Banner Financial Aid
New Year System Start-Up Checklist for the CT Community Colleges

2020-2021 Award Year
**Introduction**

This guide, the *Banner Financial Aid New Year System Start-Up Checklist for the CT Community Colleges*, was developed to assist the CT Community Colleges (CCCs) in setting up the financial aid system parameters required for processing functions for the upcoming year.

In preparation for the new award year, the Banner Financial Aid Team has carefully reviewed all Ellucian documentation – both from a functional and technical perspective – to ensure an orderly transition to the new award year. All system shared pages and tables have been “rolled over” to the New Year, as well as all colleges’ unique tables, rules, letters, and processing options. All customized solutions to the program software to the new award year have been applied and testing has been performed to verify functionality.

The Banner Financial Aid software utilized is version **9.3.18** as we begin the 2020-2021 financial aid award year.

**How to Use This Checklist**

The intent of this document is to ensure that all required tables are set up for new financial aid year processing. As the order of setup is important, colleges are encouraged to complete the steps in the sequence provided.

This checklist is organized by module for the systematic preparation of new aid year data. Since the Banner Financial Aid Team has already “rolled over” parameters and rules from the 2019-2020 award year to the 2020-2021 award year, colleges must carefully review and modify those items and communications that are aid-year specific, such as dates and descriptions. Colleges should also feel free to adjust any parameters and rules deemed important to the New Year financial aid operation at their respective institutions.
**Common Functions Module**

Prior to Financial Aid Common Function set up, the Banner Student and Banner Financial Aid Teams have created the 2021 aid year, prepared information on semester dates & periods on STVTERM and RORPRDS, and updated batch posting requirements (per ISIR Comm Codes) in RORPOST.

____ Step 1  **ROAINST** – Global Institution Financial Aid Options Page

Most of the 2020-2021 data has been rolled from 2019-2020. Review all tabs and all fields on ROAINST as these are critical to 2021 processing; all dates and period codes must be double-checked. Pay particular attention to:

**Aid Year Definition Tab**

The **Pivot Date** has been set to 04/01/2020 as a system-wide date for 2020-2021 processing to begin. Remember that once this pivot date arrives, all nightly dataload processes will begin. **Update this date if you do not want your dataload processes to begin on 04/01/2020.** Loading of ISIRs will need to be coordinated with any 3rd party servicers.

***Note: No matter the pivot date chosen by the college, Inceptia will begin verification processes, including loading ISIRs and communicating with students as of the date written in your college’s signed Verification Policy & Procedure with Inceptia.***

**Institution Demographics Tab:**
Double-check all contact info. Now is a good time to double-check contact information and user access in COD and NSLDS as well.

**Defaults Tab**

- **Current Period** – Enter the period code for Fall 2020 (1203xx).
- **Current Term Code** – Enter the term code for Fall 2020 (1203xx).
- **Default Aid Period** – Enter period for Fall/Spring (xFASP)
- **Initial SAP Term Code** – Enter your term code for Fall 2020 (1203xx)
- Ensure that default codes for Budgeting, Packaging, and Tracking are indicated
  - Default period budget: xDEFLT
  - Verify Period Budgeting Enabled indicator is checked

Note: The information in the lower half of this screen (e.g., Default Expected Enrollment Status, Enrollment Rules Defaults) only applies to schools using the Course Program of Study functionality, which we are not able to use at this time. **Do not check any of the indicators in this section.** Our enrollment and repeat coursework defaults are set up elsewhere.

**Options Tab**

- Ensure Methodology is set to “Federal”
- Ensure Need Analysis Calculation Option is set to “F=FM”
- Ensure Default FM Budget Duration = 9 (9-month EFC)
• Ensure indicator for Banner FM Need Calculation Installed is checked.

**Credit Hours Tab**

• Remove last year’s information by selecting Delete for each line and Save.
• **Period:** Enter the Fall 20 (1203xx), Spring 21 (1211xx) and Summer 21 (1212xx) payment period codes.
  o Reminder: There is no Winter payment period. The Winter term is combined with the Spring term to form the Spring Payment Period.
• **Level:** Enter “x1” for Credit
• **Credit Hours:** Enter Full-time (12), Three-Quarter Time (9) and Half Time (6) for each period.

There is no need to check “Crossover” for summer in the credit hours tab.

**Exclude Course Levels Tab**

Indicate non-credit Student and Course Levels to be excluded from eligible enrollment calculations (e.g., “x2”)

___ Step 2  **ROAUSIO** - U.S. Specific Institution Financial Aid Options Page

**Institutional Defaults:**

• Verify the desired values. No changes were made to the ROAUSIO page for the 2021 processing year, however, all fields should be checked to ensure that data was rolled correctly from 1920.
• In the Return of Title IV Funds box:
  o Check the Rounding Indicator.
  o Do NOT check Return indicator! This is for optional institutional return of aid otherwise the students’ responsibility.

**Grant and EDE Options:**

• Ensure indicator for “Pell Reduced Eligibility” is checked to trigger new Origination records when Pell Grants are decreased.
• Ensure “Use Pell Less than Half Time Calculation” is checked
• Check indicator and number of days for “Just in Time or Advance Pay for Pell” to establish the timing of Pell disbursement record extraction in relation to disbursement date in RFRDEFA.
• Update Transaction and EFC information with new ISIR info unless locked (code “L”).
• Ensure that the EDE Correction Logging indicator is checked.

**Loan Options:**

• Check the Apply First Year, First-Time Borrower Rule indicator if this is required (dependent on school default rate status: optional if < 15% CDR for each of 3 most recent aid years).
• Review DL School Code, Entrance & Exit requirements and the Status for satisfied requirements.

**Direct Loan MPN Rules:** (recall that for years 2015-16 and forward, DL MPN setup no longer occurs on RFRMGMT – See Appendix A)

• Ensure that MPN status information rolled over successfully for both Stafford and Parent PLUS loan MPN types.
  o The “Display PN Requirement” indicator should be set for both Stafford and Parent PLUS types.
• About MPN Status Codes:
  o All info for DL Stafford and Parent PLUS loans should be reviewed and edited as needed as URLs and Instructions for each code are visible to students in Banner Self-Service. The PN URL should now be https://studentaid.gov/. See information in Appendix A for suggested text & settings.
  o Recall that the MPN Requirement is created when the award is accepted, so borrowers initially see status codes beginning with “A.” Codes beginning with “O,” designating requirements that have been made upon Origination, are common later on in the processing cycle.

**Campus Defaults:**

• Verify information on this page, including default Pell Payment Method (Formula 1) as “1=Credit Hour with Standard Terms >= 30 weeks” and Academic Calendar as “3=Semesters”
• Check “COD Institutional Cross Reference” if you would like Banner IDs to be part of records sent to COD (recommended).
• In the Return of Title IV Funds box:
  o Check the Rounding Indicator.
  o Do NOT check Return indicator! This is for optional institutional return of aid otherwise the students' responsibility.

_____ Step 3  **RTVSAYR** - Scheduled Academic Year Validation

Scheduled Academic Year codes are used for Direct Loan processing to indicate academic year information required for accurate 150% Subsidized eligibility reporting, particularly for summer. These codes also allow flexibility to create different standard years for specific programs having academic schedules that differ from the standard year.

For colleges with all programs corresponding to the same standard academic schedule, there will only be two SAY codes. If Title IV-eligible programs exist that do not correspond to the regular academic year, contact Banner Financial Aid support for further guidance: SYS-BannerFinAidHelp@commnet.edu.

Suggested setup codes and descriptions: (where “x” = your college letter code)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>xFA/SP</td>
<td>Standard Fall/Spgr Acad Year</td>
</tr>
<tr>
<td>xFA/SP/SUM</td>
<td>Fall/Spgr/Summ Acad Year</td>
</tr>
</tbody>
</table>
Note: Students should ONLY be assigned the xFA/SP/SUM Scheduled Academic Year if they will be receiving a Direct Loan for the Summer term. Therefore, the default year will be xFA/SP.

____ Step 4  **RORSAYR** - Scheduled Academic Year Rules for Direct Loans

For each SAY code created in RTVSAYR, complete the following. Due to an apparent bug on this page it is recommended to save each field separately.

**Base Data:**
- **Type:** Ensure data has rolled over for SAY codes for Scheduled Academic Year or those including a Summer/Crossover period. Examples:
  - xFA/SP should be “S = SAY – No Crossover”
  - xFA/SP/SUM should be “C = SAY – Includes Crossover”
  - SAVE.
- **Standard SAY Code Cross-Reference:** For any SAY code designated as a Crossover (C) type (e.g., Fall/Spring/Summer), indicate the corresponding Standard (e.g., Fall/Spring) SAY Code
  - SAVE.
- **Start and End Dates** for the Academic year should be updated to match the published 2021 Common Calendar:
  - Standard Academic Year (xF A/SP): 08/26/2020 to 06/01/2021
  - Academic Year including summer (xF A/SP/SUM): 08/26/2020 to 08/21/2021.
  - SAVE.

**Period Rules:** Add periods for each SAY Code.

**Note:**
- Fall & Spring SAY codes will have 1203xx and 1211xx periods.
- Fall, Spring, & Summer SAY codes will have 1203xx, 1211xx, and 1212xx periods.
  - Click Insert to add rows.
- Summer 1212xx periods should have the Summer Crossover indicator checked.
- Remember that Winter term enrollment is combined with Spring term enrollment in the Spring Payment Period to determine aid eligibility, so don’t add a winter period.
  - SAVE.

**Disbursement Schedule:** Establish the number and dates of loan disbursements for each period in the Period Rules block. Consider dates for grant disbursement established later on RFRDEFA.

<table>
<thead>
<tr>
<th>Period</th>
<th>Disbursement Date(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Period</td>
<td></td>
</tr>
<tr>
<td>Spring Period</td>
<td></td>
</tr>
<tr>
<td>Summer Period</td>
<td></td>
</tr>
</tbody>
</table>
SAVE.

Note:
- Cutoff/Census/Freeze/Recalculation dates are as follows:
  - 1203xx Fall 2020: 09/16/2020
  - 1211xx Spring 2021: 02/13/2021
  - 1212xx Summer 2021: college-determined
- Allow enough time to perform pre-disbursement functions after Census dates prior to disbursement.
- To make corrections, use Delete to remove a row and Insert to add a new row.
- For the fall DL disbursement date, consider whether or not using 10/02/2020 is desired. This is after the effective date of annual change in loan fees. Otherwise, colleges will need to execute a Banner process to cancel loans not disbursed by October 1st, then reinstate them with the updated fees. Colleges wishing to consider this process so they may disburse prior to October 2nd should contact the Banner Financial Aid Team for more information.
- Double-check Disbursement Dates, particularly for year errors.
- +/-: Leave blank
- Period Multi-Disbursement indicators: Identify which disbursements should be scheduled if the origination is for a single period requiring multiple disbursements. (Dependent on school policy and cohort default rate – Required if CDR is 15% or higher for past 3 years).
  - If utilizing a second disbursement in a payment period, ensure that it is at or after the midpoint of that period.
  - When two disbursements are desired only for a single-period loan, check the indicator on the disbursement date that represents the second disbursement.
  - If indicators are left unchecked, two disbursements will occur per period in all circumstances.

### Step 5  **RTVAPRD** – Aid Period Validation

Ensure that all aid periods required for 2020-2021 processing are represented and active.

Reminder: Winter may not be treated as a separate payment period.
- For colleges having Winter intersessions, Winter enrollment is combined with Spring enrollment in the Spring Payment Period to determine aid eligibility.
- Since Winter is not part of the standard default academic year, Aid Periods must be created that will accommodate a Winter/Spring payment period, and will be used only for students enrolled in a Winter term to determine aid eligibility.
- Winter set up will be finalized in Fall 2020 after the colleges running the intersession have finalized their schedules.

### Step 6  **ROBAPRD** – Aid Period Base Rules
This page defines aid periods for the new aid year, associating FM budget durations (number of months) and Scheduled Academic Year (SAY) Codes with each aid period.

When FM Budget Duration and percentages are entered on this page, the steps needed to adjust EFC are reduced when a student’s aid period is changed on RBAPBUD so FM EFC may be recalculated after need is run. To use this functionality, you must enter the appropriate FM Budget Duration (number of months) for each of your aid periods. This precludes the need to override standard budget durations on RNAOVxx.

Hint: Full Year Percentages and other data are entered optimally as follows:

<table>
<thead>
<tr>
<th>Aid Periods</th>
<th>Budget Full Year Percent</th>
<th>Pell Full Year Percent</th>
<th>Grant Full Year Percent</th>
<th>SAY Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Only</td>
<td>50.000</td>
<td>50.000</td>
<td>50.000</td>
<td>xFA/SP</td>
</tr>
<tr>
<td>Spring Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter/Spring Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Only</td>
<td>50.000</td>
<td>50.000</td>
<td>50.000</td>
<td>xFA/SP/SUM</td>
</tr>
<tr>
<td>Fall &amp; Summer</td>
<td>99.990</td>
<td>100.000</td>
<td>100.000</td>
<td>xFA/SP/SUM</td>
</tr>
<tr>
<td>Spring &amp; Summer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter/Spring &amp; Summer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall &amp; Spring</td>
<td>100.000</td>
<td>100.000</td>
<td>100.000</td>
<td>xFA/SP</td>
</tr>
<tr>
<td>Fall &amp; Winter/Spring</td>
<td>100.001</td>
<td>100.000</td>
<td>100.000</td>
<td>xFA/SP</td>
</tr>
<tr>
<td>Fall, Spring, &amp; Summer</td>
<td>150.000</td>
<td>150.000</td>
<td>100.000</td>
<td>xFA/SP/SUM</td>
</tr>
<tr>
<td>Fall, Winter/Spring, &amp; Summer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

About FM Budget Duration: These are whole number amounts determined by FAAs at each college dependent on that college’s schedule.

- Standard Fall/Spring Aid Periods will be 9 months in length.
- The presence of a winter intersession in and Aid Period may only add up to a single month to FM Budget Duration, and is dependent on college schedules. Aid Periods that include all possible sessions (Fall, Winter& Spring, Summer) in an academic year may not exceed 12 months.
- Summer Budget Duration will depend on the length of the Summer payment period at the college. Aid Periods that include all possible sessions in an academic year (Fall, Winter& Spring, Summer) may not exceed 12 months.
- Check for consistency in the number of months entered in FM Budget Duration for each aid period.
- Check to ensure that periods which may be combined into longer periods have consistency in budget durations (i.e., Fall Only duration + Spring Only duration = Fall & Spring duration).
• Ensure that any period including summer has an SAY Code that includes summer.

___ Step 7  **RORTPRD** - Aid Period Rules Page

This page further defines aid periods to include all periods associated with the aid periods, including start and end dates.

• **Aid Period Base Information**: Verify the Percentage data, Budget Durations, and SAY Codes and Dates associated with each active Aid Period previously created on ROBAPRD is correct.

• **Aid Period Rules**: Enter the period codes you want to associate with each of your aid periods for the 2020-2021 Aid Year. For example, the xFASP Aid Period must have 1203xx - Fall 2020 and 1211xx - Spring 2021 entered in the “Aid Period Rules” section.
  o Verify that Start and End dates (rolled for periods from RORPRDS) fall within those indicated for the associated SAY Code.

• Updating term dates in RORTPRD is not advised. If messages about overlapping dates appear, there may be discrepancies in STVTERM or RORPRDS.
  o Contact the Banner FinAid Team with any concerns.
  o Some dates, such as those for Aid Periods including Winter or Summer, may not be verified/updated until the academic calendar for the college is finalized.

**Important:**
• Ensure that the Start and End dates are accurate for the Fall and Spring terms in each aid period. Winter and Summer term dates are finalized by the respective colleges later, so those term dates will be estimates for now. Note:
  o If Aid Periods do not include Winter, the start date of the Spring payment period will be 01/22/2021.
  o When Aid Periods includes Winter, the start date of the Spring payment period will eventually be a December date. However, at this time, colleges have not scheduled the Winter term, so you will see a January start instead. Do not update this field - it will be updated later.
  o Note that Summer term dates have also not been finalized at this time. Do not update this field. This information will be updated later.

___ Step 8  **SOATBRK** – Student Period Break

Verify that the following dates per the Common Calendar are populated by the Registrar/Records staff. Return to Title IV calculations will be incorrect if this page is not properly updated to account for scheduled breaks of 5 consecutive days or more.
• Thanksgiving Break (Wednesday, 11/25/2020 – Sunday, 11/29/2020) for the Fall 2020 period. Break days are dependent on college class schedules.
• Spring Break (Monday, 03/15/2021 – Sunday, 03/21/2021) for the Spring 2021 period. However, actual break days are dependent on college class schedules.

Note: Summer and Winter terms are not included with the Common Calendar. Only scheduled breaks of 5+ days within those terms should be entered in SOATBRK.

**Budgeting Module**

Period Budgeting capabilities are used for the upcoming year to enable systematic recalculation of COA components based on student enrollment/credit levels each payment period. For components determined by algorithms, colleges must give the Banner Financial Aid Team certain budget amounts separately so that baseline amounts may be updated in RORALGS for the 2021 year. Algorithms created on RBRABRC and set on RBRPBDR use budget amounts as set in RORALGS by the System Office. (See Appendix C)

See Appendix B and fill in Appendix C for important reference information. Fill in the charts in this section prior to completing set-up for budgets.

Hint: Doing a side-by-side comparison with 1920 versions of pages may be helpful to ensure all information has rolled over correctly.

_____ Step 1  **RTVPBGP** – Period Budget Group Validation Page

RTVPBGP creates and displays the college-specific group codes and group descriptions and priority codes for each period budget group. A default group should always be active.

Since RTVPBGP is not an aid year specific page, changes cannot be made once period budget groups have been used. Add any new group as needed, but keep in mind that a RORRULE will need to be written in order for it to be assigned. Contact the Banner Financial Aid Team if you need a new RORRULE.

If a budget group is no longer utilized, it may be disabled for a particular aid year by deactivating the period budget group RORRULE for budget group assignment (done by un-checking the “Rule Active” indicator on the RORRULE page for that particular budget group for the chosen aid year). Alternatively, if a budget group is no longer used for any active aid year, the Active indicator may be unchecked.

_____ Step 2  **RTVPBCP** – Period Budget Component Validation Page

See Budget Component Appendix B for details.

Budget components have been set up and may be activated/ inactivated on this page.
• Since some components are calculated per algorithms, contact the Banner Financial Aid Team should new or revised components be required
• Note that separate period budget components for manual/PJ budget entries are required to distinguish them from the Standard components that will be updated upon running the budget recalculation process RBRPBRC.

IMPORTANT: Do not check the “Create as Category” indicator.

___ Step 3  **RTVBCAT** – Budget Component Category Validation

This page specifies all possible budget component categories needed for aid processing. All budget components created in RTVPBCP should fit within these categories. Add/verify the following: (where “x” = your college letter code)

- **xTUI**: Tuition
- **xFEE**: Fees
- **xBKS**: Books & Supplies
- **xLIV**: Living Expenses
- **xMIS**: Miscellaneous
- **xTRN**: Transportation

___ Step 4  **RBRPBYR** – Period Budgeting Aid Year Rules

This multi-tabbed page specifies period budget information for the 2021 aid year.

**RBRPBYR** – Budget Groups tab:

Check that all budget group codes for the 2021 year are present and assigned group priority levels (rolled over from the previous year).

- Consider sequences of 10 for priority levels.
- Sequence program-specific groups prior to general groups.

The Comment field is optional and for internal use only.

___ Step 5  **RBRPBYR** – Budget Types tab:

Review Campus/FM and Pell-type budgets.

- Campus types will have an EFC value of “F”
- Pell types will have an EFC value of “N” and the Pell indicator checked

The Comment field is optional and for internal use only.

___ Step 6  **RBRPBYR** – Budget Categories tab:

Check that all budget categories for the 2021 year are present (rolled over from previous year).

- Order in sequence by 10’s.
The Comment field is optional and for internal use only.

### Step 7  **RBRPBYR** – Budget Components tab:

See Budget Component Appendix B for details. Do NOT use algorithmic codes on this tab!

Check that all budget components for the 2021 year are present (rolled over from previous year).

The Comment field is optional and for internal use only, though it may be helpful to specify which components are hard-coded, determined algorithmically, or for manual/PJ entry only. Algorithms used for Tuition, Fees (standard), Housing, Meals, Miscellaneous, and Transportation.

Review whether component is a direct cost or if it should be used for less-than-1/2-time Pell budgets.

### Step 8  **RORRULE** – Period Budget Group Assignment

Review the rule of each period budget group for 2020-2021 (Rule Type “G”). These should have rolled from the previous year.

- Ensure that the Rule Active box is checked for each active budget group.
- If any Budget Group Assignment RORRULE uses resident selection criteria, ensure that these rules have been updated.

Example: Verify that ROVST20\_RESD\_CODE='Y' must be changed to ROVST21\_RESD\_CODE='Y'

If new period budget groups for 2020-2021 are added, a RORRULE must be assigned to each new group. If you need to add or revise a budget RORRULE for 2020-2021 processing beyond a simple year switch, please email SYS-BannerFinAidHelp@commnet.edu.

**Do not revise or delete a RORRULE used for a prior/current aid year!**

For each defined budget group no longer in use for any aid year, deactivate the RORRULE for that group by un-checking the “Rule Active” indicator on the RORRULE page for the 2021 aid year.

Use ROIGRPI (Group Inquiry Page) to verify that each period budget group for 2020-2021 is active and has been assigned an active RORRULE.

***If not already coded so, consider including Out-of-Country (‘C’) students with Out-of-State period budget groups*** [In the below example, remove =’N’ and replace with in (‘N’, ‘C’)]

Example: ROVST21\_RESD\_CODE in (‘N’, ‘C’) AND...

### Step 9  **RBRPBGR** – Period Budget Group Aid Rules
This multi-tabbed page sets the Pell Budget type and full-time amounts to be used to determine Pell eligibility for each period budget group, including your default group!

**RBRPBGR – Types** tab:

Verify that both Campus/FM and Pell types exist for each period budget group. Ensure that EFC and Pell indicator information is as established on RBRPBYR:
- Campus/FM Type EFC value = “F”
- Pell Type EFC value = “N” and Pell indicator checked

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Step 10  **RBRPBGR – Pell** tab:

For each period budget group, excluding your default group, indicate budget components and full-year, full-time amounts to establish the Pell COA for determining Pell eligibility for members of that group. Do NOT indicate any algorithmic rules on this page.

The Board of Regents passed Tuition/Fees for 2020-2021 on February 6, 2020.

For costs not set by the BOR, round full-year amounts to the nearest even number so they may be easily divided into two even numbers (for the fall and spring periods).

<table>
<thead>
<tr>
<th>Component Code**</th>
<th>Component Description</th>
<th>In-state FT Amt</th>
<th>NEBHE FT Amt</th>
<th>Out-of-State FT Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>xTUI</td>
<td>Tuition for full-time, full-year</td>
<td>$3,984.00</td>
<td>$5,976.00</td>
<td>$11,952.00</td>
</tr>
<tr>
<td>xFEE</td>
<td>Standard Fees – sum of all common fees charged for the full-year. Check your activity &amp; transpo fees online at ct.edu.</td>
<td>$492.00 + activity + transportation (if applicable) =</td>
<td>$738.00 + activity + transportation (if applicable) =</td>
<td>$1,476.00 + activity + transportation (if applicable) =</td>
</tr>
<tr>
<td>xFCL</td>
<td>Clinical Program Fees – depending on budget grp</td>
<td>$974.00* depends college policy</td>
<td>$974.00* depends college policy</td>
<td>$974.00* depends college policy</td>
</tr>
<tr>
<td>xFMG</td>
<td>Manufacturing Program Fees – depends on group</td>
<td>$974.00* depends college policy</td>
<td>$974.00* depends college policy</td>
<td>$974.00* depends college policy</td>
</tr>
<tr>
<td>xBKS</td>
<td>Books &amp; Supplies – full year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xHOU</td>
<td>Housing - depends on group and college policy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xMLS</td>
<td>Meals - depends on group and college policy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xMIS</td>
<td>Miscellaneous - depends on group and college policy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xTRN</td>
<td>Transportation - depends on group and college policy</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Where “x” = your college letter code
**Step 11  RRRPBDR – Period Budget Detail Rules**

For each period budget group for the Campus/FM budget (Type Code = CAMP), excluding your default group, indicate budget components and amounts pertinent to a single payment period.

**IMPORTANT: Do NOT specify the Period in the top section of the page,** unless there are differing amounts for that payment period, such as a shorter summer period. In most cases, you will leave the Period blank.

If there is no Algorithmic Rule for calculating a component, hard-code amounts in the Amount column. Do NOT change an Algorithmic Rule or attempt to hard-code a per-period amount where an Algorithmic Rule exists. If specifying an actual amount per payment period, do so in whole dollars. (See Appendix C for information about values needed for indirect expenses for algorithmic rules)

### **Unless algorithmic rules are applied, enter full-time, SINGLE-PERIOD amounts**

<table>
<thead>
<tr>
<th>Component Code**</th>
<th>Component Description</th>
<th>Algorithmic Rule(s) (Do not update!)</th>
<th>In-State Single Period Amount</th>
<th>NEBHE Single Period Amount</th>
<th>Out-of-State Single Period Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>xTUI</td>
<td>Tuition</td>
<td>xTUITION</td>
<td></td>
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<tr>
<td>xFEE</td>
<td>Standard Fees</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>xFCL</td>
<td>Clinical Program Fees – as needed</td>
<td></td>
<td>$487* depends college policy</td>
<td>$487* depends college policy</td>
<td>$487* depends college policy</td>
</tr>
<tr>
<td>xFMG</td>
<td>Manufacturing Program Fees – as needed</td>
<td></td>
<td>$487* depends college policy</td>
<td>$487* depends college policy</td>
<td>$487* depends college policy</td>
</tr>
<tr>
<td>xBKN</td>
<td>Nursing Media Fee – Books/Supp</td>
<td>xBKSNURSING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xBKS</td>
<td>Books &amp; Supplies</td>
<td>xBKSSTND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>xBKSALHTH</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>xBKSOTHER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xHOU</td>
<td>Housing – as needed</td>
<td>xHOUSINGISNP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>xHOUSINGISWP</td>
<td></td>
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<td></td>
<td></td>
<td>xHOUSINGOSNP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xHOU</td>
<td>Housing – as needed</td>
<td>xHOUSINGOSWP</td>
<td></td>
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</tr>
<tr>
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<td>xMEALSA</td>
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<td></td>
<td></td>
<td>xMEALSB</td>
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<td>xMIS</td>
<td>Miscellaneous</td>
<td>xMISCA</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>xMISCB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xTRN</td>
<td>Transportation</td>
<td>xTRANSPOA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>xTRANSPOB</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Where ‘x’ is your college’s letter code**

**IMPORTANT:**

- For components determined by algorithms, colleges must give the Banner Financial Aid Team certain budget amounts separately so that baseline amounts may be updated in RORALGS for the 2021 year. (see Appendix C)
- Double-check that amounts for non-algorithmic budget items are consistent across groups where appropriate.
- Double-check that amounts for non-algorithmic budget items are consistent between RBRPBDR (for single payment periods) and the Pell tab of RBRPBGR (for full-year, fall/spring costs).
- Note that you may include average loan fees within the miscellaneous component if it is your policy to do so.

**Step 12**

**RPRSHOP** – College Financing Plan (aka the Federal Shopping Sheet) – Information set on this page is accessed by students via Banner Self-Service.

**Default Setup:** For 2020-2021, the new College Financing Plan template does not include Institutional Metrics data. You do not need to update these fields in Banner.

**NEW for 2021:** “Next Steps” field is available to add customized information. There is a maximum length of 4000 characters.

On RJASEAR, there is a new “Hours Per Week” field that is visible on the College Financing Plan. If left blank, it will show “0 / wk” in the Work Options section of the College Financing Plan. You can utilize the “Custom Information” or “Next Steps” fields to explain the Hours Per Week data.

**Period Budget Setup:** Ensure that appropriate budget component codes set up in RTVBCPB are selected (see chart below). Click Insert to add additional components.

<table>
<thead>
<tr>
<th>Tuition &amp; Fees</th>
<th>Housing &amp; Meals</th>
<th>Books &amp; Supplies</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>xFAS</td>
<td>xHOU</td>
<td>xBKS</td>
<td>xPJT</td>
</tr>
<tr>
<td>xFCL</td>
<td>xMLS</td>
<td>xPJB</td>
<td>xTRN</td>
</tr>
<tr>
<td>xFEE</td>
<td></td>
<td>xPJH</td>
<td></td>
</tr>
<tr>
<td>xFSC</td>
<td>xPLT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>xFJM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xPJF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xTUI</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: “x” = your college letter code

Any budget components not specified in a Shopping Sheet category will automatically display as “Other Educational Costs” on the Shopping Sheet page in Banner Self-Service.

**Fund Setup:** Ensure that Fund Source and Fund Type are set for each category to allow for awards to be displayed on the shopping sheet. Pell does not need to be set up especially. SEOG
may be indicated under “Grants from School” as a separate line with the school’s SEOG fund code indicated.

___Step 13 RBRABRC – Algorithmic Budgeting Rules

Review each algorithmic rule rolled for 2020-2021 year.

- Select the Rule at the top of the page and then use both scroll bars to scroll
- Ensure that the Rule Active box is checked for each active budget group.
- For algorithmic rules using aid-year-specific fields, ensure that these rules have been updated.

Example: Verify that ROVST20_AIDY_CODE has updated to ROVST21_AIDY_CODE

Report any discrepancies to the Banner Financial Aid Team. Do NOT attempt to correct an algorithmic rule in RBRABRC. If new algorithmic rules for 2020-2021 are needed, please email SYS-BannerFinAidHelp@commnet.edu.

Tracking Module

2019-2020 tracking group information was rolled to the 2020-2021 Aid Year. The tracking groups used and set up on the pages in this module are based on your college using Inceptia for third-party verification. Whenever possible, the Banner FinAid Team has made updates to Verification Tracking setup that is common to all the colleges.

**2020-2021 Verification Details:**

Setup depends on whether or not a third party servicer is used to perform verification. Refer to the Verification and Resolving Conflicting Information procedure for details.

When colleges engage Inceptia to perform verification:

- **FAAs must INactivate rules in 2021 RORRULE for Tracking Groups that will not be used for the 2020-2021 aid year.** *(Step 4 RORRULE for Tracking)*
  - If RORRULEs for inactive tracking groups are inactivated, requirements for Verification Worksheets, Verifications of Non-filing, or W2s will not be posted. This is desired as Inceptia will post its own requirements for this information in the Verification Gateway system.

- A requirement for students to log into Inceptia’s Verification Gateway to review and satisfy requirements for verification should be posted for all students selected for verification in lieu of a verification worksheet and income/tax documentation. The requirement is:
  - xVER21 for students in the V1 and V4 groups
  - xVV521 for students in the V5 group
  - Recall that students who are assigned to the Verification Tracking Groups V1 or V4 may later be assigned to the V5 group.
See Step 3 RRRGREQ setup and Appendix D for additional details.

- Students in the V4 and V5 groups will be prompted to the Verification Gateway system, but may have their High School Completion, Photo ID, and Statement of Educational Purpose documentation completed at their college. For this reason, the xHSVER, xIEP21, and xPID21 requirements will be posted for those groups.
  - Students who complete these requirements as a V4 verification do NOT need to complete them again if they are selected as a V5 in the same year.
  - FAAs who complete these requirements should contact Inceptia to report their completion and ideally upload and update Verification Gateway so that students may complete the process more quickly.
  - Inceptia will report results of V4 and V5 verification via FAA Access to CPS as required.

2020-2021 Comm Code Resolution Details:

- RORPOST and RTVTREQ have been updated with all tracking requirements needed for the batch posting of requirements necessary to resolve C-Codes, Reject Codes, and other issues noted with comm codes on ISIRs.

- **NEW COMM CODES:** 402 *(Children of Fallen Heroes)*, 403 *(Conflict in Parent Tax Return Type)*, and 404 *(Conflict in Student Tax Return Type)*.
  - The 402 Comm Code requires FAAs to determine and document eligibility for the Children of Fallen Heroes Scholarship per guidance in the November 18, 2018 Electronic Announcement. This Comm Code corresponds to the xC9402 requirement and should not hold up packaging.
  - The 403 and 404 Comm Codes for conflict in tax return type correspond to the xC9403 and xC9404 requirements about potentially conflicting information. These requirements should not hold up packaging. FAAs will need to review ISIRs and MAY add additional requirements as needed such as tax returns (xP18TX, xS18TX).

- The 400 and 401 Comm Codes for potential conflicting information are still in play and correspond to the xC9400 and xC9401 requirements about potentially conflicting information. These requirements should not hold up packaging. FAAs will need to review ISIRs per guidance in the August 7, 2017 Electronic Announcement and MAY add additional requirements as needed including tax return transcripts (xP18TR, xS18TR), W2 forms (xP18W2, xS18W2) and/or one of the following forms and associated documentation:
  - Untaxed Income (xP18UN, xS18UN)
  - Additional Financial Information (xP18AF, xS18AF)

- A list of Comment Codes and their associated requirements may be found in the “C Codes/Reject Codes Spreadsheet 2020-2021 Award Year,” available in the Reference Materials section of the System Financial Aid website. These are in compliance with the Department of Education processing for 2020-2021.
**ISIR Potential Conflicting Information Review Requirements for 2020-2021:**

In the [August 7, 2017 Electronic Announcement](#), the Department of Education specified two conditions that require further review even if the FAFSA is not selected for verification:

- When students and/or parents successfully use the IRS DRT, but changes are made later that would have made the filer ineligible to use the DRT (e.g., marital status changes), the IRS Request Flag value will be changed to “06” and FAAs will be required to review the ISIR, requesting documentation to resolve conflicting information.
  - Requirements xP18TR, xS18TR, x21PF6, and/or x21SF6 will be posted as needed.

- When students and/or parents successfully use the IRS DRT, but the IRS has an Amended Return on file, the IRS Request Flag value will be changed to “07” and FAAs will be required to review the ISIR, requesting documentation to research and update any conflicting information.
  - Requirements xP18TR, xS18TR, xP18AM, xS18AM, xP18TA, xS18TA, x21RPA, and/or x21RSA will be posted as needed.

The Banner Financial Aid Team ensures that batch posting of these requirements will be accurate, depending on whether or not a third party servicer is used to perform verification. This is accomplished by different population selections in RORPOST.

- **When colleges engage Inceptia to perform verification:** Inceptia will review these potential conflicting information cases for students selected for verification, so there is no need to post the requirements for those reviews a third-party servicer is handling.
  - College FAAs only need to review and resolve conflicting information for students not selected for verification.

Review all tracking group information as follows:

_____ Step 1  **RTVTGRP** - Requirements Tracking Group Validation Page

RTVTGRP displays the group codes, group descriptions and priority codes for each established tracking group. Add any new tracking group(s) as needed. Note:

- **For colleges using Inceptia for verification for the 2021 year, there are only three Verification Tracking Groups.** They are:
  - xVERV1: Verification Group V1
  - xVERV4: Verification Group V4
  - xVERV5: Verification Group V5

- See [Appendix D](#) for a list of the 2021 Tracking Groups for verification and related requirements.

- **Any Inceptia-related 2021 tracking groups should be sequenced prior to other groups** for the same verification tracking flag.
• Since RTVTGRP is not an aid year specific page and existing tracking groups have been used for previous processing, changes cannot be made to the existing tracking groups still in use.
  • Note when other V1, V4, and V5 tracking groups are still being used for 1920 processing.
  • Do NOT inactivate a group currently in use. See Step 4 RORRULE for Requirements Tracking Group for information on deactivating rules for assigning students to tracking groups.

• Tracking groups that are no longer being used should be inactivated and sequenced after the default group. These include all V2, V3, and V6 groups, and any groups that are not in use for 1920 nor 2021 (e.g., old “C Flag groups).
  • NEVER inactivate a group in RTVTGRP until you are certain that it is not in use for any current aid year processing.
  • Ensure that old, inactive tracking groups are no longer assigned by sequencing priority levels after the default group.

Step 2  RTVTREQ – Requirements Tracking Validation Page

Review all requirements related to 2021 processing. RTVTREQ has been updated with new verification and C-Code requirements. Any new college-specific tracking requirements needed for the 2020-2021 aid year will need to be added.

• See Appendix E for a list of requirements necessary for 2021 processing of verification and conflicting information.

• Requirements which must be completed prior to packaging, memoing, and/or disbursement must be marked as such.

• Long Descriptions are what students see in Self-Service. NOTE: There is an extension of the field length now allowing for up to 60 characters. Update descriptions for requirements and instructions as needed, avoiding adjustments to requirements related to verification, which are copied to all the colleges in the setup process.

• Double-check any URLs that students will use to access websites to fulfill requirements (e.g., Entrance Counseling). In general, do not begin URLs with “www…”
  • Double-check that any NSLDS & Studentaid.gov links do NOT have a “www.”
  • Note that the Selective Service website is an exception – keep the “www.”

• Review URL links to forms that students may access in Banner Self-Service to fulfill requirements or learn more about how to do so.
  • Recall that for common forms such the Statement of Identity and Educational Purpose, setup is performed by the Banner Financial Aid Team.
• **Reminder for College-Specific Forms:** As soon as possible, update aid-year-specific forms (e.g., appeals) that should be available for students to download from Banner Self-Service.
  o Send an email request to the SYS-BannerFinAidHelp@commnet.edu to have the form uploaded and available for students ASAP.

• Note that certain requirements are only required once, such as xHSVER. So long as completed in one aid year, the status will carry over to another

### Step 3  **RRRGREQ** – Requirements Tracking Group/Requirements Rules Page

Requirements have rolled from 2019-2020 for the 2020-2021 tracking groups, where appropriate. The requirements for all 2021 Verification Tracking Groups have been modified throughout the system, but need to be confirmed during the setup process. All non-verification tracking groups and requirements should be confirmed as well, and edited as needed.

Students not selected for verification will fall into the xNOSEL tracking group. These students will no longer fall to the Default group as in previous years (1819 and prior).

**IMPORTANT!** RRRGREQ Setup depends on whether or not a third party servicer is used to perform verification.

Refer to Appendix D and the Verification and Resolving Conflicting Information procedure for details and guidance. Review the requirements for each group active for your college to ensure that all the needed documentation and/or steps to application completion are listed.

### Step 4  **RORRULE** – Requirements Tracking Group

All Requirements Tracking Group RORRULEs have been rolled to 2020-2021 and new RORRULEs for the new Verification Tracking Groups have been added. Ensure that all rules relevant to the current or future year are marked as “Rule Active.” There is no need to update the Selection Criteria of most tracking RORRULEs. Refer to Appendix D for details.

Note: **Do not revise, inactivate, or delete a RORRULE used for a prior/current aid year!**

- Verify rules exist and are “Active” for all tracking groups your college is using for the 2020-2021 aid year. Refer to Appendix D for guidance.

- Deactivate any 2020-2021 RORRULEs for tracking groups NOT used for 2021 by un-checking the “Rule Active” indicator on the Requirements Tracking Group RORRULE page. These include:
  o All 2021 rules associated with V1, V4, and V5 groups that no longer apply to 2021 processing because of changes to who is completing verification.
  o Any 2021 rules for any leftover V2, V3, and V6 or other groups are no longer in use for 2021 processing
• Do NOT inactivate any 2019-2020 rules for groups currently in use.
• If new tracking groups are added for 2020-2021, a RORRULE must be assigned to the new
  groups. Please email SYS-BannerFinAidHelp@commnet.edu if a new RORRULE is
  needed.
• Use ROIGRPI (Group Inquiry Page) to verify that each of the tracking groups for 2020-
  2021 is assigned a RORRULE and has an appropriate priority code.

**Funds Management Module**

___ Step 1  **RTVARSC** – Resource Code Validation Page

Review and add resources, if needed, for 2020-2021. The Info Access indicator allows these
funds to be displayed on Banner Self-Service to students.

___ Step 2  **RFRBASE** – Fund Base Data Page

Review all funds. The Info Access indicator must be checked on all funds used regularly to allow
awards for these funds to be displayed on Banner Self-Service. If this indicator is not checked
for a fund, it will not appear in Student Self-Service.

Check with the Business Office for a detail code for any new fund(s) added for 2020-2021.

*NEW for 2021:* The Roberta B. Willis Merit Scholarship is changing from a Resource to a Fund
for 2021. This new fund will need to be setup on RFRBASE with the following information:
  Fund Code: xRBWM
  Short Description: Roberta B Willis Schol- Merit
  Accounts Receivable Detail: xGRM
  Detail Code Active Indicator: checked
  Fund Source: STAT
  Fund Type: SCHL
  Fund Active indicator: checked
  Info Access Indicator: checked

___ Step 3  **RFRMGMT** - Funds Management Page

Data on RFRMGMT has been rolled to the 2020-2021 Aid Year, except for prior year funding
levels. Hint: Doing a side-by-side comparison with 1920 versions of pages may be helpful to
ensure all information has rolled over correctly. Review all fields and **complete the following for each fund** (including new xRBWM (Roberta B Willis-Merit fund):

**Fund Tab** – Enter 2020-2021 budget allocation and over-commitment percent information.
  • Enter $9,999,999,999 at 100% commitment for funds without limits (e.g., Pell, DL).
  • For SEOG, most colleges will include only the Federal funds (75% of program funds). For
    most schools, any required 25% match will be accomplished via CCG funds.
Combining Federal SEOG funds and an Institutional Match requires special coding and processing in Banner Finance.

**Packaging Tab**
- Review the “Award Min/Award Max” and adjust as desired.
- The Need Analysis indicator must be checked on all Title IV funds, (including Stafford & PLUS loans), as well as state and institutional funds.

- For Pell Grants:
  - **Adjust the Pell Maximum to $6345** per the updated 2020-2021 Pell Grant Payment Schedule.
  - **NEW for 2021: Banner Financial Aid will only be using whole dollars to calculate Pell.** Ensure the Round Schedule value is “RD=Round Dollars”.
  - Check the “Override Need” indicator: This allows Pell to be awarded even if the student already has aid that meets need.
  - Also ensure that other indicators are checked as needed, including Reduce Need, Equity Fund, and Award Letter.

- For Direct Loans:
  - Award Maximums should reflect 2nd year status ($4,500 Sub, $10,500 Unsub)
  - The Round Schedule value must be “RD=Round Dollars” to prevent loans from disbursing as $xxxx.50
  - The Loan Process indicator must be checked.
  - Regarding the Loan Rules sub-tab:
    - Check accuracy of the DL indicator.
    - Indicate interest rate here (Rates are usually published in July and should be updated prior to sending originations). Rates for 1920 loans are 4.53% for Stafford and 7.08% for PLUS.
    - **NEW for 2021:** Interest rates are visible on the College Financing Plan.
    - Recall that fees are now updated by the Banner Financial Aid Team on RLRDFEE, not in RFRMGMT as done prior to 1516 processing.

- Review the **Web Processing Rules sub-tab**: Allow for partial acceptance. Recall that setup of promissory note requirements is accomplished in ROAUSIO.

**Disbursement Tab**
- Review the Payment Percent of the ¾, ½ and < ½ loads and make adjustments if desired. With this setting, it full-time status assumed on RPROPTS, proration will occur when enrollment is less-than-full-time.

- **Disbursement Load Code**:
  - For Loans, this should equal 100%.
  - For SEOG and institutional grants, this may prorate based on enrollment.
Warning: Ensure that any proration percentages for less-than-full-time enrollment are low enough to avoid overawards once budgets are reduced after Census. This is particularly important when students are less-than-half-time with significantly reduced costs for a payment period.

• “Use Attending Hours” indicator: Set for all Federal and State fund types. It is strongly recommended for institutional aid as well. This will delay disbursement given the beginning of the course(s) associated with the award, or the disbursement dates set in RFRDEFA (for grants) or RORSAYR (for DL) – whichever is later.
  - It is strongly recommended that colleges set the “+/- Days for Attending Hours” to “-1” or a greater negative number to allow time for analyzing whether or not students have begun scheduled courses.

• Enrollment Rule field must have a “REPEAT” value for all Title IV funds, including loans, as well as state and institutional funds.
  - RFRENRR could also be used to complete this step (it has all funds listed for this purpose).

• Select whether or not to back out previously-disbursed aid should eligibility changes occur prior to or after the Cutoff/ Census dates

  Note: Cutoff/Census/Freeze/Recalculation dates are as follows:
  - 1203xx Fall 2020:  09/16/2020
  - 1211xx Spring 2021:  02/13/2021
  - 1212xx Summer 2021:  college-determined

• Ensure that funds that should not disburse without verification and completed tracking requirements.

Tracking Tab

• Indicate Entrance Counseling requirement for Stafford Direct Loans.

• Check to indicate if the requirement should be created automatically when the loan is accepted.

Remaining tabs are optional and may be blank. Contact User Support with any questions.

Messages Tab: To display messages specific to funds in Banner Self-Service:

• Create/edit messages in RTVMESG (including checking the Information Access indicator)
• Assign the information via the Messages tab of RFRMGMT
For each 2020-2021 Aid Period, enter Award Schedule and Disbursement Schedule information for grant aid. Consult with the Registrar and Business Office regarding your college’s Period Set-Up Calendar to obtain memo expiration and disbursement dates.

- **Award Schedule block** – Click the Default Award Schedule button to populate Period Code and Award Percent and Grant Award Percent as previously defined on RORTPRD.
  
  o Single-term aid periods will have Award and Grant percentages of 100%.
  
  o Aid Periods having 3 periods must have Grant percentages of 50% each period (totaling 150% for Year-Round Pell eligibility).
    
    • Update the Grant Award Percent field as needed for Fall/Spring/Summer and Fall/Winter&Spring/Summer Aid Periods.
  
  o Add Memo Expiration Date(s) for each period.

- **Disbursement Schedule block** – Revise the Disbursement Date(s) of each period to comply with the college’s calendar.

<table>
<thead>
<tr>
<th>Fall Period Disbursement Date(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Period Disbursement Date(s):</td>
</tr>
<tr>
<td>Summer Period Disbursement Date(s):</td>
</tr>
</tbody>
</table>

Note: Cutoff/Census/Freeze/Recalculation dates are as follows:
- 1203xx Fall 2020: 09/16/2020
- 1211xx Spring 2021: 02/13/2021
- 1212xx Summer 2021: college-determined

- Allow enough time to perform pre-disbursement functions after Census dates prior to disbursement.
- Consider the disbursement dates previously set for Direct Loans on RORSAYR when determining grant disbursement dates on this page. Disbursement dates for Pell may vary, particularly for the fall payment period.
- Consider whether or not Spring period disbursements for Aid Periods containing Winter term enrollment should vary from those without Winter enrollment.
- **Double-check all dates entered on this page** for consistency across aid periods. Pay particular attention to the year.

___ Step 5  RFRASCH – Fund Award and Disbursement Schedule Rules Page
If RFRASCH is used to set-up disbursement schedules by specific grant fund, enter new dates appropriate for the 2020-2021 Aid Year. Note: This page is not commonly used and is never applicable to Pell or DL funds.

___ Step 6  **RORRULE** – Fund Awarding

Fund awarding rules have been rolled from 2019-2020 to 2020-2021. **Do not revise, delete, or inactivate a RORRULE used for a prior/current aid year!**

- Review all rules and ensure that the Rule Active box is checked for each active fund. All colleges will have rules for SEOG, CCG, and Roberta B. Willis Scholarship (Need).

- **IMPORTANT:** Do NOT make changes to rules written in expert SQL mode. Contact the Banner Financial Aid Team with any concerns.
  - Note: Check **EFC cutoff is $11,152 for the Robert B. Willis Need scholarship** awarding rule. (200% x max Pell EFC for 1920)

- If any Fund Awarding RORRULES use resident selection criteria with an aid year (CCG), ensure that those rules have been updated.
  
  Example: Verify that ROVST20_RESD_CODE=’Y’ has been updated to ROVST21_RESD_CODE=’Y’

- If any Fund Awarding RORRULE uses program criteria with an aid year indicated, ensure that those rules have been updated.
  
  Example: Verify that ROVST20_DEGC_CODE <> ‘CERT’ has changed to ROVST21_DEGC_CODE<> ‘CERT’

- If any Fund Awarding RORRULE uses term/period criteria, verify whether or not the timeframe is still valid. Adjust as needed.

- **If a Fund Awarding RORRULE rule is defined using a Pell Grant amount or EFC (SEOG), review this figure to comply with the 2020-2021 Pell Grant Payment Schedule.**
  
  - Recall that SEOG should be reserved for the neediest Pell recipients. Therefore, the rule for 2020-2021 for that fund should include:
    
    **RORSTAT_PELL_SCHED_AWD = 6345**
  
  - Scheduled Pell Awards for the 2020-2021 aid year for eligible students range from $639 to $6345.
  
  - EFC ranges for scheduled FT Pell award for 2020-2021 range from $0-$5711.
If you need to add or revise a Fund Awarding RORRULE for 2020-2021 processing beyond a simple year or Pell amount switch, please email a request to SYS-BannerFinAidHelp@commnet.edu.

**Packaging & Disbursement Module**

Packaging group information has been rolled to the 2020-2021 Aid Year. Hint: Doing a side-by-side comparison with 1920 versions of pages may be helpful to ensure all information has rolled over correctly. Review all packaging group information as follows:

_____ Step 1  **RTVPGRP** – Packaging Group Validation Page

Ensure that packaging groups that were used for 2019-2020 processing have successfully rolled to the 2020-2021 Aid Year.

There is a packaging group for those students who have not yet been admitted to the college but for whom you have an ISIR on file. These students will fall into the xNOADM packaging group.

**Please note:** Since RTVPGRP is not an aid year specific page and your existing packaging groups have been used for past processing, **do not make changes to existing packaging groups.**

- Add new group(s) as needed. Note that new rules will need to be created in RORRULE.
- If Packaging groups are no longer valid, see Step 6 RORRULE for Packaging Group Assignment Rules for information on deactivating rules for assigning students to groups.
- Sequence experimental groups at the beginning.
- Sequence program-specific groups prior to general groups.

_____ Step 2  **RWVMAJR** – Major, Minor, Concentration Code Validation Page

In coordination with the Registrar/Records, ensure that the “Aid Eligibility Indicator” is accurate for any new programs which are financial aid eligible. In particular, ensure that any new Transfer and Articulation Programs (TAP) effective Fall 2020 are indicated as eligible if they are approved. Also ensure that new programs are added to your Participation Agreements (ECAR).

_____ Step 3  **RPROPTS** – Packaging Options Page

Most fields on RPROPTS have been populated through the roll process. Review all packaging options for 2020-2021 and update the following:

**Packaging Options:**
• Check the “Use Estimated Enrollment” indicator to allow this functionality when a value is set in ROASTAT (important for sending initial, “edit” disbursement records for accurate 150% Sub eligibility limit calculations for students nearing their limits).
• Set Default Estimated Enrollment to “1=Full Time.”
• Check the Additional Stafford Eligibility Default indicator.

Exemptions & Contracts Options:
Settings in this section should be coordinated with Business Office practice and policies. If so indicated, these awards may be visible in RPAARSC.

Disbursement Options:
Ensure that Enrollment Option for Disbursement is A= Adjusted Hours

Enrollment Cut Off Date Rules (Tools > Options)

• Enter period codes for Fall, Spring, and Summer.
• Disbursement Enrollment Option should be “A-Adjusted Hours” (use “adjusted hours” for each period).
• Enter Cut Off Dates (AKA, your freeze/ recalculation/ census dates) for each period. These are the dates referenced for disbursement rules in RFRMGMT.
  • 1203xx Fall 2020: 09/16/2020
  • 1211xx Spring 2021: 02/13/2021
  • 1212xx Summer 2021: college-determined

Note: The Original Charge Cutoff Dates in SOATERM are also the 22nd day of each term’s calendar, counting the first day of classes.

Grant Options (Tools > Options > PELL Options, Very Important!)

• Ensure the Default Less Than Half Time Pell COA is blank. This and the setting on ROAUSIO allows LT ½-time Pell COA to be calculated from RBRPBGR amounts.
• The “Use NSLDS for Pell” box must be checked. (exception for Gateway)
• The Grant Award Enroll Option and Grant Disburse Enroll Option fields must remain set as “none” for each period code for now. These will be updated after Census/ RSRENRL is run each aid period and prior to Summer packaging

Step 4  RPRPCKR – Packaging Rules Page

On RPRPCKR, review each packaging group and make changes to the Equity Packaging Amount field (which includes Pell) as needed for 2020-2021. Consider editing packaging limits given any previous fund-specific adjustments to minimum/maximum award amounts in RFRMGMT.
Also consider employing Gap Packaging for any packaging groups including students at higher EFC levels to prevent meeting their full need. This may only be desired in circumstances where automatic packaging of loans does not occur.

Current board policy provides flexibility in meeting the financial need of students, to the extent funds are available. Direct costs include Tuition, Fees, and Books & Supplies. Books & Supplies estimates are determined by a calculation based on a per-credit amount determined by each college.

---

### Step 5  **RPRGFND** – Packaging Group Funds Rules Page

Ensure that Packaging Group Fund Rules assigned to packaging groups for past aid years have successfully rolled to 2020-2021.

Review/modify fund rules for each packaging group. Any adjustments made to minimum and maximum awards on the Packaging tab in RFRMGMT should also be considered here, as well as equity limits set on RPRPCKR.

**Important:** Each group must include at least one aid type, even if the amount = $0. If RPRGFND is not set up for a packaging group, automatic packaging cannot occur for that group.

---

### Step 6  **RORRULE** – Packaging Group Assignment Rules

Review each Packaging Group Assignment rule (Rule Type = P) for the 2020-2021 Aid Year.

- **Do not revise or delete a RORRULE used for a prior/current aid year!**
  - Disable a group as needed by deactivating the 2020-2021 RORRULE by either un-checking the “Rule Active” indicator on the RORRULE page that particular packaging group – or- removing all Selection Criteria line-by-line. Do not deactivate a group on RTVPGRP.

- **IMPORTANT:** Do NOT make changes to rules written in expert SQL mode. Contact the Banner Financial Aid Team with any concerns.

- For each active packaging group, review rules and ensure that the Rule Active box is checked.

- If any Packaging Group Assignment RORRULE uses resident selection criteria with an aid year indicated, ensure that these rules are updated.

  Example: Update a rolled rule with ROVST20_{\text{RESD\_CODE}}='Y' to ROVST21_{\text{RESD\_CODE}}='Y'

- If any Packaging Group Assignment RORRULE uses term/period criteria, verify whether or not the timeframe is still valid. Adjust as needed.
Example: If a rule applies to students admitted in Fall 2015 or later, the following could be included:

\[ \text{SARADAP\_TERM\_CODE\_ENTRY} \geq 1153xx \]
(where “xx” is the college numerical code)

- If a Packaging Group RORRULE rule is defined using a Pell Grant amount or EFC (e.g., higher Pell or zero EFCs), review this figure to comply with the 2020-2021 Pell Grant Payment Schedule.
  - Any Packaging group only for full/maximum Pell should have \( \text{RORSTAT\_PELL\_SCHED\_AWD} = 6345 \) or a $0 EFC in the Selection Criteria.
  - For Packaging groups that specify a range of Scheduled Pell eligibility/ EFCs, consider revising those ranges. Ensure:
    - No rule criteria overlap – Double-check that the same figures are not duplicated in multiple rules
    - Student are not left out given “gaps” in criteria ranges between rules for different packaging groups.
  - Scheduled Pell Awards for the 2020-2021 aid year for eligible students range from $639 to $6345.
  - EFC ranges for scheduled FT Pell award for 2020-2021 range from $0-$5711.

Use ROIGRPI (Group Inquiry Page) to confirm that each 2020-2021 packaging group has a RORRULE defined and has the correct priority code.

To add or revise a Packaging Group Assignment RORRULE for 2020-2021 processing (beyond simple year, EFC, and Pell switches), please email a request to SYS-BannerFinAidHelp@commnet.edu.

---

**Step 7**  
**RORRULE** – Fund Disbursement Rules

Review each Fund Disbursement rules for the 2020-2021 Aid Year. Ensure that disbursement rules are consistent with any changes to fund awarding rules.

- **Do not revise or delete a RORRULE used for a prior/current aid year!**

- For each active fund, review rules and ensure that the Rule Active box is checked. All colleges have disbursement rules for SEOG and xRBWN.
  - **IMPORTANT: Check EFC cutoff is $11,152 for the Robert B. Willis Need scholarship awarding rule (200% x max Pell EFC for 1920).**

- **IMPORTANT: Do NOT make changes to rules written in expert SQL mode. Contact the Banner Financial Aid Team with any concerns.**
• If any Disbursement RORRULE uses resident selection criteria with an aid year indicated, ensure that these rules are updated.

Example: Change ROVST20_RESD_CODE='Y' to ROVST21_RESD_CODE='Y'

• If any Disbursement RORRULE uses program criteria with an aid year indicated, ensure that these rules are updated.

Example: Change ROVST20_DEGC_CODE <> 'CERT' to ROVST21_DEGC_CODE<> 'CERT'

• If any Fund Disbursement RORRULE uses term/period criteria, verify whether or not the timeframe is still valid. Adjust as needed.

• Note that the Disbursement RORRULE for SEOG is written in expert mode to include the criteria that Pell must authorize or disburse first. Do NOT attempt to modify this rule. Any rules written in expert mode must be updated by a programmer.

• To add or revise a Fund Disbursement RORRULE for 2020-2021 processing (beyond simple year, term, EFC, and Pell switches), please email a request to SYS-BannerFinAidHelp@commnet.edu.

**Loan Module**

Note that Loan Module set up has already commenced per the Common Functions Module instructions for ROAUSIO, RORSAYR, and RORTPRD. The Banner Financial Aid Team will set Direct Loan fee information on RLRDFEE when those are published each summer.

_____ Step 1  **RPRLOPT** – Loan Options

This page has been redesigned to separate Direct Loan from Electronic/Manual loan functionality, as well as to provide opportunities to automatically ensure that loan amounts on RPAAWRD and RLADLOR are in sync.

On the **Direct Loan** tab, review the following for each Direct Loan fund type (Sub, Unsub, PLUS): **Origination Options:**

- Initial Loan Status: PROC = In Process

- Single Origination:
  - Recommended until first DL extract for 2021 year is run: Check to allow any increases in a DL award on RPAAWRD to update the existing origination for that loan fund in RLADLOR when RLPDLOC is run.
Note: It is suggested that colleges uncheck this indicator once the first batch of loan origination records have extracted in summer or early fall 2020. Unchecking this indicator means that an increase in DL will result in an additional origination, but this allows for increases to be initiated in RPAAWRD.

If the student has a break between loan periods (i.e., fall only and summer only), separate originations will occur automatically.

- Automatically Update Award:
  - Highly Recommended: Check to allow any changes made on RLADLOR to automatically update the award record on RPAAWRD.
  - If unchecked, when changes are made on RLADLOR, the user is prompted to update the award amount manually in RPAAWRD.

Disbursement Options:

- Origination Required for Memo:
  - Recommended option: Uncheck so that origination is not required for loan funds to memo. The memo amount is estimated based on funds related to the period start date.
  - If checked, an origination is required for loan funds to memo.

- Valid MPN Required for Memo:
  - Recommended option: Check

- Authorize Loan:
  - Strongly recommended option: Check. Allows for loans to be authorized by the disbursement process.

- Accepted Origination Required for Disbursement:
  - Strongly recommended option: Check

- Linked MPN Required for Disbursement:
  - Recommended option: Check to require a response from COD indicating that the origination was linked to the MPN.
  - If unchecked, a response indicating the MPN is linked to an origination is not required and disbursement may occur so long as an active MPN exists.
  - Note that the system will look for a valid MPN no matter which choice is made.

- Reschedule Disbursement Date:
  - Recommend option: Leave this indicator UNchecked, particularly because Attending Hours functionality should be used for DL disbursement.
  - If checked, loan disbursement dates will be rescheduled based on the student’s earliest class start date and additional set up in RORSAYR will be required.
On the Electronic/Manual tab: (if private/alternative loans are processed via the Financial Aid modules)

- Disbursement Amount greater than Loan Amount: Check if desired to prevent disbursement of loan in excess of the current loan award amount.

___ Step 2  **RPRLPRD** – Loan Period Base Data – ALTERNATIVE LOANS ONLY

This page is only required if processing of Alternative/Private Manual loans is desired via the Financial Aid modules in Banner. If private loans are processed via the Business Office (in consultation with Financial Aid), RPRLPRD set up is not indicated.

Consider the dates already entered in RORSAYR, RORTPRD, and RFRDEFA when determining dates for alternative loan setup.

Create Alternative loan periods on RPRLPRD by entering the data listed below. In the Base Data block, enter the descriptions as noted below. Also, enter the Start/End dates associated with each period, as well as associated Aid Period Rules.

<table>
<thead>
<tr>
<th>Loan Period**</th>
<th>Description</th>
<th>Aid Year</th>
<th>Aid Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>xFSP21</td>
<td>Fall20/Spring21</td>
<td>2021</td>
<td>xFASP</td>
</tr>
<tr>
<td>xF20</td>
<td>Fall20 only</td>
<td>2021</td>
<td>xFALL</td>
</tr>
<tr>
<td>xFSS21</td>
<td>Fall20/Spring21/Summer21</td>
<td>2021</td>
<td>xFSPSU</td>
</tr>
<tr>
<td>xFSU21</td>
<td>Fall20/Summer21</td>
<td>2021</td>
<td>xFASUM</td>
</tr>
<tr>
<td>xSP21</td>
<td>Spring21 only</td>
<td>2021</td>
<td>xSP</td>
</tr>
<tr>
<td>xSPS21</td>
<td>Spring21/Summer21</td>
<td>2021</td>
<td>xSPS</td>
</tr>
<tr>
<td>xSU21</td>
<td>Summer21 only</td>
<td>2021</td>
<td>xSUMMER</td>
</tr>
</tbody>
</table>

**Where “x” = your college letter code

- If the colleges process alternative loans for periods including Winter intersession, additional aid periods may be required.

**Very Important:** Complete the second screen of RPRLPRD.

**Disbursement Schedule Rules:** Click Next Block to enter disbursement dates, period codes, and disbursement percentages for each of your alternative loan periods. Up to 4 disbursements may be entered per loan period and must equate to 100%.

**Letter Generation Module**

The customized Letter Generation module was developed to facilitate communication with students via college email. Due to the customized programming for these communication functions, **most codes and content of communications CANNOT be aid-year-specific.** Customized headers/subject lines are generated to identify to which aid year the communication is related. There are two types:
- Hard copy letters – May be edited for specific situations as needed, but are not aid-year-specific. Generated by:
  - RWRXL01 where parameter 8 = Y
  - RWRXL02 where parameter 7 = Y
- Emails – Used for multiple communications and intended to be general reminders for students to log into Banner Self-Service (BSS) to check for specific updates. Emails may only be created for communications set up in RWLSETU. Generated by:
  - RWRXL01 where parameter 8 = N
  - RWRXL02 where parameter 7 = N

ALL letters and email notifications for 2020-2021 must be reviewed, including, but not limited to, the following:

(* * % = your college letter code)

<table>
<thead>
<tr>
<th>Purpose of Communication</th>
<th>Hard Copy Version ** (These codes may vary by college)</th>
<th>Email Version (general notification to check Banner Self-Service) ** (These codes are common to all colleges)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tracking Requirement Communications:</strong></td>
<td>May vary:</td>
<td>Must use exactly:</td>
</tr>
<tr>
<td>Initial notification of requirements, directions for logging into BSS, contact info.</td>
<td>%_THKYOU</td>
<td>%_EMAILTRK</td>
</tr>
<tr>
<td>Subsequent notification of requirements, directions for logging into BSS, contact info.</td>
<td>%_MISSDOC</td>
<td>%_EMAILTRK</td>
</tr>
<tr>
<td>Final notification of outstanding requirements, directions for logging into BSS, contact info.</td>
<td>%_LSTCHCE</td>
<td>%_EMAILTRK</td>
</tr>
<tr>
<td><strong>Award Notification Communications:</strong></td>
<td>May vary:</td>
<td>Must use exactly:</td>
</tr>
<tr>
<td>Initial award notification, eligibility &amp; disbursement requirements (enroll, SAP, engagement), billing info, withdrawal info, directions for logging into BSS.</td>
<td>%_AWARDLT</td>
<td>%EMAILAWRD</td>
</tr>
<tr>
<td>Revised award notification, eligibility &amp; disbursement requirements (enroll, SAP, engagement), contact info.</td>
<td>%_RAWRDLT</td>
<td>%EMAILAWRD</td>
</tr>
<tr>
<td>Notification of inability to offer aid, borrowing possibilities &amp; requirements, contact info.</td>
<td>%_NAWARD</td>
<td>%EMAILAWRD</td>
</tr>
<tr>
<td><strong>SAP Communications:</strong> (these are hard-coded in RWRXL01)</td>
<td>Must use exactly:</td>
<td>Must use exactly:</td>
</tr>
<tr>
<td>Notification of meeting SAP</td>
<td>%_SATPRG</td>
<td>%_EMAILSAP</td>
</tr>
<tr>
<td>Notification of warning status, ramifications if not meeting SAP next term, directions for logging into BSS, contact info.</td>
<td>%_WARN</td>
<td>%_EMAILSAP</td>
</tr>
<tr>
<td>Notification that SAP requirements unmet so no longer eligible for aid, appeal and contact info.</td>
<td>%_NOTSAP</td>
<td>%_EMAILSAP</td>
</tr>
<tr>
<td>Notification of meeting max credit limits for aid eligibility, appeal and contact info.</td>
<td>%_MAXHRS</td>
<td>%_EMAILSAP</td>
</tr>
<tr>
<td>Notification of probationary status per SAP appeal, need to adhere to conditions of academic plan.</td>
<td>%_PROBWV</td>
<td>%_EMAILSAP</td>
</tr>
<tr>
<td>Reminder of current Warning of Probation/Waiver status</td>
<td>%_SAPREMINDER</td>
<td>%_SAPREMINDER</td>
</tr>
</tbody>
</table>
____ Step 1  **RWVPARA** – Financial Aid Letter Validation Page

Review the codes, descriptions and type information for letters and email notifications. Do NOT create different communication codes for the purposes outlined previously in the communication chart.

____ Step 2  **RWLSETU** – Financial Aid Letters Set-up Page

- Review/revise tracking and award hard copy letter setups that were rolled to 2020-2021.
  - Double-check letter listed – the field box is small and the entire name may not be visible.

- Verify contact information to be displayed to students by clicking the “Update Address” button.

- Note that email communication codes are not indicated on RWLSETU. The following emailed versions are matched to type codes as follows in coding behind-the-scenes (*This is why it is very important not to deviate from the email codes outlined previously in the communication chart.*)

____ Step 3  **RWAPARA** – Paragraph Page

- Review ALL content for hardcopy letters and email notifications including all noted in the previous communication chart. *Letter Code must be in all caps for content to appear.*

Reminder: Emailed versions are intended to be general reminders for students to log into Banner Self-Service (BSS) to check for specific updates. Content should not be aid-year-specific. The aid year is included in the email’s subject line.
  - %_EMAILTRK for all Tracking Requirement communications (Thank You, Missing Doc, and Last Chance)
  - %_EMAILAWRD for all Award communications (Award, Revised Award, and No Award)
  - %_EMAILSAP for SAP-related communications including SAP met, Warning, Not SAP, and Max Hours

- Test any URLs included in communication content. References to the log-in page for myCommNet and Banner Self-Service should use http://my.commnet.edu

- Do NOT enter aid-year-specific information for communications noted in the chart. Aid year information is automatically included in the subject line of these generated communications. Also review the following information available online to students via Banner Self-Service (where % indicates the college letter code B-M):
• %_AWARDINFO - Terms and Conditions for Financial Assistance (including enrollment and bookstore charge information)
• %_SAPINFO – SAP Appeal process – The CCC SAP policy common to all colleges is found on X_SAPINFO and may not be updated. Colleges may update their SAP Appeal process information via %_SAPINFO and may include links to any specific SAP Appeal form required by the college.
  o IMPORTANT: Ensure that any college-specific forms (e.g., for SAP appeals) are reviewed and PDFs forwarded to the Banner FinAid Team for uploading.

**Student Employment Module**
The Banner Financial Aid Team will set up RJRSEDR and RJRPAYL with payroll and check dates for Work-Study (WS) processing and payment. Set up is applicable to all types of Work-Study: Federal, State, and Institutional (where that exists). Colleges should update the following information specific to their schools. Note that aspects of WS set up were completed earlier in the set up process on pages RFRBASE and RFRMGMNT.

_____ Step 1  **RJAPLBD** – Placement Base Data Page

• Review all FWS job locations and contact information. Add/revise as necessary.
• Note that Job Locations are not aid-year-specific in Banner.

_____ Step 2  **RJRPLRL** – Placement Rules Page

• Setup x99999 position for new FWS job locations. Add/revise as necessary.

_____ Step 3  **RJRJOBT** – Job Title Base Data Page – Recall that job titles are visible to students in Banner Self-Service. If you need to create a new job, begin the process here.

• Job Titles are not aid-year-specific in Banner.
• Work-Study jobs are considered hourly pay.
• **Important:** The CT Minimum wage is **$11.00** per hour. Therefore, the pay ranges and default hourly rate should already be updated to this rate, but will need to be adjusted for the next increase. *The minimum wage is scheduled to increase to $12.00 on September 1, 2020.*
  o IMPORTANT: Since RJRJOBT is not an aid year specific page, any changes you make to this page will affect processing from the date of the change. For example, if an increase in the default rate of pay for 2020-2021 is desired after a future minimum wage increase, do not update this field on RJRJOBT until the actual increase takes place (or just before).

_____ Step 4  **RJRREQ** – Job Title Requirements Page - Note that job titles and requirements are visible when students perform searches for FWS jobs in Banner Self-Service.

• Review current job titles and descriptions. Job Titles and descriptions are not aid-year-specific in Banner and cannot be deactivated.
  o Consider language within the description to alert students if a job is no longer available.
• If new codes/revised placements were accomplished on RJRJOBT, create descriptions as needed.
• Strive to make descriptions as accurate as possible, including all skills and previous experience required, while accounting for any miscellaneous duties than may be a function of the job.

This concludes the 2020-2021 Award Year setup.

For further assistance, contact Banner Financial Aid User Support:
• 860.723.0802
• SYS-BannerFinAidHelp@commnet.edu
  ○ For web development, send an email request.
Appendix A: Suggested MPN Status Information for ROAUSIO

AE = Established
MPN information has been established upon award acceptance.

<table>
<thead>
<tr>
<th>PN Description</th>
<th>Stafford</th>
<th>PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan MPN</td>
<td>Direct Parent PLUS Loan MPN</td>
<td></td>
</tr>
</tbody>
</table>

Instructions
You must complete a Direct Loan Master Promissory Note before your Direct Subsidized or Unsubsidized Loan can disburse to your account.
Your parent must complete a Direct Parent PLUS Master Promissory Note before a Parent PLUS loan can disburse to your account.

Satisfied:
☐ ☐
Request Letter
☑ ☑
Display Instructions, Messages, Active URL Link
☑ ☑
Information Access
☑ ☑

AN = NSLDS Active MPN
MPN information exists on NSLDS.

<table>
<thead>
<tr>
<th>PN Description</th>
<th>Stafford</th>
<th>PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan MPN</td>
<td>(blank)</td>
<td></td>
</tr>
<tr>
<td>PN URL</td>
<td><a href="https://studentaid.gov/">https://studentaid.gov/</a> (blank)</td>
<td></td>
</tr>
</tbody>
</table>

Instructions
You must complete a Direct Loan Master Promissory Note before your Direct Subsidized or Unsubsidized Loan can disburse to your account.

Satisfied:
☐ ☐
Request Letter
☐ ☐
Display Instructions, Messages, Active URL Link
☑ ☑
Information Access
☑ ☑

AP = Possible Match
A valid MPN exists already; the origination must be submitted to COD for linking.

<table>
<thead>
<tr>
<th>PN Description</th>
<th>Stafford</th>
<th>PLUS</th>
</tr>
</thead>
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Instructions
You must complete a Direct Loan Master Promissory Note before your Direct Subsidized or Unsubsidized Loan can disburse to your account.
Your parent must complete a Direct Parent PLUS Master Promissory Note before a Parent PLUS loan can disburse to your account.

Satisfied:
☐ ☐
Request Letter
☐ ☐
Display Instructions, Messages, Active URL Link
☑ ☑
Information Access
☑ ☑
**M = Matched by COD**
MPN has been matched by COD.

<table>
<thead>
<tr>
<th>PN Description</th>
<th>Stafford</th>
<th>PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan MPN</td>
<td>Direct Parent PLUS Loan MPN</td>
<td></td>
</tr>
<tr>
<td>Instructions</td>
<td>You have completed your Direct Loan Master Promissory Note for your Subsidized or Unsubsidized Loan.</td>
<td>Your parent has completed the required Parent PLUS Loan Master Promissory Note.</td>
</tr>
<tr>
<td>Satisfied</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Request Letter</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Display Instructions, Messages, Active URL Link</td>
<td>✔️</td>
<td>☐</td>
</tr>
<tr>
<td>Information Access</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**OE = Established**
MPN information has been established upon loan origination.

<table>
<thead>
<tr>
<th>PN Description</th>
<th>Stafford</th>
<th>PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan MPN</td>
<td>Direct Parent PLUS Loan MPN</td>
<td></td>
</tr>
<tr>
<td>Instructions</td>
<td>You must complete a Direct Loan Master Promissory Note before your Direct Subsidized or Unsubsidized Loan can disburse to your account.</td>
<td>Your parent must complete a Direct Parent PLUS Master Promissory Note before a Parent PLUS loan can disburse to your account.</td>
</tr>
<tr>
<td>Satisfied</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Request Letter</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Display Instructions, Messages, Active URL Link</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Information Access</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**OI = Origination Inactive**
The origination is not active; the loan has been cancelled.

<table>
<thead>
<tr>
<th>PN Description</th>
<th>Stafford</th>
<th>PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan MPN</td>
<td>Direct Parent PLUS Loan MPN</td>
<td></td>
</tr>
<tr>
<td>Instructions</td>
<td>Origination Inactive/Loan Canceled</td>
<td>Origination Inactive/Loan Canceled</td>
</tr>
<tr>
<td>Satisfied</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Request Letter</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Display Instructions, Messages, Active URL Link</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Information Access</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
**OM = Manual Match**  
Appears when an MPN has been manually matched on RLADLOR (Direct Loan Origination Page).

<table>
<thead>
<tr>
<th>PN Description</th>
<th>Stafford</th>
<th>PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan MPN</td>
<td>Direct Parent PLUS Loan MPN</td>
<td></td>
</tr>
<tr>
<td>PN URL</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>Instructions</td>
<td>You have completed your Direct Loan Master Promissory Note for your Subsidized or Unsubsidized Loan.</td>
<td>Your parent has completed the required Parent PLUS Loan Master Promissory Note.</td>
</tr>
</tbody>
</table>

| Satisfied | ✔ | ✔ |
| Request Letter | ☐ | ☐ |
| Display Instructions, Messages, Active URL Link | ✔ | ☐ |
| Information Access | ✔ | ✔ |

**ON = NSLDS Active MPN**  
MPN information exists on NSLDS

<table>
<thead>
<tr>
<th>PN Description</th>
<th>Stafford</th>
<th>PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan MPN</td>
<td>Direct Parent PLUS Loan MPN</td>
<td></td>
</tr>
<tr>
<td>Instructions</td>
<td>You may have completed a Direct Loan Master Promissory Note. This must be confirmed by the Financial Aid Office before your Subsidized or Unsubsidized Loan can disburse to your account.</td>
<td>(blank)</td>
</tr>
</tbody>
</table>

| Satisfied | ☐ | ☐ |
| Request Letter | ☐ | ☐ |
| Display Instructions, Messages, Active URL Link | ✔ | ☐ |
| Information Access | ✔ | ☐ |

**OP = Possible Match**  
A valid MPN exists already; the origination must be submitted to COD for linking.

<table>
<thead>
<tr>
<th>PN Description</th>
<th>Stafford</th>
<th>PLUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan MPN</td>
<td>Direct Parent PLUS Loan MPN</td>
<td></td>
</tr>
<tr>
<td>Instructions</td>
<td>You may have completed a Direct Loan Master Promissory Note. This must be confirmed by the Financial Aid Office before your Subsidized or Unsubsidized Loan can disburse to your account.</td>
<td>Your parent may have completed a Direct Parent PLUS Master Promissory Note. This must be confirmed by the Financial Aid Office before a Parent PLUS loan can disburse to your account.</td>
</tr>
</tbody>
</table>

<p>| Satisfied | ☐ | ☐ |
| Request Letter | ☐ | ☐ |
| Display Instructions, Messages, Active URL Link | ✔ | ✔ |
| Information Access | ✔ | ✔ |</p>
<table>
<thead>
<tr>
<th>Component Code</th>
<th>Budget Item</th>
<th>Category</th>
<th>Direct Cost?</th>
<th>Less than 1/2-time?</th>
<th>Amount/Algorithm Code</th>
<th>Amount assigned by...</th>
</tr>
</thead>
<tbody>
<tr>
<td>xBKN</td>
<td>Nursing Media Fee - Books/Supp</td>
<td>xBKS: Books &amp; Supplies</td>
<td>N</td>
<td>Y</td>
<td>xBKSNURSING</td>
<td>Algorithm by enrollment in CT-CCNP Nursing courses</td>
</tr>
<tr>
<td>xBKS</td>
<td>Books &amp; Supplies</td>
<td>xBKS: Books &amp; Supplies</td>
<td>N</td>
<td>Y</td>
<td>xBKSSTND xBKSALHTH xBKSOTHER</td>
<td>Algorithm by adjusted credit hours</td>
</tr>
<tr>
<td>xDIS</td>
<td>Disability Costs</td>
<td>xMIS: Miscellaneous</td>
<td>N</td>
<td>N</td>
<td></td>
<td>Manual entry as needed.</td>
</tr>
<tr>
<td>xFAS</td>
<td>Assessment Fee</td>
<td>xFEES: Fees</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Professional judgment - manual entry</td>
</tr>
<tr>
<td>xFCL</td>
<td>Clinical Program Fees</td>
<td>xFEES: Fees</td>
<td>Y</td>
<td>Y</td>
<td>$487 period / $974 yr.</td>
<td>May be hard-coded per budget group set up depending on college policy.</td>
</tr>
<tr>
<td>xFEE</td>
<td>Standard Fees</td>
<td>xFEES: Fees</td>
<td>Y</td>
<td>Y</td>
<td>xFEES</td>
<td>Algorithm by residency status and enrollment level (FT/ 3/4, 1/2, LT1/2)</td>
</tr>
<tr>
<td>xFMG</td>
<td>Manufacturing Program Fees</td>
<td>xFEES: Fees</td>
<td>Y</td>
<td>Y</td>
<td>$487 period / $974 yr.</td>
<td>May be hard-coded per budget group set up depending on college policy</td>
</tr>
<tr>
<td>xFSC</td>
<td>Supplemental Course Fees</td>
<td>xFEES: Fees</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Professional judgment - manual entry</td>
</tr>
<tr>
<td>xHOU</td>
<td>Housing</td>
<td>xLIV: Living Expenses</td>
<td>N</td>
<td>N</td>
<td>xHOUSINGISNP xHOUSINGISWP xHOUSINGOSNP xHOUSINGOSWP</td>
<td>Algorithm by amount determined by college when &gt;= half-time enrollment</td>
</tr>
<tr>
<td>xLNF</td>
<td>Loan Fees</td>
<td>xMIS: Miscellaneous</td>
<td>N</td>
<td>N</td>
<td></td>
<td>Manual entry as needed per college policy/practice</td>
</tr>
<tr>
<td>xMIS</td>
<td>Miscellaneous Personal</td>
<td>xMIS: Miscellaneous</td>
<td>N</td>
<td>N</td>
<td>xMISCA xMISCB</td>
<td>Algorithm by amount determined by college when &gt;= half-time enrollment. Generally, xMISCA is living with parents and xMISCB without parent.</td>
</tr>
<tr>
<td>xMLS</td>
<td>Meals</td>
<td>xLIV: Living Expenses</td>
<td>N</td>
<td>N</td>
<td>xMEALSA xMEALSB</td>
<td>Algorithm by amount determined by college when &gt;= half-time enrollment. Generally, xMEALSA is living with parents and xMEALSB without parent</td>
</tr>
<tr>
<td>xPDC</td>
<td>PJ - Dependent Care</td>
<td>xMIS: Miscellaneous</td>
<td>usually not</td>
<td>Y</td>
<td></td>
<td>Professional judgment - manual entry.</td>
</tr>
<tr>
<td>Component Code</td>
<td>Budget Item</td>
<td>Category</td>
<td>Direct Cost?</td>
<td>Less than 1/2-time?</td>
<td>Amount/Algorithm Code</td>
<td>Amount assigned by...</td>
</tr>
<tr>
<td>----------------</td>
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<td>----------</td>
<td>--------------</td>
<td>---------------------</td>
<td>-----------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>xPJB</td>
<td>PJ - Add'l Books &amp; Supplies</td>
<td>xBKS: Books &amp; Supplies</td>
<td>N</td>
<td>Y</td>
<td></td>
<td>Professional judgment - manual entry</td>
</tr>
<tr>
<td>xPJC</td>
<td>PJ - Computer/Technology</td>
<td>xMIS: Miscellaneous</td>
<td>N</td>
<td>N</td>
<td></td>
<td>Professional judgment - manual entry.</td>
</tr>
<tr>
<td>xPJF</td>
<td>PJ - Other Billed Expenses</td>
<td>xFEES: Fees</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Professional judgment - manual entry</td>
</tr>
<tr>
<td>xPJH</td>
<td>PJ - Add'l Housing Costs</td>
<td>xLIV: Living Expenses</td>
<td>N</td>
<td>N</td>
<td></td>
<td>Professional judgment - manual entry.</td>
</tr>
<tr>
<td>xPJT</td>
<td>PJ - Add'l Transportation</td>
<td>xTRN: Transportation</td>
<td>N</td>
<td>Y</td>
<td></td>
<td>Professional judgment - manual entry</td>
</tr>
<tr>
<td>xPLT</td>
<td>PJ - LT-1/2-Time Hous &amp; Meal</td>
<td>xLIV: Living Expenses</td>
<td>N</td>
<td>Y</td>
<td></td>
<td>Professional judgment - manual entry. May only include living expenses for LTHT for 3 semesters, only 2 of which may be consecutive.</td>
</tr>
<tr>
<td>xPMS</td>
<td>PJ - Add'l Miscellaneous</td>
<td>xMIS: Miscellaneous</td>
<td>N</td>
<td>N</td>
<td></td>
<td>Professional judgment - manual entry. Given policy, may include internship expenses &amp; cost of first professional credential if incurred during enrollment.</td>
</tr>
<tr>
<td>xTRN</td>
<td>Transportation</td>
<td>xTRN: Transportation</td>
<td>N</td>
<td>Y</td>
<td>xTRANSPOA xTRANSPOB</td>
<td>Algorithm by amount determined by college when adjusted hours &gt;= $0. Generally, xTRANSPOA is in-state and xTRANSPOB out-of-state.</td>
</tr>
<tr>
<td>xTUI</td>
<td>Tuition</td>
<td>xTUI: Tuition</td>
<td>Y</td>
<td>Y</td>
<td>xTUITION</td>
<td>Algorithm by residency status and adjusted credit hours</td>
</tr>
</tbody>
</table>
Appendix C: Indirect Costs for Algorithmic Campus/FM Period Budget Calculations

The following per-credit or per-period amounts must be received by the Banner Financial Aid Team for accurate calculation of Campus/FM Period budgets. These amounts will be entered on Banner page RORALGS and used in established algorithmic rules.

Do NOT enter the following amounts in RBRPBDR: Leave the Algorithmic Rules indicated on that page for these components.

<table>
<thead>
<tr>
<th>Indirect Cost</th>
<th>For Group:</th>
<th>Value Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Supplies</td>
<td>Standard/ all other students</td>
<td>Per credit</td>
<td></td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>Allied Health groups <em>(if applicable)</em></td>
<td>Per credit</td>
<td></td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>Nursing groups <em>(if applicable)</em></td>
<td>Per period</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>In-state With Parent</td>
<td>Per period</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>In-State NOT with Parent</td>
<td>Per period</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>Out-of-State With Parent</td>
<td>Per period</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>Out-of-State NOT with Parent</td>
<td>Per period</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous/Personal</td>
<td><em>(specify group if there are differential costs)</em></td>
<td>Per period</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous/Personal</td>
<td><em>(specify group if there are differential costs)</em></td>
<td>Per period</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td><em>(specify group if there are differential costs)</em></td>
<td>Per period</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td><em>(specify group if there are differential costs)</em></td>
<td>Per period</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td><em>(specify group if there are differential costs)</em></td>
<td>Per period</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td><em>(specify group if there are differential costs)</em></td>
<td>Per period</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix D: RTVTGRP and RRRGREQ Set Up for 2020-2021 Verification Requirement Assignment

#### For Colleges Using Third Party Servicer, Inceptia:

<table>
<thead>
<tr>
<th>Banner Tracking Group (RTVTGRP)</th>
<th>Tracking Code Description</th>
<th>Banner Requirement Codes (RRRGREQ)</th>
<th>Requirement Code Descriptions (abbreviated)</th>
<th>Selection Criteria (RORRULE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>xVERV1</td>
<td>Verification Group V1</td>
<td>xVER21</td>
<td>Verification Required for 2020-2021 FAFSA (V1/V4)</td>
<td>□ = ‘2021’ □ Active</td>
</tr>
<tr>
<td>xVERV4</td>
<td>Verification Group V4</td>
<td>xVER21</td>
<td>Verification Required for 2020-2021 FAFSA (V1/V4)</td>
<td>□ = ‘2021’ □ Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td>xHSVER xIEP21 xPID21</td>
<td>High School Completion 2021 Statement of Identity &amp; Educational Purpose 2021 Unexpired Gov’t-Issued ID</td>
<td></td>
</tr>
<tr>
<td>xVERV5</td>
<td>Verification Group V5</td>
<td>xVV521</td>
<td>Verification Required for 2020-2021 FAFSA (V5)</td>
<td>□ = ‘2021’ □ Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td>xHSVER xIEP21 xPID21</td>
<td>High School Completion 2021 Statement of Identity &amp; Educational Purpose 2021 Unexpired Gov’t-Issued ID</td>
<td></td>
</tr>
</tbody>
</table>

### Appendix E Requirements for 2020-2021 Verification & Conflicting Information Processing:

Requirements prevent packaging & disbursement unless otherwise indicated

<table>
<thead>
<tr>
<th>Code (RTVTREQ &amp; other pages)</th>
<th>Short Description (RRAAREQ)</th>
<th>Long Description (RTVTREQ &amp; BSS)</th>
<th>Related to:</th>
<th>Link/URL</th>
<th>Instructions to student (RTVTREQ &amp; BSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>xC9400 - will not hold up packaging</td>
<td>Possbl Cnflict -Par</td>
<td>Resolve Possible Parent Data Conflict</td>
<td>Resolution of potential conflicting information (per Comm code 400)</td>
<td>N/A</td>
<td>Your financial aid application is being reviewed for potentially conflicting data. You may be required to submit additional documentation to the Financial Aid Office.</td>
</tr>
<tr>
<td>xC9401 - will not hold up packaging</td>
<td>Possbl Cnflict -Stu</td>
<td>Resolve Possible Student Data Conflict</td>
<td>Resolution of potential conflicting information (per Comm code 401)</td>
<td>N/A</td>
<td>Your financial aid application is being reviewed for potentially conflicting data. You may be required to submit additional documentation to the Financial Aid Office.</td>
</tr>
<tr>
<td>Code (RTVTREQ &amp; other pages)</td>
<td>Short Description (RRAAREQ)</td>
<td>Long Description (RTVTREQ &amp; BSS)</td>
<td>Related to:</td>
<td>Link/URL</td>
<td>Instructions to student (RTVTREQ &amp; BSS)</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------</td>
<td>----------------------------------</td>
<td>-------------</td>
<td>----------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>xC9403 - will not hold up packaging</td>
<td>Possbl Cnflict -Par</td>
<td>Resolve Possible Parent Data Conflict</td>
<td>Resolution of potential conflicting information (per Comm code 403)</td>
<td>N/A</td>
<td>Your financial aid application is being reviewed for potentially conflicting data. You may be required to submit additional documentation to the Financial Aid Office.</td>
</tr>
<tr>
<td>xC9404 - will not hold up packaging</td>
<td>Possbl Cnflict -Stu</td>
<td>Resolve Possible Student Data Conflict</td>
<td>Resolution of potential conflicting information (per Comm code 404)</td>
<td>N/A</td>
<td>Your financial aid application is being reviewed for potentially conflicting data. You may be required to submit additional documentation to the Financial Aid Office.</td>
</tr>
<tr>
<td>xVER21 - will prevent packaging</td>
<td>2021 Verif V1 V4</td>
<td>Verification Required for 2020-2021 FAFSA Information -V1/V4</td>
<td>For colleges using 3rd-party Inceptia for 2021 Verification - Tracking groups V1 and V4</td>
<td>Inceptia site specific to college</td>
<td>The Department of Education has selected your FAFSA for verification. You must click the link above and log into the Inceptia site to view what is required. You may not receive financial aid until the process is completed.</td>
</tr>
<tr>
<td>xVV521 - will prevent packaging</td>
<td>2021 Verif V5</td>
<td>Verification Required for 2020-2021 FAFSA Information -V5</td>
<td>For colleges using 3rd-party Inceptia for 2021 Verification - Tracking Group V5</td>
<td>Inceptia site specific to college</td>
<td>The Department of Education has selected your FAFSA for verification. You must click the link above and log into the Inceptia site to view what is required. You may not receive financial aid until the process is completed.</td>
</tr>
<tr>
<td>xIEP21 – will prevent packaging</td>
<td>Stmt ID&amp;Ed Prps 2021</td>
<td>Statement of Identity and Educational Purpose 2020-2021</td>
<td>2021 Verification</td>
<td>SIEP form</td>
<td>Click above to access the required form. All documentation must be completed, signed, and reviewed before you may receive financial aid.</td>
</tr>
<tr>
<td>Code (RTVTREQ &amp; other pages)</td>
<td>Short Description (RAAREQ)</td>
<td>Long Description (RTVTREQ &amp; BSS)</td>
<td>Related to:</td>
<td>Link/URL</td>
<td>Instructions to student (RTVTREQ &amp; BSS)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------</td>
<td>----------------------------------</td>
<td>-------------</td>
<td>---------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>xDVW21 – will prevent packaging</td>
<td>Dep Ver Wrkst V1/V5</td>
<td>Dependent Verification Worksheet 2020-2021</td>
<td>2021 Verification for colleges doing verification on-site</td>
<td>Dependent Verif. Wrkst.</td>
<td>You have been selected for FAFSA verification. Click above to access the required worksheet. All documentation must be completed, signed, and reviewed before you may receive financial aid.</td>
</tr>
<tr>
<td>xlIVW21 – will prevent packaging</td>
<td>Ind Ver Wrkst V1/V5</td>
<td>Independent Verification Worksheet 2020-2021</td>
<td>2021 Verification for colleges doing verification on-site</td>
<td>Indep. Verif. Wrksh.</td>
<td>You have been selected for FAFSA verification. Click above to access the required worksheet. All documentation must be completed, signed, and reviewed before you may receive financial aid.</td>
</tr>
<tr>
<td>xPID21 – will prevent packaging</td>
<td>Unexprd Phot ID 2021</td>
<td>Unexpired Government-Issued Photo Identification 2020-2021</td>
<td>2021 Verification</td>
<td>N/A</td>
<td>Please present an unexpired, valid, government-issued photo ID to verify your identity.</td>
</tr>
<tr>
<td>xP18TX - will prevent packaging</td>
<td>Parents' 2018 Tax Return Documentation</td>
<td>Parents' 2018 Tax Return Documentation</td>
<td>For colleges completing 2021 verification on-premises; For all colleges for appeals, some conflicting information resolution, etc. for 2021</td>
<td>Providing Income &amp; Tax Info. sheet</td>
<td>Click the link above for a detailed explanation about what is required from your parent(s).</td>
</tr>
<tr>
<td>xS18TX - will prevent packaging</td>
<td>Student's 2018 Tax Return Documentation</td>
<td>Student's 2018 Tax Return Documentation</td>
<td>For colleges completing 2021 verification on-premises; For all colleges for appeals, some conflicting information resolution, etc. for 2021</td>
<td>Providing Income &amp; Tax Info. sheet</td>
<td>Click the link above for a detailed explanation about what is required. Include your spouse’s information if you are married.</td>
</tr>
<tr>
<td>Code (RTVTREQ &amp; other pages)</td>
<td>Short Description (RRAAREQ)</td>
<td>Long Description (RTVTREQ &amp; BSS)</td>
<td>Related to:</td>
<td>URL</td>
<td>Instructions to student (RTVTREQ &amp; BSS)</td>
</tr>
<tr>
<td>-------------------------------</td>
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<td>----------------------------------</td>
<td>-------------</td>
<td>-----</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>xP18TR – will prevent packaging</td>
<td>Parents’ 2018 TRT</td>
<td>Parents’ 2018 Tax Return Transcript</td>
<td>For resolution of potential conflicting information</td>
<td>Obtaining the IRS TRT Info sheet</td>
<td>Please forward your parents’ official 2018 IRS Tax Return Transcript. Click the link above for instructions on how to obtain this documentation.</td>
</tr>
<tr>
<td>xS18TR – will prevent packaging</td>
<td>Students’ 2018 TRT</td>
<td>Student’s 2018 Tax Return Transcript</td>
<td>For resolution of potential conflicting information</td>
<td>Obtaining the IRS TRT Info sheet</td>
<td>Please forward your official 2018 IRS Tax Return Transcript. Click the link above for instructions on how to obtain this documentation. Include spouse’s information if you are married.</td>
</tr>
<tr>
<td>xP18NF – will prevent packaging</td>
<td>Par Proof NonFl 2018</td>
<td>Parent’s Proof of Non-filing for Tax Year 2018</td>
<td>For colleges completing 2021 verification on premises</td>
<td>Providing Ver. of Non-Filing Info Sheet</td>
<td>Please forward official proof that your parent did not file a 2018 Tax Return. Click the link above for instructions on how to obtain this documentation.</td>
</tr>
<tr>
<td>xS18NF – will prevent packaging</td>
<td>Stu Proof NonFl 2018</td>
<td>Student’s Proof of Non-filing for Tax Year 2018</td>
<td>For colleges completing 2021 verification on premises</td>
<td>Providing Ver. of Non-Filing Info Sheet</td>
<td>Please forward official proof that your parent did not file a 2018 Tax Return. Click the link above for instructions on how to obtain this documentation.</td>
</tr>
<tr>
<td>xP18AM – will prevent packaging</td>
<td>Par 2018 Amend Tax</td>
<td>Parents’ 2018 Amended Tax Doc 1040X &amp; Associated Schedules</td>
<td>2021 Resolution of potential conflicting information (per IRS DRT Request Flag 07), appeals, etc.</td>
<td>N/A</td>
<td>Please forward a signed copy of your parents’ 2018 Amended Tax Return 1040X and all associated forms and schedules to your college’s Financial Aid Office.</td>
</tr>
<tr>
<td>xS18AM – will prevent packaging</td>
<td>Stu 2018 Amend Tax</td>
<td>Student’s 2018 Amended Tax Doc 1040X &amp; Associated Schedules</td>
<td>2021 Resolution of potential conflicting information (per IRS DRT Request Flag 07), appeals, etc.</td>
<td>N/A</td>
<td>Please forward a signed copy of your 2018 Amended Tax Return 1040X and all associated forms and schedules to your college’s Financial Aid Office. Include your spouse’s information if you are married.</td>
</tr>
<tr>
<td>Code</td>
<td>Short Description</td>
<td>Long Description</td>
<td>Related to:</td>
<td>URL</td>
<td>Instructions to student</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------</td>
<td>------------------</td>
<td>-------------</td>
<td>------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>xP18W2</td>
<td>Parents' 2018 W2s</td>
<td>Parents' 2018 W2 Form(s)</td>
<td>For colleges completing 2021 non-filer verification on-premises; 2021 Resolution of potential conflicting information (certain conditions, comm code 400), appeals, etc.</td>
<td>N/A</td>
<td>Please forward copies of your parents' 2018 W2 forms showing earnings from work for each employer. If your parents do not have W2s, please provide their signed statement or worksheet detailing their earnings from work for each employer in 2018.</td>
</tr>
<tr>
<td>xS18W2</td>
<td>Student's 2018 W2s</td>
<td>Student's 2018 W2 Form(s)</td>
<td>For colleges completing 2021 non-filer verification on-premises; 2021 Resolution of potential conflicting information (certain conditions, comm code 401), appeals, etc.</td>
<td>N/A</td>
<td>Please forward your 2018 W2 forms showing earnings from work for each employer. If you do not have W2s, please provide a signed statement or worksheet detailing your earnings from work for each employer in 2018. Include your spouse's information if you are married.</td>
</tr>
<tr>
<td>xP18UN</td>
<td>Par 2018 Untxd Inc</td>
<td>Parents' 2018 Untxd Income Information</td>
<td>2021 Resolution of potential conflicting information (certain conditions, comm code 400)</td>
<td>Untaxed Income Form - Parent</td>
<td>Click the link above to access a form required to process your financial aid application. Please return this and all required documentation to your college's Financial Aid office.</td>
</tr>
<tr>
<td>xS18UN</td>
<td>Stu 2018 Untxd Inc</td>
<td>Student's 2018 Untxd Income Information</td>
<td>2021 Resolution of potential conflicting information (certain conditions, comm code 401)</td>
<td>Untaxed Income Form - Student</td>
<td>Click the link above to access a form required to process your financial aid application. Please return this and all required documentation to your college's Financial Aid office.</td>
</tr>
<tr>
<td>xP18AF</td>
<td>Par 2018 Add'l Fin</td>
<td>Parents' 2018 Add'l Financial Information</td>
<td>2021 Resolution of potential conflicting information (certain conditions, comm code 400)</td>
<td>Add'l Financial Info Form - Parent</td>
<td>Click the link above to access a form required to process your financial aid application. Please return this and all required documentation to your college's Financial Aid office.</td>
</tr>
<tr>
<td>Code (RTVTREQ &amp; other pages)</td>
<td>Short Description (RRAAREQ)</td>
<td>Long Description (RTVTREQ &amp; BSS)</td>
<td>Related to:</td>
<td>URL</td>
<td>Instructions to student (RTVTREQ &amp; BSS)</td>
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<tr>
<td>xS18AF - will prevent packaging</td>
<td>Stu 2018 Add'l Fin</td>
<td>Student's 2018 Additional Financial Information</td>
<td>2021 Resolution of potential conflicting information (certain conditions, comm code 401)</td>
<td>Add'l Financial Info Form - Student</td>
<td>Click the link above to access a form required to process your financial aid application. Please return this and all required documentation to your college's Financial Aid office.</td>
</tr>
<tr>
<td>x21PF6 - will prevent packaging</td>
<td>Par 2018 DRT Inelig</td>
<td>FAFSA Review: Parents' 2018 Info Ineligible for IRS DRT</td>
<td>2021 Resolution of potential conflicting information (per IRS DRT Request Flag 06)</td>
<td>N/A</td>
<td>The Department of Education has selected your FAFSA for further review. Please return all required documents to your college's Financial Aid Office.</td>
</tr>
<tr>
<td>x21SF6 - will prevent packaging</td>
<td>Stu 2018 DRT Inelig</td>
<td>FAFSA Review: Student's 2018 Info Ineligible for IRS DRT</td>
<td>2021 Resolution of potential conflicting information (per IRS DRT Request Flag 06)</td>
<td>N/A</td>
<td>The Department of Education has selected your FAFSA for further review. Please return all required documents to your college's Financial Aid Office.</td>
</tr>
<tr>
<td>x21RPA - will prevent packaging</td>
<td>Rev Par 2018 Amnd</td>
<td>FAFSA Review: Parent 2018 Amended Return after IRS DRT</td>
<td>2021 Resolution of potential conflicting information (per IRS DRT Request Flag 07)</td>
<td>N/A</td>
<td>The Department of Education has selected your FAFSA for further review. Please return all required documents to your college's Financial Aid Office.</td>
</tr>
<tr>
<td>x21RSA - will prevent packaging</td>
<td>Rev Stu 2018 Amnd</td>
<td>FAFSA Review: Student 2018 Amended Return after IRS DRT</td>
<td>2021 Resolution of potential conflicting information (per IRS DRT Request Flag 07)</td>
<td>N/A</td>
<td>The Department of Education has selected your FAFSA for further review. Please return all required documents to your college's Financial Aid Office.</td>
</tr>
<tr>
<td>xP18TA – will prevent packaging</td>
<td>Par 2018 Tax Accnt</td>
<td>Parents’ 2018 Tax Account Transcript</td>
<td>2021 Resolution of potential conflicting information (per IRS DRT Request Flag 07)</td>
<td>Obtaining IRS Tax Account Transcr. Info Sheet</td>
<td>Click the link above for a detailed explanation about the documentation required from your parent(s).</td>
</tr>
<tr>
<td>Code (RTVTREQ &amp; other pages)</td>
<td>Short Description (RRAAREQ)</td>
<td>Long Description (RTVTREQ &amp; BSS)</td>
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<tr>
<td>xS18TA – will prevent packaging</td>
<td>Stu 2018 Tax Accnt</td>
<td>Student’s 2018 Tax Account Transcript</td>
<td>2021 Resolution of potential conflicting information (per IRS DRT Request Flag 07)</td>
<td>Obtaining IRS Tax Account Transcr. Info Sheet</td>
<td>Click the link above for a detailed explanation about what is required. Include your spouse’s information if you are married.</td>
</tr>
<tr>
<td>x21MSC – will prevent packaging</td>
<td>Add’l Info Req 2021</td>
<td>Additional Information Required for 2021 FAFSA Review</td>
<td>2021 Resolution of potential conflicting information or appeal</td>
<td>College FinAid Office Links in BSS</td>
<td>Additional information is required to process your financial aid application for the 2020-2021 award year. Please contact your college’s Financial Aid Office for details.</td>
</tr>
</tbody>
</table>