**Your completed FISAP**
**must be transmitted via FISAP on the Web by September 29, 2006**

# Fiscal Operations Report for 2005-2006 and Application to Participate for 2007-2008 (FISAP)

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

U.S. Department of Education
Federal Student Aid

# Contents

**Page**

**Introduction to the Fiscal Operations Report and Application to Participate (FISAP)……i**

**PART I** **Identifying Information, Certifications and Warning Instructions..... I-1**

**PART II** **Application to Participate Instructions..... II-1**

**PART III** **Federal Perkins Loan Program Report Instructions..... III-1**

**PART IV** **FSEOG Program Report Instructions..... IV-1**

**PART V** **FWS Program Report Instructions..... V-1**

**PART VI** **Program Summary Instructions..... VI-1**

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

The law states that if the U.S. Department of Education (Department) does not receive a completed application by October 1, you cannot be assured your school will be allocated funds for any of the campus-based programs. (If you want to request a level of expenditure for the Federal Perkins Loan Program, you must submit an application even if you do not need new federal funds.) The regulatory and statutory citations are Federal Perkins Loan (34 CFR 673.3) (20 U.S.C. 1087bb), FWS (34 CFR 673.3) (42 U.S.C. 2752), 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 2005-2006 or have a Federal Perkins Loan Fund, you must submit a Fiscal Operations Report. The regulatory and statutory citations are as follows: Federal Perkins Loan (34 CFR 674.19), FWS

(34 CFR 675.19), FSEOG (34 CFR 676.19), (20 U.S.C. 1094).

**Disclosure of Estimated Burden**

According to the Paperwork Reduction Act of 1995, persons are not required to respond to a collection of information unless it displays a valid OMB control number. The FISAP's OMB control number is 1845-0030.

The time required to complete this information collection is estimated to average 6.06 hours per response, including the time to review instructions, search existing data resources, gather the needed data, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your school's submission of this**

**form,** contact the Campus-Based Call Center at 1-877-801-7168. Customer service representatives are available Monday through Friday from 8:00 a.m. until 8:00 p.m. (ET). You may also send an e-mail to CBFOB@ed.gov.

**OMB #1845-0030**

# Introduction to the Fiscal Operations Report and Application to Participate (FISAP)

**What is the FISAP?**

The Department's FISAP on the Web contains

- the Application to Participate in the three campus-based programs (Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant [FSEOG], and Federal Work-Study [FWS]) for the award year July 1, 2007 through June 30, 2008, *and*

- the Fiscal Operations Report for program participation during the award year July 1, 2005 through June 30, 2006.

**What do these programs provide?**

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

The Federal Perkins Loan Program provides low-interest loans, the FSEOG Program offers grants, 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.

**What should new applicants do to participate?**

If your school is a first-time participant in the campus-based programs or does not possess a current Program Participation Agreement (PPA) for the Title IV programs, your school must apply for participation to the U.S. Department of Education's School Eligibility Channel (SEC). Schools *must* use the online application available at **http://www.eligcert.ed.gov.**

**Your school does not need to establish eligibility before filing the FISAP by the September 29, 2006 deadline. However, if your school wishes to participate in the campus-based programs in the 2007-2008 award year, you must submit the online PPA application—along with all supporting documents required to receive an eligibility and certification determination—by February 9, 2007.**

**Will I need to complete the entire FISAP?**

Not necessarily. To decide what parts must be completed, you must know what your school did last year and what it plans to do next year. The FISAP contains data cells for two separate award years: an Application for funds for 2007-2008 and the Fiscal Operations Report for funds received in 2005-2006.

The FISAP is divided into three main parts: Identifying Information, Certifications and Warning; the Application to Participate; and the Fiscal Operations Report. (See the table of contents for the parts of the FISAP.)

Use the following table to determine what parts need to be completed.

| For this situation | Complete these parts |
|---|---|
| You are requesting funds for 2007-2008 | FISAP, Part I: Identifying Information, Certifications and Warning<br><br>FISAP, Part II: Application to Participate |

| For this situation | Complete these parts |
|---|---|
| You received funds for 2005-2006 | FISAP, Part I: Identifying Information, Certifications and Warning<br><br>FISAP, Parts III, IV, V: Fiscal Operations Report (as applicable), and<br><br>FISAP, Part VI: Program Summary |

In addition, if your school is in the process of liquidating its Federal Perkins Loan Fund, or if your school did not receive a Federal Capital Contribution for the 2005-2006 award year but did make loans from the Fund, you must complete the Identifying Information, Certifications and Warning section and the Part III Perkins Loan Program section of the Fiscal Operations Report.

**My school has additional locations. Can I complete one FISAP to cover funding for all locations?**

Yes, you may always submit one application. In fact, a school *must* submit only one application if the following conditions are true:

- The school has one Eligibility Certification and Approval Report (ECAR) from the Department's School Eligibility Channel (SEC) that covers the school's locations, and those locations are not separately eligible, and
- Those locations have students eligible for assistance under these programs.

You *must* include data for all eligible locations and make funds reasonably available to all eligible students.

The Department considers locations not included in the ECAR to be non-eligible sites. Therefore, students attending such locations cannot be included in this application or receive aid under these programs.

Schools that have separate ECARs but that are under the same administrative control or ownership have the following options:

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

**OPTION B:** These schools may combine to complete one application. You must include in your FISAP the name, address, and OPEID Number of each separately eligible school location covered by this application. You must also be able to provide *all* FISAP data separately for each location if required to do so by an audit or program review.

On the bottom of the first page of the Identifying Information screen, you will be asked if you are listing any other separately eligible locations that are included in the application. If you answer yes, you must enter all locations on that screen.

**How do I submit my FISAP data?**

The Department's FISAP on the Web at **www.cbfisap.ed.gov** enables schools to report FISAP data, receive communications from the Department, and submit corrections. To submit your FISAP on the Web, you must have

- a Personal Identification Number (PIN). The PIN serves as your unique identifier to let you access information about your school in various Department systems. If you do not have a PIN, go to **www.pin.ed.gov** to apply.
- a Title IV Gateway (TG) number to submit your FISAP via the Web. The TG number is used to identify your school and your access rights to the eCampus-Based system. If you

do not have a TG number, go to **www.fsawebenroll.ed.gov**.

**What do I do with the combined certifications with original signatures?**

In Part I (Identifying Information, Certifications and Warning), the Department has combined the anti-lobbying, debarment, and drug-free workplace certifications with the FISAP certification and signature page. You must print these combined certifications and signature pages from FISAP on the Web's Self-Service option; have your CEO, President, Chancellor, or Director provide an ORIGINAL SIGNATURE; and mail the pages to the following address:

FISAP Administrator
1951 Kidwell Drive, Eighth Floor
Vienna, Virginia 22182

**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 may not receive all the funds to which you are entitled. You must retain accurate and verifiable records for program review and audit purposes.

The Department uses your Fiscal Operations Report data to manage the Perkins Loan Fund portfolio and to monitor expenditures in the campus-based programs.

**When is the FISAP due?**

The FISAP data must be submitted before midnight EDT on September 29, 2006.

**When will I hear from the Department of Education?**

The FISAP on the Web offers real-time data validation for the FISAP. Once you have selected "Validate," "Validate All," or "Submit," you will receive a validation worksheet detailing any errors identified on your FISAP. After you correct or explain all edit error messages, select the "Continue to Submit" button. Your school will then receive a submission confirmation listing the date and time the Department received your FISAP. The Department will also let you know your tentative 2007-2008 award amount(s) by February 1, 2007 and your final award amount(s) by April 1, 2007.

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

Read all the instructions in this package carefully **BEFORE** you begin using the FISAP on the Web.

Use actual figures, except where estimates are requested.

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

Do not enter negative amounts. The FISAP on the Web will accept only positive amounts. (Most calculations are performed for you.)

Complete only those items that pertain to your school.

**What are important dates in the FISAP award process?**

**August 1** – the FISAP becomes available to all participating schools.

**September 29** – the final deadline for submitting the FISAP to the Department.

**December 15** – all corrections to FISAP data and resolution of edits must be submitted to the Department.

**February 1** – schools will receive tentative award notifications.

**April 1** – schools will receive final award notifications.

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

**Who must complete Part I?**

All schools must complete Part I. You are required to send the hard copy of the combined certifications and signature pages—containing Section A information and containing, in Section B, the original signature of your school's CEO, President, Chancellor, or Director—to the address listed on page v. You must print out these signature pages directly from your computer by selecting "Debarment Form and Signature Page" from the Self-Service tab and then selecting File/Print.

**Field-by-field instructions for Part I**

**Section A. Identifying Information**

**Field**

**1a Name and address of school**

If your school is a current participant in the campus-based programs, the FISAP on the Web automatically provides your school's name and address as it is listed in our files. You will need to verify this data for accuracy and make any corrections necessary. You can update school changes by going to **http://www.eligcert.ed.gov**. The School Eligibility Channel (SEC) will process these actions.

If your school is a new applicant, you will need to enter its name and address. The name and address must be that of a school of postsecondary education. The address here must be the school's *street* address. Do not enter the P.O. Box, an administrative entity location, or the address of the corporation that controls the school. To apply for eligibility, follow the instructions on page iii.

If the school is a new applicant for 2007-2008, but its students were included in the 2006-2007 application filed last year by another school or location, see the instructions for Field 5 on the next page.

**1b Mailing address (if different from 1a)**

If your school is a current participant in the campus-based programs, the FISAP on the Web automatically provides your school's mailing address 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 its mailing address if different from the address in Field 1a. You may enter a P.O. Box or an administrative entity location. However, if your school uses the services of a private firm in administering these programs and reports that fact in Field 7, do *not* report that firm here.

**2 OPEID Number**

If your school is a current participant in the campus-based programs, the FISAP on the Web will automatically provide the OPEID Number.

If you are a new applicant, the OPEID Number will be provided when your eligibility is approved.

**3 Type of school**

If your school is a current participant in the campus-based programs, the FISAP on the Web automatically provides the type of school 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 applying for campus-based funds for the first time, select the type of school that best describes your school. *Only* proprietary schools must enter the appropriate sub-type.

**4 Length/type of longest program**

If your school is a current participant in the campus-based programs, the FISAP on the Web will automatically provide the length of your school's longest program. You will need to verify this data for accuracy and make any corrections necessary.

If your school is a new applicant, select the number that best describes the length of your school's longest program.

**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 entered in Part II, Section D.

**5 Additional locations**

If your school is a current participant in the campus-based programs, the FISAP on the Web automatically provides the name and address of your school's additional locations (if any) as listed in our files. You will need to verify this data for accuracy and make any corrections necessary.

A school that included students at other, *separately eligible* schools must list the name, address, and OPEID Number for each school in the space provided.

**Note:** A school's eight-digit OPEID Number must end in "00" for that location to be considered separately eligible (for example: 123456-00). If your school has a location whose OPEID Number ends in anything other than "00," you will not be able to enter that location here.

If the school entered in Field 1a is a new applicant for 2007-2008, but its students were included in the 2006-2007 application filed last year by another school, identify that school's name, address, and OPEID Number on the FISAP "Additional Information" screen, and enter a brief explanation of how the students came to be counted in different places.

**6 Financial Aid Administrator**

If your school is a current participant in the campus-based programs, the FISAP on the Web automatically provides the name, address, telephone number, and e-mail address of your school's financial aid administrator. 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 all the FAA information in Field 6. Note that the Department uses the FAA's e-mail 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 in the administration of these programs, you must complete this field. Do *not* include private CPAs or billing and collection agencies.

**Section B. Certifications and Warning**

All appropriate fields must be completed in this section. Your school's CEO, President, Chancellor, or Director must sign here to certify that the school is in compliance with the anti-lobbying, debarment, and drug-free workplace 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.

You can print the combined signature and certification form (Part I) and the Standard Form–LLL, "Disclosure Form to Report Lobbying," by selecting the Self-Service tab in the FISAP on the Web and clicking on "Part 1."

# Instructions for Part II: Application to Participate

**Who must complete Part II?**

To request campus-based funds for your school for the 2007-2008 award year, you must complete Part II. Section summaries are given below. Details follow in these instructions.

**Section A**: The amount of funds your school will receive is computed by formulas contained in the legislation and regulations currently in effect. Those formulas use the information you provide in this part of the FISAP. The amount you request in Section A will be the *maximum* you can receive.

**Section B:** A school can decide to withdraw from the Federal Perkins Loan Program by so indicating and by following the approved liquidation procedures outlined in Dear Partner Letter CB-00-5.

**Section C:** A school can request a waiver of the penalty for the underuse of 2005-2006 award year funds if the school provides a written explanation of the cause of the underuse and includes steps the school has taken to ensure the cause has been remedied.

**Field-by-field instructions for Part II**

**Section A. Request for Funds for the 2007-2008 Award Year**

Enter in Field 1 your Federal Perkins Loan Level of Expenditure (LOE) request; in fields 2 through 4, enter the amount of authorization your school wants to receive for each campus-based program. If you do not enter an amount in a field, 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.

**Field**

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

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

Schools planning to expend loan fund cash on hand in 2007-2008 must still complete Field 1 even if they are not requesting any new Federal Capital Contribution.

A school that will make no loans in 2007-2008 but anticipates charging allowable collection costs to its loan fund cash must request an LOE in Field 1.

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

If your school currently participates in the Federal Perkins Loan Program, enter the amount of federal funds you need, after taking into account cash on hand and projected collections.

It is suggested you determine your need for FCC using the following equation:

Field 1 minus the sum of

- 2007-2008 projected repayments from borrowers +
- anticipated cash on hand as of June 30, 2007 +
- your projected Institutional Capital Contribution (ICC) +
- your projected cancellation reimbursement as of June 30, 2008.

If the result of this calculation is zero or negative, your school might not need to request additional FCC.

**Note:** Field 2 must always be less than Field 1.

If your school is requesting Federal Perkins Loan funds for the first time, multiply Field 1 by .75 and enter that amount in Field 2.

If you leave Field 2 blank, you will receive no federal funds.

### 3 FSEOG federal funds

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

### 4 FWS federal funds

Enter the amount of federal dollars your school wants for awards to students, expenditures for the Job Location and Development Program (JLD), and administrative costs. Ask only for what you think you can spend.

## Section B. Federal Perkins Loan Program Liquidation Request

### 5 Request to liquidate Perkins

If your school no longer wishes to participate in the Federal Perkins Loan Program, you must notify the Department of your intention to liquidate your portfolio by clicking the "yes" radio button and following the liquidation procedures outlined in Dear Partner Letter CB-00-5. This letter can be found at http://www.ifap.ed.gov in the "Archived Publications" section. To liquidate, you must return to the Department the federal share of cash on hand in the portfolio, and you must either assign all outstanding loans to the Department or purchase them.

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

If your school has returned more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for the 2005-2006 award year, your school will automatically receive a reduction of the 2007-2008 allocation for that program in the dollar amount of the 2005-2006 funds returned.

You may request a waiver of the underuse penalty by selecting "yes" for Field 6. You must provide a written explanation on the FISAP "Additional Information" screen of the circumstances that caused your school's allocation to be underused. In the written explanation, you must indicate the name of each program you are requesting a waiver for and show that 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 9, 2007.** Waiver requests received after this deadline will not be accepted. A Department review panel will consider each waiver request. It is anticipated that schools will receive their waiver approval or denial decisions by March 16, 2007.

### 6 Waiver request for the underuse of funds

Indicate your school wishes to request a waiver of the underuse of funds penalty by clicking the "yes" radio button.

**Waivers of the FWS/FSEOG institutional-share requirement for Title III/V Schools**

Schools designated as Title III/V eligible that want a waiver of the institutional-share requirement under the FWS Program and/or the FSEOG Program for the 2007-2008 award year are considered to have applied for a waiver simply by submitting a complete FISAP by September 29, 2006.

No other action is required.

The Department will send notices to those schools' financial aid administrators, indicating the schools have been granted a waiver. A school that receives a waiver for the 2007-2008 award year has the option to continue providing an institutional share and determining the amount of that share.

If your 2007-2008 FISAP is on behalf of two or more separately eligible school locations, but not all these locations are Title III/V eligible, **you must file a separate FISAP for any locations that are not Title III/V eligible.** Only Title III/V-eligible locations will receive a waiver of the institutional-share requirement.

If you are unsure of your Title III/V eligibility for the 2007-2008 award year, or if you need to apply for Title III/V eligibility, contact

U.S. Department of Education
Institutional Development and
Undergraduate Education Service
(IDUES)
Title III/V Eligibility Designation
1990 K Street, NW
6th Floor
Washington, DC 20006-8512
Phone: (202) 502-7777

or go to

**http://www.ed.gov/about/offices/list/ope/idues/index.html**

## Section D. Information on Enrollment

### Traditional or non-traditional calendar

A traditional calendar means your school has (1) academic terms that are quarters, trimesters, or semesters and (2) only one admission period during each academic term. If your school has a traditional calendar, select the "Traditional" radio button 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 attend classes on a quarter, trimester, or semester basis. If your school has a non-traditional calendar, select the "Non-Traditional" radio button and report enrollment in fields 9 through 21, not in Field 7 or 8.

Classify a student as an undergraduate or graduate student according to the instructions in Section F. If a student was enrolled as an undergraduate student during an earlier term in 2005-2006 but as a graduate student in a subsequent term in 2005-2006, report the student as a graduate student in Section D.

### 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, 2006. "Unduplicated" means each student is counted/reported only *once*.

Field 7 or Field 8 must include all postsecondary students enrolled in an undergraduate or graduate/professional class. This number includes all students who took at least one class of a 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

- A remedial course required as part of the student's 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. In addition, a person is not enrolled if he or she did not begin attending class.**

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, 2005-2006**

When you report the number of students your school enrolled at any time during the twelve-month period July 1, 2005 through June 30, 2006, **count each student only once.**

**8 Estimated number of students, 2006-2007**

If your school has a traditional calendar and had no enrollment in 2005-2006 but will have enrollment in 2006-2007, report the estimated unduplicated numbers expected to enroll at any time during this twelve-month period.

**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.

**Note:** Field 21 is automatically calculated.

As mentioned on the previous page, 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, 2005 through June 30, 2006. In each field in column (a), 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 students enrolled in November (Field 13(a)) who were still enrolled on December 1. In column (b), enter the number of new starts. New starts are students who start 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 a student is reported in Field 9 (a) or in fields 9 (b) through 19 (b), the student must be reported in fields 10 (a) through 20 (a) for any succeeding months through June 30, 2006 during which he or she was enrolled at the school.

Example: Suppose you had 100 continuing students who were enrolled as of July 1, 2005 (Field 9 (a)), and 50 new students enrolled during July (Field 9 (b)). If all those students were enrolled as of August 1, 2005, you should show 150 continuing students in Field 10 (a). If you also had 75 new students during the month of August—Field 10 (b)— you would add those to the 150 continuing students for a total of 225 continuing students for September 1, 2005—Field 11 (a). This example assumes all 225 students continued to be enrolled as of September 1, 2005.
In each column, Field 21 is the sum of fields 9 through 20. The FISAP on the Web automatically calculates the sum of each column.

**Note:** Remember that the amounts in Field 21 column (a) and Field 21 column (b) will not be the total number of students at your school because you have students duplicated in those totals. Rather, the totals represent the number of months all your students were enrolled.

A school with a non-traditional calendar that completes fields 9 through 21 must use only the undergraduate columns in sections E and F.

**Section E. Assessments and Expenditures**

**22 Total tuition and fees for the award year July 1, 2005 through June 30, 2006**

**Note:** 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 the description of enrolled student in Section D above.

If a student was enrolled as an undergraduate student during an earlier term in 2005-2006 but as a graduate student in a subsequent term in 2005-2006, 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, and subtract from it the amount refunded to students.

"Tuition and fees assessed" means

- amounts you charged and collected;
- amounts you charged but did not collect;
- remissions or waivers of costs, even though you did not collect them (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."

**What to exclude:** Exclude any fees you assess to all students but that all students are not necessarily 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, 2006, but the majority of the term took place in award year 2005-2006, include the tuition and fees assessment for that term in Field 22. If the majority of an academic term did *not* take place in 2005-2006, 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 2005-2006. If this 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 charged your students. You must then *always* use that year for *all* your students.

For example, suppose you have 1,000 new students who enrolled in 2005-2006, 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 2006-2007. Therefore, you cannot *also* report tuition and fees for those 1,000 students for the second year of study. For 2006-2007, you can report tuition and fees only for students who began enrollment in 2006-2007.

**23 Total Federal Pell Grant expenditures for the 2005-2006 award year**

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

Report the total amount expended against your Federal Pell Grant authorization for the period July 1, 2005 through June 30, 2006. This amount should agree with the final cumulative expenditures through June 30, 2006, as entered in the Grants Administration Payment System (GAPS).

Any Pell expenditure adjustments you make in GAPS after filing this FISAP you must make to the entry for Field 23 when you do your edit corrections that you submit by December 15, 2006.

**24 Total expended for state grants and scholarships made to undergraduates for the award year July 1, 2005 to June 30, 2006**

As is true for Pell 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, 2005 through June 30, 2006, even if your school received the funds after June 30, 2006.

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)
- Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP) (previously SSIG) awards (federal share plus match)

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

For reporting LEAP and SLEAP awards, the source of the match is immaterial. Total LEAP and SLEAP awards should always be reported.

Do *not* include

- Robert C. Byrd Honors Scholarships and

- state awards, *if* your school has the final decision on which students get the funds (*unless* the funds are used as a source of match for the LEAP and SLEAP programs).

**Section F. Information on Eligible Aid Applicants Enrolled in Your School for Award Year 2005-2006**

Report the number of eligible aid applicants *enrolled* at your school in award year 2005-2006 who applied for financial aid for that year. (Whether those applicants *received* aid is immaterial.) To receive reports only for those students who actually enrolled at your school, see the second "Note" on the next page.

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 2005-2006 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, beginning on page II-3. A person is not enrolled if he or she did not begin attending a class.

**Independent student:** A student who was

- born before January 1, 1982 (at least 24 years of age),
- is working on a degree beyond a bachelor's degree,
- is married,
- has legal dependents other than a spouse,
- is an orphan or ward of the court,
- is a veteran of the Armed Forces of the United States, or
- is a student for whom a financial aid administrator makes 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.

**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 an academic or training program that was eligible for the campus-based programs during award year 2005-2006,
- met citizenship or residency requirements for award year 2005-2006, and
- applied for financial aid for award year 2005-2006 and has an "official" Expected Family Contribution (EFC) calculated by the Central Processing System (CPS).

Any student meeting the above criteria, regardless of the family's ability to contribute to the cost of attendance, 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.

**Note:** If a student was an undergraduate during an earlier term in 2005-2006 but a graduate student in a subsequent term in 2005-2006, 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 2005-2006 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 2005-2006 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 2005-2006 EDExpress software to access the FISAP Eligible Dependent and Eligible Independent student reports that list students by income range and enrollment status. These reports list all students who applied for aid, whether enrolled at your school or not.

To obtain reports only for those students enrolled at your school:

- Print a List – Unpackaged Records report via File | Print | Packaging, then compare this list against your enrollment roster.
- Delete any pre-existing Packaging records for non-enrolled students by going to File | Delete | Packaging globally.
- Click on OK and then click on Select Records.
- Go down the list of students, mark the "Selected" checkbox for students you wish to delete, then click on OK.

If you need assistance using the EDExpress software, please contact the CPS WAN Customer Support Center at 1-800-330-5947.

**Field 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) figure of "0." When those criteria are met, the CPS assigns a "0" EFC and does not perform a calculation except for Total Income (TI),

Student's Total Income (STI), and FISAP Total Income (FTI). Only these three intermediate values will appear in the FAA information section on the Student Aid Report (SAR) or on the Institutional Student Information Record (ISIR).

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 the automatic zero EFC criteria.

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

**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 2005-2006. 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 FISAP 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.**

Because you might need to correct or adjust a student's income information and recalculate the EFC, 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.

**Field 40**

In each column, Field 40 is the sum of fields 25 through 39. (Field 40 is automatically calculated.)

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

**Who must complete Part III?**

You must complete Part III if

- your school is continuing participation in the Federal Perkins Loan Program, or
- your school is in the process of liquidating its Federal Perkins Loan Fund (hereafter known as the "Fund"), or
- your school did not receive a Federal Capital Contribution for award year 2005-2006 but did make loans from its Fund.

**Note:** Your Perkins Loan Fund is not completely liquidated until you have returned to the Department the federal share of cash on hand in the portfolio; assigned all outstanding loans to the Department, or purchased them; reported all these activities on a "final" Perkins Loan Report; *and* completed the required audit.

**What will I need to complete Part III?**

You will need your Federal Perkins Loan Program Account Ledgers. However, because your ledgers are set up according to the Department's accounting reference manual, *The Blue Book*, your accounting numbers will not match the field numbers in Section A.

Part III, Section A, requests cumulative data. (Remember, do not simply transfer data from a ledger number that matches a field number—the data will not correspond.) Section B requests the annual fund activity. Section C requests the cumulative repayment information. Sections D and E contain cohort default rate data.

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 instructions for Part III**

If your school is liquidating its Fund, or if your school did not receive a Federal Capital Contribution for the 2005-2006 award year but did make loans from its Fund, you must complete the Identifying Information, Certifications and Warning, and the Federal Perkins Loan Program sections of the Fiscal Operations Report.

**FUND REPAYMENTS ARE DUE if there is an accumulation of excess liquid capital in the Fund, or if your school is in the process of liquidating the Fund.**

A school has excess liquid capital in its Loan Fund if projected funds available for the 2006-2007 award year (June 30, 2006 cash on hand, plus projected collections, plus Federal and Institutional Capital Contributions, plus other income) significantly exceed projected 2006-2007 expenditures from the Loan Fund.

The return of excess liquid capital in the Fund requires schools to send payments of $100,000 or more to the National Finance Center (NFC) via Treasury's Financial Communications System (TFCS), Deposit Message Retrieval System (DMRS) (commonly known as FED WIRE). Procedures for using FED WIRE are

contained in "*The Blue Book*." For amounts that are less than $100,000, a school may either use FEDWIRE or send a check to the U.S. Department of Education, P.O. Box 952023, St. Louis, MO 63195-2023.

**FISAP adjustment not required for prior year recoveries**

If, in a prior year, your school took some or all of its Federal Perkins Loan administrative cost allowance entitlement from an FSEOG or FWS allocation, and your school recovered Federal Perkins Loan funds in 2005-2006 that were issued to students in a prior year, you are not required to adjust your FISAP to report the recovery of the Perkins funds. You need make an adjustment only if ED's School Eligibility Channel requests it.

**Field-by-field instructions for Part III**

**Section A. Fiscal Report (Cumulative) as of June 30, 2006**

**Field**

**1.1 Cash on hand and in depository as of 6/30/2006**

Column c. Report the total cash you had on hand and in depository as of June 30, 2006. **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 may never enter a negative amount in Field 1.1. Expenditures that exceed the amount of cash on hand in the Loan Fund must be charged to an Institutional Capital Contribution (ICC) deposited into the Fund as of June 30, 2006. If schools intend to reclaim the additional ICC without depleting the Fund, they must repay, within the 2006-2007 award year, any "short-term, no-interest" loans made to the Fund. If schools do not make repayments, any unpaid balance becomes a permanent part of the Fund.

**1.2 Cash on hand and in depository as of 10/31/2006**

**Note: Completion of this field is possible only after October 31, 2006.**

Column a. When you are verifying Part III, Section A as part of the edit corrections you submit by December 15, report the total cash you had on hand and in depository as of October 31, 2006. You may never report this entry as a negative amount. Expenditures that exceed the amount of cash on hand in the Loan Fund are charged as an Institutional Capital Contribution (ICC) deposited into the Fund as of October 31, 2006. The increased ICC must be reported as of June 30, 2007. If schools intend to reclaim the additional ICC without depleting the Fund, they must repay, within the 2006-2007 award year, any "short-term, no-interest" loans made to the Fund. If schools do not make repayments, any unpaid balance becomes a permanent part of the Fund.

**2 Funds receivable from federal government**

Column c. Report any portion of the allocation for the 2005-2006 award year that you requested from ED's Grants Administration Payment System (GAPS) on or before June 30, 2006 but did not deposit into the Fund by that date. Do not report this figure as a negative amount.

**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 cumulative 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. (See the instructions for Field 21 of Section A for further information.)

**4 Funds advanced to students**

Column b. Report the unduplicated, CUMULATIVE number of borrowers who received their loans on or before June 30, 2006.

Column c. Report the CUMULATIVE net amount of the loans paid to borrowers, plus any assessed late charges added to the principal through June 30, 2006.

**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, 2006.

Column d. Report the CUMULATIVE loan principal amount collected from all sources through June 30, 2006. 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.

**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, 2006. For schools in liquidation status, report borrowers whose assigned loans were *not* in default as well as those whose loans were in default.

Column d. Report the CUMULATIVE amount of loan principal outstanding that was assigned to the Department, and officially accepted, not later than June 30, 2006. **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.

**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.

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

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

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, 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.

Column d. Report the CUMULATIVE loan principal canceled.

**9 Loan principal canceled for all other authorized teaching service**

Column b. Report the unduplicated, CUMULATIVE number of borrowers who—because of other authorized 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, 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.

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

**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.

Column d. Report the CUMULATIVE loan principal canceled at the 12.5 percent rate. Defense/Direct/Perkins Loan borrowers are entitled to cancellation of a minimum of 12.5 percent of their loans, up to a maximum of 50 percent of their loans, for service in the U.S. Armed Forces *in an area of hostilities or area of imminent danger* that qualifies for special pay under Section 310 of Title 37 of the United States Code. To qualify for this cancellation benefit, a borrower must have served in the designated area for a complete year.

**11 Loan principal canceled for volunteer service**

Column b. Report the unduplicated, CUMULATIVE number of 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.

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

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

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

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

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

Column b. Report the unduplicated, CUMULATIVE number of borrowers who—because of service those borrowers performed 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—received cancellation on loans made on or after July 23, 1992. 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.

Column d. Report the CUMULATIVE loan principal canceled.

**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.

Column d. Report the CUMULATIVE loan principal canceled.

**15 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.

Column d. Report the CUMULATIVE loan principal 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 Section A, Field 6 and in Section C, Field 2.2. However, there

is an 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 borrowers' total and permanent disability.

**16 Loan principal canceled for bankruptcy**

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

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

**17 Loan principal canceled for loans discharged due to closed schools**

Column b. Report the 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 branches closing.

Column d. Report the CUMULATIVE loan principal canceled.

**18 Loan principal adjustments - other**

Column b. Report the unduplicated, CUMULATIVE number of borrowers with loan principal adjustments for reasons not reported in fields 7 through 17; e.g., compromise, write-off (including write-offs of principal, late charges, and collection fees), incentive repayment discounts, or other costs not specified.

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

**19 Federal Capital Contributions**

Column d. Report the CUMULATIVE Federal Capital Contributions deposited into your Fund through June 30, 2006. Add any portion of your 2005-2006 award year allocation that you requested by June 30, 2006 but did not receive from GAPS by that date. Do not include any FCC transferred to either the FWS or FSEOG programs.

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

Make sure not to report Institutional Capital Contributions here; report those amounts in Field 21.

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

Column c. Report the CUMULATIVE amount (federal share) repaid to the federal government—as distribution of excess or liquidated fund capital—through June 30, 2006.

**DO NOT reduce Field 19 by this amount.**

Do not include authorized administrative cost allowance withdrawals or your institutional share.

**21 Institutional Capital Contributions**

Column d. Report the CUMULATIVE Institutional Capital Contributions

deposited into your Fund through June 30, 2006. Include the institutional share for any federal funds requested by June 30, 2006 but not received from GAPS by that date.

Also include the amount of any short-term loan your school made to the Fund. Section 674.8(a)(7) of the regulations permits a school to deposit "the proceeds of short-term no-interest loans made to the Fund in anticipation of collections or receipt of FCC." These funds should be considered as additional ICC and reported here.

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

**22 Repayments of fund capital to school**

Column c. Report the CUMULATIVE amount the school repaid to itself, through June 30, 2006, as either (1) distribution of excess or liquidated Fund capital or (2) repayment for a short-term, no-interest loan to the Fund (Section 674.8 (b)(6)). DO NOT reduce Field 21 by this amount.

Do *not* include

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

**23 Interest income on loans**

Column d. Report the CUMULATIVE interest earned on loans through June 30, 2006.

Such interest includes

- interest collected,
- interest not collected because the interest was canceled,
- interest not collected because of an incentive repayment discount,
- total amount of loan interest assigned to and accepted by the Department, as reported on Assignment Form ED 553 (your school must also have acceptance notices from the Department dated prior to July 1, 2006), and
- interest not collected because the account was 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.

**24 Other income**

Column d. Report the CUMULATIVE income deposited into your Fund from all sources other than interest income on loans.
You must include any other earnings on assets of the Fund, including interest earnings on Fund assets deposited in interest-bearing accounts. (Make sure to subtract bank charges before entering these 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, 2006, include here the amount of the overpayment.

**25 Reimbursements to the Fund of amounts canceled on loans made 07/01/1972 and after**

Column d. Report the CUMULATIVE reimbursements of canceled principal and interest the Department paid your school on all loans made on or after July 1, 1972.

All payments are made by electronic fund transfer and are deposited directly into the bank account your school designated. These amounts must be deposited into the school's Fund.

**Make sure the information you provide here is current** by going to the Self-Service screen on the FISAP on the Web, then to "Campus-Based Notifications for All Available Award Years." Then select "Perkins Service Cancellation Awards."

**26.1 Administrative cost allowance**

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

**Note:** To report the withdrawal of an administrative cost allowance for the 2005-2006 award year, you must have withdrawn that allowance by June 30, 2006.

**26.2 Collection costs**

Column a. Report the CUMULATIVE collection costs, allowed by regulation, that are not included in Field 26.1; e.g., address searches, credit bureau reporting, attorneys' fees, court costs. DO NOT report any costs the borrower paid.

**26.3 Administrative cost allowance and collection costs (control)**

Column c is the sum of fields 26.1(a) plus 26.2(a).

**NOTE 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.

**27 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 23.

**28 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 23.

**29 Cost of loan principal and interest**

**canceled for all other authorized 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 teaching service. This category includes cancellations for full-time teaching service in (1) low-income schools, 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 23.

**30 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. Defense/Direct/Perkins Loan borrowers are entitled to cancellation of a minimum of 12.5 percent of their loans, up to a maximum of 50 percent of their loans, for service in the U.S. Armed Forces *in an area of hostilities or area of imminent danger* that qualifies for special pay under Section 310 of Title 37 of the United States Code. 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 23.

**31 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 23.

**32 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 23.

**33 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 on page III-5 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 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 23.

**34 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 the 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 23.

**35 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.

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 37, and report the interest on those loans in Field 23. However, there is an 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.

The principal in this field is an offset for Field 15, and the interest is a partial offset for Field 23.

For additional information about disability discharges, contact the Disability Discharge Loan Servicing Center, 1-888-869-4169, or, send an e-mail to **disabilitydischarge@acs-inc.com**.

**36 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 16, and the interest is a partial offset for Field 23.

**37 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, 2006. Include the amount of loan principal and interest outstanding on loans assigned because of total and permanent disability. For schools in liquidation status, report borrowers whose assigned loans were *not* in default as well as those 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 23.

**38 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 17, and the interest is a partial offset for Field 23.

**39 Other costs or losses**

Column c. Report all other CUMULATIVE costs or losses of principal and interest not covered in fields 26.3 through 38; e.g., compromise, write-off, etc. The principal in this field is an offset for Field 18, and the interest is a partial offset for Field 23.

**40 Total debits and credits**

Column c is the sum of all the entries in column c, fields 1.1 through 39.

Column d is the sum of all the entries in column d, fields 5 through 25.

Total debits must equal total credits.

## Section B. Fund Activity (Annual) During the 2005-2006 Award Year (July 1, 2005 through June 30, 2006)

**Note:** This section requests information *only* for the 2005-2006 award year—do not report cumulative amounts here.

**Field**

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

Report your original Federal Capital Contribution (authorized in your first allocation letter for the 2005-2006 award year), *plus* any supplemental award for this period, *minus* **any Federal Perkins Loan funds allocated for the 2005-2006 award year that you returned to the federal government prior to September 29, 2006.**

**2 FCC transferred to FSEOG and FWS**

Report the Federal Capital Contribution amount that was transferred to and spent in FSEOG (Field 2a) and FWS (Field 2b). The amount in Field 2a must be the same as the entry in Field 3 of Part IV, and the amount in Field 2b must be the same as the entry in Field 2 of Part V. **The sum of Field 2a plus Field 2b may not exceed 25 percent of the sum of your original—plus any supplemental—FCC allocations for 2005-2006.**

**Note:** Any Federal Perkins FCC transferred to FSEOG or FWS must be entered in GAPS as an expenditure against the program authorization from which the funds were taken (Perkins), not as an expenditure against the authorization for the program into which the funds were transferred and used.

**3 The unexpended amount of final adjusted authorized FCC for award year 2005-2006 that was NOT requested from GAPS by June 30, 2006. This amount will be reduced from your total award amount next spring.**

Report the unexpended amount of your final adjusted Federal Capital Contribution (FCC) for the 2005-2006 award year that you did *not* request from GAPS on or before June 30, 2006. You may not request 2005-2006 Federal Perkins Loan federal funds from GAPS after June 30, 2006.

DO NOT report any FCC for the 2005-

2006 award year that you returned to the federal government prior to September 29, 2006; that is, any returned FCC that you have already reported on your Reallocation Form.

**ED will deduct the amount entered in this field from your total award amount.**

**Note:** A penalty will be assessed against your school's 2007-2008 Federal Perkins Loan allocation if the amount entered here plus any other amounts you previously returned to the Department for 2005-2006 are more than 10 percent of your combined 2005-2006 initial, plus supplemental, allocations. The penalty consists of a reduction in your 2007-2008 Federal Perkins allocation by an amount equal to the total amount you did not spend in 2005-2006.

**4 Institutional Capital Contribution (ICC) deposited into the Fund between July 1, 2005 and June 30, 2006**

Report the amount of Institutional Capital Contribution (ICC) deposited into the Fund between July 1, 2005 and June 30, 2006.

The ICC must be at least one-third of the net FCC—minus any transfers to FSEOG (2a) and FWS (2b) and/or amounts not drawn down (3)—and must be deposited into the Fund between July 1, 2005 and June 30, 2006. This amount must be deposited into the Loan Fund during every award year, regardless of any overmatch situation a school may have been in during a prior award year.

**Note:** Divide the net FCC by 3 to obtain the minimum ICC amount.

**5 Loans advanced to students from the Fund during the 2005-2006 award year (minus 2005-2006 award year refunds)**

Report the net amount of the loans paid to borrowers from the Fund. This figure is the total amount of loans paid to borrowers minus any refunds or adjustments to 2005-2006 loans (for example, the borrower dropped out of school and received a refund or made a pre-payment). DO NOT report refunds on prior-year notes here; report those in Section A.

**6 Administrative cost allowance claimed for the 2005-2006 award year**

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

**7 Total principal and interest repaid by borrowers from all sources during the 2005-2006 award year**

Column a. Report the unduplicated number of borrowers who made payments on their loans in the 2005-2006 award year.

Column b. Report the amount of principal and interest borrowers repaid during the 2005-2006 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.

**8 Total principal repaid by borrowers from all sources during the 2005-2006 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, who made payments toward outstanding principal on their defaulted loans in the 2005-2006 award year. Include borrowers whose defaulted loans were taken out of default status during the 2005-2006 award year (such as defaulted loans that were paid in full) as well as borrowers whose loans are currently in default.

Column b: Report the amount of principal repaid by borrowers in the 2005-2006 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.

**9 Total principal repaid by borrowers from all sources during the 2005-2006 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, who made payments toward outstanding principal on their defaulted loans in the 2005-2006 award year. Include borrowers whose defaulted loans were taken out of default status during the 2005-2006 award year (such as defaulted loans that were paid in full) as well as borrowers whose loans are currently in default.

Column b: Report the amount of principal repaid by borrowers in the 2005-2006 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.

## Section C. Cumulative Repayment Information as of June 30, 2006

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, 2006 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*.

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, 2006.

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, 2006. This figure is that portion of the amount lent that was not repaid or canceled as of June 30, 2006.

**Field**

**1.1 Borrowers whose loans are fully retired**

Column b. Report the unduplicated, CUMULATIVE number of all past borrowers who, as of June 30, 2006, 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). Include any loans discharged because the borrower was unable to complete a program in which he or she was enrolled due to the school closing. Include those borrowers whose loans your school purchased because they were deemed unenforceable by the Department and were rejected for assignment.

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

**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 information reported here permits the Department to determine whether the school's portfolio is fully liquidated. The Perkins liquidation procedures can be found in Dear Partner Letter CB-00-5 on our **http://ifap.ed.gov** Web site under "Archived Publications."

**2 Borrowers whose loans were assigned to and officially accepted by the U.S. Department of Education as of June 30, 2006**

**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 were officially accepted by June 30, 2006. For schools in liquidation status, report borrowers whose assigned loans were *not* in default as well as those whose loans were in default.

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

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 subsequent to the Department's acceptance of the borrower's assigned loan is not to be reflected in this report.

You must send any payments you receive directly to

National Payment Center
P.O. Box 4169—Perkins Loan (NDSL)
Greenville, Texas 75403-4169

**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 were officially accepted by June 30, 2006.
Column c. Report the total amount lent to those same borrowers.

Column d. Report the total principal amount outstanding when the loans were assigned to and accepted by the

Department. 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 subsequent to the Department's acceptance of the borrower's assigned loan is not to be reflected in this report.

You must send any payments you receive directly to

Conditional Total and Permanent Disability Assignments
U.S. Department of Education
c/o ACS Education Services
501 Bleecker Street, East Dock
Utica, New York 13501

**Note:** When you assign a loan to the Department for total and permanent disability, the Department acknowledges acceptance of the assignment by sending you a copy of the Conditional Discharge Ineligibility or the Conditional Discharge Eligibility letter for that borrower. If you have not received a copy of either letter, and you need to know whether the Department has accepted the assignment, you can contact the Disability Discharge Loan Servicing Center at 1-800-869-4169.

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

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

Field 2(b) equals the sum of Field 2.1(b) plus Field 2.2(b). Field 2(c) equals the sum of Field 2.1(c) plus Field 2.2(c). Field 2(d) equals the sum of Field 2.1(d) plus Field 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 period.

Report borrowers who were in their 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. For loans made on or after October 1, 1980, a second grace period of 6 consecutive months follows the completion of a deferment period for study, service, or disability.

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

**4 Borrowers on schedule in repayment status**

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

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

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

Column b. Report the 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.

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

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

**5.2 In default 240 days or more (monthly installments) or 270 days or more (other installments), 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 these borrowers are paying less frequently than monthly.

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

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

**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.

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

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

**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.

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

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

**Note:** All assigned notes the Department has rejected and returned to you, or notes for which you received an acceptance letter from the Department dated after June 30, 2006, 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 less than 30 borrowers who entered repayment in the 2004-2005 award year, you will check "yes" and complete Section E. If the answer is "no," you will 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, has voluntarily made all payments currently due, repaid the loan in full, rehabilitated or canceled the loan, received a deferment or forbearance on the loan based on a condition that began prior to the loan becoming 240 days past due, received a discharge because of death or permanent and total disability, received a discharge in bankruptcy, received a discharge 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 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 2004-2005 Award Year**

1.1 Report the number of borrowers who entered repayment any time from July 1, 2004 to June 30, 2005.

1.2 Of the number of borrowers who entered repayment in 2004-2005, report the number with loans in default by June 30, 2006.

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

**Section E. Schools with Fewer than 30 Borrowers Who Entered Repayment in the 2004-2005 Award Year**

2.1(a) Report the number of borrowers who entered repayment any time from July 1, 2002 to June 30, 2003.

2.1(b) Report the number of borrowers who entered repayment any time from July 1, 2003 to June 30, 2004.

2.1(c) Report the number of borrowers who entered repayment any time from July 1, 2004 to June 30, 2005.

2.2(a) Of the total number of borrowers in Field 2.1(a), report the number in default by June 30, 2004.

2.2(b) Of the total number of borrowers in Field 2.1(b), report the number in default by June 30, 2005.

2.2 (c) Of the total number of borrowers in Field 2.1(c), report the number in default by June 30, 2006.

2.3 Report the total number of borrowers who entered repayment during the 2002-2003, 2003-2004, and 2004-2005 award years—the sum of fields 2.1(a) + 2.1(b) + 2.1(c).

2.4 Report the total number of borrowers with loans in default by June 30, 2004,

June 30, 2005, and June 30, 2006—the sum of fields 2.2(a) + 2.2(b) + 2.2(c).

2.5 Divide the number of borrowers in Field 2.4 by the total number of borrowers in Field 2.3, and multiply by 100 to calculate your cohort default rate.

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

**Who must complete Part IV?**

You must complete Part IV if your school received FSEOG federal funds for 2005-2006.

**Field-by-field instructions for Part IV**

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

Use this section to report your authorization and any changes to that authorization.

**Field**

**1 Final adjusted FSEOG authorization**

Figure the correct amount for this field as follows:

- The amount of your original authorization (your first allocation letter for award year July 1, 2005 through June 30, 2006) **plus**
- Any supplemental authorization you received for the FSEOG Program **minus**
- Any FSEOG funds from your 2005-2006 award year allocation that you returned to the federal government prior to September 29, 2006.

Enter the result here.

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

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

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

If you transferred funds from your FWS allocation to your FSEOG Program, enter the amount you transferred. You must have spent the amount in the FSEOG Program. Any amount you transferred from FWS and did not spend in FSEOG, you must return to FWS.

The maximum amount you may transfer from FWS to FSEOG is 25 percent of the sum of your 2005-2006 FWS original and supplemental allocations.

The amount in this field must be the same as the entry in Field 3 of Part V.

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

If you transferred funds from your Federal Perkins Federal Capital Contribution (FCC) allocation to your FSEOG Program, enter the amount you transferred. You must have spent the amount in the FSEOG Program. Any amount you transferred from your Federal Perkins FCC and did not spend in FSEOG, you must return to the Federal Perkins Loan Program.

The total amount transferred to the FSEOG and/or FWS programs may not exceed 25 percent of the sum of your 2005-2006 Federal Perkins original and supplemental FCC allocations.

The amount in this field must be the same as the entry in Field 2(a) of Part III, Section B.

**4 2006-2007 FSEOG funds carried back and spent in 2005-2006**

Report any amount of your 2006-2007 FSEOG allocation that was carried back and spent in award year 2005-2006. The maximum amount you could have carried back and spent is 10 percent of the sum of your 2006-2007 original and supplemental FSEOG allocations.

**5 Additional 2006-2007 FSEOG funds carried back and spent for 2006 summer enrollment**

If you report in Field 4 the maximum 10 percent carry back amount, report here any additional amount of your 2006-2007 FSEOG allocation that was carried back and spent for awards to students for payment periods that began on or after May 1, 2006 but ended prior to July 1, 2006.

**6 2004-2005 funds carried forward and spent in 2005-2006**

Report any amount of your 2004-2005 FSEOG allocation that was carried forward and spent in award year 2005-2006. The maximum amount you could have carried forward and spent is 10 percent of the sum of your 2004-2005 original and supplemental FSEOG allocations.

If this entry is different from the one in Field 7 of Part IV of your 2004-2005 Fiscal Operations Report, you must also submit a revised 2004-2005 Fiscal Operations Report.

**7 2005-2006 funds carried forward to be spent in 2006-2007**

Report any amount of your 2005-2006 FSEOG allocation that was carried forward to spend in award year 2006-2007. The maximum amount you could have carried forward to be spent is 10 percent of the sum of your 2005-2006 original and supplemental FSEOG allocations.

**8 2005-2006 funds carried back and spent in 2004-2005**

Report any amount of your 2005-2006 FSEOG allocation that was carried back and spent in award year 2004-2005. The maximum amount you could have carried back and spent is 10 percent of the sum of your 2005-2006 original and supplemental FSEOG allocations.

If the entry here is different from the one in Field 4 of Part IV of your 2004-2005 Fiscal Operations Report, you must submit a revised 2004-2005 Fiscal Operations Report.

**9 Additional 2005-2006 funds carried back and spent for 2005 summer enrollment**

If you report in Field 8 the maximum 10 percent carry back amount, report here any additional amount of your 2005-2006 FSEOG allocation that was carried back and spent for awards to students for payment periods that began on or after May 1, 2005 but ended prior to July 1, 2005.

If the entry here is different from the one in Field 5 of Part IV of your 2004-2005 Fiscal Operations Report, you must submit a revised 2004-2005 Fiscal Operations Report.

**Note:** Any FSEOG funds carried forward or carried back between award years must

be entered in GAPS as an expenditure against the FSEOG authorization from which the funds were taken, *not* as an expenditure against the authorization for the award year in which the funds were used.

**10 Total federal funds available for 2005-2006 FSEOG**

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

**Section C. Funds to FSEOG Recipients**

DO NOT include in either Field 11 or 12 any non-federal funds in excess of the required 25 percent non-federal share.

**11 Total funds to FSEOG recipients**

The amount reported must consist of the required 25 percent non-federal and the 75 percent federal share, unless the school has been granted a waiver.

Field 11 equals the sum of Field 12 plus Field 13.

**12 Non-federal share of funds to FSEOG recipients**

For non-federal funds to be reported in this field, the recipients of these monies also must have received some federal funds from the FSEOG Program in the 2005-2006 award year. Field 12 must be 25 percent of Field 11, unless the school had an approved waiver for 2005-2006. **Do not enter any school expenditure in excess of the 25 percent requirement.**

The school is required to 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. A full discussion of the three methods of providing the non-federal share appears in Volume 6 of the 2005-2006 *Federal Student Aid Handbook*.

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

12 b. 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.

Field 12 equals Field 12a plus Field 12b.

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

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

**13 Federal share of funds to FSEOG recipients**

Report the amount of FSEOG federal funds expended for students, plus any FWS federal funds and/or Federal Perkins FCC funds transferred into FSEOG and used for student grants. Field 13 must equal 75 percent of Field 11, unless the school has an approved waiver for 2005-2006.

**14 Administrative cost allowance claimed**

Use Part VI, Section B, steps 1 and 2 to calculate your administrative cost allowance. In Part VI, Section B, Step 3, report how much administrative cost allowance you claimed in the FSEOG Program.
The amount in Field 14 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.

**15 Federal funds spent for FSEOG**

Field 15 equals Field 13 plus Field 14.

**Section E. Use of FSEOG Authorization**

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

**16 Expended FSEOG authorization**

Field 16 equals the sum of fields 7, 8, 9, and 15 minus the sum of fields 2, 3, 4, 5, and 6.

**The amount in Field 16 must agree with your final FSEOG draw downs reported in GAPS. It cannot exceed your authorization in Field 1.**

**17 Unexpended FSEOG authorization**

Field 17 equals Field 1 minus Field 16. The resulting amount will ultimately be deducted from your GAPS 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 institutional funds; however, the excess institutional share is *not* entered in this report.

**Note:** A penalty will be assessed against your school's 2007-2008 FSEOG allocation if the amount in Field 17 plus any other amounts you previously returned to ED are greater than 10 percent of your combined 2005-2006 initial plus supplemental allocations. The penalty consists of a reduction in your 2007-2008 FSEOG allocation by an amount equal to the total amount you did not spend in 2005-2006.

**Information on prior year recoveries for FSEOG and FWS**

Prior year recoveries are the federal shares of any monies students have returned to the school for an award year that has already undergone closeout in the Campus-Based system (i.e., awards have already been reduced to FISAP expenditure levels). You are not required to report prior year recoveries or make an adjustment to your FISAP unless the Department's School Eligibility Channel requests it.

Use existing GAPS procedures to refund to the Department any funds recovered on prior year awards. Refunds should be applied to the award that corresponds to the funding year in which recovered funds were awarded. For example, if you made an award in 2005-2006 and the money was recovered in 2006-2007, you must return the recovered funds to the 2005-2006 authorization.

The available balance for this award will increase as a result of the refund. **The award authorization amount will be reduced by this refund amount when the award enters the closeout state in GAPS. You should not draw down the available balance created by the refund.**

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

**Who must complete Part V?**

You must complete Part V if your school received FWS funds for award year 2005-2006.

**Field-by-field instructions for Part V**

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

Use this section to report your authorization and any changes to that authorization.

**Field**

**1 Final adjusted FWS authorization**

Figure the correct amount for this field as follows:

- The amount of your original authorization (your first allocation letter for award year July 1, 2005 through June 30, 2006) **plus**
- Any supplemental authorization you received for the FWS Program **minus**
- Any FWS funds from your 2005-2006 award year allocation that you returned to the federal government prior to September 29, 2006.

Enter the result here.

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

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

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

If you transferred funds from your Federal Perkins Loan Federal Capital Contribution (FCC) allocation to your FWS Program, enter the amount you transferred. You must have spent this amount in the FWS Program. Any amount you transferred from your Federal Perkins FCC and did not spend in FWS, you must return to the Federal Perkins Loan Program.

The total amount transferred to the FWS and/or FSEOG programs may not exceed 25 percent of the sum of your 2005-2006 Federal Perkins original and supplemental FCC allocations.

The amount in this field must be the same as the entry in Field 2(b) of Part III, Section B.

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

If you transferred funds from your FWS allocation to your FSEOG Program, enter the amount you transferred. You must have spent this amount in the FSEOG Program. Any amount you transferred from FWS and did not spend in FSEOG, you must return to FWS. The maximum amount you may transfer from FWS to FSEOG is 25 percent of the sum of your 2005-2006 FWS original and supplemental allocations.

The amount in this field must be the same as the entry in Field 2 of Part IV.

**Note:** Any FWS funds transferred to

FSEOG must be entered into GAPS as an expenditure against FWS, *not* as an expenditure against FSEOG.

**4 2006-2007 FWS funds carried back and spent in 2005-2006**

Report any amount of your 2006-2007 FWS allocation that was carried back and spent in award year 2005-2006. The maximum amount you could have carried back and spent is 10 percent of the sum of your 2006-2007 original and supplemental FWS allocations.

**5 Additional 2006-2007 FWS funds carried back and spent for 2006 summer employment**

If you report in Field 4 the maximum 10 percent carry back amount, report here any additional amount of your 2006-2007 FWS allocation that was carried back and spent for payments to students for wages earned on or after May 1, 2006 but prior to July 1, 2006.

**6 2004-2005 funds carried forward and spent in 2005-2006**

Report any amount of your 2004-2005 FWS allocation that was carried forward and spent in award year 2005-2006. The maximum amount you could have carried forward and spent is 10 percent of the sum of your 2004-2005 original and supplemental FWS allocations.

If this entry is different from the one in Field 7 of Part V of your 2004-2005 Fiscal Operations Report, you must submit a revised 2004-2005 Fiscal Operations Report.

**7 2005-2006 funds carried forward to be spent in 2006-2007**

Report any amount of your 2005-2006 FWS allocation that was carried forward to spend in award year 2006-2007. The maximum amount you could have carried forward to be spent is 10 percent of the sum of your 2005-2006 original and supplemental FWS allocations.

**8 2005-2006 funds carried back and spent in 2004-2005**

Report any amount of your 2005-2006 FWS allocation that was carried back and spent in award year 2004-2005. The maximum amount you could have carried back and spent is 10 percent of the sum of your 2005-2006 original and supplemental FWS allocations.

If the entry here is different from the one in Field 4 of Part V of your 2004-2005 Fiscal Operations Report, you must submit a revised 2004-2005 Fiscal Operations Report.

**9 Additional 2005-2006 funds carried back and spent for 2005 summer employment**

If you report in Field 8 the maximum 10 percent carry back amount, report here any additional amount of your 2005-2006 FWS allocation that was carried back and spent for payments to students for wages earned on or after May 1, 2005 but prior to July 1, 2005.

If the entry here is different from the one in Field 5 of Part V of your 2004-2005 Fiscal Operations Report, you must submit a revised 2004-2005 Fiscal Operations Report.

**Note:** Any FWS funds carried forward or carried back between award years must be entered into GAPS as an expenditure against the FWS authorization from which the funds were taken, *not* as an expenditure

against the authorization for the award year in which the funds were used.

**10 Total federal funds available for 2005-2006 FWS**

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

**Section C. Total Compensation for FWS**

Use this section to report the total FWS compensation earned in award year 2005-2006, 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 on page V-6.

**11 Total earned compensation for FWS Program**

Report in Field 11 the FWS total earned compensation (federal and non-federal share) for all students for the 2005-2006 award year. This amount includes any compensation FWS students might have earned while employed as reading or mathematics tutors of children or while employed in family literacy activities, even if the federal share exceeds the normal 75 percent rate. The amount of any FWS earned compensation paid to FWS students employed in these tutoring and family literacy activities must be reported in Field 11a for on-campus employment and in Field 11b 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.)

11 a. Report the earned compensation for on-campus employment.

11 b. Report the earned compensation for off-campus employment at public or private nonprofit agencies, excluding expenditures required to be reported in Field 11c.

11 c. 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 had a federal share not exceeding 90 percent.

11 d. Report the earned compensation for off-campus employment in the private for-profit sector.

Field 11 equals the sum of fields 11(a) plus 11(b) plus 11(c) plus 11(d).

**12 Total institutional share of earned compensation**

Report the total institutional share of all earned compensation. The minimum required institutional share varies by type of employment and is the complement of each federal share percentage reflected in Field 13.

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 12 must equal Field 11 minus Field 13.**

**Section D. Funds Spent from Federal Share**

**of FWS**

**13 Total federal share of FWS earned compensation**

Report in Field 13 the federal share of the FWS total earned compensation paid to all students for the 2005-2006 award year. This amount includes the federal share of any earned compensation paid to FWS students employed as reading or mathematics tutors of children, or employed in family literacy activities, even if the federal share exceeds the 75 percent rate.

**Note:** You must report the federal share of earned compensation paid to FWS students employed in such tutoring or family literacy activities in Field 13b for on-campus employment or off-campus employment at public or private nonprofit agencies.

13 a. 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.

13 b. 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. As mentioned, 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.

13 c. 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 2005-2006 award year.

For example, if you had 10 students who earned FWS compensation in 2005-2006, 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 2005-2006 *Federal Student Aid Handbook* for more information.

13 d. 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 2005-2006 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. Because this

field is a 50 percent category, you must report another $2,500 in Field 12 if you spend the entire amount permitted for employment in the private for-profit sector.

Field 13 equals the sum of fields 13(a) plus 13(b) plus 13(c) plus 13(d).

**14 Administrative cost allowance claimed**

Use Part VI, Section B, steps 1 and 2 to calculate your administrative cost allowance. In Part VI, Section B, Step 3, report how much administrative cost allowance you claimed in the FWS Program.

The amount reported in Field 14 must be the same as the amount in Part VI, Section B, Field 23(c). This amount could include funds claimed for any or all of the three programs.

**15 Federal share of Job Location and Development (JLD) Program expenditures**

Report the federal share of the amount spent for the Job Location and Development Program. This amount must be the lesser of $50,000 or 10 percent of the sum of your 2005-2006 original and supplemental FWS allocations. See Volume 6 of the 2005-2006 *Federal Student Aid Handbook* for more information.

**16 Total federal funds spent for FWS**

Field 16 equals the sum of fields 13 through 15.

**Section E. Use of FWS Authorization**

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

**17 Expended FWS authorization**

Field 17 equals the sum of fields 3, 7, 8, 9, and 16 minus the sum of fields 2, 4, 5, and 6.

**The amount in Field 17 must agree with your final FWS draw downs reported in GAPS. It cannot exceed your authorization in Field 1.**

**18 Unexpended FWS authorization**

Field 18 equals Field 1 minus Field 17. **This amount will ultimately be deducted from your GAPS 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:** A penalty will be assessed against your school's 2007-2008 FWS allocation if the amount in Field 18 plus any other amounts you previously returned to ED are more than 10 percent of your combined 2005-2006 initial plus supplemental allocations. The penalty consists of a reduction in your 2007-2008 FWS allocation by an amount equal to the total amount you did not spend in 2005-2006.

**Information on prior year recoveries for FWS and FSEOG**

Prior year recoveries are the federal shares of any monies students have returned to the school for an award year that has already undergone closeout in the Campus-Based system (i.e., awards have already been reduced to FISAP expenditure levels). You are not required to report prior year recoveries or make an adjustment to your FISAP unless the Department's School Eligibility Channel requests it.

Use existing GAPS refund procedures to

refund to the Department any funds recovered on prior year awards. Refunds should be applied to the award that corresponds to the funding year in which the recovered funds were awarded. For example, if you made an award in 2005-2006 and the money was recovered in 2006-2007, you must return the recovered funds to the 2005-2006 authorization.

The available balance for this award will increase as a result of the refund. **The award authorization amount will be reduced by this refund amount when the award enters the closeout state in GAPS. You should not draw down the available balance created by the refund.**

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

### 19 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.

### 20 School 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 19.

### 21 Number of students for whom jobs were located or developed

Report the number of students for whom you developed or located jobs through the JLD Program and who had earnings through JLD placement in award year 2005-2006.

### 22 Total earnings of the students in Field 21 above

Report the total amount earned in 2005-2006 by the students reported in Field 21. If you do not know their actual wages, report a reasonable estimate.

## Section G. Information About FWS Students Employed in Community Service Activities

Because your school is required to use at least 7 percent of its FWS allocation to employ students in community service jobs, the information you report in Section G will determine whether your school has met this requirement for the 2005-2006 award year.

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 needed to satisfy the community service expenditure requirement is one of the following two amounts, ***whichever is greater*:**

(1) The result of the following calculation:

- 7 percent of the sum of your original allocation **plus**
- any supplemental FWS allocations **minus**
- any amount returned on the Reallocation Form

*OR*

(2) 100 percent of your supplemental allocation.

For information on the kinds of activities that qualify as community service employment, see

Volume 6 of the 2005-2006 *Federal Student Aid Handbook*. 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 uses the service.

A school in and of itself is not considered a community for the purpose of determining community service employment. For example, if a school has an on-campus program to tutor the children of faculty in reading, that program would not qualify. If, however, the tutoring program is open to children in the community, it would qualify.

**Note:** As part of the 7 percent expenditure requirement for community service, 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.

You will include in this section information on any funds spent to compensate students employed in jobs that satisfy these criteria. As noted above, these activities must be "open and accessible" to the community.

A school may pay students for a reasonable amount of time spent for training directly related to FWS employment and for travel directly related to employment in community service activities.

**Note:** Because Section G collects information on all types of community service, you might duplicate information you report here in sections H and I.

**23 Number of students in community service employment**

Report the number of students employed during the 2005-2006 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). Also see Volume 6 of the *Federal Student Aid Handbook* for a discussion of community service.

**24 Federal share of community service earned compensation**

Enter the federal share of compensation earned in FWS community service jobs during the 2005-2006 award year. This amount must not exceed 75 percent of the total earned compensation for community service (the sum of fields 24 and 25), 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 24 should be $7,500 ($10,000 x .75). Field 25 should be $2,500 ($10,000 x .25). If the school has an approved waiver of the institutional share, Field 24 could be $10,000 and Field 25 could be $0.

**25 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.

## Section H. Information About FWS Students Employed as Reading Tutors of Children or Employed in Family

### Literacy Activities

For this section, you 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.

**26 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 2005-2006 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.

**27 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 2005-2006 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 did not have 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.

27 a. Report the amount of the federal share entered in Field 27 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 has been mentioned, service is considered open and accessible if it is publicized to the community and the general public uses that service.

This information will be used to determine whether your school, as part of meeting the 7 percent community service expenditure requirement, employed 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 is, 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.

**28 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 2005-2006 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.

## 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 report in Section G, if the mathematics tutoring for children was "open and accessible" to the community, as defined in Section G.

**29 Number of FWS students employed as mathematics tutors of children**

Report the number of FWS students employed during the 2005-2006 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.

**30 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 2005-2006 award year while employed as mathematics tutors of children.

The federal share can be as high as 100 percent. Your school did not have 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.

**31 Total earned compensation for FWS students employed as mathematics tutors of children**

Report the total compensation FWS students earned during the 2005-2006 award year while employed as mathematics tutors of children.

# Instructions for Part VI: Program Summary for Award Year July 1, 2005 through June 30, 2006

## Section A. Distribution of Program Recipients and Expenditures by Type of Student

### Who must complete Part VI, Section A?

If you participated in the Federal Perkins Loan, FSEOG, or FWS Program in the 2005-2006 award year, you must complete this section.

### What do I need to complete this section?

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

### General instructions for Section A

Report the distribution of aid recipients and the amounts spent during the 2005-2006 award year—by taxable and untaxed income level—for undergraduate dependent students (fields 1 through 7), undergraduate independent students (fields 8 through 14), and/or graduate/ professional students (Field 15). Definitions for types of students are found in Part II, Section F of these instructions (see page II-7).

Students reported in fields 1 through 15 will be *all* students, whether full time or part time.

Students entered in Field 17 are those students from fields 1 through 15 enrolled less than full time.

Students entered in Field 18 are those students from fields 1 through 15 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 | Perkins | FSEOG | Unduplicated |
|---|---|---|---|---|
| Student A | * | | * | 1 |
| Student B | | * | | 1 |
| Student C | * | * | | 1 |
| Student D | * | * | * | 1 |

In this example, you have four students at your school who receive campus-based program funds.

Placing students into the correct income categories for fields 1 through 14 is done in the same way as is done 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 2005-2006 if the student had not been designated as having an automatic zero EFC. Such students should be included in fields 1 through 15.

**For Perkins and FWS recipients:** A student who was a recipient in more than one academic category in 2005-2006 (e.g., undergraduate one term and graduate in another, dependent in one

term and independent in another, or changed from full time to less than full time) should be reported in the category in which he or she was enrolled during the *final term* of the 2005-2006 academic year (or the final month of the training program, for schools with a non-traditional calendar).

**For students who received only FSEOG funds:** 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 Perkins/FWS:** If FSEOG recipients also received Perkins and/or 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 2005-2006 academic year.

**Field-by-field instructions for Section A**

**Field**

**1-14 Undergraduate dependent and independent students**

Column a. Report the number of undergraduate dependent and independent Federal Perkins Loan Program recipients for each income level in fields 1 through14.

Column b. Report the amounts of funds lent to the borrowers you reported in column a, according to their income levels. For example, in column a, Field 3, you might have reported 100 undergraduate dependent students with incomes in the $12,000 to $23,999 range. In column b, Field 3, enter the total amount of funds you lent those 100 students.

Column c. Report the number of undergraduate dependent and independent FSEOG recipients for each income level in fields 1 through 14.

To be an FSEOG recipient, the student must have received some federal funds from the FSEOG Program in the 2005-2006 award year.

Column d. In fields 1 through 14, report the amounts of FSEOG funds provided to the recipients you reported in column c, according to their income levels.

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.

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 2005-2006 award year comprises 75 percent FSEOG federal funds and 25 percent non-federal resources. For example, if you had awarded a total of $60,000 to FSEOG recipients in 2005-2006, $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 the $15,000 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 the 2005-2006 *Federal Student Aid Handbook*, Volume 6, Chapter 1. See the section entitled "FSEOG Nonfederal

Share."

Column e. Report the number of undergraduate dependent and independent FWS recipients for each income level in fields 1 through 14.

Column f. Report the amounts of FWS funds earned by the recipients you reported in column e, according to their income levels.

Column g. Report the unduplicated number of recipients for columns a, c, and e for each field. See page VI-1 for a discussion of unduplicated recipients.

**15 Graduate/professional students**

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

Column b. Report the amount lent to the recipients you reported in column a, according to their income levels.

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

Column f. Report the amount earned by the recipients you reported in column e, according to their income levels.

Column g. Report the unduplicated number of recipients in columns a and e. See the discussion of unduplicated recipients on page VI-1.

**16 Total**

The FISAP on the Web will automatically calculate Field 16 totals for columns a, b, c, d, e, f, and g.

In column b, the total amount of Federal Perkins Loan funds lent equals Part III, Section B, Field 5.

In column d, the total FSEOG amount spent equals Part IV, Section C, Field 11.

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

- FSEOG federal funds,
- FWS and Federal Perkins Loan funds transferred to FSEOG, and
- Non-federal share.

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

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

- FWS federal funds,
- Federal Perkins Loan funds transferred to FWS, and
- Non-federal share.

Column g. Report the total unduplicated number of recipients in columns a, c, and e. See the discussion of unduplicated recipients on page VI-1.

**17 Total less-than-full-time students**

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

Column b. Report the funds lent to the borrowers you reported in column a, according to their income levels.

Column c. Of the students listed in fields 1-14, report the number of FSEOG recipients

who were less-than-full-time students.
Column d. Report the funds awarded to the recipients you reported in column c, according to their income levels.

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

Column f. Report the funds earned by the recipients you reported in column e, according to their income levels.

Column g. Report the unduplicated number of recipients in columns a, c, and e. See the discussion of unduplicated recipients on page VI-1.

**18 Total "Automatic" Zero EFC students**

Column a. Of the students listed in fields 1-15, report the number of Federal Perkins Loan Program undergraduate and graduate/professional recipients who were automatic zero EFC students.

Column b. Report the funds lent to the borrowers you reported in column a, according to their income levels.

Column c. Of the students listed in fields 1-14, report the number of FSEOG undergraduate recipients who were automatic zero EFC students.

Column d. Report the funds awarded to the recipients you reported in column c, according to their income levels.

Column e. Of the students listed in fields 1-15, report the number of FWS undergraduate and graduate/professional recipients who were automatic zero EFC students.

Column f. Report the funds earned by the recipients you reported in column e, according to their income levels.
Column g. Report the unduplicated number of recipients in columns a, c, and e. See the discussion of unduplicated recipients on page VI-1.

## Section B. Calculating the Administrative Cost Allowance

**Who must complete Part VI, Section B?**

If you are claiming an administrative cost allowance for the 2005-2006 award year, you must complete this section.

**Against what programs may I charge the administrative cost allowance?**

You may charge the administrative cost allowance against

- your Federal Perkins Loan Fund, if you made Federal Perkins Loans to students during the 2005-2006 award year,
- your FSEOG funds, if you made FSEOG awards to students during the 2005-2006 award year, and/or
- your FWS funds, if you provided FWS employment to students during the 2005-2006 award year.

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

**Instructions for Part VI, Section B**

(Use the screens in the FISAP on the Web as your worksheet.) Follow each field calculation for steps 1 and 2.

Step 3, Field 23 - Once the total administrative cost allowance is computed, you may charge this amount, at your school's discretion, to

available funds under one or more of the campus-based programs. (For the Federal Perkins Loan Program, "available funds" represents cash on hand in the Loan Fund.)

**Retain a copy of the worksheet for audit and program review purposes.**