

Banner Financial Aid User's Update: Special Summer Aid Issue



Introduction:

In this update, we explain how to handle financial aid for summer 2001 period in Banner. As you'll see, the unique nature of the summer term requires us to recommend a less automated method of processing than we have provided for the conventional academic semesters.

To assist you in summer financial aid processing, the Banner Financial Aid Team will hold three days of "open lab" in the Flatbush campus training room (#201):

Tuesday, Wednesday, and Thursday, April 24 through 26, 9 to 4

This is not lecture-style training, but an opportunity for you to work in your training database with the Team and Gary Doll, our SCT consultant, on hand.

This guide to summer financial aid processing is divided into three sections:

- Set-up
- Packaging
- Disbursement

As always, you should call the Banner Financial Aid Team at (860) 987-4830 or 987- 4831 if you have questions.

Summer Financial Aid Set-Up:

Most likely you established the Fall 2000/Spring 2001 aid period as your default aid period when you initially completed your parameters for the Banner Financial Aid System for the 2000-01 Award Year. Consequently, you will now need to develop some methodology to identify applicants for the Summer 2001 aid period. You might consider a summer financial aid application, a tracking requirement generated by a verbal inquiry, a user-defined variable, a comment with defined text, or perhaps a spreadsheet notation. Once you establish a tracking requirement and/or add a summer aid period to a student's record, you can, of course, use the standard Banner reports and appropriate parameters to segregate students by requirements, aid periods, awards, etc.

Set-up requirements in Banner:

RTVAPRD:

Confirm that you created the 00-01 aid periods needed to include the summer term. If you intend to offer FFELP loans for the summer period, be sure you have established the appropriate loan periods.

NOTE: Your Fall/Spring/Summer aid period must have a "full year percent" of 99.99.

RFRDEFA:

For aid periods containing the summer term, be sure that the award schedule/award percent is greater than zero for the summer term. Check the summer term disbursement and memo-expiration dates to be sure that they make sense in light of your college's academic schedule (which may not have been available when you did your original set-up).

ROAINST:

Check the credit hours block to make sure that it has the appropriate values for the summer term.

RTVCOMP:

If desired, create a new budget component for summer session expenses. (The alternative is to adjust each component for summer students: tuition, books, transportation, etc.)

Packaging:

A new Banner report will help you identify students who may have Pell Grant entitlement remaining for the summer session. The "Remaining Pell Eligibility Report," RWRXE01, identifies students enrolled in 00-01 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.

The recommended packaging procedures below assume that you will work from ROARMAN.

1. On ROARMAN/Award, if the student has a Pell Grant, lock the Pell award before proceeding.
2. If you need to change the EFC, go to RNAOV01. In the Applicant Override Information block, enter the appropriate number of months in "Budget Dur." under FM/S. Run need analysis.
3. On ROARMAN/Budget, change the aid period to include the summer term. Click Create Budget. Use the summer expense component to enter the student's total summer expenses, or adjust existing components to include summer expenses. (Note: If the student's summer aid will be Pell only, it is not necessary to adjust the budget amounts.)

4. When you exit the Budget form, Pell will be recalculated. If the student has remaining Pell eligibility, unlock the Pell award on ROARMAN/Award. Go to Fund Awards By Term and enter the summer term Pell award. Lock Pell.
5. a. If you are adding a new fund award for summer, from ROARMAN/Award, enter the fund, award status and amount. Go to Fund Awards By Term and adjust offered and accepted amounts for all terms. Save. Answer "yes" to the dialogue box that asks, "Do you want to repackage with the new amount?" (Note: if this is a prorated fund (as set-up on RFRMGMT), the disbursement will be prorated based on summer adjusted hours. Therefore, you can either enter the award amount (offered and accepted) based on full-time and allow proration to take place, or you can award the exact amount and change the packaging load to the student's actual summer enrollment status.)

b. If you are increasing an existing fund award for summer, from ROARMAN/Fund Awards By Term, add summer award funds (non-Pell grants or loans) by using Record/Insert of fund code, term code, offered and accepted amount. (Note: if this is a prorated fund (as set-up on RFRMGMT), the disbursement will be prorated based on summer adjusted hours. Therefore, you can either enter the award amount (offered and accepted) based on full-time and allow proration to take place, or you can award the exact amount and change the packaging load to the student's actual summer enrollment status.) Save. Answer "yes" to the dialogue box that asks, "Do you want to repackage with the new amount?"
6. Still on ROARMAN/Fund Awards By Term, add the summer term disbursement information to the Disbursement Schedule. Enter the fund code, term code, disbursement date, and enter 100% for the scheduled percentage. Then lock the fund on ROARMAN/Applicant Awards. (Note: You can assign individualized disbursement dates appropriate to each student's plan to enroll in different summer sessions.) If you want this fund to memo for the summer term, you must enter a memo expiration date on the Award by Term screen of RPAAPMT.
7. Run award letters if desired.

8. Of course, you may also want to use standard Banner reports such as RPRAWRD, RPRAWDB, and RFRBUDG to maintain control of awards, disbursements, and fund balances.

Disbursement:

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 ROAI MMP.
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 ROAI MMP.
4. To handle RFMS processing, ensure all Origination/Origination Acknowledgement Records are processed correctly using the RWPXE01 process. Run the RFMS Disbursement Record Creation process, RWPXE02, immediately after performing ROAI MMP disbursements on the designated disbursement date for each session. Transmit the disbursement records to RFMS immediately and import the acknowledgments through the RFMS Record Import process, RWPXE04, as soon as they're received. Then disburse the Pell Grant using ROAI MMP for these students.