LOUISIANA STUDENT FINANCIAL ASSISTANCE COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE

Student Financial Aid Bulletin

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TOPICS: Recent programming edits for GO Grant and Dual Enrollment

The purpose of this bulletin is to provide you with an update on the programming edits that have been instituted to address the most common errors occurring in the payment request process for the GO Grant and Dual Enrollment programs. The intent is to limit processing of inaccurate payment requests, allow for resubmission of corrected requests and reduce the chance of creating the need for payment refunds. We appreciate the suggestions you have provided and your patience as we work through the process and implement continuous improvement measures based upon program history and your input.

GO Grant

Use care when billing for amounts over or under the allowable amount.

- LOSFA has added edits in programming that will reject an amount outside the allowed standards of $1,000, $500 or $250 unless the Over Award flag has been set. This is to prevent the payment request from processing. If the payment rejects, it will allow a second corrected payment request and reduce the chance of a refund situation.

- LOSFA has recently added the Program Full-Time field at the end of the file to allow full-time payment in instances where full-time for a degree program is defined by the institution as less than 12 hours per semester or 8 hours per term. The programming has an edit to reject a payment request where hours are LESS THAN Full-Time and full-time payment is requested without the Program Full-Time flag being set. This rejection will prevent payment processing and allow a second accurate payment request.

- If requesting a supplemental payment, submit the request for the total number of hours and only the additional dollar amount needed.

- o For example: First payment request submitted was for a student enrolled in 5 hours and the amount requested was $250. The student enrolled in 7 additional hours. The second payment request should be for $750 with number of hours reported as 12.

- o Over award example: First payment request submitted is for a student enrolled half-time in an over award situation. The payment request was submitted for a reduced award amount with the over award flag set. Subsequently, the student enrolls in additional hours and becomes full-time which changes their financial need. But, if funded fully, the student would still be over awarded. The supplemental payment request should be for the total number of hours enrolled and the additional amount needed not to exceed the amount for which the student is actually eligible.

Dual Enrollment

The most common error thus far seems to be entry of incorrect ACT codes.

- Programming edits have been set to reject records with invalid ACT codes. Louisiana has a particular number range assigned for this purpose so care should be taken to verify that the ACT code is entered accurately.

- Students attending non-public high schools are ineligible for participation in Dual Enrollment. Edits in programming have been included to check the ACT code entered in the payment request against the list of acceptable public high school codes. Any invalid or ineligible high school codes will cause the payment to reject.

- When submitting a Dual Enrollment batch payment request for students taking multiple courses, an entry should be made on a separate line for each course the student has scheduled.

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