BANNER FINANCIAL AID USER’S UPDATE

March 2010

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Introduction

On July 1, 2009, as statutorily mandated by the Higher Education and Opportunity Act (HEOA), changes relative to the calculation and disbursement of Federal Pell Grants became effective. Specifically, students may potentially earn in excess of 100%, but not more than 200%, of their scheduled Federal Pell Grant for the 2009-2010 award year.

The Connecticut Community Colleges (CCC) will exclusively consider the Summer 2010 semester as part of the 2009-2010 award year for the purposes of Federal Pell Grant calculation, thus relegating it to the status of “trailer.” In some cases, students enrolled for Summer 2010 may be eligible to have awarded and disbursed on their behalf a Federal Pell Grant award in excess of 100% of their scheduled award for 2009-2010.

This document addresses the manner with which this undertaking will be functionally administered within the CCC Banner Financial Aid System.

*Special Note Regarding Spring 2010*

Many of our colleges have already been awarding and disbursing 2009-2010 Pell Grants in excess of 100% for the Spring 2010 semester. This is occurring for those students who have transferred into a Connecticut Community College having earned a portion of their 2009-2010 scheduled Pell Grant (as noted by their NSLDS records) at a previous institution. Since there is no additional Banner set-up to accommodate the awarding and disbursement of Pell Grant awards for these students, it should be occurring seamlessly.

This note is meant to inform you that certain types of manual intervention within the Banner Financial Aid System may interfere with this otherwise automated process. Examples include locking Pell Grant awards and/or locking student records to prevent the loading of new ISIRs. Please note that manual intervention of this sort may cause otherwise eligible students to be denied Federal Pell Grants, thus creating a situation in which your institution would be found not in compliance with a federal statute. Manual intervention of these types are typically not endorsed or encouraged by the Banner Financial Aid Team.

If you would like assistance in identifying and reviewing individual students to whom the previous scenario(s) potentially apply, please contact User Support.
Set-Up Reminders

Some of the necessary steps for awarding Summer Pell Grants remain unchanged from prior years. These steps are outlined as follows:

**RFRDEFA**

The “**Grant Award Percent**” fields are used solely for Grant processing. These values are used in the Pell Grant calculation to determine the maximum Pell Grant award each term.

In order to correctly calculate summer Pell Grants, the **Grant Award Percent** field must be entered as 1093xx – 50%, 1101xx – 50% and 1102xx – 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).

Before you begin awarding Summer 2010 Pell Grants, confirm that the Grant Award Percent fields on RFRDEFA are set-up as follows for the Aid Period XFSPSU. An example can be seen below:

**Reminder** …. If you have a separate award and disbursement schedule for your Pell Grant fund defined on **RFRASCH**, be sure to change the **Pell Award Percent** fields to 50%, 50%, 50% for the XFSPSU Aid Period on RFRASCH as well as RFRDEFA.
It is very important that you carefully follow these directions when awarding Pell Grants for Summer 2010.

This is a procedure that you must perform once during the 2009-2010 Award Year. After 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 16) 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 Grant 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.
A. **Grant Award Enroll Option** - For each of your term codes, you must change the award enroll options to “A=Adjusted Hours”.

B. **Grant Disbursement Enrollment Option** - For each of your term codes, you must change the disburse enroll options to “A=Adjusted Hours”.

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

*Important Note*

As always, please ensure that the “**Use NSLDS for Pell**” indicator is checked

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

**PLEASE REMEMBER.....THIS IS ONLY DONE ONCE.**

**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 that includes the Summer term. SAVE. Exit this form and note that the Pell calculation process runs.

After 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.

**Form Changes**

**RTVAPRD**

The Aid Period Validation (RTVAPRD) has been updated to allow for the calculation of Federal Pell Grants to exceed 100%. For our purposes, the only aid period for which this is valid is the Fall/Spring/Summer period at your institution. This period’s “Pell Full Year Percent” field should be populated with a percentage of 150, as illustrated on the following page:
Once RTVAPRD is configured in this manner, students assigned to this budget group will have their Pell Grant calculated according to this percentage. An example of a student with a zero (0) EFC is illustrated below:
REAOR10

Once a student’s Pell Grant has been calculated to exceed 100%, Banner will set the Pell Origination (as visible under the “Pell and Loan” tab on RPAAWRD) indicator to Y, meaning the student will be picked up as part of your next COD extract (RWPCODE). As part of this process, the student’s “Additional Eligibility Indicator” (AEI) on REAOR10 will be populated as “true”, as seen below:

This indicator, when populated, is meant to prevent POP MRR records for students by notifying COD (note the acknowledgement field for this item above) that the student is now using a portion of their second scheduled Pell Grant award for that award year. The AEI field can also be viewed on ROAPELL, RPAAWRD, and RPAAPMT. It is populated on these forms at the time the student’s scheduled Pell award exceeds 100% for the award year. The AEI cannot be manually updated on these forms.

*Important Note*

In cases where you feel the need to update the AEI manually on REAOR10 (e.g. to resolve a POP MRR situation for a student who is transferring into your college), please contact User Support as this process is especially complicated.
Processing Changes

Awarding Summer Pell Grants

The Pell calculation process, whether performed individually per student or via the batch (RPEPELL) process has been changed to allow for packaging students beyond 100% of their scheduled Pell Grant award. Essentially, the process first checks via both Banner and NSLDS to see if the student has been previously awarded 100% of their respective Pell eligibility for the award year. This holds true for both transfer and non-transfer students. For example:

Student A has a $5350 scheduled Pell Grant award and attends Tunxis Community College full-time in the Fall 2009 and ¾ time in the Spring 2010 semester, thus earning 87.5% of their scheduled award. The student, who would like to attend in the summer, is assigned to a Fall/Spring/Summer budget. Since RPROPTS has been adjusted to award Pell Grant on the basis of “Adjusted Hours”, the student will be awarded $7356 ($2675 in Fall, $2006 in Spring, and $2675 in Summer). Based upon the student’s Summer enrollment (i.e. if they attend full-time), he or she could potentially receive the entire $7356, or 137% of their 2009-2010 scheduled Pell Grant award. Please see example as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Credits</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2009</td>
<td>12</td>
<td>$2675</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>9</td>
<td>$2006</td>
</tr>
<tr>
<td>Summer 2010</td>
<td>12</td>
<td>$2675</td>
</tr>
</tbody>
</table>

Student B has a $5350 scheduled Pell Grant award and attends the University of Hartford full-time for the Summer 2009 semester (as a header) and full-time for the Fall 2009 semester, thus receiving 100% of his or her 2009-2010 scheduled award. The student then transfers to Middlesex Community College for the Spring 2010 semester. The student is initially assigned to a default Fall/Spring budget and thus awarded $5350 (this would populate the AEI on the student’s RORSTAT record and subsequent COD extracts). The student attends full-time at Middlesex in the spring and is paid $2675 for that semester. Upon indicating that he or she is interested in attending in the summer, the student is placed in a Spring/Summer budget (in recognition of the actual Pell Grant distribution at the college). The student subsequently attends full-time in the summer, thus receiving an additional $2675. When combining the $5350 received at Middlesex and the $5350 indicated on his or her NSLDS record from the University of Hartford, the student has earned $10,700, or 200% of their scheduled 2009-2010 Pell Grant award. Please see example as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Credits</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2009(UHart)</td>
<td>12</td>
<td>$2675</td>
</tr>
<tr>
<td>Fall 2009(UHart)</td>
<td>12</td>
<td>$2675</td>
</tr>
<tr>
<td>Spring 2010(MxCC)</td>
<td>12</td>
<td>$2675</td>
</tr>
<tr>
<td>Summer 2010(MxCC)</td>
<td>12</td>
<td>$2675</td>
</tr>
</tbody>
</table>
Disbursing Summer Pell Grants

As in years past, it is extremely difficult to establish a single disbursement date for the summer term as we do for fall and spring terms due to the variety of summer enrollment patterns. For this reason, summer Pell Grant disbursements and the establishment of disbursement dates has traditionally been a manual process. This will also hold true for Summer 2010, though with one notable difference, which is described below:

Per the statutory requirements of HEOA, at the point a student accesses a portion of his or her second scheduled Pell Grant award, he or she must be enrolled as at least a ½ time student for that portion of the award to disburse. For this reason, the Banner disbursement process now recognizes this and will require ½ time enrollment prior to disbursing a Pell Grant to a student who is accessing any portion of their second scheduled Pell Grant award. However, it is important to note the difference between students who have remaining 2009-2010 Pell Grant eligibility (i.e. their first scheduled award and for whom the ½ time enrollment requirement would not apply) and those students who are accessing ONLY their second schedule Pell Grant award.

Our Banner report RWRXE01 (“Remaining Pell Eligibility Report”) can serve as a tool to help you identify students who may have Pell Grant entitlement remaining from their scheduled award (i.e. their first 100%). As you may recall, this report identifies students enrolled in the 2009-2010 year 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.

Please see the following examples for clarifications regarding Summer Pell Grant disbursements:

Student A has a 2009-2010 scheduled Pell Grant award of $5350 and enrolls as follows:

- **Fall 2009**: 12 credits, $2675 Disbursed
- **Spring 2010**: 12 credits, $2675 Disbursed
- **Summer 2010**: 3 credits, NOT ELIGIBLE

Since Student A is enrolled at less than ½ time at the time of summer disbursement, he or she is NOT ELIGIBLE for disbursement. This is due the fact that the student has already received 100% of their 2009-2010 scheduled Pell Grant award and thus must meet the statutory requirement of ½ time enrollment. Had this student been enrolled for 6 credits at the time of summer disbursement, they would have qualified for a disbursement of $1337.50 by virtue of accessing a portion of their second scheduled award.

Student B also has a 2009-2010 scheduled Pell Grant award of $5350 and enrolls as follows:

- **Fall 2009**: 12 credits, $2675 Disbursed
- **Spring 2010**: 9 credits, $2006 Disbursed
- **Summer 2010**: 3 credits, $668 Disbursed

The reason this student is eligible for summer disbursement at less than ½ time is because this student is still only accessing their first scheduled Pell Grant award. Due to this being true, the statutory requirements of HEOA (i.e. the ½ time requirement) do not apply.
Depending how deeply into your summer term you disburse, you may see this new disbursement requirement manifest itself in the manner with which Pell Grants authorize according to fluctuating summer enrollments. For example, if a student who is accessing ONLY their second scheduled award for summer were to drop from ½ time to less than ½ time enrollment, their corresponding Pell Grant authorization would drop from a ½ time authorization to zero (in the past, the student’s authorization would merely have been reduced to reflect a less than ½ time enrollment).

This difference in disbursement requirements will happen automatically. This portion of the User’s Update is simply meant to inform you of this important change.

This concludes the Summer 2010 Pell Grant Processing User’s Update. As always, please contact User Support with any questions or concerns.