

Paperwork Burden Statement

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Fiscal Operations Report and Application to Participate (FISAP)

Report: Award Year July 1, 2012 through June 30, 2013; Application: Award Year July 1, 2014 through June 30, 2015

Part I. Identifying Information, Certification and Warning

Section A. Identifying Information

1(a) Name and address of school

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

2. OPEID Number _____

3. Type of school (select one)

- 3.1 public
- 3.2 private/non-profit
- 3.3 proprietary

(Select one if proprietary)

- (a) art
- (b) business
- (c) cosmetology
- (d) trade and technical
- (e) other

4. Length/type of longest program (select one)

- 4.1 less than 1 year
- 4.2 1 year but less than 2 years
- 4.3 2 years but less than 3 years
- 4.4 3 years but less than 4 years
- 4.5 4 years (no higher than a baccalaureate degree)
- 4.6 5 years or more
- 4.7 post-baccalaureate only

5. Additional Institutions

If the data reported on this form applies to more than one eligible institution (unique 8-digit Institution OPEID not an OPEID that identifies an additional location), you must identify all institutions for which this form is applicable. ***This is a change – See instructions***

This FISAP includes data for additional institutions.

. yes no

6. Financial Aid Administrator

Name _____
E-mail address _____

Telephone No. _____
Fax No. _____

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

Name _____
Address 1 _____
Address 2 _____
City _____ State _____ Zip _____

Section B. Certification and Warning

Name of School _____

OPEID Number _____ State _____

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification. I further certify that the information contained in this electronic FISAP is in compliance with governing legislation and regulations and is true and accurate. I understand that all information associated with this FISAP is subject to audit and program review by representatives of the Secretary of Education.

WARNING: If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

8. Chief Executive Officer (includes President, Chancellor, and Director)

Signature _____

Date signed _____

Name _____

Telephone No. _____

Title _____

Fax No. _____

E-mail address _____

Mail signed form to:

**FISAP Administrator
3130 Fairview Park Drive
Suite 800
Falls Church, VA 22042**

Application to Participate, Part II

Name of School _____
OPEID Number _____ State _____

Part II. Application to Participate for Award Year July 1, 2014 through June 30, 2015

Section A. Request for Funds for the 2014-2015 Award Year

- 1. Federal Perkins Loan Level of Expenditures \$ _____
- 2. Federal Perkins Loan Federal Capital Contribution \$ _____
- 3. FSEOG federal funds \$ _____
- 4. FWS federal funds \$ _____

Section B. Federal Perkins Loan Program Liquidation Request

(Applies only to certain schools; see instructions)

- 5. My school wishes to discontinue participation in the Federal Perkins Loan Program. ___ yes ___ no

Section C. Waiver Request for the Underuse of Funds

My school has returned more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for the 2012-2013 award year.

- 6. My school wishes to apply for a waiver of the penalty for the underuse of funds and will provide, on the Additional Information screen, a written explanation of the circumstances. ___ yes ___ no

Application to Participate, Part II (continued)

Name of School _____

OPEID Number _____ State _____

Part II. Application to Participate for Award Year July 1, 2014 through June 30, 2015

Section D. Information on Enrollment

My school's calendar is __Traditional __Non-Traditional

Schools with a traditional calendar that had 2012-2013 enrollment, fill in Field 7.

7. Total number students, 2012-2013 (a) Undergraduate _____ (b) Graduate/Professional _____

Schools with a traditional calendar that did not have 2012-2013 enrollment, fill in Field 8.

8. Estimated number students, 2013-2014 (a) Undergraduate _____ (b) Graduate/Professional _____

Schools with a non-traditional calendar that had 2012-2013 enrollment, fill in fields 9 through 20.

Table with 5 columns: Date, Undergraduate Continuing Students (a), Undergraduate New Starts (b), Graduate/Professional Continuing Students (c), Graduate/Professional New Starts (d). Rows 9-21.

Section E. Assessments and Expenditures

Table with 3 columns: Question, Undergraduate (a), Graduate/Professional (b). Rows 22-24.

Section F. Information on Eligible Aid Applicants Enrolled in Your School for Award Year 2012-2013

Table with 5 columns: Question, Dependent Undergraduate Without Baccalaureate/1st Prof. Degree (a), Dependent Undergraduate With Baccalaureate/1st Prof. Degree (b), Independent Undergraduate Without Baccalaureate/1st Prof Degree (c), Independent Undergraduate With Baccalaureate/1st Prof. Degree (d), Independent Graduate/Professional (e). Row 25.

Taxable and Untaxed Income

Table with 2 columns: Income Range, Amount. Rows 26-40.

Taxable and Untaxed Income

Table with 2 columns: Income Range, Amount. Rows 26-40.

Fiscal Operations Report, Part III

Name of School _____

OPEID Number _____ State _____

Part III. Federal Perkins Loan Program for Award Year July 1, 2012 through June 30, 2013

Section A. Fiscal Report (Cumulative) as of June 30, 2013

Table with 5 columns: Field Item, Amount (a), Number of Borrowers (b), Debit Balances (c), Credit Balances (d). Rows include items like 'Cash on hand and in depository as of 6/30/2013', 'Funds receivable from federal government', 'Loan principal collected', etc.

Fiscal Operations Report, Part III (continued)

Name of School _____
 OPEID Number _____ State _____

Part III. Federal Perkins Loan Program for Award Year July 1, 2012 through June 30, 2013

Section A. Fiscal Report (Cumulative) as of June 30, 2013

Field Item	Amount (a)	Number of Borrowers (b)	Debit Balances (c)	Credit Balances (d)
40. law enforcement and corrections officer service			\$ _____	
41. child/family/early intervention service			\$ _____	
42. nurse/medical technician service			\$ _____	
43. pre-K or child care program staff member service			\$ _____	
44. service as an attorney in a public defender organization			\$ _____	
45. fire fighter service			\$ _____	
46. Tribal College or University faculty service			\$ _____	
47. librarian service			\$ _____	
48. speech-language pathology service			\$ _____	
49. death/disability			\$ _____	
50. VA disability determination			\$ _____	
51. bankruptcy			\$ _____	
52. surviving spouses of public service victims of 9-11 terrorist attacks			\$ _____	
53. Cost of loan principal and interest assigned to and accepted by the United States			\$ _____	
54. Cost of loan principal and interest canceled for loans discharged due to closed schools			\$ _____	
55. Other costs or losses			\$ _____	
56. Balancing Adjustments (Debits)				\$ _____
57. Balancing Adjustments (Credits)			\$ _____	
58. Total debits and credits (Sum of fields 1.1 through 57)			\$ _____	\$ _____

Section B. Fund Activity (Annual) During the 2012-2013 Award Year (July 1, 2012 through June 30, 2013)

	Number of Borrowers (a)	Amount (b)
1. Final adjusted Federal Capital Contribution (FCC) authorization		\$ _____
2. FWS funds transferred to the Fund		+\$ _____
3. FCC transferred to:		
(a) FSEOG		-\$ _____
(b) FWS		-\$ _____
4. Total federal funds available for the 2012-2013 award year (fields 1 + 2 - 3(a) - 3(b))		\$ _____
5. The unexpended amount of final adjusted authorized FCC for award year 2012-2013 that was NOT requested from G5 by June 30, 2013. This amount will be reduced from your total award amount next spring (see instructions).		\$ _____
6. Institutional Capital Contribution (ICC) deposited into the Fund between July 1, 2012 and June 30, 2013		\$ _____
7. Loans advanced to students from the Fund during the 2012-2013 award year (minus 2012-2013 award year refunds)		\$ _____
8. Administrative cost allowance claimed for the 2012-2013 award year (see instructions)		\$ _____
9. Total principal and interest repaid by borrowers from all sources during the 2012-2013 award year	_____	\$ _____
10. Total principal repaid by borrowers from all sources during the 2012-2013 award year for loans in default for more than 2 years but not more than 5 years	_____	\$ _____
11. Total principal repaid by borrowers from all sources during the 2012-2013 award year for loans in default for more than 5 years	_____	\$ _____

Fiscal Operations Report, Part III (continued)

Name of School _____
OPEID Number _____ State _____

Part III. Federal Perkins Loan Program for Award Year July 1, 2012 through June 30, 2013

Section C. Cumulative Repayment Information as of June 30, 2013

Status of Borrowers as of June 30, 2013

Table with 4 columns: Amount (a), Number of Borrowers (b), Amount Lent (c), Principal Amount Outstanding (d). Rows include: 1.1. Borrowers whose loans are fully retired; 1.2. Loans that have been purchased; 2. Borrowers whose loans were assigned to and officially accepted by the U.S. Department of Education as of June 30, 2013; 2.1. Assignments due to default or liquidation; 2.2. Assignments due to total and permanent disability discharge; 3. Total borrowers not in repayment status; 4. Borrowers on schedule in repayment status; 5.1. In default less than 240 days; 5.2. In default 240 days or more; 5.3. In default more than 2 years but not more than 5 years; 5.4. In default more than 5 years.

Cohort Default Rate (Sections D and E)

Schools with fewer than 30 borrowers who entered repayment in the 2011-2012 award year should skip to Section E.

Section D. Schools with 30 or More Borrowers Who Entered Repayment in the 2011-2012 Award Year

- 1.1. Number of borrowers who entered repayment in 2011-2012
1.2. Number of borrowers from Field 1.1 above with loans in default by June 30, 2013
1.3. Cohort default rate ((Field 1.2 / Field 1.1) x 100)

Section E. Schools with Fewer than 30 Borrowers Who Entered Repayment in the 2011-2012 Award Year

- 2.1. Number of borrowers who entered repayment in: (a) 2009-2010, (b) 2010-2011, (c) 2011-2012
2.2. Number of borrowers with loans in default by: (a) June 30, 2011, (b) June 30, 2012, (c) June 30, 2013
2.3. Total number of borrowers who entered repayment during the three years above
2.4. Total number of borrowers with loans in default during the three years above
2.5. Cohort default rate ((Field 2.4 / Field 2.3) x 100)

Fiscal Operations Report, Part IV

Name of School _____
OPEID Number _____ State _____

Part IV. Federal Supplemental Educational Opportunity Grant (FSEOG) Program for Award Year July 1, 2012 through June 30, 2013

Section A. Federal Funds Authorized for FSEOG

1. Final adjusted FSEOG authorization \$ _____

Section B. Federal Funds Available for FSEOG Expenditures

2. FWS funds transferred to and spent in FSEOG +\$ _____

3. Federal Perkins Federal Capital Contribution funds transferred to and spent in FSEOG +\$ _____

4. FSEOG funds transferred to and spent in FWS -\$ _____

5. 2013-2014 FSEOG funds carried back and spent in 2012-2013 +\$ _____

6. Additional 2013-2014 FSEOG funds carried back and spent for 2013 summer enrollment +\$ _____

7. 2011-2012 funds carried forward and spent in 2012-2013 +\$ _____

8. 2012-2014 funds carried forward to be spent in 2013-2014 -\$ _____

9. 2012-2013 funds carried back and spent in 2011-2012 -\$ _____

10. Additional 2012-2013 funds carried back and spent for 2012summer enrollment -\$ _____

11. Total federal funds available for 2012-2013 FSEOG (fields 1 + 2 + 3 + 5 + 6 + 7) minus (fields 4 + 8 + 9 + 10) \$ _____

Section C. Funds to FSEOG Recipients

12. Total funds to FSEOG recipients (fields 13 + 14) \$ _____

13. Nonfederal share of funds to FSEOG recipients (25 percent of Field 12) \$ _____

(a) Cash outlay contributed \$ _____

(b) Other resources designated \$ _____

Section D. Federal Funds Spent for FSEOG Program

14. Federal share of funds to FSEOG recipients (75 percent of Field 12) \$ _____

15. Administrative cost allowance claimed (see instructions) +\$ _____

16. Federal funds spent for FSEOG (fields 14 + 15) \$ _____

Section E. Use of FSEOG Authorization

17. Expended FSEOG authorization (fields 4 + 8 + 9 + 10 + 16) minus (fields 2 + 3 + 5 + 6 + 7) \$ _____

18. Unexpended FSEOG authorization (Field 1 - Field 17) (cannot be negative) \$ _____

Fiscal Operations Report, Part V

Name of School _____
OPEID Number _____ State _____

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2012 through June 30, 2013

Section A. Federal Funds Authorized for FWS

1. Final adjusted FWS authorization \$ _____

Section B. Federal Funds Available for FWS Expenditures

2. Federal Perkins Federal Capital Contribution funds transferred to and spent in FWS +\$ _____

3. FSEOG funds transferred to and spent in FWS +\$ _____

4. FWS funds transferred to and spent in:
(a) FSEOG -\$ _____
(b) Federal Perkins Loan Program -\$ _____

5. 2013-2014 FWS funds carried back and spent in 2012-2013 +\$ _____

6. Additional 2013-2014 FWS funds carried back and spent for 2013 summer employment +\$ _____

7. 2011-2012 funds carried forward and spent in 2012-2013 +\$ _____

8. 2012-2013 funds carried forward to be spent in 2013-2014 - \$ _____

9. 2012-2013 funds carried back and spent in 2011-2012 - \$ _____

10. Additional 2012-2013 funds carried back and spent for 2012 summer employment - \$ _____

11. Total federal funds available for 2012-2013 FWS
(fields 1 + 2 + 3 + 5 + 6 + 7) minus (fields 4(a) + 4(b) + 8 + 9 + 10) \$ _____

Section C. Total Compensation for FWS

12. Total earned compensation for FWS Program \$ _____

(a) On-campus earned compensation \$ _____

(b) Off-campus earned compensation for public or private non-profit agencies, excluding amounts reported in Field 12(c) \$ _____

(c) Off-campus earned compensation for agencies that were unable to pay regular nonfederal share and had a federal share up to 90 percent \$ _____

(d) Off-campus earned compensation for private for-profit organizations \$ _____

13. Total institutional share of earned compensation (see instructions) \$ _____

Section D. Funds Spent from Federal Share of FWS

14. Total federal share of FWS earned compensation \$ _____

(a) Federal share paid at a rate up to 75 percent \$ _____

(b) Federal share paid at a rate up to 100 percent for waivers of nonfederal share \$ _____

(c) Federal share paid at a rate up to 90 percent for agencies that were unable to pay regular nonfederal share \$ _____

(d) Federal share paid at a rate up to 50 percent for off-campus, private for-profit organizations \$ _____

15. Administrative cost allowance claimed (see instructions) +\$ _____

16. Federal share of Job Location and Development (JLD) Program expenditures +\$ _____

17. Total federal funds spent for FWS (fields 14 + 15 + 16) \$ _____

Fiscal Operations Report, Part V (continued)

Name of School _____
OPEID Number _____ State _____

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2012 through June 30, 2013

Section E. Use of FWS Authorization

- 18. Expended FWS authorization (fields 4(a) + 4(b) + 8 + 9 + 10 + 17) minus (fields 2 + 3 + 5 + 6 + 7) \$ _____
- 19. Unexpended FWS authorization (Field 1 - Field 18) \$ _____

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

- 20. Total expenditures for the JLD Program \$ _____
- 21. Institutional expenditures for the JLD Program (see instructions) \$ _____
- 22. Number of students for whom jobs were located or developed _____
- 23. Total earnings of the students in Field 22 above \$ _____

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

- 24. Number of students in community service employment _____
- 25. Federal share of community service earned compensation \$ _____
- 26. Nonfederal share of community service earned compensation \$ _____

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

- 27. Number of FWS students employed as reading tutors of children or employed in family literacy activities _____
- 28. Federal share of earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities \$ _____
 - (a) Amount of the federal share in Field 28 spent on community service employment \$ _____
- 29. Total earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities \$ _____

Section I. Information About FWS Students Employed as Mathematics Tutors of Children

- 30. Number of FWS students employed as mathematics tutors of children _____
- 31. Federal share of earned compensation for FWS students employed as mathematics tutors of children \$ _____
- 32. Total earned compensation for FWS students employed as mathematics tutors of children \$ _____

Section J. Information About FWS Students in Civic Education and Participation Activities

- 33. Number of students in civic education and participation activities _____
- 34. Federal share spent for students in civic education and participation activities \$ _____
- 35. Total spent for students in civic education and participation activities \$ _____

Section K. Information About FWS Disaster-Affected Students

- 36. Number of disaster-affected students receiving FWS funds _____
- 37. Federal share of funds to disaster-affected students \$ _____
- 38. Total funds to disaster-affected students \$ _____

Fiscal Operations Report, Part VI

Name of School _____

OPEID Number _____ State _____

Part VI. Program Summary for Award Year July 1, 2012 through June 30, 2013

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

Taxable and Untaxed Income Category Student Type	Federal Perkins Loan		FSEOG		FWS		Unduplicated Recipients (g)
	Recipients (a)	Funds (b)	Recipients (c)	Funds (d)	Recipients (e)	Funds (f)	
<u>Undergraduate</u>							
<u>Dependent</u>							
1. \$0 - \$ 5,999	_____	_____	_____	_____	_____	_____	_____
2. \$6,000 - \$11,999	_____	_____	_____	_____	_____	_____	_____
3. \$12,000 - \$23,999	_____	_____	_____	_____	_____	_____	_____
4. \$24,000 - \$29,999	_____	_____	_____	_____	_____	_____	_____
5. \$30,000 - \$41,999	_____	_____	_____	_____	_____	_____	_____
6. \$42,000 - \$59,999	_____	_____	_____	_____	_____	_____	_____
7. \$60,000 - \$69,999	_____	_____	_____	_____	_____	_____	_____
8. \$70,000 - \$79,999	_____	_____	_____	_____	_____	_____	_____
9. \$80,000 - \$89,999	_____	_____	_____	_____	_____	_____	_____
10. \$90,000 - \$99,999	_____	_____	_____	_____	_____	_____	_____
11. \$100,000 and over	_____	_____	_____	_____	_____	_____	_____
<u>Undergraduate</u>							
<u>Independent</u>							
12. \$0 - \$ 1,999	_____	_____	_____	_____	_____	_____	_____
13. \$2,000 - \$ 3,999	_____	_____	_____	_____	_____	_____	_____
14. \$4,000 - \$ 7,999	_____	_____	_____	_____	_____	_____	_____
15. \$8,000 - \$11,999	_____	_____	_____	_____	_____	_____	_____
16. \$12,000 - \$15,999	_____	_____	_____	_____	_____	_____	_____
17. \$16,000 - \$19,999	_____	_____	_____	_____	_____	_____	_____
18. \$20,000 - \$24,999	_____	_____	_____	_____	_____	_____	_____
19. \$25,000 - \$29,999	_____	_____	_____	_____	_____	_____	_____
20. \$30,000 - \$34,999	_____	_____	_____	_____	_____	_____	_____
21. \$35,000 - \$39,999	_____	_____	_____	_____	_____	_____	_____
22. \$40,000 and over	_____	_____	_____	_____	_____	_____	_____
23. Graduate/Professional	_____	_____	<u>does not apply</u>	<u>does not apply</u>	_____	_____	_____
24. TOTAL (fields 1-23)	_____	_____	_____	_____	_____	_____	_____
25. Total less-than-full-time students (from fields 1-23)	_____	_____	_____	_____	_____	_____	_____
26. Total "Automatic" Zero EFC students (from fields 1-23)	_____	_____	_____	_____	_____	_____	_____

Fiscal Operations Report, Part VI (continued)

Name of School _____
OPEID Number _____ State _____

Part VI. Program Summary for Award Year July 1, 2012 through June 30, 2013

Section B. Calculating the Administrative Cost Allowance

Administrative Cost Allowance Worksheet (Worksheet must be retained for audit and program reviews)

Step 1. Calculate the amount spent in 2012-2013 on which the administrative cost allowance is based.

- 1. Total compensation in FWS (amount from Part V, Section C, Field 12) \$ _____
2. Amount of Federal Perkins Loan funds advanced to students (amount from Part III, Section B, Field 7) +\$ _____
3. Total funds to FSEOG recipients (amount from Part IV, Section C, Field 12) +\$ _____
4. Total amount spent (fields 1 + 2 + 3) \$ _____

Step 2. Calculate the administrative cost allowance.

Schools whose total amount spent was \$2,750,000 or less

- 5. Enter total amount spent (Field 4) \$ _____
6. Multiply x 0.05
7. Total administrative cost allowance—go to Step 3 \$ _____

Schools whose total amount spent was more than \$2,750,000 but less than \$5,500,000

- 8. Enter total amount spent (Field 4) \$ _____
9. Subtract - \$ 2,750,000
10. Expenditures over \$2,750,000 (Field 8 - Field 9) \$ _____
11. Multiply x 0.04
12. Administrative cost allowance on expenditures over \$2,750,000 (Field 10 x Field 11) \$ _____
13. Add administrative cost allowance on expenditures of \$2,750,000 (\$2.75 million x .05) +\$ 137,500
14. Total administrative cost allowance (Field 12 + Field 13)—go to Step 3 \$ _____

Schools whose total amount spent was \$5,500,000 or more

- 15. Enter total amount spent (Field 4) \$ _____
16. Subtract - \$ 5,499,999
17. Expenditures of \$5,500,000 or more (Field 15 - Field 16) \$ _____
18. Multiply x 0.03
19. Administrative cost allowance on expenditures of \$5,500,000 or more (Field 17 x Field 18) \$ _____
20. Add administrative cost allowance on expenditures less than \$5,500,000 ((\$2.75 million x .05) + Field 12) +\$ 247,500
21. Total administrative cost allowance (Field 19 + Field 20)—go to Step 3 \$ _____

Step 3. Decide how much administrative cost allowance your school claimed.

- 22. How much administrative cost allowance did your school claim? (The amount may be the same or less than the amount calculated in Step 2.) \$ _____
23. How much administrative cost allowance did your school claim in each program?
(a) Federal Perkins Loan (must be the same as Part III, Section B, Field 8) \$ _____
(b) FSEOG (must be the same as Part IV, Section D, Field 15) \$ _____
(c) FWS (must be the same as Part V, Section D, Field 15) \$ _____