding months through June 30, 2003 during which he or she was enrolled at the school.

Example: If you had 100 continuing students enrolled as of July 1, 2002 (field 9 (a)) and 50 new students enrolled during the month of July (field 9(b)), and all of them were enrolled as of August 1, 2002, you should show 150 continuing students in field 10 (a). If you also had 75 new students during the month of August (field 10(b)), you would add those to the 150 continuing students for a total of 225 continuing students for September 1, 2002 (field 11(a)), assuming that all 225 students continued to be enrolled as of September 1, 2002.

In each column, field 21 is the sum of fields 9 through 20. The FISAP on the Web automatically calculates the sum of each column. Note that the total you obtain in field 21 column (a) plus field 21 column (b) will be total student-months rather than total number of students.

A school with a non-traditional calendar that completes fields 9 through 21 must use only the undergraduate columns in Sections E and F.

The tuition and fees revenue for entry in Section E, field 22, must be for those students reported in Section D only.

Section E. Assessments and Expenditures

22 Total tuition and fees for award year July 1, 2002 through June 30, 2003

NOTE: You must report the tuition and fee revenue for all enrolled students as categorized in Section D. Do not include tuition and fee revenue collected from any individuals not meeting the definition of enrolled student found in Section F.

If the student was enrolled as an undergraduate student during an earlier term in 2002-2003 and a graduate student in a subsequent term in 2002-2003, divide the tuition and fees revenue between columns (a) (undergraduate) and (b) (graduate) in proportion to the time spent in each type of class.

To complete these fields, you will need to determine the amount of tuition and fees assessed and subtract from it the amount refunded to students.

"Tuition and fees assessed" means:

- amounts you charged and collected,
- amounts you charged but did not collect,
- remissions or waivers of costs, even though you did not collect them,

- the types of fees included in the cost of attendance as allowed under Part F, Section 472(1) of the Higher Education Act of 1965, as amended, and

- if you charged a total fee for tuition and room and board, do not count the cost of room and board. Allot a reasonable amount to "tuition".

What to exclude: Exclude any fees that you assess to all students, but that all students are not necessarily required to pay (example: life and medical insurance for students).

What to do with terms/programs that cross award years: If an academic term extended beyond June 30, 2003, but the majority of the term took place in award year 2002-2003, include the tuition and fees assessment for that term in field 22.

If a student paid for a complete program of study and that program occurred in two award years, prorate, if possible, the tuition and fees that apply to the award year 2002-2003. If this is not possible, you may include the total tuition and fees assessed in field 22, but you must enter the total tuition and fees assessed in the application for each succeeding year to assure consistency.

23 Total Federal Pell Grant expenditures for the 2002-2003 award year

Report the total amount expended against your Federal Pell Grant authorization for the period July 1, 2002 through June 30, 2003. This amount should agree with the final cumulative expenditures through June 30, 2003 as entered in the Grants Administration Payment System (GAPS).

Any adjustments that you make in GAPS after filing this FISAP should be made to the entry for field 23 in your edit report corrections that you will return later this year.

24 Total expended for state grants and scholarships made to undergraduates for the award year July 1, 2002 to June 30, 2003

Report the amount of state grants and scholarships expended for the award year July 1, 2002 through June 30, 2003 even if your school received the funds after June 30, 2003.

Include the following need-based and non-need-based expenditures:

- state grants

- state scholarships

- tuition equalization

  A non-need-based grant exclusively for private colleges, paid by a state to a student to offset their higher tuition rates.

- competitive awards

- instructional grant awards

  A grant paid by a state to students who are working and taking courses in related areas.

- LEAP and SLEAP (previously SSIG) awards (Federal share plus match)

Include awards that are from the state where your school is located and awards from other states.

For reporting LEAP and SLEAP awards, the source of the match is immaterial. Total LEAP and SLEAP awards always should be reported.

Do not include:

- Robert C. Byrd Honors Scholarships

Do not include state awards if your school has final decision on which students get the funds, unless such

funds are used as a source of match for the LEAP and SLEAP programs.

Section F. Information on Eligible Aid Applicants for Award Year 2002-2003

Report the number of eligible aid applicants enrolled at your school in award year 2002-2003 who applied for financial aid for that year. Use the following definitions when completing Section F:

Regular student. This is a person who was enrolled at an institution of higher education in 2002-2003 for the purpose of obtaining a degree, certificate, or other recognized educational credential.

Enrolled student. This is a person who meets all of the criteria in the instructions for Section D, fields 7 and 8 or fields 9 through 21. A person is not enrolled if he or she did not begin attending a class.

Independent student. This is a student who:

1. was born before January 1, 1979
2. is working on a degree beyond a bachelors degree;
3. is a married individual;
4. has legal dependents other than a spouse;
5. is an orphan or ward of the court;
6. is a veteran of the Armed Forces of the United States; or
7. is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

Undergraduate student without a baccalaureate or first professional degree. This is a regular student who has never earned a baccalaureate degree or first professional degree but who is enrolled in an undergraduate course of study, which usually does not exceed four academic years, at an institution of higher education. This includes students who are enrolled in a four to five year academic program designed to lead to a first degree. A student enrolled in a program of any other length is considered an undergraduate student for only the first four academic years of that program.

Undergraduate student with a baccalaureate or first professional degree. This is a regular student who has already received a baccalaureate degree or its equivalent or a first professional degree but who is enrolled in an undergraduate course of study at an institution of higher education and meets the criteria specified above.

Graduate/Professional student. This is a regular student who:

- is enrolled in a program or course of study above the baccalaureate level at an institution of higher education or is enrolled in a program leading to a first professional degree;
- has completed the equivalent of at least three years of full-time study at an institution of higher education either prior to entrance into the program or as part of the program; and
- is not receiving Title IV aid as an undergraduate student for the same period of enrollment.

Eligible aid applicant. This is a regular student who:

- was enrolled in an academic or training program eligible for the Campus-Based Programs during award year 2002-2003;
- met citizenship or residency requirements for award year 2002-2003; and
- applied for financial aid for award year 2002-2003, and has an "official" Expected Family Contribution (EFC), calculated by the Central Processing System.

Any student meeting the above criteria, regardless of the family's ability to contribute to the cost of attendance, is to be included in the grid as an eligible aid applicant. You must include students for whom you have no funds to award and students whom you determined did not need funds.

Please Note: If a student was an

undergraduate during an earlier term in 2002-2003 and a graduate student in a subsequent term in 2002-2003, report the student as a graduate student in Sections D and F, but in Section E, field 22, divide the tuition and fees revenue between columns a (undergraduate) and b (graduate) in proportion to the time spent in each type of class.

If during 2002-2003 a student was an undergraduate during an earlier term, later received a baccalaureate degree, and was subsequently enrolled in an undergraduate course of study, that student must be reflected in column b if he or she was dependent or column d if he or she was independent.

Categorizing 2002-2003 Eligible Aid Applicants for Entry in Part II, Section F Field 25-40

In each field 25 through 39, column a through e, enter all eligible aid applicants. In each column, field 40 is the sum of fields 25 through 39. However, students reported in field 25 must not be included in the entries for fields 26 through 39.

Note: You may use the 2002-2003 ED Express Software to access the FISAP Eligible Dependent and Eligible Independent Student reports that list your students by income range and enrollment status.

Field 25
Students with an Automatic Zero Expected Family Contribution (EFC)

An applicant who meets certain tax filing and income criteria will qualify automatically for an expected family contribution figure of "0". When these criteria are met, the CPS assigns a "0" EFC and does not perform a calculation except for Total Income (TI), Student's Total Income (STI), and FISAP Total Income (FTI). Only these three intermediate values will appear in the FAA information section the Student Aid Report (SAR) or on the Institutional Student Information Record (ISIR).

Not every student with a zero EFC has received an automatic zero EFC. To determine which students have received an automatic zero EFC, check the SAR or ISIR containing the official EFC and data processed by the Central Processing System (CPS). The automatic zero flag will be set to "Y" if the student met the automatic zero EFC criteria. This field will be blank if the student did not meet the automatic zero EFC criteria.

In field 25, count only those students whose output documents show a "Y" for the automatic zero calculation.

Fields 26-39

The determining factor for entry of data on an eligible aid applicant in the proper income cell is the income that was used to calculate an EFC for 2002-2003 which was, or would have been, the basis for awards to that applicant under the Campus-Based Programs.

Because the Federal Needs Analysis Methodology considers the dependent student's base year income, the financial aid administrator must use both the student's and parent's base year income in determining "grid" placement. Income information for the dependent student must have come from a document signed by at least one parent of the student.

Use the FTI, one of the intermediate computed values on the SAR or on the ISIR, to determine proper "grid" placement. For dependent students, the FTI is the sum of TI and STI. For independent students, the FTI will be equal to the TI.

Because the school may need to correct or adjust the student’s information and recalculate the EFC, the school needs to reflect the updated information used in the recalculation in completing the grid.

Field 40

In each column, field 40 is the sum of fields 25 through 39.

Instructions for Part III: Federal Perkins Loan Program Fiscal Operations Report

Who must complete Part III?

You must complete Part III if

- your school is a continuing participant in the Federal Perkins Loan Program;

  or

- your school is liquidating its Federal Perkins Loan Fund (hereafter known as the "Fund") until the process has been completed;

  or

- your school did not receive Federal Capital Contribution for the award year 2002-2003, but did make loans from its Fund.

What will I need to complete Part III?

You will need your Federal Perkins Loan Program Account Ledgers.

Part III, Section A, requests cumulative data. (The account numbers in the Department's accounting reference manual, " The Blue Book," are structured to the elements of your balance sheet instead of the field numbers in Section A.) Section B requests the annual fund activity. Section C requests the cumulative repayment information. Sections D and E contain cohort default rate data. The following information must also be reported in Part III, as applicable:

- Amounts received under the Department of Defense Educational Loan Repayment Program (10 U.S.C. 2172).

- Amounts received from the consolidation of a Federal Perkins Loan.

- Amounts received under subtitle D of Title I of the National Community Service Act of 1990, Subpart D.

Field-by-field instructions for Part III

If your school is liquidating its Fund, or if your school did not receive a Federal capital contribution for the 2002-2003 award year but did make loans from its Fund, you must complete the Identifying Information, Certifications and Warning and the Federal Perkins Loan Program sections of the Fiscal Operations Report.

FUND REPAYMENTS ARE DUE IF THERE IS AN ACCUMULATION OF EXCESS LIQUID CAPITAL IN THE FUND OR IF YOUR SCHOOL IS PRESENTLY IN THE PROCESS OF LIQUIDATING THE FUND.

A school has excess liquid capital in its Loan Fund if projected funds available for the 2003-2004 award year (6/30/2003 cash-on-hand, plus projected collections, plus Federal and Institutional Capital Contributions, plus other income), significantly exceed projected 2003-2004 expenditures from the Loan Fund.

The return of excess liquid capital in the Fund requires schools to send payments of $100,000 or more to the National Finance Center (NFC) via Treasury's Financial Communications System (TFCS), Deposit Message Retrieval System (DMRS), commonly known as FED WIRE. For amounts that are less than $100,000, a school may either use FEDWIRE or send a check to the U.S. Department of Education, P.O. Box 952023, St. Louis, MO 63195-2023. Procedures for the use of this system are contained in "The Blue Book."

Prior year recoveries

If the school took its entire Federal Perkins Loan administrative cost allowance entitlement, or a portion of its entitlement, from an FSEOG or FWS allocation in a prior year, and the school recovered Federal Perkins Loan funds in 2002-2003 that were issued to students in a prior year, a FISAP adjustment is <u>no longer</u> required by the Campus-Based Programs. You need only make

an adjustment if requested by ED's Case Management and Oversight.

Section A. Fiscal Report (Cumulative) as of June 30, 2003

Field

1.1 Cash-on-hand and in depository as of 6/30/2003

Column c. Report the total cash you had on hand and in depository on June 30, 2003. **Include reimbursements made by the school to the Fund of interest and principal not paid by the borrower as a result of a repayment incentive discount.**

You may never report this as a negative amount. Expenditures that exceed the amount of cash-on-hand in the Loan Fund must be charged to an Institutional Capital Contribution deposited into the Fund as of June 30, 2003. Schools should repay themselves any "short-term no interest" loans made to the Fund within the award year, without depleting the Fund.

1.2 Cash on hand and in depository as of 10/31/2003

COMPLETION OF THIS FIELD IS POSSIBLE ONLY AFTER OCTOBER 31, 2003.

Column a. When you are verifying Part III, Section A, of your Edit, report the total cash you had on hand and in depository as of October 31, 2003. You may never report this as a negative amount. Expenditures that exceed the amount of cash-on-hand in the Loan Fund must be charged as an Institutional Capital Contribution deposited into the Fund as of October 31, 2003. Schools should repay themselves any "short-term no-interest" loans made to the Fund within the award year, without depleting the Fund.

2 Funds receivable from Federal government

Column c. Report any portion of the allocation for the 2002-2003 award year that you requested from ED's Grants Administration Payment System (GAPS) on or before June 30, 2003, but did not deposit into the Fund by that date. Do not report this figure as a negative amount.

3 Funds receivable from school

Column c. Report the amount of the Institutional Capital Contribution to maintain the minimum required cumulative matching ratio in the Fund as the result of any entry in field 2, column c. Do not report this figure as a negative amount. Do not report amounts "temporarily lent" to the Fund by your school. (See the instruction for field 21 of Section A for further information.)

4 Funds advanced to students

Column b. Report the unduplicated CUMULATIVE number of borrowers who received their loans on or before June 30, 2003.

Column c. Report the CUMULATIVE net amount of the loans paid to borrowers plus any assessed late charges added to the principal through June 30, 2003.

NOTE: Any penalty or late charges that were assessed and added to the principal are thereby capitalized and CANNOT be subsequently waived, compromised or negotiated. For Part III reporting purposes, once the charges have been added to the principal they cease to exist as separate charges.

5 Loan principal collected

Column b. Report the unduplicated CUMULATIVE number of borrowers who made payments on their loans through June 30, 2003.

Column d. Report the CUMULATIVE loan principal amount collected from all sources through June 30, 2003.

6 Loan principal assigned to and accepted by the United States

Column b. Report the unduplicated

CUMULATIVE number of borrowers whose loans were assigned to the Department of Education and officially accepted not later than June 30, 2003. For schools in liquidation status, report borrowers whose assigned loans were NOT in default as well as those whose loans were in default.

Column d. Report the CUMULATIVE amount of loan principal outstanding that was assigned to the Department of Education and officially accepted not later than June 30, 2003. This amount must agree with Section C, Field 2, column d. Do not enter in Sections A and C any unpaid penalty/late charges or collection costs assessed to the borrower on any loans assigned to the Department of Education.

7 Loan principal canceled on loans made prior to July 1, 1972 for teaching/military service

Column b. Report the unduplicated CUMULATIVE number of borrowers with cancellations for teaching and military service on loans made prior to July 1, 1972.

Column d. Report the CUMULATIVE loan principal canceled on loans made prior to July 1, 1972 for teaching and military service.

8 Loan principal canceled for certain subject matter teaching service (math, science, foreign languages, bilingual education)

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving cancellations for service as a full-time teacher of mathematics, science, foreign languages, bilingual education, or any other field of expertise that is determined by the state education agency to have a shortage of qualified teachers on loans made on or after July 23, 1992. Also report previously ineligible borrowers who received cancellation for teaching service performed on or after October 7, 1998, on any outstanding balance remaining on loans made prior to July 23, 1992.

Column d. Report the CUMULATIVE loan principal canceled.

9 Loan principal canceled for all other authorized teaching service

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving cancellations for all other authorized teaching service on loans made July 1, 1972, and after. This category includes cancellations for borrowers providing full-time teaching service in low income schools as designated by the Department of Education, BIA schools, Head Start, special education provided on or after July 23, 1992, and handicapped teaching services provided before July 23, 1992. Also report previously ineligible borrowers who received cancellation for special education and handicapped teaching service performed on or after October 7, 1998 on any outstanding balance remaining on loans made prior to July 23, 1992.

Column d. Report the CUMULATIVE loan principal canceled on these loans.

10 Loan principal canceled for military service on loans made July 1, 1972, and after

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving this cancellation.

Column d. Report the CUMULATIVE loan principal canceled for military service at the 12.5% rate. Defense/Direct/Perkins Loan borrowers are entitled to cancellation of a minimum of 12.5% of their loan up to a maximum of 50% of their loan for service in the U.S. Armed Forces in an area of hostilities or area of imminent danger, that qualifies for special pay under Section 310 of Title 37 of the United States Code. To qualify for this cancellation benefit, the borrower must have served in the designated area for a complete year.

11 Loan principal canceled for volunteer service

Column b. Report the unduplicated

CUMULATIVE number of borrowers whose loans were canceled for service under the Peace Corps Act or the Domestic Volunteer Service Act of 1973. Also report previously ineligible NDSL and Defense borrowers who received cancellation for volunteer service performed on or after October 7, 1998.

Column d. Report the CUMULATIVE loan principal canceled for volunteer service.

12 Loan principal canceled for law enforcement and corrections officer service

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving this cancellation. Also report previously ineligible borrowers who received cancellation for law enforcement and corrections officer service performed on or after October 7, 1998 on any outstanding balance remaining on loans made prior to November 29, 1990.

Column d. Report the CUMULATIVE loan principal canceled for law enforcement and corrections officer service.

13 Loan principal canceled for child, family, and early intervention service

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving cancellation for service as full-time employees of public or private nonprofit child or family service agencies or full-time qualified professional providers of early intervention services in public or other nonprofit programs under public supervision on loans made on or after July 23, 1992. Also report previously ineligible borrowers who received cancellation for child, family, and early intervention service performed on or after October 7, 1998 on any outstanding balance remaining on loans made prior to July 23, 1992.

Column d. Report the CUMULATIVE loan principal canceled.

14 Loan principal canceled for nurse and medical technician service

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving cancellations for service as a full-time nurse or medical technician on loans made on or after July 23, 1992. Also report previously ineligible borrowers who received cancellation for nurse/medical technician service performed on or after October 7, 1998 on any outstanding balance remaining on loans made prior to July 23, 1992.

Column d. Report the CUMULATIVE loan principal canceled.

15 Loan principal canceled for loans discharged due to death/disability

Column b. Report the unduplicated CUMULATIVE number of borrowers whose loans were canceled due to death or permanent and total disability.

Column d. Report the CUMULATIVE loan principal canceled due to death or permanent and total disability.

NOTE: DO NOT report loans that have been assigned to the Department due to total and permanent disability in this field. These loans should be reported as assignments in Section A, field 6 and Section C, field 2.2.

16 Loan principal canceled for bankruptcy

Column b. Report the unduplicated CUMULATIVE number of borrowers whose loans were canceled for legal discharge in bankruptcy.

Column d. Report the CUMULATIVE loan principal canceled for bankruptcy. If only a portion of the debt has been discharged in bankruptcy, include the portion of the debt that has been discharged by the court.

17 Loan principal canceled for loans discharged due to closed schools

Column b. Report the unduplicated number of borrowers whose loans were canceled because the borrower was unable to complete a program he or she was enrolled in due to closure of the school, or one of its branches.

Column d. Report the CUMULATIVE loan principal canceled.

18 Loan principal adjustments - other

Column b. Report the unduplicated CUMULATIVE number of borrowers with loan principal adjustments for reasons that are not reported in fields 7 through 17; e.g., compromise, write-off (including write-offs of principal, late charges and collection fees), **incentive repayment discounts** or other costs not specified in this report.

Column d. Report the CUMULATIVE amount of loan principal adjustments.

19 Federal Capital Contributions

Column d. Report the CUMULATIVE Federal Capital Contributions deposited into your Fund through June 30, 2003. Add any portion of your 2002-2003 award year allocation that you requested by June 30, 2003, but did not receive from GAPS by June 30, 2003. Do not include any FCC transferred to either the FWS or FSEOG programs.

The amount reported in this field MUST ALWAYS equal or exceed the amount reported for this field on last year's FISAP, unless last year's entry was incorrect.

20 Repayments of fund capital to Federal government

Column c. Report the CUMULATIVE amount (Federal share) repaid to the Federal government as distribution of excess or liquidated fund capital through June 30, 2003. DO NOT reduce field 19 by this amount.

Do not include authorized administrative cost allowance withdrawals or your institutional share.

21 Institutional Capital Contributions

Column d. Report the CUMULATIVE Institutional Capital Contributions deposited into your Fund through June 30, 2003. Include the institutional share of funds for any Federal funds requested by June 30, 2003, but not received by June 30, 2003.
Also include the amount of any short-term loan your school made to the Fund. Section 674.8(a)(7) of the regulations permits a school to deposit "the proceeds of short-term no-interest loans made to the Fund in anticipation of collections or receipt of FCC." These funds should be considered as additional ICC and reported here.

The amount reported in this field MUST ALWAYS equal or exceed the amount reported for this field on last year's FISAP, unless last year's entry was incorrect.

22 Repayments of Fund capital to school

Column c. Report the CUMULATIVE amount that the school repaid to itself as distribution of excess or liquidated Fund capital or as repayment for a short-term no-interest loan to the Fund (Section 674.8 (b)(6)) through June 30, 2003. DO NOT reduce field 21 by this amount.

Do not include:

- authorized administrative cost allowance withdrawals, and/or
- Defense Loan teaching/military cancellation reimbursements.

23 Interest income on loans

Column d. Report the CUMULATIVE interest earned on loans through June 30, 2003.

This includes:

- interest collected;
- interest not collected because the interest was canceled;

- **interest not collected because of an incentive repayment discount**;

- total amount of loan interest assigned to and accepted by the Department of Education in the Assignment Form ED 553, for which the school has acceptance notices from the Department of Education dated prior to July 1, 2003; and
- interest not collected because the account was written off, compromised, etc.

24 Other income

Column d. Report the CUMULATIVE income deposited into your Fund from all sources other than interest income on loans.

You must include any other earnings on assets of the Fund, including interest earnings on Fund assets deposited in interest-bearing accounts which are net of bank charges, or deposits of certain late charges revenue. Also, enter any penalty or late charges added to principal that were included in field 4.

If a borrower has overpaid the amount due and this amount is in the Fund as of 6/30/2003, include the amount of the overpayment.

25 Reimbursements to the Fund of amounts canceled on loans made July 1, 1972, and after

Column d. Report the CUMULATIVE reimbursements of canceled principal and interest paid to your school by the Department of Education on loans made July 1, 1972, and after.

This amount must be deposited into the school's Fund.

Beginning with the 1993-94 award year, schools eligible for reimbursements for loans made on or after July 1, 1972, no longer receive paper checks issued by the U.S. Department of the Treasury. All payments are made by electronic fund transfer and are deposited directly into the bank account that your school designated.

26.1 Administrative cost allowance

Column a. Report the CUMULATIVE amount withdrawn from the Fund for administrative cost allowance.

26.2 Collection costs

Column a. Report the CUMULATIVE collection costs allowed by regulation which are not included in field 26.1, e.g., address search, credit bureau, attorneys' fees, court costs, etc. DO NOT report any costs paid by the borrower.

26.3 Administrative cost allowance and collection costs (control)

Column c. The sum of fields 26.1(a) + 26.2(a).

NOTE ABOUT CANCELLATIONS: FOR LOANS MADE ON OR AFTER 7/1/1993, NO INTEREST ACCRUES DURING THE QUALIFYING PERIOD OF DEFERMENT. THEREFORE, THERE IS NO INTEREST TO CANCEL ONCE THE BORROWER COMPLETES THE QUALIFYING SERVICE.

27 Cost of loan principal and interest canceled for teaching/military service on loans made prior to July 1, 1972

Column c. Report the CUMULATIVE loan principal and interest canceled for all teaching/military service on loans made prior to July 1, 1972. The principal on this field is an offset for field 7 and the interest is a partial offset for field 23.

28 Cost of loan principal and interest canceled for certain subject matter teaching service (math, science, foreign languages, bilingual education)

Column c. Report the CUMULATIVE cost of loan principal and interest canceled for certain subject matter teaching service (math, science, foreign languages, bilingual education, or other fields of expertise where the state educational agency

determines there is a shortage of qualified teachers) on loans made on or after July 23, 1992. Also report the cumulative cost of loan principal and interest canceled for borrowers who performed subject matter teacher service on or after October 7, 1998 on any outstanding balance remaining on loans made prior to July 23, 1992. The principal in this field is an offset for field 8, and the interest is a partial offset for field 23.

29 Cost of loan principal and interest canceled for all other authorized teaching service

Column c. Report the CUMULATIVE loan principal and interest canceled for all other authorized teaching service on loans made July 1, 1972, and after. This category includes cancellations for borrowers providing full-time teaching service in low income schools as designated by the Department of Education, BIA schools, Head Start, special education provided on or after July 23, 1992, and handicapped teaching services provided before July 23, 1992. Also report previously ineligible borrowers who received cancellation for special education and handicapped teaching service performed on or after October 7, 1998 on any outstanding balance remaining on loans made prior to July 23, 1992. The principal in this field is an offset for field 9, and the interest is a partial offset for field 23.

30 Cost of loan principal and interest canceled for military service loans made July 1, 1972, and after

Column c. Report the CUMULATIVE loan principal and interest canceled for military service on loans made July 1, 1972, and after. Defense/Direct/Perkins Loan borrowers are entitled to cancellation of a minimum of 12.5% of their loan up to a maximum of 50% of their loan for service in the U.S. Armed Forces <u>in an area of hostilities or area of imminent danger,</u> that qualifies for special pay under Section 310 of Title 37 of the United States Code. To qualify for this cancellation benefit, the borrower must have served in the designated area for a complete year. The principal in this field is an offset for field 10 and the interest is a partial offset for field 23.

31 Cost of loan principal and interest canceled for volunteer service in the Peace Corps or under the Domestic Volunteer Service Act of 1973

Column c. Report the CUMULATIVE loan principal and interest canceled for volunteer service. Also report the cumulative cost of loan principal and interest cancelled for previously ineligible NDSL and Defense borrowers for volunteer service performed on or after October 7, 1998. The principal in this field is an offset for field 11 and the interest is a partial offset for field 23.

32 Cost of loan principal and interest canceled for law enforcement and corrections officer service

Column c. Report the CUMULATIVE loan principal and interest canceled for law enforcement or corrections officer service on loans made on after November 29, 1990. Also report the cumulative cost of loan principal and interest canceled for previously ineligible borrowers for law enforcement or corrections officer service performed on or after October 7, 1998 on any outstanding balance remaining on loans made prior to November 29, 1990. The principal in this field is an offset for field 12 and the interest is a partial offset for field 23.

33 Cost of loan principal and interest canceled for child, family, and early intervention service

Column c. Report the CUMULATIVE cost of loan principal and interest canceled for child, family, and early intervention service on loans made on or after July 23, 1992. Also report the cumulative cost of loan principal canceled for borrowers who performed child, family, and early intervention service on or after October 7, 1998 on any outstanding balance remaining on loans made prior to July 23, 1992. The principal in this field is an offset for field

13, and the interest is a partial offset for field 23.

34 Cost of loan principal and interest canceled for nurse and medical technician service

Column c. Report the CUMULATIVE cost of the loan principal and interest canceled for nurse and medical technician service on loans made on or after July 23, 1992. Also report the cumulative cost of loan principal and interest canceled for borrowers who performed nurse and medical technician service on or after October 7, 1998 on any outstanding balance remaining on loans made prior to July 23, 1992. The principal in this field is an offset for field 14, and the interest is a partial offset for field 23.

35 Cost of loan principal and interest canceled because of death/disability

Column c. Report the CUMULATIVE loan principal and interest canceled because of death or permanent and total disability. The principal in this field is an offset for field 15 and interest is a partial offset for field 23.

36 Cost for loan principal and interest canceled because of bankruptcy

Column c. Report the CUMULATIVE loan principal and interest canceled because of bankruptcy. If only a portion of the debt has been discharged in bankruptcy, include the portion of the debt that has been discharged by the court. The principal in this field is an offset for field 16 and the interest is a partial offset for field 23.

37 Cost of loan principal and interest assigned to and accepted by the United States

Column c. Report the CUMULATIVE amount of loan principal and interest outstanding that was assigned to the Department of Education and officially accepted not later than June 30, 2003. For schools in liquidation status, report borrowers whose assigned loans were NOT in default as well as those loans that were in default. The principal in this field is an offset for field 6 and the interest is a partial offset for field 23.

38 Cost of loan principal and interest canceled for loans discharged due to closed schools

Column c. Report the cumulative cost of loan principal and interest canceled for borrowers whose loans were discharged due to the closure of a school. The principal in this field is an offset for field 17 and the interest is a partial offset for field 23.

39 Other costs or losses

Column c. Report all other CUMULATIVE costs or losses of principal and interest not covered in fields 26.3 through 38, e.g., compromise, write-off, etc. The principal in this field is an offset for field 18 and the interest is a partial offset for field 23.

40 Total debits and credits

Column c is the sum of all of the entries in column c, fields 1.1 through 39.

Column d is the sum of all of the entries in column d, fields 5 through 25.

Total debits must equal total credits.

Section B. Fund Activity (Annual) During the 2002-2003 Award Year

Field

1 Final adjusted Federal Capital Contribution authorization

Report your original Federal Capital Contribution (authorized in your first allocation letter for the 2002-2003 award year), plus any supplemental award for this period, <u>minus any Federal Perkins Loan funds allocated for the 2002-2003 award year that you returned to the Federal government prior to September 30, 2003.</u>

2 FCC transferred to FSEOG and FWS

Report the Federal Capital Contribution amount that was transferred to and spent in FSEOG (field 2a) and FWS (field 2b). The amount in field 2a must be the same as the entry in field 3 of Part IV and the amount in field 2b must be the same as the entry in field 2 of Part V. **The sum of field 2a plus field 2b may not exceed 25% of your original plus any supplemental FCC allocations for 2002-2003.**

NOTE: Any Federal Perkins FCC transferred to FSEOG or FWS must be entered in GAPS as an expenditure against the program authorization from which the funds were taken (Perkins), not the authorization for the program into which the funds were transferred and used.

3 The unexpended amount of final adjusted Federal Capital Contribution for 2002-2003 not requested from GAPS by June 30, 2003

Report the unexpended amount of your final adjusted Federal Capital Contribution for the 2002-2003 award year that you did not request from GAPS on or before June 30, 2003. You may not request 2002-2003 Federal Perkins Loan Federal funds from GAPS after June 30, 2003. DO NOT report any FCC for the 2002-2003 award year that you returned to the Federal government prior to September 30, 2003.

ED will deduct the amount entered in this field from the funds available in your grantee account.

NOTE: A penalty will be assessed against your school's 2004-2005 Federal Perkins Loan allocation if the amount entered here plus any other amounts you previously returned to the Department for 2002-2003 are more than 10% of your combined 2002-2003 initial plus supplemental allocations. The penalty consists of a reduction in your 2004-2005 Federal Perkins allocation by an amount equal to the total amount that you did not spend in 2002-2003.

4 ICC deposited into the Fund between July 1, 2002 and June 30, 2003

Report the amount of Institutional Capital Contribution deposited into the Fund between July 1, 2002, and June 30, 2003. The ICC must be at least one third of the net FCC (after any transfers to FSEOG (2a) and FWS (2b) and/or not drawn down (3)), and must be deposited into the Fund between July 1, 2002, and June 30, 2003. This amount must be deposited into the Loan Fund during every award year regardless of any overmatch situation that a school may have been in during a prior award year.

NOTE: Divide the net FCC by 3 to obtain the minimum ICC amount.

5 Loans advanced to students from the Fund during the 2002-2003 award year (minus refunds to 2002-2003 award year loans)

Report the net amount of the loans paid to borrowers from the Fund. This figure is the total amount of loans paid to borrowers minus any refunds or adjustments (the borrower dropped out of school and received a refund or made a pre-payment) to 2002-2003 loans. Refunds on prior year notes should not be reported here.

6 Administrative cost allowance claimed for the 2002-2003 award year

Report the amount withdrawn from the Fund for an administrative cost allowance. This amount must be the same as the amount in Part VI, Section B, field 23a. This amount could include funds claimed for any or all of these three programs.

7 Total principal and interest repaid by the borrowers from all sources during the 2002-2003 award year

Column a. Count the unduplicated number of borrowers who made payments on their loans in the 2002-2003 award year.

Column b. Report the amount of principal and interest repaid by borrowers during the 2002-2003 award year. Include any portion of the repayment that any collection firm(s) kept. Also include any penalty charges collected or late charges

which were deposited into the Fund. Be sure to include amounts received as student repayments from ALL sources.

Do not include:

- collection firm charges over and above the principal and interest due as collection cost

or

- interest received from any investments.

Section C. Cumulative Repayment Information as of June 30, 2003

This section is an analysis of the repayment status for all past and current National Defense/Direct Student Loan and Federal Perkins Loan borrowers as of June 30, 2003 at your school. Count the number of borrowers, not the number of loans made. In fields 1.1 through 5.4, each borrower should be counted only once.

When a borrower has more than one loan and falls into more than one category in Section C, the dollars should be reported in the appropriate fields. However, the borrower should be reported only once in column b of the field for the loan where the borrower's principal amount outstanding is the greatest. (In column b the sum of fields 1.1, 2, 3, 4, 5.1, 5.2, 5.3, and 5.4 equals field 4, column b of Part III, Section A of the Fiscal Operations Report.)

Instructions for column entries in all applicable fields are as follows:

Column a. Report the amount paid into the Loan Fund to purchase loans.

Column b. Report the unduplicated borrowers for each field as of June 30, 2003.

Column c. Report the total amount lent to borrowers in column b.

Column d. Report the principal amount outstanding on all loans as of June 30, 2003. This is that portion of the amount lent that was not repaid or canceled as of June 30, 2003.

Field

1.1 Borrowers whose loans are fully retired

Column b. Report all past borrowers who have completely repaid or canceled their loans as of June 30, 2003. Include any write-off accounts with balances of less than $25, or less than $50 if the borrower has been billed for two years. Also include any loans discharged because the borrower was unable to complete a program he or she was enrolled in due to closure of the school. Include any borrowers whose loans your school purchased because they were deemed unenforceable by the Department of Education and rejected for assignment.

Column c. Report the total dollar amount lent to those same borrowers.

1.2 Loans that have been purchased

Column a. Of the loans included in 1.1 as fully retired, report in column a the outstanding principal balance, all interest due, and any collection fees due on all loans you submitted for assignment that were not accepted, and for which your school reimbursed the Fund. This entry will be used for liquidation purposes.

Before a school can be considered as having a fully liquidated Perkins Loan portfolio, all loans with a principal amount outstanding remaining at the school must <u>either</u> be assigned to the Department <u>or</u> fully retired, including being purchased by the school. The information reported here will permit ED to make this determination. The Perkins Liquidation Procedures can be found in Dear Colleague Letter CB-00-05.

2 Borrowers whose loans were assigned to and officially accepted by the Department of Education as of June 30, 2003.

2.1 Assignments due to default or liquidation

Column b. Report the unduplicated CUMULATIVE number of borrowers

whose loans were assigned to the Department of Education due to default or liquidation and officially accepted by June 30, 2003. For schools in liquidation status, report borrowers whose assigned loans were NOT in default as well as those whose loans were in default.

Column c. Report the total amount lent to those same borrowers.

Column d. Report the total principal amount outstanding when the loans were assigned to and accepted by the Department of Education. Do NOT include any unpaid penalty/late charges assessed to the borrower on any loans assigned to the Department. Any payment your school might have received from these borrowers subsequent to the Department's acceptance of the borrower's assigned loan is not to be reflected in this report. Such payments must be sent directly to:

National Payment Center
P.O. Box 4169-Perkins Loan (NDSL)
Greenville, Texas 75403-4169

2.2 Assignments due to total and permanent disability discharge

Column b. Report the unduplicated CUMMULATIVE number of borrowers whose loans were assigned to the Department of Education due to total and permanent disability and officially accepted by June 30, 2003.

Column c. Report the total amount lent to those same borrowers.

Column d. Report the total principal amount outstanding when the loans were assigned to and accepted by the Department of Education. Do NOT include any unpaid penalty/late charges assessed to the borrower on any loans assigned to the Department. Any payment your school might have received from these borrowers subsequent to the Department's acceptance of the borrower's assigned loan is not to be reflected in this report. Such payments must be sent directly to:

Conditional Total and Permanent Disability Assignments
U.S. Department of Education
ACS Education Services
PO Box 7200
Utica, New York 13501

The sum of 2.1 column b and 2.2 column b must agree with field 6, column b, of Part III, Section A, Fiscal Operations Report.

The sum of 2.1 column d and 2.2 column d must agree with field 6, column d, of Part III, Section A, Fiscal Operations Report.

3 Total borrowers not in repayment status

Column b. Report the borrowers attending institutions of postsecondary education at least half-time. This includes those students attending your school and those who have filed for student deferments from other schools. It includes those whose grace periods have expired as well as those who have not used their first grace period.

Report the borrowers who were in their first grace period. This first grace period is in three categories:

- for loans made before October 1, 1980, a grace period of 9 consecutive months, starting from the date the borrower ceased to be at least a half-time student at an institution of postsecondary education;

- for loans made on or after October 1, 1980 but before July 1, 1987, a grace period of 6 consecutive months, starting from the date the borrower ceased to be at least a half-time student at an institution of postsecondary education;

- for loans made on or after July 1, 1987, a grace period of 9 consecutive months, starting from the date the borrower ceased to be at least a half-time student at an institution of

postsecondary education. Review Section 674.32 of the regulations for terms relevant to less than half-time borrowers.

For borrowers in deferment and other grace periods, report those who attained deferment in accordance with the governing regulations. For loans made on or after October 1, 1980, a second grace period of 6 consecutive months follows the completion of a deferment period for study, service, or disability.

Column d. Report the principal amount outstanding on these loans.

4 Borrowers on schedule in repayment status

Column b. Report the borrowers making loan repayments on schedule.

Column d. Report the total principal amount outstanding on these loans.

5.1 IN DEFAULT less than 240 days (monthly installments) or 270 days (other installments)

Column b. Report the borrowers whose loans are in default less than 240 days if paying monthly installments and less than 270 days if paying less frequently than monthly installments.

Column c. Report the principal amount lent to those borrowers.

Column d. Report the principal amount outstanding on those loans.

5.2 IN DEFAULT 240 days or more (monthly installments) or 270 days or more (other installments), up to 2 years

Column b. Report the borrowers whose loans are in default 240 days, up to 2 years, if paying monthly installments and 270 days, up to 2 years, if paying less frequently than monthly installments.

Column c. Report the principal amount lent to those borrowers.

Column d. Report the principal amount outstanding on those loans.

5.3 IN DEFAULT more than 2 years, up to 5 years

Column b. Report the borrowers whose loans are in default more than 2 years, up to 5 years.

Column c. Report the principal amount lent to these borrowers.

Column d. Report the principal amount outstanding on those loans.

5.4 IN DEFAULT more than 5 years

Column b. Report the borrowers whose loans are in default more than 5 years.

Column c. Report the principal amount lent to these borrowers.

Column d. Report the principal amount outstanding on those loans.

Please note: All assigned notes that have been rejected by the Department of Education and returned to you, or for which you received an acceptance letter from the Department of Education dated after June 30, 2003, must be counted in the appropriate default category, according to the oldest payment in default, and may not be included in either field 2 of this Section, or in Section A, field 6.

Cohort Default Rate

For the purpose of calculating the cohort default rate:

- A borrower has <u>entered repayment</u> the day after the borrower's initial grace period ended or the day the borrower waived the initial grace period. This date does not change if a deferment or a cancellation is granted after the borrower has entered repayment.

- A loan is <u>in default</u> if the borrower failed to make an installment payment when it is due or to comply with the other terms of the

promissory note, and this situation had existed for at least 240 days for loans with monthly installments or at least 270 days for other loans.

- A loan is still considered to be in default if a payment is made by the school, its owner, agency, contractor, employee, or any other entity or individual affiliated with the school, in order to avoid default by the borrower.

- A loan is not considered to be in default only if the borrower has made six voluntary consecutive payments, has voluntarily made all payments currently due, repaid the loan in full, rehabilitated or canceled the loan, received a deferment or forbearance on the loan based on a condition that began prior to the loan becoming 240 days past due, received a discharge due to death or permanent and total disability, received a discharge in bankruptcy, received a discharge due to a closed school or repaid in full in accordance with Section 674.33(a) or Section 674.47(h).

- A loan that has been assigned to the Department of Education is still considered as part of the cohort default rate calculation (unless the loan has been assigned to the Department due to total and permanent disability).

Section D. Schools with 30 or more borrowers

If your school had 30 or more borrowers who entered repayment in the 2001-2002 award year, select the "NO" box and complete fields 1.1 through 1.3.

1.1 Enter the number of borrowers who entered repayment any time from July 1, 2001 to June 30, 2002.

1.2 Of the number of borrowers who entered repayment in 2001-2002, enter the number with loans in default by June 30, 2003.

1.3 Divide the number of borrowers in field 1.2 by the number of borrowers in field 1.1 and multiply by 100 to calculate your cohort default rate.

Section E. Schools with less than 30 borrowers

If your school had less than 30 borrowers who entered repayment in the 2001-2002 award year, select the "YES" box and complete fields 2.1 through 2.5.

2.1(a) Enter the number of borrowers who entered repayment any time from July 1, 1999 to June 30, 2000.

2.1(b) Enter the number of borrowers who entered repayment any time from July 1, 2000 to June 30, 2001.

2.1(c) Enter the number of borrowers who entered repayment any time from July 1, 2001 to June 30, 2002.

2.2(a) Of the total number of borrowers in field 2.1(a), enter the number in default by June 30, 2001.

2.2(b) Of the total number of borrowers in field 2.1(b), enter the number in default by June 30, 2002.

2.2(c) Of the total number of borrowers in field 2.1(c), enter the number in default by June 30, 2003.

2.3 Enter the total number of borrowers who entered repayment during the 1999-2000, 2000-2001, and 2001-2002 award years (sum of items 2.1(a) + 2.1(b) +2.1(c)).

2.4 Enter the total number of borrowers with loans in default by June 30, 2001, June 30, 2002, and June 30, 2003 (sum of items 2.2(a) + 2.2(b) + 2.2(c)).

2.4 Divide the number of borrowers in field 2.4 by the total number of borrowers in field 2.3 and multiply by 100 to calculate your cohort default rate.

Instructions for Part IV: Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Who must complete Part IV?

You must complete Part IV if your school received FSEOG Federal funds for 2002-2003.

Field-by-field instructions for Part IV

Section A. Federal Funds Authorized for FSEOG

Use this section to report your authorization and any changes.

Field

1 Final adjusted FSEOG authorization

Report the amount of your original authorization (your first allocation letter for Award Year July 1, 2002 through June 30, 2003), plus any supplemental authorization you received for the FSEOG Program, minus any FSEOG funds you returned to the Federal government from your 2002-2003 award year allocation prior to September 30, 2003.

Section B. Federal Funds Available for FSEOG Expenditures

Use this section to calculate the Federal funds that you had available for FSEOG expenditures.

2 FWS funds transferred to and spent in FSEOG

If you transferred funds from your FWS allocation to your FSEOG Program, enter the amount that you transferred. You must have spent the amount in the FSEOG Program. Any amount you transferred from FWS and did not spend in FSEOG, you must return to FWS. The maximum amount you may transfer from FWS to FSEOG is 25% of the sum of your 2002-2003 FWS original and supplemental allocations. The amount in this field must be the same as the entry on field 3 of Part V.

3 Federal Perkins FCC funds transferred to and spent in FSEOG

If you transferred funds from your Federal Perkins FCC allocation to your FSEOG Program, enter the amount that you transferred. You must have spent the amount in the FSEOG Program. Any amount you transferred from your Federal Perkins FCC and did not spend in FSEOG, you must return to the Federal Perkins Loan Program. The total amount transferred to the FSEOG and/or the FWS Programs may not exceed 25% of the sum of your 2002-2003 Federal Perkins original, and supplemental FCC allocations. The amount in this field must be the same as the entry on field 2(a) of Part III, Section B.

4 2003-2004 funds carried back and spent in 2002-2003

Report any amount of your 2003-2004 FSEOG allocation that was carried back and spent in award year 2002-2003. The maximum amount you may carry back is 10% of the sum of your 2003-2004 original and supplemental FSEOG allocations.

5 Additional 2003-2004 FSEOG funds carried back and spent for 2003 summer enrollment

If you report in field 4 the maximum 10% carry-back amount, report any additional amount of your 2003-2004 FSEOG allocation that was carried back and spent for summer enrollment through June 30, 2003.

6 2001-2002 funds carried forward and spent in 2002-2003

Report any amount of your 2001-2002 FSEOG allocation that was carried forward to spend in award year 2002-2003. The

maximum amount you may carry forward is 10% of the sum of your 2001-2002 original and supplemental FSEOG allocations.

If this entry is different from the one in field 7 of your 2001-2002 FSEOG Report, you must also submit a revised 2001-2002 FSEOG Report.

7. 2002-2003 funds carried forward to be spent in 2003-2004

Report any amount of your 2002-2003 FSEOG allocation that was carried forward to spend in award year 2003-2004. The maximum amount you may carry forward is 10% of the sum of your 2002-2003 original and supplemental FSEOG allocations.

8. 2002-2003 funds carried back and spent in 2001-2002

Report any amount of your 2002-2003 FSEOG allocation that was carried back and spent in award year 2001-2002. The maximum amount you may carry back is 10% of the sum of your 2002-2003 original and supplemental FSEOG allocations.

If this entry is different from the one in field 4 of your 2001-2002 FSEOG Report, you must also send us a revised 2001-2002 FSEOG Report.

9. Additional 2002-2003 funds carried back and spent for 2002 summer enrollment

If you report in field 8 the maximum 10% carry-back amount, report any additional amount of your 2002-2003 FSEOG allocation that was carried back and spent for summer enrollment through June 30, 2002.

If this entry is different from the one in field 5 of your 2001-2002 FSEOG Report, you must also send us a revised 2001-2002 FSEOG Report.

NOTE: Any FSEOG funds carried forward or carried back between award years must be entered in GAPS as an expenditure against the FSEOG authorization from which the funds were taken **not** the authorization for the award year in which the funds were used.

10. Federal funds available for FSEOG

Field 10 equals field 1 plus field 2 plus field 3 plus field 4 plus field 5 plus field 6 minus field 7 minus field 8 minus field 9.

Section C. Funds to FSEOG Recipients

Do not include in either field 11 or 12 any non-Federal funds in excess of the required 25% non-Federal share.

11 Total funds to FSEOG recipients

The amount reported must consist of the required 25% non-Federal and the 75% Federal share unless the school has been granted a waiver.

Field 11 equals the sum of field 12 plus field 13.

12 Non-Federal share of funds to FSEOG recipients

In order for the non-Federal funds to be reported in this field, the recipients of these monies must have also received some Federal funds from the FSEOG Program in the 2002-2003 award year. Field 12 must be 25% of field 11, unless the school had an approved waiver for 2002-2003. Do not enter any school expenditure in excess of the 25% requirement.

The school is required to provide the non-Federal share from its own resources which may include school grants and scholarships, tuition or fee waivers, state scholarships, or foundation or other charitable organization funds. A full discussion of the three methods of making the non-Federal share appears in the Volume 7 of the 2002-2003 Federal Student Financial Aid Handbook.

a. If some or all of your non-Federal share consisted of a cash outlay by your school, enter the amount contributed.

b. If some or all of your non-Federal share

consisted of one of the other types of school resources listed above, enter the amount designated.

Field 12 equals field 12a plus field 12b.

Section D. Federal Funds Spent for FSEOG Program

Use this section to report how you spent the Federal funds available.

13 Federal share of funds to FSEOG recipients

Report the amount of FSEOG Federal funds expended for students, plus any FWS Federal funds and/or Federal Perkins FCC funds transferred into FSEOG and used for student grants. Field 13 must be equal to 75% of field 11, unless the school has an approved waiver for 2002-2003.

14 Administrative cost allowance claimed

Use Part VI, Section B, Steps 1 and 2, to calculate your administrative cost allowance. In Part VI, Section B, Step 3, report how much administrative cost allowance you claimed in the FSEOG Program. This amount could include funds claimed for any or all of these three programs.

15 Federal funds spent for FSEOG

Field 15 equals field 13 plus field 14.

Section E. Use of FSEOG Authorization

Use this section to derive your unexpended (if any) and expended authorization amounts.

16 Expended FSEOG authorization

Field 16 equals field 7 plus field 8 plus field 9 plus field 15 minus field 2 minus field 3 minus field 4 minus field 5 minus field 6.

The amount in field 16 must agree with your final FSEOG expenditures reported in GAPS. It cannot exceed your authorization in field 1.

17 Unexpended FSEOG authorization

Field 17 equals field 1 minus field 16. This amount will ultimately be deducted from your GAPS grantee account.

An excess expenditure must be charged to institutional funds; however, the excess institutional share must not be entered in this report.

NOTE: A penalty will be assessed against your school's 2004-2005 FSEOG allocation if this amount plus any other amounts you previously returned to ED are more than 10% of your combined 2002-2003 initial plus supplemental allocations. The penalty consists of a reduction in your 2004-2005 FSEOG allocation by an amount equal to the total amount that you did not spend in 2002-2003.

Information on prior year recoveries for FSEOG and FWS

Prior year recoveries are the Federal share of any monies students have returned to the school for an award year that has already undergone closeout in the Campus-Based system (i.e. awards have already been reduced to FISAP expenditure levels). You are no longer required to report prior year recoveries to the Campus-Based Programs. You need only make an adjustment to your FISAP if requested by ED's Case Management and Oversight.

Any funds recovered on prior year awards should be refunded to the Department using existing GAPS refund procedures. Refunds should be applied to the award corresponding to the funding year in which the recovered funds were awarded. The refund will result in an increase to the available balance for this award. *The award authorization amount will be reduced by this refund amount when the award enters the closeout state in GAPS. You should not draw down the available balance that was created by the refund.*

Instructions for Part V: Federal Work-Study Program (FWS)

Who must complete Part V?

You must complete Part V if your school received FWS funds for award year 2002-2003.

Field-by-field instructions for Part V

Section A. Federal Funds Authorized for FWS

Use this section to report your authorization and any changes.

Field

1 Final adjusted FWS authorization

Report the amount of your original authorization (your first allocation letter for award year July 1, 2002, through June 30, 2003), plus any supplemental authorization you received for the FWS Program, minus any FWS funds you returned to the Federal government from your 2002-2003 award year allocation(s) prior to September 30, 2003.

Section B. Federal Funds Available for FWS Expenditures

Use this section to calculate the funds that you had available for FWS expenditures.

2 Federal Perkins FCC funds transferred to and spent in FWS

If you transferred funds from your Federal Perkins FCC allocation to your FWS Program, enter the amount that you transferred. You must have spent this amount in the FWS Program. Any amount you transferred from your Federal Perkins FCC and did not spend in FWS, you must return to the Federal Perkins Loan Program. The total amount transferred to the FSEOG and/or FWS Programs may not exceed 25% of the sum of your 2002-2003 Federal Perkins FCC original and supplemental allocations. The amount of this field must be the same as the entry in field 2(b) of Part III, Section B.

3 FWS funds transferred to and spent in FSEOG

If you transferred funds from FWS to FSEOG, enter the amount that you transferred. You must have spent this amount in the FSEOG Program. Any amount you transferred from FWS and did not spend in FSEOG, you must return to FWS. The maximum amount you may transfer from FWS to FSEOG is 25% of the sum of your 2002-2003 FWS original and supplemental allocations. The amount of this field must be the same as the entry in field 2 of Part IV.

NOTE: Any FWS funds transferred to FSEOG must be entered in GAPS as an expenditure against the program authorization from which the funds were taken (FWS), <u>not</u> the authorization for the program into which the funds were transferred and used.

4 2003-2004 FWS funds carried back and spent in 2002-2003

Report any amount of your 2003-2004 FWS allocation that was carried back and spent in award year 2002-2003. The maximum amount you may carry back is 10% of the sum of your 2003-2004 original and supplemental FWS allocations.

5 Additional 2003-2004 FWS funds carried back and spent for 2003 summer employment

If you report in field 4 above the maximum 10% carry-back amount, report any additional amount of your 2003-2004 FWS allocation that was carried back and spent for payments to students for wages earned on or after May 1, 2003, but prior to the beginning of the 2003-2004 award year on July 1, 2003.

6 **2001-2002 funds carried forward and spent in 2002-2003**

Report any amount of your 2001-2002 FWS allocation that was carried forward and spent in award year 2002-2003. The maximum amount you may carry forward to spend is 10% of the sum of your 2001-2002 original and supplemental FWS allocations.

If this entry is different from the one in field 7 of your 2001-2002 FWS Report, you must also send to us a revised 2001-2002 FWS Report.

7 2002-2003 funds carried forward to be spent in 2003-2004

Report any amount of your 2002-2003 FWS allocation that was carried forward to be spent in award year 2003-2004. The maximum amount you may carry forward is 10% of the sum of your 2002-2003 original and supplemental FWS allocations.

8 2002-2003 funds carried back and spent in 2001-2002

Report any amount of your 2002-2003 FWS allocation that was carried back and spent in award year 2001-2002. The maximum amount you may carry back is 10% of the sum of your 2002-2003 original and supplemental FWS allocations.
If this entry is different from the one in field 4 of your 2001-2002 FWS Report, you must also send us a revised 2001-2002 FWS Report.

9 Additional 2002-2003 funds carried back and spent for 2002 summer employment

If you report in field 8 above the maximum 10% carry-back amount, report any additional amount of your 2002-2003 FWS allocation that was carried back and spent for payments to students for wages earned on or after May 1, 2002, but prior to the beginning of the 2002-2003 award year on July 1, 2002.

If this entry is different from the one in field 5 of your 2001-2002 FWS Report, you must also send us a revised 2001-2002 FWS Report.

NOTE: Any FWS funds carried forward or carried back between award years must be entered in GAPS as an expenditure against the FWS authorization for the award year from which the funds were taken <u>not</u> the authorization for the award year in which the funds were used.

10 Total Federal funds available for 2002-2003 FWS

Field 10 equals field 1 plus field 2 minus field 3 plus field 4 plus field 5 plus field 6 minus field 7 minus field 8 minus field 9.

Section C. Total Compensation for FWS

Use this section to report the total FWS compensation earned in award year 2002-2003, both Federal and institutional shares. This is gross compensation including tax and other withholdings.

11 Total earned compensation for FWS Program

Report in field 11 the FWS total earned compensation (Federal and non-Federal share) for all students for the 2002-2003 award year. This includes the compensation earned by FWS students employed as reading tutors of children, mathematics tutors of children, or in family literacy activities even if the Federal share was above the 75 percent rate. The amount of FWS earned compensation paid to FWS students employed on-campus as reading tutors of children, mathematics tutors of children, or in family literacy activities

must be reported in field 11a, and in field 11b if earned off-campus at public or private nonprofit agencies.

a. Report the earned compensation for on-campus employment.

b. Report the earned compensation for off-campus employment at public or private nonprofit agencies, excluding expenditures required to be reported in field 11c.

c. Report the earned compensation for off-campus employment at public or private nonprofit agencies that were unable to pay the regular non-Federal share and had a Federal share not exceeding 90%.

d. Report the earned compensation for off-campus employment in the private for-profit sector.

Field 11 equals the sum of fields 11(a) + 11(b) + 11(c) + 11(d).

12 Total institutional share of earned compensation

Report the total institutional share of all earned compensation. The minimum required institutional share varies by type of employment and is the complement of each of the Federal share percentages reflected in field 13. The institutional share includes the amounts contributed by your school, as well as the amounts contributed by any off-campus employer. If the institutional share of student compensation was paid in-kind (examples include tuition waiver, room and board, etc.), you must convert the in-kind compensation to cash value.

Field 12 must equal the difference between fields 11 and 13.

Section D. Funds Spent from Federal Share of FWS

13 Total Federal share of FWS earned compensation

Report in field 13 the Federal share of the FWS total earned compensation paid to all students for the 2002-2003 award year. This includes the Federal share of earned compensation paid to FWS students employed as reading tutors of children, mathematics tutors of children, or in family literacy activities even if the Federal share exceeds the 75 percent rate. Further, the Federal share of earned compensation paid to FWS students employed as reading tutors of children, mathematics tutors of children, or in family literacy activities must be reported in field 13b for on-campus employment or off-campus employment at public or private nonprofit agencies.

a. Report the Federal share of compensation earned at the maximum 75% rate: on-campus employment or off-campus employment at public or private nonprofit agencies.

b. Report the Federal share of compensation earned at the maximum 100% rate: on-campus employment or off-campus employment at public or private nonprofit agencies. Report the Federal share of compensation earned by FWS students employed as reading tutors of children, mathematics tutors of children, or in family l literacy activities. Also, report the Federal share of compensation if your school had an approved waiver of the non-Federal share as an eligible Title III/V school.

c. Report the Federal share of compensation earned at the maximum 90% rate: off-campus employment at public and private nonprofit agencies that are unable to pay the regular non-Federal share. The 90% Federal share is limited to no more than 10% of the students paid under the FWS Program for the 2002-2003 award year. This 10% limit does not include students whose FWS wages have been exempted from the full non-Federal share

requirement due to being employed as reading tutors of children, mathematics tutors of children, or in family literacy activities. See the FWS volume (6) of the FSA Handbook for 2002-2003 for more information.

d. Report the Federal share of compensation earned off-campus in private for-profit sector employment at the maximum Federal share of 50%. This amount may not exceed 25% of the sum of your 2002-2003 original plus supplemental authorizations.

Field 13 equals the sum of fields 13(a) + 13(b) + 13(c) + 13(d).

14 Administrative cost allowance claimed

Use Part VI, Section B, Steps 1 and 2, to calculate your administrative cost allowance. In Part VI, Section B, Step 3, report how much administrative cost allowance you claimed in the FWS Program. The amount in field 14 must be the same as the amount in Part VI, Section B, field 23(c). This amount could include funds claimed for any or all of these three programs.

15 Federal share of Job Location and Development Program expenditures

Report the Federal share of the amount spent for the Job Location and Development Program. This amount must be the lesser of $50,000 or 10% of the sum of your 2002-2003 original and supplemental FWS allocations. See the FWS volume (6) of the FSA Handbook for 2002-2003 for more information.

16 Total Federal funds spent for FWS

Field 16 equals the sum of fields 13 through 15.

Section E. Use of FWS Authorization

Use this section to derive your expended and unexpended authorization amounts.

17 Expended FWS authorization

Field 17 equals fields 3 plus 7 plus 8 plus 9 plus 16 minus fields 2 plus 4 plus 5 plus 6. **The amount on field 17 must agree with your final FWS expenditures reported in GAPS.** It cannot exceed your authorization in field 1.

18 Unexpended FWS authorization

Field 18 equals field 1 minus field 17. **This amount will ultimately be deducted from your GAPS grantee account.**

Any calculation that results in a negative figure will not be accepted for transmission to ED. An excess expenditure must be charged to the school share of earned compensation.

NOTE: A penalty will be assessed against your school's 2004-2005 FWS allocation if this amount plus any other amounts you previously returned to ED are more than 10% of your combined 2002-2003 initial plus supplemental allocations. The penalty consists of a reduction in your 2004-2005 FWS allocation by an amount equal to the total amount that you did not spend in 2002-2003.

Information on prior year recoveries for FWS and FSEOG

Prior year recoveries are the Federal share of any monies students have returned to the school for an award year that has already undergone closeout in the Campus-Based system (i.e. awards have already been reduced to FISAP expenditure levels). You are no longer required to report prior year recoveries to the Campus-Based Programs. You need only make an adjustment to your FISAP if requested by ED's Case Management and Oversight.

Any funds recovered on prior year awards should be refunded to the Department using existing GAPS refund procedures. Refunds should be applied to the award corresponding to the funding year in which the recovered funds were awarded. The refund will result in an increase to the available balance for this award. *The award authorization amount will be reduced by this refund amount when the*

award enters the closeout state in GAPS. You should not draw down the available balance that was created by the refund.

Section F. Information About the Job Location and Development (JLD) Program

19 Total expenditures for the Job Location and Development Program

Report the total amount spent (Federal and institutional share) to establish, maintain, or expand the Job Location and Development Program.

20 Institutional expenditures for the JLD Program

Report the total amount of institutional funds spent. If your expenditures for the JLD Program were paid in-kind (examples include staff salaries, related travel, printing and mailing costs, etc.), convert those contributions to their cash value. If you used Federal funds to operate the JLD Program, the amount reported on this field must be at least 20% of the amount reported on field 19.

21 Number of students for whom jobs were located or developed

Report the number of students for whom you developed or located jobs through the JLD Program, and who had earnings through JLD placement in award year 2002-2003.

22 Total earnings of the students in field 21 above

Report the total amount earned in 2002-2003 by the students entered on field 21.

If you do not know their actual wages, report a reasonable estimate.

Section G. Information About FWS Students Employed in Community Service Activities

Section G will be used to determine whether your school met the minimum 7 percent community service expenditure requirement for the 2002-2003 award year. If your school also received supplemental FWS Federal funds, this section will be used to determine whether your school used the supplemental funds only to pay students in community service jobs. The minimum amount that was needed to satisfy these requirements is determined by taking 7% of your original plus supplemental FWS allocations minus any amount returned on the Reallocation Form or before, or 100% of your supplemental allocation, whichever is greater.

The information reported here includes the funds spent to compensate FWS students employed as reading tutors of children or in family literacy activities that qualify as community service employment. To qualify as community service employment, the reading tutoring of children or family literacy activities must have been open and accessible to the community. The service is considered open and accessible if it is publicized to the community and the general public uses the service. A school in and of itself is not considered the community for this purpose.

Note: A school may pay students for a reasonable amount of time spent for training that is directly related to FWS employment and time spent for travel that is directly related to employment in community service activities.

23 Number of students in community service employment

Report the number of students employed in FWS jobs during the 2002-2003 award year that met the definition of community service in the Higher Education Act of 1965, as amended, Part C, Section 441(c).

24 Federal share of community service earned compensation

Enter the Federal share of compensation earned in FWS community service jobs during the 2002-2003 award year.

This amount must not exceed 75% of the

total earned compensation for community service (the sum of fields 24 and 25), unless the institutional-share requirements have been waived or an off-campus agency qualified for a 90% Federal share. For example, if the total earned compensation for community service is $10,000, then field 24 should be $7,500 ($10,000 X .75). Field 25 should be $2,500 ($10,000 X.25). However, if for example the school has an approved waiver of the institutional share, Field 24 could be $10,000 and field 25 could be $0. The Federal share of FWS compensation paid to a student must not exceed 75% unless a waiver applied or the student was employed at an off-campus agency that qualified for a 90% Federal share.

25 Non-Federal share of community service earned compensation

Report the non-Federal (school plus off-campus employer) share of compensation earned by the students employed in community service jobs.

Section H. Information about FWS Students Employed as Reading Tutors of Children or Employed in Family Literacy Activities

The information reported here may also be part of the information reported above on community service if the reading tutoring for children or family literacy activities were open and accessible to the community. A service is considered open and accessible if the service is publicized to the community and the general public uses the service.

26 Number of FWS students employed as reading tutors of children or employed in family literacy activities

Report the number of FWS students employed as reading tutors of children or in family literacy activities during the 2002-2003 award year.

The reading tutoring must be provided to preschool-age children or children who are in elementary school. The family literacy activities must be in a family literacy project that provides services to families with preschool-age children or children who are in elementary school. The work must be performed by the FWS student for the school itself, for a Federal, state or local public agency, or for a private nonprofit organization.

27 Federal share of earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities

Enter the Federal share of compensation earned by FWS students employed as reading tutors of children or in family literacy activities during the 2002-2003 award year.

The amount may be up to 100 percent of the compensation earned by an FWS student employed as a reading tutor of children or in family literacy activities. The school did not have to make a request to the Department to use these waivers of the FWS institutional-share requirements. The school has the option of continuing to provide an institutional share and determining the amount of that share.

a. Report the amount of the Federal share entered in field 27 that was spent on community service employment. To qualify as community service employment, the reading tutoring for children or family literacy activities must have been open and accessible to the community.

This information will be used to determine whether your school, in meeting the 7 percent community service expenditure requirement, had

employed one or more students in at least one reading tutoring project as a reading tutor of children or in a family literacy project performing family literacy activities. Further, this information will be used to support whether your school met one of the requirements for reallocated FWS funds, if requested, by spending at least 5 percent of your original plus supplemental FWS allocations to pay students employed as reading tutors of

children or in family literacy activities as part of your community service activities.

28 Total earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities

Report the total compensation earned by FWS students employed as reading tutors of children or in family literacy activities during the 2002-2003 award year.

Section I. Information About FWS Students Employed as Mathematics Tutors of Children

The information reported here may also be part of the information reported above on community service if the mathematics tutoring for children was open and accessible to the community.

29 Number of FWS students employed as mathematics tutors of children

Report the number of FWS students employed as mathematics tutors of children during the 2002-2003 award year.

The mathematics tutoring must be provided to students from the elementary through ninth grade levels. The work must be performed by the FWS student for the school itself, for a Federal, state or local public agency, or for a private nonprofit organization.

30 Federal share of earned compensation for FWS students employed as mathematics tutors of children

Enter the Federal share of compensation earned by FWS students employed as mathematics tutors of children during the 2002-2003 award year.

The amount may be up to 100 percent of the compensation earned by an FWS student employed as a mathematics tutor of children. The school did not have to make a request to the Department to use this waiver of the FWS institutional-share requirements. The school has the option of continuing to provide an institutional share and determining the amount of that share.

31 Total earned compensation for FWS students employed as mathematics tutors of children

Report the total compensation earned by FWS students employed as mathematics tutors of children during the 2002-2003 award year.

Instructions for Part VI: Program Summary

Field-by-field instructions for Part VI

Section A. Distribution of Program Recipients and Expenditures by Type of Student

Report the distribution of aid recipients and the amounts spent during the 2002-2003 award year by taxable and untaxed income level, for undergraduate dependent students (fields 1 through 7), undergraduate independent students (fields 8 through 14) and/or graduate/professional students (field 15). All graduate/professional students must be entered in field 15, columns a, e, and g. Students reported in fields 1 through 15 are all students, whether full-time or part-time. Students entered in field 17 are those students from fields 1 through 15 enrolled less than full-time. Students entered in field 18 are those students from fields 1 through 15 with an automatic zero EFC. The entries in column g are an unduplicated count and for most schools are not the sum of columns a, c, and e.

The definitions for dependent, independent, undergraduate, and graduate/professional are the same as for Part II, Section F.

Income categories for fields 1 through 14 are determined in the same manner as those income levels used for the eligible aid applicants. (See Part II, Section F).

For students designated as having an automatic zero EFC, placement is determined by the students' income that would have been used to calculate an Expected Family Contribution for 2002-2003 if the student had not been designated as having an automatic zero EFC. These students should be included in fields 1

Who must complete Part VI, Section A?

If you participated in the Federal Perkins Loan, FSEOG, or FWS Program in the 2002-2003 award year, you must complete this section.

What do I need to complete this section?

You will need data from Parts III, IV, and V of this FISAP, and from your school's records.

through 15.

For Perkins and FWS students: A student who was a recipient in more than one academic category in 2002-2003 (e.g., undergraduate one term, and graduate another, dependent in one term and independent in another, or changed from full-time to less than full-time status), should be reported in the category in which they were enrolled during the final term of the 2002-2003 academic year, or the final month of the training program for schools with a non-traditional calendar.

For FSEOG students: Since FSEOG recipients can ONLY be undergraduate students, report them in the appropriate undergraduate category (dependent or independent by income) regardless of the subsequent work done as graduate students. If the same students received Perkins and/or FWS funds, report the students in the unduplicated recipients column g only once according to the students' status in the final term or month of the 2002-2003 academic year.

Field

1-14 Undergraduate dependent and independent students

Column a. Report the number of undergraduate dependent and independent Federal Perkins Loan Program recipients for each income level in fields 1 through 14.

Column b. Report the amounts lent to borrowers in column a for the income levels in fields 1 through 14.

Column c. Report the number of undergraduate dependent and independent FSEOG recipients for each income level in fields 1 through 14.

In order to be an FSEOG recipient, the student must have received some Federal funds from the FSEOG Program in the 2002-2003 award year.

Column d. Report the amount provided to FSEOG recipients in column c for each income level in fields 1 through 14. Under the "Individual FSEOG Recipient Basis" and "Fund Specific Basis" methods of providing the non-Federal share, the school must report for each FSEOG recipient the appropriate 25% non-Federal and 75% Federal shares unless the school has been granted a waiver. However, under the "Aggregate Basis" method each FSEOG recipient will not have received the 25% non-Federal share. For the "Aggregate Basis" method, report the amount of non-Federal share for the appropriate income level of the FSEOG recipient who actually received the non-Federal share. (Refer to the 2002-2003 Federal Student Financial Aid Handbook, FSEOG Volume 7, for more information on these methods).

Column e. Report the number of undergraduate dependent and independent FWS recipients for each income level in fields 1 through 14.

Column f. Report the amount earned by FWS recipients in column e for each income level in fields 1 through 14.

Column g. Report the unduplicated number of recipients for columns a, c, and e for each field 1 through field 14.

15 Graduate/professional students

Column a. Report the number of graduate/professional recipients in the Federal Perkins Loan Program.

Column b. Report the amount advanced to Federal Perkins Loan graduate/professional recipients in column a.

Column e. Report the number of graduate/professional recipients in the FWS program.

Column f. Report the amount earned by FWS graduate/professional recipients in column e.

Column g. Report the unduplicated number of recipients in columns a and e.

16 Total

The FISAP on the Web will automatically calculate field 16 totals for columns a, b, c,

d, e, f, and g.

In column b, the total amount of Federal Perkins Loan funds lent equals Part III, Section B, field 5.

In column d, the total FSEOG amount spent equals Part IV, Section C, field 11.

The total amount of FSEOG funds spent includes expenditures made from these sources:

FSEOG Federal funds,

FWS and Federal Perkins funds transferred to FSEOG, and

Non-Federal share.

In column f, the total FWS funds to students equals Part V, Section C, field 11.

The total amount of FWS funds spent includes expenditures made from these sources:

FWS Federal funds,

Federal Perkins funds transferred to FWS, and

Non-Federal share.

Column g. Report the total unduplicated number of recipients in columns a, c, and e.

17 Total less than full-time students

Column a. Of the students listed in fields 1-15, report the number of Federal Perkins Loan Program undergraduate and graduate/professional recipients who were less than full-time students.

Column b. Report the funds lent to borrowers in column a.

Column c. Of the students listed in fields 1-14, report the number of FSEOG recipients who were less than full-time students.

Column d. Report the funds awarded to recipients in column c.

Column e. Of the students listed in fields 1-15, report the number of FWS undergraduate and graduate/professional recipients who were less than full-time students.

Column f. Report the funds earned by recipients in column e.

Column g. Report the unduplicated number of recipients in columns a, c, and e.

18 Total automatic zero EFC students

Column a. Of the students listed in fields 1-15, report the number of Federal Perkins Loan Program undergraduate and graduate/professional recipients who were automatic zero EFC students.

Column b. Report the funds lent to borrowers in column a.

Column c. Of the students listed in fields 1-14, report the number of FSEOG undergraduate recipients who were automatic zero EFC students.

Column d. Report the funds awarded recipients in column c.

Column e. Of the students listed in fields 1-15, report the number of FWS undergraduate and graduate/professional recipients who were automatic zero EFC students.

Column f. Report the funds earned by recipients in column e.

Column g. Report the unduplicated number of recipients in columns a, c, and e.

Who must complete Part VI, Section B - Calculating the Administrative Cost Allowance?

If you are claiming an administrative cost allowance for the 2002-2003 award year, you must complete this section.

Against what programs may I charge the administrative cost allowance?

You may charge the administrative cost allowance against:

- your Federal Perkins Loan Fund, if you made Federal Perkins Loans to students during the 2002-2003 award year,

- your FSEOG funds, if you made FSEOG awards to students during the 2002-2003 award year, and/or

- your FWS funds, if you provided FWS employment to students during the 2002-2003 award year.

For the Federal Perkins Loan or FWS Programs, you may not charge the administrative cost allowance against a program's funds if your only expenditure in that program was a transfer of funds to another program.

Instructions for Part VI, Section B

(Use these screens as your worksheet.) Follow each field calculation for steps 1 and 2.

Step 3, field 23 - Once the total administrative cost allowance is computed, you may charge this amount - at the school's discretion - to available funds under one or more of the Campus-Based Programs. (For the Federal Perkins Loan Program, "available funds" represent cash-on-hand in the Loan Fund.)

Retain a copy of the worksheet for audit and program review purposes.