

Session #42

Foreign Schools Cash Management

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U.S. Department of Education



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Preparing to Receive Direct Loan Funds

- Basic review of steps
 - Establish required bank account(s) for receiving and maintaining funds
 - Obtain a Grantee and Payee DUNS number(s)
- Submit an SF1199A to FSA Direct Loan On-boarding team to establish account in Department of Education's G5 Payment System (G5) for requesting funds and reporting expenditures



Establish Bank Account

- Institution must maintain Title IV funds in a bank or investment account that is
 - Federally insured or secured by collateral of equivalent value and
 - Identified as containing federal funds

Establish Bank Account

- Institution must maintain Title IV funds in an interest-bearing or investment account
 - If school is using foreign bank, must complete addendum
 - Direct Loan funds must be in an interest-bearing account unless
 - Institution drew down less than \$3 million of those funds in prior award year and expects to draw down less than \$3 million in current award year
 - First \$250 of interest may be retained by the institution
 - Amounts over \$250 must be returned to ED



G5 Payment System

- Provides financial management support services for each Title IV program
- Provides online capability to
 - Request payments
 - Adjust drawdowns
 - Access current grant and payment information

Establish G5 Account

- Have a DUNS Number
 - Call 1-866-705-5711 or
 - Complete a D-U-N-S Request Form at
<http://www.dnb.com>



Dun & Bradstreet



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Establish G5 Account

- Obtain a NATO CAGE code from appropriate source
- Register in Central Contractor Registration (CCR) database
 - Do not need TIN or EFT information
 - Takes 3-5 business days
 - Must be renewed every 12 months to remain active

Establish G5 Account

- Set Up Bank Information
 - Enroll in Automated Clearing House (ACH) using Direct Deposit Sign-Up Form (SF-1199A)
 - If using a foreign bank account will have a SWIFT # in place of ABA number requested
 - Send a cover letter with DUNS number, email address, and original signature and phone number of individual requesting account
 - Must be on official letterhead
 - Bank account information must be for school's main location

Electronic Funds Transfer

- For U. S. bank accounts
 - Funds are electronically transferred to payee's bank account
 - Requests made by 3 p.m. ET are deposited next business day
 - Requests made after 3 p.m. ET are deposited within two business days
- For international bank accounts
 - Requests made by 2 p.m. ET are deposited the second business day
 - Requests made after 3 p.m. ET are deposited on the third business day



Requesting Funds

- School must report actual disbursement through COD before funds are available to draw down
 - Can report actual disbursements to COD up to 7 days prior to disbursement date
- Direct Loan funds must be requested through G5
 - Must have G5 account and
 - Must identify the amount requested by program and fiscal year designation

Requesting Funds: “Immediate Need”

- Request an amount from G5 which can be disbursed within 3 ***business*** days of receipt

Excess Cash

- Any amount of Title IV funds that is not disbursed to students by the end of the third business day following receipt of the funds

Excess Cash Tolerance

- A school may retain for up to seven days an amount of excess cash that does not exceed 1% of the school's total prior award year's drawdowns
- School must return excess cash to ED immediately following the seven-day tolerance period

Return Funds to G5

- Return excess funds to ED
 - Use Refund Function in G5 if have U.S. bank account
 - If no U.S. bank account, G5 facilitates refund via wire transfer through institution's bank
- Paper check option is available

Returning Funds via Paper Check

COD School Relations Center
Attn: Refunded Cash
2429 Military Rd, Suite 200
Niagara Falls, NY 14304

Possible Consequences of Excess Cash

- Liabilities assessed
- School transferred to cash-monitoring or reimbursement method
- Access to federal cash can be "frozen"
- Fines assessed
- Future requests for cash routed through ED's CFO
- Future requests offset until debt is paid

Grant Award Number

- P268K10xxxx for 09-10
 - P CFDA principal office designator
 - 268 CFDA numeric suffix for Direct Loan
 - K Alphabetic subprogram identifier
 - 10 First 2 digits of funding fiscal year (i.e., 2nd year of the award year)
 - xxxx Unique identifier for institution

FFEL and DL Funding

- No authorization for the FFEL program
 - School submits certification and MPN to lender
 - Lender transmits money to school
- Authorization is provided for DL in G5
 - School submits records to COD
 - Funds are available in G5 based on actual accepted disbursements
 - Student completes MPN online
 - School requests funds

Request and Return Funds Using G5

- Must identify the amount of funds by program and fiscal year
 - Direct Loan funds specific to award year for which loan is processed
 - COD will also require an adjustment to loan amount
- Remember: request no more than your “immediate need”
 - Must be able to disburse to eligible students within 3 business days of receipt



G5 Log-on

Home Help

 **Login to G5**

Email ID

Password
(Case Sensitive)

In order to log into G5, you must accept the Department of Education's [terms](#).

Yes, I Accept the Terms

[Login to G5](#)

[Existing e-Payments user? Register Here >](#)
[Not registered? Sign Up >](#)
[Forgot your Email ID? Email Now >](#)
[Forgot your password? Reset Now >](#)

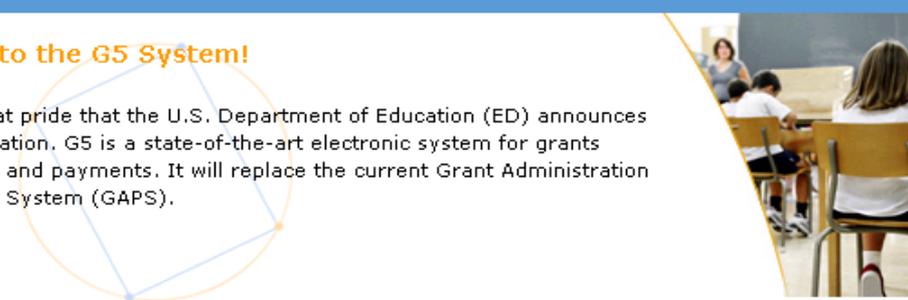
Help Desk

Help is available through e-mail or by calling the GAPS Hotline.

- Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-888-336-8930

Welcome to the G5 System!

It is with great pride that the U.S. Department of Education (ED) announces the G5 application, G5 is a state-of-the-art electronic system for grants management and payments. It will replace the current Grant Administration and Payment System (GAPS).



News and Events

03/24/2008 Reporting Notice - Please be aware that the issues with External Award Activity Re have been corrected... [more >](#)

03/24/2008 Unlock Email ID/Password - If you failed to log into G5 successfully after your th attempt, your account will be [more >](#)

03/24/2008 User ID - After registering as a new or existing user in G5, what is my user ID? [mo](#)

03/24/2008 Automated Emails - Why am I not getting the automated emails from G5? [more >](#)

G5 Web Site Hours of Operation



G5 Online Training



Outline

Search

All

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 - [-] **Create Payment Request**
 - [-] Create Payment Request (Internal)
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 - [-] Bank Account Activity Report
 - [-] Internal Payment History Report
 - [-] External Award Activity Report

Concept

[Click here to view the Job Aid on how to Create Payment Request.](#)

Purpose : This procedure describes what is needed to create a Payment Request in G5.

G5 Responsibility : All G5 (Non-Department of Education) users.

Navigation Path : Payments > Payment Requests > Create Payments or Payments > Payment Requests > Create Payments - Direct Loans

Prerequisites : The prerequisites for this topic are:

1. The user must have an active G5 User ID.
2. The user must have an active role (which allows for drawdowns) assigned to their G5 user ID.
3. There must be at least one open award which has funds available for payment requests to be drawn against.
4. An Award must be in Open or Liquidation status to be displayed.
5. Payment Requests will be checked against Available Funds as follows:

Introduction

This procedure covers how to Create a Payment Request in G5 including an alternative option to change the Recipient Reference field for an Award.

Note: To Create a Payment Request using the Upload File process, please refer to the Create Payment Requests by File Upload Procedure.



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G5 My Awards

Log Out Home Payments Reports My Profile Help

My Awards

View the status of all awards in your account.

Filter by Status:

Award No.	Available Balance	Net Authorization	Last Day to Draw	Award Status
P268K060123	\$0.00	\$0.00	01/03/2012	Open
P268C062672	\$0.00	\$1,369,760.24	10/31/2007	Suspension
P268C072672	\$0.00	\$751,172.36	10/31/2008	Open
P038A021349	\$0.00	\$7,130.00	10/31/2008	Open
P038A021350	\$0.00	\$4,500.00	10/31/2008	Open
P038A021351	\$0.00	\$9,396.00	10/31/2008	Open
P038A021352	\$0.00	\$77,983.00	10/31/2008	Open
P038A021353	\$0.00	\$46,246.00	10/31/2008	Open
P038A021354	\$0.00	\$84,188.00	10/31/2008	Open
P038A021355	\$0.00	\$51,176.00	10/31/2008	Open
P033A011349	\$0.00	\$150,000.00	10/31/2007	Suspension

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- Toll-Free: 1-888-336-8930
- TTY: 1-866-697-2696
- Local: 202-401-8363
- Email: edcaps.user@ed.gov

Related Links

Below are links to helpful education-related resources:

- Government
 - U.S. Department of Education
 - State Higher Education Agencies
 - Office of Management & Budget



Payments

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Log Out Home Payments My Profile Reports Help

You are here Home

Payments

- Payment Requests
- DrawDown Adjustments
- Refunds

Reports

- Create Payments**
- Modify/Cancel Payments
- Inquire Payments
- Create Payments - Direct Loan
- Modify/Cancel Payments - Direct Loan
- Inquire Payments - Direct Loan

Help

See It! Actions X
Click the **Create Payments** function to open the Create Payment Request screen.

My Awards

View the status of all awards in your account.

Filter by Status All OK

Award No.	Available Balance	Net Authorization	Date of Last Draw	Award Status ?
H000A060004	\$55,128.00	\$114,495.00	12/31/2007	Open
H000A070004	\$47,995.00	\$125,000.00	12/31/2008	Open

Total Awards 2 Page 1 of 1

Jump to page Show All Awards

Help Desk

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- TTY: 1-866-697-2696
- Local: 202-401-8363
- Email: edcaps.user@ed.gov

Related Links

Below are links to helpful education-related resources:

[News and Events](#)



Create Payment

IBM WebSphere Portal - Microsoft Internet Explorer provided by U

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Log Out Home Payments

You are here [Home](#)

[Create Payment Request](#)

[Payments](#) [Summary](#) [Confirmation](#)

See It! Actions X

The Create Payment Request screen opens and contains the following fields.

Click on any of the links below to view the column heading definitions and important information.

1. Award No.:
2. **Payment Amount:**
3. **Deposit Date:**
4. **Recipient Reference:**
5. Available Balance:
6. Net Authorization:
7. Date of Last Draw:
8. Bank Account:
9. Flag:

Note: Bold indicates that the field is required to initiate a payment request for that award.

[Resume](#)

Step 1. Create payments using the form below. Add any other instructional text.

Award No.	Payment Amount (\$)	Deposit Date (MM/DD/YYYY)	Recipient Reference	Available Balance	Net Authorization	Date of Last Draw	Bank Account	Flag
H000A060004	<input type="text" value="0.0"/>	<input type="text" value="09/13/20"/>	H000A060004	\$55,128.00	\$114,495.00	12/31/2007	*****0001 (ACH)	
H000A070004	<input type="text" value="0.0"/>	<input type="text" value="09/13/20"/>	H000A070004	\$118,835.00	\$125,000.00	12/31/2008	*****0001 (ACH)	
Total: 2				Awards/Page: <input type="text" value="1"/>		Show All Awards		

Please upload a Payment Request file:



Create Payment

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[Create Payment Request](#)

[Payments](#)[Summary](#)[Confirmation](#)

Step 1. Create payments using the form below. Add any other instructional text.

<u>Award No.</u>	<u>Payment Amount (\$)</u>	<u>Deposit Date (MM/DD/YYYY)</u>	<u>Recipient Reference</u>	<u>Available Balance</u>	<u>Net Authorization</u>	<u>Date of Last Draw</u>	<u>Bank Account</u>	<u>Flag</u>
H000A060004	<input type="text" value="250"/>	<input type="text" value="09/13/20"/>	<input type="text" value="H000A060004"/>	\$55,128.00	\$114,495.00	12/31/2007	*****0001 (ACH)	
H000A070004	<input type="text" value="1001.57"/>	<input type="text" value="09/13/20"/>	<input type="text" value="H000A070004"/>	\$118,835.00	\$125,000.00	12/31/2008	*****0001 (ACH)	

Total: 2

Please upload a Payment Request

Save Payee Reference

2007
September

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

See It! [Actions](#) [Close](#)

The Default Date depends on the method of transmission (ACH or FedWire) and the time of day that the Payment Request has been submitted.

[Resume](#)

Create Payment Summary

Log Out Home Payments My Profile Reports Help

You are here [Home](#)

[Create Payment Request](#)

Payments **Summary** Confirmation

Step 2. Review Payment Summary.

<u>Award No.</u>	<u>Payment Amount</u>	<u>Deposit Date</u>	<u>Recipient Reference</u>	<u>Available Balance</u>	<u>Net Authorization</u>	<u>Date of Last Draw</u>	<u>Bank Account</u>	<u>Offset</u>
H000A060004	\$250.00	09/13/2007	H000A060004	\$55,128.00	\$114,495.00	12/31/2007	*****0001 (ACH)	\$0.00
H000A070004	\$1,001.57	09/20/2007	H000A070004	\$118,835.00	\$125,000.00	12/31/2008	*****0001	\$0.00
Total: 2								

✓ I certify, by processing this payment request and/or re-allocation, that the funds are being expended within three business days of receipt for the purpose and condition of the agreement.

ARE YOU SURE YOU WANT TO SUBMIT THE REQUEST?*

Yes No

Previous

Cancel

Submit



START HERE
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Create Payment Confirmation

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Create Payment Request

Payments Summary **Confirmation**

✔ Payment Requests saved successfully.

Control No.	Payment Requests					
	Award No.	Payment Amount	Deposit Date	Bank Account	Status	Offset Amount
2007091100037	H000A070004	\$1,001.57	09/20/2007	*****0001 (ACH)	Received	\$0.00
2007091100036	H000A060004	\$250.00	09/13/2007	*****0001 (ACH)	Received	\$0.00

Close

See It! [Actions](#) ✕

The Confirmation page opens with a Control Number for each group of payment requests grouped by payment requests with the same Status, Bank Account, and Deposit Date.

For this example, two separate dates were selected thus causing two control numbers.

The next screen displays how the Confirmation Tab would appear if two payment requests had been processed with the same Payment Status:, Bank Account, and Deposit Date.

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Internet



Create Adjustment

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[Create Adjustments](#)

[Adjustments](#)

Summary

Confirmation

<u>Award No.</u>	<u>Flag</u>	<u>Net Authorization</u>	<u>Net Draws</u>	<u>Date of Last Draw</u>	<u>Available Balance</u>	<u>Decrease Net Draws</u>	<u>Increase Net Draws</u>
H000A050004		\$105,000.00	-\$85,270.00	01/02/2007	\$19,730.00	<input type="text" value="0"/>	<input type="text" value="0"/>
H000A060004		\$114,495.00	-\$58,067.00	12/31/2007	\$55,878.00	<input type="text" value="210"/>	<input type="text" value="0"/>
H000A070004		\$125,000.00	-\$5,665.00	12/31/2008	\$115,735.00	<input type="text" value="0"/>	<input type="text" value="210"/>



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FEDERAL STUDENT AID

Create Adjustment Confirmation

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[Create Adjustments](#)

Adjustments Summary **Confirmation**

The following Adjustments completed successfully

Adjustment Control Number: AD2007091700001

See It! [Actions](#) ✕

The Confirmation screen appears.

Note that G5 provides a new Adjustment Control Number that begins with AD. This unique identifier may be used for tracking purposes and for searches for the Inquire Payment Request procedure.

The lower section also provides the Award number and the related net draw increases and decreases.

[Pause](#)

<u>Award No.</u>	<u>Decrease Net Draws</u>	<u>Increase Net Draws</u>
H000A060004	\$210.00	\$0.00
H000A070004	\$0.00	\$210.00



Reports

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[External Award Activity](#)[Draw Down Adjustments](#)[See It!](#)[Actions](#)

Highlight: [Reports](#) > [Drawdown Adjustment Report](#).

Help Desk

Help is available through e-mail or by calling the GAPS Hotline.

- Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-888-336-8930
- TTY: 1-866-697-2696
- Local: 202-401-8363
- Email: edcaps.user@ed.gov

My Awards

View the status of all awards in your

Filter by Status

All

OK

Award No.	Available Balance	Net Authorization	Date of Last Draw	Award Status ?
P268K073207	\$127,235.00	\$129,983.00	01/03/2012	Open
P268K075908	-\$6,494.88	\$50,000.00	01/03/2012	Open

Total Awards
2

Page 1 of 1

Jump to page



[Show All Awards](#)

Related Links

Below are links to helpful education-related resources:

Government

News and Events

[07/28/2007 Recipient Training](#) - As a recipient of U.S. Department of Education (the Department)



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Drawdown Adjustment Report

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You are here [Home](#)

Drawdown Adjustment Report

Browse the selected report below. You may search within certain sections of the report

Search Criteria: **Key Terms**

Start Date **End Date**

See It![Actions](#)

The Report results appear on the screen.

You may sort the report by many column headings, such as Date, Award Number, or Adjustment Amount.

U.S. Department of Education - EDCAPS G5
G5 - Drawdown Adjustment Report
As of Tue Oct 02 13:25:51 EDT 2007

<u>Date</u>	<u>User Name</u>	<u>Award Number</u>	<u>Adjustment Amount</u>
2007-08-14	sm@ed.gov	P007A000003	-100
2007-08-14	sm@ed.gov	P007A000003	100
2007-08-17	sm@ed.gov	P007A000006	-100
2007-08-17	sm@ed.gov	P007A000006	100
2007-08-14	sm@ed.gov	P007A000003	-100



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Refunds

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Main **Payments** **Reports**

Help Desk
 Help is available by calling the GA...
 • Hours of C... to 6:00 PM, EST
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 • TTY: 1-866-697-2696
 • Local: 202-401-6238
 • Email: edcaps.user@ed.gov

Related Links
 Below are links to helpful education-related resources:

- Government*
 - U.S. Department of Education
 - State Higher Education Agencies
 - Office of Management & Budget
- Higher Education Associations*
 - National Association of Student Financial Aid Administrators
 - National Education Association
 - National Association of College & University Business Officers
- Other Education Web Resources*
 - FinAid: The Financial Aid Information

Refunds **Create a Refund** **Inquire a Refund** **Cancel a Refund**

Filter by Status: All

Award No.	Available Balance	Net Authorization	Last Day to Draw	Award Status
S357A070005	\$89,648,968.92	\$143,939,544.00	12/31/2009	Liquidation
H027A070116	\$16,364,716.29	\$1,150,175,848.00	12/31/2009	Liquidation
S287C070005	\$5,184,549.86	\$127,685,271.00	12/31/2009	Liquidation
R372A060004	\$104,073.29	\$3,255,445.00	08/24/2010	Open
S010A060005	\$12,540,426.10	\$1,723,482,942.00	06/30/2010	Liquidation
Q186A060005	\$0.00	\$33,231,966.00	06/12/2009	Suspension
U282A070007	\$2,010,043.23	\$26,010,356.00	11/01/2010	Open
S010A070005	\$49,748,096.33	\$1,643,496,281.00	12/31/2009	Liquidation
S298A070005	\$234,937.79	\$12,108,651.00	12/31/2009	Liquidation
S013A070005	\$55,814.98	\$2,523,695.00	12/31/2009	Liquidation
S358B070005	\$836.08	\$1,244,233.00	12/31/2009	Liquidation
S196A070005	\$172,769.76	\$7,724,532.00	12/31/2009	Liquidation

Total Awards 74

Local intranet



Refunds Menu

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Main Payments Reports

Create Refunds

Create Refunds Summary Confirmation

DUNS: 807480843 Institution: Education California Dept

Create A New Refund

Complete the form below to create an refund. An * indicates a required field.

Your Open Awards

Total Records: 74 Page 1 of 3 Jump to Page 1 Go

Award No.	Net Draws	Award Reference	Bank Account	Refund Amount
H027A070116	-\$1133807428.00	IDEA PART B	****0000	
H027A080116	-\$848760562.00	IDEA PART B	****0000	
H027A090116	\$0.00	IDEA PART B	****0000	
H173A070120	-\$36970005.00	PRESCHOOL	****0000	



Refunds Menu – No U.S. Bank Account

Education - Windows Internet Explorer

XT/wps/myportal/!ut/p/c1/04_SB8K8xLLM9M5SzPy8xBz9CP0os3hLt9Agf2Pv4FA_d2NjA6Mgd4NAU8tAYwMDA_2CbEdFAGfge8!/

of Education

Main Payments Reports

Create Refunds

Create Refunds Summary Confirmation

DUNS: 209052448 Institution: UNIVERSITY OF PRINCE EDWARD ISLAND

Create A New Refund

Complete the form below to create an refund. An * indicates a required field.

International Awards

Total Records: 1 Page 1 of 1 Jump to Page 1 Go

Award No.	Net Draws	Award Reference
<input type="radio"/> P268K117150	-\$2153374.00	US Direct Loans

Total Records: 1 Page 1 of 1 Jump to Page 1 Go

Continue >

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Refunds Menu – No U.S. Bank Account

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[Create Refunds](#)



The Financial Management Service International Treasury Services

Print this form and submit it to your financial institution for processing

All payments will be sent in **U.S. Dollars (USD)**

Beneficiary Account:	Federal Reserve Bank of New York/ITS
Bank:	Citibank N.A. (New York)
SWIFT Code:	CITIUS33
Account Number:	36838868
Bank Address:	388 Greenwich Street, New York, NY 10013
Payment Details (Line 70):	91020001, Dept of Education 209052448, P268K117150
Detail of Charges (line 71a):	Our

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Get Ready to Disburse

- Check student's eligibility
 - General eligibility
 - Program-specific eligibility
 - Period for which student is eligible
- Determine program's payment periods
 - Term-based programs
 - Nonterm credit-hour programs and
 - Clock-hour programs

Standard Terms & Some Non-standard Terms

- In some cases, a Direct Loan payment period is the academic term
 - Standard terms
 - Non-standard terms that are substantially equal
- Length of terms is the same, or may differ from each other, by two weeks or less

Nonterm Programs & Some Non-standard Terms

- In other instances, the DL payment period is not the academic Term
 - Nonterm programs
 - Non-standard terms that are not substantially equal
 - Length of terms differ, from each other, by more than two weeks

Some DL Payment Periods Determined by Progress

- In nonterm programs and substantially unequal non-standard term programs the payment period is driven by the student's progress in the program
- Student usually has to successfully complete $\frac{1}{2}$ of the credit/hours **AND** $\frac{1}{2}$ of the weeks of instruction in the loan period in order for the student to complete the first payment period



Disbursement

- When school credits a student's tuition/fee account or pays a student/parent directly with:
 - Funds received from ED
 - Institutional funds used in advance of receiving funds from ED

Crediting Student's Account

- May only credit account for allowable charges
 - Current charges for tuition, fees and room/board if contracted with school
 - Current charges for educational activities if student/parent provides written authorization

Direct Loan Term Based, Credit Hour Programs

- Program with multiple payment periods
 - Loan amount is evenly divided per term, when terms are “substantially equal”
- If loan period is one term
 - Must make two equal payments of loan proceeds
 - Second payment may not be made prior to the calendar midpoint of the payment period



Entrance Counseling

- Required for
 - First-time, first year Stafford loan borrowers
 - Grad PLUS borrowers
- Must be completed prior to the first disbursement of the loan

Entrance Counseling

- May be conducted:
 - In person
 - By audiovisual presentation
 - By interactive electronic means
- Person knowledgeable about FSA programs must be available for questions shortly after counseling session
- Entrance counseling for Direct Loans is available at: StudentLoans.gov

Early Disbursements

- Term-based credit hour program
 - 10 days before the first day of classes of the term
 - Student must meet eligibility requirements including enrollment status

Early Disbursement Exceptions

- For a first installment of a Direct Loan to a first-year, first-time borrower
- May not credit student's account or release funds to student until 30 days after the first day of the student's program of study
 - School with cohort default rate $< 10\%$ for 3 most recent years for which data has been published is not subject to this rule

What Is a Late Disbursement?

- For a Direct Loan, it's a disbursement made after the student is no longer enrolled at least ½ time
- Used for educational expenses incurred while student was enrolled and eligible
- Must be made no later than 180 days after the student became ineligible
- If student is eligible, school must attempt to make late disbursement

Conditions for Late Disbursement

- For all programs, while student was eligible, ED processed ISIR/SAR with official EFC
 - For Stafford Direct Loan
 - Loan was originated
 - 30-day delay passed, if applicable
 - For Parent PLUS a valid ISIR/SAR *not required*

Direct Loan Late Second and Subsequent Disbursements

- Cannot be made as late disbursements unless --
 - Student has graduated or successfully completed the period of enrollment

Exception

Required Notices

- School must notify student of the Title IV funds student will receive
 - How and when funds will be disbursed
 - If loan funds are subsidized or unsubsidized
- School must notify borrower of loan funds received by EFT/Master Check and credited to student account
 - Date and amount of disbursement
 - Right to cancel all or part of loan
 - Cancellation procedures and deadlines

Required Authorizations

- School must obtain written authorization from student/borrower prior to:
 - Using Title IV funds to pay any allowable charges other than tuition/fees and contracted room/board
 - Holding credit balances
 - Applying Title IV funds to prior year charges other than tuition, fees room and board

Title IV Credit Balance

Title IV funds credited exceed total allowable charges assessed by the institution

Institutional Charges = \$ 10,000

Credits to account = \$ 19,000

Subsidized Stafford
\$5,500

Unsub Stafford
\$12,500

Scholarship \$1,000

Title IV Credit Balance = \$ 8,000



Paying Title IV Credit Balance

- School must pay credit balance to student or parent no later than
 - 14 calendar days after balance occurs if it occurs after first day of classes of payment period
 - 14 calendar days after first day of classes if it occurs on or before the first day of classes of payment period



QUESTIONS????



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Contact Information

We appreciate your feedback and comments. We can be reached at:

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