

Contents

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

CALCULATING THE COST OF ATTENDANCE	24
<i>Less than Half Time, Actual or Average Costs, Consortium COA, Costs for a Cooperative Education Program, Tuition and Fees Charges for WIA Programs, Prorating the COA, Correspondence Programs</i>	
DETERMINING THE ANNUAL AWARD	30
<i>Tuition Sensitivity and the Alternate Schedule, Payment and Disbursement Schedules, Correspondence Programs</i>	
DETERMINING THE PAYMENT PERIODS	36
<i>Credit-Hour Term Programs, Nonterm or Clock-Hour Programs, Correspondence Programs</i>	
CALCULATING THE PAYMENT FOR A PAYMENT PERIOD	41
<i>Formula 1, Formula 2, Formula 3, Formula 4, Formula 5</i>	
SUMMER TERMS	47
<i>Alternate Calculation, Summer Minisessions, COA for Summer Terms</i>	
CHECKING REMAINING ELIGIBILITY	52
<i>Crossover Payment Periods, Transfer Students, Formula Summaries</i>	
Chapter 3: Pell Reporting	63
OVERVIEW OF NEW RFMS	63
<i>RFMS Software</i>	
PELL AUTHORIZATION	64
REPORTING METHOD	64
<i>Electronic Data Exchange</i>	
ORIGINATION RECORDS	65
<i>Submitting Records, Specific Origination Record Items, Origination Record Acknowledgement</i>	
DISBURSEMENT RECORDS AND SPECIAL DISBURSEMENT RECORDS	71
<i>Timing of Submissions, Specific Disbursement Record Items, Disbursement Record and Special Disbursement Record Acknowledgement</i>	
REPORTING CHANGES	78
<i>Changes to Origination Record Information, Changes to Disbursement Information</i>	
REPORTING DEADLINE	80
<i>Adjustments after October 1</i>	

MULTIPLE REPORTING RECORD	82
<i>Requesting MRRs, Automatic MRRs</i>	
YEAR-TO-DATE RECORDS	83
REQUESTING FUNDS	84
<i>Automated Clearing House (ACH), Administrative Cost Allowance</i>	
Chapter 4: Disbursing Pell Awards	87
GENERAL SFA REQUIREMENTS	87
<i>Methods of Disbursement, Early Payment Option, Notification of Payment, Late Disbursements</i>	
REVIEWING STUDENT ELIGIBILITY	88
FIRST PAYMENT OPTIONS	89
<i>Verification Exception</i>	
TIMING OF PAYMENTS	89
<i>Retroactive Payment, Releasing a Check Later</i>	
STUDENTS WHO WITHDRAW AND LATER RETURN	90
<i>Paying Refunded Amount, Retaking Hours and Courses</i>	
Chapter 5: Recalculations and Overpayments	93
RECALCULATIONS	93
<i>Change in the EFC, Change in Enrollment Status , Change in Cost of Attendance</i>	
OVERPAYMENTS	96
<i>Reporting Overpayments Collected, Reporting and Referring Overpayments</i>	
PREVENTING OVERAWARDS	97
<i>Resources and Estimated Financial Assistance, NCAA Rules for Student Athletes</i>	

