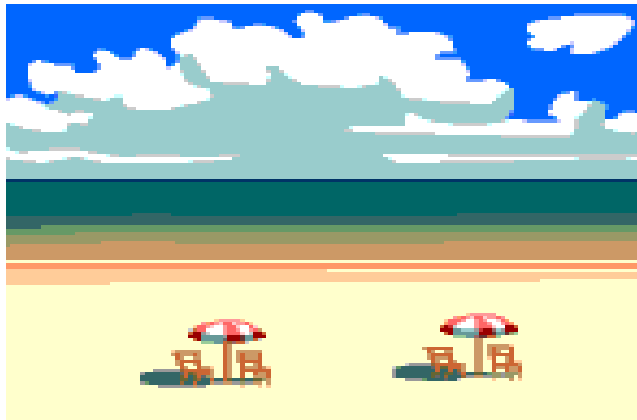


User's Update Summer 2003 Issue



Introduction:

In this issue, we will review the steps needed to process financial aid for the summer 2003 term(s) in Banner. As you recall, the summer term requires a less automated method of processing than we have provided for the conventional academic semesters.

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

- Set-up
- Packaging
- Disbursement

As always, if you have questions, contact the Banner Financial Aid Team at:
Sys-BannerFinAidHelp@commnet.edu - or - (860) 244-7802

Summer Financial Aid Set-Up:

Most likely you established the Fall 2002/Spring 2003 aid period as your default aid period when you initially completed your parameters for the Banner Financial Aid System for the 2002-03 Award Year. Consequently, you will now need to develop some methodology to identify applicants for the Summer 2003 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 02-03 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 "Budget Full Year Pct" of 99.99, "Pell Full Year Pct" of 100 and "EFC Percent" of 100.

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:

Our Banner report, RWRXE01 ("Remaining Pell Eligibility Report"), will help you identify students who may have Pell Grant entitlement remaining for the summer session. As you may recall, this report identifies students enrolled in 02-03 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. Steps 1, 2 and 3 pertain to all summer aid recipients.

1. On ROARMAN/Award, if the student has a Pell Grant you must lock the Pell award before proceeding.
2. If you need to change the EFC, go to RNAOV03. In the Applicant Override Information block, enter the appropriate number of months in "Budget Dur." under FM/S. Run need analysis.
3. 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.) When you exit the Budget form, the Pell calculation will run.

Follow steps 4, 5 and/or 6, depending upon the award situation of each individual summer aid recipient.

4. Student has remaining Pell eligibility for summer:
 - a. On ROARMAN/Awards, unlock the Pell award.
 - b. Go to Fund Awards By Term screen. On this screen, to reflect the actual amounts that have been disbursed to the student you must adjust the Pell award (offered and accepted) for Fall and/or Spring.
 - c. Enter your Pell fund, summer term and the offered/accepted summer term Pell award.
 - d. Save. Answer "yes" to the dialogue box that asks, "Do you want to repackage with the new amount?"
 - e. Return to first screen of ROARMAN and lock the Pell award.

5. Awarding a new fund for summer:
 - a. From ROARMAN/Award, enter the fund, award status and award amount.
 - b. Go to "Fund Awards By Term" screen and adjust the offered and accepted amounts for all terms. (Note: if this is a prorated fund (as set 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.)
 - c. Still on the Fund Awards By Term window, check the disbursement schedule for this summer award to be sure it is appropriate for this particular student. Update as needed.
 - d. 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.

6. Increasing a student's existing award for summer:

- a. From ROARMAN/Fund Awards By Term; add summer award fund (non-Pell grants or loans), 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.)
- b. Save. Answer "yes" to the dialogue box that asks, "Do you want to repackage with the new amount?"
- c. When you close this window, the form will populate with summer summer disbursement information. If desired, go back into the Fund Awards by Term window to be sure the disbursement date is appropriate for this particular student and update as needed.
- d. 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 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.