

timeframe may result in a program review or audit finding for an institution.

| Who submits? | What is submitted? | Where is it submitted? | What is the deadline date for receipt? |
|--------------|--------------------|------------------------|--|
|--------------|--------------------|------------------------|--|

A. Deadline Dates for Application Processing and Receipt of Student Aid Reports (SARs) or Institutional Student Information Records (ISIRs)

| | | | |
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| Student | A paper original Free Application for Federal Student Aid (FAFSA) or renewal application (Renewal FAFSA). | The address indicated on the FAFSA, Renewal FAFSA, or envelope provided with the form. | June 30, 1999. |
| Student | Free Application for Federal Student Aid (FAFSA) in pdf obtained from http://www.fafsa.ed.gov . | The address indicated on the FAFSA.pdf. | June 30, 1999. |
| Student | FAFSA Express electronic application | Electronically to the Central Processing System using the FAFSA Express software and a modem. | June 30, 1999. ¹ |
| Student | Signature Page | The address printed on the signature page. | August 16, 1999. |
| Student | Free Application for Federal Student Aid (FAFSA) on the Web or Renewal FAFSA on the Web. | Electronically to the Central Processing System using the Internet http://www.fafsa.ed.gov . | June 30, 1999. ¹ |
| Student | Signature Page (if required) | The address printed on the signature page. | August 16, 1999. |
| Student through institution. | An electronic original or renewal application through EDEXpress. | Electronically to the Central Processing System through Title IV Wide Area Network. | June 30, 1999. ¹ |
| Student | SAR corrections and duplicate requests. | The address indicated on the SAR | August 16, 1999. |
| Student through institution. | Electronic corrections and duplicate requests. | Electronically to the Central Processing System through Title IV Wide Area Network. | August 25, 1999. ¹ |
| Student | Change of address or change of institutions. | The address indicated on the SAR; or | August 16, 1999. |
| Student | Valid SAR | The Federal Student Aid Information Center by calling (319) 337-5665. | August 25, 1999. |
| Student through Central Processing System. | Valid SAR | Institution | The earlier of: —the student's last date of enrollment; or —August 31, 1999. |
| Student through Central Processing System. | Valid ISIR | Institution | The earlier of: —the student's last date of enrollment; or —August 31, 1999. |
| Student | Verification documents | Institution | The earlier of: ² —90 days after the student's last date of enrollment; or —August 31, 1999. |
| Student | Verified SAR | Institution | The earlier of: ³ —90 days after the student's last date of enrollment; or —August 31, 1999. |
| Student through Central Processing System. | Verified ISIR | Institution | The earlier of: ³ —90 days after the student's last date of enrollment; or —August 31, 1999. |

| Who submits? | What is submitted? | Where is it submitted? | What is the deadline date for receipt? |
|--|--|--|---|
| B. Deadline Dates for Reporting Federal Pell Grant Payment Data | | | |
| Institution | <p>At least one acceptable student Payment Data record must be submitted for each Federal Pell Grant recipient at the institution by: Recipient Data Exchange; or Floppy Disk Data Exchange;⁴ or Electronic Data Exchange (EDE)⁵.</p> <p>Requests for year-to-date Processed Payment Data.</p> <p>Requests for Student Payment Summary (SPS) Data</p> <p>Request for administrative relief based on an administrative error by the Department or departmental contractors.</p> | <p>1. Institutions transmitting student Payment Data using Recipient Data Exchange or Floppy Disk Data Exchange submit through: Regular Mail: U.S. Department of Education, Student Aid Origination Team, PSS, P.O. Box 6565, Rockville, Maryland 20850-6565 or Commercial Couriers or Hand Deliveries to: U.S. Department of Education, Student Aid Origination Team, PSS, c/o Computer Data Systems, Inc., RFMS, Federal Pell Grant Program, Mail Stop 3200, One Curie Court, Rockville, Maryland 20850-4389.</p> <p>2. Institutions transmitting student Payment Data using Electronic Data Exchange submit through: Title IV Wide Area Network.</p> <p>Pell Grant User Support Hotline and the Institutional Access System#: (800) 474-7268 (Requests also may be made using the information provided in items #1 and #2 above).</p> <p>U.S. Department of Education, Institutional Financial Management, Division, AFMS, P.O. Box 23791, Washington, DC 20026-0791.</p> | <p>An institution is required to submit student Payment Data not later than the earlier of:</p> <p>(a) 30 calendar days after the institution —makes a payment; or —becomes aware of the need to make an adjustment to previously reported student Payment Data or expected student Payment Data; or</p> <p>(b) September 30, 1999.</p> <p>An institution may submit student Payment Data after September 30, 1999 only if there is:</p> <p>—a downward adjustment of a previously reported award; or</p> <p>—an initial audit or program review finding per 34 CFR Part 690.83.</p> <p>August 16, 1999.⁶</p> <p>February 1, 2000.</p> |

¹ The deadline for submitting electronic transactions is prior to 7:00 pm (Central Time) on the deadline date. Transmissions must be completed and accepted by 7:00 pm to meet the deadline. If transmissions are started before 7:00 pm but are not completed until after 7:00 pm, those transmissions will not meet the deadline. In addition, any transmission picked up on the deadline date that gets rejected may not be able to be reprocessed because the deadline will have passed by the time the user gets the information notifying him or her of the rejected transmission.

² Although the Department has set this deadline date for the submission of verification documents, if corrections to the SAR or ISIR are required, the above deadline dates for submission of paper or electronic corrections still must be met.

³ For those students completing verification while no longer enrolled, the institution must have already received a SAR or ISIR with an eligible Expected Family Contribution (EFC) while the student was enrolled and eligible for payment. These students will be paid based on the higher of the two EFCs.

⁴ The 1998-99 award year is the last year the Department will accept Disk Operating System (DOS) floppy diskette or DOS electronic submissions.

⁵ An institution that transmits its student Payment Data information must ensure that its transmission is completed before midnight (local time at the institution's EDE destination point) on September 30, 1999.

⁶ Year-to-date or SPS data files may be requested after this date. However, there may not be sufficient time for institutions to receive the file, create a payment data batch, and submit it to the Department by the September 30, 1999 deadline date for receipt of all 1998-99 requests for payment.

Proof of Delivery for Federal Pell Grant Payment Documents

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

(1) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(2) A legibly dated U.S. Postal Service postmark.

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

(3) A dated shipping label, invoice, or receipt from a commercial courier.

(4) Other proof of mailing or delivery acceptable to the Secretary.

The Department accepts commercial couriers or hand deliveries between 8 a.m. and 4:30 p.m., Eastern time, Monday through Friday except Federal holidays.

Other Sources for Detailed Information on the Application and Automated Processes

A more detailed discussion of the student application process for the Federal Pell Grant Program is contained in the *1998-99 Student Guide, Funding Your Education*, the *1998-99 Counselor's Handbook for High Schools*,

the *1998-99 Counselor's Handbook for Postsecondary Schools, A Guide to 1998-99 SARs and ISIRs*, and the *1998-99 Federal Student Financial Aid Handbook*. A more detailed discussion of the institutional reporting requirement for student Payment Data for the Federal Pell Grant Program is also contained in the *Federal Student Financial Aid Handbook*.

Applicable Regulations

The following regulations apply:

(1) Federal Pell Grant Program, 34 CFR Part 690.

(2) Student Assistance General Provisions, 34 CFR Part 668.