

# Agenda for 1997-98 Precertification Training Workshops



## Day 1

Session		Length	Time
<b>Segment 1: Introduction to the Workshop and Title IV</b>			
Session 1	Introduction to the Workshop	45 minutes	9:00 - 9:45
Session 2	Overview of the Title IV Programs	55 minutes	9:45 - 10:40
	<b>Break</b>	<b>15 minutes</b>	<b>10:40 - 10:55</b>
<b>Segment 2: The Participants—Schools and Students</b>			
Session 3	Institutional Eligibility	70 minutes	10:55 - 12:05
	<b>Lunch</b>	<b>70 minutes</b>	<b>12:05 - 1:15</b>
Session 4	School Responsibilities	80 minutes	1:15 - 2:35
	<b>Break</b>	<b>10 minutes</b>	<b>2:35 - 2:45</b>
Session 5	Title IV Reporting Requirements	80 minutes	2:45 - 4:05



## Day 2

<b>Segment 2: The Participants—Schools and Students (continued)</b>			
Session 6	Student Eligibility	70 minutes	9:00 - 10:10
	<b>Break</b>	<b>10 minutes</b>	<b>10:10 - 10:20</b>
Session 7	Satisfactory Academic Progress (SAP)	20 minutes	10:20 - 10:40
Session 8	Cost of Attendance, Expected Family Contribution, and Need	30 minutes	10:40 - 11:10
	<b>Break</b>	<b>5 minutes</b>	<b>11:10 - 11:15</b>

Session		Length	Time
<b>Segment 3: Other Important Issues</b>			
Session 9	Overview of Refunds and Repayments	35 minutes	11:15 - 11:50
	<b>Lunch</b>	<b>70 minutes</b>	<b>11:50 - 1:00</b>
Session 10	Overview of Overawards and Overpayments	45 minutes	1:00 - 1:45
	<b>Break</b>	<b>5 minutes</b>	<b>1:45 - 1:50</b>
Session 11	Evaluation	70 minutes	1:50 - 3:00
	<b>Break</b>	<b>10 minutes</b>	<b>3:00 - 3:10</b>
Session 11	Inspector General Presentation	30 minutes	3:10 - 3:40



### Day 3

#### Segment 4: The Application Process

Session 12	The Free Application for Federal Student Aid (FAFSA)	70 minutes	9:00 - 10:10
	<b>Break</b>	<b>10 minutes</b>	<b>10:10 - 10:20</b>
Session 13	Paper and Electronic Applications	25 minutes	10:20 - 10:45
Session 14	Federal Output Documents	25 minutes	10:45 - 11:10
	<b>Break</b>	<b>5 minutes</b>	<b>11:10 - 11:15</b>
Session 15	Verification, Updating, and Corrections	60 minutes	11:15 - 12:15
	<b>Lunch</b>	<b>60 minutes</b>	<b>12:15 - 1:15</b>
Session 16	Federal Need Analysis	40 minutes	1:15 - 1:55
Session 17	Adjustments and Professional Judgment	60 minutes	1:55 - 2:55
	<b>Break</b>	<b>10 minutes</b>	<b>2:55 - 3:05</b>

#### Segment 5: Pell and Packaging

Session 18a	Calculating Federal Pell Grant Award Amounts— Term-Based Using Credit Hours	75 minutes	3:05 - 4:20
	<b>OR</b>		
Session 18b	Calculating Federal Pell Grant Award Amounts— Credit Hours Without Terms and Clock Hours	75 minutes	3:05 - 4:20



## Day 4

Session		Length	Time
Segment 5: Pell and Packaging (continued)			
Session 19	Packaging	40 minutes	9:00 - 9:40
Session 20	Pell Grant Overpayments	50 minutes	9:40 - 10:30
	<b>Break</b>	<b>15 minutes</b>	<b>10:30 - 10:45</b>
Session 21	Reporting Pell Grant Payment Data	50 minutes	10:45 - 11:35
	<b>Lunch</b>	<b>70 minutes</b>	<b>11:35 - 12:45</b>
Segment 6: Awarding Other Title IV Aid			
Session 22	Campus-Based Programs	80 minutes	12:45 - 2:05
	<b>Break</b>	<b>15 minutes</b>	<b>2:05 - 2:20</b>
Session 23	Disbursing Campus-Based Awards	40 minutes	2:20 - 3:00
Session 24	Overview of the William D. Ford Federal Direct Loan Program and Federal Family Education Loan Program	60 minutes	3:00 - 4:00



## Day 5

Segment 7: Post-Award Issues			
Session 25	From Source to Student: Direct Loan and FFEL Funds	50 minutes	9:00 - 9:50
Session 26	Campus-Based and Direct Loan/FFEL Overawards and Overpayments	60 minutes	9:50 - 10:50
	<b>Break</b>	<b>15 minutes</b>	<b>10:50 - 11:05</b>
Session 27	Calculating Refunds and Repayments	65 minutes	11:05 - 12:10
Session 28	Financial Aid Administrator Presentation and Evaluation	60 minutes	12:10 - 1:10