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ABSTRACT

This document contains information for institutions of higher education concerning completion of the required Fiscal Operations Report (FISCOP) and an institutional application for participation in three federal programs providing student financial aid (FISAP). Programs covered include the Federal Perkins Loan Program, the Federal Supplemental Educational Opportunity Grant, and the Federal Work-Study program. Preliminary material covers legal reasons for completing the necessary application and FISCOP, electronic application completion and filing, requirements of new institutional participants, which sections of the FISAP package need to be completed, special situations, due dates, the Department of Education's role, and 24-hour communications. Individual sections then address line-by-line completion of the following: Part 1 of the FISAP (identifying information and certifications; Part 2 (application to participate); Part 3 (the FISCOP); Part 4 (the Federal Supplemental Educational Opportunity Grant Program); Part 5 (the Federal Work Study Program); and Part 6 (program summary). A list of state representatives at the Department of Education completes the guide. (DB)

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ED 396 655

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must be postmarked or transmitted via modem by:
September 29, 1995

INSTRUCTIONS BOOKLET FOR

Fiscal Operations Report for 1994-95 and Application to Participate for 1996-97 (FISAP)

in the Federal Perkins Loan
Federal Supplemental Educational Opportunity Grant (FSEOG)
and Federal Work-Study (FWS) Programs

Department of Education
Office of Postsecondary Education
Student Financial Assistance Programs

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The Legal Reason Why You Must Complete the Application

The law says that if we do not receive a completed application by the deadline date on the cover of this package, you cannot be assured that your institution will be allocated funds for any of the campus-based programs. (If you want to request a level of expenditure for the Federal Perkins Loan Program, even if you need no new Federal funds, you must submit an application.) The regulatory and statutory citations are as follows: Federal Perkins Loan (34 CFR 674.3) (20 U.S.C. 1087bb), FWS (34 CFR 675.3) (42 U.S.C. 2752), FSEOG (34 CFR 676.3) (20 U.S.C. 1070b-3).

The Legal Reason Why You Must Complete the Fiscal Operations Report (FISCOP)

Federal regulations state that if you spent funds in 1994-1995 or have a Federal Perkins Loan Fund, you must submit a Fiscal Operations Report. The regulatory and statutory citations are as follows: Federal Perkins Loan (34 CFR 674.19), FWS (34 CFR 675.19), FSEOG (34 CFR 676.19), (20 U.S.C. 1094).

Disclosure of Estimated Burden

The time required to complete this information collection is estimated to average 16.04 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. The average burden for each institutional type participant is Proprietary (3 hours), Public (24.90 hours), and Private/Non-Profit (20.22 hours). If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, FOIA, Washington, D.C. 20202-4651. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:

Institutional Financial Management Division
Institutional Services Branch, ROB-3, Room 4661
600 Independence Avenue, S.W.
Washington, D.C. 20202-5460

**DO NOT RETURN YOUR COMPLETED
ELECTRONIC FISAP TO THESE ADDRESSES.**

OMB No. 1840-0073
Expires 4/30/98

Fiscal Operations Report and Application for Federal Student Financial Aid Programs (The FISAP)

What is this package?

The Electronic FISAP program is a software package containing the Application to Participate in the three campus-based programs (Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS)) for the Award Year July 1, 1996 through June 30, 1997, and the Fiscal Operations Report for program participation during the Award Year July 1, 1994 through June 30, 1995.

What do these programs provide?

The Federal Perkins Loan Program provides low-interest loans to students with financial need who are attending institutions of higher education to help pay the costs of their postsecondary education (CFDA #84.038).

The FSEOG Program provides grants to students with financial need who are attending institutions of higher education to help pay the costs of their postsecondary education (CFDA #84.007).

The FWS Program provides part-time employment to students attending institutions of higher education who need the earnings to help pay the costs of their postsecondary education (CFDA #84.033).

CFDA is the acronym for the Catalog of Federal Domestic Assistance, which describes all Federal programs.

What should new applicants do to participate?

You should contact your campus-based state representative in Washington, D.C., for instructions and guidance. Enclosed is a list of campus-based state representatives. (See page 37.)

Before your institution is authorized to participate in any of the campus-based programs for the 1996-97 Award Year, it must ultimately receive an approval letter and signed program participation agreement from the Department of Education's Institutional Participation Division (IPD). If the 1996-97 Award Year will be your first year in the programs, and you do not yet have this approval letter, or if you need to re-establish eligibility for 1996-97, your institution must submit all

documents required for an eligibility and certification determination to IPD postmarked by January 16, 1996. This means that your institution need not first establish its eligibility in order to file this application (the FISAP) by the deadline of September 29, 1995. Questions regarding the eligibility/certification process should be referred to IPD at (202) 401-6485.

Prior to being certified to participate in one or more of the Title IV Federal student financial aid programs, your institution may be required to send two representatives to a Basic Training Workshop conducted by the Department of Education. You may obtain information regarding workshop requirements, dates, and locations by telephoning (202) 708-9408.

Will I need to complete the entire FISAP?

Maybe not. To decide what parts must be completed, you must know what your institution did last year and what it plans to do next year. This package contains data cells for two separate award years; an Application for funds for 1996-97 and a Fiscal Operations Report for 1994-95.

The FISAP package is divided into three main parts: Identifying Information, Certifications and Warning; the Application to Participate; and the Fiscal Operations Report. The table of contents is your guide to instructions for each part of this FISAP package.

Use this table to determine what parts need to be completed:

For this situation	Complete these Parts
You are requesting funds for 1996-97	FISAP, Part I: Identifying Information, Certifications, and Warning FISAP, Part II: Application to Participate
You received funds for 1994-95	FISAP, Part I: Identifying Information, Certifications, and Warning FISAP, Parts III, IV, V, Fiscal Operations Report as applicable, and FISAP, Part VI, Program Summary

In addition:

- If your institution is liquidating its Federal Perkins Loan Fund, or if your institution did not receive Federal capital for the 1994-95 Award Year but did make loans from the Federal Perkins Loan Fund, you must complete the Identifying Information, Certifications and Warning, and the Perkins Loan Program pages of the Fiscal Operations Report.

My institution has multi-campus or additional locations. Can I complete one application to cover funding for all locations?

Yes, you may always submit one application; in fact, an institution **MUST** submit just one application if the following conditions are true:

- the institution has one approval letter and program participation agreement from the Department of Education's IPD that covers the institution's additional locations, and those additional locations are not separately eligible,

and

- those additional locations have students who are eligible for assistance under these programs.

Students attending locations not included in the IPD approval letter and program participation agreement are considered by the Department to be attending a non-eligible location. Therefore, any such students can neither be included in this application, nor receive aid under these programs.

Institutions with separate approval letters and program participation agreements from IPD but under the same administrative control or ownership have the following options:

Option A: Each institution may complete a separate application. (Any data that you enter in an institution's application must not be duplicated in any other institution's application); or

Option B: These institutions may combine to complete one application. You must include in your FISAP the name, address, and OPEID# of each institutional location that is covered by this application.

At the end of the Identifying Information, Certification & Warning screen, you will be asked if you are listing any eligible additional locations that are included in the application. If you answer yes, you may type up to 4

locations on that screen. If there are more than 4 locations, you may use the additional information screens provided at the end of the Electronic FISAP.

Magnetic tape filers must attach a list of these additional locations to the FISAP signature page. The institutional location that will be the administrator of these programs must be identified in Part I, Section A, lines 1, 2, and 3.

How may I submit my FISAP data?

You may submit your institution's data by using an IBM compatible personal computer (PC), in which case the Department of Education will provide you with a set of institutional specific diskettes in either the 5¼" or 3½" size; or

You may use a mainframe computer to create a magnetic tape, entering the data in a prescribed format, also provided by the Department of Education upon request.

The data diskette or the tape may be mailed to the Department of Education's contractor; or, regardless of the type of computer arrangement used, the data can be transmitted directly over the phone lines (via a modem). However, for either of these electronic methods, you must submit one paper copy of the signature page and the compliance certification form to the Department of Education's contractor. This copy must contain original signatures.

What does the Department of Education do with the information you submit?

The Department of Education uses the information that you provide in the Application to Participate and in the Fiscal Operations Report to determine the amount of funds you will receive for each program. You must provide accurate data. If you do not give us accurate data, you may not get all of the funds that you are entitled to receive. You must retain auditable and verifiable workpapers for program review and audit purposes.

The Department of Education also uses your institution's serial and entity numbers to identify your institution in our computer system. If you do not give us the correct numbers, you may not receive your funds.

When is the FISAP due?

- If you are mailing a diskette or magnetic tape, it must be postmarked no later than **September 29, 1995**.
- If you are transmitting electronically via modem, the data transmission must be completed by **September 29, 1995**.

Where do I mail the FISAP?

- If you are submitting your FISAP data via the data diskette, send it along with the original copy of your FISAP signature page and your combined drug-free workplace, anti-lobbying, and debarment certification (ED Form 80-0013) for 1996-97 (referred to collectively as "compliance certifications").
- If you are transmitting your institution's FISAP data by modem, mail the original copy of your FISAP signature page and your combined drug-free workplace, anti-lobbying, and debarment certification (ED Form 80-0013) for 1996-97 (referred to collectively as "compliance certifications").

Regardless of which method you have chosen to use for the transmission of your FISAP data, mail the items requested to the following address:

Universal Automation Labs (UAL)
Suite 500
8300 Colesville Road
Silver Spring, Maryland 20910

NOTE: The FISAP signature page and the certifications **MUST HAVE ORIGINAL SIGNATURES.**

When will I hear from the Department of Education?

By November 15, 1995, we will send you an Edit Report that will confirm the exact data we have entered into our data base from your FISAP transmission. We will let you know your tentative 1996-97 award amount(s) by February 1996. We will announce final 1996-97 awards to eligible certified institutions by April 1996.

What general instructions should I follow when I complete the FISAP?

Read all of the instructions in this package and the Electronic FISAP User Guide carefully before you begin the electronic FISAP process.

Use actual figures, except for the items for which we specifically ask you to use estimates.

If we ask for a dollar amount, use whole dollars only. **Do not report cents.** The electronic FISAP system will not accept the transmission of cents. Round to the nearest dollar. For example, report \$175 if the actual amount in your records is \$175.49. Report \$176 if the actual amount in your records is \$175.50.

Be sure that negative amounts are not reported. They are never acceptable. Most arithmetic calculations are performed for you automatically in the electronic FISAP process.

Complete all the items requested. If an item does not apply to your institution, leave the pre-entered "0" for that item.

24-Hour Communications

We now have a 24-hour interactive voice processing system for schools that participate in the campus-based programs. You may access the system by calling (202) 205-0045 and selecting the Campus-Based Programs Menu that follows the general greeting. Information available from the system includes mailing addresses, our FAX number, institutional share requirements, hotline messages, and you may also request copies of documents and forms. You may also speak to your campus-based programs State Representative (Monday through Friday from 8:00 a.m. to 4:30 p.m. Eastern time) or leave a message on their 24-hour personal voice mail system. You may also speak with an Electronic FISAP Administrator.

Instructions for Part I: Identifying Information, Certifications, and Warning

Who must complete Part I?

All institutions must complete Part I. Refer to the Electronic FISAP User Guide for instructions on the production and mailing of a properly signed Part I.

Line-by-line instructions for Part I

Section A. Identifying Information

You are required to send a completed paper FISAP signature page containing Part I information and original signatures to the Department of Education contractor listed on page 3 of this document. To do so, print out the Identifying Information, Certifications, and Warning signature page directly from your computer or you may use the signature page provided in the Electronic FISAP User Guide.

Line

1.a. Name and address of institution

If your institution is a current participant in the campus-based programs, the electronic program provides the name and address of your institution as it is listed in our files. You will need to verify this data for accuracy. If the name and/or address changed during the year, enter the name and/or address change in the space provided directly below the entity number line.

If your institution is a new applicant, you will need to enter your correct name and address.

You must also notify the Department of Education, Institutional Participation Division, Regional Office Building No. 3, Room 3522, Washington, D.C. 20202-5323 of these changes, if you have not already done so.

The name and address entered in line 1 must be that of an institution of postsecondary education. The address entered in line 1 must be the actual street address of the institution. Do not enter the P.O. Box, an administrative entity location, or the address of the corporation that controls the institution.

An institution which has included in this application students at other separately eligible institutions must list the name, address, and OPEID# for each of these locations on the next electronic FISAP screen.

If the institution entered in line 1 is a new applicant for 1996-97, but its students were included in the 1995-96 application filed last year by another institution or location, identify that institution's name and address on the last three electronic FISAP screens, and enter a brief explanation.

1.b. Mailing address

If you need to have us send your mail to an address other than the one listed in 1.a. above, enter the complete mailing address. You may enter a P.O. Box or an administrative entity location. However, if your institution uses the services of a private firm in the administration of these programs, report that fact in line 9; do not report them here.

2.a. Serial number

If your institution is a current participant in the campus-based programs, the electronic FISAP program provides your serial number for you.

If your institution is applying for funds for the first time and you do not have a serial number, one will automatically be assigned to your institution during the electronic FISAP processing.

2.b. OPEID number

Enter the eight-digit number which has been assigned to the Institution by the Department. You may find the number on the Institution's Eligibility Notification, Program Participation Agreement, approval letter, or other correspondence sent to the Institution by the Department's Institutional Participation Division (IPD), (formerly the Division of Eligibility and Certification).

3. Entity number

The entity number is a 12-digit number. It is made up of the prefix 1 (assigned to all Department of Education program participants), the nine-digit employer identification number assigned by the IRS, and a two-digit suffix which makes the entity number unique to each institution and is assigned by the ED Central Registry System.

If your institution is a current participant in the campus-based programs, the entity number as it exists in our system is shown. You will need to verify that number for accuracy.

Corrections to the entity number may be made by entering the correct data in the blank space provided.

If your institution is a new applicant, you will need to enter at least your nine-digit IRS identification number plus a prefix of one. If your suffix has not yet been assigned to you by the Department, leave the last two digits blank.

4. Type of institution

Enter an "X" on the line that describes your institution. Proprietary institutions only must also put an "X" in the appropriate box under item 4.3.

5. Length/type of program

Enter an "X" on the line of the highest number that describes your institution's academic program.

For items 4 and 5, if you are preparing this FISAP on behalf of two or more institutions of different type or length of program, enter an "X" on the line that represents the highest percentage of the enrolled students entered in Part II, Section C.

Section B. Certifications and Warning

6, 7 & 8 You must complete all appropriate lines in this section. The certifying officials must be aware that the information in this FISAP is subject to audit and program review. Providing false or misleading information may result in criminal penalties.

When you submit Part I, the Identifying Information, Certifications and Warning page, **YOU MUST HAVE THE NAMES, TELEPHONE NUMBERS, FAX NUMBERS, AND ORIGINAL SIGNATURES** of the institution's officials.

9 If the institution uses the services of a private firm in the administration of these programs, and individuals from that firm have signed as the FAA in line 7, and/or the CFO in line 8, you must also complete line 9.

Do not include private CPAs or billing and collection agencies. If you make an improper entry in this item, we will mail important documents to this address rather than to your institution.

Instructions for Part II: Application to Participate

Who must complete Part II?

If you want to request campus-based funds for your institution for the 1996-1997 Award Year, you must complete Part II, including:

- Section A — Request for Funds
- Section C — Information on Enrollment
- Section D — Assessments and Expenditures
- Section E — Information on Eligible Aid Applicants

The amount of funds received by an institution is computed by formulas contained in effective legislation and regulation.

Section B: FWS/FSEOG Institutional Share Waiver Request is optional for those institutions that both qualify for and desire the waiver. A waiver allows an institution to use only Federal funds when making FWS and/or FSEOG awards. For the institution, this will result in less funds being available for awards to students in these programs.

Line-by-line instructions for Part II

Section A. Request for Funds for the 1996-97 Award Year

Enter on lines 1 through 4 the amount of authorization your institution wants to receive for each program. If you do not enter an amount on a line, your institution will not get any funds in that category. If you do not want funds in any one of the programs, leave the pre-entered "0" on the appropriate line. Do not request more Federal funds for a program than you expect to use. Unexpended balances from the previous year are an indicator that requests were over-estimated and should be reduced.

Line

1 Federal Perkins Loan level of expenditures (LOE)

Enter the amount your institution wants to expend from its loan fund to make loans to students and to pay administrative and collection costs.

Institutions planning to expend loan fund cash on hand in 1996-97, but not requesting any new Federal capital contribution, must complete Line 1.

An institution which will not be making any loans in 1996-97, but anticipates charging allowable collection costs to its loan fund cash, must request an LOE in Line 1.

2 Federal capital contribution (FCC)

If your institution currently participates in the Federal Perkins Loan Program, ask for the amount of Federal funds you want to support your request for an LOE.

We suggest that you determine your need for FCC as follows: LOE request in line 1 minus the sum of 1996-97 projected repayments from borrowers and anticipated cash on hand as of June 30, 1996, minus your projected institutional capital contribution (ICC). If the result of this calculation is zero or negative, your institution may not need to request any additional FCC.

If your institution is requesting Federal Perkins Loan funds for the first time, multiply line 1 by .75 and enter that amount on line 2. If you leave the pre-entered "0", you will receive no Federal funds. Line 2 must always be less than line 1.

3 FSEOG Federal funds

Enter the amount of Federal dollars your institution wants for awards to students and administrative costs.

4 FWS Federal funds

Enter the amount of Federal dollars your institution wants for awards to students, expenditures for the Job Location and Development Program, and administrative costs.

Section B. 1996-1997 FWS and/or FSEOG Institutional Share Waiver Request

If your institution is qualified for and wants to request a waiver of the institutional share requirement for FWS

earned compensation and/or FSEOG awards, you must enter an "X" in the "Yes" box for the appropriate program(s).

Section 675.26(d) of the FWS regulations and Section 676.21(b) of the FSEOG regulations state that the Secretary authorizes, under special circumstances, a Federal share of 100 percent of the FWS student compensation paid and/or FSEOG awarded for each award year.

**5.1 FWS and/or FSEOG waiver for institutions
5.2 which have been designated as eligible for Title III**

To get a FWS and/or FSEOG institutional share waiver, the governing regulations stipulate that the institution must request them as part of its regular funding application for each award year. In addition, the institution must be designated, during the year of application, as an eligible institution under the Strengthening Institutions (34 CFR Part 607) or Strengthening Historically Black Colleges and Universities (34 CFR Part 608) programs under Title III. Institutions designated as eligible under only the Title III Strengthening Historically Black Graduate Institutions Program (34 CFR Part 609) are eligible for only the FWS waiver.

If this 1996-97 FWS and/or FSEOG application is on behalf of two or more separately eligible institutional locations, and all of these locations do not meet at least one of the above Title III eligibility criteria, your institution may not request or receive a waiver. You may, however, file a separate FISAP application for the non-Title III eligible location(s).

Proprietary institutions and institutions whose primary purpose is to train individuals for religious vocations or to be teachers of religion are ineligible to apply for or participate in any Title III programs.

To apply for Title III eligibility you should contact:

U.S. Department of Education
Division of Institutional Development
Title III Eligibility Designation
600 Independence Avenue, S.W.
Suite 600, Portals Building
Washington, D.C. 20202-5335
Phone: (202) 708-8839

Section C. Information on Enrollment

If you report enrollment on line 6 or on lines 7 and 8, do not fill in lines 9 through 21. Conversely, if you report enrollment on lines 9 through 21, do not fill in line 6, or lines 7 and 8.

If the students enroll on a quarter, trimester, or semester basis, but the institution admits a new group of students in a program monthly, bi-monthly, etc., we consider such a calendar to be non-traditional, and you must complete lines 9 through 21, instead of line 6 or lines 7 and 8.

Classify a student as an undergraduate or graduate student according to the instructions for Section E. If a student was enrolled as an undergraduate student during an earlier term in 1994-95 and a graduate student in a subsequent term in 1994-95, report that student as a graduate student in Section C.

**6,7, Information on enrollment for an institution
& 8 with a traditional calendar**

Applicant institutions that operate on a traditional academic calendar, or have a majority of their eligible programs operating on a traditional calendar, must enter an unduplicated number of all students enrolled (full-time and less than full-time) for the 12-month period ending June 30, 1995. Traditional calendar means that your institution has academic terms that are quarters, trimesters or semesters, and that the institution has only one admission period during each academic term. To clarify this requirement the following information is provided:

- **Line 6, or lines 7 and 8 must include all students enrolled in an undergraduate or graduate/professional class. This includes all students who took at least one class of a course that was:**
 - a) creditable toward a degree or certificate; or
 - b) listed as an undergraduate or graduate/professional course in the institution's catalog; or
 - c) offered as an elective or required course as part of the undergraduate or graduate/professional curriculum; or
 - d) a remedial course required as part of the student's program; or

e) otherwise considered to be an undergraduate or graduate/professional course by the institution.

- Do not include students who were *exclusively* auditing a class or classes.
- The tuition and fees revenue for entry in Section D, line 22, must be for those students reported in Section C only.

Column a. Report the number of students enrolled in undergraduate classes.

Column b. Report the number of students enrolled in graduate/professional classes.

6 Total number of students, 1994-95

Report the unduplicated number of students your institution enrolled at any time during the 12-month period July 1, 1994 through June 30, 1995. Count each student only once.

7-8 Estimated number of students, 1995-96 and projected number of students, 1996-97

If your institution has a traditional calendar, and had no enrollment in 1994-95 but will have enrollment in 1995-96, and/or 1996-97, report the estimated and projected unduplicated numbers expected to enroll at any time during those 12-month periods.

Lines 9-21

Complete lines 9-21 if a majority of your institution's eligible programs operate on a non-traditional calendar.

Non-traditional calendar means that your institution admits a new group of students monthly or more frequently into a majority of its eligible programs, even if they attend classes on a quarter, trimester, or semester basis.

9-21 Information on enrollment for an institution with a non-traditional calendar

Include only students who were enrolled in campus-based ELIGIBLE educational or instructional programs during any month from July 1, 1994 through June 30, 1995. In column (a) put the number of students who were enrolled the previous month and were still enrolled on the first day of the month listed. In column (b) put the number of new starts.

New starts are students who start at any time during the month and include students who were enrolled in a previous year and are re-enrolling at the institution after a break in enrollment. Once a student is reported in either line 9(a), or lines 9(b) through 19(b), the student is reported in lines 10(a) through 20(a) for any succeeding months through June 30, 1995 during which he or she was enrolled at the institution.

In each column, line 21 is the sum of lines 9-20. Note that the total you obtain in line 21 column (a) plus 21 column (b), will be total student-months, rather than total number of students.

The tuition and fees revenue for entry in Section D, line 22, must be for those students reported in Section C only.

Section D. Assessments and Expenditures

22 Total tuition and fees for the Award Year July 1, 1994 through June 30, 1995

NOTE: You must report the tuition and fees revenue for all enrolled students as categorized in Section C. Do not include in line 22 tuition and fees revenue collected from any individuals not meeting the definition of enrolled student for Section C.

If a student was enrolled as an undergraduate student during an earlier term in 1994-95 and a graduate student in a subsequent term in 1994-95, divide the tuition and fees revenue between Columns a (undergraduate) and b (graduate) in proportion to the time spent in each type of class(es).

To complete this line, you will need to determine the amount of tuition and fees assessed and subtract from it the amount refunded to students.

"Tuition and fees assessed" means:

- amounts you charged and collected,
- amounts you charged but did not collect,
- remissions or waivers of costs, even though you did not collect them, and
- the types of fees allowable under Part F, Section 472(1) of the Higher Education Act of 1965, as amended.

If you charged a total fee for tuition and room and board, do not count the cost of room and board. Allot a reasonable amount to tuition.

What to exclude: Exclude any fees you assess and collect but pass on to an agency for services it renders, if that agency is not a part of the institution (example: life or medical insurance for students).

What to do with terms/programs that cross award years: If an academic term extended beyond June 30, 1995 but the majority of the term took place in Award Year 1994-95, include the tuition and fees assessment for that term in line 22.

If a student paid for a complete program of study and that program occurred in two award years, prorate, if possible, the tuition and fees which apply to the Award Year 1994-95. If this is not possible, you may include the total tuition and fees assessed on line 22, but you must enter the total tuition and fees assessed in the application for each succeeding year to assure consistency.

23 Total Federal Pell expenditures for the 1994-95 Award Year

Report the total amount expended against your Federal Pell Grant authorization for the period July 1, 1994 through June 30, 1995. This amount should agree with the final cumulative expenditures through June 30, 1995 as entered on the Federal Cash Transactions Report (PMS-272), or the next Federal Cash Transactions Report if subsequent adjustments were made.

Any adjustments which you make on the Federal Cash Transactions Report after filing this FISAP should be made to the entry for line 23 in your edit report corrections which you will return later this year.

24 Total expended for State grants and scholarships made to undergraduates for the Award Year July 1, 1994 to June 30, 1995

Report the amount of State grants and scholarships expended for the Award Year July 1, 1994 through June 30, 1995 even if your institution received the funds after June 30, 1995.

Include the following need-based and non-need-based expenditures:

- state grants
- state scholarships
- tuition equalization

A non-need-based grant exclusively for private colleges, paid by a state to a student to offset their high tuition.

- competitive awards
- instructional grant awards

A grant paid by a state to students who are working and taking courses in related areas.

- SSIG awards (Federal share plus match)

Do not include:

- Robert C. Byrd Honors Scholarships
- Paul Douglas Teacher Scholarships

Include awards that are from the state where your institution is located and awards from other states.

For reporting SSIG awards, the source of the match is immaterial. Total SSIGs always should be reported.

Do not include state awards if your institution has final decision on which students get the funds, unless such funds are used as a source of match for the SSIG Program.

Section E. Information on Eligible Aid Applicants for Award Year 1994-95

Report the number of eligible aid applicants enrolled at your institution in Award Year 1994-95 who applied for financial aid for that year. Use the following definitions when completing Section E:

Regular student. This is a person who was enrolled at an institution of higher education in 1994-95 for the purpose of obtaining a degree, certificate, or other recognized educational credential.

Enrolled student. This is a person who meets all of the criteria in the instructions for Section C, lines 6 through 8 or lines 9 through 21. A person is not enrolled if he or she did not begin attending a class.

Independent student. This is a student who:

1. is 24 years of age or older by December 31 of the award year;
2. is an orphan or ward of the court;
3. is a veteran of the Armed Forces of the United States;
4. is a graduate or professional student;
5. is a married individual;
6. has legal dependents other than a spouse; or
7. is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

Undergraduate student without a baccalaureate or first professional degree. This is a regular student who has never earned a baccalaureate degree or first professional degree but who is enrolled in an undergraduate course of study, which usually does not exceed four academic years, at an institution of higher education. This includes students who are enrolled in a four to five academic year program designed to lead to a first degree. A student enrolled in a program of any other length is considered an undergraduate student for only the first four academic years of that program.

Undergraduate student with a baccalaureate or first professional degree. This is a regular student who has already received a baccalaureate degree or its equivalent or a first professional degree but who is enrolled in an undergraduate course of study at an institution of higher education and meets the criteria specified above.

NOTE: Students should be reported in whichever category best represents their status at your institution.

Graduate/Professional student. This is a regular student who:

- is enrolled in a program or course of study above the baccalaureate level at an institution of higher education or is enrolled in a program leading to a first professional degree;
- has completed the equivalent of at least three years of full-time study at an institution of higher education either prior to entrance into the program or as part of the program; and
- is not receiving Title IV aid as an undergraduate student for the same period of enrollment.

Eligible aid applicant. This is a regular student who:

- was enrolled in an academic or training program eligible for the campus-based programs during Award Year 1994-95;
- met citizenship or residency requirements for Award Year 1994-95;

- applied for financial aid for Award Year 1994-95, as documented by the "official" EFC, calculated by the Central Processing System, and
- has on file all information needed to perform a need analysis based on the information required in Part F of the Higher Education Act of 1965, as amended. (Refer to your booklet The EFC Formula, 1994-95.)

Any student meeting the above criteria, regardless of the family's ability to contribute to the cost of attendance, is to be included in the grid as an eligible aid applicant. You must include students for whom you had no funds to award and students whom you determined did not need funds.

Please Note: If a student was an undergraduate during an earlier term in 1994-95 and a graduate student in a subsequent term in 1994-95, report the student as a graduate student in Sections C and E, but in Section D, line 22, divide the tuition and fees revenue between columns a (undergraduate) and b (graduate) in proportion to the time spent in each type of class(es).

If during 1994-95 a student was an undergraduate during an earlier term, later received a baccalaureate degree, and was subsequently enrolled in an undergraduate course of study, that student must be reflected in column b if he/she was a dependent or column e if he/she was independent.

Categorizing 1994-95 Eligible Aid Applicants for Data Entry in Part II, Section E

Line

25 Students with an "Automatic" Zero Expected Family Contribution (EFC).

Section E, line 25 is no longer optional. This line is now required reporting.

Do not report students more than one time. Any students entered on line 25 must not be reported in lines 26 through 39.

This is a student who has an "automatic" zero EFC for the 1994-95 award year because:

- For a dependent student, the parents did not file and were not required to file a 1993 IRS Form 1040, and the parents' taxable income is \$12,000 or less.
- For an independent student with dependents other than a spouse, the student and spouse, if

any, did not file and were not required to file a 1993 IRS Form 1040, and the student's and spouse's, if any, taxable income is \$12,000 or less.

It is important to note that an independent student with only a spouse as a dependent does not qualify for an "automatic" zero EFC.

Not every student with a zero EFC has received an "automatic" zero EFC. To determine which students have received an "automatic" zero EFC, check the following output documents containing an official EFC and data processed by the Central Processing System (CPS) for the "Automatic Zero EFC Flag."

- a Student Aid Report (SAR);
- electronic SAR (ESAR);
- Institutional Student Information Report (ISIR) which is a full-data paper roster or electronic tape or cartridge generated by the CPS; or
- a nonfederal output document from one of the Free Application for Federal Student Aid (FAFSA) processors.

The "Automatic Zero EFC Flag" will be set to "Y" if the student has received an "Automatic" Zero EFC. This field will contain a blank if the student has not received an "Automatic" Zero EFC.

A student must meet several conditions to be eligible to receive an "automatic" zero EFC. Check your output documents for each student for the following conditions (all conditions must be met):

Dependent Student

- Primary EFC equals zero.
- Secondary EFC is blank.
- Parents' type of 1993 tax return used is:
 - completed 1040A or 1040EZ;
 - estimated 1040A or 1040EZ; or
 - did not file a tax return.
- \$12,000 or less in income reported as:
 - parents' Adjusted Gross Income (AGI), if a completed or estimated 1040A/EZ used; or
 - father's plus mother's income earned from work, if did not file a tax return.

Independent Student with Dependents Other than a Spouse

- Primary EFC equals zero.
- Secondary EFC is blank.
- Student's (and spouse's, if any) type of 1993 tax return used is:
 - completed 1040A or 1040EZ;
 - estimated 1040A or 1040EZ; or
 - did not file a tax return.
- \$12,000 or less in income reported as:
 - student's (and spouse's, if any) AGI, if a completed or estimated 1040A/EZ used; or
 - student's (plus spouse's, if any) income earned from work, if did not file a tax return.

Lines 25-40

In each line 25 through 40, Columns A, B, D, E, and F enter all eligible aid applicants (both full-time and less than full-time).

Column C. Of the students included in Columns A and B enter the number of students who attended classes on a less than full-time basis.

In each column, line 40 is the sum of lines 25 through 39. However, students reported in line 25 must not be included in the entries for lines 26 through 39.

The determining factor for entry of data on an eligible aid applicant in the proper income cell is the income that was used to calculate an expected family contribution (EFC) for 1994-95 which was, or would have been, the basis for awards to that applicant under the campus-based programs.

Because the Federal Needs Analysis Method considers the dependent student's base year income, the financial aid administrator must use both the student's and parents' base year income in determining "grid" placement. Income information for the dependent student must have come from a document signed by at least one parent of the student.

The information for proper "grid" placement is found on the previously listed output documents containing an official EFC and data processed by the Central Processing System (CPS).

Because the institution may need to correct or adjust the student's information and recalculate the EFC, the institution needs to reflect the updated information used in the recalculation in completing the "grid."

The reference items for this income information are:

Parent's income — The sum of:

- Adjusted Gross Income from IRS form, or if no tax form was filed, father's income earned from work and mother's income earned from work, plus
- Annual social security benefits, plus
- Annual AFDC/ADC, plus
- Annual child support received, plus
- Other untaxed income, minus
- Title IV income exclusions.

Student's (and spouse's, if any) income — The sum of:

- Adjusted Gross Income from IRS form, or if no tax form was filed, student's income earned from work and spouse's income earned from work, plus
- Annual social security benefits, plus
- Annual AFDC/ADC, plus
- Annual child support received, plus
- Other untaxed income, minus
- Title IV income exclusions.

NOTE: When calculating income for proper "grid" placement, you must remember to subtract "Title IV Income Exclusions" from the Adjusted Gross Income. Beginning with the 1994-95 award year, this item is reported separately on the FAFSA. The student/parent no longer subtracts "Title IV Income Exclusions" before reporting the Adjusted Gross Income as was done in 1993-94 and previous award years.

Instructions for Part III: Federal Perkins Loan Program Fiscal Operations Report

Who must complete Part III?

You must complete Part III if

- your institution is a continuing participant in the Federal Perkins Loan Program;

or

- your institution is liquidating its Federal Perkins Loan Fund (hereafter known as the "Fund");

or

- your institution did not receive Federal capital for the Award Year 1994-95, but did make loans from its Fund;

or

- your institution received funds for the first time in Award Year 1994-95.

Amounts received under subpart D of Title I of the National Community Service Act of 1990, as amended.

Line-by-line instructions for Part III

If your institution is liquidating its Fund, or if your institution did not receive Federal capital for the 1994-95 Award Year but did make loans from its Fund, you must complete the Identifying Information, Certifications and Warning and the Federal Perkins Loan Program sections of the Fiscal Operations Report.

FUND REPAYMENTS ARE DUE IF THERE IS AN ACCUMULATION OF EXCESS CASH IN THE FUND OR IF YOUR INSTITUTION IS PRESENTLY IN THE PROCESS OF LIQUIDATING THE FUND.

An institution has excess cash in its Loan Fund if projected funds available for the 1995-96 award year (6/30/95 cash-on-hand, plus projected collections, plus Federal and institutional capital contributions, plus other income), significantly exceed projected 1995-96 expenditures from the Loan Fund.

The return of excess cash in the Fund requires institutions to send payments to the National Finance Center (NFC) via Treasury's Financial Communications System (TFCS), Deposit Message Retrieval System (DMRS), commonly known as FED WIRE, or send checks of less than \$100,000 to the National Finance Center's lockbox. Procedures for the use of this system are contained in "The Blue Book."

Prior year recoveries

If the institution took its entire Federal Perkins Loan administrative cost allowance entitlement, or a portion of its entitlement, from an FSEOG or FWS allocation in a prior year, and the institution recovered Federal Perkins Loan funds in 1994-95 that were issued to students in a prior year, it must also reduce its Federal Perkins Loan administrative cost allowance for that prior year. The institution may follow one of two options:

What will I need to complete Part III?

You will need your Federal Perkins Loan Program Account ledgers.

Part III, Section A, requests cumulative data. (The account numbers in the Department's accounting reference manual, "The Blue Book," are structured to the elements of your balance sheet instead of the line numbers in Section A.) Section B requests the annual fund activity, Section C requests the cumulative repayment information, and Section D contains cohort default rate data. The following information must also be reported in Part III, as applicable:

- Amounts received under the Department of Defense Educational Loan Repayment Program (10 U.S.C. 2172).
- Amounts received from purchase of loans by the Student Loan Marketing Association, guarantee agencies, or others.

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a) Follow FSEOG/FWS procedures; or

b) Make no adjustments to FSEOG or FWS prior year expenditures. Instead the institution may reduce the base amount on which the 1994-95 Federal Perkins Loan administrative cost allowance is calculated. For example, if the institution lent \$30,000 in 1994-95 and received \$1,000 in Federal Perkins Loan student refunds in 1994-95 on loans issued in a prior year, the institution may enter \$29,000 in Part VI, Section B, line 2, and calculate its 1994-95 administrative cost allowance on the basis of the lower amount. This results in a simpler method of reimbursing the Federal Government for an administrative cost allowance to which the institution was not entitled in a prior year.

Section A. Fiscal Report (Cumulative) as of June 30, 1995

Line Account

1.1 Cash on hand and in depository

Column c. Report the total cash you had on hand and in depository on June 30, 1995. You may never report this figure as a negative; an excess expenditure must be charged as an institutional capital contribution deposited into the Fund as of June 30, 1995.

1.2 Column a. COMPLETION OF THIS LINE IS APPLICABLE DURING THE ELECTRONIC FISAP EDIT/VERIFICATION PROCESS ONLY. When you are verifying Part III, Section A, of your Edit, report the total cash you had on hand and in depository as of October 31, 1995. You may never report this figure as a negative. An excess expenditure must be charged as an institutional capital contribution deposited into the Fund as of October 31, 1995.

2 Funds receivable from Federal Government

Column c. Report any portion of the allocation for the 1994-95 Award Year that you requested from ED's Payment Management System on or before June 30, 1995, but did not deposit into the Fund by that date. You should never show a credit balance in this account. Do not report this figure as a negative amount.

3 Funds receivable from institution

Column c. Report the amount of the institutional capital contribution to maintain the minimum required cumulative matching ratio in the Fund as the result of any entry in line 2, column c. Do not report this figure as a negative amount.

4 Funds advanced to students

Column b. Report the unduplicated CUMULATIVE number of borrowers who received their loans on or before June 30, 1995.

Column c. Report the CUMULATIVE net amount of the loans paid to borrowers plus any assessed late charges added to the principal through June 30, 1995.

NOTE: Any penalty or late charges that were assessed and added to the principal are thereby capitalized and CANNOT be subsequently waived, compromised or negotiated. For Part III reporting purposes, once the charges have been added to the principal they cease to exist as separate charges.

5 Loan principal collected

Column b. Report the unduplicated CUMULATIVE number of borrowers who made payments on their loans through June 30, 1995.

Column d. Report the CUMULATIVE loan principal amount collected from all sources through June 30, 1995.

6 Defaulted loan principal assigned to and accepted by the United States

Column b. Report the unduplicated CUMULATIVE number of borrowers whose defaulted loans were assigned to the Department of Education and officially accepted not later than June 30, 1995.

Column d. Report the CUMULATIVE amount of defaulted loan principal outstanding that was assigned to the Department of Education and officially accepted not later than June 30, 1995. This amount must agree with Section C, Line 2, column d. Do not enter in Sections A and C any unpaid penalty/late charges or collection costs assessed to the borrower on any loans assigned to the Department of Education.

7 Loan principal canceled on loans prior to July 1, 1972 for Teaching/Military Service

Column b. Report the unduplicated CUMULATIVE number of borrowers with cancellations for teaching and military service on loans made prior to July 1, 1972.

Column d. Report the CUMULATIVE loan principal canceled on loans made prior to July 1, 1972 for teaching and military service.

8 Loan principal canceled for certain subject matter teaching service (math, science, foreign languages, bilingual education) on loans made July 23, 1992 and after

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving cancellation as a full-time teacher of mathematics, science, foreign languages, bilingual education, or any other field of expertise that is determined by the state education agency to have a shortage of qualified teachers.

Column d. Report the CUMULATIVE loan principal canceled.

9 Loan principal canceled for all other authorized teaching service on loans made July 1, 1972, and after

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving cancellations for all other authorized teaching service on loans made July 1, 1972, and after.

Column d. Report the cumulative loan principal canceled on these loans.

This category includes cancellations for borrowers providing full-time teaching services in low income schools as designated by the Department of Education, BIA schools, Head Start, special education provided on or after July 23, 1992, and handicapped teaching services provided before July 23, 1992.

10 Loan principal canceled for military service on loans made July 1, 1972, and after

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving this cancellation.

Column d. Report the CUMULATIVE loan principal canceled for military service at the 12½% rate.

Direct/Perkins Loan borrowers are entitled to cancellation of a minimum of 12 1/2% of their loan up to a maximum of 50% of their loan for service in the U.S. Armed Forces in an area of hostilities or area of imminent danger, that qualifies for special pay under Section 310 of Title 37 of the United States Code. On September 19, 1990, the Persian Gulf area was declared an area of imminent danger by the Secretary of Defense. To qualify for this cancellation benefit, the borrower must have served in the designated area for a complete year.

11 Loan principal canceled for volunteer service

Column b. Report the unduplicated CUMULATIVE number of Federal Perkins Loan borrowers whose loans were canceled for service under the Peace Corps Act or the Domestic Volunteer Service Act of 1973.

Column d. Report the CUMULATIVE loan principal canceled for volunteer service.

12 Loan principal canceled for law enforcement and corrections officer service

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving this cancellation.

Column d. Report the CUMULATIVE loan principal canceled for law enforcement/ corrections officer service.

NOTE: This cancellation benefit for law enforcement and corrections officer service only applies to Federal Perkins Loans or Direct Loans made on or after November 29, 1990. A loan is considered made when the borrower signs for an advance of funds on the promissory note. If a borrower signed for a new advance on or after November 29, 1990, on a note executed before November 29, 1990, the advance made on or after November 29, 1990, is eligible for this cancellation provision.

13 Loan principal canceled for child/family/early intervention service on loans made July 23, 1992, and after

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving cancellation as full-time employees of public or private nonprofit child or family service agencies or full-time qualified professional providers of early intervention services in public or other nonprofit programs under public supervision.

Column d. Report the CUMULATIVE loan principal canceled.

14 Loan principal canceled for nurse/medical technician service on loans made July 23, 1992, and after

Column b. Report the unduplicated CUMULATIVE number of borrowers receiving cancellations for service as a full-time nurse or medical technician.

Column d. Report the CUMULATIVE loan principal canceled.

15 Loan principal canceled — death/disability

Column b. Report the unduplicated CUMULATIVE number of borrowers whose loans were canceled due to death or permanent and total disability.

Column d. Report the CUMULATIVE loan principal canceled due to death or permanent and total disability.

16 Loan principal canceled — bankruptcy

Column b. Report the unduplicated CUMULATIVE number of borrowers whose loans were canceled for legal discharge in bankruptcy.

Column d. Report the CUMULATIVE loan principal canceled for bankruptcy.

If only a portion of the debt has been discharged in bankruptcy, include the portion of the debt that has been discharged by the court.

17 Loan principal adjustments — other

Column b. Report the unduplicated CUMULATIVE number of borrowers with loan

principal adjustments for reasons that are not reported in lines 7 through 16; e.g., compromise, write-off or other costs not specified in this report.

Column d. Report the CUMULATIVE amount of loan principal adjustments.

18 Federal capital contributions

Column d. Report the CUMULATIVE Federal capital contributions deposited into your Fund through June 30, 1995. Add any portion of your 1994-95 Award Year allocation that you requested by June 30, 1995, but did not receive from ED's Payment Management System by June 30, 1995. Do not include any FCC transferred to either the FWS or FSEOG programs.

The amount reported on this line MUST ALWAYS equal or exceed the amount reported for this line on last year's FISAP, unless last year's entry was incorrect.

19 Repayments of fund capital to Federal Government

Column c. Report the CUMULATIVE amount (Federal share) repaid to the Federal Government as distribution of excess or liquidated fund capital through June 30, 1995. DO NOT reduce line 18 by this amount.

Do not include authorized administrative cost allowance withdrawals.

20 Institutional capital contributions

Column d. Report the CUMULATIVE institutional capital contributions deposited into your Fund through June 30, 1995. Include the institutional share of funds for any Federal funds requested by June 30, 1995, but not received by June 30, 1995.

21 Repayments of fund capital to institution

Column c. Report the CUMULATIVE amount that the institution repaid to itself as distribution of excess or liquidated fund capital through June 30, 1995. DO NOT reduce line 20 by this amount.

The amount reported on this line MUST ALWAYS equal or exceed the amount reported

for this line on last year's FISAP, unless last year's entry was incorrect.

Do not include:

- authorized administrative cost allowance withdrawals, and/or
- Defense Loan teaching/military cancellation reimbursements.

22 Interest income on loans

Column d. Report the CUMULATIVE interest earned on loans through June 30, 1995.

This includes:

- interest collected,
- interest not collected because the interest was canceled,
- total amount of loan interest assigned to and accepted by the Department of Education in the Assignment Form ED 553, for which the institution has acceptance notices from the Department of Education dated prior to July 1, 1995,
- interest not collected because the account was written off, compromised, etc.

23 Other income

Column d. Report the CUMULATIVE income deposited into your Fund from all sources other than interest income on loans.

You must include any other earnings on assets of the Fund, including interest earnings on Fund assets deposited in interest-bearing accounts which are net of bank charges, or deposits of certain late charges revenue. Also, enter any penalty or late charges added to principal that were included in line 4.

24 Reimbursements to the Fund of amounts canceled on loans made July 1, 1972, and after

Column d. Report the CUMULATIVE reimbursements of canceled principal and interest paid to your institution by the Department of Education on loans made on July 1, 1972, and after.

This amount must be deposited into the institution's Fund.

25.1 Administrative cost allowance

Column a. Report the CUMULATIVE amount withdrawn from the Fund for administrative cost allowance.

25.2 Collection costs

Column a. Report the CUMULATIVE collection costs allowed by regulation which are not included in line 25.1, e.g., address search, credit bureau, attorneys' fees, court costs, etc. DO NOT report any costs paid by the borrower.

25.3 Administrative cost allowance and collection costs (control)

Column c. Add lines 25.1(a) + 25.2(a).

26 Cost of loan principal and interest canceled for teaching/military service on loans made prior to July 1, 1972

Column c. Report the CUMULATIVE loan principal and interest canceled for all teaching/military service on loans made prior to July 1, 1972. The principal on this line is an offset for line 7 and the interest is a partial offset for line 22.

27 Cost of loan principal and interest canceled for certain subject matter teaching service (Math, Science, Foreign Languages, Bilingual Education) on loans made July 23, 1992 and after.

Column c. Report the CUMULATIVE cost of loan principal and interest canceled for certain subject matter teaching service (math, science, foreign languages, bilingual education, or other fields of expertise where the State educational agency determines there is a shortage of qualified teachers). The principal on this line is an offset for line 8, and the interest is a partial offset for line 22.

28 Cost of loan principal and interest canceled for all other authorized teaching service on loans made July 1, 1972, and after

Column c. Report the CUMULATIVE loan principal and interest canceled for all other authorized teaching service on loans made July 1,

1972, and after. The principal on this line is an offset for line 9, and the interest is a partial offset for line 22.

- 29 Cost of loan principal and interest canceled for military service loans made July 1, 1972, and after**

Column c. Report the CUMULATIVE loan principal and interest canceled for military service on loans made July 1, 1972, and after. The principal on this line is an offset for line 10 and the interest is a partial offset for line 22.

- 30 Cost of loan principal and interest canceled because of volunteer service in the Peace Corps or under the Domestic Volunteer Service Act of 1973**

Column c. Report the CUMULATIVE loan principal and interest canceled because of volunteer service. The principal on this line is an offset for line 11 and the interest is a partial offset for line 22.

- 31 Cost of loan principal and interest canceled for law enforcement and corrections officer service**

Column c. Report the CUMULATIVE loan principal and interest canceled for law enforcement and corrections officer service. The principal in this line is an offset for line 12 and the interest is a partial offset for line 22.

- 32 Cost of loan principal and interest canceled for child/family and early intervention service on loans made July 23, 1992, and after**

Column c. Report the CUMULATIVE cost of loan principal and interest canceled for child/family and early intervention service. The principal on this line is an offset for line 13, and the interest is a partial offset for line 22.

- 33 Cost of loan principal and interest canceled for nurse and medical technician service on loans made July 23, 1992, and after**

Column c. Report the CUMULATIVE cost of loan principal and interest canceled for nurse and medical technician service. The principal on this line is an offset for line 14, and the interest is a partial offset for line 22.

- 34 Cost of loan principal and interest canceled because of death/disability**

Column c. Report the CUMULATIVE loan principal and interest canceled because of death or permanent and total disability. The principal in this line is an offset for line 15 and the interest is a partial offset for line 22.

- 35 Cost of loan principal and interest canceled because of bankruptcy**

Column c. Report the CUMULATIVE loan principal and interest canceled because of bankruptcy. If only a portion of the debt has been discharged in bankruptcy, include the portion of the debt that has been discharged by the court. The principal in this line is an offset for line 16 and the interest is a partial offset for line 22.

- 36 Cost of defaulted loan principal and interest assigned to and accepted by the United States**

Column c. Report the CUMULATIVE costs of principal and interest on defaulted loans ASSIGNED to the Department of Education and accepted not later than June 30, 1995. The principal in this line is an offset for line 6 and the interest is a partial offset for line 22.

- 37 Other costs or losses**

Column c. Report all other CUMULATIVE costs or losses of principal and interest not covered in lines 25.3 through 36; e.g., compromise, write-off, etc. The principal in this line is an offset for line 17 and the interest is a partial offset for line 22.

- 38 Total debits and credits**

Column c is the sum of all of the entries in column c, lines 1 through 37.
Column d is the sum of all of the entries in column d, lines 5 through 24.

Total debits equal total credits.

Section B. Fund Activity (Annual) During the 1994-95 Award Year

Line

1 Final adjusted Federal capital contribution authorization

Report your original Federal capital contribution (authorized in your first allocation letter for the 1994-95 Award Year), plus any supplemental award for this period, minus any Federal Perkins Loan allocated funds for the 1994-95 Award Year that you returned to the Federal Government prior to September 30, 1995. Give the date of your last 1994-95 Federal Perkins Loan adjusted authorization.

2 FCC transferred to FSEOG & FWS

Report the Federal capital contribution amount that was transferred to and spent in FSEOG (line 2a) and FWS (line 2b). The amount in line 2a must be the same as the entry on line 3 of Part IV and the amount in line 2b must be the same as the entry on line 2 of Part V. The sum of line 2a plus line 2b may not exceed 25% of your original plus any supplemental FCC allocations for 1994-95.

NOTE: Any Federal Perkins FCC transferred to FSEOG or FWS must be entered in your institution's ED/PMS 272 Report as an expenditure against the program authorization from which the funds were taken (Perkins), not the authorization for the program into which the funds were transferred and used.

3 Amount of final adjusted Federal capital contribution for 1994-95 not requested from ED/PMS by June 30, 1995

Report the amount of your final adjusted Federal capital contribution for the 1994-95 Award Year that you did not request from the Department of Education Payment Management System (ED/PMS) on or before June 30, 1995. You may not request 1994-95 Federal Perkins Loan Federal funds from ED/PMS after June 30, 1995. DO NOT report any FCC for the 1994-95 Award Year that you returned to the Federal Government prior to September 30, 1995.

ED/PMS will deduct the amount entered in this line from funds available in your grantee account.

4 ICC deposited into the loan Fund

Report the amount of institutional capital contribution deposited into the Fund between July 1, 1994 and June 30, 1995.

5 Loans advanced to students from the loan Fund during 1994-95

Report the net amount of the loans paid to borrowers from the Fund. This figure is the total amount of loans paid to borrowers minus any refunds or adjustments to 1994-95 loans. Refunds on prior year notes should not be reported here.

6 Administrative cost allowance claimed for the 1994-95 Award Year

Report the amount withdrawn from the Fund for an administrative cost allowance. This amount must be the same as the amount in Part VI, Section B, line 23a. This amount could include funds claimed for any or all of these three programs.

7 Total principal and interest repaid by borrowers from all sources during the 1994-95 Award Year

Column a. Count the unduplicated number of borrowers who made payments on their loans in the 1994-95 Award Year.

Column b. Report the amount of principal and interest repaid by borrowers during the 1994-95 Award Year. Include any portion of the repayment that any collection firm(s) kept. Also include any penalty charges collected or late charges which were deposited into the Fund. Be sure to include amounts received as student repayments from ALL sources.

Do not include:

- collection firm charges over and above the principal and interest due as collection cost

or

- interest received from any investments.

8 Name and address of billing agent(s)

Provide the full name and address of any commercial billing agent used by your institution

to provide the routine billing, collection, and reporting on the status of your NDSL/Federal Perkins Loan portfolio. DO NOT use an acronym for the agent's name.

9 Name and title of loan officer/offices

Provide the name, title, and telephone number of any loan officer responsible for administering Federal Perkins Loan Program collections (other than the Financial Aid Administrator or Chief Fiscal Officer identified in Part I, Section B).

Section C. Cumulative Repayment Information as of June 30, 1995

This section is an analysis of the repayment status for all past and current National Defense/Direct Student Loan and Federal Perkins Loan borrowers as of June 30, 1995 at your institution. Count the number of borrowers, not the number of loans made. In lines 1 through 5.2, each borrower should be counted only once.

When a borrower has more than one loan and falls into more than one category in Section C, the dollars should be reported on the appropriate lines. However, the borrower should be reported only once in column b of the line for the loan where the borrower's principal amount outstanding is the greatest. (In column b the sum of lines 1, 2, 3, 4, 5.1 and 5.2 equals line 4, column b of Part III, Section A of the Fiscal Operations Report.)

Instructions for column entries in all applicable lines

Column b. Report the unduplicated borrowers for each line as of June 30, 1995.

Column c. Report the total amount lent to borrowers in column b.

Column d. Report the principal amount outstanding on all loans as of June 30, 1995. This is that portion of the amount lent that was not repaid or canceled as of June 30, 1995.

Line

1 Borrowers whose loans are fully retired

Column b. Report all past borrowers who have completely repaid or canceled their loans as of June 30, 1995, including any defaulted loans with balances less than \$25 retired after writing off.

Column c. Report the total dollar amount lent to those same borrowers.

2 Borrowers whose defaulted notes were assigned and officially accepted by the Department of Education as of June 30, 1995

Column b. Report the unduplicated CUMULATIVE number of borrowers whose defaulted loans were assigned to the Department of Education and officially accepted by June 30, 1995.

This entry must agree with line 6, column b, of Part III, Section A, Fiscal Operations Report.

Column c. Report the total amount lent to those same borrowers.

Column d. Report the total principal amount outstanding when the loans were assigned to and accepted by the Department of Education. This entry must agree with line 6, column d, of Part III, Section A, Fiscal Operations Report. Do NOT include any penalty/late charges assigned to the Department. Any payment your institution might have received from these borrowers subsequent to the Department's acceptance of the borrower's assigned loan is not to be reflected in this report. Such payments must be sent directly to the Department of Education.

3 Total borrowers not in repayment status

Column b. Report the borrowers attending institutions of postsecondary education at least half-time. This includes those students attending your institution and those who have filed for student deferments from other institutions. It includes those whose grace periods have expired as well as those who have not used their first grace period.

Report the borrowers who were in their first grace period. The first grace period is in three categories:

- for loans made before October 1, 1980, a grace period of 9 consecutive months, starting from the date the borrower ceased to be at least a half-time student at an institution of postsecondary education.
- for loans made on or after October 1, 1980 but before July 1, 1987, a grace period of 6 consecutive months, starting from the date the

borrower ceased to be at least a half-time student at an institution of postsecondary education.

- for loans made on or after July 1, 1987, a grace period of 9 consecutive months, starting from the date the borrower ceased to be at least a half-time student at an institution of postsecondary education. Review Section 674.32 of the regulations for terms relevant to less than half-time borrowers.

For borrowers in deferment and other grace periods, report those who attained deferment in accordance with the governing regulations. For loans made on or after October 1, 1980, a second grace period of 6 consecutive months follows the completion of a deferment period for study, service, or disability.

Column d. Report the principal outstanding on these loans.

4 Borrowers on schedule in repayment status

Column b. Report the borrowers making loan repayments on schedule.

Column d. Report the total principal amount outstanding on these loans.

5.1 IN DEFAULT less than 240 days (monthly installments) or less than 270 days (other installments)

Column b. Report the borrowers whose loans are in default less than 240 days if paying monthly installments and less than 270 days if paying less frequently than monthly installments.

Column c. Report the principal amount lent to those borrowers.

Column d. Report the principal amount outstanding on those loans.

5.2 IN DEFAULT 240 days or more (monthly installments) or 270 days or more (other installments)

Column b. Report the borrowers whose loans are in default 240 days or more if paying monthly installments and 270 days or more if paying less frequently than monthly installments.

Column c. Report the principal amount lent to those borrowers.

Column d. Report the principal amount outstanding on those loans.

Please note: All assigned notes that have been rejected by the Department of Education and returned to you, or for which you received an acceptance letter from the Department of Education dated after June 30, 1995, must be counted in the appropriate default category, according to the oldest payment in default, and may not be included in line 2 of this Section, nor in Section A, line 6.

Section D. Cohort Default Rate

Complete either lines 1.1 through 1.3, or lines 2.1 through 2.5, as appropriate. DO NOT complete both.

For the purpose of calculating the cohort default rate:

- A borrower has entered repayment the day after the borrower's initial grace period ended or the day the borrower waived the initial grace period. This date does not change if a deferment or a cancellation is granted after the borrower has entered repayment.
- A loan is in default if the borrower failed to make an installment payment when it is due or to comply with the other terms of the promissory note, and this situation had existed for at least 240 days for loans with monthly installments or at least 270 days for other loans.
- A loan is still considered to be in default if a payment is made by the institution, its owner, agency, contractor, employee, or any other entity or individual affiliated with the institution, in order to avoid default by the borrower.
- A loan is not considered to be in default if the borrower has made satisfactory arrangements to resume payment.

Institutions with 30 or more borrowers who entered repayment in the 1993-94 Award Year (7/1/93-6/30/94):

- 1.1 Enter the number of borrowers who entered repayment anytime from 7/1/93 to 6/30/94.
- 1.2 Of the number of borrowers who entered repayment in 1993-94, enter the number with loans in default as of June 30, 1995.

- 1.3 Divide the number of borrowers in line 1.2 by the number of borrowers in line 1.1 and multiply by 100 to calculate your cohort default rate.

Institutions with less than 30 borrowers who entered repayment in the 1993-94 Award Year (7/1/93-6/30/94):

- 2.1(a) Enter the number of borrowers who entered repayment anytime from July 1, 1991 to June 30, 1992.
- 2.1(b) Enter the number of borrowers who entered repayment anytime from July 1, 1992 to June 30, 1993.
- 2.1(c) Enter the number of borrowers who entered repayment anytime from July 1, 1993 to June 30, 1994.
- 2.2(a) Of the total number of borrowers in line 2.1(a) enter the number in default on June 30, 1993.
- 2.2(b) Of the total number of borrowers in line 2.1(b) enter the number in default on June 30, 1994.
- 2.2(c) Of the total number of borrowers in line 2.1(c) enter the number in default on June 30, 1995.
- 2.3 Enter the total number of borrowers who entered repayment during the 1991-92, 1992-93, and 1993-94 award years (sum of items 2.1(a) + 2.1(b) + 2.1(c)).
- 2.4 Enter the total number of borrowers with loans in default on June 30, 1993, June 30, 1994, and June 30, 1995 (sum of items 2.2(a) + 2.2(b) + 2.2(c)).
- 2.5 Divide the number of borrowers in line 2.4 by the total number of borrowers in line 2.3 and multiply by 100 to calculate your cohort default rate.

Instructions for Part IV: Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Who must complete Part IV?

You must complete Part IV if your institution received FSEOG Federal funds for 1994-95.

Line-by-line instructions for Part IV

Section A. Federal Funds Authorized for FSEOG

Use this section to report your authorization and any changes.

Line

1 Final adjusted FSEOG authorization

Report the amount of your original authorization (your first allocation letter for Award Year July 1, 1994 through June 30, 1995), plus any supplemental authorization you received for the FSEOG Program, minus any FSEOG funds you returned to the Federal government from your 1994-95 Award Year allocation prior to September 30, 1995. Give the date of your last 1994-95 adjusted FSEOG authorization.

Section B. Federal Funds Available for FSEOG Expenditures

Use this section to calculate the Federal funds that you had available for FSEOG expenditures.

2 FWS funds transferred to and spent in FSEOG

If you transferred funds from your FWS allocation to your FSEOG Program, enter the amount that you transferred. You must have spent the amount in the FSEOG Program. Any amount you transferred from FWS and did not spend in FSEOG, you must return to FWS. The maximum amount you may transfer from FWS to FSEOG is 25% of the sum of your 1994-95 FWS original and supplemental allocations. The amount in this line must be the same as the entry on line 3 of Part V.

3 Federal Perkins FCC funds transferred to and spent in FSEOG

If you transferred funds from your Federal Perkins FCC allocation to your FSEOG Program, enter the amount that you transferred. You must have spent the amount in the FSEOG Program. Any amount you transferred from your Federal Perkins FCC and did not spend in FSEOG, you must return to the Federal Perkins Loan Program. The total amount transferred to the FSEOG and/or the FWS Programs may not exceed 25% of the sum of your 1994-95 Federal Perkins original and supplemental FCC allocations. The amount in this line must be the same as the entry on line 2(a) of Part III, Section B.

4 Federal funds available for FSEOG

Line 4 equals line 1 plus line 2 plus line 3.

Section C. Funds to FSEOG Recipients

Do not include in either line 5 or 6 any non-Federal funds in excess of the required 25% non-Federal share.

5 Total funds to FSEOG recipients

The amount reported must consist of the required 25% non-Federal and the 75% Federal share unless the institution has been granted a waiver.

Line 5 equals the sum of line 6 plus line 7.

6 Non-Federal share of funds to FSEOG recipients

In order for the non-Federal funds to be reported for this line, the recipients of these monies must have also received some Federal funds from the FSEOG Program in the 1994-95 award year. Line 6 must be 25% of line 5, unless the institution had an approved waiver for 1994-95. Do not enter any institutional expenditure in excess of the 25% requirement.

The institution is required to provide the non-Federal share from its own resources which may include institutional grants and scholarships, tuition or fee waivers, state scholarships, or foundation or other charitable organization funds. A full discussion of the three methods of making the non-Federal share appears in Chapter 8 (pages 8-12) of the 1994-95 Federal Student Financial Aid Handbook.

Section D. Federal Funds Spent for FSEOG Program

Use this section to report how you spent the Federal funds available.

7 Federal share of funds to FSEOG recipients

Report the amount of FSEOG Federal funds expended for students, plus any FWS Federal funds and/or Federal Perkins FCC funds transferred into FSEOG and used for student grants. Line 7 must be equal to 75% of line 5, unless the institution has an approved waiver for 1994-95.

8 Administrative cost allowance claimed

Use Part VI, Section B, Steps 1 and 2, to calculate your administrative cost allowance. In Part VI, Section B, Step 3, report how much administrative cost allowance you claimed in the FSEOG Program. The amount on line 8 must be the same as the amount in Part VI, Section B, line 23(b). This amount could include funds claimed for any or all of these three programs.

9 Federal funds spent for FSEOG

Line 9 equals line 7 plus line 8.

Section E. Use of Federal FSEOG Authorization

Use this section to derive your unexpended (if any) and expended authorization amounts.

10 Expended FSEOG authorization

Line 10 equals line 9 minus line 2 minus line 3.

The amount in line 10 must agree with your final FSEOG expenditures reported to ED/PMS on the Federal Cash Transaction Report.

11 Unexpended FSEOG authorization

Line 11 equals line 1 minus line 10. This amount will ultimately be deducted from your ED/PMS grantee account.

Do not report this figure as a negative amount. An excess expenditure must be charged to institutional funds; however, the excess institutional share must not be entered in this report.

Section F. Miscellaneous Information

12 Prior year recoveries for FSEOG and FWS Programs

These instructions do not apply to Audit and Program Review findings. Any liability payments resulting from an audit or program review should not be included. You will be provided with specific payment instructions in those cases.

a. What are prior year recoveries?

Prior year recoveries are the Federal share of any monies students have returned to the institution during the period July 1, 1994 through June 30, 1995, that were disbursed to the student prior to July 1, 1994, or any recoveries you failed to report on last year's FISAP. These funds are generally the result of an overaward or an overpayment that could have occurred because of (1) an incorrect need analysis, (2) an erroneous disbursement, or (3) a refund.

b. How should an institution process a prior year recovery?

An institution is no longer required to follow separate procedures for processing open award and closed award prior year recoveries. The following process should be used to report all prior year recoveries:

1. Check the box under "Prior Year Recoveries" in the appropriate FSEOG or FWS Report.
2. Send a letter to the Department of Education identifying:
 - the program for each award recovery,
 - the award year(s) in which the recovered amount(s) was disbursed,

- the amount for each different award involved, and
 - the document number for each award.
3. Adjust the award expenditures and administrative cost allowance for the year the award was made on the ED/PMS 272 report.

All prior year recoveries reported to the Department of Education will be deobligated for the appropriate award(s).

The mailing address for the Prior Year Recoveries is:

U.S. Department of Education
AFMS, IFMD, Institutional Services Branch
600 Independence Avenue, S.W.
ROB-3, Room 4661
Washington, D.C. 20202-5460

The following should never be reported as "Prior Year Recoveries":

- 1994-95 authorizations for FSEOG or FWS,
- 1994-95 funds spent for FSEOG or FWS, or
- 1994-95 unexpended amounts for FSEOG or FWS.

Review this report to determine if the "Prior Year Recoveries" amount equals one of the above. If it does, then you know a problem exists and you need to go back and review the accuracy of all the amounts included in the "Prior Year Recoveries" entry.

Instructions for Part V: Federal Work-Study Program (FWS)

Who must complete Part V?

You must complete Part V if your institution received FWS funds for Award Year 1994-95.

Line-by-line instructions for Part V

Section A. Federal Funds Authorized for FWS

Use this section to report your authorization and any changes.

Line

1 Final adjusted FWS authorization

Report the amount of your original authorization (your first allocation letter for Award Year July 1, 1994, through June 30, 1995), plus any supplemental authorization you received for the FWS Program, minus any FWS funds you returned to the Federal Government from your 1994-95 Award Year allocation(s) prior to September 30, 1995. Give the date of your last 1994-95 adjusted FWS authorization.

Section B. Federal Funds Available for FWS Expenditures

Use this section to calculate the funds that you had available for FWS expenditures.

2 Federal Perkins FCC funds transferred to and spent in FWS

If you transferred funds from your Federal Perkins FCC allocation to your FWS Program, enter the amount that you transferred. You must have spent this amount in the FWS Program. Any amount you transferred from your Federal Perkins FCC and did not spend in FWS, you must return to the Federal Perkins Program. The total amount transferred to the FSEOG and/or FWS Programs may not exceed 25% of the sum of your 1994-95 Federal Perkins FCC original and supplemental allocation. The amount of this line must be the same as the entry on line 2(b) of Part III, Section B.

3 FWS funds transferred to and spent in FSEOG

If you transferred funds from FWS to FSEOG, enter the amount that you transferred. You must have spent this amount in the FSEOG Program. Any amount you transferred from FWS and did not spend in FSEOG, you must return to FWS. The maximum amount you may transfer from FWS to FSEOG is 25% of the sum of your 1994-95 FWS original and supplemental allocations. The amount of this line must be the same as the entry on line 2 of Part IV.

NOTE: Any FWS transferred to FSEOG must be entered in your institution's ED/PMS 272 Report as an expenditure against the program authorization from which the funds were taken (FWS), not the authorization for the program into which the funds were transferred and used.

4 1995-96 funds carried back and spent in 1994-95

Report any amount of your 1995-96 FWS allocation that was carried back and spent in Award Year 1994-95. The maximum amount you may carry back is 10% of the sum of your 1995-96 original and supplemental FWS allocations.

5 Additional 1995-96 Funds Carried Back for 1995 Summer Employment

If you report in line 4 above the maximum 10% carry-back amount, report any additional amount of your 1995-96 FWS allocation that was carried back and spent for payments to students for wages earned on or after May 15, 1995, but prior to the beginning of the 1995-96 award year (July 1, 1995).

6 1993-94 funds carried forward and spent in 1994-95

Report any amount of your 1993-94 FWS allocation that was carried forward and spent in Award Year 1994-95. The maximum amount you may carry forward to spend is 10% of the sum of your 1993-94 original and supplemental FWS allocations. If this entry is different from

the one in line 7 of your 1993-94 FWS Report, you must also send to us a revised 1993-94 FWS Report.

7 1994-95 funds carried forward to be spent in 1995-96

Report any amount of your FWS 1994-95 allocation that was carried forward to spend in Award Year 1995-96. The maximum amount you may carry forward is 10% of the sum of your 1994-95 original and supplemental FWS allocations.

8 1994-95 funds carried back and spent in 1993-94

Report any amount of your 1994-95 FWS allocation that was carried back and spent in Award Year 1993-94. The maximum amount you may carry back is 10% of the sum of your 1994-95 original and supplemental FWS allocations.

If this entry is different from the one in line 4 of your 1993-94 FWS Report, you must also send us a revised 1993-94 FWS Report.

9 Additional 1994-95 Funds Carried Back for 1994 Summer Employment

If you report in line 8 above the maximum 10% carry-back amount, report any additional amount of your 1994-95 FWS allocation that was carried back and spent for payments to students for wages earned after the end of your institution's 1993-94 academic year, but prior to the beginning of the 1994-95 award year on July 1, 1994.

If this entry is different from the one in line 5 of your 1993-94 FWS Report, you must also send us a revised 1993-94 FWS Report.

NOTE: Any FWS funds carried forward or carried back between award years must be entered in your institution's ED/PMS 272 Report as an expenditure against the FWS authorization for the award year from which the funds were taken not the authorization for the award year in which the funds were used.

10 Total funds available for 1994-95

Line 10 equals line 1 plus line 2 minus line 3 plus line 4 plus line 5 plus line 6 minus line 7 minus line 8 minus line 9.

Section C. Total Compensation for FWS

Use this section to report the total FWS compensation earned in Award Year 1994-95, both Federal and institutional shares. This is gross compensation including tax and other withholdings.

11 Total earned compensation for FWS Program

- a. Report the earned compensation for on-campus employment.
- b. Report the earned compensation for off-campus employment at public or private/non-profit agencies.
- c. Report the earned compensation for off-campus employment in the private for-profit sector.

12 Total institutional share of earned compensation

Report the total institutional share of all earned compensation. The minimum required institutional share varies by type of employment and is the complement of each of the Federal share percentages reflected in line 13. The institutional share includes the amounts contributed by your institution, as well as the amount contributed by any off-campus employer. If the institutional share of student compensation was paid in-kind (examples include tuition waiver, room and board, etc.), you must convert the in-kind compensation to cash value.

Line 12 must equal the difference between lines 11 and 13.

Section D. Funds Spent from Federal Share of FWS

13. Total Federal share of FWS earned compensation

Report on line 13 the Federal share of FWS total earned compensation: equals lines 13a plus b.

- a. Report the Federal share of compensation earned at the maximum 75% rate:

on-campus employment or off-campus employment at public or private non-profit agencies.

- b. Report the Federal share of compensation earned off-campus in private (for profit) sector employment at a maximum Federal share of 50%. This amount may not exceed 25% of the sum of your 1994-95 original plus supplemental authorizations.

Only if the institution has an approved waiver of the institutional share for 1994-95 may the entry in line 13(a) exceed the maximum 75% Federal share. The entry in line 13(b) may never exceed 50%.

14 Administrative cost allowance claimed

Use Part VI, Section B, Steps 1 and 2, to calculate your administrative cost allowance. In Part VI, Section B, Step 3, report how much administrative cost allowance you claimed in the FWS Program. The amount on line 14 must be the same as the amount in Part VI, Section B, line 23(c). This amount could include funds claimed for any or all of these three programs.

15 Federal share of Job Location and Development Program expenditures

Report the Federal share of the amount spent for the Job Location and Development Program. This amount must be the lesser of \$50,000 or 10% of the sum of your 1994-95 original and supplemental FWS allocations.

16 Total Federal funds spent for FWS

Line 16 equals lines 13 through 15.

Section E. Use of Federal FWS Authorization

Use this section to derive your expended and unexpended authorization amounts.

17 Expended FWS authorization

Line 17 is (lines 3 plus 7 plus 8 plus 9 plus 16) minus (lines 2 plus 4 plus 5 plus 6). The amount on line 17 must agree with your final FWS expenditures reported to ED/PMS on the Federal Cash Transaction Report. It cannot exceed your authorization on line 1.

18 Unexpended FWS authorization

Line 18 equals line 1 minus line 17. This amount will ultimately be deducted from your ED/PMS grantee account.

Do not report this figure as a negative amount. An excess expenditure must be charged to the institutional share of earned compensation.

Section F. Miscellaneous Information

19 Prior year recoveries

If you received FWS funds from students in Award Year 1994-95 that were disbursed in prior award years, enter the Federal share on this line.

Please Note: If you had prior year recoveries, you must do more than report the amount on line 19. You must adjust the award expenditures for the year the award was made. Please see the instructions for line 12 of Part IV for the FSEOG Program, and follow those same procedures for the FWS Program.

Section G. Information About the Job Location and Development Program (JLD)

20 Total expenditures for the Job Location and Development Program

Report the total amount spent (Federal and institutional) to establish, maintain, or expand the Job Location and Development Program.

21 Institutional expenditures for the JLD Program

Report the total amount of institutional funds spent. If your expenditures for the JLD Program were paid in kind (examples include staff salaries, related travel, printing and mailing costs, etc.), convert those contributions to their cash value. If you used Federal funds to operate the JLD Program, the amount reported on this line must be at least 20% of the amount reported on line 20.

22 Number of students for whom jobs were located or developed

Report the number of students for whom you developed or located jobs through the JLD Program, and who had earnings through JLD placement in Award Year 1994-95.

23 Total earnings

Report the total amount earned in 1994-95 by the students entered on line 22.

If you do not know their actual wages, report a reasonable estimate.

Instructions for Part VI: Program Summary

This part consists of two sections. Section A asks you to identify aid recipients by type of student and by income category for dependent and independent undergraduates, and to enter the amounts that you spent in each category of aid recipients. Section B assists you in calculating the administrative cost allowance.

Who must complete Part VI, Section A?

If you participated in the Federal Perkins Loan, FSEOG, or FWS Program in the 1994-95 Award Year, you must complete this section.

What do I need to complete this section?

You will need data from Parts III, IV, and V of this FISAP, and from your institution's records.

Line-by-line instructions for Part VI, Section A

Report the distribution of aid recipients and the amounts spent during the 1994-95 Award Year by taxable and untaxed income level for undergraduate dependent students (lines 1 through 7), undergraduate independent students (line 8 through 14) and/or graduate/professional students (line 15). All graduate/professional students must be entered in line 15, columns a, e, and g. Students reported in lines 1 through 15 are all students, whether full-time or part-time. Students entered in line 17 are those students from lines 1 through 15 enrolled less than full-time. The entries in column g are an unduplicated count and for most institutions are not the sum of columns a, c, and e.

The definitions for dependent, independent, undergraduate, and graduate/professional are the same as for Part II, Section E.

Income categories for lines 1 through 14 are determined in the same manner as those income levels used for the eligible aid applicants. (See Part II, Section E).

A student who was a recipient in more than one academic category in 1994-95 (e.g., undergraduate one term, and graduate another, dependent/independent, or changed from full-time to less than full-time status), should be reported in the category in which they were enrolled during the final term of the 1994-95 academic

year, or the final month of the training program for institutions with a non-traditional calendar.

Line

1-7 Undergraduate dependent

Column a. Report the number of undergraduate dependent Federal Perkins Loan Program recipients for each income level in lines 1 through 7.

Column b. Report the amounts lent to borrowers in column a for the income levels in lines 1 through 7.

Column c. Report the number of undergraduate dependent FSEOG recipients for each income level in lines 1 through 7.

In order to be an FSEOG recipient the student must have received some Federal funds from the FSEOG Program in the 1994-95 award year.

Column d. Report the amount provided to FSEOG recipients in column c for each income level in lines 1 through 7.

Under the "Individual FSEOG Recipient Basis" and "Fund Specific Basis" methods of providing the non-Federal share, the institution must report for each FSEOG recipient the appropriate 25% non-Federal and 75% Federal shares unless the institution has been granted a waiver. However, under the "Aggregate Basis" method each FSEOG recipient will not have received the 25% non-Federal share. For the "Aggregate Basis" method, report the amount of non-Federal share for the appropriate income level of the FSEOG recipient who actually received the non-Federal share. (Refer to the 1994-95 Federal Student Financial Aid Handbook, Chapter 8, for more information on these methods.)

Column e. Report the number of undergraduate dependent FWS recipients for each income level in lines 1 through 7.

Column f. Report the amount earned by FWS recipients in column e for each income level in lines 1 through 7.

Column g. Report the unduplicated number of recipients for columns a, c, and e for each line 1 through line 7.

Line
8-14 Undergraduate independent

Columns a. Report the number of undergraduate independent Federal Perkins Loan Program recipients for each income level in lines 8 through 14.

Column b. Report the amount lent to borrowers in column a for the income levels in lines 8 through 14.

Column c. Report the number of undergraduate independent FSEOG recipients for each income level in lines 8 through 14.

Column d. Report the amount provided to FSEOG recipients in column c for each income level in lines 8 through 14.

Column e. Report the number of undergraduate independent FWS recipients for each income level in lines 8 through 14.

Column f. Report the amount earned by FWS recipients in column e for each income level in lines 8 through 14.

Column g. Report the unduplicated number of recipients for columns a, c, and e for each line 8 through 14.

15 Graduate/Professional

Column a. Report the number of graduate/professional recipients in the Federal Perkins Loan Program.

Column b. Report the amount lent to Federal Perkins Loan graduate/professional recipients in column a.

Column e. Report the number of graduate/professional recipients in the FWS program.

Column f. Report the amount earned by FWS graduate/professional recipients in e.

Column g. Report the unduplicated number of recipients in columns a and e.

16 Total

The electronic FISAP process will automatically calculate line 16 totals for columns a, b, c, d, e, f, and g.

In column b, the total amount lent equals Part III, Section B, line 5.

In column d, the total FSEOG amount spent equals Part IV, Section C, line 5.

The total amount of FSEOG funds spent includes expenditures made from these sources:

FSEOG Federal funds,

FWS and Federal Perkins funds transferred to FSEOG, and

Non-Federal share.

In column f, the total FWS funds to students equals Part V, Section C, line 11.

The total amount of FWS funds spent includes expenditures made from these sources:

FWS Federal funds,

Federal Perkins funds transferred to FWS,

Non-Federal share.

17 Total less than full-time students

Column a. Of the students listed in lines 1-15, report the number of Federal Perkins Loan Program undergraduate and graduate/professional recipients who were less than full-time students.

Column b. Report the funds lent to borrowers in column a.

Column c. Of the students listed in lines 1-14, report the number of FSEOG recipients who were less than full-time students.

Column d. Report the funds awarded recipients in column c.

Column e. Of the students listed in lines 1-15, report the number of FWS undergraduate and graduate/professional recipients who were less than full-time students.

Column f. Report the funds earned by recipients in column e.

Column g. Report the unduplicated number of recipients in columns a, c, and e.

Who must complete Part VI, Section B?

If you are claiming an administrative cost allowance for the 1994-95 Award Year, you must complete this section.

Against what programs may I charge the administrative cost allowance?

You may charge the administrative cost allowance against:

- your Federal Perkins Loan Fund, if you made Federal Perkins Loans to students during the 1994-95 Award Year
- your FSEOG funds, if you made FSEOG awards to students during the 1994-95 Award Year
- your FWS funds, if you provided FWS employment to students during the 1994-95 Award Year

For the Federal Perkins Loan or FWS Programs you may not charge the administrative cost allowance against a program's funds if your only expenditure in that program was a transfer of funds to another program.

Instructions for Part VI, Section B

(Use these screens as your worksheet.) Follow each line calculation for steps 1 and 2.

Step 3, line 23. Once the total administrative cost allowance is computed, you may charge this amount—at the institution's discretion—to available funds under one or more of the campus-based programs. (For the Federal Perkins Loan Program, "available funds" represent cash on hand in the Loan Fund.)

Retain a copy of the worksheet for audit and program review purposes. Do not send it to the Department of Education.

**Institutional Financial Management Division
Campus-Based-Programs
State Representatives**

Mrs. Jennifer Eades Alternate: C. Franklin-Jones	(202) 708-9184	NE, NV, NH, NJ, NM, NY, PR, UT, VI
Mrs. C. Franklin-Jones Alternate : Jennifer Eades	(202) 708-9183	AL, AK, AZ, CO, CT, DE, GA, KY, RI, VT
Mrs. Rhonda Herbert Alternate: Jim Porter	(202) 708-9191	AR, DC, HI, TN, TX, VA, PI, GU
Mr. Joseph Morris Alternate: Alice Payne	(202) 708-8745	ID, IL, IN, IA, KS, MO
Ms. Dinah Nelson Alternate: Vicki Roberson	(202) 708-8759	FL, MS, OH, PA
Ms. Alice Payne Alternate: Joseph Morris	(202) 708-9754	CA, SC
Mr. Jim Porter Alternate: Rhonda Herbert	(202) 708-7752	NC, ND, OK, OR, SD, WA, WV, WI, WY
Ms. Vicki Roberson Alternate: Dinah Nelson	(202) 708-7747	LA, ME, MD, MA, MI, MN, MT
State Representative's Fax	(202) 260-0522	

If ultimately you are unable to reach your State Representative at the above telephone number, you may call the alternate identified below the name of your State Representative. If you are still unsuccessful, telephone Judy Norris, Acting Chief, Campus-Based Financial Operations Branch at (202) 708-9757.

24-HOUR COMMUNICATIONS: To access our 24-hour information service, call (202) 205-0045.