

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 670

SUBJECT: Federal Pell Grant Program

Responsibility of: Director of Financial Aid and Budget
Originated: June, 2012 Revised: July, 2014 Reviewed: July, 2014

SCOPE: Students enrolled at the Reading Hospital School of Health Sciences (RHSHS) who receive Title IV Financial Aid.

PURPOSE: To provide guidance related to the awarding of Pell Grants. Federal guidelines require that schools have procedures designed to ensure accountability regarding Fiscal Control and fund accounting for the Federal Pell Grant Program. This federal program provides grants to eligible undergraduate students and does not require repayment. Final Pell Grant amounts are subject to the yearly federal budget process and can change each year.

POLICY: Schools are required to calculate Pell Grant awards and payments for students, ensure that Pell Grant funds are awarded properly, and maintain records of the Federal Pell Grant funds which are received and disbursed.

DEFINITIONS: N/A

PROCEDURE: Every award year, all students that are interested in federal Title IV aid must complete the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov. An EFC (Expected Family Contribution) is calculated by the Department of Education (ED) based on the data reported on the FAFSA and this EFC is used to determine the Pell Grant award. The Financial Aid Office retrieves the ISIR (Institutional Student Information Record) and determines the amount of the award based upon the Pell Grant chart supplied by ED each year based on full time enrollment. The ISIR (and corrected ISIR if applicable due to verification) is printed and maintained in the student's file by award year.

1. Disbursements of the calculated awards are scheduled based upon the definition of each program's academic year and are divided into two payment periods. The student must maintain satisfactory academic progress as defined by RHSHS policy to receive disbursements. Failure to meet these standards will result in disbursement delays or cancellations.
 - A. Nursing and Medical Imaging program – First disbursements are scheduled the first semester the student is attending school and the second disbursement is scheduled upon successful completion of 450 clock hours and 13 weeks.
2. Pell Grants may be used at only one institution for the same period of enrollment. If a Pell Grant is received at another institution for the same award year, the student's award would be adjusted accordingly.
3. Cross-over payment periods occur when a student is enrolled in a payment period that is scheduled to occur in two award years. The Financial Aid Office will assign an

- award year to the payment period (either the first award year or the second award year) and it shall pay the student with funds from that award year for that payment period.
4. Award letters are sent to Pell eligible students listing the award amount and anticipated disbursement amounts and dates. Once the student has accepted the award by signing the letter and returning it to the Financial Aid Office, the Pell award and disbursement data are entered into EDEExpress by the Director of Financial and Budget which will submit and update the record to COD (Common Origination and Disbursement) by ED. Once the record is accepted, the Pell Grant disbursements are entered into GradPro by the Student Accounts Officer as an “Expected” payment until the actual disbursement is posted and funds are drawn down.
 5. Disbursements are direct deposited into RHSHS-designated bank account and reconciliation is completed both monthly and yearly by the Student Accounts Office.
 6. Recalculations of Federal Pell Grants funds may occur under the following conditions:
 - a. Change in EFC – if a student’s EFC changes due to corrections, updating, or an adjustment and the EFC would change the amount of the Pell award, RHSHS recalculates the Pell award for the entire year. Disbursement data entered into EDEExpress would be updated to reflect the correct disbursement amounts.
 - b. Change in enrollment status – if a student’s enrollment status changes due to a class failure or withdrawal, the Financial Aid staff is notified by the Curriculum Coordinator of any, if applicable, subsequent change in the student’s curriculum plan. The Financial Aid staff will review the clock hour adjustments and recalculate the student’s payment period and disbursement date(s) based upon required successful clock hour completion. Disbursement data entered into EDEExpress will be updated to reflect the correct disbursement date(s).
 7. Disbursement for Books and Supplies – RHSHS does not own a bookstore. Required books may be purchased thru the Alvernia University bookstore. Federal Pell Grant recipients who have sufficient Title IV aid to cover book expenses may be eligible to “charge” their books thru the Alvernia bookstore and the charges will be posted directly to the student’s account in GradPro. The Financial Aid Office at RHSHS will determine eligibility and contact the Alvernia books store staff with a list of students able to participate each semester.
 8. Disbursement and fiscal records are maintained through individual student accounts in GradPro and EDEExpress. RHSHS fiscal records for the Pell Grant program are also maintained through COD and G5.

EDUCATION AND TRAINING: N/A

REFERENCES: CFR 690.63, 690.80, 690.81

COMMITTEE AND COUNCIL APPROVALS: SHS Director’s Meeting, 9/22/14

CANCELLATION: Reading Health System policies directly related to this topic shall supersede this RHSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.