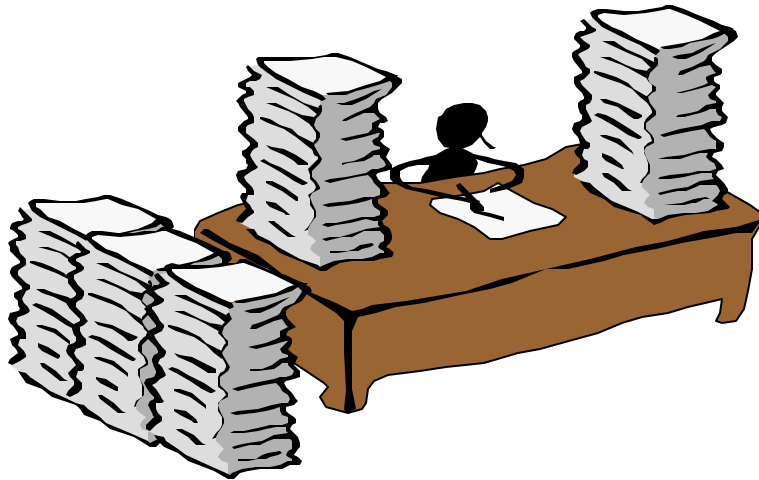




Financial Aid Services

BANNER FINANCIAL AID USER'S UPDATE CAP REPORT EDITION

JULY 2001



In This Issue

CAP Report - RWRXG01

RWRXG01 is the end-of-year Connecticut Aid to Public College Students (CAPCS) Report, colloquially known as the CAP Report. This report has been customized in Banner for your submission to the Connecticut Department of Higher Education. You must submit your CAP Report to the Department of Higher Education by August 17, 2001.

The CAP Report will extract from Banner your grants and earnings paid for the 2000-2001 aid year. These instructions assume that you have disbursed all 2000-2001 CAP grants. Before running the report, you need to complete the procedure outlined here to ensure that any CAP work-study earnings are properly reported.

1. From your college's records of student CAP work-study earnings, identify the students whose earnings were paid by CAP and CAP Community Service funds.
2. In Banner, enter these amounts as **accepted** 2000-01 awards. (If you already entered a CAP or CAP Community Service award as an offered award, and then enter the earnings as accepted, a "cancelled" amount will be posted to equal the difference between the offer and the accepted amount. This will not create problems in reporting.)
3. **These accepted employment awards must be posted in BANNER not later than Friday, August 10** . On Monday, August 13, we will run a process that moves the accepted amount to PAID status to enable RWRXG01 to include it in your CAP report. (Remember that our employment funds are not currently displayed as PAID within Banner.)

Once the earnings are converted to PAID awards and ready for inclusion in your CAP Report, we will e-mail all financial aid directors that they can use the RWRXG01 Report to generate the proper data in the CAP Report format.

Sections III and IV of the CAP Report will require manual entries. Please be sure to review these sections and complete any blank items as needed.

When you run this report, please note that parameters 02-05 will separate your CAP funds into the proper categories – grants, employment, community service, and minority grants. As you enter these parameters, be sure to use the **exact fund codes** for each of your CAP funds as you have defined on RFRBASE.

To run the CAP Report, enter the following parameters:

	<u>Parameter</u>	<u>Value</u>
01	Aid Year	enter aid year
02	Cap Grant Fund Name	enter fund code from RFRBASE
03	Cap Student Employment Fund	enter fund code from RFRBASE
04	Cap Comm Service Fund Name	enter fund code from RFRBASE
05	Cap Minority Fund Name	enter fund code from RFRBASE

This report will print in a format acceptable for submission to the Connecticut Department of Higher Education. Please see the sample report on the following pages.

**CONNECTICUT AID FOR PUBLIC COLLEGE STUDENTS GRANT PROGRAM
2000-2001**

NAME OF INSTITUTION: Naugatuck Valley Community College

**SECTION I - NUMBER OF AID RECIPIENTS AND AMOUNTS SPENT BY INCOME CATEGORY FOR UNDERGRADUATE
DEPENDENT STUDENTS, UNDERGRADUATE INDEPENDENT, OR GRADUATE STUDENTS DURING FISCAL YEAR 2000-2001**

		UNDERGRADUATE DEPENDENT						UNDERGRAD INDEP	GRADUATE
TOTAL	\$0 - \$5,999	\$6000 - \$11,999	\$12,000- \$17,999	\$18,000- \$23,999	\$24,000- \$29,999	\$30,000 & over			
GRANT AID									
# of Recipients	838	56	25	21	42	38	192	464	0
Amount Spent	\$869,910	\$52,600	\$13,140	\$12,216	\$33,189	\$40,340	\$263,312	\$455,112	\$0
EMPLOYMENT AID - (Do not Include Community Service figures here)									
# of Recipients	0	0	0	0	0	0	0	0	0
Amount Spent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMUNITY SERVICE									
# of Recipients	0	0	0	0	0	0	0	0	0
Amount Spent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL									
# of UnDup Recipients	838	56	25	21	42	38	192	464	0

SECTION II: STUDENTS LISTED ON PAGE 1 WHO ARE OF BLACK, ASIAN AMERICAN OR HISPANIC ORIGIN

A. Number of Black, Asian American or Hispanic Recipients _____ 226

B. Amount Spent \$ _____ 230,000

SECTION III

A. Amount of 2000-2001 expenditure used to provide non-federal match for College Work Study Program \$ _____

B. Amount of 2000-2001 expenditures used for off-campus employment (Include off-campus community service) \$ _____

SECTION IV - CONNECTICUT AID FOR PUBLIC COLLEGE STUDENTS GRANT PROGRAM EXPENDITURES

1. Original Authorization \$ _____

2. Adjustment to Original Authorization (Supplemental Allocation or Return of Funds) \$ _____

3. Final Authorization \$ _____

4. Total Expenditures \$ _____ 869,910

5. Unexpended CAP Allocation(line 3 minus line 4) \$ _____

I certify that the information contained in this report is true and accurate to the best of my knowledge.
I understand that these figures are subject to audit by the Department of Higher Education Staff

RODNEY P. BUTLER SR.

Typed Name of Director

Signature of Director of Student Financial Aid

Date Signed

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