



BANNER FINANCIAL AID SYSTEM

PELL GRANT PROCESSING

October 2003

This document contains a compilation of Pell Grant modifications that SCT has delivered in recent upgrades. The changes to the Pell Grant calculation will resolve the incorrect computation of Pell Grant awards that was occurring when a student was enrolled in an aid period greater than 100%. You may already be aware of some of these changes and may have updated your set-up accordingly. However, we strongly recommend that you review this document and review/update your Banner system as required prior to using the new Pell Grant calculation.

This document is divided into four sections:

- **Set-Up**
- **Awarding**
- **Disbursement**
- **Must Do List**

I. SET-UP

ROAINST – Institutional Financial Aid Options Form

New Pell Calculation indicator. In order to use the Banner Pell Grant functionality, this indicator, which is on the **Institutional Defaults** window of **ROAINST**, **must** remain checked.

Institutional Defaults ROAINST 5.9.3 (CPRD) [G_FATEAM]

Pell Grant Defaults

Prevent Automatic Pell Calculation: Pell Reduced Eligibility Ind:

Main Campus Entity ID: 1066000798B4 Pell ID: 007635

Pell Fund Code:

Financial Aid Director Name: MARGARET A. M. WOLF

Phone Number: (860) 9065096 Cash Monitor/Reimbursement:

Service Agent Code: JIT/Advance Pay for Pell:

GES/Title IV Destination Number: 50207 # Days for JIT/Adv Pay for Pell: 05

Alternate Pell Schedules used: New Pell Calculation: Use New LHT Pell Calc:

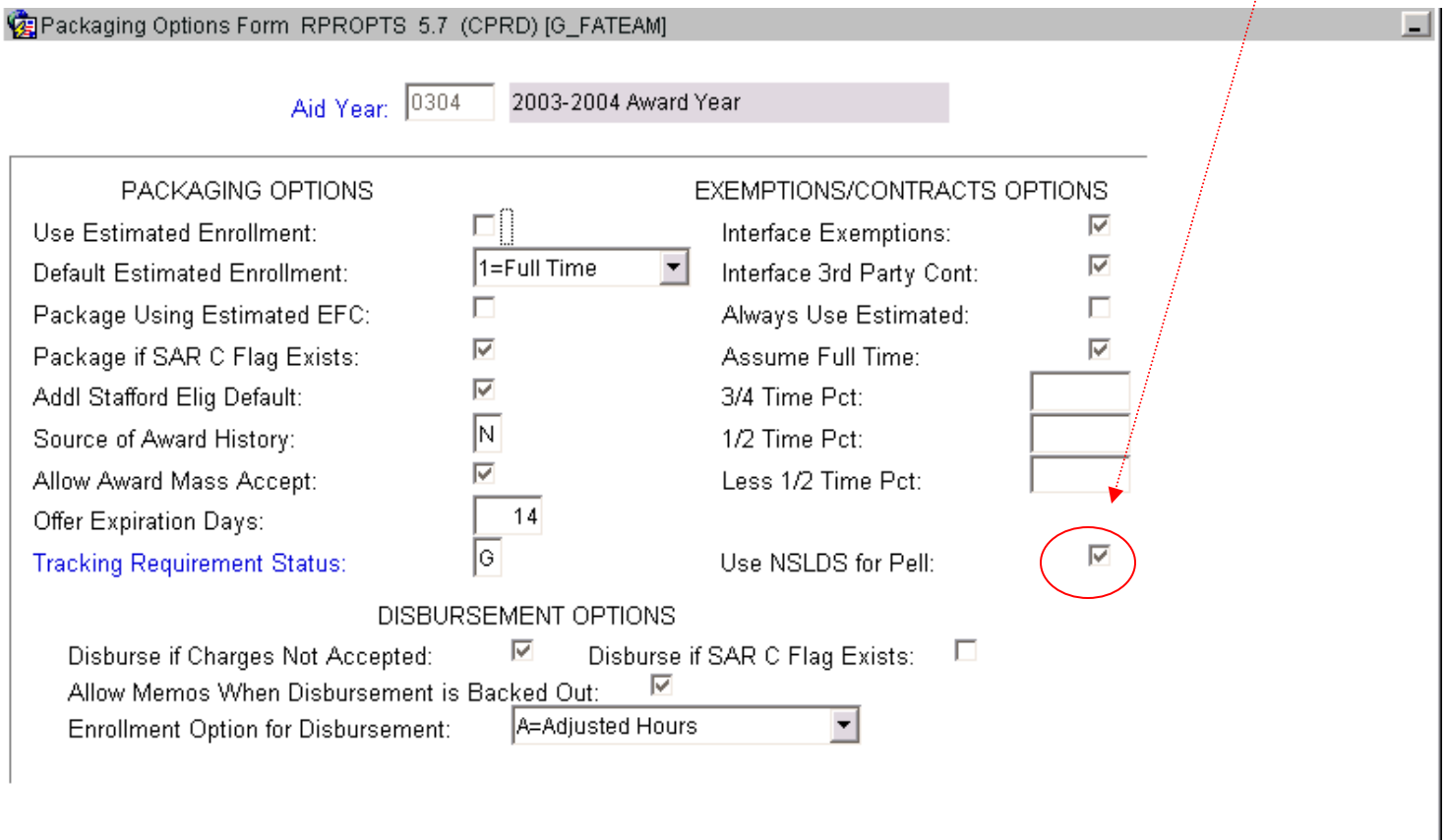
Return of Title IV Funds Defaults

Return Ind: Rounding Ind:

RPROPTS – Packaging Options Form

The following fields have been added to **RPROPTS**:

Use NSLDS for Pell - This indicator must be checked to use NSLDS Pell Grant award information in the calculation of Pell Grant awards at your school. Once this field is checked, the RPEPELL Process (Pell Calculation Process) checks to see if any school codes listed on the Perkins Loan and Pell Payment window of **RNASLxx** match either the institution or campus level. If a match exists, the Pell is calculated as usual. If a match does not exist, the assumption is that the student received a Pell award at the other school. The RPEPELL process calculation reduces the Pell Grant award to account for the percentage received at the other school. In order to use this function, this indicator must be checked.



Packaging Options Form RPROPTS 5.7 (CPRD) [G_FATEAM]

Aid Year: 0304 2003-2004 Award Year

PACKAGING OPTIONS	EXEMPTIONS/CONTRACTS OPTIONS
Use Estimated Enrollment: <input type="checkbox"/>	Interface Exemptions: <input checked="" type="checkbox"/>
Default Estimated Enrollment: 1=Full Time	Interface 3rd Party Cont: <input checked="" type="checkbox"/>
Package Using Estimated EFC: <input type="checkbox"/>	Always Use Estimated: <input type="checkbox"/>
Package if SAR C Flag Exists: <input checked="" type="checkbox"/>	Assume Full Time: <input checked="" type="checkbox"/>
Addl Stafford Elig Default: <input checked="" type="checkbox"/>	3/4 Time Pct: <input type="text"/>
Source of Award History: N	1/2 Time Pct: <input type="text"/>
Allow Award Mass Accept: <input checked="" type="checkbox"/>	Less 1/2 Time Pct: <input type="text"/>
Offer Expiration Days: 14	Use NSLDS for Pell: <input checked="" type="checkbox"/>
Tracking Requirement Status: G	

DISBURSEMENT OPTIONS

Disburse if Charges Not Accepted: Disburse if SAR C Flag Exists:

Allow Memos When Disbursement is Backed Out:

Enrollment Option for Disbursement: A=Adjusted Hours

Delete Pell Award If Zero indicator has been added to **RPROPTS** on the Pell Options Window. This indicator gives you the option to have Pell Grant awards completely removed from the student's award record if the student is no longer Pell Grant eligible. If this indicator is checked, the Pell Grant award will be removed under the following conditions: the award amount is reduced to \$0, no Pell origination record exists, the award is not locked, and the Pell Grant award is not memo'd/authorized or paid to the student. **Please note:** If a \$0 Pell Grant award is created as a result of an NSLDS default, the \$0 Pell Grant award will remain on the student's award. This allows you to override the NSLDS default when appropriate.

PELL Options Window RPROPTS 5.7 (CPRD) [G_FATEAM]

Pay Pell If Disb Amt Differs From Award Amount: L= Lesser Amount

Default Less Than Half Time Pell COA: 4050

Pay Pell If System EFC and SAR EFC Are In Same Pell Payment Cell:

Delete Pell Award If Zero:

Term Code	Enrollment Options		
	Pell Award Enroll Option	Pell Disburse Enroll Option	Pell ISIR Term
103307	(None)	(None)	(None)
104107	(None)	(None)	(None)
104207	(None)	(None)	(None)

Dynamic Cost of Attendance (COA) Calculation for Less Than Half-Time Pell Grants – 2004-05 Aid Year

SCT has introduced an **optional** dynamic calculation to determine the Cost of Attendance for less than ½ time Pell Grant recipients. (Previously, a fixed cost of attendance was entered on RPROPTS and was used for all students.) In order to use this new functionality, you must update both **RTVCOMP** and **ROAINST** as follows:

RTVCOMP – Budget Component Validation Form

The “Used for < ½ Pell” indicators on **RTVCOMP** allow you to indicate those budget components that qualify for use in the dynamic calculation of less than ½ time Pell Grants. This will give a dynamic, unique cost of attendance for each of your less than ½ time Pell Grant recipients.

Budget Component Validation Form RTVCOMP 5.7 (CPRD) [G_FATEAM]

Component Code	Component Description	Print Default	Used for Order	Used for Alt Pell	Used for <1/2 Pell	Activity Date
GTUI	Tuition	<input checked="" type="checkbox"/>	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-SEP-2003
GT&F	Tuition & Fees	<input type="checkbox"/>	10	<input type="checkbox"/>	<input type="checkbox"/>	04-SEP-2003
GCSF	College Service Fee	<input checked="" type="checkbox"/>	11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-SEP-2003
GSAF	Student Activity Fee	<input checked="" type="checkbox"/>	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-SEP-2003
GBUS	Bus Fee	<input checked="" type="checkbox"/>	15	<input type="checkbox"/>	<input type="checkbox"/>	18-MAY-2000
GLCF	Lab Course Fee	<input type="checkbox"/>	17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-SEP-2003
GSCF	Studio Course Fee	<input type="checkbox"/>	18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-SEP-2003
GB&S	Books & Supplies	<input checked="" type="checkbox"/>	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-SEP-2003
GCF1	Clinical Program Fee (Level 1)	<input type="checkbox"/>	21	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-SEP-2003
GCF2	Clinical Program Fee (Level 2)	<input type="checkbox"/>	22	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-SEP-2003
GTRA	Transportation	<input checked="" type="checkbox"/>	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-SEP-2003
GLIV	Living Expenses	<input checked="" type="checkbox"/>	40	<input type="checkbox"/>	<input type="checkbox"/>	17-MAY-2000
GMIS	Miscellaneous Expenses	<input checked="" type="checkbox"/>	50	<input type="checkbox"/>	<input type="checkbox"/>	17-MAY-2000
GOTH	Other Expenses	<input type="checkbox"/>	60	<input type="checkbox"/>	<input type="checkbox"/>	17-MAY-2000
GSUM	Summer Budget	<input type="checkbox"/>	70	<input type="checkbox"/>	<input type="checkbox"/>	08-MAY-2001

On **ROAINST – Institutional Defaults**, a new indicator has been added. This indicator, **“Use New LHT Pell Calc”** must also be checked for the dynamic calculation of less than half-time cost of attendance. **This indicator must be checked at the beginning of the year and not changed.** Therefore, if you choose to, you can implement this for the 2004-05 aid year. You can decide which option to use in the calculation of less than ½ time Pell Grants – fixed from RPROPTS or dynamic from RTVCOMP/ROAINST.

Institutional Defaults ROAINST 5.9.3 (CPRD) [G_FATEAM]

Pell Grant Defaults

Prevent Automatic Pell Calculation: Pell Reduced Eligibility Ind:

Main Campus Entity ID: 1066000798B4 Pell ID: 007635

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Service Agent Code: JIT/Advance Pay for Pell:

GES/Title IV Destination Number: 50207 # Days for JIT/Adv Pay for Pell: 05

Alternate Pell Schedules used: New Pell Calculation: Use New LHT Pell Calc:

Return of Title IV Funds Defaults

Return Ind: Rounding Ind:

RTVAPRD – Aid Period Validation Form

SCT has added a new field, **Pell Full Year Pct** to RTVAPRD. This field is used only for the calculation of the Full Aid Year/Full Time Pell award that a student is eligible to receive based upon the EFC. The **Pell Full Year Pct** field cannot total more than 100%. However, the **Budget Full Year Pct** field should total 150% for your Fall, Spring, Summer aid period.

Aid Period Validation Form RTVAPRD 5.8 (CPRD) [G_FATEAM]

Code	Description	Budget Full Year Pct	Pell Full Year Pct	EFC Percent	Activity Date
GFALL	FALL ONLY	50	50	50	29-APR-2000
GFASP	FALL & SPRING	100	100	100	29-APR-2000
GFASUM	FALL & SUMMER	99.99	100	100	29-APR-2000
GFSPSU	FALL, SPRING, SUMMER	150	100	100	02-SEP-2003
GSPR	SPRING ONLY	50	50	50	29-APR-2000
GSPRSU	SPRING & SUMMER	99.99	100	100	29-APR-2000
GSUMMR	SUMMER ONLY	50	50	50	29-APR-2000

RFRDEFA – Default Award & Disbursement Schedule Rules Form

To accurately reflect term percentages, SCT has created a new field on RFRDEFA. This new field, “**Pell Award Percent**”, is used solely for Pell processing. These values are used in the Pell calculation to determine the maximum Pell award for the student for each term.

These fields must total 100% for all of your aid periods with the exception of the Fall/Spring/Summer term. In order to correctly calculate summer Pell Grants, the **Pell Award Percent** field must be entered as Fall – 50%, Spring – 50% and Summer – 50%. This will allow summer Pell Grant awards, up to 50% of the academic year amount, for students who attended less than full-time during the fall and/or spring semester(s).

If you use memo expiration or disbursement dates for Pell Grants that differ from other funds, be sure to update **RFRASCH (Fund Award & Disbursement Schedule Rules Form)** with Pell specific information.

Default Award & Disbursement Schedule Rules Form RFRDEFA 5.6 (CPRD) [G_FATEAM]

Aid Year: 0304

2003-2004 Award Year

Aid Period:

GFSPSU

Award Schedule

Term Code	Award Percent	Pell Award Percent	Memo Expiration	Activity Date
103307	33.33	50	24-SEP-2003	04-MAR-2003
104107	33.33	50	12-FEB-2004	04-MAR-2003
104207	33.34	50	12-JUL-2004	04-MAR-2003

** Press INSERT RECORD to default an Award Schedule **

Disbursement Schedule

Term Code	Disbursement Percent	Disbursement Date	Activity Date
103307	100	24-SEP-2003	04-MAR-2003
104107	100	12-FEB-2004	04-MAR-2003
104207	100	12-JUL-2004	04-MAR-2003

II. Awarding Summer Pell Grants

RPROPTS (Packaging Options Form)

With the introduction of the **New Pell Calculation** program by SCT, we are now able to offer you an automated solution to the awarding of summer term Pell Grant awards. **It is extremely important that you carefully follow these directions.** This is a procedure that you must only perform **once** during the 2003-04 Award Year. Once you make this change to RPROPTS, do **not** make any additional changes. Make this change to RPROPTS **only** when you have completed most of your Pell Grant activity for the fall and spring terms **AND** are ready to begin to make summer Pell Grant awards. Our suggestion is to pick an effective date (e.g. April 1, April 15) to make this change and communicate this change in your business practices to your office staff. Once you make this change, any new Pell Grant awards will no longer be calculated based upon assumed full-time enrollment but rather the student's actual enrollment for the applicable fall, spring, and summer terms.

As you know, our practice of awarding based upon full-time enrollment and disbursing based upon adjusted hours is controlled by the settings on the first screen of **RPROPTS** – “Default Estimated Enrollment/1=Full Time” and “Enrollment Option for Disbursement/A=Adjusted”. **Before you award summer Pell Grants**, you must make changes to the **Pell Options Window** (3rd screen) of **RPROPTS** which will update the student's Pell award to reflect actual Pell disbursements. This will allow for any unused portion of the Pell Grant to be awarded for the Summer term.

These required changes to RPROPTS are displayed on the following page.

PELL Options Window RPROPTS 5.7 (CPRD) [G_FATEAM]

Pay Pell If Disb Amt Differs From Award Amount: L= Lesser Amount

Default Less Than Half Time Pell COA: 4050

Pay Pell If System EFC and SAR EFC Are In Same Pell Payment Cell:

Delete Pell Award If Zero:

Enrollment Options

Term Code	Pell Award Enroll Option	Pell Disburse Enroll Option	Pell ISIR Term
103307	A=Adjusted Hours	A=Adjusted Hours	F=Fall Semester/Qtr.
104107	A=Adjusted Hours	A=Adjusted Hours	S=Spring Semester/Qtr.
104207	A=Adjusted Hours	A=Adjusted Hours	S1=Summer Term (post Sp...)

A. Pell Award Enroll Option - For each of your term codes, you must change the award enroll options to “A=Adjusted Hours”.

B. Pell Disburse Enroll Option - For each of your term codes, you must change the disburse enroll options to “A=Adjusted Hours”.

C. Pell ISIR Term – You must set the ISIR term codes in this column to correspond with your Term Codes in the left column.

IT IS ESSENTIAL THAT YOU MAKE THESE ADJUSTMENTS TO RPROPTS AT THE TIME YOU BEGIN TO MAKE SUMMER TERM AWARDS.

RWRXE01 (“Remaining Pell Eligibility Report”)

Our Banner report RWRXE01 (“Remaining Pell Eligibility Report”) will help you to identify students who may have Pell Grant entitlement remaining for the summer session. As you may recall, this report identifies students enrolled in 03-04 who have Pell Grant awards, and for whom the remaining Pell Grant (scheduled Pell Grant award minus Pell Grant paid to date) is greater than zero. Once you have identified your summer Pell Grant recipients, proceed with the following steps for each student. These instructions are based on your working from the **ROARMAN** window.

Award/Term Lock Indicator – Be sure that the Pell Grant **award lock** (first screen of ROARMAN) is set as “N”. If you have adjusted a student’s Pell due to a TIV calculation, you should set the Pell Grant **term lock indicator** (Fund Award by Term screen) to “Y” for the applicable term.

Financial Aid Record Maintenance ROARMAN 5.8 C (CPRD) [G_FATEAM]

Aid Year: 0304 SSN: ID:

Summary

	Pell	FM	IM
Budget:	14,211.00	0	.00
Resources:	.00	14,211.00	
Offered Aid:	4,050.00	10,161.00	
Sub Loan Excl Amt:			

Status Tracking
Eligibility Pell Info
Group Assign App Data

Award Detail

Fund	Status	Lk Sys	Offered	Accepted	Declined/ Cancelled	Memo'd/ Authorized	Paid	Ovrd Ind
GPELL	ACPT	N	4050.00	4050.00			2025.00	
Award Totals:			4050.00	4050.00	.00	.00	2025.00	Ovrd?

Fund Description: Federal Pell Grant Info Access:

Budgets – Each summer aid recipient must be placed into a new budget to include the summer term. You must place the student in a new budget to reflect the actual term enrollment at your college. For example, if a student attended the fall term and will be attending for summer, his/her budget must be XFASUM (fall and summer). This will allow Pell Grant funds that were originally awarded to the student for the Spring term to now be awarded for summer.

From **ROARMAN/Budget**, select an aid period to include the Summer term. SAVE.
Exit this form and note that the Pell calculation process runs.

Once the Pell calculation process runs, the student's Pell Grant is redistributed to take into account the amount(s) already disbursed and the remaining eligibility. As illustrated below, this student attended half-time for both the fall and spring terms (\$1012.50 each term) and has remaining Pell Grant eligibility of \$2025.00. This remaining Pell Grant is now available to be used for the summer term.

Fund Awards By Term and Disbursement Schedule ROARMAN 5.8 C (CPRD) [G_FATEAM]

Fund Awards By Term						NSLDS			
Lk	Fund	Term	Lk	FnI	Percent	Offered	Accepted	Declined	Ov
N	GPELL	103307		N	25.000	1012.50	1012.50		
N	GPELL	104107		N	25.000	1012.50	1012.50		
N	GPELL	104207		N	50.000	2025.00	2025.00		
Totals:						4050.00	4050.00		

Fund Status: Overall NSLDS Override Ind:

Disbursement Schedule					Totals:	
Fund	Term	Schd Date	Schd Pct	Schd Amt	Disb Amt	Trans No
GPELL	103307	20-SEP-2003	100.000		1,012.50	15 2
GPELL	104107	20-SEP-2003	100.000		1,012.50	16 2
GPELL	104207	12-JUL-2004	100.000	2,025.00		
Totals:					2025.00	

Close

III. Disbursing Summer Pell Grants

Because of the variety of summer enrollment patterns, it is extremely difficult to establish a single disbursement date for the summer term as we do for fall and spring terms. For the same reason, we will not be able to use RSRENRL to bring enrollment data from the student system to the financial aid system. As you know, the Banner system will disburse on “Current Adjusted Hours” for the summer term. If you choose to preserve a “snapshot” of the frozen enrollment for your records, you can always manually record the “Financial Aid Adjusted Hours” on the Financial Aid block of the Enrollment Window.

Therefore, you will need to establish a procedure to confirm enrollment and disburse summer aid individually. We suggest the following:

1. Determine a disbursement date for each summer session.
2. For a student enrolled in only one session, verify enrollment on the disbursement date, then disburse from ROAIMMP.
3. For a student enrolled in more than one session, wait until the disbursement date of the student’s last session, verify combined enrollment in summer sessions, and disburse from ROAIMMP.
4. To handle Common Origination & Disbursement (COD) processing of Pell Grant payments, ensure all Pell Grant Origination/Origination Acknowledgement Records are processed correctly using the RWPXE01 process. Run the Pell Grant Disbursement Record Creation process, RWPXE02, immediately after performing ROAIMMP disbursements on the designated disbursement date for each session. Transmit the disbursement records immediately and import the acknowledgments through the Pell Grant Record Import process, RWPXE04, as soon as they’re received. Then disburse the Pell Grant using ROAIMMP for these students.



IV. MUST DO LIST

To ensure successful Pell Grant processing for the 2003-04 Award Year, be sure to complete the following:

- A. ROAINST** Confirm that the **New Pell Calculation** indicator is checked.
- B. RPROPTS** Check the **Use NSLDS for Pell** indicator.
Check the **Delete Pell Award if Zero** indicator.
- C. RTVAPRD** Confirm that the **Budget Full Yr Pct & Pell Full Yr Pct** values are correct.
- D. RFRDEFA** Confirm that the **Pell Award Percent** is accurate for all terms.
- E. RPROPTS** **When you are ready to award Summer Pell Grants**
Complete the Pell Options Window as directed in Part II of this document.