

Two Pell Grants in One Award Year

The Federal Pell Grant program was originally established in the 1972 reauthorization of the Higher Education Act of 1965, as the Basic Educational Opportunity Grant, with a maximum award of \$472. “The Federal Pell Grant program awards grants to help financially needy students meet the cost of their postsecondary education” (34 CFR 690.1). In the 1980 reauthorization of the HEA, the BEOG program was renamed for its primary advocate, Sen. Claiborne Pell (D-RI).

Previously, students were eligible to receive only one Pell Grant per award year. This limitation prevented needy students who attended year-round from receiving necessary gift aid. With passage of the Higher Education Opportunity Act of 2008 (P.L. 110-315), however, students studying at an accelerated pace now may receive up to two Pell Grants per award year. This provision allows students to receive this additional gift aid throughout their studies, and thus, potentially complete their programs earlier than originally anticipated.

Definitions

In order to comply with the provisions for the payment of year-round Pell Grants, an understanding of these terms is important.

Academic Year	An undergraduate academic year is defined by each institution and must include at least: <ul style="list-style-type: none"> ◆ 24 credit hours with at least 30 weeks of instructional time. ◆ 36 quarter hours with at least 30 weeks of instructional time. ◆ 900 clock hours with at least 26 weeks of instructional time.
Acceleration	During a single award year, a student has completed one academic year and is enrolled in at least one credit or clock hour that would be attributable to the next academic year.
Annual Award	The maximum Pell Grant amount a student would receive during a full academic year for a given enrollment status, EFC and COA. For a full-time student, the annual award would be the same as the Scheduled Award. For example, if a student has a Scheduled Award of \$5,550, and the student is enrolled half time, the annual award would be \$2,775.
Award Year	Begins July 1 and ends June 30.
Crossover Payment Period	Occurs when a single payment period is in two award years. This only happens when the last day of an award year (June 30) and the first day of an award year (July 1) coincide during the same payment period.
Earned/Completed Credits	The hours associated with courses for which a student receives credit in a given period.
Enrolled Credits	The hours associated with courses a student currently is attending in a given period.
Scheduled Award	The maximum Pell Grant amount the student would receive during the award year if attending full time for a full academic year. The Scheduled Award amount is always taken from the Payment Schedule for Determining Full-Time Scheduled Awards for the applicable award year. For example, in 2010-2011, a full-time student with a zero Expected Family Contribution and maximum Cost of Attendance, would have a Scheduled Award of \$5,550.

Two Pell Grants in an Award Year

34 CFR 690.63-64.
34 CFR 690.67.

Year-round Pell is the common phrase for what the HEOA calls “Two Pell Grants in an Award Year.” Effective July 1, 2009, the HEOA requires a student to receive access to a second Scheduled Award if the student:

- ◆ Has received 100 percent of the first Scheduled Award.
- ◆ Is enrolled in a program of study longer than one academic year in length.
- ◆ Is enrolled at least half time, for the term in which a second Scheduled Award would be paid.
- ◆ Is otherwise Pell Grant-eligible, based on general and program eligibility requirements.

Beginning July 1, 2010, students also must be enrolled in at least one credit or clock hour that will be attributable to the student's next academic year.

Trainer's Tidbit

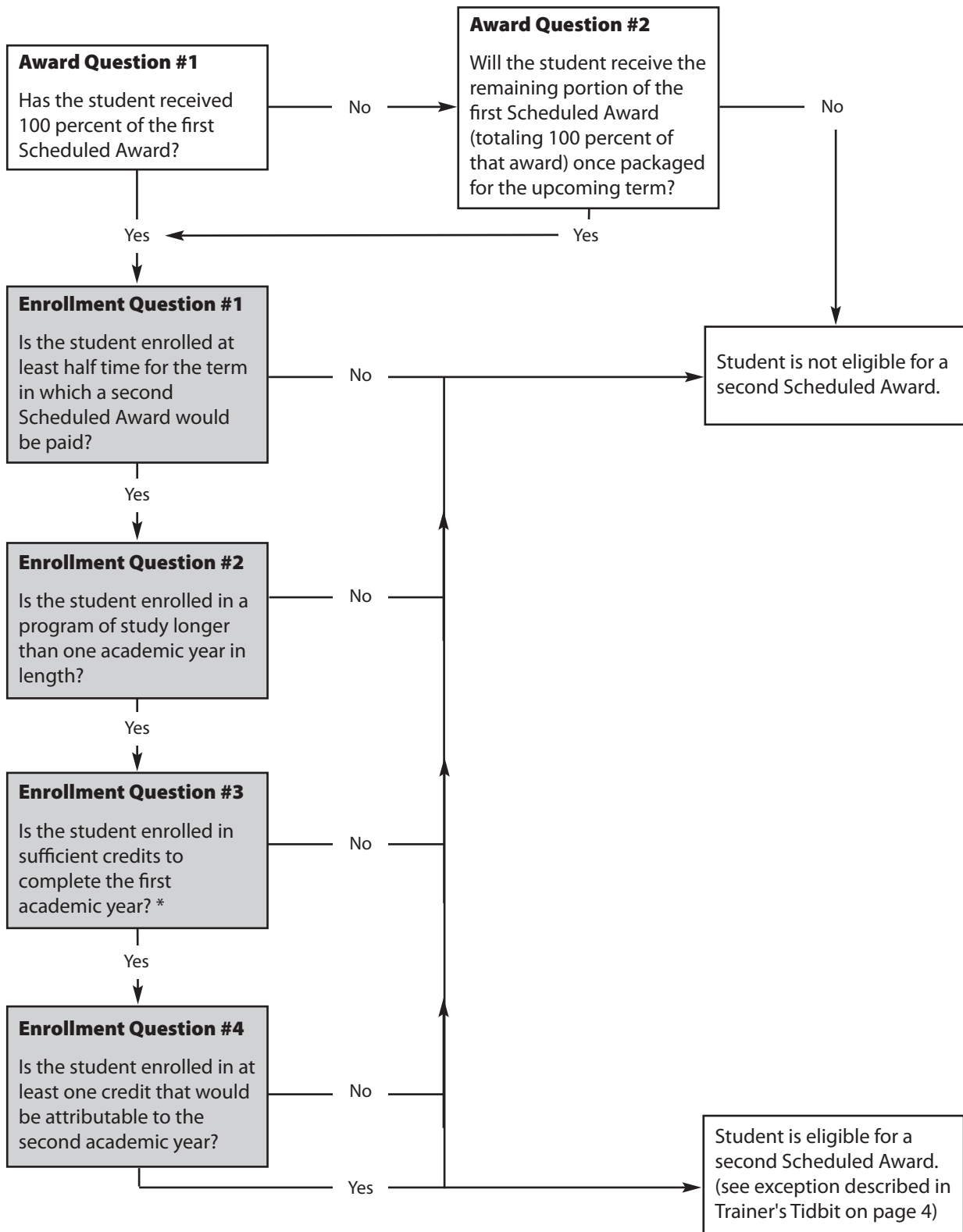
When determining the number of hours a student has completed, do not include credit or clock hours earned through Advanced Placement, International Baccalaureate programs, testing out, life experience or similar competency measures.

Credit or clock hours earned in remedial courses are included when determining if a student has completed the first academic year. Enrollment in remedial courses also counts toward the acceleration requirement for a second Scheduled Award.

NOTES

Is the Student Eligible for a Second Scheduled Award?

Effective: July 1, 2010.



Enrollment Question #3

* Use the following calculation to determine sufficient enrollment:

Credits earned during current academic year + Enrolled credits ≥ One academic year

Example

Carolissa's school paid the 2010 summer Pell Grant from the 2010-2011 award year. Carolissa earned six hours in summer and nine hours in fall. She now has registered for 12 hours for the spring term.

Her school defines an academic year as 24 credits. Based on the regulations, she will be eligible to begin receiving the second Scheduled Award during the spring term.

Summer 2010	Fall 2010	Spring 2011
Half Time Six hours earned	Three-Quarter Time Nine hours earned	Full Time 12 hours enrolled
15 hours attributed to first academic year		Nine hours to be attributed to first academic year Three hours to be attributed to next academic year

Trainer's Tidbit

34 CFR 690.63

A Pell grant disbursement for a single payment period generally cannot exceed 50 percent of the annual award.

Example:

Annual award: \$5,000.

Student enrolls in a semester-based program where 12 hours is considered full-time.

Term 1 enrollment 18 hours. Disbursement = \$2,500.

Term 2 enrollment 12 hours. Disbursement = \$2,500.

NOTES

Case Studies

The following Pell Grant-eligible students are enrolled at City Conservatory during the 2010-2011 award year. CC is a semester-based, credit-hour institution in which 24 hours equals one academic year. Full-time enrollment status is 12 hours and half time is six hours. For terms 1 and 2, the number of hours enrolled were also the number of hours earned. Pell is paid based on enrolled hours for all terms.

Based on the information provided, determine if each student is eligible for a second Scheduled Pell Grant Award during the third term of enrollment.

Student	Earned Hours		Enrolled Hours	Second Scheduled Award?		Explanation
	Term 1	Term 2	Term 3	Yes	No	
Sarah	12	12	6	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Allan	15	9	6	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Kayla	15	15	3	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Hannah	12	9	6	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Carl	9	9	6	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cooper	6	6	15	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Alice	6	6	12	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Trainer's Tidbit

Academic Year vs. Grade Level

There are similarities and differences between the use of academic year and grade level in financial aid administration. For the purposes of awarding Pell Grants, undergraduate grade level is not a consideration.

	Academic Year	Grade Level
Used for awarding...		
Second Scheduled Pell Grant Awards	Yes	No
Stafford Loans	Yes	Yes
ACG/National SMART Grants	No	Yes
Based on...		
Hours	Yes	Yes
Calendar Dates	Yes	No

Calculating Two Scheduled Awards for a Payment Period

34 CFR 690.63.

The Scheduled Award assumes full-time enrollment for the entire academic year, whereas the annual award is based on the student's actual enrollment status. Part-time students, therefore, should receive their full **annual award**, but not necessarily their full **Scheduled Award** during the academic year.

Pell Grants may be awarded throughout an entire award year based on the student's enrollment. Regulations state that the first Scheduled Award must be fully utilized during the award year before accessing the second Scheduled Award. Therefore, when the calculated award for a payment period is greater than the remaining balance of the first Scheduled Award, schools must pay the difference from the second Scheduled Award if the student is eligible.

Example

Tammy is a student at Public University, a semester-based institution where 30 credit hours equals one academic year with 12 hours designated as full-time enrollment. Other enrollment statuses are figured proportionally. Tammy's Scheduled Award amount is \$4,500 for the academic year. Her enrollment and award amounts for the award year to date are as follows:

	Term 1	Term 2
Enrollment	9 hours	18 hours
Pell Grant Award	\$1,688	\$2,250

She now wants to enroll during a third term in the same award year:

	Term 1	Term 2	Term 3
Enrollment	9 hours	18 hours	6 hours
Pell Grant Award	\$1,688	\$2,250	TBD

Tammy satisfactorily completed 27 credits in terms 1 and 2. In term 3 she is enrolled half time. In order to receive a second Scheduled Award she must complete 30 credits. Three credits from term 3 must be attributed to her first academic year and the remaining three credits attributed to the next academic year.

To calculate the award for the third term, take the award amount from the half-time disbursement schedule (based on her enrollment status) and divide by two (based on the school's term-based calendar):

Term 3 Award Amount	$\$2,250 \div 2 = \$1,125$
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Calculate the remaining amount of the first Scheduled Award:

Scheduled Award	\$4,500
Paid in Terms 1 and 2	- 3,938
Remaining	<hr/> \$562

Tammy's award for term 3 is greater than the remaining portion of her first Scheduled Award. The balance will need to be paid from the second Scheduled Award:

Term 3 Award Amount	\$1,125
Remaining First Scheduled Award	- 562
Portion from Second Scheduled Award	<hr/> \$563

Crossover Payment Periods

34 CFR 690.64.

A crossover payment period is a payment period that includes both June 30 and July 1. Historically, Pell Grants awarded during crossover payment periods could be assigned to either award year as long as the student had a valid Institutional Student Information Record for the assigned year.

Example 1

Award Year A					Award Year B		
July 1				June 30	July 1		
Academic Year A					Academic Year B		
Fall Term		Spring Term		Summer Term		Fall Term	
Sept. 1	Dec. 15	Jan. 15	May 31	June 10	Aug. 1	Sept. 2	Dec. 16
					Crossover Payment Period		

Example 2

Award Year A					Award Year B		
July 1				June 30	July 1		
Academic Year A				Academic Year B			
Fall Term		Spring Term		Summer Term		Fall Term	
Sept. 1	Dec. 15	Jan. 15	May 31	June 10	Aug. 1	Sept. 2	Dec. 16
					Crossover Payment Period		

Trainer's Tidbit

34 CFR 668.2(b)

To be enrolled half time, undergraduate students must be enrolled in **at least half** of the minimum full-time standard established in the federal student aid regulations, even if this is less than half the full-time course load defined by the school. The institution may define full-time enrollment, but it must meet the minimum standards in the regulations. Also, the definition of full time used for federal student aid purposes may differ from that used for other purposes at the school. A school's enrollment definitions must be used for all students in a program and be the same for all federal student aid related purposes.

Note that if a school uses standard terms in the fall through spring and does not define full-time enrollment in the summer as at least 12 credit hours, Formula 3 must be used for Pell calculations for all terms in the award year (2009-2010 FSA Handbook 3-59.)

Regulations effective July 1, 2010, require schools to assign the crossover payment to the award year with the greater Pell Grant eligibility at the time payment is initially calculated. Schools must reassign the award year if subsequent information or EFC recalculation results in a higher Pell Grant payment. Schools may assume no other information is available when:

- ◆ No ISIR/Student Aid Report is on file.
- ◆ Rejected ISIR is on file without an EFC.
- ◆ Verification on a selected ISIR is not complete.

Students may have Pell Grant payments assigned to different award years. Furthermore, students may have a crossover period preceding an academic year, as well as a crossover period following the academic year, assigned to the same award year.

Sample Crossover Payment Assignments

Award Year A						Award Year B					
June 30 July 1			June 30 July 1			June 30 July 1			June 30 July 1		
Crossover Term		Academic Year A				Crossover Term		Academic Year B			
		Fall Term		Spring Term				Fall Term		Spring Term	
June 9	July 31	Sept. 1	Dec. 15	Jan. 15	May 31	June 10	Aug. 1	Sept. 2	Dec. 16	Jan. 16	May 30
Student 1: Pell Assigned to Award Year A Crossover Payment Amount: \$500						Student 1: Pell Assigned to Award Year B Crossover Payment Amount: \$1,500					
Student 2: Pell Assigned to Award Year A Crossover Payment Amount: \$2,775						Student 2: Pell Assigned to Award Year B Crossover Payment Amount: \$2,125					
Student 3: No Pell Assigned to Award Year A Crossover Payment Amount: \$0						Student 3: Pell Assigned to Award Year B Crossover Payment Amount: \$1,125					

NOTES

Policies and Procedures for Crossover Payment Periods

Schools must establish policies and procedures for awarding Pell Grants in crossover payment periods. Because final regulations become effective July 1, 2010, ED is providing flexibility for the 2010 crossover payment period. Policies and procedures must be developed to address how Pell Grants will be awarded specifically for the 2010 transition period.

If policies and procedures for the 2010 transition period are developed prior to July 1, 2010, schools have several options for awarding Pell Grants and applying the new regulations:

- ◆ Schools awarding Pell Grants from the 2009-2010 award year are:
 - Not required to compare Pell Grant award to 2010-2011.
 - Not required to apply acceleration rule for a second Scheduled Award.
- ◆ Schools awarding Pell Grants from the 2010-2011 award year:
 - Must compare Pell Grant award to 2009-2010 and pay the higher award.
 - ◆ If paying from 2009-2010, acceleration rule does not apply unless school’s policy states it will.
 - ◆ If paying from 2010-2011, acceleration rule is not applicable because payment would be from a first, rather than a second, Scheduled Award.
- ◆ Schools may award Pell Grants on a student-by-student basis.
 - The policy should explain how the school decides which award year to use.
 - ◆ If paying from 2009-2010 award year, acceleration rule does not apply unless school’s policy states it will.
 - ◆ If paying from 2010-2011 award year, acceleration rule is not applicable because this would be a first, rather than a second, Scheduled Award.

If written policies and procedures for the 2010 transition period are not established prior to July 1, 2010, all 2010 crossover payments must be made in accordance with the new regulations.

- ◆ Schools must pay higher of 2009-2010 or 2010-2011 Pell Grant award.
- ◆ Acceleration rule applies for second Scheduled Awards regardless of school’s policy or award year from which payment is made.

NOTES

Award Amounts for Crossover Payment Periods

2009-2010 Federal Student Aid Handbook.

When packaging Title IV aid for the academic year, schools are required to use the EFC, COA and enrollment status for the current year. When packaging Pell Grant for crossover periods, however, schools use the EFC and COA for the award year from which the student will be paid (Vol. 3, Ch. 3). Pell Grants, therefore, may use different award year information than what is used when packaging other aid for that period. The Pell Grant award will count as estimated financial assistance in the award package.

Example

Cynthia is a second-year, dependent student attending City College in the summer 2010 term and meets all requirements to receive a second Scheduled Award.

	2009-2010	2010-2011
Summer Scheduled Award	\$1,125	\$2,050

Depending on the school's policies and procedures:

- ♦ Summer would be considered a trailer or a header and the COA, EFC and financial need would be determined accordingly.
- ♦ Cynthia's Pell Grant award could be paid out of the 2009-2010 or 2010-2011 award year.

Using 2009-2010 ISIR (trailer)	Paying Pell from 2009-2010	Paying Pell from 2010-2011
Summer 2010 Financial Need	\$4,822	\$4,822
Summer 2010 Pell Award	- \$1,125	- \$2,050
Remaining Financial Need	= \$3,697	= \$2,772

Remaining eligibility for need-based aid.

Using 2010-2011 ISIR (header)	Paying Pell from 2009-2010	Paying Pell from 2010-2011
Summer 2010 Financial Need	\$5,295	\$5,295
Summer 2010 Pell Award	- \$1,125	- \$2,050
Remaining Financial Need	= \$4,170	= \$3,245

Remaining eligibility for need-based aid.

NOTES

Summer Minisessions

34 CFR 690.64.

Institutions with sessions that begin and end at different times during the summer term may choose to combine the sessions to create a crossover payment period, provided the combined term includes June 30 and July 1.

Institutions that maintain sessions as separate periods will have to review the start and end dates of each term to determine the correct award year to use for payment.

Example

Local Technical School has two summer sessions. "Summer A" classes begin May 15 and end July 2, and "Summer B" classes begin July 5 and end August 15.

Award Year A		Award Year B	
July 1	June 30	July 1	June 30
Summer A		Summer B	
May 15	July 2	July 5	Aug. 15

Since the school maintains the summer terms separately:

- ◆ Summer A is treated as a crossover payment period because it includes June 30 and July 1. The school assigns payment from the award year with the higher Pell Grant award amount.
- ◆ Summer B must be assigned to the new award year because the entire term occurs after July 1.

Assigning Pell Grant Awards During Crossover Payment Periods

34 CFR 690.64.

When students are paid a Scheduled Award from the current award year, because only the current year information is available, schools have an additional responsibility for those students in crossover payment periods. If the ISIR for the next award year becomes available, the school must reevaluate and, if the Pell Grant award would be higher, reassign the payment period to the new award year. Receipt of a higher Pell Grant award could create an overaward or overpayment of Title IV funds, which must be resolved or reported.

ED has established trigger dates for schools to determine if recalculation of the Pell Grant award is required. For schools that have elected to use the new regulations for the 2010 crossover payment period, if the ISIR information is received by:

- ◆ Sept. 10, 2010:
 - Schools **must** recalculate and reassign the Pell Grant award, if required.
- ◆ Sept. 11, 2010-Feb. 1, 2011:
 - Schools **may** recalculate and reassign the Pell Grant award.

Future deadlines, by which the institution must take into account any information that changes a student's payment, will be published in the Federal Register for each award year.

NOTES

Case Study

David is a full-time student at Private University for the fall 2009 and spring 2010 terms and satisfactorily completed all of his fall and spring courses. He decides to enroll half time during the summer term, which begins June 7 and ends August 6. Based on David's 2009-2010 ISIR, his Scheduled Award for the academic year is \$5,350. As of May 1, he had not yet filed his 2010-2011 FAFSA.

Calculate David's Pell Grant award amounts for each term during 2009-2010 using the chart below.

2009-2010 ISIR	Fall 2009	Spring 2010	Summer 2010
Enrollment	Full time	Full time	Half time
Pell Grant Award			

On May 15, Private University receives David's 2010-2011 ISIR indicating full-time enrollment for the academic year and a new Scheduled Award amount of \$5,550. The school elected to recalculate David's summer Pell Grant award based on new ISIR information, and reassign according to the greater award amount.

Calculate David's Pell Grant award amounts for each term during 2010-2011 using the chart below.

2010-2011 ISIR	Summer 2010	Fall 2010	Spring 2011
Enrollment	Half time	Full time	Full time
Pell Grant Award			

From which award year should David's summer 2010 Pell Grant award be assigned? Why?

- 2009-2010
- 2010-2011

Trainer's Tidbit

Many financial aid management systems are not currently capable of awarding more than the maximum Pell Grant award for one award year. Regardless of whether the awarding is done through a FAM system or manually, schools are required to ensure second Scheduled Award payments are made to all eligible students.

NOTES

Transfer Students

34 CFR 690.67(b).

For transfer students, schools must determine the amount of Pell Grant paid, as well as the number of credit or clock hours earned at the prior institution during the award year. This information is necessary to determine whether the student's Pell Grant will be paid from the first or second Scheduled Award at the new school.

The National Student Loan Data System and the student's ISIR will display information about the Scheduled Award and amount disbursed.

To determine the number of hours earned at the previous institution, final regulations provide two options for the new school: the hours-earned method and the assumption method.

Hours-Earned Method

34 CFR 690.67(b)(3).

The hours-earned method implies the new school will know exactly how many hours were completed by the student at the prior school in the same award year. The new institution may achieve this by counting the hours from the transfer student's transcript or by obtaining documentation from the prior school. Documentation must include when the hours were earned.

When determining the number of hours earned during the award year, there are certain items that must be counted, and others that should be excluded.

Include hours earned...	Do not include hours from...
<ul style="list-style-type: none">◆ Between July 1 and June 30 of the award year.◆ During crossover periods that include a portion of the award year being evaluated.◆ Even if not accepted as credit at the new school.◆ From remedial courses.	<ul style="list-style-type: none">◆ Advanced Placement courses.◆ International Baccalaureate programs.◆ Testing out.◆ Life experience.◆ Similar competency measures.

Once determined, the school then would calculate the remaining eligibility from the Scheduled Award based on the actual hours earned in the award year.

NOTES

Assumption Method

34 CFR 690.67(b)(2).

Most institutions do not know exactly how many credits a student actually earned during the award year. If a school does not know, or chooses not to research, the exact number of credits earned at the previous school, the assumption method may be used to determine eligibility of a transfer student.

If the student received the entire Scheduled Award at the previous institution, the new school assumes the student completed enough credits for one academic year.

If the student received less than the entire Scheduled Award, the new school uses the following formula to determine the hours completed:

$$\frac{\text{Pell disbursed at prior school} \times \text{Hours in current school's academic year}}{\text{Amount of Scheduled Award at prior school}} = \text{Hours considered completed}$$

Note: Round results down to the nearest whole hour.

Case Study

Jon attended County College in the fall semester and is transferring to your school in the spring. Based on information on Jon's 2010-2011 ISIR, he is eligible for a Scheduled Award of \$5,000. NSLDS shows that Jon has received \$2,500 of the Scheduled Award at his prior school. Your school policy dictates that there are 24 credit hours in an academic year, with 12 credits considered full-time enrollment.

$$\frac{\$ \underline{\hspace{2cm}} \times \underline{\hspace{2cm}}}{\$ \underline{\hspace{2cm}}} = \underline{\hspace{2cm}} \text{ Credit hours considered completed}$$

Using the above information determine how many hours will be considered complete.

Jon enrolled full time at your institution and will graduate at the end of the summer semester. Use the number of assumed credit hours completed to determine his Pell Grant award for the spring semester.

2010-2011 Award Year	
Prior Institution	Current Institution
Fall	Spring
<p>___ credits \$2,500</p>	<p>Full time 12 credits \$_____</p>

If Jon enrolled for 6 credit hours during the summer of 2011, will he be eligible for a second Scheduled Award? If so, from which award year will payment be assigned? Why?

Special Circumstances

34 CFR 690.67(c).

Financial aid administrators have been given the authority to waive the credit or clock hour completion requirements in certain instances. If a student was unable to complete the hours of the first academic year due to circumstances beyond the student's control, the student still may be paid a second Scheduled Award, even if the student is not enrolled in at least one credit that counts toward the second academic year.

Acceptable situations include, but are not limited to:

- ♦ Withdrawing from classes due to health reasons.
- ♦ Being unable to register for classes necessary to complete the eligible program:
 - Classes were not offered during the time the student was enrolled.
 - School was unable to offer class due to budget cutbacks.
 - Classes had reached maximum capacity prior to student registering.

Non-acceptable situations include, but are not limited to:

- ♦ Not registering because the student does not like the instructor.
- ♦ Withdrawing from classes to avoid failing grades.

Aid administrators must process the adjustments on a student-by-student basis and thoroughly document the reason for non-completion before awarding a second Scheduled Award.

Discussion

Mitch registered and completed 12 credits in the fall semester. In the spring, he registered for 12 credits, but was only able to complete six. Your school's policy states there are 24 credit hours in an academic year. Because Mitch only accumulated 18 credit hours, he was six hours short of completing the academic year. He enrolled in a non-crossover summer term, taking six credits. He does not have credits attributable to the second academic year in the current award year; therefore, he has no Pell Grant eligibility for the summer term.

Mitch comes to your office and explains that his mother became very ill during the spring semester and he could only complete six of his scheduled 12 hours. Further, he explains that during the summer he only is able to manage six credits because his mother is having major surgery and he is her primary caregiver.

Would you waive the credit hour completion requirements in order to pay him from the second Scheduled Award? Why or why not? What documentation would you require?

Trainer's Tidbit

The measurement of Satisfactory Academic Progress still is required when making any Pell Grant disbursements.

A school must review SAP:

- ♦ At the midpoint of the program for programs that are less than one academic year in length.
- ♦ At least once a year for programs that are one academic year or more in length.

NOTES

Reporting Requirements

The "Additional Eligibility Indicator" field was added as an enhancement to the Common Origination and Disbursement system and EExpress software for reporting a second Scheduled Award.

Schools reporting through COD must set the AEI to "true" when reporting funds disbursed to students from a second Scheduled Award. Setting the indicator to true will eliminate receiving a Potential Overaward Process message, but the multiple reporting record still will be generated when necessary.

Schools reporting through the EExpress software will need to check the indicator box on the Pell Grant screen to report a second Scheduled Award disbursement. If a second Scheduled Award is reassigned the AEI field must be unchecked.

The screenshot shows the EExpress software interface for the 2009-2010 school year. The window title is "2009 - 2010 EExpress for Windows - ([0] BARBER Z. SEVILLE) **Training Version**". The interface includes a menu bar (File, Record, Process, View, Help) and a toolbar. The main area is divided into several sections:

- Student Information:** Original SSN: 001010001, Original Name Code: SE.
- School Information:** Reporting Pell ID: 081876, Attended Pell ID: 081876, Reporting Entity ID: 99999999, Attended Entity ID: 99999999.
- Origination Information:** Award ID: 001010001SE201008187600, Origination Status: Not Ready, Last Pell Processor Date, Document ID, Record Source: M.
- Last Updated:** User, Date, Time.
- Scheduled Award:** Total of All Disbursement Amounts: \$0.00.
- Enrollment Information - For School Use Only:** Enrollment Status: 1, Academic Calendar: 3, Payment Methodology: 1, Weeks of Instructional Time Used to Calculate Payment, Weeks of Instructional Time in Program's Definition of Academic Year, Credit/Clock Hours Used to Calculate Payment, Credit/Clock Hours in This Student's Program of Study's Academic Year.
- Additional Eligibility Indicator:** A checkbox is highlighted with a blue box and an orange arrow. A callout box below it contains the text "Additional Eligibility Indicator Checkbox".

The bottom of the screen shows a navigation bar with buttons for Demo, FAESA, Student Inquiry, ISIR Review, Docs, Notes, User Data, Origination, Disburse, and Awards. The status bar at the bottom indicates "For Help, press F1" and the file path "C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2009-2010\extraining4.mdb".

Trainer's Tidbit

Awards from a combination of the first and second Scheduled Awards will be reported as a single amount in COD.

NOTES

Duration of Eligibility

34 CFR 690.6(e).

Year-round Pell does not affect the regulation that limits Pell Grant eligibility to nine Scheduled Awards, or the equivalent of 18 full-time semesters. The limitation applies to all first-time Pell Grant recipients on or after July 1, 2008.

A new COD data element field was added to NSLDS to track the duration of Pell Grant received. This field, labeled "Lifetime Eligibility Used," will report the amount of Pell Grant paid as a percentage. The maximum award percentage amount is 900 percent. For example, if a student is paid the full first Scheduled Award in fall and spring, the field would reflect 100 percent used.

Schools may access this information from the "Grants" section under the "Aid" tab in NSLDS. This information also will appear on the SAR and ISIR beginning in the 2010-2011 award year.

The screenshot shows the NSLDS interface. At the top, there is a header with the Department of Education logo and the text "START HERE GO FURTHER FEDERAL STUDENT AID". To the right, it says "National Student Loan Data System (NSLDS)". Below this is a navigation bar with tabs for "Menu", "Aid", "Enroll", "Org", "Report", and "Tran". Under "Aid", there are sub-tabs for "Loan History", "Overpayment List", "Grants", and "Student Access Interface". The "Grants" tab is selected. Below the navigation bar, there are input fields for "SSN:", "First Name:", and "DOB:", followed by a "Retrieve" button. Below these fields, it says "Logged on as: FAA-FIRST LASTNM from UNIVERSITY OF NORTH CAROLINA - GREENSBORO". The main content area shows the student's name "GRANT H GRANDSTANDER" and "DOB: 06/30/1989". Below this is an information icon and the text "Grants". Another information icon is followed by the text "Student is not on your school's Transfer Monitoring List." and a button "Add Student to Monitoring List". Below this is the section "Pell Grant History" with a box containing "Lifetime Eligibility Used: 132.6%".

NOTES

Putting It to Work

The topics covered in this training session are conveyed in general terms to encompass learners from all types of postsecondary institutions. You should consider how the concepts covered in the training session apply to your school.

Schools often are given flexibility in administering and applying guidelines to certain federal student aid programs. That's why it is essential that you discuss these items (shown below) with your supervisor.

Your supervisor can give you institution-specific guidelines on how the material we discussed in this training session can be applied to your job.

1. Who in our office is responsible for updating policies and procedures for Pell Grant processing? By what date will they be updated?

2. How will our school pay the second Scheduled Award to eligible students for summer 2010?

3. When will the award year assignment for crossover payments begin?

4. Who will be responsible for monitoring SAR/ISIRs received for the next school year in regard to reviewing — and possibly reassigning — the second scheduled Pell Grant?

5. What steps have been taken to ensure our FAM system is able to award a second Scheduled Award? Are we prepared to process manually?

Trainer's Toolkit

The Trainer's Toolkit is a listing of terms, Web sites and reference material directly related to Year-Round Pell Grants.

Terms, Acronyms and Abbreviations

Award Year

An award year begins on July 1 in one calendar year and ends on June 30 of the following calendar year. For example, the 2009-2010 award year begins July 1, 2009, and ends June 30, 2010.

Awarding/Packaging

The process used by institutions to combine the various forms of financial aid — including aid such as grants, loans, scholarships and work-study — for students to attend school.

AY

Academic Year.

An undergraduate academic year for credit-hour programs must consist of at least 30 weeks of instructional time. An undergraduate clock-hour program must consist of at least 26 instructional weeks. For a graduate or professional program of study, an academic year is a period of at least 30 weeks of instructional time.

COA

Cost of Attendance.

The total estimated cost for a student to attend school, including tuition and fees, room and board, allowances for books and supplies, transportation and personal and incidental expenses.

COD

Common Origination and Disbursement.

The COD is a common process integrated with a system designed to support origination, disbursement and reporting for Direct Loans and Pell Grants, and reporting for campus-based programs. The COD System is a technical solution designed to accommodate the COD Process for Federal Pell Grant and Direct Loan funding and campus-based reporting.

ED

U.S. Department of Education.

www.ed.gov.

ED was created in 1980 when several federal agencies were combined. Its mission is to ensure equal access to education and to promote educational excellence throughout the nation. ED's purpose is to:

- ♦ Establish policies on federal financial aid for education.
- ♦ Distribute and monitor federal student aid funds.
- ♦ Collect data on schools and disseminate that research.
- ♦ Focus national attention on key educational issues.
- ♦ Prohibit discrimination and ensure equal access to education.

EDE

Electronic Data Exchange.

The EDE is a computer program used by participating schools to electronically receive Student Aid Reports from the federal processor. At some schools, EDE allows students to electronically file their Free Application for Federal Student Aid.

EDEExpress

A software program provided by ED to process financial aid data. This software is used to enter new applications and make changes or corrections to existing applications. It also is used to calculate financial aid packages for students.

EFC

Expected Family Contribution.

The EFC figure is determined by Congressionally-approved Federal Methodology need-analysis formulas. The EFC is an index that colleges use to determine financial aid eligibility.

FAA

Financial Aid Administrator.

An FAA is a college or university employee who is responsible for the administration of financial aid.

Federal Award Year

July 1 through June 30.

Federal Pell Grant

Federal Pell Grants are the foundation of financial aid awards for students who demonstrate financial need. Because it is the foundation of financial aid award packages, Pell Grant funds always must be awarded to students who are eligible. Students' eligibility is based on the Expected Family Contribution as calculated from information provided on the FAFSA.

FT

Full Time.

Federal regulations specify a minimum standard full-time definition for undergraduate students but not for graduate students. For graduate and professional students, the school must define what comprises full-time status for each graduate program based on standards developed by the school. For undergraduates, full-time status must be at least one of the following:

- ♦ 12 semester hours or 12 quarter hours per academic term in an educational program using a semester, trimester or quarter system.
- ♦ 24 semester hours or 36 quarter hours per academic year for an educational program using credit hours but not using a semester, trimester or quarter system, or the prorated equivalent for a program of less than one academic year.
- ♦ 24 clock hours per week for an educational program using clock hours.

HEOA

Higher Education Opportunity Act of 2008.

The HEOA (P.L. 110-315) reauthorized the Higher Education Act of 1965, as amended. The HEOA was signed into law on Aug. 14, 2008, with some provisions retroactively applied to the 2008-2009 academic year; others are to be implemented at later dates.

HT

Half Time.

To be enrolled half time, a student must be taking at least half of the course load of a full-time student. Your school defines a full-time workload, but undergraduate programs must meet the minimum standards set by ED. The school has sole discretion to define its graduate program enrollment requirements, but half-time enrollment for a graduate student also must equate to at least half of the school's full-time enrollment requirement.

IFAP

Information for Financial Aid Professionals.

www.ifap.ed.gov.

Information for Financial Aid Professionals is a Web site that was developed to provide school and financial partners with electronic access to the many FSA publications that guide the administration of the Title IV Student Financial Assistance programs.

ISIR

Institutional Student Information Record.

The ISIR is an electronic record provided to the school by ED's Central Processing System. The ISIR includes information provided by students on the FAFSA. The ISIR also contains students' Expected Family Contribution and the results of federal database matches (including citizenship, names, dates of birth and Social Security number matches).

NSLDS

National Student Loan Data System.

www.nsls.ed.gov.

NSLDS is ED's central database for student aid. It receives data from schools, guarantors, FFEL and Direct Student Loan programs, the Pell Grant program and other ED programs. NSLDS provides a centralized, integrated view of Title IV loans and Pell Grants that are tracked through their entire cycle — from aid approval through closure. Students also can view their information using their PIN.

PJ

Professional Judgment.

PJ is the delegation of authority from the federal government to a financial aid administrator to make changes on a case-by-case basis when extenuating circumstances exist.

P.L.

Public Law.

A P.L. is designated by the number of the Congress and the order in which it is enacted. For example, P.L. 106-10 is the tenth law enacted during the 106th Congress.

Policies and Procedures Manual

An in-house manual that helps an institution effectively and consistently manage financial aid using a set of written policies and procedures. Although ED does not require such a manual, it strongly recommends that a school compile one, especially because federal regulations require schools to have, maintain and disclose certain policies in writing.

SAP

Satisfactory Academic Progress.

SAP is a set of qualitative and quantitative standards set by a school that require its students to maintain an academic standing consistent with the school's policy on progression toward graduation requirements.

References, Resources and Web Sites

Federal Legislation or Regulations

Determination of Federal Pell Grant Awards

34 CFR 690.63: Calculation of a Federal Pell Grant for a payment period.

34 CFR 690.64: Calculation of a Federal Pell Grant for a payment period which occurs in two award years.

34 CFR 690.67: Receiving up to two Scheduled Federal Pell Grant awards during a single award year.

<http://ecfr.gpoaccess.gov/>.

General and Non-Loan Programmatic Issues; Final Rule

74 FR 55902.

Oct. 29, 2009.

55919-55922.

<http://ifap.ed.gov/register/attachments/FR102909GeneralandNonLoanProgrammaticFinal.pdf>.

U.S. Department of Education

Electronic Announcement

Subject: Additional COD System Implementation for 2009-2010 Award.

June 24, 2009.

www.ifap.ed.gov/eannouncements/062409PreRelease8pt1CODSys.html.

2009–2010 Federal Student Aid Handbook

Volume 3: *Calculating Awards and Packaging*.

Chapter 3: *Calculating Pell Grant Awards*.

www.ifap.ed.gov.

Two Pell Grants in an Award Year

FSA Webinars presented by Jeff Baker.

February 2010.

Federal Pell Grant Program Update

2009 FSA Conference presentation by Fred Sellers.

December 2009.

NSLDS Update

2009 FSA Conference presentation by Valerie Sherrer and Ron Bennett.

December 2009.

Appendix A

Case Study Answers

Two Pell Grants in an Award Year

Answers

The following Pell Grant-eligible students are enrolled at City Conservatory during a single award year. CC is a semester-based, credit-hour institution in which 24 hours equals one academic year. Full-time enrollment status is 12 hours and half time is six hours. For terms 1 and 2, the number of hours enrolled were also the number of hours earned. Pell is paid based on enrolled hours for all terms.

Based on the information provided, determine if each student is eligible for a second scheduled Pell Grant award during the third term of enrollment.

Student	Completed Hours		Enrolled Hours	Second Scheduled Award?		Explanation
	Term 1	Term 2	Term 3	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sarah	12	12	6	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Sarah completed the first academic year (a total of 24 credit hours) during terms 1 and 2. She also is enrolled at least half time in term 3, with at least one hour attributable to the next academic year.
Allan	15	9	6	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Allan completed the first academic year (a total of 24 credit hours) during terms 1 and 2. He also is enrolled at least half time in term 3, with at least one hour attributable to the next academic year.
Kayla	15	15	3	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Kayla completed the first academic year during terms 1 and 2. However, she is not enrolled at least half time in term 3.
Hannah	12	9	6	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Hannah completed 21 hours during terms 1 and 2. Three of her six hours of enrollment in term 3 complete her first academic year, with the other three attributable to the next academic year.
Carl	9	9	6	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Carl did not complete the first academic year during terms 1 and 2. He is enrolled in the remaining six hours in term 3, but does not have at least one hour attributable to the next academic year. Carl may, however, receive the remainder of his first Scheduled Award during term 3.
Cooper	6	6	15	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Cooper completed 12 hours during terms 1 and 2. Twelve of his 15 hours of enrollment in term 3 complete his first academic year. Even though he has three credits attributable to the next academic year, he will not receive funds from his second Scheduled Award. Cooper's Pell Grant award for term 3 must be paid from the remaining 50 percent of his first Scheduled Award.
Alice	6	6	12	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Alice did not complete the first academic year during terms 1 and 2. She is enrolled in the remaining 12 hours in term 3, but does not have at least one hour attributable to the next academic year.

Assigning Pell Grant Awards During Crossover Payment Periods

Answers

David is a full-time student at Private University for the fall 2009 and spring 2010 terms and satisfactorily completed all of his fall and spring courses. He decides to enroll half time during the summer term, which begins June 7 and ends August 6. Based on David's 2009-2010 ISIR, his Scheduled Award for the academic year is \$5,350. As of May 1, he had not yet filed his 2010-2011 FAFSA.

Calculate David's Pell Grant award amounts for each term during 2009-2010 using the chart below.

2009-2010 ISIR	Fall 2009	Spring 2010	Summer 2010
Enrollment	Full time	Full time	Half time
Pell Grant Award	\$2,675	\$2,675	\$1,338

On May 15, Private University receives David's 2010-2011 ISIR indicating full-time enrollment for the academic year and a new Scheduled Award amount of \$5,550. The school elected to recalculate David's summer Pell Grant award based on new ISIR information, and reassign according to the greater award amount.

Calculate David's Pell Grant award amounts for each term during 2010-2011 using the chart below.

2010-2011 ISIR	Summer 2010	Fall 2010	Spring 2011
Enrollment	Half time	Full time	Full time
Pell Grant Award	\$1,388	\$2,775	\$2,775

To which award year should David's summer 2010 Pell Grant be assigned? Why?

- 2009-2010
- 2010-2011

The summer 2010 Pell Grant should be assigned to the 2010-2011 award year because the award amount is higher during that year.

Transfer Students

Case Study: Assumption Method

Jon attended County College in the fall semester and is transferring to your school in the spring. Based on information on Jon's 2010-2011 ISIR, he is eligible for a Scheduled Award of \$5,000. NSLDS shows that Jon has received \$2,500 of the Scheduled Award at his prior school. Your school policy dictates that there are 24 credit hours in an academic year.

$\frac{\text{Pell disbursed at prior school} \times \text{Hours in current school's academic year}}{\text{Amount of Scheduled Award at prior school}} = \text{Hours considered completed}$
--

Answer

Using the above information determine how many hours will be considered complete.

$\frac{\$2,500 \times 24}{\$5,000} = 12 \text{ credit hours considered completed}$
--

Jon enrolled full time at your institution and will graduate at the end of the summer semester. Use the number of assumed credit hours completed to determine his Pell Grant award for the spring semester.

Answer

2010-2011 Award Year	
Prior Institution	Current Institution
Fall	Spring
12 credits \$2,500	Full time 12 credits \$2,500

If Jon enrolled for 6 credit hours during the summer of 2011, will he be eligible for a second Scheduled Award? If so, from which award year will payment be assigned? Why?

Answer

Jon will be eligible for a second Scheduled Award if he earns at least 7 credits in the spring term (up to five of his six summer credits can be used to complete his first academic year with one remaining credit attributable to his next academic year.) The award year from which his second Scheduled Award will be paid depends on:

- ♦ **Whether his summer period is considered a crossover period.**
- ♦ **If he has a 2011-2012 ISIR on file indicating a higher Pell Grant payment than 2010-2011.**