



What kind of calendars?

- Calendar for year round activities
- Events that take place once a year
- Events that occur once every 5 years





Sample of Monthly Calendar

- Create monthly calendar of responsibilities
- Start research
- Request weekly status reports
- Review at 6 months
- Review at year end



Federal Calendar

<https://ifap.ed.gov/ifap/calendar.jsp>



What else should one add?

- What Can You Add?
- Unique to Your Institution
 - Registration Dates
 - Classes Begin
 - Census Date
 - Billing Dates
 - Open House – Admission
 - Hold Dates
 - Refund Dates/Percentages



Update

- Update
- How Often
 - At Least Once a Year
- What Should be Reviewed
 - At a Minimum All Year Specific Dates
- Who Should Review
 - Senior Staff
 - Counseling Staff
 - Entire Staff



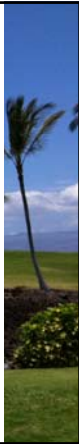
Master Calendar

- Where Should it be Housed
 - In Policy and Procedures Manual
 - Visible for all Staff to See
- Who Should it be Shared With
 - Staff – At a Minimum Once a Month
 - Senior Staff
 - Who Ever the FAO Reports



Master Calendar

- Why the Calendar Should be Shared
 - Understanding of the Complexities of the FAO
 - Appreciation for the Work the FAO Does
 - Cooperation from Other Offices
 - Visibility
 - Trust
 - Awesome Ability to Manage the Volume of Work in the FAO

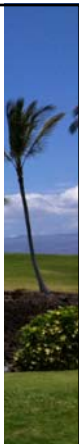


Other Options

- Journaling
- Tracking
- Sequencing
- Any way you can to document for future reference



Let's Share Question and Answers





CALENDAR YEAR AND ONGOING TIMELINE FOR FINANCIAL AID

Daily Ongoing

Data entry (entry done within 48 hours of receipt)

Phones

board work

Certification of loans

Send loan files

Retrieve loan guarantees

Download loan funds

Student payroll entry

Filing of materials

Appointments with counselors

Cancellation

 Lists from Admissions

 Reminder awards

 Tracking letters

 General cancels

Review of Federal/State announcements/regulations

As Needed Ongoing

NCAA Committee work

Legislative work/State Advisory

 Testimony

 Meetings

Preparation of statistics

State/Regional Association work

 Training

Volunteer work

Weekly Ongoing

ISIR downloads

ISIR corrections sent/received

Awarding/Fund Expenditure statistics to Enrollment Management Committee

Loan returns (Wednesdays)

Face Sheets

Award letters

Tracking letters

Post Award Packet letters

Reminder letters

 Post award packet

 Tracking

Reminder Award letters

Supplemental Request for Info letters

Reading/Awarding of files

Review of Verification/Additional Info materials received

Review of State Grant "Renew/Change/Revoke" list

Director meeting with Supervisor (VP of Finance)

Staff meetings

Processing of outside scholarships

Processing of Tuition Remission forms

Monthly Ongoing

Update Calendar and forms on Web site

Review of supplies (letterhead, envelopes, etc)

Letters to Community Service Workstudy earners regarding hours remaining

Pell Reporting

Student Employment payroll reports/reconciliation

Printing of Forms (Face Sheets, etc)

Sample - Monthly Responsibilities

January

January 1, FAFSA's for next academic year can be submitted

Approximately 2nd week in January get Banner upgrade

Approximately 3rd week in January do first drawdown of ISIR's for next academic year

First tracking letters for next academic year are sent

Student employment run second list of "Exempt" students (with permanent address labels)

Mail letter & W-4 form

Checklist run list of all Spring only awards to complete the checklist

Do exit interviews for Spring no shows

Run FA Suspension/Probation report and mail letters

First ISIR draw down for next academic year

Continuation of current year draw downs (now combined with next year's ISIR's)

Update cost sheet and common questions to go with awards

Finalize awarding polices with Enrollment Management Committee

Peak spring loan down load

Continue to do estimated awards for Profile applicants

Scholarship awareness activities

Reminder to file e-mail sent to student listserve

Scholarship newsletter information continue to be sent to student listserve

Spring start-up

Loan download and reconciliation

Pell Reporting

Processing of outside scholarships

New spring jobs entered into student payroll

Process withdrawals/cancellation refunds

Return of loans for no-shows and cancellations

Confirming work stoppage for cancels/withdrawals from student payroll

Reconciliation of endowed and annual scholarships

Minimum wage updated in student payroll (if necessary)

Update Phi Theta Kappa scholarship application (to distribute to staff & Admissions & website)

Update and print Face Sheet form

Update loan information brochure

Loan prior calendar year workstudy earnings on ROAUSDF and print report (after W-2's run)

Review loan processes for Perkins/Nursing for next year's process

Get next year's budget information from officers (tuition, fees, room and board)

Prepare budgets in Excel spreadsheet and give to Paul to enter into Banner

Review award letter for changes in format and wording

Update awarding policies and budgets and notes for awarding for Financial Aid counselors

Sample - Monthly Responsibilities

February

Perkins notes not been signed are pulled and letter sent with deadline

Early February OASFAA Annual Conference

In-house Endowed and Annual scholarships balanced

Review "Request for Additional Assistance"

Student employment, change all "Exempt" students who did not respond with new W4's to "S-0"

Finalize preferred lender list for Stafford & Plus loans and alternative loan list

Next year's tracking letters begin

Make sure have enough materials for post-award packets

Last Banner software upgrade by mid-February

After last Banner upgrade then first draw down of face sheet labels (late February)

Visitation days with Admissions

E-mail reminder to students of March 1st filing deadline via student listserve

Special letter to State Opportunity Grant recipients reminding to file and possible reductions

Campus-based program allocations sent for next academic year (Tracy calculates how much we can spend in each campus-based program)

Continuation of tracking letters (both years)

First time mailing of tracking reminder letters

First time mailing of supplemental information request letters

Continue mailing of prior year post-award and reminder post-award letters

Continuation of ISIR draw downs for both years

First batch of correction ISIR's sent (if necessary)

Possible first batch of awards entered into system (for printing and mailing first week in March)

Start work on Renewal Scholarship list (for returning students)

Prepare PGE scholarship applications for reading by committee

Update budgets in Banner before first Face Sheet run

Finalize awarding policies for next year

Training of Admissions staff

Training of Financial Aid Counseling staff (before awarding begins)

Continue with withdrawal and refunds processing

Update all web addresses for post-award packet requirements

Sample - Monthly Responsibilities

March

Early March get list of spring applications for graduation who had loans for exit interview
Review and select PGE scholarship recipient (send letters to winner and alternates)

Send letter to non-recipients when have confirmed from recipient that accepting

Student employment memo sent to supervisors asking for projections

Order and update loan applications

Send first batch of Award letters out (scholarship-only and first award group)

Begin weekly runs...Fin Aid Class/Fin Aid Award School and Fin Budget for next year's data (change from previous year's data)

Do loan exit mailing spring graduates

Finalize next year's scholarship amounts with Controller's Office and Development Office

Notify departments of names and amounts of scholarships to award

First Post-Award packets mailed

Final Campus-Based aid allocations sent to schools (Tracy finalizes amounts to award)

Continue to award new students

Possible start on returning student award for summer/study abroad

First preliminary Priority Hiring list run

E-mail notification to students if on or not on preliminary hiring list

Supervisor training sessions

Give out preliminary priority hiring list

Update wage scale (if necessary)

Update supervisor manual and policies

Update loan periods and graduation dates for loan processing

Update Return of Title IV program for next year's withdrawals (aid periods and refund dates)

Put previous year's files in boxes (to go to Howard)

Pull Graduating students and merge with previous year's files (to go to Howard)

Move current year's files over to the new previous year's files

Visitation days (Admissions)

Travel with Admissions to spring receptions

Final scholarship renewal list distributed

Assist Development office with scholarship donor appreciation luncheon

Prepare Nursing Promissory Notes for post-award packets

Sample - Monthly Responsibilities

April

SCT Summit

Student employment post summer job openings

Student Employment Appeal committee meets

Phi Theta Kappa scholarships due

Reminder letter for exit interviews, spring graduates

Continue awarding for new students

Send first reminder award letter (for awards over 25 days old not accepted) Then done weekly

Hand out staff evaluation forms to be done in May

Submit State Grant report

Start awarding for returning students for next academic year (on-time filers before deadline)

Start processing/certifying summer loans

Start review of additional information/verification materials (for freshmen who have to deposit)

President's Open House/Weekend on the Bluff (Admissions)

Financial Aid office open

Financial Aid Presentations

WASFAA Annual Conference (Usually in April)

Prepare summer Providence contracts

Review budget totals (for awarding aid to determine when cut off)

Sample - Monthly Responsibilities

May

Admissions deposits due for new students by May 1st
Start working on student employment brochure and list of jobs
Pull and Shred files in Howard off of annual report
Student employment after May 10th payroll, change all "41: to "42" and "zero" all contracts
Final Workstudy earnings reconciliation and report
Prepare for audit in June or July
 Prepare audit report
 Final reconciliation of campus-based aid programs
 Pull selected student's files
 Review files before give to auditors
Banner upgrade for Pell reporting and new regulations and loan updates
Run borrower loan debt on graduates.
 Order borrower debt averages for Fr, So, Jr, Sr (after graduation)
 Also by school CAS, BUS, NURS, ENG, EDUC, undergrad and graduate
Balance and begin CWS for fiscal year
Run FA Suspension/Probation report and mail letters
WASFAA Annual Conference
Do staff evaluations by end of May
Terminate all spring student employees from system
Reconcile Pell Grant
Reconcile State Grant
Cancellation of new students (not coming)
Continue awarding
Continue certifying loans
Continue review of additional information/verification materials received
Summer starts
Switch auto-disburse from spring to summer
Summer Providence contracts can be signed

Sample - Monthly Responsibilities

June

Send student employment brochure to be printed

Inventory

Move boxes of files to Howard Hall (after audit is done)

Student employment after June 10th payroll, double check for FICA deductions

Run state need grant comparison list before fall bills are run

Process verification/additional information materials received

Certify loans

Auditors here

Paul vendor site visits and Advisory Board meetings

Awarding of files

Run "over-need" report and review

Run list of students who are selected for verification who have not been notified of requirements

Late summer session starts

Update "What everybody needs to know" handout for when bills are run

Update forms to go with bills (workstudy and loans info)

Go through loan list to make sure no summer-only loans that end in June

Renewal of merit scholarships

Put scholarships from departments on before bills are run

ROTC

Athletic

Residence Hall

Education

Nursing

Business

CAS

Engineering

Music

Drama

Communication

Honors Grants

Resident Computing

Peer Health Educators

Sample - Monthly Responsibilities

July

Mail student employment brochures to supervisors and incoming freshman (include outside scholarship information)

Plan loan exit sessions for summer graduates

System-wide upgrades

Process additional information/verification materials received

Awarding

Certifying of loans

Student Employment committee meeting

First update of priority hiring list

Notify students who have been removed from priority hiring list of option to appeal status

Financial audit done (Controller and Business side)

Go through loan list to make sure no summer-only loans to be done

Update strategic plan for officers

Financial Aid & Student Accounts training/retreat

Submit initial summer Pell report

Switch auto disbursement from summer to fall

Fall invoices run

Prepare fall Providence contracts

Sample - Monthly Responsibilities

August

Final employment appeal committee meeting
Update final priority hiring list
Student employment memo to supervisors along with final "priority hiring" list
Update and distribute Supervisor manual
Supervisor Training sessions
Student employment hire memo to students
Student employment Upbeat article
Run FA Suspension/Probation report and mail letters
US Dept of Education send additional available campus-based funds allocations
Work with Admissions to finalize application process & awarding policies for next year's class
Classes start
Financial Aid & Student Accounts training/retreat
Get caught up on everything
 Awarding
 Certifying loans
 Verification/Additional information
Banner/FISAP upgrade for preliminary FISAP reporting
Submit initial fall Pell report
Process withdrawals/cancellations refunds
Loan returns
Orientation meetings
 Orientation crew training (Tracy)
 New Faculty orientation (Tracy)
 New Supervisor training (Sue & Judi)
 Gear-up for Orientation meeting (everybody, all offices)
 Student Employee training session (Sue & Judi)
Peak Processing of outside scholarships
Fall Providence Contracts can be signed
Peak fall loan download
Review Program Participation Agreement (PPA) so updated before FISAP reported
 Off-campus locations
 UP Board of Regent members
 New Officers (i.e. President)

Sample - Monthly Responsibilities

September

FISAP software upgrade in Banner

Run FISAP report and file FISAP by end of month

Balance out in-house scholarships

Review requests for additional assistance

Do loan exit sessions for fall no-shows

After enrollment date freezes, run all statistics reports for Roy & surveys

Filing before checklist must be done

Update newsletter

Update financial aid handbook (undergrad & grad)

Update UP application

Student Employment begin entering fall jobs (after Sept 10th)

Update office calendar

Process withdrawals/cancellations refunds

Loan returns

Catholic Counselor's weekend (Admissions)

Continue processing outside scholarships

Switch prospective student mailing labels to next academic year

Sample - Monthly Responsibilities

October

Start Checklist

Assist Development Office with request for scholarship "Thank You" letter for donors

Student employment run a list of active students not registered for classes

Request PIN numbers for returning students be sent to them for renewal application process

Order FAFSA forms

Order FAFSA on the web brochures

Order FAFSA on the web pre-application worksheets

Update high school financial aid parent night information

Federal satellite video conference

Visitation days with Admissions

Surveys (Peterson's, Nacubo, etc)

Prepare office budget/expenditures for next year for Controller's office

Finalize awarding procedures for following year with Enrollment Management Committee

Student Employment first fall payroll reports/reconciliation

Scholarship awareness information sent to student listserve

Sample - Monthly Responsibilities

November

Update exit interview brochure for exit sessions or mail
Update entrance interview brochure for Outreach
Do loan exit interviews for fall graduates
Student employment "Exempt" status mail letter
Start estimates for Profile applicants
Mail financial aid newsletter with handbook and applying for aid information to currently enrolled students
Review UP Financial Aid Application and tracking responses directly into Banner
Finish checklist project
High school financial aid parent night presentations
Surveys (US News)
Switch auto-disbursement from fall to spring
Paul vendor site visits and Advisory Board meetings
Mail financial aid packets to prospective students (handbook and application information)
OASFAA Support Staff workshop
WASFAA Management Leadership Institute
Prepare for bills to be run in early December
Banner upgrade
Work on Banner rollover to next year
Prepare spring Providence contracts
Submit office budget requests to Controller's office
Submit updated Perkins cash-on-hand on FISAP
Review office Policy & Procedures Manual (update as needed)
Continue to send scholarship awareness information to student listserve

Sample - Monthly Responsibilities

December

Students sign Perkins Notes

Place holds on spring aid before bills go out for no scholarship "Thank You" letter

Mail UP application & FAFSA information, with handbooks, to prospective students

Run FA Suspension/Probation report and mail letters

Continue to do Profile estimates

Spring Providence Contracts can be signed

Continue mailing of application information to prospective students

High school financial aid parent night presentations

CALENDAR YEAR AND ONGOING TIMELINE FOR DIRECTOR

** Many items listed here will differ when they are done based on individual institution timelines

Ongoing Year-Round Responsibilities

- Cancellations and withdrawals and refund calculations (R2T4)
- Provide leadership in the administering and oversight of financial aid programs
- Ensure services delivered in affective and timely manner
- Support and enhance mission and purpose of institution
- Supervise and manage Financial Aid Office staff
- Council and assist students and families on financial aid matter and processes
- Monitoring compliance with all aspects of federal, state and institutional guidelines/regulations
- Reviews and communications federal and state legislative issues and regulation changes to appropriate colleagues, supervisors, Deans, and Directors
- Act as main point of contact for Deans and Directors of other departments on fin aid matters
- Tracking and management of all financial aid funds and award budgets
- Management of financial aid office budget
- Monthly reports such as Pell reporting, ACG/National SMART and Direct Loan origination
- Arrange and coordinate training of financial aid office staff and possibly other dept staff (such as Admissions and Business Office staff)
- Prepare Common Data Set
- Respond to various surveys, such as US News, Petersons, PACCON, and NACUBO as needed
- Update the Program Participation Agreement (PPA) as needed
- Review and update as changes occur to the financial aid Policies and Procedures manual
- SSCR Reports due
- Provide financial aid presentations at Admissions orientation and visitation days
- Prepare narrative and technical reports for a variety of offices and uses (i.e. Board of Regents)
- Actively involved in State, Regional, and National Financial Aid Associations
- Various times of year run Satisfactory Academic Progress (SAP) reports (i.e. at end of each term)
- Reading/Reviewing/Awarding of Files
- Verification of files
- Review of additional information received and professional judgment requests
- Meetings
- Update Calendar and forms on Web site
- NCAA Reports
- Legislative work/State Advisory board work including testimony, meetings, and preparation of statistics

Annual Responsibilities

- Annual Audit within 6 months of end of fiscal year
- Submit A-133 within 9 months of end of school's fiscal year
- File FISAP report
- Campus Safety report
- Drug & Alcohol Prevention Information distributed
- Review Cohort Default Report
- FERPA information distributed
- Publish and make available general school and financial aid information
- 90/10 report (for proprietary schools only)
- Conferences and workshops put on by ED, State, Regional, National Associations and Vendors for training and networking

Every 5 Years

- Renewal of Program Participation Agreement (PPA)
- Master Plan review or Self-Study for re-accreditation
- Purge Records

Sample Monthly Calendar

January

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- Finalize awarding policies for the next academic year
- Finalize budgets (i.e. tuition & fees, room & board, etc)
- Train office staff on following year's awarding policies and file review procedures. Do this every year to ensure staff updated and trained. Things change year to year
- Financial aid processing begins for following academic year
- Communicate to students the timelines and deadlines for applying for aid for next academic year
- Process withdrawals and cancellations including refund of aid (R2T4)
- Processing of financial aid applications for winter or spring term starters
- Review & evaluate special circumstances and PJ cases for winter or spring term starters

Sample Monthly Calendar

February

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- Receive and calculate tentative campus-based allocations by ED
- Use tentative allocations to set up budget for awarding campus-based funds
- Draft Cohort Default Rate sent to schools
- Submit correction of data, submit IDC and/or PRI challenge
- Submit appeal of campus-based program allocations due February 15th
- Communicate reminder to students about deadlines to apply for next academic year
- Work on processing files for next academic year

Sample Monthly Calendar

March

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- Final award notification for campus-based programs sent by ED for next academic year
- Finalize budgets for campus-based funds to be awarded for next academic year
- Communicate final budgets for campus-based funds to appropriate offices (Controller, Student Loan office if Perkins)
- Pell Grant Administrative Cost Allowance available
- Schedule annual audit for current academic year (typically over the summer at end of fiscal year)
- Work on processing files for next academic year
- For quarter schools work on processing applications for spring term starters
- Process withdrawals and cancellations including refund of aid (R2T4)
- Process Satisfactory Academic Progress report (for end of winter term)

Sample Monthly Calendar

April

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- Processing of financial aid applications
- Prepare for staff annual reviews
- Prepare for annual audit

Sample Monthly Calendar

May

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- IPEDS report due
- For private schools admissions deposits due for new students by May 1st
- Do annual staff reviews
- Prepare for annual audit
- Run SAP for semester schools for end of spring semester
- Continue processing of aid applications
- For some schools start of summer semester
- For some schools finalize office budget information for close of fiscal year
- For some schools finalize awarding aid information for close of fiscal year (depends on if summer is a header or trailer)
- Processing of aid applications

Sample Monthly Calendar

June

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- For semester and quarter schools run SAP report for either end of year or spring semester/quarter
- For some schools annual audit
- Closing date to request waiver of community service expenditure requirement
- End of federal fiscal year and end of award year
- Return excess Perkins cash on hand to ED
- Inventory and clearing out of files from office to storage
- Processing of aid applications

Sample Monthly Calendar

July

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- Finalize campus-based funds in preparation of fall FISAP report
- New federal award year begins
- Draw downs for new year can begin
- Report completion, graduation, and transfer out rates for general student body and athletes via IPEDS
- Direct loan reconciliation close-out
- Processing of aid applications
- For some schools annual audit

Sample Monthly Calendar

August

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- Dept of ED sends notification of additional available campus-based funds
- FISAP distributed to schools
- Campus-based reconciliation form due by ED
- Federal Perkins Safeguard Activity report due for prior year
- For some schools start of fall semester
- Process withdrawals and cancellations, including refunds of aid (R2T4)
- Review awarding policies and prepare preliminary awarding policies for next academic year (so Admissions recruiting staff have information for initial recruiting visits starting in September)

Sample Monthly Calendar

September

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- For some schools start of fall semester/quarter
- Process withdrawals and cancellations, including refunds of aid (R2T4)
- Freeze statistical data for semester schools
- Work on statistical data for reports based on frozen data
- ED distributes supplemental applications for campus-based programs to schools
- Official Cohort Default Rates sent to schools
- Review data and initiate appropriate action and/or appeal to change Cohort Default Rate data and/or sanctions status
- Last date to send origination/disbursement records to COD for previous academic year
- Work on FISAP report (due October 1st at midnight)

Sample Monthly Calendar

October

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- October 1st at midnight FISAP due
- Campus Security Report due to ED and students/employees
- Compile athletic program participation rates and financial support data (EADA report) and submit to ED
- Review previous year's awarding policies and application procedures
- Prepare application policies for the next award year so can prepare revisions to online applications and physical paper applications if necessary, so ready for application cycle in December and January
- Review informational publications
- Review of loan application and processing procedures so can update procedures for next academic year (including preferred lender list if applicable)
- Order FAFSA on the web brochures and pre-application worksheets if applicable
- Federal satellite video conference
- Surveys (Peterson's, NACUBO, etc)

Sample Monthly Calendar

November

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- ED sends FISAP edits to institutions
- Regulations published by November 1st
- Finalize application and awarding policies for next academic year
- High School financial aid night presentations
- Communicate to students information about deadlines to apply for financial aid for next academic year and scholarship search tips (and scam information)
- Surveys (US News)
- Submit updated Perkins cash-on-hand on FISAP

Sample Monthly Calendar

December

*This is an ideal timeline, not necessarily reality. Some items may slide into another month based on work load and individual office timelines. These are things to be thinking about and working on. Every office is different.

- ED sends appeal procedures for campus-based awards to schools
- ED notifies institutions of needed hardware and software changes
- Institutions return any needed FISAP edits to ED
- High School financial aid night presentations
- Run SAP report for fall term