

Questions/Answers from COMP File Webinar on Friday, November 7, 2014

1. If we want to reconcile directly on XGrads rather than using a RECN file, when will we be able to do that?
 - a. This process will be released at the same time as RECN files.
2. Submit new hours and GPA every grading period or every 12 months? Can't go back thru slides or print out and missed what you said about that.
 - a. You will want to submit updated COMP files after every term.
3. If another school has already reported 20 hours for 1314, and we then report our initial information (we wouldn't know hours were already reported), how do the cumulative hours update correctly?
 - a. Starting with the 14-15 COMP file, we will utilize a formula (highest cumulative – total transfer + total local + total “other”) that will help ensure the correct number of hours are calculated for a student.
 - b. If multiple schools report for the same student on the same term and the cumulative hours do not match what the student’s home school reports, workarounds on a student by student basis must be used. Please contact collegeFA@che.in.gov in order to correct.
4. Will the award amounts on the RECN file be term-based or the annual award amount?
 - a. The amounts listed on the RECN file will be the annual award amount. The student’s TOTAL award (Base + Incentives) amount will be in column 29 and the student’s base award will be in column 30.
5. Can we get a copy of the presentation?
 - a. Yes, this presentation will be available on the ISFAA website.
6. Is there going to be schedule for when comp files are to be submitted? For example quarter schools X dates and then Semester schools X dates?
 - a. At the time of the webinar, there was no a published schedule for COMP file submission. Since that time, the Commission has discussed a due date unique to each institution, and we would anticipate institutions to report updated COMP files within two weeks of the completion of each term.
7. Will universities get any additional money during the delay in the release of the RECN file?
 - a. Yes, we are currently processing additional upfront funds.
8. And monthly schools, can we submit our own COMP file every month when a term ends?
 - a. Yes.
9. If a student is selected for verification and does not complete it until spring term, can we go back and pay a fall award after the fall term is over?
 - a. Yes. The stipulation that you can only claim up to 50% of the award on the first RECN is still applicable, but a second reconciliation that term would allow you to claim enough funds to apply towards the fall term as well. We do not have a term distinction on our FOB/21st awards.
10. You say first claim is no more 50% and then after that is fair game, what kind of a time frame for the 2nd reconcile can it be the same semester like fall?
 - a. Yes, you can claim multiple times in the same term but the total amount of the reconciliation should not exceed 50% of the award unless it is a special circumstance (e.g. last term before graduation.)

11. How does a school make a correction to a student's cumulative earned hours in a prior year?
 - a. This information can be updated via xGrads on a student by student basis, or in a COMP file with action code R or U, depending on whether you are reducing or adding hours. In order to update the cumulative, the amount of hours that you need to either reduce or add need to be listed in the EARN SINCE LAST SUBMISSION field.

12. Is there resolution yet about the legality of a college reporting summer hours to the COMP file for visiting students who did list that school on their FAFSA?
 - a. If the student filed a FAFSA (and is receiving state aid), then it is within the purview of the school and state to collect enrollment information for the purposes of financial aid compliance.
 - b. If the student is receiving state aid through one institution and the another institution, where the student has earned credits, is *not* listed on a student's FAFSA, the non-FAFSA school can still report on behalf of the student for the purposes of financial aid compliance (*receipt of state aid is implicit consent by student for the state to receive their enrollment data.*)
 - c. If the student did *not* file a FAFSA or receive state aid, then at this time, CHE/SFA can only collect enrollment information on that student from the public (not private/proprietary) institutions, as it already receives enrollment data through non-FA collection processes.

13. Will it be possible in xGrads to report credit completion information for a student in a year where our college is not the first college choice? For example, a student who did not include our school code on their FAFSA.
 - a. At this time, if the student is not on your xGrads "Manage Credit Completion" page, you will have to add them via a COMP file with action code "A". We will add a feature to xGrads in the coming weeks. Thank you for the suggestion.

14. Will the Account expiration date be updated when the "Account Use Term Start Date" is reported in the RECN file?
 - a. Yes. You will report the term start date for the term in which the reconciled award is initially being paid and applied to. The account expiration date will be updated to 12 months from the "account use term start date" as reported in the RECN file or via xGrads.

15. What do we do when a student has earned hours at another school over the summer to meet 21st Century requirements, but the other school has not reported the hours yet?
 - a. Please contact collegeFA@che.in.gov with the students' specifics so that we can reach out to their other institution to ensure that the hours are not double reported by the home school and the school the student earned the additional credits at.

16. If a student completes the Part Time State application now, will they be considered?
 - a. Completing the Part Time application now will not guarantee a student will receive the award. Students who filled out the application by the deadline will receive priority funding. Any unused funds can be reallocated to those students who filed the application late.

17. Will eStudent be updated to reflect credit completion information that has been reported? Is there a way for the student to see how many hours were reported by each school?
 - a. At this time, this information is available to institutions through xGRADS. Schools have the ability/option to share this information with students. CHE does hope to implement this change in eStudent in the future, possibly for 2015-2016.

18. Will there be 2013 account year and 2014 account year information for a single student on the RECN file simultaneously?
 - a. The RECN file will display "actual" accounts only. If a student has 2013 account, 2014 account will be "preliminary" so schools cannot claim it.

19. Can you clarify something you already said about claiming one term awards? If a student is only going to be here in one term of year due to graduation, can we give (and reconcile) the full annual amount in the one term?
 - a. If the student is in their last term, you can claim up to the cost of tuition for the student for the hours they are enrolled. This cannot exceed the student's annual award amount. Based on comments we received during the webinar, CHE will be using one of the columns "reserved for future use" in the RECN file column to flag these students and allow schools to claim full aid for the students in their last semester before graduation.

20. If a student has an expiration date of 11/30/2014, will we be able to reconcile them is RECN is not working until after that date?
 - a. We will make these awards available for reconciling after their expiration date due to the delay in our programming.

21. On Estudent, will the terminology "due to financial data" and "can't be resolved" be changed to indicate when it is really due to when they have not earned enough credit hours?
 - a. Yes, this is an update that we hope to have implemented for the 2015-16 AY.

22. It was our understanding that students could not flip back and forth between full-time and part-time awards, but earlier in the presentation, you said there is a flag that can be flipped back and forth. Can you verify this again?
 - a. You are correct that once a student uses either the full time or the part time award, they are locked into that award.
 - b. For students eligible for both the part-time and full-time award, and who qualified for and have been awarded the part-time grant, CHE will list the part-time award amount in the "student's state aid account total amount" field in the RECN file. If the student is attending your school full-time and should receive a full-time award, you will need to change the flag from "P" to "F" in the 'Part-time/Full-time Aid Indicator' field in the RECN file along with updating the 'Action' field from "I" to "U". You will submit the RECN file to CHE, we will process it and in your next RECN file the student's full-time award amount will be listed. You can also change the part-time/full-time status via xGrads.

23. So if someone is graduating in Fall, we can pay 100% of the annual award? It is not subject to 50% rule? Is there a reason why we have to do 2 submissions to claim the full 100%? But xGrads will allow multiple claims? In the past it would not allow it. So if a student is in the last semester before graduation but only enrolled in part time hours when reconciling for the full time award we have to indicate that they are part time even if the award is greater than a part time amount?
 - a. CHE will be using one of the columns "reserved for future use" in the RECN file column to flag these students and allow schools to claim full aid for the students in their last semester before graduation.

24. When will we be able to bill for CVO for the fall semester?
 - a. This process will open when the reconciliation process is open.

25. Are you going to provide a list of non-CHE Indiana schools?
 - a. A list of **ELIGIBLE** CHE schools can be found at [SFA: Eligible Indiana Colleges](#)

26. Will we be able to see a document like the RECN file layout, but with information on each field on how we should update in what scenarios? For example, to report as Full time, even if Part time, if you're claiming for graduation?
 - a. We will have an updated guide for CHE awards within the next few weeks that details this information.

27. For a student with a State Aid Usage Progress of 325 and account total of \$3000 would they get that split evenly? Or would they be eligible for \$2000 in term 1 (50 usage points) and \$1000 in term 2 (the remaining 25 usage points)
 - a. Schools should be able to claim up to 50 usage points (not 50% annual award) the first term. In this example, the school should be able to claim up to \$2000 the first term.

28. When do we expect Part Time grants to be issued? Would that be with the first RECN file (in 4 weeks)?
 - a. We hope to have the Part Time awards created and available to see shortly. The ability to claim the part time award will be available once we open the RECN process.

29. Will changes be made to COMP data management so that all students are listed for all schools so we can update hours earned for a student who is no longer on our COMP file?
 - a. Students who are not on your COMP file but who you believe should be can be added to the file with action code "A".

If you have any other questions, please contact Brent Walker by phone at 317-234-8124 or CollegeFA@che.in.gov.

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