

**DEPARTMENT OF EDUCATION****Federal Pell Grant Program**

**AGENCY:** Department of Education.

**ACTION:** Notice; deadline dates for receipt of applications, reports, and other documents for the 1996-97 award year.

**SUMMARY:** The Secretary announces the deadline dates for receiving documents from persons applying for grants under, and from institutions participating in, the Federal Pell Grant Program in the 1996-97 award year.

**FOR FURTHER INFORMATION CONTACT:** Jacquelyn C. Butler, Program Specialist, Pell and State Grant Section, Grants Branch, Policy Development Division,

Policy, Training, and Analysis Service, Office of Postsecondary Education, U.S. Department of Education, 600 Independence Avenue, S.W. (ROB-3, Room 3045), Washington, DC 20202-5447. Telephone: (202) 708-4607.

Individuals who use a telecommunications device for the deaf may call the Federal Information Relay Service at 1-800-730-8913 between 9 a.m. and 8 p.m., Eastern time, Monday through Friday.

**SUPPLEMENTARY INFORMATION:** The Federal Pell Grant Program, administered by the U.S. Department of Education (Department), provides grants to students attending eligible institutions of higher education to help them pay for their educational costs. The program supports Goals 2000, the

President's strategy for moving the Nation toward the National Education Goals, by enhancing opportunities for postsecondary education. The National Education Goals call for increasing the rate at which students graduate from high school and pursue high quality postsecondary education and for supporting life-long learning. Authority for the Federal Pell Grant Program is contained in section 401 of the Higher Education Act of 1965, as amended, 20 U.S.C. 1070a.

**Deadline Dates**

The following tables provide the deadline dates for the Federal Pell Grant Program for the 1996-97 award year.

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<u>A. Deadline Dates for Application Processing and Receipt of Student Aid Reports (SARs) or Institutional Student Information Records (ISIRs)</u>			
Who Submits?	What is Submitted?	Where is it Submitted?	What is the Deadline Date?
Student	A paper original Free Application for Federal Student Aid (FAFSA) or renewal application (Renewal FAFSA)	Multiple Data Entry (MDE) Servicer listed on the student's application	June 30, 1997
Student	FAFSA Express	Central Processing System (CPS)	June 30, 1997
Student thru institution	An electronic original or renewal application (EDEXpress)	CPS	*June 30, 1997
Student	SAR corrections, confirmations, and duplicate requests	MDE Servicer listed on the student's SAR	August 15, 1997
Student thru institution	ISIR corrections, confirmations, and duplicate requests	CPS	*August 15, 1997
Student	Valid SAR	Institution	The earlier of: - the student's last date of enrollment; or - August 29, 1997
Student thru CPS to institution	Valid ISIR	Institution receives ISIR from the CPS	The earlier of: - the student's last date of enrollment; or - August 29, 1997
Student	Verification documents	Institution	The earlier of: - 60 days after the student's last date of enrollment; or - August 29, 1997
* The deadline for submitting electronic transactions is prior to midnight (Central Time) on the deadline date. Transmissions must be completed and the records must be accepted for processing before midnight to meet the deadline. Transmissions started but not completed until after midnight are not considered on time.			

B. <u>Deadline Dates for Reporting Federal Pell Grant Student Payment Data</u>			
Who Submits?	What is Submitted?	Where is it Submitted?	What is the Deadline Date?
Institution	At least one acceptable student Payment Data record must be submitted for each Federal Pell Grant recipient at the institution by:  -Recipient Data Exchange (Tape); or -Floppy Disk Data Exchange; or -Electronic Data Exchange**	1. Institutions transmitting student Payment Data using Recipient Data Exchange or Floppy Disk Data Exchange submit through:  Regular Mail:  U.S. Department of Education Application & Pell Processing Systems Division, PSS P.O. Box 10800 Herndon, Virginia 20172-7009  or  Commercial Courier:  U.S. Department of Education Application & Pell Processing Systems Division, PSS c/o PRC Inc. G-T01 PGRFMS/DMS 12001 Sunrise Valley Drive Reston, Virginia 20191-3411	An institution is required to submit student Payment Data not later than 30 calendar days after the institution: -makes a payment; or -becomes aware of the need to make an adjustment to previously reported student Payment Data or expected student Payment Data. (Following this chart is a detailed discussion explaining an institution's responsibility for reporting student Payment Data.)
		2. Institutions transmitting student Payment Data using Electronic Data Exchange submit through:  Title IV Wide Area Network	After September 30, 1997 only if: -downward adjustment of previously reported award; or -initial audit or program review finding per 34 CFR part 690.83.
		U.S. Department of Education Institutional Financial Management Division, AFMS P.O. Box 23791 Washington, DC 20026-0791	Administrative relief based on an administrative error by the Department or Departmental contractors: January 31, 1998
**Transmission of student Payment Data using Electronic Data Exchange must be started prior to midnight on the deadline date.			

### Deadline for Reporting Federal Pell Grant Student Payment Data

In the 1995–96 award year, institutions were required to report student "Payment Data" to the Department by fixed reporting periods. (Student Payment Data include both the Federal Pell Grant payment that an institution makes to a student and the Federal Pell Grant payment it expects to make to that student for an award year.) Thus, for example, an institution was required to report student Payment Data to the Department by October 15, 1995 if it paid a Federal Pell Grant to a student at any time during the period of July 1, 1995 through October 15, 1995.

For the 1996–97 award year, the Secretary has changed the period for reporting student Payment Data to the Department. Reporting periods are not fixed but are based on the date an institution pays a Federal Pell Grant to a student. Under this reporting requirement, an institution must submit to the Department Payment Data for a student not later than 30 calendar days after the institution makes a payment to the student. In addition, if the institution becomes aware that previously reported payments or expected payments, *i.e.*, Payment Data, for a student are no longer accurate, the institution must submit accurate Payment Data for that student to the Department not later than 30 calendar days after becoming aware of the change.

The following two examples illustrate the new reporting requirement. As a first example, a student enrolls for the fall 1996 semester at an institution. The institution pays that student his Federal Pell Grant award for that semester on September 5, 1996. The institution must submit that student's Payment Data to the Department not later October 5, 1996.

As a second example, a student enrolls for the fall 1996 semester as a full-time student, and the institution

expects the student to enroll as a full-time student for the spring 1997 semester. The institution pays that student his Federal Pell Grant award for the fall 1996 semester on September 5, 1996. The institution submits that student's Payment Data to the Department on October 1, 1996. On January 15, 1997 the student enrolls in the spring 1997 semester as a half-time student. The institution must submit to the Department revised Payment Data for that student not later February 14, 1997.

Because some institutions have not yet received computer software necessary to submit student Payment Data to the Department and this notice is being published after the beginning of the 1996–97 award year, the Secretary understands that not all institutions will initially report student Payment Data within the 30-day reporting period. Therefore, the Secretary will not take adverse actions against an institution that does not initially submit student Payment Data within the 30-day reporting period during the first three months of the 1996–97 award year.

### Proof of Delivery

The Department accepts as proof, if the documents were submitted by mail or by non-U.S. Postal Service courier, one of the following:

- (1) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (2) A legibly-dated U.S. Postal Service postmark.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method of proof of mailing, an institution should check with the post office at which it mails its submission. An institution is strongly encouraged to use First Class Mail.

- (3) A dated shipping label, invoice, or receipt from a commercial courier.
- (4) Other proof of mailing or delivery acceptable to the Secretary.

The Department accepts hand deliveries at the address stated in the previous chart between 8 a.m. and 4:30 p.m. Eastern Time on days other than Saturday, Sunday, or Federal holidays.

An institution that transmits its student Payment Data information via the EDE Electronic Payments service must ensure that its transmission is completed before midnight (local time at the institution's EDE destination point) on September 30, 1997.

### Other Sources for Detailed Information on the Application and Automated Processes

A more detailed discussion of the student application process for the Federal Pell Grant Program is contained in the *1996–97 Student Guide, Funding Your Education*, the *1996–97 Counselor's Handbook for High Schools*, the *1996–97 Counselor's Handbook for Postsecondary Schools, A Guide to 1996–97 SARs and ISIRs* (Action Letter #8 March 1996), and the *1996–97 Federal Student Financial Aid Handbook*. A more detailed discussion of the institutional reporting requirement for student Payment Data for the Federal Pell Grant Program is contained in the *1996–97 Federal Student Financial Aid Handbook*.

### Applicable Regulations

The regulations applicable to this program are the Federal Pell Grant Program regulations in 34 CFR part 690, the Student Assistance General Provisions regulations in 34 CFR part 668, and the Institutional Eligibility regulations in 34 CFR part 600.

(Catalog of Federal Domestic Assistance No. 84.063, Federal Pell Grant Program) (Authority: 20 U.S.C. 1070a)

Dated: August 23, 1996.

David A. Longanecker,  
*Assistant Secretary for Postsecondary Education.*

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