

# Administering Federal Student Aid for Transfer Students

## LASFAA - March 16, 2017

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United States  
Department of Education



**Federal Student Aid**  
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# Agenda

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- Transfer Monitoring and General Provisions
- Administering Pell Grants
- Administering Direct Loans
- R2T4 and Overlapping Payment Periods
- Resources

# Transfer Monitoring and General Provisions

# Transfer Monitoring

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Transfer monitoring applies to any student who attended another school prior to attending your school in the same award year.

- Identify students transferring to your school during the award year
- Provide identifying information for those students to NSLDS
- NSLDS alerts you to any relevant changes in student's financial aid history

# Transfer Monitoring

**START HI GO FURTI FEDERAL ST** National Student Loan Data System (NSLDS)

**NSLDS** Menu Aid Enroll Org Report Tran

Menu | System Requirements | Contact Us | FAQ | Download Help

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

**Messages**  
05/12/2014 Logoff function changed

**Financial Aid**  
[Loan History](#)  
[Overpayment List](#)  
[Grants](#)  
[Delinquent Borrowers](#)  
[Exit Counseling History](#)  
[Student Access Interface](#)  
[Student Contact Info](#)  
[SSN Conflict](#)

**Enrollment**  
[Enrollment Summary](#)  
[Enrollment Update](#)  
[Enrollment Reporting Profile](#)  
[Enrollment Submittal](#)  
[Enrollment Notification Override List](#)  
[Exit Counseling Submittal](#)  
[GE List](#)  
[GE Reporting List](#)  
[GE Mass Update/Deactivate](#)  
[GE Submittal](#)

**Transfer Monitoring**  
[Transfer Monitoring List](#)  
[Monitoring Alert Review](#)  
[Transfer Monitoring Re-populate](#)  
[School Transfer Profile](#)

Only the beginning of each message is displayed above. Click on the message text above to see the complete message below.

SSN:  First Name:   
DOB:

Enter details and click on a Financial Aid link or Enrollment Summary above.  
DOB should be in MMDDCCYY format.

# School Transfer Profile

NSLDS Menu Aid Enroll Org Report Tran

Transfer Monitoring List | Monitoring Alert Review | Transfer Monitoring Re-Populate |

**School Transfer Profile**

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

**School Transfer Profile**

 Successfully added.

**First Name:** EAST  
**Last Name:** WEST  
**Title:** FINANCIAL AID ADMINISTRATOR  
**Phone:** 123-456-7890  **Ext:**  
**E-Mail:** east.west@northsouth.edu  
**Inform:**   
**Inform Org:**   
**Monitor:** 90  
**Alert:** Web and Batch  
**SAIG Mailbox:** TG88002      **Transfer Monitoring Servicer:** Yes  
**Alert Org:** ITT TECHNICAL INST  
**Batch Alert Method:** Extract  
**Last Update By:** TEST USER on 09/26/2014

The school must set up a *School Transfer Profile* before attempting to use any of the NSLDS Transfer Monitoring Functions.

# Transfer Monitoring Three-Step Process

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*Inform: Create a list of transfer students that you need NSLDS to monitor.*

- This list can be created on the NSLDS website or can be created in your own institutional software and submitted to NSLDS via the SAIG
- You should add students to the list who have received Title IV aid in the past, but will not be receiving it at your school (this will add the students to your NSLDS Enrollment Reporting roster)

# Transfer Monitoring List

 **START HERE  
GO FURTHER**  
FEDERAL STUDENT AID

**National Student Loan Data System (NSLDS)**

**Menu** **Aid** **Enroll** **Org** **Report** **Tran**

**Transfer Monitoring List** | Monitoring Alert Review | Transfer Monitoring Re-Populate | School Transfer Profile

Logged on as: SC0T025 TRAINEE from UNIVERSITY OF NSLDS

### Transfer Monitoring List

Sort By:

Display Only: SSN:

Last Name:

Enrollment Begin Date:  (MMDDCCYY)

Monitor Begin Date:  (MMDDCCYY)

Last Changed By:

	SSN	Name	DOB	Enrollment Begin Date	Monitor Begin Date	Last Changed By
1	966-54-9316	REBECCA BYTLAT	05/19/1986	02/12/2010	10/07/2009	JIM YODER 10/07/2009
2	966-94-8195	WILLIAM CDPAAAC	08/12/1990	02/01/2010	02/26/2010	SC0T025 TRAINEE 02/26/2010
3	966-57-7154	KATRIENNE CEIPYWSAF	10/31/1987	02/02/2010	05/22/2009	JOHN HOLLAND 05/22/2009
4	966-57-7947	ALICIA DYUSA	12/12/1989	02/06/2010	09/01/2009	MOHAMMED LOYA 09/01/2009
5	966-94-3416	DEREK FEPAT	11/07/1990	02/01/2010	02/26/2010	SC0T025 TRAINEE 02/26/2010

# Transfer Monitoring Three-Step Process

*Monitor: Once your list has been established, NSLDS will monitor the students for changes in their financial aid history.*

- NSLDS will monitor students from 30 to 120 days from the enrollment begin date, depending on the time frame you established when setting up the school's transfer profile.

# Transfer Monitoring Three-Step Process

*NSLDS will alert you when a:*

- New loan or grant is being awarded
- New disbursement is made on loan or grant
- Loan or grant (or single disbursement) is revised or cancelled

NSLDS also sends an electronic notification reminder to the email address on the School Transfer Profile setup page.

# Transfer Monitoring & Disbursements

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- Disbursements to a student included on the transfer monitoring list cannot be made for seven days following the date the student was added.
- Exception: If an NSLDS response is received prior to the seven days expiring, or if NSLDS is accessed directly to determine the student's financial aid history.

# Overpayment Liabilities

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- Assuming proper procedures are followed, if a transfer student is subsequently found to be ineligible for all or part of the disbursement, it becomes a *student* overpayment liability.
- As an overpayment, the student is ineligible for Title IV aid until it is resolved.

# Verification By Another School

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- If a student is selected for verification, and was verified by another school before transferring to yours, verification is not required provided that:
  - Verification was performed in the same award year
  - The student's FAFSA data has not changed
  - A letter is obtained from the previous school confirming verification and the pertinent ISIR transaction number

# Satisfactory Academic Progress

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- Schools must include in their Satisfactory Academic Progress policy how transfer student progress is monitored. Schools may choose to:
  - Include all transferred hours as both attempted and completed courses, or at minimum those hours that count toward the current academic program
  - Count grades received for all transferred hours, or exclude consideration of grades

# Administering Pell Grants

# Approaching Pell Grant Calculations

- Always approach Pell Grant awards from an Award Year perspective (e.g., July 1 2016 to June 30, 2017) to determine remaining Pell Grant eligibility
- Use the appropriate formula to determine award amounts on a payment period basis, up to the remaining Pell Grant eligibility amount

# Pell Grants and Transfer Students

- A transfer student's remaining Pell Grant eligibility is reduced if the student received Pell Grant funds for the same award year at a prior school.

*How COD calculates percentage used:*

$$\frac{\text{Amount disbursed at prior school}}{\text{Scheduled Award at prior school}} = \text{Percentage Used}$$

$$\frac{\$3,489}{\$5,815} = 60\%$$

# Pell Grants and Transfer Students

- Awarding remaining eligibility
  - 100% minus % of Scheduled Award used = maximum percentage of Scheduled Award the student may receive at your school
  - Always use percentages, not amounts, to determine remaining eligibility for transfers
    - Exception: If Scheduled Award at both institutions is the same, remaining eligibility may be determined by subtracting amount received at the first institution from the Scheduled Award
  - Disburse up to the full amount for each payment period according to the appropriate formula
    - Do not apportion remaining amount equally across payment periods

# Calculating Remaining Percentage

How school would calculate remaining Pell Grant available for disbursement:

$$100\% - 60\% \text{ used} = 40\% \text{ remaining}$$

$$\begin{array}{l} \text{Scheduled Award} \\ \text{at transfer school} \end{array} \times \begin{array}{l} \text{Remaining} \\ \text{percentage} \end{array} = \text{Remaining Pell}$$

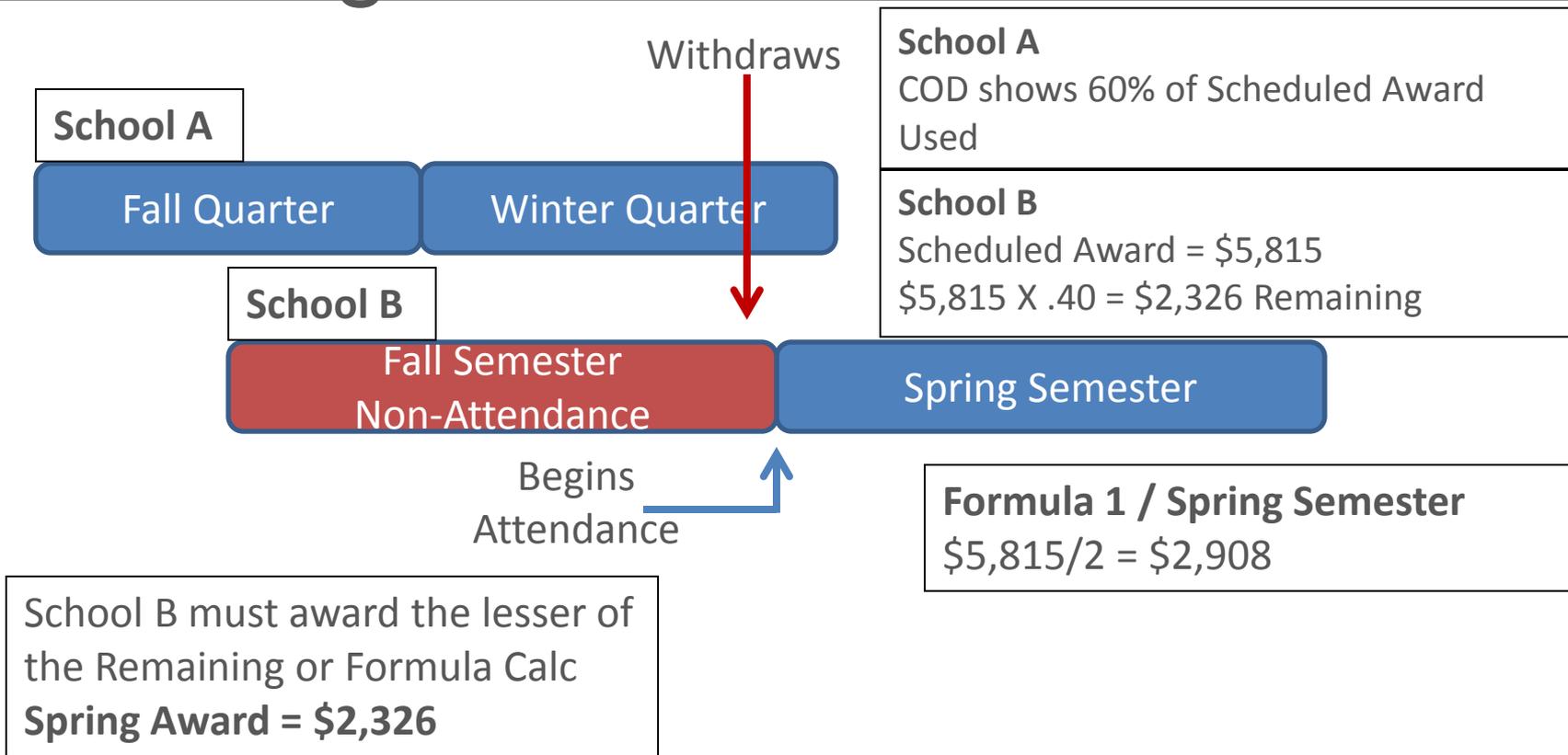
$$\$5,815 \times .40 = \$2,326$$

# Awarding Transfer Pell Grant

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- Remaining: \$2,326 for the 2016-2017 Award Year
- Transfer school is term-based Formula 1:
  - Student begins in the Spring Semester
  - Formula 1:  $\$5,815 / 2 = \$2,908$  per payment period
  - Since student only has \$2,326 remaining for the award year, transfer school would award \$2,326 for the Spring

# Awarding Transfer Pell Grant



# Administering Direct Loans

# Approaching Direct Loan Calculations

- Always approach Direct Loan awards from an Academic Year perspective to determine remaining Direct Loan eligibility
- Use the appropriate annual loan limit for the grade level the student has achieved at your school

# Academic Years

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- Annual Loan Limits are based on the Academic Year
  - Student cannot receive a new annual loan limit until the completion of the Academic Year
- Academic Years are defined by the school, but must adhere to ED's minimum definition:
  - Semester/Trimester = 30 weeks / 24 credit-hours
  - Quarter = 30 weeks / 36 credit-hours
  - Clock Hour = 26 weeks / 900 clock-hours

# Minimum Loan Periods

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- For credit-hour, standard-term or nonstandard-term SE9W programs, minimum loan period is the term
- For clock-hour, nonterm or nonstandard-term NSE9W programs, minimum loan period is the lesser of:
  - The length of the program
  - The remaining portion of the program
  - The academic year

# Overlapping Academic Years

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- If student transfers into your school and an academic year reported by prior school has not fully elapsed:
  - For credit-hour programs using standard terms or nonstandard terms but that are SE9W, report your own academic year and ignore prior school's for reporting to COD
  - Do not ignore the DL funds received by the student at the prior school
  - For nonterm or clock-hour programs, use prior school's academic year dates

# Obtaining Academic Year Dates

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- A school can obtain specific begin and end dates of the prior school's academic year by:
  - Obtaining documentation from the prior school, *OR*
  - Looking for the academic year dates of Direct Loans originated by prior school in the Award Detail in COD
- It is important that all academic years and loan periods are reported accurately to ensure correct calculations for the 150% subsidized loan limit

# SAY Example #1

Student attended School A and received \$1,750 in subsidized loans as a first-year student (the loan was originally fall/spring for \$3,500, but the student withdrew and School A modified the existing loan period). School A uses SAY to track annual loan limits and defines its SAY as Fall and Spring.

8/25/2016 - 12/17/2016

8/25/2016 - 5/10/2017

Student transfers to School B for Spring, which also uses SAY to track annual loan limits. Student remains a first year student and can only receive remaining \$1,750 until the later SAY ends.

1/15/2017 - 5/27/2017

8/25/2016 - 5/27/17/2017

Summer 2017

Important concept is that the annual loan limit applies to the SAY regardless of how many schools' AYs are in play.

# SAY Example #2

Student attended School A and received \$1,750 in subsidized loans as a first-year student (the loan was originally fall/spring for \$3,500, but the student withdrew and School A modified the existing loan period). School A uses SAY to track annual loan limits and defines its SAY as Fall and Spring.

8/25/2016 - 12/17/2016

8/25/2016 - 5/10/2017

Student transfers to School B for Spring, which uses BBAY 1 to track annual loan limits. Student can only receive remaining \$1,750 until SAY from prior school ends.

1/5/2017 - 5/15/2017

5/16/2017 - 8/21/2017

1/5/2017 - 8/21/2017

After SAY from prior school ends, student can receive another \$1,750 before the end of the BBAY. Though the \$1,750 from School A no longer counts, the first \$1,750 from School B counts.

# SAY Example #3

Student attended School A and received \$2,250 in subsidized loans as a second-year student (the loan was originally fall/spring for \$4,500, but the student withdrew and School A modified the existing loan period). School A uses SAY to track annual loan limits and defines its SAY as Fall and Spring.

8/25/2016 - 12/17/2016

8/25/2016 - 5/10/2017

Student transfers to School B for Spring, which uses BBAY 1 to track annual loan limits. School B does not accept any transfer credit-hours and the student enters as first-year student. Student can only receive remaining \$1,250 until SAY from prior school ends.

1/5/2017 - 5/15/2017

5/16/2017 - 8/21/2017

1/5/2017 - 8/21/2017

After SAY from prior school ends, student can receive another \$2,250 before the end of the BBAY.

# BBAY Example #1

Student attended School A and received \$1,750 in subsidized loans as a first-year student.

8/25/2016 - 12/17/2016

8/25/2016 - 5/10/2017

Student transfers to School B to start a 2-year *clock-hour* program which must use a BBAY 3. Student can only receive remaining \$1,750 until SAY from prior school ends.

3/5/2017 – 5/10/2017

8/25/2016 - 5/10/2017 AY at School A

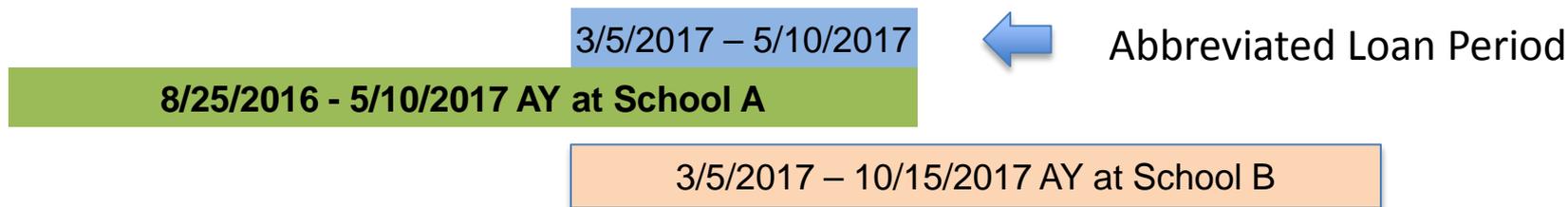


Abbreviated Loan Period

After SAY from prior school ends, student progresses to next annual loan limit.

# BBAY 3 Example #1

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The abbreviated loan period is linked to School A's AY  
But School B's AY drives Pell and Campus Based and the  
payment periods for those programs.....which means they  
may not match DL payment periods

# R2T4 and Overlapping Payment Periods

# Overlapping Payment Periods

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Because payment periods for Pell Grants are defined within an Award Year and Direct Loan payment periods are defined within an Academic Year, a student entering into a BBAY 3 environment may appear to have two overlapping payment periods.

However, it should be noted that for R2T4 purposes, the school must use a payment period as defined in 668.4 when performing their calculation.

# Overlapping Payment Periods

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668.4(c) defines a payment period as the time it takes the student to complete half the hours and the weeks of instructional time in the program or the defined academic year, whichever is shorter.

Therefore an abbreviated loan period designed to complete a prior school's academic year does not meet the definition of a payment period as defined in 668.4 and should not be used for R2T4 calculation purposes.

# Overlapping Payment Periods

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Student begins attendance in a clock-hour program at school A. The defined Academic Year is from 4/20/16 to 10/9/16. The student withdraws on 7/6/16 and begins attendance in another clock-hour program at School B on 8/24/16. The program at School B is one academic year in length and ends on 3/11/17.

For School B, the Pell Grant Award is not bound to School A's Academic Year, but the Direct Loan must have an initial loan period starting on 8/24/16 and ending on 10/9/16.



# Resources

# Resources

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- **Transfer Monitoring**
  - IFAP / Processing Resources / NSLDS Reference Materials
- **Transfer Students in the *FSA Handbook***
  - General: Volume 3, Chapter 1
  - Pell: Volume 3, Chapter 3
  - Direct Loans: Volume 3, Chapter 5
  - Withdrawals: Volume 5, Chapter 1
- **Federal Register, November 1, 2013: Final Rule, Student Loans – Part II**
- **Regulations**
  - 34 CFR 668.22
  - 34 CFR 685.301
  - 34 CFR 686.23-24
  - 34 CFR 690.85

# Resources

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## Research and Customer Care Center

800-433-7327

[fsa.customer.support@ed.gov](mailto:fsa.customer.support@ed.gov)



## Reach FSA

855-FSA-4FAA -- one number to reach 10 contact centers!

*Campus-Based Call Center*

*COD*

*CPS/SAIG*

*NSLDS*

*G5*

*eZ-Audit*

*School Eligibility Service Group*

*Foreign Schools Participation Division*

*Research and Customer Care Center*

*Nelnet Total & Permanent Disability Team*

# Contact Information

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# Training Feedback

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To ensure quality training we ask all participants to please fill out an online session evaluation

<https://s.zoomerang.com/s/KevinCampbell-TX>

Survey feedback is a tool to help us improve our training, justify training/travel expenditures and to listen to our customers

Please provide any comments regarding this training or the trainer to:

Jo Ann Borel, Title IV Training Supervisor

[joann.borel@ed.gov](mailto:joann.borel@ed.gov)

# Thank You LASFAA!



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Student Financial Aid  
Administrators



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# QUESTIONS?

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