Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

# Fiscal Operations Report for 2019–20 and Application to Participate for 2021–22 (FISAP) Instructions

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

**The FISAP must be submitted to the U.S. Department of Education by October 1, 2020.**

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# Introduction to the FISAP

## The Legal Reason You Must Complete the Application to Participate

For a school to participate in the Campus-Based programs it is required to file an application by the deadline date of October 1, 2020 as established in the Federal Register Notice "2020-2021 Award Year Deadline Dates for Campus-Based Programs" that was published in the Federal Register on January 3, 2020 (Vol. 85, No. 2 FR 303). It is important to note that if the U.S. Department of Education (the Department) does not receive a completed application by the published deadline date, you cannot be assured that your school will be allocated funds for any of the Campus-Based programs. The regulatory and statutory citations are Perkins Loan (34 CFR 673.3) (20 U.S.C. 1087bb), FWS (34 CFR 673.3) (42 U.S.C. 2752), and FSEOG (34 CFR 673.3) (20 U.S.C. 1070b-3).

## The Legal Reason You Must Complete the Fiscal Operations Report

Federal regulations state that if you spent Campus-Based program funds in 2019–20 or have a Perkins Loan Fund, you must submit a Fiscal Operations Report. The regulatory and statutory citations are as follows: Perkins Loan (34 CFR 674.19), FWS (34 CFR 675.19), and FSEOG (34 CFR 676.19), (20 U.S.C.1094).

## Disclosure of Estimated Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0030. Public reporting burden for this collection of information is estimated to average 24 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Responding to this collection is mandatory in accordance with 34 CFR 674.19 (Perkins Loan), 34 CFR 675.19 (FWS), and 34 CFR 676.19 and 20 U.S.C. 1094 (FSEOG). If you have comments or concerns regarding the status of your individual submission of this form, please contact the Common Origination and Disbursement (COD) School Relations Center directly at 1-800-848-0978 or email CODSupport@ed.gov. Customer service representatives are available Monday through Friday from 8 a.m. until 8 p.m. Eastern time (ET).

## What is the FISAP?

The FISAP contains two sections:

- the Application to Participate in the Campus-Based programs (FSEOG and FWS) for the award year July 1, 2021 through June 30, 2022, *and*

- the Fiscal Operations Report for program participation and continued service of the Perkins Loan Portfolio during the award year July 1, 2019 through June 30, 2020.

## What do these programs provide?

All programs provide funds (in different ways) to students with financial need to help pay postsecondary education costs.

The FSEOG Program offers grants to the neediest students, and the FWS Program provides part-time employment for students. Each program has a CFDA number. ("CFDA" is the acronym for the Catalog of Federal Domestic Assistance, which describes all federal programs.) For Perkins, the number is CFDA#84.038; for FSEOG, it is CFDA#84.007; and for FWS, it is CFDA#84.033.

The authority to award new Perkins Loans to students has expired and no further disbursements were permitted after June 30, 2018. Schools are permitted to continue servicing their Perkins Loan portfolio and must continue to report information about their Perkins Loan program on its annual FISAP.

## What should new applicants do to participate in the Campus-Based programs?

If your school is a first-time participant or does not possess a current Program Participation Agreement (PPA) for the Title IV programs, apply for participation to the Department's School Eligibility Service Group (SESG). Schools *must* use the online application available at https://eligcert.ed.gov. Once your school answers the initial application questions and prints and submits them to the School Participation Division (SPD) for your school's home state, the SPD will provide your school with an OPEID number that gives your school access to complete the E-application.

Your school does not need to establish eligibility before filing the FISAP by the October 1, 2020 deadline. However, if your school wishes to participate in the Campus-Based programs in the 2021–22 award year, it must have an OPEID number to submit a FISAP to apply for funds before the October 1 deadline.

Also, your school will not receive any Campus-Based funds until it is certified by the Department as eligible to participate in the Federal Student Aid programs.

## What sections of the FISAP are required to be completed?

It depends. The FISAP collects data to apply for funds and to report expenditure of funds previously received. The data collected is for two separate award years: an application for funds for 2021–22 (Part II) and the Fiscal Operations Report for funds received in 2019–20 (Parts III–VI). To decide what parts must be completed, you must know which programs your school participated in for the reporting year of 2019–20 and what programs your school is requesting to participate in for the 2021–22 award year. See the table to determine what Parts your school must complete:

| **FISAP Part:** | **Complete if your school:** |
|---|---|
| *Part I: Identifying Information, Certification and Warning* | is completing any combination of Parts II–VI. |
| *Part II: Application to Participate* | is applying for FSEOG or FWS funds for the 2021–22 award year. |

| | |
|---|---|
| *Part III: Fiscal Operations Report for the Perkins Loan Program* | has ever awarded Perkins Loan funds and has not liquidated, or, is in the process of liquidating its Perkins Loan Fund and Portfolio. |
| *Part IV: Fiscal Operations Report for the FSEOG Program* | received FSEOG funds for the 2019–20 award year. |
| *Part V: Fiscal Operations Report for the FWS Program* | received FWS funds for the 2019–20 award year. |
| *Part VI: Fiscal Operations Report Program Summary* | had any FSEOG and/or FWS expenditures for the 2019–20 award year. |

## I am reporting for more than one institution. Can I complete one FISAP to cover funding for multiple institutions?

Institutions with unique six-digit OPEID numbers (the school's OPEID minus the last two digits of "00")* that are **NOT affiliated** through administrative control or ownership must file separate FISAPs and the data for those institutions must not be duplicated in any other FISAP.

Institutions with unique six-digit OPEID numbers (the school's OPEID minus the last two digits of "00")* that are under the **same** administrative control or ownership have the following FISAP reporting options:

**OPTION A:** Each institution may complete a separate FISAP. (Any data entered in a school's FISAP must not be duplicated in any other school's FISAP.)

**Note:** For improved efficiency and oversight of Title IV processing, Option A is the method of reporting *preferred* by the Department.

**OPTION B:** An institution may complete one FISAP for multiple institutions. The reporting institution must include in the FISAP the name, address, and unique six-digit OPEID (the school's OPEID minus the last two digits of "00")* of each eligible institution for which the FISAP contains information. The reporting institution must also list the individual amount(s) of the 2019–20 FSEOG and 2019–20 FWS authorizations that were provided to each additional institution for which it is reporting.

Campus-Based funds are awarded to the reporting institution (the institution filing the FISAP) and that reporting institution must ensure that funds are made reasonably available to all qualifying students at each eligible institution for which it has requested funds, as well as each additional location listed in its Program Participation Agreement (PPA).

**Note:** ***The reporting institution must be able to provide all FISAP data separately for each institution if required to do so by an audit or program review.*** *Also, all additional institutions listed must possess a current Program Participation Agreement (PPA) that demonstrates eligibility to participate in the Campus-Based program(s) for which it receives an allocation.*

In Part I, Section A., Field 5 of the FISAP, schools must indicate whether their FISAP includes data for more than one eligible institution. See the field-by-field instructions for Part I for detailed reporting instructions.

Funding requests and reporting, the Waiver Request for the Underuse of Funds (Part II, Section C, field 6) indicated on the 2021–22 FISAP, and the FWS Community Service Waiver submitted through the COD System, are all applicable to both the reporting institution and the Additional Institutions reported on the

FISAP (Part I, Section A, field 5).

To qualify for a Title III/V waiver of the non-federal share requirement of Campus-Based funds or for its own Campus-Based funding, an institution (one having a unique six-digit OPEID* with a two-digit extension of "00") must complete its own annual FISAP.

***An institution's unique six-digit OPEID number (the school's OPEID minus the last two digits of "00")** is the one associated with what is commonly called the "main campus." The first digit is always zero (0) and the last two digits are always zero (00).

**Explanation:** The last two digits identify additional locations of a main campus. If an institution has more than 99 additional locations, the first digit of the OPEID is incremented from 0 to 1. If an institution has more than 199 additional campus locations, the first digit of the OPEID is incremented from 0 to 2, etc.

## How do I submit my FISAP data?

You must submit your FISAP through the COD Web Site: https://cod.ed.gov. At that site, you are also able to submit FISAP corrections and view communications from the Department.

To submit your FISAP through COD, you must have access to the COD System with one of the following user role types:

- School User 4-View/Update
- School Administrator-View/Update
- School User 6-View/Update
- Third party Servicer User 4-View/Update
- Third Party Servicer Administrator-View/Update

If you do not have access to the COD System, or you need to have a user role type added to your account, please contact your Destination Point Administrator (DPA).

**Note:** If you are a new Destination Point Administrator at your school you must go to https://fsawebenroll.ed.gov to enroll or call CPS/SAIG Technical Support 1-800-330-5947 for assistance.

## What does the Department of Education do with the FISAP information I submit?

The Department uses the information you provide in the Application to Participate and in the Fiscal Operations Report to determine the amount of funds you will receive for each Campus-Based program. You must provide accurate data. If you do not, you might not receive all the funds to which you are entitled, or you might be required to return funds you were not entitled to receive. You must retain accurate and verifiable records for program review and audit purposes.

## Who can sign the FISAP?

The CEO (e.g., President, Chancellor, Director, Owner) as designated in a school's Program Participation Agreement (PPA) is the **ONLY** person authorized to sign the FISAP and other Campus-Based forms.

## When is the FISAP due?

The FISAP data must be submitted before midnight EST on October 1, 2020.

## How do I know the Department of Education has received my FISAP?

The status of a FISAP submission can be viewed at the "FISAP Dashboard" and the "Submission Log" on the COD Web Site.

## What if I need to make corrections to my FISAP after the December 15th deadline for corrections?

If changes to FISAP data are needed after the December 15th deadline, they must be submitted through the "Change Request" process after December 15th, which is reserved for exceptional circumstances.

The following items will **not** be considered after the December 15th deadline:

- Increase in Requests for Funds in Part II, Section A
- Increase in Administrative Cost Allowance (ACA) amount spent in Part IV, Section D, field 15, and Part V, Section D, field 15

If you find your school has an exceptional circumstance that requires a change to submitted FISAP data after the FISAP correction deadline, please review the annual Electronic Announcement that is posted on IFAP in November, Subject: FISAP Edit Corrections Due December 15th, for instructions on how to submit a FISAP change request.

## When will I hear from the Department about my school's award amounts?

The Department will notify you of your tentative 2021–22 award amount(s) by February 1, 2021 and your final award amount(s) by April 1, 2021 (pending Congressional-approval of an appropriations bill).

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

Refer to these instructions as you complete your FISAP to make sure you have reported information correctly.

Use actual figures, unless estimates are requested.

When a dollar amount is requested, use whole dollars only. Round to the nearest dollar. **Do not report cents.** The COD System will not accept cents. Examples:
If the actual amount in your records is $175.49, report $175.
If the actual amount in your records is $175.50, report $176.

**Do not enter negative amounts**. FISAP data entry will accept only positive amounts. (Most calculations

are performed by the system.)

Complete only those items that pertain to your school.

## How do cross-over payment periods affect FISAP reporting?

A cross-over payment period is a payment period that includes both June 30 and July 1; i.e., it crosses the change in award years. However, the funds are expended from either one award year or the other. FISAP reporting is based on the funds expended from a specific award year, not how your school's payment periods are structured.

*Example:* If a Federal Pell Grant award for the 2020 summer was paid to a student with funds from the 2020–21 award year authorization for that program, report that amount in the FISAP to be filed next year (due by October 1, 2021) and not on this FISAP.

Therefore, in Part II, Section E, Field 23 of the FISAP you are to report the total amount expended against your Federal Pell Grant 2019–20 award year authorization. This amount should agree with the final cumulative expenditures for the 2019–20 award year as entered in G5.

## How do I report transfers of FWS and FSEOG between programs and funds carried forward or carried back?

As published in the Federal Student Aid Handbook, Volume 6, Managing Campus-Based Programs, there are provisions for transferring funds between FWS and FSEOG programs and carrying forward or back FWS or FSEOG funds between award years.

- **Rules of Transfer:** Funds can be transferred between FWS and FSEOG up to 25%. These funds must be used in that same year. If any of the transferred funds are not used in that year, the remaining amount must be transferred back to the original program and reflected appropriately on the FISAP as funds used in the original program. Those funds may not be carried over to the next year.

- **Rules of Carry Forward:** FWS and/or FSEOG funds can be carried forward to the next award year up to 10%. The funds carried forward from the previous year must be used in the same program and must be spent *prior* to spending the current year's funds.

- **Rules of Carry Back:** FWS and/or FSEOG funds can be carried back to the previous award year up to 10%. The funds carried back must be used in the same program and spent prior to program close out of funds for that prior year.

One of the misconceptions of the Campus-Based programs is that money is actually moved from one program to the other (in the case of transfers) or between years (in the case of carries) within G5. Instead, funds must be drawn down from the originating award and year in G5 and then disbursed in the appropriate program the funds are being transferred to, or award year that the funds are being carried forward or back to. The requirement for institutions is to accurately report how the funds were used on the FISAP.

**References:**

- FSA Handbook

- 34 CFR 675.18 (FWS)
- 34 CFR 676.18 (FSEOG)

## What are the deadline dates for 2020–21?

| | |
|---|---|
| FISAP available to schools in COD (report 2019–20 data / request 2021–22 funds) | **By August 1, 2020** |
| Reallocation Form submission (return 2019–20 funds / request 2020–21 supplemental FWS funds) | **By August 17, 2020** |
| FISAP submission (report 2019–20 data / request 2021–22 funds) | **By October 1, 2020** |
| Work Colleges Report of 2019–20 Expenditures | **By October 1, 2020** |
| Financial Assistance for Students with Intellectual Disabilities (CTP) Report of 2019–20 Expenditures | **By October 1, 2020** |
| FISAP Edit Corrections to 2019–20 data and Perkins Cash on Hand as of October 31, 2020 | **By December 15, 2020** |
| Tentative 2021–22 Awards posted on COD | **By February 1, 2021** |
| Request for Waiver of Underuse Penalty (on 2021–22 funds for underuse of 2019–20 funds) | **By February 1, 2021** |
| Work Colleges Application and Agreement for the 2021–22 Award Year | **By March 1, 2021** |
| Final 2021–22 Awards posted on COD | **By April 1, 2021** |
| Request for Waiver of FWS Community Service Expenditure Requirement (2021–22 Award Year) | **By April 19, 2021** |

# Part I: Identifying Information, Certification and Warning

## Who must complete Part I?

All schools must complete Part I and must submit the signed copy of the certification and signature pages.

## Field-by-field instructions for Part I

### *Section A. Identifying Information*

#### 1(a). Name and address of school

If your school currently participates in the Campus-Based programs, the COD System automatically provides your school's name and address on the FISAP as it is listed in our files. You will need to verify this data for accuracy and make any corrections necessary. You can update your school's information by going to https://eligcert.ed.gov/. The School Eligibility Service Group (SESG) will process these actions.

If your school is a new applicant, you will need to enter the school's name and address. The address must be the school's street address. **Do not enter** a P.O. Box, an administrative entity location, or the address of the corporation that controls the school.

If the school in this field is a new applicant for 2021–22, but its students were included in the 2020–21 application filed last year by a different institution, identify that institution's name, address, and OPEID on the FISAP "Additional Information" screen. Also, enter a brief explanation about how the students came to be counted at different institutions.

#### 1(b). Mailing address (if different from 1(a))

If your school currently participates in the Campus-Based programs, the COD System automatically provides your school's mailing address on the FISAP as it is listed in our files. You will need to verify this data for accuracy and make any corrections necessary.

If your school is a new applicant, you will need to enter the school's mailing address if it is different from the address in Field 1(a). You may enter a P.O. Box or an administrative entity location. However, if your school uses the services of a private firm to administer the Campus-Based programs, enter that firm's address in Field 7. **Do not** report that firm's address here.

The following are the only permissible characters to use in this field: upper and lower case letters (A-Z), numbers (0-9), periods (.), apostrophes ('), dashes (-), number signs (#), at (@), percent signs (%), ampersands (&), slashes (/), or blanks (spaces). Use street address abbreviations such as APT (apartment) or AVE (Avenue) if the address extends beyond the space provided.

#### 2. OPEID Number

The COD System automatically provides your school's OPEID on the FISAP as it is listed in our files.

### 3. Type of school

Select the type of school that best describes your school. Valid selections are:

- Public
- Private/Non-Profit
- Proprietary (with the following sub-types):
    - Art
    - Business
    - Cosmetology
    - Trade and Technical
    - Other

**Note:** Only proprietary schools are required to enter a sub-type. If your school is "public" or "private non-profit," **do not** try to select a proprietary sub-type.

### 4. Length/type of longest program

Select the number from the drop-down box that best describes the length of your school's longest program.

A school that offers both baccalaureate degree and graduate degree programs should select the '5 years or more' option. A school that offers **only** graduate degree programs should select the 'post-baccalaureate only' option.

**Note:** If you are preparing this FISAP on behalf of two or more schools with different program types or lengths, for fields 3 and 4, enter information representing the *highest percentage* of enrolled students reported in Part II, Section D.

### 5. Additional Institutions

The COD System will automatically provide the first line with the OPEID of the reporting institution.

To enter additional eligible institutions for which data is being reported on this FISAP, use the "Add" button. Upon clicking the button, a new line will be displayed to enter the OPEID of an additional institution.

The COD System will provide the first and last two digits of the OPEID with zeros (see footnote to question on page 8 "Can I complete one FISAP to cover funding for all institutions?"). If the OPEID is valid, the COD System will provide the institution name, address, city, state and zip code. If the OPEID number is not valid, an error message will display. **Do not report an OPEID for an additional location.**

Next, enter the amount(s) of FSEOG and FWS that were allocated to this institution for the 2019–20 year.

You may repeat this process to include all additional eligible institutions for which you are reporting.

The total of the FSEOG and FWS award amounts listed for all eligible institutions included on the FISAP should be equal to the final adjusted FSEOG and FWS authorization amounts that are reported in Parts IV and V, field 1.

If you need to delete an institution from the list, select "Remove".

You may only request funds and report data for additional eligible institutions if the institutions are ***affiliated with the reporting institution through administrative control or ownership***. If an additional eligible institution is NOT affiliated with the reporting institution through administrative control or ownership, a separate FISAP must be filed for that institution and the data must not be duplicated in any other FISAP. See page 7 for more explanation about reporting on behalf of additional institutions.

If the reporting institution entered in Field 1(a) is a new applicant for 2021–22 but its students were included in a 2020–21 FISAP last year by a different institution, identify that institution's name, address and OPEID on the FISAP "Additional Information" screen. Also provide a brief explanation about how the students came to be counted at different institutions.

The PDF version of the FISAP (accessible from the "FISAP Dashboard" page in the COD System), may not list all additional institutions that were entered in Field 5. To access your school's complete list of additional institutions, click the "Additional Institutions" link.

### 6. Financial Aid Administrator

If your school currently participates in the Campus-Based programs, the COD System will automatically provide the name, telephone number, and email address of your school's financial aid administrator as it is in our records. You must verify this data for accuracy and make any corrections necessary.

If your school is a new applicant, you will need to enter all the Financial Aid Administrator (FAA) information in Field 6.

**Note:** The Department uses the FAA's email address to communicate with the school about Campus-Based program issues.

### 7. Name and address of private financial aid consultant firm, if any

If your school uses the services of a private firm to administer the Campus-Based programs, you must complete this field. **Do not** include private CPAs or billing and collection agencies.

## *Section B. Certification and Warning*

### 8. Chief Executive Officer (e.g. President, Chancellor, Director, Owner)

All entries must be completed in this section. Your school's CEO must sign here to certify that the school complies with the anti-lobbying requirements and that the FISAP data is "true and accurate." The certifying official 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.

**Reminder:** The CEO (e.g., President, Chancellor, Director, Owner) as designated in a school's Program Participation Agreement (PPA) is the only person authorized to sign Campus-Based forms.

## FISAP Signature Requirements

The CEO must provide an original signature on the printed form that must be mailed or delivered by the

October 1, 2020 deadline date to the address below. Print out these pages by clicking the Signature Page link from the "FISAP Dashboard" page in the COD System.

*For standard mail, send the signature pages to:*

FISAP Administrator
U.S. Department of Education
P.O. Box 9003
Niagara Falls, NY 14302

*For Overnight Mail or Courier, send the signature pages to*:

FISAP Administrator
U.S. Department of Education
2429 Military Road, Suite 200
Niagara Falls, NY 14304

***Since the CEO is signing off on the accuracy of the data being reported on the FISAP, the FISAP signature pages that are received by the Department prior to the actual FISAP submission are not valid and will not be accepted.*** Consequently, the school will need to provide a new signature page *after* the FISAP has been submitted in the COD System.

The status of a FISAP signature submission can be viewed at the "FISAP Dashboard" and the "Submission Log" in the COD System. Currently, the FISAP signature page is required only once per year with the original FISAP submission. Additional signature pages are not required for subsequent FISAP corrections at this time.

## Lobbying Certification

The full text of the lobbying certification will be displayed and printed as part of the Signature/Certification and Warning page.

## Electronic Submission of the Lobbying Form (SF-LLL)

If your school received $100,000 or more for FSEOG and/or FWS AND your school performs lobbying activities, you must submit Standard Form-LLL Disclosure of Lobbying Activities signed by your institution's CEO, when you submit your FISAP signature page.

## Lobbying Form Signature

The Lobbying Form must be submitted electronically in the COD System; however, a hard copy of the signed signature page must be mailed.

Mail the signed Lobbying Form signature page to the following address:

*For standard mail, send the signature page to:*

FISAP Administrator
U.S. Department of Education
P.O. Box 9003
Niagara Falls, NY 14302

*For Overnight Mail or Courier, send the signature page to*:

FISAP Administrator
U.S. Department of Education
2429 Military Road, Suite 200
Niagara Falls, NY 14304

**Reminder:** The CEO (e.g., President, Chancellor, Director, Owner) as designated in a school's Program Participation Agreement (PPA) is the **only** person authorized to sign Campus-Based forms.

# Part II: Application to Participate

## Who must complete Part II?

All schools must complete Part II to request Campus-Based funds for the 2021–22 award year.

Current legislation and regulations contain formulas that use the information provided in Part II to determine the amount of funds your school is eligible to receive for the 2021–22 application year.

## Field-by-field instructions for Part II

### *Section A. Request for Funds for the 2021–22 Award Year*

***Your school will not be awarded more than the amount(s) it requests in Section A.*** If you do not enter an amount, your school will not receive any funds for that program. The amount you request should represent the maximum amount your school believes it needs. Do not request more federal funds for a program than you expect to use. Unexpended balances from the previous year indicate requests were over-estimated and should be reduced.

**Note:** If your Program Participation Agreement does not reflect eligibility for a Campus-Based program, you will not be able to request funds for that program.

The authority to award or disburse additional Perkins Loans has expired. You will no longer be able to enter a request in Section A., Field 1 for a Federal Perkins Loan Level of Expenditure (LOE) or Field 2 for a Federal Perkins Loan Federal Capital Contribution (FCC). Schools are permitted to charge the Fund for permissible collections costs as described in 647.47 without having a LOE.

**1. Federal Perkins Loan Level of Expenditures (LOE)**

You cannot enter any data in this field. No new Perkins Loan awards or disbursements have been permitted after June 30, 2018.

**2. Federal Perkins Loan Federal Capital Contribution (FCC)**

You cannot enter any data in this field because Congress no longer authorizes any FCC for the Perkins Loan Program.

**3. FSEOG federal funds**

Enter the amount of federal dollars your school wants for awards to students and for administrative costs. Ask only for what you think you can spend.

Valid amounts are 000000000-999999999. This field can be blank.

**4. FWS federal funds**

Enter the amount of federal dollars your school wants for awards to students, for expenditures for the Job

Location and Development Program (JLD), and for administrative costs. Ask only for what you think you can spend.

Valid amounts are 000000000-999999999. This field can be blank.

## *Section B. Federal Perkins Loan Program Liquidation Request*

**5. My school wishes to liquidate its Federal Perkins Loan Program portfolio**

If your school wishes to liquidate its Federal Perkins Loan Program portfolio, select "yes". To begin the liquidation process, you then must electronically submit your school's intent to liquidate using the COD System. As part of the process, you must either assign all outstanding loans to the Department or purchase them, and you will be required to return to the Department the federal share of the remaining cash on hand. Please refer to guidance provided on the Campus-Based Processing Information page on the IFAP website. or contact the COD School Relations Center at 1-800-848-0978 or CODSupport@ed.gov.

## *Section C. Waiver Request for the Underuse of Funds*

If your school has returned more than 10 percent (10%) of its FSEOG or FWS allocation for the 2019–20 award year, your school's 2021–22 allocation for that program will automatically be reduced by the amount of the 2019–20 funds returned. You may, however, request a waiver of this underuse penalty by selecting "yes" in Field 6. Then, using the FISAP "Validation" screen, you must explain the circumstances that caused your school's allocation to be underused. Click the plus sign (+) to 'Provide Additional Information' under edit number 02090 from the Validation screen. You must include the name of each program for which you are requesting a waiver and explain how the circumstances were beyond your school's control and are not expected to recur. All waiver requests must be submitted to the Department by midnight February 1, 2021. Waiver requests received after this deadline will not be accepted. A Department review panel will consider each waiver request. Schools should receive their waiver approval or denial decisions in March 2021.

**6. My school wishes to apply for a waiver of the penalty for the underuse of funds and will provide, on the Validation screen, a written explanation of the circumstances.**

Indicate your school wishes to request a waiver of the penalty for the underuse of funds by selecting "yes". If you select "yes," you must read the notice and follow its instructions.

## *Section D. Information on Enrollment*

A traditional calendar means your school has:

- academic terms that are quarters, trimesters, or semesters *and*
- only one admission period during each academic term.

If your school has a traditional calendar, select "Traditional" and report enrollment in field 7 or 8.

A non-traditional calendar means your school admits a new group of students monthly, or more frequently, into a majority of its eligible programs—*even if* those students enroll on a quarter, trimester, or semester basis.

If your school has a non-traditional calendar, select "Non-Traditional" and report enrollment in fields 9 through 21.

Classify a student as an undergraduate or graduate student according to the instructions in Part II, Section F below. If a student enrolled as an undergraduate during an earlier term in 2019–20 but enrolled as a graduate student in a subsequent term in 2019–20, report the student as a graduate student in Section D.

**Note:** If your school does not have graduate level programs (programs higher than a bachelor's degree) do not report graduate student data.

### 7. & 8. Information on enrollment for a school with a traditional calendar

Schools that operate on a traditional academic calendar, or that have a majority of their eligible programs operating on a traditional calendar, must enter an unduplicated number of all postsecondary students enrolled (full time and less than full time) for the twelve-month period ending June 30, 2020. "Unduplicated" means each student is counted/reported only **ONCE**, *regardless* of how many terms a student is enrolled.

**Note:** For further explanation concerning "full time and less than full time" enrollment, please review Enrollment Status in Volume 1, Chapter 1, of the Federal Student Aid Handbook available on the IFAP website.

A student is not enrolled if he or she did not attend any classes.

Field 7 or Field 8 must include all postsecondary students enrolled in at least one undergraduate or graduate/professional course that met one of the following criteria:

- Creditable toward a degree or certificate
- Listed as an undergraduate or graduate/professional course in the school's catalog
- Offered as an elective or required course as part of the undergraduate or graduate/professional curriculum
- Required as a remedial course as part of the student's degree or certificate program
- Otherwise considered by the school to be an undergraduate or graduate/ professional course
-

*Do not include:*

- *Students who were exclusively auditing a class or classes*
- *High School students who are enrolled in postsecondary classes and are not "regular" students.*

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

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

### 7. Total number of students, 2019–20

When you report the number of students your school enrolled at any time during the twelve-month period July 1, 2019 through June 30, 2020, **count each student only ONCE.**

Report the number of students in the appropriate boxes ("Undergraduate" or "Graduate/Professional").

Valid entries are 0000000-9999999. This field cannot be blank.

**8. Estimated number of students, 2020–21**

If your school has a traditional calendar and had no enrollment in 2019–20 but will have enrollment in 2020–21, report the estimated *unduplicated* numbers expected to enroll at any time during 2020–21. **Count each student only ONCE**.

Report the number of students in the appropriate boxes ("Undergraduate" or "Graduate/Professional").

Valid entries are 0000000-9999999. This field cannot be blank.

**9. – 21. Information on enrollment for a school with a non-traditional calendar**

Complete fields 9-20 if most of your school's eligible programs operate on a non-traditional calendar.

As mentioned at the beginning of Section D, a non-traditional calendar means your school admits a new group of students monthly, or more frequently, into a majority of its eligible programs—*even if* those students attend classes on a quarter, trimester, or semester basis.

Include only postsecondary students who were enrolled in Campus-Based *eligible* educational or instructional programs during any month from July 1, 2019 through June 30, 2020.

In each field in **column (a)** (for undergraduate students) and **column (c)** (for graduate students), enter the number of students who were enrolled in the previous month and who were still enrolled on the first day of the month for which you are entering information. For example, if you are completing Field 14(a), include any undergraduate students enrolled in November (fields 13(a) and 13(b)) who were still enrolled on December 1.

In each field in **column (b)** (for undergraduate students) and **column (d)** (for graduate students), enter the number of new starts. New starts are students who begin at any time during the month and include students who were enrolled in the previous year and are re- enrolling at the school after a break in enrollment.

Once an undergraduate student is reported in Field 9(a) or in fields 9(b) through 19(b), the undergraduate student must be reported in fields 10(a) through 20(a) for any succeeding months through June 30, 2020 during which the undergraduate student was enrolled at the school. This is also applicable to graduate students reported in columns (c) and (d).

*Example:* Suppose you had 100 continuing graduate students who were enrolled as of July 1, 2019 (Field 9(c)), and 50 new graduate students who enrolled during July (Field 9(d)). If all those graduate students were still enrolled as of August 1, 2019, you would show 150 continuing graduate students in Field 10(c). If you also had 75 new graduate students during the month of August—Field 10(d)—you would add those to the 150 continuing graduate students for a total of 225 continuing graduate students for September 1, 2019—Field 11(c). This example assumes all 225 graduate students continued to be enrolled as of September 1, 2019.

In each column, Field 21 is the sum of fields 9 through 20. The COD System automatically calculates the sum of each column.

Remember that the amounts in Field 21 columns (a) and (c) and Field 21 columns (b) and (d) will not be the total number of *undergraduate and graduate students* at your school, because you have students duplicated

in those totals. Rather, the totals represent the number of *months* all your undergraduate and graduate students were enrolled.

Valid entries for these fields are 0000000-9999999. These fields cannot be blank.

## *Section E. Assessments and Expenditures*

### 22. Total tuition and fees for the award year July 1, 2019 through June 30, 2020

*The tuition and fees revenue you enter here must be only for those students reported in Section D.* Do not include tuition and fees revenue collected from individuals not meeting Section D's description of an enrolled student. If a student enrolled as an undergraduate during an earlier term in 2019–20 but enrolled as a graduate student in a subsequent term in 2019–20, divide the tuition and fees revenue between columns (a) (undergraduate) and (b) (graduate) in proportion to the time spent in each type of class.

To complete Field 22, you will need to determine the amount of tuition and fees assessed **(whether or not you collected tuition and/or fees)** 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 (for example, your school waives a book fee for all low-income students); and
- the types of fees included in the cost of attendance, as allowed 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."

Every student has a tuition and fee value associated with attendance at your school.

**What to exclude:** Exclude any fees you assess to all students but that all students are not required to pay (example: life and medical insurance for students).

**What to do with terms/programs that cross award years:** If an academic term extended beyond June 30, 2020, but the majority of the term took place in award year 2019–20, include the tuition and fees assessment for that term in Field 22. If the majority of an academic term did *not* take place in 2019–20, do not include that term's tuition and fees in Field 22; instead, report that amount on next year's FISAP.

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 that apply to award year 2019–20. If proration is not possible, you may include in Field 22 the total tuition and fees assessed, but you must report that total the same way for *all* students and for each succeeding year. Thus, if you do not prorate, you must choose either the first or the second year of the program when reporting the total tuition and fees your students were charged. You must then *always* use that year for *all* your students.

*Example:* Suppose you have 1,000 new students who enrolled in 2019–20, and they paid their tuition and fees up front. You decide you want to report that amount here, even though the students will continue in

2020–21. Therefore, you cannot *also* report tuition and fees for those 1,000 students for the second year of study. For 2020–21, you can report tuition and fees only for students who began enrollment in 2020–21.

Valid amounts are 0000000000-9999999999. This field cannot be blank.

**23. Total Federal Pell Grant expenditures for the 2019–20 award year**

The Department collects this information because it considers these expenditures a resource when determining the amount of FSEOG funds awarded your school.

Report the total amount expended against your Federal Pell Grant 2019–20 award year authorization. This amount should agree with the final cumulative expenditures for the 2019–20 award year as entered in G5.

**Note:** It is important that you only include in Field 23 the Federal Pell Grant expenditures made from your 2019–20 award year authorization for that program. For example, if a Federal Pell Grant award for the 2020 summer was paid to a student with funds from the 2020–21 award year authorization for that program, report that amount in the FISAP to be filed next year (due by October 1, 2021) and **not** on this FISAP.

Any Pell expenditure adjustments you make for the 2019–20 award year in G5 after filing this FISAP must also be made in Field 23 when you submit your edit corrections, due by December 15, 2020.

Valid amounts are 0000000000-9999999999. This field cannot be blank.

**24. Total expended for state grants and scholarships made to undergraduates for the award year July 1, 2019 to June 30, 2020**

As is true for Pell Grant expenditures, the Department collects this information because it considers state grant and scholarship expenditures a resource when determining the amount of FSEOG funds awarded your school.

Report the amount of state grants and scholarships expended for the award year July 1, 2019 through June 30, 2020, even if your school received the funds after June 30, 2020.

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

- State grants
- State scholarships
- Tuition equalization (non-need-based grants exclusively for private colleges, paid by a state to a student to offset his or her higher tuition rates)
- Competitive awards
- Instructional grant awards (grants paid by a state to students taking courses in areas related to their work)

Include awards from the state where your school is located and awards from other states.

Do *not* include:

- Robert C. Byrd Honors Scholarships and
- State awards, *if* your school has the final decision on which students get the funds.

Valid amounts are 000000000-999999999. This field cannot be blank.

## *Section F. Information on Eligible Aid Applicants Enrolled in Your School for Award Year 2019–20*

Report the number of eligible aid applicants *enrolled* at your school in award year 2019–20 who applied for financial aid for that year. (Whether those applicants *received* aid is immaterial.) To obtain reports through EDExpress for only those students who actually enrolled at your school, see Appendix B. Use the following definitions—and subsequent income cell placement information—when completing Section F.

**Regular student:** A student enrolled at an institution of higher education in 2019–20 for the purpose of obtaining a degree, certificate, or other recognized educational credential.

**Enrolled student:** A student who meets all the criteria in the instructions for Section D. A person is not enrolled if he or she did not attend any classes.

**Independent student:** A student who meets at least one of the criteria below is considered to be an Independent student:

- was born before January 1, 1996 (at least 24 years of age);
- was married on the day he or she completed the 2019–20 FAFSA® (even if separated but not divorced);
- was working on a master's or doctorate program at the beginning of the 2019–20 academic year;
- was serving on active duty in the U.S. Armed Forces for purposes other than training when he or she completed the 2019–20 FAFSA®;
- was a veteran of the U.S. Armed Forces when he or she completed the 2019–20 FAFSA®;
- had children who received more than half their support from the student between July 1, 2019 and June 30, 2020;
- had dependents (other than his or her children or spouse) who lived with the student and received more than half their support from the student at the time he or she completed the 2019–20 FAFSA® through June 30, 2020;
- had from the time he or she turned 13 both parents deceased or was in foster care or dependent or ward of the court;
- was an emancipated minor as determined by his or her state of legal residence at the time he or she completed the 2019–20 FAFSA®;
- was in legal guardianship as determined by his or her state of legal residence at the time he or she completed the 2019–20 FAFSA®;
- at any time on or after July 1, 2018, was determined by his or her high school or school district homeless liaison that he or she was an unaccompanied youth who was homeless or self-supporting and at risk of being homeless;
- at any time on or after July 1, 2018, was determined by the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development that he or she was an unaccompanied youth who was homeless or self-supporting and at risk of being homeless;
- at any time on or after July 1, 2018, was determined by the director of a runaway or homeless youth basic center or transitional living program that he or she was an unaccompanied youth who was homeless or self-supporting and at risk of being homeless; or
- is a student for whom a financial aid administrator made a documented determination of independence by reason of unusual circumstances.

A student who does not meet at least one of the criteria above is a dependent student. See Step 3, page 5, of the 2019–20 FAFSA®. A copy of the 2019–20 FAFSA can be viewed on the IFAP website.

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

**Undergraduate student with a baccalaureate or first professional degree:** A regular student who has already received a baccalaureate degree (or its equivalent) or a first professional degree but is enrolled in an undergraduate course of study at an institution of higher education and meets the remaining criteria specified in the preceding paragraph.

**Graduate/Professional student**: 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 entering 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:** A regular student who:

- was enrolled in at least one credit of a Title IV-eligible degree-seeking academic or training program, or an approved program listed on your schools' Eligibility and Certification Approval Report (ECAR) during award year 2019–20,
- met citizenship or residency requirements for award year 2019–20, and
- applied for financial aid for award year 2019–20 using the 2019–20 Free Application for Federal Student Aid (FAFSA®) and has an "official" 2019–20 Expected Family Contribution (EFC) calculated by the Central Processing System (CPS).

Any student meeting the above criteria is to be included as an eligible aid applicant. You must include students **for whom you had no funds to award** and students who you determined **did not need funds.**

If a student was an undergraduate during an earlier term in 2019–20 but a graduate student in a subsequent term in 2019–20, report the student as a graduate student in sections D and F. In Section E, Field 22, however, divide the tuition and fees revenue between columns (a) (undergraduate) and (b) (graduate) in proportion to the time the student spent in each type of class.

If during 2019–20 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 or she was dependent or in column (d) if he or she was independent.

**Categorizing 2019–20 Eligible Aid Applicants for Entry in Part II, Section F, fields 25-40**

In fields 25 through 39, columns (a) through (e), report all eligible aid applicants according to each applicant's correct category. Include applicants who were eligible but who did not receive aid.

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

**Note**: You may use the 2019–20 EDExpress software to access the FISAP Eligible Dependent and Eligible Independent student reports that list students by income range and enrollment status. See Appendix B: How

to Print FISAP Reports using 2019–20 EDExpress.

### 25. Students with an "Automatic" Zero EFC

An applicant who meets certain tax filing and income criteria will qualify automatically for an Expected Family Contribution (EFC) of zero ("0"). When those criteria are met, the CPS assigns a "0" 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 SAR or ISIR containing the official EFC and the CPS-processed data. The automatic zero flag will be set to "Y" if the student met the automatic zero EFC criteria. The SAR/ISIR field will be *blank* if the student did not meet those criteria.

In Field 25, report *only* those students whose output documents show a "Y" for the automatic zero calculation.

Valid amounts are 0000000-9999999. This field cannot be blank.

### Fields 26. – 39.

In these fields, determining the proper income category, or cell, for an eligible aid applicant depends on the income used to calculate that applicant's EFC for 2019–20. That income was (or would have been, in the case of applicants who received no aid) the basis for any Campus-Based funds awarded to the applicant.

Use the FAFSA® Total Income (FTI), one of the intermediate computed values on the SAR or ISIR, to determine the proper cell for each student. For dependent students, FTI is the sum of Total Income (TI) and Student's Total Income (STI). For independent students, the FTI will equal the TI. **Remember, extract this information only from the SARs/ISIRs of students who actually *enrolled* in your school.**

You might need to correct or adjust a student's income information and recalculate the EFC. If so, you must use that corrected or adjusted information when determining the proper income cell for a student. In such a case, to determine the income cell for a dependent student, you must use the student's *and* parents' base year incomes, as reported on the SAR/ISIR.

Do not report "automatic" zero students here; report them in Field 25.

Valid amounts are 0000000-9999999. This field cannot be blank.

### Field 40.

In each column, Field 40 is the sum of fields 25 through 39. *This field is automatically calculated.*

# Part III: Federal Perkins Loan Program Fiscal Operations Report

## Who must complete Part III?

You must complete Part III if:

- your school has ever awarded Perkins Loan funds and has not liquidated its portfolio and Perkins Loan Fund; or
- your school has started the liquidation process but has not officially completed liquidation of its portfolio and Perkins Loan Fund.

If your school is in the process of liquidating its Fund, the liquidation process is not complete until you have:

- assigned all outstanding loans to the Department, or purchased them;
- completed the required audit;
- returned to the Department the federal share of cash on hand in the portfolio;
- reported all these activities on a "final" FISAP through Phase 4 of the Final Closeout process within the COD System; and
- received a Federal Perkins Loan Portfolio Liquidation Letter of Completion from the Department.

**Note:** For information about the Perkins Liquidation process**,** please refer to guidance provided on the Campus-Based Processing page of the IFAP website or contact the COD School Relations Center at 1-800-848-0978 or CODSupport@ed.gov.

## What will I need to complete Part III?

You will need your Perkins Loan Program Account Ledgers. Please realize that your accounting ledger will *not* match the field numbers in Section A. Therefore, do not simply transfer data from a ledger number that matches a field number—the data will not correspond.

## General instructions for Part III

**Section A** requests **cumulative** fund data. When reporting data for unduplicated students, count each student only **ONCE**, regardless of the number of transactions the student has in any field.

**Note:** Perkins Loan principal cancellation data is collected in Part III, Section A. Further definition and explanation are available in Volume 6, Chapter 5 of the Federal Student Aid Handbook available on the IFAP website.

**Section B** requests the **annual** fund activity.

**Section C** requests the **cumulative** repayment information.

**Sections D and E** collect cohort default rate (CDR) data.

**Note:** The regulations at 34 CFR 674.5 state the method for calculating a school's Perkins Loan Program

CDR and the penalties that apply if the CDR meets or exceeds 50% for each of the three most recent award years. Upon notification by the Department, a school is ineligible to participate in the Perkins Loan Program and its Perkins Loan portfolio must be liquidated and any outstanding loans must be assigned to the Department. A school may appeal a notification of ineligibility within 30 days of its receipt.

**The following information also must 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 the consolidation of a Federal Perkins Loan
- Amounts received under subtitle D of Title I of the National Community Service Act of 1990, Subpart D

**General Reminder regarding the National Student Loan Data System (NSLDS) and the Federal Perkins Loan Program:** All Federal Perkins Loans must be regularly reported/updated to NSLDS. Information on reporting requirements, technical documents, and assistance can be found in the NSLDS Reference Materials section on the Information for Financial Aid Professionals (IFAP) website at https://ifap.ed.gov.

**FUND REPAYMENTS ARE DUE** when your school is in the process of liquidating the Fund or when the Department notifies your school that the Federal share of any amounts collected for the 2020–21 award year are due.

To return Federal Perkins Loan Program Funds to the Department, schools should use the Department's G5 website (https://g5.gov) to electronically refund money for the following purposes:

- Returning the Federal Share of the Perkins Loan Fund cash on hand, and/or;
- Closing out its Fund and returning the Federal Share at the end of the school's liquidation process.
- For further detail on returning Federal Perkins Loan Program Funds to the Department, refer to guidance provided on the IFAP website.

## Field-by-field instructions for Part III

## *Section A. Fiscal Report (Cumulative) as of June 30, 2020*

### 1.1 Cash on hand and in depository as of 6/30/2020

**Column (c).** Report the total cash you had on hand and in depository as of June 30, 2020. Include reimbursements the school made to the Fund of interest and principal the borrower did not pay because he or she received a repayment incentive discount.

Reduce the amount reported as cash on hand by the full amount of any loan payments you returned to borrowers because of the following circumstances:

- You received payments from those borrowers on or after the date they became totally and permanently disabled but before their loans were assigned to the Department, *and*
- The Department has discharged those loans during the award year because of the borrowers' total and permanent disability.

You **cannot** enter a negative amount in Field 1.1. The authority to award new Federal Perkins Loans to students has expired and no further disbursements were permitted after June 30, 2018. Deposits of additional Institutional Capital Contribution (ICC) to the Fund are not permitted for any reason. Previously, when a school's expenditures exceeded the amount of cash on hand in the Fund or additional funds were needed for making Perkins loans, the school was required to deposit an additional ICC into the Fund in the form of a short-term, no interest loan. The additional ICC should have been reported in Field 29.1 and repayments of the ICC to the school in Field 30.1. However, with the expiration of the authority to make new loans, short-term loans are no longer allowed and schools that have made short-term loans in the past must repay themselves as soon as possible.

Valid amounts are 000000000-999999999. This field cannot be blank.

**1.2 Cash on hand and in depository as of 10/31/2020**

**Note: Completion of this field is not possible before October 31, 2020.**

**Column (a).** When you are verifying Part III, Section A as part of the edit corrections you submit by December 15 (or the last business day prior to December 15 if it falls on a weekend), report the total cash you had on hand and in depository as of October 31, 2020. You **cannot** report this entry as a negative amount. (See Field 1.1 instructions above.)

Valid amounts are 000000000-999999999. This field is blank if the system date is before October 31, 2020.

**2. Funds receivable from federal government**

**Column (c).** For the 2019–20 reporting year, you will not have an amount to enter, as Congress did not authorize any FCC for this year.

**3. Funds receivable from school**

**Column (c).** If you have an entry in Field 2, column (c), report in Field 3 the amount of the Institutional Capital Contribution required to maintain the minimum matching ratio in the Fund.

Do not report this figure as a negative amount. Do not report amounts your school temporarily lent to the Fund.

Valid amounts are 000000000-999999999. This field cannot be blank.

**4. Funds advanced to students**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who received their loans on or before September 30, 2018.

Valid entries are 00000000-99999999. This field cannot be blank.

**Column (c).** Report the CUMULATIVE net amount of the loans that your school disbursed to borrowers through June 30, 2018 *(no disbursements were permitted after June 30, 2018)*. This amount would include any assessed late charges added to the principal.

Valid amounts are 0000000000-9999999999. This field cannot be blank.

**Note:** Any penalty or late charges 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, 2020.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal amount collected from all sources through June 30, 2020. Reduce the amount reported here by the amount of principal you returned to borrowers because of the following circumstances:

- You received payments from those borrowers on or after the date they became totally and permanently disabled but before their loans were assigned to the Department, *and*
- The Department has discharged those loans during the award year because of the borrowers' total and permanent disability.

**Note:** For the purposes of liquidation, a school purchasing a loan is like the borrower repaying the loan balance (principal plus interest).

Valid amounts are 000000000-999999999. This field cannot be blank.

### 6. Loan principal assigned to and accepted by the United States

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans were assigned to the Department, and officially accepted, not later than June 30, 2020.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE amount of loan principal outstanding that was assigned to the Department, and officially accepted, not later than June 30, 2020. This amount must agree with Section C, Field 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.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 7. Loan principal canceled for teaching/military service (applies to loans made prior to 07/01/1972)

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who—because of teaching or military service those borrowers performed—have had principal canceled on loans made prior to July 1, 1972.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for such service.

Valid amounts are 000000000-999999999. This field cannot be blank.

**8. Loan principal canceled for certain subject matter teaching service (math, science, foreign languages, bilingual education)**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who—because of certain subject matter teaching service those borrowers performed—have had principal canceled on loans made on or after July 23, 1992. Borrowers can have served as full-time teachers of mathematics, science, foreign languages, and bilingual education, or as full-time teachers in any other field of expertise where the state education agency determines there is a shortage of qualified teachers.

Also report previously ineligible borrowers who—because of teaching service those borrowers performed on or after October 7, 1998—received cancellation on any outstanding balances on loans made prior to July 23, 1992.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled.

Valid amounts are 000000000-999999999. This field cannot be blank.

**9. Loan principal canceled for all other authorized pre-K or K-12 teaching service**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who—because of other authorized pre-K or K-12 teaching service those borrowers performed—have had principal canceled on loans made on or after July 1, 1972.

This category includes borrowers who provided full-time teaching service in (1) low-income schools (including teaching service that includes August 14, 2008, or begins on or after that date, in a low- income educational service agency), as designated by the Department of Education; (2) Bureau of Indian Affairs (BIA) schools; (3) Head Start; and (4) the field of special education (on or after July 23, 1992). Also included are borrowers who provided full-time teaching service for the handicapped before July 23, 1992.

In addition, report previously ineligible borrowers who—because of special education or handicapped teaching service those borrowers performed on or after October 7, 1998—received cancellation on any outstanding balances on loans made prior to July 23, 1992.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled on these loans

Valid amounts are 000000000-99999999. This field cannot be blank.

**10. Loan principal canceled for military service (applies to loans made 07/01/ 1972 and after)**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who—because of military service those borrowers performed—have had principal canceled on loans made on July 1, 1972 and after.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled.

For military service that ended before August 14, 2008, Defense/Direct/Perkins Loan borrowers are entitled to cancellation of up to a maximum of 50 percent of their loans, for four complete years of active duty 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. For qualifying military service that includes August 14, 2008, or begins on or after that date, up to 100 percent of the loan may be canceled for five complete years of such service. To qualify for this cancellation benefit, a borrower must have served in the designated area for a complete year.

Valid amounts are 000000000-999999999. This field cannot be blank.

**11. Loan principal canceled for volunteer service**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans were canceled for volunteer service, defined as service under the Peace Corps Act or under the Domestic Volunteer Service Act of 1973. Also report previously ineligible NDSL and Defense borrowers who received cancellation for volunteer service performed on or after October 7, 1998.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for this volunteer service.

Valid amounts are 000000000-999999999. This field cannot be blank.

**12. Loan principal canceled for law enforcement and corrections officer service**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans were canceled for law enforcement or corrections officer service. To qualify for this cancellation, the borrower's employing agency must be eligible, and the borrower's position must be essential to the agency's primary mission.

Also report previously ineligible borrowers who—because of law enforcement and corrections officer service those borrowers performed on or after October 7, 1998— received cancellation on any outstanding balances on loans made prior to November 29, 1990.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for such service.

Valid amounts are 000000000-999999999. This field cannot be blank.

**13. Loan principal canceled for child/ family/early intervention service**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who—because of certain service those borrowers performed—received cancellation on loans made on or after July 23, 1992. Borrowers in this category must have served as (1) full-time employees of public or private nonprofit child or family service agencies or (2) full- time qualified professional providers of early intervention services in public or other nonprofit programs under public supervision.

Also report previously ineligible borrowers who—because of child, family, or early intervention service those borrowers performed on or after October 7, 1998— received cancellation for any outstanding balances on loans made prior to July 23, 1992.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled.

Valid amounts are 000000000-999999999. This field cannot be blank.

**14. Loan principal canceled for nurse/medical technician service**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who—because of service those borrowers performed as full-time nurses or medical technicians—received cancellations on loans made on or after July 23, 1992.

Also report previously ineligible borrowers who—because of nurse/medical technician service those borrowers performed on or ***after October 7, 1998—received cancellation on any outstanding balances on loans made prior to July 23, 1992.***

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled.

Valid amounts are 000000000-999999999. This field cannot be blank.

**15. Loan principal canceled for pre-K or child care program staff member service**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who--because of service as a full-time staff member in the education part of a prekindergarten or childcare program, received this cancellation for service that includes August 14, 2008, or begins on or after that date.

Valid entries are. 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for such service.

Valid amounts are 000000000-999999999. This field cannot be blank.

**16. Loan principal canceled for service as an attorney in a public defender organization**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who-- because of service as a full-time attorney employed in Federal Public Defender Organizations or Community Defender organizations -- received this cancellation for service that includes August 14, 2008 or begins on or after that date.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for such service.

Valid amounts are. 000000000-999999999. This field cannot be blank.

**17. Loan principal canceled for fire fighter service**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who-- because of service as a full-time fire fighter with a local, state, or federal fire department or fire district--received this cancellation

for service that includes August 14, 2008 or begins on or after that date.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for such service.

Valid amounts are 000000000-999999999. This field cannot be blank.

**18. Loan principal canceled for Tribal College or University faculty service**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who-- because of service as a full-time faculty member at a Tribal College or University--received this cancellation for service that includes August 14, 2008 or begins on or after that date.

**Note:** The list of the Tribal Colleges and Universities is available at https://www.ed.gov/edblogs/whiaiane/tribe s-tcus/tribal-colleges-and-universities/

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for such service.

Valid amounts are 000000000-999999999. This field cannot be blank.

**19. Loan principal canceled for librarian service**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who-- because of service as a librarian with a master's degree in library science who is employed in an elementary or secondary school that qualifies for Title I, Part A funding, or in a public library that serves a geographic area that includes one or more Title I, Part A-eligible schools--received this cancellation for service that includes August 14, 2008, or begins on or after that date.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for such service.

Valid amounts are 000000000-999999999. This field cannot be blank.

**20. Loan principal canceled for speech- language pathology service**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers who--because of service as a full-time speech-language pathologist with a master's degree who are working exclusively with Title I, Part A-eligible schools--received this cancellation for service that includes August 14, 2008 or begins on or after that date.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for such service.

Valid amounts are 000000000-999999999. This field cannot be blank.

**21. Loan principal canceled for loans discharged for death/disability**

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans were canceled because of death or permanent and total disability.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled because of death or permanent and total disability.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Note:** In the case of permanent and total disability, "cumulative" refers to all loan principal canceled through June 30, 2002. Effective July 1, 2002, loans must be assigned to the Department if borrowers are claiming total and permanent disability discharges. Therefore, you must—generally—report information for such assigned loans in Section A, Field 6 and in Section C, Field 2.2. However, there is one exception. Report *here* any amount you returned to borrowers because of the following circumstances:

- You received payments from those borrowers on or after the date they became totally and permanently disabled but before their loans were assigned to the Department, and
- The Department has discharged those loans during the award year because of the borrower's total and permanent disability.

In addition, effective July 1, 2008, borrowers may receive total and permanent disability discharges based on a determination by the Department of Veterans Affairs (VA) that the borrower is unemployable due to a service-connected disability. Loans discharged based on a VA disability determination are **not** assigned to the Department and are reported in Field 22 below.

### 22. Loan principal canceled for disability based on a VA determination

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans were canceled based on a determination by the Department of Veterans Affairs (VA) that the borrower is unemployable due to a service-connected disability.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled based on VA disability determinations.

Valid amounts are 000000000-999999999. This field cannot be blank

### 23. Loan principal canceled for bankruptcy

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

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for bankruptcy. If the court has discharged only part of the debt in bankruptcy, report only that portion here.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 24. Loan principal canceled for loans discharged for surviving spouses of public service victims of 9-11 terrorist attacks

Effective September 30, 2006 (and NOT retroactive), loan principal will be canceled for a borrower who is the surviving spouse of an eligible public servant. An eligible public servant is a police officer, firefighter, member of the Armed Forces, or other safety or rescue personnel who died or became permanently and totally disabled as a result of injuries suffered in the September 11, 2001 terrorist attacks at the World Trade Center in New York, New York; at the Pentagon in Virginia; at the Shanksville, Pennsylvania site; or on board American Airlines flights 11 and 77 and United Airlines flights 93 and 175.

This cancellation applies to loans on which amounts were owed on September 11, 2001 and on which amounts are still owed on the day cancellation is requested.

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans were discharged because the borrowers are surviving spouses of eligible public servants.

Valid entries are 0000000-9999999**.** This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled for borrowers whose loans were discharged because the borrowers are surviving spouses of eligible public servants.

Valid entries are 000000000-999999999. This field cannot be blank.

### 25. Loan principal canceled for loans discharged due to closed schools

**Column (b).** Report the CUMULATIVE unduplicated number of borrowers whose loans were canceled because the borrowers were unable to complete programs in which they were enrolled due to the school or one of its additional institutions closing.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE loan principal canceled.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 26. Loan principal adjustments - other

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loan principal has been adjusted for reasons not reported in fields 7 through 25—e.g., compromise; write-off (including write-offs of principal, late charges, and collection fees); incentive repayment discounts; or other costs not specified.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the CUMULATIVE amount of loan principal adjustments.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 27. Federal Capital Contributions

**Column (d).** Report the CUMULATIVE Federal Capital Contributions deposited into your Fund.

The amount reported in this field ***must always equal the amount reported for this field on last year's FISAP***, unless last year's entry was incorrect, and you are making a correction.

Valid amounts are 000000000-999999999. This field cannot be blank.

**28.1 Repayments of fund capital to federal government**

**Column (a).** Report the CUMULATIVE amount (federal share) repaid to the federal government—of excess liquid capital, distribution of assets, or liquidated fund capital—through June 30, 2020.

Valid amounts are 000000000-999999999. This field cannot be blank.

**28.2 Service cancelation reimbursement received after 07/01/2019**

**Column (a).** Report the CUMULATIVE amount of service cancelation reimbursements received from the Department after July 1, 2019.

Valid amounts are 000000000-999999999. This field cannot be blank.

**28.3 Total of fields 28.1 and 28.2**

**Column (c).** is the sum of fields 28.1(a) plus 28. 2(a). *This field is automatically calculated.*

**29.1 Short-term loans to the Fund**

**Column (a).** Report the CUMULATIVE amount of any short-term, no interest loans made to the Fund beginning with the 2007–08 award year through June 30, 2018. These funds were considered additional ICC and reported here. There are no short-term loans to the Fund permitted after June 30, 2018. The amount reported in this field ***must always equal the amount reported for this field on last year's FISAP***, unless last year's entry was incorrect, and you are making a correction.

Valid amounts are 000000000-999999999. This field cannot be blank.

**29.2 ICC deposited into the Fund**

**Column (a).** Report the CUMULATIVE amount of any ICC deposited into the Fund. This amount included ICC to match FWS funds transferred into the Fund or ICC to match FCC, in years when FCC was authorized. No short-term loans to the Fund were permitted after June 30, 2018. The amount reported in this field ***must always equal the amount reported for this field on last year's FISAP***, unless last year's entry was incorrect, and you are making a correction.

Valid amounts are 000000000-999999999. The field cannot be blank.

**29.3 Institutional Capital Contributions**

**Column (d).** is the sum of fields 29.1(a) plus 29.2(a). This amount is automatically calculated for you.

**30.1 Repayment of short-term loans to the Fund**

**Column (a).** Beginning with the 2007–08 award year, report the CUMULATIVE repayment of any short-term, no interest loans made to the Fund. If field 29.1 Short-term loans to the Fund is 0, then field 30.1 should also be 0. Schools should have already repaid any short-term loans made to the Fund. If your school still has an outstanding short-term loan that has not been repaid, please do so as soon as possible.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 30.2 Repayments of excess or liquidated fund Capital to Institution

**Column (a).** Report the CUMULATIVE amount repaid to the institution—of excess liquid capital, distribution of assets, or liquidated fund capital.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 30.3 Repayments of fund capital to school

**Column (c).** is the sum of fields 30.1(a) plus 30.2(a). *This field is is automatically calculated.*

***DO NOT reduce Field 29.1 or 29.2 by this amount.***

Do *not* include:

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

### 31. Interest income on loans

**Column (d).** Report the CUMULATIVE interest earned on loans through June 30, 2020. Such interest includes:

- interest collected,
- interest not collected because the interest was canceled,
- interest not collected because of an incentive repayment discount,
- the total amount of loan interest assigned to and accepted by the Department, as reported on OMB Form 1845-0048, Federal Perkins Loan Assignment (your school must also have acceptance notices from the Department dated prior to July 1, 2019), and
- interest not collected because the account was purchased, written off, compromised, or negotiated.

Reduce the amount reported as interest income by the interest amount you returned to borrowers because of the following circumstances:

- You received payments from those borrowers on or after the date they became totally and permanently disabled but before their loans were assigned to the Department, *and*
- The Department has discharged those loans during the award year because of the borrowers' total and permanent disability.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 32. 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 Fund asset earnings, including interest earned on Fund assets deposited in interest-bearing accounts. (Make sure to subtract bank charges before entering such earnings here.)

Also report deposits of certain late charges revenue. Enter any penalty or late charges added to principal that were included in Field 4.

If a borrower has overpaid the amount due, and this amount is in the Fund as of June 30, 2020, include here the amount of the overpayment.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 33. Reimbursements to the Fund through 06/30/2009 of amounts canceled on loans made 07/01/1972 and after

**Column (d).** Report the CUMULATIVE reimbursements of canceled principal and interest on loans made on or after July 1, 1972 that the Department paid to your school through June 30, 2009.

***Do not*** update this field to include any reimbursement for Perkins Loan service cancellations your institution received after **July 1, 2019.** If applicable, report that information in Section A, Field 28.2.

**Note:** Please review the IFAP website for the most recent Campus-Based Electronic Announcement concerning Federal Perkins Loan Service Cancellation Reimbursements.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 34.1 Administrative cost allowance

**Column (a).** Report the CUMULATIVE amount withdrawn from the Fund for an administrative cost allowance in accordance with 674.8(b)(2) through June 30, 2018.

**Note:** This field can no longer be increased since the 2017–18 award year was the final year that administrative cost allowance could be withdrawn from the Fund.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 34.2 Collection costs

**Column (a).** Report the CUMULATIVE collection costs, in accordance with limitations on costs charged to the Fund per 674.47(e), that are not included in Field 34.1—e.g., address searches, credit bureau reporting, attorneys' fees, court costs. DO NOT report any costs the borrower paid.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 34.3 Administrative cost allowance and collection costs (control)

**Column (c)**. is the sum of fields 34.1(a) plus 34.2(a). This amount is automatically calculated for you.

**NOTES ABOUT CANCELLATIONS:**

- For loans made on or after July 1, 1993, *no interest accrues* during the qualifying period of deferment. Therefore, there is *no interest to cancel* once the borrower completes the qualifying service.

- Schools are partially reimbursed for the cost of loan principal and interest canceled that is reported in fields 35-48 but are *not* reimbursed for amounts reported in fields 49-54.

**35. Cost of loan principal and interest canceled for teaching/military service (applies to loans made prior to 07/01/1972)**

**Column (c).** For loans made prior to July 1, 1972, report the CUMULATIVE loan principal and interest canceled for all teaching/military service. The principal in this field is an offset for Field 7, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

**36. Cost of loan principal and interest canceled for certain subject matter teaching service (math, science, foreign languages, bilingual education)**

**Column (c).** For loans made on or after July 23, 1992, report the CUMULATIVE cost of loan principal and interest canceled for certain full-time 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).

Also report—for borrowers who performed such subject matter teaching service on or after October 7, 1998—the cumulative cost of loan principal and interest canceled on any outstanding balances on loans made prior to July 23, 1992. The principal in this field is an offset for Field 8, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

**37. Cost of loan principal and interest canceled for all other authorized pre-K or K-12 teaching service (applies to loans made 07/01/1972 and after)**

**Column (c).** For loans made July 1, 1972 and after, report the CUMULATIVE cost of loan principal and interest canceled for all other authorized pre-K or K-12 teaching service. This category includes cancellations for full-time teaching service in (1) low-income schools (including teaching service that includes August 14, 2008, or begins on or after that date, in a low-income educational service agency), as designated by the Department; (2) Bureau of Indian Affairs (BIA) schools; (3) Head Start, and (4) the field of special education (on or after July 23, 1992).

Also included are cancellations for full-time teaching service for the handicapped provided before July 23, 1992.

Also report—for previously ineligible borrowers who performed special education or handicapped teaching services on or after October 7, 1998—the cumulative cost of principal and interest canceled on any outstanding balances on loans made prior to July 23, 1992.

The principal in this field is an offset for Field 9, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

**38. Cost of loan principal and interest canceled for military service (applies to loans made 07/01/1972 and after)**

**Column (c).** For loans made July 1, 1972 and after, report the CUMULATIVE loan principal and interest canceled for military service. For military service that ended before August 14, 2008, Defense/Direct/Perkins Loan borrowers are entitled to cancellation of, up to a maximum of 50 percent of their loans, for four complete years of active duty 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. For qualifying military service that includes August 14, 2008, or begins on or after that date, up to 100 percent of the loan may be canceled for five complete years of such service. To qualify for this cancellation benefit, a borrower must have served in the designated area for a complete year.

The principal in this field is an offset for Field 10, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 39. Cost of loan principal and interest canceled for 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 for this service. Also report the cumulative cost of loan principal and interest canceled for previously ineligible NDSL and Defense borrowers who performed such volunteer service on or after October 7, 1998.

The principal in this field is an offset for Field 11, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 40. Cost of loan principal and interest canceled for law enforcement and corrections officer service

**Column (c).** For loans made on or after November 29, 1990, report the CUMULATIVE loan principal and interest canceled for law enforcement or corrections officer service.

Also report—for previously ineligible borrowers who performed law enforcement or corrections officer service on or after October 7, 1998—the cumulative cost of loan principal and interest canceled on any outstanding balances on loans made prior to November 29, 1990.

The principal in this field is an offset for Field 12, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 41. Cost of loan principal and interest canceled for child/family/early intervention service

Column (c). For loans made on or after July 23, 1992, report the CUMULATIVE cost of loan principal and interest canceled for child, family, or early intervention service. (See the instructions for Field 13 above for a description of this service.)

Also report—for previously ineligible borrowers who performed child, family, or early intervention service on or after October 7, 1998—the cumulative cost of loan principal and interest canceled on any outstanding balances on loans made prior to July 23, 1992.

The principal in this field is an offset for Field 13, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 42. Cost of loan principal and interest canceled for nurse/medical technician service

**Column (c).** For loans made on or after July 23, 1992, report the CUMULATIVE cost of loan principal and interest canceled for nurse and medical technician service.

Also report—for previously ineligible borrowers who performed nurse and medical technician service on or after October 7, 1998—the cumulative cost of loan principal and interest canceled on any outstanding balances on loans made prior to July 23, 1992.

The principal in this field is an offset for Field 14, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 43. Cost of loan principal and interest canceled for pre-K or child care program staff member service

**Column (c).** For service that includes August 14, 2008, or begins on or after that date, report the CUMULATIVE loan principal in this field is an offset for Field 15, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 44. Cost of loan principal and interest canceled for service as an attorney in a public defender organization

**Column (c).** For service that includes August 14, 2008, or begins on or after that date, report the CUMULATIVE loan principal and interest canceled for service as an attorney in a public defender organization.

The principal in this field is an offset for Field 16, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 45. Cost of loan principal and interest canceled for fire fighter service

**Column (c).** For service that includes August 14, 2008, or begins on or after that date, report the CUMULATIVE loan principal and interest canceled for fire fighter service.

The principal in this field is an offset for Field 17, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 46. Cost of loan principal and interest canceled for Tribal College or University faculty service

**Column (c).** For service that includes August 14, 2008, or begins on or after that date, report the CUMULATIVE loan principal and interest canceled for Tribal College or University faculty service.

The principal in this field is an offset for Field 18, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 47. Cost of loan principal and interest canceled for librarian service

**Column (c).** For service that includes August 14, 2008, or begins on or after that date, report the CUMULATIVE loan principal and interest canceled for librarian service.

The principal in this field is an offset for Field 19, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 48. Cost of loan principal and interest canceled for speech-language pathology service

**Column (c).** For service that includes August 14, 2008, or begins on or after that date, report the CUMULATIVE loan principal and interest canceled for speech- language pathology service.

The principal in this field is an offset for Field 20, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 49. 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.

**Note:** In the case of permanent and total disability, "cumulative" refers to all loan principal canceled through June 30, 2002. Effective July 1, 2002, loans must be assigned to the Department if borrowers are claiming discharges because of total and permanent disability. Therefore, you must—generally—report information for such assigned loans in Field 6, report the principal and interest for those loans in Field 53, and report the interest on those loans in Field 31. However, there is one exception. Report *here* any principal and interest amounts you refunded to borrowers because of the following circumstances:

- You received payments from those borrowers on or after the date they became totally and permanently disabled but before their loans were assigned to the Department, *and*

- The Department has discharged those loans during the award year because of the borrowers' total and permanent disability.

In addition, effective July 1, 2008, borrowers may receive total and permanent disability discharges based on a determination by the Department of Veterans Affairs (VA) that the borrower is unemployable due to a service-connected disability. Loans discharged based on a VA disability determination are **not** assigned to the Department. Report in Field 50 loan principal and interest canceled based on a VA disability determination.

The principal in this field is an offset for Field 21, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

For information about disability discharges, contact the Nelnet Total and Permanent Disability Servicer in Denver, CO at 1-888-303-7818 or send an email to disabilityinformation@nelnet.net.

### 50. Cost of loan principal and interest canceled based on a VA disability determination

**Column (c).** Report the CUMULATIVE loan principal and interest canceled based on a VA disability determination.

The principal in this field is an offset for Field 22, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

For information about VA disability discharges, contact the Nelnet Total and Permanent Disability Servicer in Denver, CO at 1-888-303-7818 or send an email to disabilityinformation@nelnet.net.

### 51. Cost of loan principal and interest canceled because of bankruptcy

**Column (c).** Report the CUMULATIVE loan principal and interest canceled because of bankruptcy. If the court has discharged only a portion of the debt in bankruptcy, report only that portion here.

The principal in this field is an offset for Field 23, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 52. Cost of loan principal and interest canceled for surviving spouses of public service victims of 9-11 terrorist attacks

**Column (c).** Report the CUMULATIVE amount of loan principal and interest canceled for borrowers whose loans were discharged because the borrowers are surviving spouses of eligible public servants who died or became permanently disabled as a result of the September 11, 2001 terrorist attacks. (See Field 24, above for more information.)

The principal in this field is an offset for Field 24, and interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 53. Cost of loan principal and interest assigned to and accepted by the United States

**Column (c).** Report the CUMULATIVE amount of loan principal and interest outstanding that was assigned to the U.S. Department of Education, and officially accepted, not later than June 30, 2020. Include the amount of loan principal and interest outstanding on loans assigned because of total and permanent disability.

For schools in liquidation status, report amounts for assigned loans that were *not* in default as well as amounts for loans that were in default.

The principal in this field is an offset for Field 6, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 54. Cost of loan principal and interest canceled for loans discharged due to closed schools

**Column (c).** Report the CUMULATIVE cost of loan principal and interest canceled for borrowers whose loans were discharged because their schools closed.

The principal in this field is an offset for Field 25, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

**55. Other costs or losses**

**Column (c).** Report all other CUMULATIVE costs or losses of principal and interest not covered in fields 34.3 through 54—e.g., compromise, write- off, etc.

The principal in this field is an offset for Field 26, and the interest is a partial offset for Field 31.

Valid amounts are 000000000-999999999. This field cannot be blank.

**56. Balancing Adjustments - Debits**

**Column (c).** Report CUMULATIVE adjustments to show activity not captured in fields 1.1 through 55.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Note: The total debits should equal the total credits in Section A without the use of this field. This field should not be used to correct a discrepancy. The ONLY time this field should be used is to report a specific activity or transaction that is not covered in another field. Your institution must not utilize the balancing adjustment fields to account for a short-fall to your school's fund as this is not permissible.** Using the "Additional Information" screen, you must specify the activity that you are reporting in this field that is not covered in an existing field in Section A, and explain the reasons for any adjustments reflected in this field in enough detail for the Department to assess the entry's validity.

**57. Balancing Adjustments - Credits**

**Column (d).** Report CUMULATIVE adjustments to show activity not captured in fields 5 through 33.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Note: The total debits should equal the total credits in Section A without the use of this field. This field should not be used to correct a discrepancy. The ONLY time this field should be used is to report a specific activity or transaction that is not covered in another field. Your institution must not utilize the balancing adjustment fields to account for a short-fall to your school's fund as this is not permissible.** Using the "Additional Information" screen, you must specify the activity that you are reporting in this field that is not covered in an existing field in Section A, and explain the reasons for any adjustments reflected in this field in enough detail for the Department to assess the entry's validity.

**58. Total debits and credits**

**Column (c)** is the sum of all entries in fields 1.1c through 56c.

**Column (d)** is the sum of all entries in fields 5d through 33d and 57d.

Total debits must equal total credits.

*The sum of columns (c) and (d) is automatically calculated.*

## *Section B. Annual Activity During the 2019–20 Award Year (July 1, 2019 through June 30, 2020)*

**Note:** This section requests information *only* for the 2019–20 award year—**do not report cumulative amounts here.**

*Because the authority to make new Perkins loans and/or disbursements on existing Perkins loans has expired, no data can be entered in Fields 1–8.*

**1. Final adjusted Federal Capital Contribution (FCC) authorization**

You cannot enter any data in this field.

**2. FWS transferred into the Fund**

You cannot enter any data in this field.

**3. FCC transferred to FSEOG and FWS**

You cannot enter any data in fields 3(a) FSEOG and 3(b) FWS.

**4. Total federal funds available for the 2019–20 award year**

Field 4 equals Field 1 plus Field 2 minus Field 3(a) and Field 3(b). *This field is automatically calculated.*

**5. The unexpended amount of final adjusted authorized FCC for award year 2019–20 that was NOT requested from G5 by June 30, 2020. This amount will be reduced from your total award amount next spring.**

You cannot enter any data in this field.

**6. Institutional Capital Contribution (ICC) deposited into the Fund between July 1, 2019 and June 30, 2020**

You cannot enter any data in this field.

**7. Loans advanced to students from the Fund during the 2019–20 award year (minus 2019–20 award year refunds)**

You cannot enter any data in this field.

**8. Administrative cost allowance claimed for the 2019–20 award year**

You cannot enter any data in this field because administrative cost allowance can only be charged against a Campus-Based program from which funds are awarded.

**9. Total principal and interest repaid by borrowers from all sources during the 2019–20 award year**

**Column (a).** Report the unduplicated number of borrowers who made payments on their loans in the 2019–20 award year.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (b).** Report the amount of principal and interest borrowers repaid during the 2019–20 award year. Include any portion of the repayment that any collection firm(s) kept.

Include any penalty charges collected or late charges 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.

Valid amounts are 000000000-999999999. This field cannot be blank.

**10. Total principal repaid by borrowers from all sources during the 2019–20 award year for loans in default for more than 2 years but not more than 5 years**

**Column (a).** Report the *unduplicated* number of borrowers whose loans were in default for more than 2 years, but not more than 5 years, and who made payments toward outstanding principal on their defaulted loans in the 2019–20 award year. Include borrowers whose defaulted loans were taken out of default status during the 2019–20 award year (such as defaulted loans that were paid in full) as well as borrowers whose loans are currently in default.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (b).** Report the amount of principal repaid by borrowers in the 2019–20 award year on loans that were in default for more than 2 years but not more than 5 years. If rehabilitation removes a loan from default, report the amount collected up to the point the loan was rehabilitated. Do not report any payments a borrower made after rehabilitation.

Valid amounts are 000000000-999999999. This field cannot be blank.

**11. Total principal repaid by borrowers from all sources during the 2019–20 award year for loans in default for more than 5 years**

**Column (a).** Report the *unduplicated* number of borrowers whose loans were in default for more than 5 years and who made payments toward outstanding principal on their defaulted loans in the 2019–20 award year. Include borrowers whose defaulted loans were taken out of default status during the 2019–20 award year (such as defaulted loans that were paid in full) as well as borrowers whose loans are currently in default.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (b).** Report the amount of principal repaid by borrowers in the 2019–20 award year on loans that were in default for more than 5 years. If rehabilitation removes a loan from default, report the amount collected up to the point the loan was rehabilitated. Do not report any payments a borrower made after rehabilitation.

Valid amounts are 000000000-999999999. This field cannot be blank.

**12. Annual servicing costs paid with institutional funds during the 2019–20 award year for non-defaulted loans (do not include collection costs included in Section A, field 34.2)**

**Column (b).** Report the annual servicing costs that were paid with institutional funds during the 2019–20 award year for the servicing of non-defaulted Perkins Loans.

***Do not*** report collection costs here. Collection costs are reported in Section A, line 34.2.

If your institution contracts with a third-party servicer to service your outstanding Perkins Loan portfolio, report the costs paid to your servicer for the servicing of non-defaulted Perkins Loans in the 2019–20 award year. If your institution services its Perkins Loan portfolio in-house, report the costs your institution incurred for servicing non-defaulted Perkins Loans in the 2019–20 award year.

**Note:** The servicing costs reported here are costs paid by the institution that are not chargeable to the Perkins Loan Fund.

Valid amounts are 000000000-999999999. This field cannot be blank.

**13. Amount of loan service cancellation reimbursement your institution received during the 2019–20 award year, *if applicable* (do not include this amount in Section A, field 33)**

**Column (b).** Report only the amount of Perkins service cancellation reimbursement your institution received for the 2019–20 award year. ***Do not*** include this amount in Section A, field 33.

Valid amounts are 000000000-999999999. This field cannot be blank.

## *Section C. Cumulative Repayment Information as of June 30, 2020*

Section C 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, 2020 at your school. **Count the number of borrowers and not the number of loans made.**

In fields 1.1 through 5.4, each borrower is counted *only once*. That is, when a borrower has more than one loan and falls into more than one category in Section C, the dollars should be reported in the appropriate fields. The borrower, however, should be reported *only once* in column (b), in the field for the loan where the borrower's principal amount outstanding is the *greatest*.

In column (b), the sum of fields 1.1, 2, 3, 4, 5.1, 5.2, 5.3, and 5.4 equals Field 4, column (b) of Part III, Section A of the Fiscal Operations Report.

**The following instructions are basic to each column:**

Column (a). Report the amount paid into the Loan Fund to purchase loans.

Column (b). Report the *unduplicated* borrowers for each field as of June 30, 2020.

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

Column (d). Report the principal amount outstanding on all loans as of June 30, 2020. This figure is the portion of the amount lent that was not repaid or canceled as of June 30, 2020.

### 1.1 Borrowers whose loans are fully retired

**Column (b).** Report the unduplicated, CUMULATIVE number of all past borrowers who, as of June 30, 2020, have completely repaid their loans or had them canceled. Include

- any write-off accounts with balances of less than $25 (or less than $50 if the borrower has been billed for two years), loans discharged because the borrower was unable to complete a program in which he or she was enrolled due to the school's closing, and
- those borrowers whose loans your school purchased because they were deemed unenforceable by the Department and were rejected for assignment.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (c).** Report the total dollar amount lent to those borrowers.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 1.2 Loans that have been purchased

**Column (a).** Of the loans included in 1.1 as fully retired, report in column (a) the outstanding principal balance, all interest due, and any collection fees due on all loans you submitted for assignment that were not accepted and for which your school reimbursed the Fund. This entry will be used for liquidation purposes.

Before a school can have a fully liquidated Perkins Loan portfolio, all loans with a principal amount outstanding at the school must *either* be assigned to the Department *or* fully retired, including loans the school is purchasing.

The Perkins Loan Assignment and Liquidation Guide can be found in guidance provided on the Campus-Based Processing Information on the IFAP website at or contact the COD School Relations Center at 1-800-848-0978 or CODSupport@ed.gov .

Valid amounts are 000000000-999999999. This field cannot be blank.

### 2. Borrowers whose loans were assigned to and officially accepted by the U.S. Department of Education as of June 30, 2020

*This field is automatically calculated* and is derived from fields 2.1 and 2.2 below.

### 2.1 Assignments due to default or liquidation

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans were assigned to the Department because of default or liquidation and which the Department officially accepted by June 30, 2020.

For schools liquidating and discontinuing participation in the program, report borrowers whose assigned loans were *not* in default as well as borrowers whose loans were in default.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (c).** Report the total amount lent to those borrowers.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (d).** Report the total principal amount outstanding when the loans were assigned to and accepted by the Department. DO NOT include any unpaid penalty/late charges assessed the borrower on any loans assigned to the Department. Any payment your school might have received from such a borrower after the Department's acceptance of the assigned loan is not to be reflected in this report.

Payment received after loans have been accepted for assignment should be mailed to:

Department of Education
ECSI Federal Perkins Loan Servicer
P.O. Box 6200-31
Portland, OR 97228-6200

Valid amounts are 000000000-999999999. This field cannot be blank.

### 2.2 Assignments due to total and permanent disability discharge

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans were assigned to the Department because of total and permanent disability and which the Department officially accepted by June 30, 2020.

**Note:** Loans discharged based on a determination by the Department of Veterans Affairs (VA) that a borrower is unemployable due to a service-connected disability are not assigned to the Department and are not reported here. These loan discharges are reported in Section A, fields 22 and 50.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (c).** Report the total amount lent to those borrowers.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (d).** Report the total principal amount outstanding when the loans were assigned to and accepted by the Department. DO NOT include any unpaid penalty/late charges assessed the borrower on any loans assigned to the Department. Any payment your school might have received from such a borrower after the Department's acceptance of the assigned loan is not to be reflected in this report.

For questions concerning payments received at the school after the loan is assigned to the Department, follow instructions in the Total and Permanent Disability Discharge Assignment Guide for Federal Perkins Loans or contact the Nelnet Total and Permanent Disability Servicer in Denver, CO at 1-888-303-7818 or disabilityinformation@nelnet.net.

**Note:** Assigning a loan to the Department for total and permanent disability is a two-step process. The first step is the approval of the disability claim. The Loan Holder Notification (LHN) file is the primary form of communication of TPD discharge information between the Nelnet Total and Permanent Disability Servicer and your school. Your school will receive notification of the approval of the disability claim in the LHN file

and notification to submit the loan for assignment for non-Veterans TPD discharged loans. The second step is the submission of the loan for assignment. The school must receive both confirmation of the approval of the disability claim AND confirmation of acceptance of the loan for assignment. If you have questions about the acceptance of a loan assigned for TPD, you may contact the Nelnet Total and Permanent Disability Servicer in Denver, CO at 1-888-303-7818 or send an email to disabilityinformation@nelnet.net. Please see the Total and Permanent Disability Discharge Assignment Guide for Federal Perkins Loans for complete instructions.

The sum of 2.1(b) and 2.2(b) must agree with Field 6(b) of Part III, Section A, Fiscal Operations Report.

The sum of 2.1(d) and 2.2(d) must agree with Field 6(d) of Part III, Section A, Fiscal Operations Report.

Field 2(b) equals the sum of fields 2.1(b) and 2.2(b). Field 2(c) equals the sum of fields 2.1(c) and 2.2(c). Field 2(d) equals the sum of fields 2.1(d) and 2.2(d).

### 3. Total borrowers not in repayment status

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers attending postsecondary schools at least half time. This number includes those students attending your school and those who have filed for student deferments from other schools. Report those whose grace periods have expired as well as those who have not used their first grace periods.

Also report borrowers who were in the first grace period. A first grace period is defined based on when the loans were made:

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

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 obtained deferment in accordance with the governing regulations.

**Note:** 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.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the principal amount outstanding on these loans.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 4. Borrowers on schedule in repayment status

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers making loan repayments on schedule.

Valid entries are 0000000-9999999. This field cannot be blank.
**Column (d).** Report the total principal amount outstanding on these loans.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 5.1 In default less than 240 days (monthly installments) or less than 270 days (other installments)

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans are in default less than 240 days, if paying monthly, and less than 270 days if paying less frequently than monthly.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (c).** Report the principal amount lent to those borrowers.
Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (d).** Report the principal amount outstanding on those loans.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 5.2 In default 240 days or more (monthly installments) or 270 days or more (other installments), up to 2 years

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans are in default

- 240 days or more, up to 2 years, if those borrowers are paying monthly; and
- 270 days or more, up to 2 years, if those borrowers are paying less frequently than monthly.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (c).** Report the principal amount lent to those borrowers.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (d).** Report the principal amount outstanding on those loans.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 5.3 In default more than 2 years but not more than 5 years

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans are in default more than 2 years but not more than 5 years.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (c).** Report the principal amount lent to those borrowers.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (d).** Report the principal amount outstanding on those loans.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 5.4 In default more than 5 years

**Column (b).** Report the unduplicated, CUMULATIVE number of borrowers whose loans are in default more than 5 years.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (c).** Report the principal amount lent to those borrowers.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (d).** Report the principal amount outstanding on those loans.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Note:** All assigned notes the Department has rejected and returned to you, or notes for which you received official acceptance from the Department dated after June 30, 2020, must be counted in the appropriate default category, according to the oldest payment in default. These notes may not be included in either Field 2 of this section, or in Section A, Field 6.

## *Cohort Default Rate (Sections D and E)*

If your school had fewer than 30 borrowers who entered repayment in the 2018–19 award year, complete Section E. If your school had 30 or more borrowers who entered repayment in the 2018–19 award year, complete Section D.

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 due or to comply with the other terms of the promissory note, and this situation has existed for at least 240 days for loans with monthly payment installments or at least 270 days for loans with less frequent payment installments.

- a loan is *still* considered to be in default even if the school, its owner, agency, contractor, employee, or any other entity or individual affiliated with the school makes a payment to prevent the borrower from defaulting.

- a loan is *not* considered to be in default *only* if the borrower has:
  - made six voluntary consecutive payments;
  - voluntarily made all payments currently due;
  - repaid the loan in full;
  - rehabilitated the loan or had it canceled;
  - received a deferment or forbearance on the loan based on a condition that began before the loan became 240 days past due;

- received a discharge because of death, permanent and total disability, bankruptcy, or because of a closed school; or
- repaid the loan in full in accordance with Section 674.33(a) or Section 674.47(h)
    - a loan assigned to the Department of Education is still considered part of the cohort default rate calculation, unless the loan has been assigned because of a total and permanent disability cancellation.

## *Section D. Schools with 30 or More Borrowers Who Entered Repayment in the 2018–19 Award Year*

### 1.1 Number of borrowers who entered repayment in 2018–19

Report the number of borrowers who entered repayment any time from July 1, 2018 to June 30, 2019.

Valid entries are 0000000-9999999. This field cannot be blank.

### 1.2 Number of borrowers from Field 1.1 above with loans in default by June 30, 2020

Of the number of borrowers who entered repayment in 2018–19, report the number with loans in default by June 30, 2020.

Valid entries are 0000000-9999999. This field cannot be blank.

### 1.3 Cohort Default Rate

The number of borrowers in Field 1.2 is divided by the number of borrowers in Field 1.1. That amount is then multiplied by 100 to calculate your cohort default rate. *This field is automatically calculated.*

## *Section E. Schools with Fewer than 30 Borrowers Who Entered Repayment in the 2018–19 Award Year*

### 2.1 Number of borrowers who entered repayment in:

**2.1(a)** 2016–17 award year

Report the number of borrowers who entered repayment any time from July 1, 2016 to June 30, 2017.

Valid entries are 0000000-9999999. This field cannot be blank.

**2.1(b)** 2017–18 award year

Report the number of borrowers who entered repayment any time from July 1, 2017 to June 30, 2018.

Valid entries are 0000000-9999999. This field cannot be blank.

**2.1(c)** 2018–19 award year

Report the number of borrowers who entered repayment any time from July 1, 2018 to June 30, 2019.

Valid entries are 0000000-9999999. This field cannot be blank.

### 2.2 Number of borrowers with loans in default by:

**2.2(a)** June 30, 2018 (those in 2.1(a) only)

Of the total number of borrowers in Field 2.1(a), report the number in default by June 30, 2018.

Valid entries are 0000000-9999999. This field cannot be blank.

**2.2(b)** June 30, 2019 (those in 2.1(b) only)

Of the total number of borrowers in Field 2.1(b), report the number in default by June 30, 2019.

Valid entries are 0000000-9999999. This field cannot be blank.

**2.2(c)** June 30, 2020 (those in 2.1(c))

Of the total number of borrowers in Field 2.1(c), report the number in default by June 30, 2020.

Valid entries are 0000000-9999999. This field cannot be blank.

### 2.3 Total number of borrowers who entered repayment during the three years above

This field represents the total number of borrowers who entered repayment during the 2016–17, 2017–18, and 2018–19 award years—the sum of fields 2.1(a) + 2.1(b) + 2.1(c). *The field is automatically calculated.*

### 2.4 Total number of borrowers with loans in default during the three years above

This field represents the total number of borrowers with loans in default by June 30, 2018, June 30, 2019, and June 30, 2020— the sum of fields 2.2(a) + 2.2(b) + 2.2(c). *The field is automatically calculated.*

### 2.5 Cohort default rate

The number of borrowers in Field 2.4 is divided by the total number of borrowers in Field 2.3. That amount is multiplied by 100 to calculate your cohort default rate. *This field is automatically calculated.*

# Part IV: Federal Supplemental Educational Opportunity Grant (FSEOG) Program Fiscal Operations Report

## Who must complete Part IV?

You must complete Part IV if your school received FSEOG federal funds for 2019–20.

## Field-by-field instructions for Part IV

### *Section A. Federal Funds Authorized for FSEOG*

**1. Final adjusted FSEOG authorization**

Figure the correct amount for this field as follows:

- The amount of your original authorization (on your first Final Award Worksheet for award year July 1, 2019 through June 30, 2020) **plus**
- Any supplemental authorization you received for the FSEOG Program **minus**
- Any FSEOG funds from your 2019–20 award year allocation that you returned to the federal government prior to September 30, 2020 through the annual reallocation process.
- **Note:** If funds returned through the reallocation process plus any unexpended funds are greater than 10 percent of your combined 2019–20 initial plus supplemental allocations, a penalty will be assessed against your school's 2021–22 FSEOG allocation unless your school has received an underuse waiver. (See **Note** in Field 18).

Enter the result here.

Valid amounts are 000000000-999999999. This field cannot be blank.

### *Section B. Federal Funds Available for FSEOG Expenditures*

**2. FWS funds transferred to and spent in FSEOG**

Enter the amount of any FWS funds you transferred to, and spent in, the FSEOG Program. You must return to FWS any transferred amount you did not spend in FSEOG.

The maximum amount you may transfer from FWS to FSEOG is 25 percent of the sum of your 2019–20 FWS original and supplemental allocations.

The amount in this field must be the same as the entry in Part V, Field 4(a).

Valid amounts are 000000000-999999999. This field cannot be blank.

**3. Federal Perkins Federal Capital Contribution funds transferred to and spent in FSEOG**

You cannot enter any data in this field because Congress no longer authorizes FCC for the Perkins Loan Program.

**4. FSEOG funds transferred to and spent in FWS.**

Enter the amount of any FSEOG funds you transferred to, and spent in, the FWS Program. You must return to FSEOG any transferred amount you did not spend in FWS.

The maximum amount you may transfer from FSEOG to FWS is 25 percent of the sum of your 2019–20 FSEOG original and supplemental allocations. The amount in this field must be the same as the entry in Part V, Field 3.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Note:** You must award FSEOG funds to students before you can transfer funds to FWS. For more information on transfer of Campus-Based funds, see Volume 6, Chapter 1 of the Federal Student Aid Handbook available on the IFAP website. Any FSEOG funds transferred to FWS must be entered into G5 as an expenditure against FSEOG, not as an expenditure against FWS.

**5. 2020–21 FSEOG funds carried back and spent in 2019–20**

Report any amount of your 2020–21 FSEOG allocation that you carried back and spent in award year 2019–20. The maximum amount you could have carried back and spent is 10 percent of the sum of your 2020–21 original and supplemental FSEOG allocations.

Valid amounts are 000000000-999999999. This field cannot be blank.

**6. Additional 2020–21 FSEOG funds carried back and spent for 2020 summer enrollment**

If you report in Field 5 the maximum 10 percent carry back amount, report here any additional amount of your 2020–21 FSEOG allocation that you carried back and spent for awards to students for payment periods that began on or after May 1, 2020 but that ended before July 1, 2020.

Valid amounts are 000000000-999999999. This field cannot be blank.

**7. 2018–19 funds carried forward and spent in 2019–20**

Report any amount of your 2018–19 FSEOG allocation that you carried forward and spent in award year 2019–20. The maximum amount you could have carried forward and spent is 10 percent of the sum of your 2018–19 original and supplemental FSEOG allocations.

If this entry is different from the one in Part IV, Field 8 of your 2018–19 Fiscal Operations Report, you must submit a revised 2018–19 Fiscal Operations Report.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Note:** You need to spend all 2018–19 funds carried forward *before* spending any funds from the 2019–20

award year.

**8. 2019–20 funds carried forward to be spent in 2020–21**

Report any amount of your 2019–20 FSEOG allocation that you carried forward to spend in award year 2020–21. The maximum amount you could have carried forward to be spent is 10 percent of the sum of your 2019–20 original and supplemental FSEOG allocations.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Note:** You need to spend all 2019–20 funds carried forward *before* spending any funds from the 2020–21 award year.

**9. 2019–20 funds carried back and spent in 2018–19**

Report any amount of your 2019–20 FSEOG allocation that you carried back and spent in award year 2018–19. The maximum amount you could have carried back and spent is 10 percent of the sum of your 2019–20 original and supplemental FSEOG allocations.

If the entry here is different from the one in Part IV, Field 5 of your 2018–19 Fiscal Operations Report, you must submit a revised 2018–19 Fiscal Operations Report.

Valid amounts are 000000000-999999999. This field cannot be blank.

**10. Additional 2019–20 funds carried back and spent for 2019 summer enrollment**

If you report in Field 9 the maximum 10 percent carry back amount, report here any additional amount of your 2019–20 FSEOG allocation that you carried back and spent for awards to students for payment periods that began on or after May 1, 2019 but that ended prior to July 1, 2019.

If the entry here is different from the one in Part IV, Field 6 of your 2018–19 Fiscal Operations Report, you must submit a revised 2018–19 Fiscal Operations Report.

Valid amounts are 000000000-999999999. This field cannot be blank.

**11. Total federal funds available for 2019–20 FSEOG**

Field 11 equals the sum of fields 1, 2, 3, 5, 6 and 7 **minus** the sum of fields 4, 8, 9 and **10.** *This field is automatically calculated***.**

## *Section C. Funds to FSEOG Recipients*

DO NOT include in either Field 12 or 13 below any non-federal funds in excess of the required 25 percent non-federal share.

**12. Total funds to FSEOG recipients**

The amount reported must consist of the required 25 percent non-federal plus 75 percent federal shares, unless your school has been granted a waiver of the institutional match requirement for 2019–20. In that case, report whatever federal funds your school expended.

Field 12 equals Field 13 plus Field 14.

Valid amounts are: 000000000-999999999. This field cannot be blank.

### 13. Non-federal share of funds to FSEOG recipients

For non-federal funds to be reported in this field, the recipients of these monies must have also received some federal funds from the FSEOG Program in the 2019–20 award year.

Field 13, which is automatically calculated, must be 25 percent of Field 12, unless your school has been granted a waiver of the institutional-match requirement for 2019–20. In that case, you can report less than 25 percent. Schools must ***not enter any school expenditures that exceed the 25 percent requirement.***

Your school must provide the non-federal share from its own resources, which might include school grants and scholarships, tuition or fee waivers, state scholarships, or foundation or other charitable organization funds. You can use one of three methods to provide the non-federal share; these are discussed in Volume 6, Chapter 1, "FSEOG Non-federal Share," of the Federal Student Aid Handbook available on the IFAP website.

Although Field 13 is automatically calculated, you must know how the total is derived so you can determine what to enter in fields 13(a) and 13(b). Therefore, perform the following steps:

- Divide the total federal FSEOG funds expended for FSEOG recipients by 75.
- Take that result and multiply it by 25. You will then have your school's FSEOG non-federal matching requirement.

**Note:** Do NOT simply take 25 percent of the total federal FSEOG funds expended or 25 percent of your FSEOG award—neither is an accurate calculation of your non- federal matching requirement.

Once you have determined the FSEOG non-federal matching requirement, you must break down that amount for fields 13(a) and 13(b).

### 13(a). Cash outlay contributed

If some or all of your non-federal share consisted of a cash outlay by your school, enter the amount contributed.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 13(b). Other resources designated

If some or all of your non-federal share consisted of one of the other types of school resources listed above, enter the amount designated.

Valid amounts are 000000000-999999999. This field cannot be blank.

Field 13 must equal Field 13(a) plus Field 13(b).

## *Section D. Federal Funds Spent for FSEOG Program*

### 14. Federal share of funds to FSEOG recipients

Report the amount of FSEOG federal funds expended for students, plus any FWS federal funds transferred into FSEOG and spent for FSEOGs.

Field 14 must equal 75 percent of Field 12, unless your school has an approved waiver of the institutional match requirement for 2019–20. In that case, report whatever federal funds your school expended.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 15. Administrative cost allowance claimed

Use the Administrative Cost Allowance Worksheet - Part VI, Section B, steps 1 and 2 to see how your Administrative Cost Allowance (ACA) is calculated.

Report how much ACA you claimed in the FSEOG Program.

The amount in Field 15 must be the same as the amount in Part VI, Section B, Field 23(b). This amount could include funds claimed for any or all of the three programs.

**Note:** Remember that your ACA comes from your FSEOG and FWS program allocations and therefore should be budgeted in advance as part of those allocations. ***The ACA is not a supplemental amount from the Department.***

For more information on calculating the ACA, see the instructions that follow for Part VI, as well as Volume 6, Chapter 1 of the Federal Student Aid Handbook available on the IFAP website.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 16. Federal funds spent for FSEOG

Field 16 equals Field 14 plus Field 15. *This field is automatically calculated*.

## *Section E. Use of FSEOG Authorization*

### 17. Expended FSEOG authorization

Field 17 equals the sum of fields 4, 8, 9, 10, and 16 minus the sum of fields 2, 3, 5, 6, and 7. *This field is automatically calculated*.

***The amount in Field 17 must agree with your final FSEOG draw downs reported in G5. Also, this amount cannot exceed your authorization in Field 1.***

### 18. Unexpended FSEOG authorization

Field 18 equals Field 1 minus Field 17. *This field is automatically calculated*. ***The resulting amount will ultimately be deducted from your G5 grantee account.***

The Department of Education will not accept a negative amount in this field. An excess expenditure must be

charged to institutional funds; however, the excess institutional share is *not* entered in this report.

**Note:** Unless your school has received an underuse waiver, a penalty will be assessed against your school's 2021–22 FSEOG allocation if the amount in Field 18 plus any other amounts you previously returned to the Department are greater than 10 percent of your combined 2019–20 initial plus supplemental allocations. The penalty consists of a reduction in your 2021–22 FSEOG allocation by an amount equal to the total amount you did not spend in 2019–20.

Valid amounts are 000000000-999999999. This field cannot be blank.

## *Section F. Information about FSEOG Disaster-Affected Students*

An eligible school is permitted to make FSEOG awards to "disaster-affected students." An eligible school must be located in a county or parish that was designated by the Federal Emergency Management Agency (FEMA) for major disaster assistance as a result of a major disaster as defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170 and 5191).

FEMA designated disaster jurisdictions can be found at the FEMA website: https://www.fema.gov under "Disaster Designations."

### 19. Number of disaster-affected students receiving FSEOG Funds

Report the number of disaster-affected students who received FSEOG funds during the 2019–20 award year.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 20. Federal share of FSEOG funds to disaster-affected students

Report the Federal share of FSEOG funds that were disbursed to the disaster-affected students reported in field 19 during the 2019–20 award year.

Valid amounts are 000000000-999999999. This field cannot be blank

### 21. Total FSEOG funds to disaster-affected students

Report the total amount of FSEOG funds that were disbursed to the disaster-affected students reported in field 19 during the 2019–20 award year.

Valid amounts are 000000000-999999999. This field cannot be blank

# Part V: Federal Work-Study (FWS) Program Fiscal Operations Report

## Who must complete Part V?

You must complete Part V if your school received FWS funds for award year 2019–20.

**Attention Work Colleges:** All Work College funds expenditures are to be reported on the Work Colleges Program Expenditure Report. Only FWS programs funds are to be reported in Part V of the FISAP.

## Field-by-field instructions for Part V

### *Section A. Federal Funds Authorized for FWS*

**1. Final adjusted FWS authorization**

Figure the correct amount for this field as follows:

- The amount of your original authorization (on your Final Award worksheet for award year July 1, 2019 through June 30, 2020) **plus**
- Any supplemental authorization you received for the FWS Program **minus**
- Any FWS funds from your 2019–20 award year allocation that you returned to the federal government prior to September 30, 2020.

**Note:** If funds returned through the reallocation process plus any unexpended funds are greater than 10 percent of your combined 2019–20 initial plus supplemental allocations, a penalty will be assessed against your school's 2021–22 FWS allocation unless your school has received an underuse waiver. ( See **Note** in Field 19.)

Enter the result here.

Valid amounts are 000000000-999999999. This field cannot be blank.

### *Section B. Federal Funds Available for FWS Expenditures*

**2. Federal Perkins Federal Capital Contribution funds transferred to and spent in FWS**

You cannot enter any data in this field because Congress no longer authorizes FCC for the Perkins Loan program.

**3. FSEOG funds transferred to and spent in FWS**

Enter the amount of any FSEOG funds you transferred to, and spent in, the FWS Program. You must return

to FSEOG any transferred amount you did not spend in FWS.

The maximum amount you may transfer from FSEOG to FWS is 25 percent of the sum of your 2019–20 FSEOG original and supplemental allocations.

The amount in this field must be the same as the entry in Part IV, Field 4.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 4. FWS funds transferred to and spent in FSEOG, the Federal Perkins Loan Program and the Work Colleges Program

***The sum of Field 4(a) plus Field 4(b) may not exceed 25% of your FWS original plus any supplemental allocations for 2019–20.***

**Note:** Any FWS funds transferred to FSEOG must be entered into G5 as expenditures against FWS, *not* as expenditure against FSEOG.

#### 4(a) FSEOG

Report the FWS amount that you transferred to and spent in FSEOG. The amount in Field 4(a) must be the same as the entry in Part IV, Field 2.

Valid amounts are 000000000-999999999. This field cannot be blank.

#### 4(b) Federal Perkins Loan Program

The authority to make new Perkins loans and/or disbursements on existing Perkins loans has expired. You cannot enter any data in this field.

#### 4(c) Work Colleges Program

Report the FWS amount that you transferred to and spent in the Work Colleges Program. The amount in Field 4(c) must be the same as the entry in the Work Colleges Expenditure Report on field 2.a.

**Notes:**

- You must be an approved Work College to transfer funds to this program.
- Report in 4(c) only the amount of FWS funds transferred to the Work Colleges Program. Report Work Colleges Program Expenditures on the Work Colleges Expenditure form.
- You cannot move funds back to FWS once they are transferred to the Work Colleges program.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 5. 2020–21 FWS funds carried back and spent in 2019–20

Report any amount of your 2020–21 FWS allocation that you carried back and spent in award year 2019–20. The maximum amount you could have carried back and spent is 10 percent of the sum of your 2020–21 original and supplemental FWS allocations.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 6. Additional 2020–21 FWS funds carried back and spent for 2020 summer employment

If you report in Field 5 the maximum 10 percent carry back amount, report here any additional amount of your 2020–21 FWS allocation that you carried back and spent for payments to students for wages earned on or after May 1, 2020 but before July 1, 2020.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 7. 2018–19 funds carried forward and spent in 2019–20

Report any amount of your 2018–19 FWS allocation that you carried forward and spent in award year 2019–20. The maximum amount you could have carried forward and spent is 10 percent of the sum of your 2018–19 original and supplemental FWS allocations.

If this entry is different from the one in Part V, Field 8 of your 2018–19 Fiscal Operations Report, you must submit a revised 2018–19 Fiscal Operations Report.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Note:** You need to spend all 2018–19 funds carried forward *before* spending any funds from the 2019–20 award year.

### 8. 2019–20 funds carried forward to be spent in 2020–21

Report any amount of your 2019–20 FWS allocation that you carried forward to spend in award year 2020–21. The maximum amount you could have carried forward to be spent is 10 percent of the sum of your 2019–20 original and supplemental FWS allocations.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Note:** You need to spend any 2019–20 funds carried forward *before* spending any funds from the 2020–21 award year.

### 9. 2019–20 funds carried back and spent in 2018–19

Report any amount of your 2019–20 FWS allocation that you carried back and spent in award year 2018–19. The maximum amount you could have carried back and spent is 10 percent of the sum of your 2019–20 original and supplemental FWS allocations.

If the entry here is different from the one in Part V, Field 5 of your 2018–19 Fiscal Operations Report, you must submit a revised 2018–19 Fiscal Operations Report.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 10. Additional 2019–20 funds carried back and spent for 2019 summer employment

If you report in Field 9 the maximum 10 percent carry back amount, report here any additional amount of your 2019–20 FWS allocation that you carried back and spent for payments to students for wages earned on or after May 1, 2019 but before July 1, 2019.

If the entry here is different from the one in Part V, Field 6 of your 2018–19 Fiscal Operations Report, you

must submit a revised 2018–19 Fiscal Operations Report.

Valid amounts are 000000000-999999999. This field cannot be blank.

**11. Total federal funds available for 2019–20 FWS**

Field 11 equals the sum of fields 1, 2, 3, 5, 6, and 7 **minus** the sum of fields 4(a), 4(b), 4(c), 8, 9, and 10. *This field is automatically calculated*.

## *Section C. Total Compensation for FWS*

Use this section to report the total FWS compensation earned in award year 2019–20, both federal and institutional shares. This amount reflects gross compensation, including tax and other withholdings.

Total FWS compensation earned means *all* types of FWS work, whether or not that work qualifies as community service employment. For more on community service activities and reporting those earnings, see the instructions for Section G.

**12. Total earned compensation for FWS Program**

In Field 12, the FWS total earned compensation (federal and non-federal share) is reported for all students for the 2019–20 award year.

Any FWS earned compensation paid to students employed as reading or mathematics tutors of children or while employed in family literacy activities must be reported in Field 12(a) for on-campus employment and in Field 12(b) for off- campus employment at public or private nonprofit agencies. (Any amounts earned for these activities are reported, whether or not the activities qualify as community service work.)

Any FWS payments made to disaster- affected students who were unable to continue working under the FWS program as a result of a major disaster must be reported in Field 12(a) for on-campus employment and in Field 12(b) for off- campus employment at public or private nonprofit agencies.

Field 12 equals fields 12(a) plus 12(b) plus 12(c) plus 12(d). *This field is automatically calculated.*

**12(a) On-campus earned compensation**

Report the earned compensation for on-campus employment.

Valid amounts are 000000000-999999999. This field cannot be blank.

**12(b) Off-campus earned compensation for public non-profit agencies, excluding amounts reported in Field 12(c)**

Report the earned compensation for off-campus employment at public or private nonprofit agencies, excluding expenditures required to be reported in Field 12(c).

Valid amounts are 000000000-999999999. This field cannot be blank.

**12(c) Off-campus earned compensation for agencies that were unable to pay regular non-federal share and had a federal share up to 90 percent**

Report the earned compensation for off-campus employment at public or private nonprofit agencies that were unable to pay the regular non-federal share and that had a federal share not exceeding 90 percent.

Valid amounts are 000000000-999999999. This field cannot be blank.

**12(d) Off-campus earned compensation for private for-profit organizations**

Report the earned compensation for off-campus employment in the private for-profit sector.

Valid amounts are 000000000-999999999. This field cannot be blank.

**13. 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 federal share percentage reflected in Field 14.

The institutional share consists of the amounts your school has contributed and the amounts any off-campus employer has contributed.

If the institutional share of student compensation was paid in kind (examples include a tuition waiver and room and board), you must convert the in-kind compensation to cash value.

***Field 13 must equal Field 12 minus Field 14.***

Valid amounts are 000000000-999999999. This field cannot be blank.

## *Section D. Funds Spent from Federal Share of FWS*

**14. Total federal share of FWS earned compensation**

In Field 14, the federal share of the FWS total earned compensation paid to all students for the 2019–20 award year is reported.

Field 14 equals fields 14(a) plus 14(b) plus 14(c) plus 14(d). *This field is automatically calculated.*

**14(a) Federal share paid at a rate up to 75 percent**

Report the federal share of compensation earned at the maximum 75 percent rate: applies to on-campus employment or off- campus employment at public or private nonprofit agencies.

Also include the federal share of any payments disbursed to disaster- affected students for the period in which they were prevented from fulfilling their FWS work obligations.

Valid amounts are 000000000-999999999. This field cannot be blank.

**14(b) Federal share paid at a rate up to 100 percent for waivers of non- Federal share**

Report the federal share of compensation earned at the maximum 100 percent rate: applies to on-campus employment or off- campus employment at public or private nonprofit agencies. Report here the federal

share of compensation FWS students earned while employed as reading or mathematics tutors of children or while employed in family literacy activities.

If your school is designated as Title III/V eligible and had an approved waiver of the non-federal share, report your federal share here.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 14(c) Federal share paid at a rate up to 90 percent for agencies that were unable to pay regular non-federal share

Report the federal share of compensation earned at the maximum 90 percent rate: applies to off-campus employment at public or private nonprofit agencies unable to pay the regular non-federal share.

The 90 percent federal share is limited to no more than 10 percent of the students paid under the FWS Program for the 2019–20 award year.

For example, if you had 10 students who earned FWS compensation in 2019–20, 10 percent of those students equals one student. Therefore, you could fund only one student at the 90 percent federal share. If you wanted to fund two or more students, you would have to fund them at the 75 percent federal share amount, not at the 90 percent federal share amount.

**Note:** This 10 percent limit does not include students whose FWS wages have been exempted from the full non-federal share requirement (generally 25 percent) because those students were employed as reading or mathematics tutors of children or were employed in family literacy activities. See Volume 6 of the Federal Student Aid Handbook available at the IFAP website for more information.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 14(d) Federal share paid at a rate up to 50 percent for off-campus, private for-profit organizations

Report the federal share of compensation earned at the maximum 50 percent rate: applies to off-campus employment in the private for-profit sector.

This amount may not exceed 25 percent of the sum of your 2019–20 original plus supplemental authorizations.

For example, if the FWS award is $10,000, the amount you report here cannot exceed 25 percent of this amount, or $2,500.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 15. Administrative cost allowance claimed

Use the Administrative Cost Allowance Worksheet - Part VI, Section B, steps 1 and 2 to calculate your Administrative Cost Allowance (ACA).

Report how much ACA you claimed in the FWS Program.

The amount reported in Field 15 will automatically populate in Part VI, Section B, Field 23(c).

**Note:** Remember that your ACA comes from your FSEOG and FWS program allocations and therefore should be budgeted in advance as part of those allocations. **The ACA is not a supplemental amount from the Department.**

For more information on calculating the ACA, see the instructions for Part VI, as well as Volume 6, Chapter 1 of the Federal Student Aid Handbook available at the IFAP website.

Valid amounts are 000000000-999999999. This field cannot be blank.

**16. Federal share of Job Location and Development (JLD) Program expenditures**

Report the federal share of the total amount spent for the Job Location and Development (JLD) Program. The total amount of FWS federal funds spent for the JLD Program must not exceed the lesser of $75,000 or 10 percent of the sum of your 2019–20 original and supplemental FWS allocations.

For more information on the JLD Program see Volume 6 of the Federal Student Aid Handbook available on the IFAP website.

If you used FWS federal funds to operate the JLD Program, the amount reported in this field must not exceed 80 percent of the amount reported in Section F, Field 20.

Valid amounts are 000000000-999999999. This field cannot be blank.

**17. Total federal funds spent for FWS**

Field 17 equals the sum of fields 14 through 16. *This field is automatically calculated***.**

## *Section E. Use of FWS Authorization*

This section shows how your expended and unexpended authorization amounts were derived.

**18. Expended FWS authorization**

Field 18 equals the sum of fields 4(a), 4(b), 4(c), 8, 9, 10, and 17 **minus** the sum of fields 2, 3, 5, 6, and 7. *This field is automatically calculated*.

***The amount in Field 18 must agree with your final FWS draw downs in G5. Also, this amount cannot exceed your authorization in Field 1.***

**19. Unexpended FWS authorization**

Field 19 equals Field 1 minus Field 18. *This field is automatically calculated*. ***This amount will ultimately be deducted from your G5 grantee account.***

Any calculation that results in a negative figure will not be accepted for transmission to ED. An excess expenditure must be charged to the school share of earned compensation.

**Note:** Unless your school requests and receives an underuse waiver, a penalty will be assessed against your school's 2021–22 FWS allocation if the amount in Field 19 plus any other amounts you previously returned

to ED are more than 10 percent of your combined 2019–20 initial plus supplemental allocations. The penalty consists of a reduction in your 2021–22 FWS allocation by an amount equal to the total amount you did not spend in 2019–20.

## *Section F. Information about the Job Location and Development (JLD) Program*

### 20. Total expenditures for the JLD Program

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

Valid amounts are 000000000-999999999. This field cannot be blank.

### 21. Institutional expenditures for the JLD Program

Report the total amount of institutional funds spent. If your expenditures were paid in kind (for example, staff salaries, related travel, or printing and mailing costs), convert those contributions to their cash values.

If you used federal funds to operate the JLD Program, the amount reported in this field must be at least 20 percent of the amount reported in Field 20.

Valid amounts are 000000000-999999999. This field cannot be blank.

### 22. Number of students for who 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 2019–20.

Valid amounts are 0000000-9999999. This field cannot be blank.

### 23. Total earnings of the students in Field 22 above

Report the total amount earned in 2019–20 by the students reported in Field 22. If you do not know their actual wages, report a reasonable estimate.

Valid amounts are 000000000-999999999. This field cannot be blank.

## *Section G. Information About FWS Students Employed in Community Service Activities*

Your school is required to use at least 7 percent of its FWS allocation to employ students in community service jobs, unless your school received a Community Service Waiver from the Department. The information you report in Section G will determine whether your school has met this requirement for the 2019–20 award year.

**Attention Work Colleges:** Do not include Work College Community Service expenditures in this total. Report Work Colleges expenditures separately on the Work Colleges Program Expenditure Report.

If your school also received reallocated supplemental FWS federal funds, this section determines whether your school used those funds *only* to pay students in community service jobs, as is required.

The minimum amount of FWS federal funds the school must expend on community service jobs for an award year is one of the following two amounts, ***whichever is greater*:**

**(1)** 7 percent of the sum of:

- your original FWS allocation **plus**
- your FWS supplemental allocation (if any), **minus**
- any amount of FWS federal funds you returned through the reallocation process

***OR***

**(2)** 100 percent of your FWS supplemental allocation (if any).

The most basic requirement of community service employment is that the activities involved must be open and accessible to the community. "Open and accessible" means the service is publicized to the community and the general public has access to the service. For information on the kinds of activities that qualify as community service employment, see Volume 6 of the Federal Student Aid Handbook available on the IFAP website.

You will include in this section information on any funds spent to compensate students employed in jobs that satisfy these criteria.

Regulations at 34 CFR 675.18(g) set forth the community service expenditure requirements under the Federal Work-Study Program that a school must meet unless it is granted a waiver of the community service expenditure requirements. The annual Electronic Announcement posted on IFAP in March, Subject: 2020–21 Federal Work-Study Program Community Service Waiver Requests explains the penalties associated with failure to meet the community service expenditure requirements.

**Note:** Because Section G collects information on all types of community service, you might duplicate some of the information you report here in sections H, I and J.

### 24. Number of students in community service employment

Report the number of students employed during the 2019–20 award year in FWS jobs that met the definition of community service in the Higher Education Act of 1965, as amended, Part C, Section 441(c). For a discussion of community service, see Volume 6 of the Federal Student Aid Handbook available on the IFAP website.

Valid entries are 0000000-9999999. This field cannot be blank.

### 25. Federal share of community service earned compensation

Enter the federal share of compensation earned in FWS community service jobs during the 2019–20 award year.

This amount must not exceed 75 percent of the total earned compensation for community service (the sum of fields 25 and 26), unless the institutional-share requirements have been waived, or unless an off-campus agency qualified for a 90 percent federal share.

For example, if the total earned compensation for community service is $10,000, then Field 25 should be $7,500 ($10,000 x .75). Field 26 should be $2,500 ($10,000 x .25). If the school has an approved waiver of

the institutional share, Field 25 could be $10,000 and Field 26 could be $0.

Valid amounts are 000000000-999999999. This field cannot be blank.

**26. Non-federal share of community service earned compensation**

Report the non-federal (school plus off- campus employer) share of compensation students earned while employed in community service jobs.

Do not report any contributions in excess of the required minimum non-federal share.

Valid amounts are 000000000-999999999. This field cannot be blank.

## *Section H. Information about FWS Students Employed as Reading Tutors of Children or Employed in Family Literacy Activities*

At least one of the FWS students your school employs must:

- work as a reading tutor for children who are preschool age or are in elementary school *or*
- perform family literacy activities in a family literacy project that provides services to families with preschool age children or elementary school children.

For this section, report information about students employed in these types of activities whether or not those activities qualify as community service employment. The information you report here could, however, also be part of the information you report in Section G, if the reading tutoring for children or the family literacy activities were open and accessible to the community. As mentioned in Section G, a service is considered open and accessible if it is publicized to the community and the general public uses the service.

This information will be used to determine whether your school met the requirement to employ one or more students in at least one reading tutoring project as a reading tutor of children or in a family literacy project performing family literacy activities.

Further, this information will be used to determine whether your school met one of the requirements for receiving reallocated supplemental FWS funds, if you requested such funds. That requirement is that you must, as part of your community service activities, spend at least 5 percent of your original plus supplemental FWS allocations to pay students employed as reading tutors of children or employed in family literacy activities.

**27. Number of FWS students employed as reading tutors of children or employed in family literacy activities**

Report the number of FWS students employed during the 2019–20 award year as reading tutors of children or employed in family literacy activities.

The reading tutoring must be provided to preschool age children or children who are in elementary school. The family literacy activities must be in a family literacy project that provides services to families with preschool age children or children who are in elementary school.

The FWS student must perform the work for the school itself; for a federal, state, or local public agency; or for a private nonprofit organization.

Valid entries are 0000000-9999999. This field cannot be blank.

**28. Federal share of earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities**

Enter the federal share of compensation earned by FWS students employed during the 2019–20 award year as reading tutors of children or employed in family literacy activities.

The federal share can be as high as 100 percent; your school is not required to ask the Department for a waiver of the FWS institutional-share requirements. Your school has the option, however, of continuing to provide an institutional share and determining the amount of that share.

**28(a) Amount of the federal share in Field 28 spent on community service employment**

Report the amount of the federal share entered in Field 28 that was spent on community service employment. To qualify as community service employment, the reading tutoring for children or family literacy activities must have been open and accessible to the community. As mentioned earlier, service is considered open and accessible if it is publicized to the community and the general public has access to that service.

Valid amounts are 000000000-999999999. This field cannot be blank.

**29. Total earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities**

Report the total compensation FWS students earned during the 2019–20 award year while employed as reading tutors of children or while employed in family literacy activities. Any non-federal share of this compensation would come from your school and/or private nonprofit organizations.

Valid entries are 000000000-999999999. This field cannot be blank.

## *Section I. Information about FWS Students Employed as Mathematics Tutors of Children*

For this section, you report information about students employed in this activity *whether or not* that activity qualifies as community service employment.

The information you report here could, however, also be part of the information you reported in Section G, if the mathematics tutoring for children was "open and accessible" to the community, as defined in Section G.

**30. Number of FWS students employed as mathematics tutors of children**

Report the number of FWS students employed during the 2019–20 award year as mathematics tutors of children. The mathematics tutoring must be provided to students from the elementary through ninth-grade levels. The FWS student must perform the work for the school itself; for a federal, state, or local public agency; or for a private nonprofit organization.

Valid amounts are 0000000-9999999. This field cannot be blank.

**31. Federal share of earned compensation for FWS students employed as mathematics tutors of**

**children**

Enter the federal share of compensation FWS students earned during the 2019–20 award year while employed as mathematics tutors of children.

The federal share can be as high as 100 percent; your school is not required to ask the Department for a waiver of the FWS institutional-share requirements. Your school has the option, however, of continuing to provide an institutional share and determining the amount of that share.

Valid amounts are 000000000-999999999. This field cannot be blank.

**32. Total earned compensation for FWS students employed as mathematics tutors of children**

Report the total compensation FWS students earned during the 2019–20 award year while employed as mathematics tutors of children.

Valid amounts are 000000000-999999999. This field cannot be blank.

## *Section J. Information about FWS Students in Civic Education and Participation Activities*

For this section, you report information about students who work in projects that teach civics in schools, raise awareness of government functions or resources, or increase civic participation.

**33. Number of students in civic education and participation activities**

Report the number of FWS students engaged in civic education and participation activities during the 2019–20 award year.

Valid amounts are 0000000-9999999. This field cannot be blank.

**34. Federal share spent for students in civic education and participation activities.**

Enter the federal share of compensation disbursed to FWS students engaged in civic education and participation activities during the 2019–20 award year.

The federal share can be as high as 100 percent; your school is not required to ask the Department for a waiver of the FWS institutional-share requirements. Your school has the option, however, of continuing to provide an institutional share and determining the amount of that share.

Valid amounts are 000000000-999999999. This field cannot be blank.

**35. Total spent for students in civic education and participation activities.**

Report the total compensation FWS students received during the 2019–20 award year while engaged in civic education and participation activities.

Valid amounts are 000000000-999999999. This field cannot be blank.

## *Section K. Information about FWS Disaster-Affected Students*

Under certain limited circumstances, an eligible school is allowed to make FWS payments to a "disaster-affected student" who is unable to continue working under the FWS Program. An eligible school must be located in a county or parish that was designated by the Federal Emergency Management Agency (FEMA) for major disaster assistance as a result of a major disaster as defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122(2)).

FEMA designated disaster jurisdictions can be found at the FEMA website: https://www.fema.gov/ under the "Disaster Designations."

**36. Number of disaster-affected students receiving FWS funds.**

Report the number of disaster-affected students that received funds during the 2019–20 award year for a period in which they were prevented from fulfilling their FWS work obligations.

Valid amounts are 0000000-9999999. This field cannot be blank.

**37. Federal share of funds to disaster affected students**

Report the federal share of funds disbursed to the disaster-affected students reported in Field 36 for the period in which they were prevented from fulfilling their FWS work obligations during the 2019–20 award year. Do not include the amount of federal funds paid to the students for periods when they were working.

Valid amounts are 000000000-999999999. This field cannot be blank.

**38. Total funds to disaster-affected students**

Report the total amount disbursed to the disaster-affected students reported in Field 36 for the period in which they were prevented from fulfilling their FWS work obligations during the 2019–20 award year. Do not include the amount of FWS funds paid to the students for periods which they were working.

Valid amounts are 000000000-999999999. This field cannot be blank.

# Part VI: Program Summary the Fiscal Operations Report

## Who must complete Part VI?

If you participated in the Federal Perkins Loan, FSEOG, or FWS Program in the 2019–20 award year, you must complete this section.

## What do I need to complete Part VI?

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

## General instructions for Part VI, Section A

Report the distribution of aid recipients and the amounts spent during the 2019–20 award year—by taxable and untaxed income levels— for undergraduate dependent students (fields 1 through 11), undergraduate independent students (fields 12 through 22), and/or graduate/professional students (Field 23). Definitions for types of students are found in Part II, Section F of these instructions.

Students reported in fields 1 through 23 will be *all* students, whether full time or part time.

Students entered in Field 25 are those students from fields 1 through 23 who are enrolled less than full time.

**Note:** For further explanation concerning "full time and less than full time" enrollment, please review Enrollment Status in Chapter 1, Volume 1 of the Federal Student Aid Handbook available on the IFAP website.

Students entered in Field 26 are those students from fields 1 through 23 with automatic zero EFCs.

The entries in column (g) are unduplicated counts, and for most schools, are *not* the sum of columns (a), (c), and (e). Column (g) represents a head count of enrolled students; each student is counted *only once*. If a student received funds from more than one program, you would nevertheless report that student only once in this column.

The table below illustrates this concept on a very basic level. Each student listed participates in a varying number of Campus-Based programs, indicated by the entries in each program column, but each student is counted only once and is therefore "unduplicated."

| | FWS | FSEOG | Unduplicated |
|---|---|---|---|
| Student A | * | * | 1 |
| Student C | * | | 1 |
| Student D | | * | 1 |

In this example, a school has three students who receive Campus-Based program funds.

Placing students into the correct income categories for fields 1 through 22 is done in the same way as for "eligible aid applicants" in Part II, Section F.

To place a student with an automatic zero EFC into the appropriate income category, use the student's income that would have been used to calculate an Expected Family Contribution for 2019–20 if the student had not been designated as having an automatic zero EFC. Such students should be included in fields 1 through 23.

A student who was a recipient ***in more than one academic category*** in 2019–20 (e.g., undergraduate one term and graduate in another, dependent in one term and independent in another, or full time in one term, less than full time in another) should be reported in the category in which he or she was enrolled during the *final term* of the 2019–20 academic year (or the final month of the training program, for schools with a non-traditional calendar).

**For students who received only FSEOG:** As FSEOG recipients can *only* be undergraduate students, report them in the appropriate undergraduate category (dependent or independent, by income) regardless of any subsequent work they might have done as graduate students.

**For FSEOG recipients who also received FWS:** If FSEOG/recipient also received FWS funds, report such students, *only once*, in the unduplicated recipients column (g), according to the students' status in the *final term* (or month) of the 2019–20 academic year.

**Note**: You may use the 2019–20 EDExpress software to assist you with basic information to help you complete the income grid in Part VI, Section A. of the FISAP. See Appendix B: How to Print FISAP Reports using 2019–20 EDExpress.

***You cannot enter any data in columns a or b because you weren't authorized to make any new Perkins loans or make any disbursements on Perkins loans in the 2019–20 Award Year.***

## Field-by-field instructions for Part VI

## *Section A. Distribution of Program Recipients and Expenditures by Type of Student*

### 1. – 22. Undergraduate dependent and independent students

**Column (a).** You cannot enter any data in these fields.

**Column (b).** You cannot enter any data in these fields.

**Column (c).** Report the number of undergraduate dependent and independent FSEOG recipients for each income level in fields 1 through 22.

To be an FSEOG recipient, the student must have received some federal funds from the FSEOG Program in the 2019–20 award year.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** In fields 1 through 22, report the amounts of FSEOG funds provided to the recipients you reported in column (c), according to their income levels.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (e).** Report the number of undergraduate dependent and independent FWS recipients for each income level in fields 1 through 22.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (f).** Report the amounts of FWS funds earned by the recipients you reported in column (e), according to their income levels.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (g).** Report the unduplicated number of recipients for columns (c) and (e) for each field. See Section A. general instructions at the beginning of Part VI instructions for a discussion of unduplicated recipients.

Valid entries are 0000000-9999999. This field cannot be blank.

### 23. Graduate/professional students

**Column (a).** You cannot enter any data in this field.

**Column (b).** You cannot enter any data in this field.

**Column (e).** Report the number of graduate/professional recipients in the FWS Program.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (f).** Report the amount earned by the recipients you reported in column (e), according to their income levels.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (g).** Report the unduplicated number of recipients in column (e). See Section A. general instructions at the beginning of Part VI instructions for a discussion of unduplicated recipients.

Valid entries are 0000000-9999999. This field cannot be blank.

### 24. Total

The COD Web Site will automatically calculate Field 24 totals for columns (c), (d), (e), (f), and (g).

In **column (d)**, the total FSEOG amount spent equals Part IV, Section C, Field 12.

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

- FSEOG federal funds,
- FWS funds transferred to FSEOG, and
- Non-federal share.

Under the "Individual FSEOG Recipient Basis" and "Fund-Specific Basis" methods of providing the required non-federal share, you must report, for *each* FSEOG recipient, the appropriate 25 percent non-federal and 75 percent federal shares, unless your school has been granted a waiver of the institutional match requirement for 2019–20. In that case, report whatever federal funds your school expended.

Under the "Aggregate Basis" method, however, each FSEOG recipient will not have received the 25 percent non-federal share. Therefore, you must only ensure that the *sum* of all funds awarded to FSEOG recipients in the 2019–20 award year comprises 75 percent FSEOG federal funds and 25 percent non-federal resources.

*Example:* If you had awarded a total of $60,000 to FSEOG recipients in 2019–20, $45,000 must have come from FSEOG federal funds, and $15,000 must have come from non-federal resources. If there are 100 FSEOG recipients, the entire $15,000 non-federal resource requirement could be met by awarding that amount to just four FSEOG recipients, if you chose. You would then break down and report the $15,000 according to the appropriate income levels of the four FSEOG recipients.

For more information on the methods of providing the non-federal share, refer to "FSEOG Non-federal Share" in Volume 6, Chapter 1 of the Federal Student Aid Handbook available on the IFAP website.

In **column (f)**, the total FWS funds to students equals Part V, Section C, Field 12.

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

- FWS federal funds,
- FSEOG funds transferred to FWS, and
- Non-federal share

**Column (g).** This column contains the total unduplicated number of recipients in columns (c) and (e). See Section A. general instructions at the beginning of Part VI instructions for a discussion of unduplicated recipients.

### 25. Total less-than-full-time students

**Column (a).** You cannot enter any data in this field. **Column (b).** You cannot enter any data in this field.

**Column (c).** Of the students listed in fields 1-22, report the number of FSEOG recipients who were less-than-full-time students.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the funds awarded to the recipients you reported in column (c), according to their income levels.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (e).** Of the students listed in fields 1-23, report the number of FWS under- graduate and graduate/professional recipients who were less-than-full-time students.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (f).** Report the funds earned by the recipients you reported in column (e), according to their income levels.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (g).** Report the unduplicated number of recipients in columns (a), (c), and (e). See Section A. general instructions at the beginning of Part VI instructions for a discussion of unduplicated recipients.

Valid entries are 0000000-9999999. This field cannot be blank.

**26. Total "Automatic" Zero EFC students**

**Column (a).** You cannot enter any data in this field.

**Column (b).** You cannot enter any data in this field.

**Column (c).** Of the students listed in fields 1-22, report the number of FSEOG undergraduate recipients who were automatic zero EFC students.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (d).** Report the funds awarded to the recipients you reported in column (c), according to their income levels.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (e).** Of the students listed in fields 1-23, report the number of FWS undergraduate and graduate/professional recipients who were automatic zero EFC students.

Valid entries are 0000000-9999999. This field cannot be blank.

**Column (f).** Report the funds earned by the recipients you reported in column (e), according to their income levels.

Valid amounts are 000000000-999999999. This field cannot be blank.

**Column (g).** Report the unduplicated number of recipients in columns (a), (c), and (e). See Section A. general instructions at the beginning of Part VI instructions for a discussion of unduplicated recipients.

Valid entries are 0000000-9999999. This field cannot be blank.

## *Section B. Calculating the Administrative Cost Allowance*

This worksheet is automatically calculated for you, based on other FISAP fields you have completed.

You may charge the administrative cost allowance (ACA) against FWS and/or FSEOG programs from which you awarded funds to students during the 2019–20 award year. Because there was no authority to award Perkins Loan Program funds during the 2019–20 award year, ACA cannot be charged against your Perkins Loan Program.

All ACA funds claimed for the 2019–20 award year must be for administrative expenses that were incurred during the 2019–20 award year (July 1, 2019 to June 30, 2020). ACA must be reported accordingly on the Fiscal Operations Report in Part IV and/or Part V by the October 1st, 2020 FISAP submission deadline. Attempts to update the FISAP with new or increased claims of ACA expenditures after the December 15th correction deadline will be denied.

**Note:** Remember that your ACA comes from your Campus-Based program allocations and therefore should be budgeted in advance as part of those allocations. **The ACA is not a supplemental amount from the Department.**

For more information on calculating the ACA, see Volume 6, Chapter 1 of the available on the IFAP website.

**Step 3, Field 23** - Once the total ACA is computed, you may charge this amount, at your school's discretion, to available Campus-Based program funds, as described above.

**Retain a copy of the worksheet for audit and program review purposes.**

# Appendix A: How to Receive Designation as an Eligible

# Institution to Receive a Waiver of the FWS/FSEOG Institutional-Share Requirement

In order to receive a waiver of the Federal Work Study (FWS) and Federal Supplemental Educational Opportunity Grant (FSEOG) non- federal share requirement, a school must first be designated as an eligible Title III or Title V institution by the Department of Education's Office of Postsecondary Education Institutional Service OPE/IS office.

OPE/IS has automated its designation process by using existing data to determine an institution's eligibility for Title III and Title V programs each year.

Once the annual review process is complete, institutions may verify their Title III and Title V eligibility status by going to the Application on the OPE/IS website (https://www2.ed.gov/about/offices/list/ope/idues/eligibility.html). Institutions that are determined to be eligible to apply for a Title III or Title V grant program automatically receive the waiver of the non-federal share requirement for the Campus-Based Programs for the following award year. *Waivers of the non-federal share requirement are valid for one year only.*

The Department will inform each institution's financial aid administrator that the institution has been granted a Title III or Title V waiver for the non-federal share requirement for the FWS and FSEOG programs. A school receiving a Title III or Title V waiver still has the option of providing an institutional share and determining the amount of that share.

Institutions that are not designated as eligible for a Title III or Title V program may have the option to submit OPE/IS a waiver application requesting reconsideration of their eligibility by the specified deadline.

In some instances, an institution that has been designated as a Historically Black College and University (HBCU) or as a Tribally Controlled College and University (TCCU) may not meet all statutory requirements to be eligible to apply for a Title III or Title V grant program; however, these institutions still qualify for a waiver of the non-federal share requirement on the basis of their designation as an HBCU or TCCU.

If you have questions regarding your Title III or Title V eligibility, contact:

U.S. Department of Education, OPE Higher Education Programs Institutional Service
400 Maryland Avenue
Washington, DC 20202

Program Officers:
Christopher Smith Email: christopher.smith@ed.gov Tel: (202) 453-7946
Jason Cottrell Email: jason.cottrell@ed.gov Tel: (202) 453-7530

or go to the website at: https://www2.ed.gov/about/offices/list/ope/i dues/eligibility.html

**Clarification**

To qualify for a Title III/V waiver of the non-federal share requirement of Campus-Based funds or for its own Campus-Based funding, an institution (one having a unique six-digit OPEID* with a two-digit extension of "00") must complete its own annual FISAP. Branch or location campuses (those with an eight-digit OPEID that does NOT end in "00") do not qualify to file a FISAP, but may receive Campus-Based funding through their main campus.

Eligibility for Title III and Title V programs is determined by the Office of Postsecondary Education (OPE) at the location level (eight-digit OPEID), while Campus-Based funds are awarded at the main campus level (six-digit OPEID) only. The Title III/V waiver of the non-federal share requirement is authorized for use only by the campuses that have been designated by OPE as eligible to participate in a Title III or Title V program. The institutional match must be provided for any portion of a school's FSEOG and FWS funds expended at a main, location, or branch campus that has not been designated as Title III or Title V-eligible.

# Appendix B: How to Print FISAP Reports using 2019–20 EDExpress

Both the EDExpress Packaging module and the App Express module enable you to print detailed reports of student information in your EDExpress database that can help you prepare different sections of the FISAP (Fiscal Operations Report and Application to Participate for Funds).

The reports distinguish between dependent or independent students pursuing an undergraduate/baccalaureate degree who already have a prior degree and those who do not have a prior degree.

The FISAP−Eligible Dependent Students and FISAP−Eligible Independent Students reports in EDExpress use income ranges that correspond to Part II, Section F of the FISAP. The FISAP−Dependent Student Summary and FISAP−Independent Summary reports use income ranges that correspond to the Income Grid section of the Program Summary (Part VI) portion of the FISAP.

The following instructions for printing the EDExpress FISAP reports are from the EDExpress 2019–20 Release 1.0 Desk Reference. EDExpress software and manuals are available on the Software and Other Tools page on the IFAP website.

If you need assistance using the EDExpress software, please contact the CPS/SAIG Technical Support Center at 1-800-330-5947.

For schools using other financial aid software applications, please contact the appropriate vendor for information and assistance.

***To prepare your data and print FISAP reports using the App Express module:***

1. Import all 2019–20 ISIR files you have received from the CPS. The ISIR transaction you identify as the active transaction on the ISIR Review tab is used by EDExpress to extract FISAP-related information for the reports, such as Total Income.

2. Review the demographic (Demo tab) records of all student records in your database and verify Enrollment Status values.

   a) Delete records for students who did not attend your school.

   b) Try printing the Student Summary report (**File**, **Print**, **Global**) for multiple students with a query attached that identifies records with a blank Enrollment Status field value. Access the student records that print on the report and either update the missing value or delete the record.

   c) Verify Enrollment Status values are accurate for the remaining students in your database. You may need to consult internal enrollment rosters for this information.

   d) Use Global Multiple Entry (**Process**, **Multiple Entry**, **Global**) to review and update the Enrollment Status for multiple student records at once, if needed.

3. Review the ISIR selected as the active transaction for your students on the ISIR Review tab.

   e) The Active Transaction field on the ISIR Review tab defaults to the highest valid ISIR transaction you have imported for the student.

   f) To review the current active transaction selections for ISIRs in your database, print the List-Processed ISIRs report (**File**, **Print**, **App Express**). Prior to printing the report, select **Active** for the Transaction Preference? field on the print dialog box.

To modify the active transaction selected on the ISIR Review tab for a student change the transaction number listed in the Inactive Transaction to Display field to the ISIR transaction you want to base the FISAP report calculations on, then click **Process**, **Activate Transaction**. You cannot activate rejected ISIR transactions.

4. To print the FISAP reports after you have completed the steps above, select **File**, **Print** from the menu bar, then select the **App Express** tab.

5. Click the **down** arrow in the Report box and select **FISAP–Eligible Dependent Students**, **FISAP–Eligible Independent Students**, **FISAP–Dependent Student Summary**, or **FISAP–Independent Student Summary**.

6. Select **Single** as the Report option if it is not already selected.

7. Choose where to send the report: **File**, **Printer**, or **Screen**. If you want to send the report to a file, click the **File** button and type a name for the file, then click **Open**.

If you chose **File** as your output destination, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, and print it.

If you chose **Screen** as your output destination, no paper copy prints. Use the **scroll bars** to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen.

8. (Optional) Select the **Print Details?** checkbox if you want the report to display each student ID for each income category.

9. Click **OK**.

10. Repeat steps 4-9 as needed to print each FISAP report.

***Important Notes***

- You can also continue to use the existing Packaging versions of the FISAP reports. You must first establish a basic Packaging setup, then import all valid ISIR data into Packaging. See the "Print FISAP Reports in Packaging" section later in this desk reference for guidance on using the FISAP reports in the Packaging module.
  - The FISAP–Eligible Dependent Students and FISAP–Eligible Independent Students reports can help you prepare Part II, Section F of the FISAP report. The FISAP– Dependent Student Summary and FISAP– Independent Student Summary reports can help you prepare the Income Grid section of the Program Summary (Part VI) portion of the FISAP.