

Federal Pell Grant Program Table of Contents

Introduction	1
THE FEDERAL PELL GRANT PROGRAM	1
<i>Other Information Sources</i>	2
RECENT CHANGES	2
Chapter 1: Student Eligibility	3
GENERAL SFA ELIGIBILITY REQUIREMENTS	3
PELL SPECIFIC REQUIREMENTS	3
<i>Undergraduate Student</i>	3
<i>Eligible Postbaccalaureate Program</i>	4
<i>Financial Aid History</i>	5
<i>Incarcerated Students</i>	5
SPECIAL PROGRAMS	5
<i>Correspondence Study</i>	5
<i>Foreign Study</i>	5
<i>Workforce Investment Act (WIA) Programs</i>	6
<i>ESL as an Eligible Program</i>	6
FINANCIAL NEED	6
<i>Professional Judgment & Reporting Changes</i>	6
DOCUMENTING THE STUDENT'S ELIGIBILITY FOR PAYMENT	7
<i>Output Documents</i>	7
<i>Signature Requirements</i>	7
<i>Record Keeping</i>	7
<i>Deadlines</i>	7
Chapter 2: Calculating the Federal Pell Grant	9
DEFINITIONS	9
<i>Scheduled Award</i>	9
<i>Annual Award</i>	9
<i>Award Year</i>	9
<i>Academic Year</i>	10
<i>Standard Term and Nonstandard Term</i>	10
CHOOSING A FORMULA	11
<i>Credit-Hour Term-Based Programs</i>	11
<i>Clock-Hour or Nonterm Programs (formula 4)</i>	12
<i>Correspondence Programs (formula 5)</i>	12
<i>Determining Enrollment Status</i>	13
<i>Enrollment Status Standards</i>	13
<i>Combined Terms</i>	16
<i>Special Programs</i>	16
<i>Enrollment Status Change During Year</i>	18
CALCULATING THE COST OF ATTENDANCE	18
<i>Less than Half Time</i>	19
<i>Actual or Average Costs</i>	19

Consortium COA	19
Costs for a Cooperative Education Program	19
Tuition and Fees Charges for WIA Programs	20
Prorating the COA	20
Correspondence Programs	23
DETERMINING THE ANNUAL AWARD	24
Tuition Sensitivity and the Alternate Schedule	24
FEDERAL PELL GRANT PAYMENT SCHEDULES	25
Payment and Disbursement Schedules	25
Correspondence Programs	32
DETERMINING THE PAYMENT PERIODS	32
Credit-Hour Term Programs	32
Nonterm or Clock-Hour Programs	32
Correspondence Programs	36
CALCULATING THE PAYMENT FOR A PAYMENT PERIOD	37
Formula 1	38
Formula 2	38
Formula 3	38
Formula 4	41
Formula 5	42
SUMMER TERMS	43
Alternate Calculation	45
Summer Minisessions	45
COA for Summer Terms	47
CHECKING REMAINING ELIGIBILITY	48
Crossover Payment Periods	49
Transfer Students	49
Formula Summaries	51

Chapter 3: Pell Reporting 59

OVERVIEW OF COD	59
PELL AUTHORIZATION	60
ORIGINATION RECORDS	60
Submitting Records	60
Specific Origination Record Items	61
Origination Record Acknowledgment	63
DISBURSEMENT RECORDS	64
Timing of Submissions	64
Specific Disbursement Record Items	65
Disbursement Record Acknowledgment	65
REPORTING CHANGES	67
Changes to Origination Record Information	67
Changes to Disbursement Information	68
Adjustments after Oct 1	69
MULTIPLE REPORTING RECORD	71
Requesting MRRs	71
Automatic MRRs	72
YEAR-TO-DATE RECORDS	72
RECONCILIATION FILE	73

REQUESTING FUNDS	74
<i>Automated Clearing House (ACH)</i>	74
<i>Administrative Cost Allowance</i>	74

Chapter 4: Disbursing Pell Awards 75

GENERAL SFA REQUIREMENTS	75
<i>Methods of Disbursement</i>	75
<i>Early Payment Option</i>	76
<i>Notification of Payment</i>	76
<i>Late Disbursements</i>	76
REVIEWING STUDENT ELIGIBILITY	76
FIRST PAYMENT OPTIONS	77
<i>Verification Exception</i>	77
TIMING OF PAYMENTS	77
<i>Retroactive Payment</i>	77
<i>Releasing a Check Later</i>	78
STUDENTS WHO WITHDRAW AND LATER RETURN	78
<i>Paying Returned Amount</i>	78
<i>Retaking Hours and Courses</i>	78

Chapter 5: Recalculations and Overpayments 81

RECALCULATIONS	81
<i>Change in the EFC</i>	81
<i>Change in Enrollment Status</i>	82
<i>Change in Cost of Attendance</i>	83
OVERPAYMENTS	84
<i>Reporting Overpayments Collected</i>	85
<i>Reporting and Referring Overpayments</i>	85
PREVENTING OVERAWARDS	85
<i>Resources and Estimated Financial Assistance</i>	85
<i>NCAA Rules for Student Athletes</i>	86