

CollegInvest Early Achievers Scholarship (CEAS)
Procedures for Financial Aid Office
June 4, 2009

- I. Identify potential eligible applicants at CEAS FAO portal
 - a. Applicants can be queried individually or in defined groups and names may be downloaded to an Excel spreadsheet
 - b. Applicants accessed at the portal have satisfied the following CollegInvest criteria:
 - i. Graduated with a high school GPA of 2.5 or greater
 - ii. Signed a release permitting their information to be shared with eligible colleges and allowing colleges to share information with CollegInvest

- II. Determine applicant eligibility for CEAS using following criteria:
 - a. Colorado resident qualifying for in-state tuition
 - b. Authorized the College Opportunity Fund stipend be paid to the college, if college participates
 - c. Pell eligible
 - d. Enrolled at least half-time (minimum 6 credit hours or equivalent)
 - e. Not a recipient of a full ride scholarship/grant that funds tuition, fees, room and board
 - f. Must meet the institution's satisfactory academic progress requirements and maintain a college cumulative GPA of 2.0

- III. CEAS scholarship award amount is determined by the nine-month expected family contribution (EFC) amounts as listed for Pell-eligible students on the most recent Department of Education Pell Payment Schedule for the academic year covered by the award.

Pell eligible students at or above the mid-point of the nine-month EFC allowable for Pell eligibility, will receive the maximum scheduled scholarship for that year.

Pell eligible students below the mid-point of the nine-month EFC will receive the minimum scheduled scholarship for that year.

All awards must be adjusted for less than full-time enrollment and to prevent over-awards.

- IV. Award calculation for academic year 2009-2010
 - a. Pell EFC from 2309 to 4617
 - i. Full-time (12 credits+) receive \$1,000
 - ii. Half-time (6-11 credits) receive \$500
 - b. Pell EFC from 0 to 2308
 - i. Full-time (12 credits+) receive \$750
 - ii. Half-time (6-11 credits) receive \$375

- c. Minimum award is \$100 (\$50/semester or \$33/quarter)
- d. No scholarships are awarded for summer term

V. Transfer Students

- i. Must request in writing to CollegelInvest that the scholarship be transferred to the new, eligible college
- ii. CollegelInvest will require transfer students to certify SAP from prior college and cumulative GPA

VI. Invoice Deadlines

- a. Colleges may invoice once per term
- b. Semester-term colleges deadline for invoice is as follows:
 - i. Fall Term-November 15
 - ii. Spring Term-March 15
- c. Quarter-term colleges deadline for invoice is as follows:
 - i. Fall Term-October 15
 - ii. Winter Term-February 15
 - iii. Spring Term-May 1

VII. Invoice Procedure

You will need your logon information to access the CEAS Invoice on the portal. It is important that the selection of CEAS recipients be handled in this sequence.

Step 1: Select how you would like to filter the search results.

- The three filters are Return Only Students, Return All Students and Search by Student. **Return Only Students** is the list of students who indicated to CollegelInvest that they applied to your school or were interested in attending your school. **Return All Students** lists all students who returned the required forms to CollegelInvest with permission to release information to the schools. **Search by Student** lists an individual student by search criteria you enter and determines if the student is listed. Search by DOB, First Name or Last Name or last four digits of SSN.
- Sort your search results, if desired, by clicking on the column heading.

Step 2: Select and add students to the invoice.

- To select eligible students for the invoice, click on the "Select" box in the far right column for that student. To add eligible students to the invoice, click on the button "Add Selected Students to Invoice." You must select the student(s) before the student(s) can be added to

the invoice. Select and add students individually, after each page or after reviewing all pages.

- The invoice is displayed at the bottom of the page. You may need to scroll down the page to see the invoice.
- There are two Remove features, one in Step 2 and one in Step 3. In Step 2, use the button “Remove Selected Students from Search Results” if you want to condense your list by removing ineligible students. Click on the “Select” box in the far right column for that student. In Step 3, use the button “Remove Selected Student from Invoice” if the student(s) appears on the invoice in error. Check the “Remove” box in the far right column for the student.

Step 3: Enter the amount to invoice for each student.

- Click in the term amount box. Input an amount up to \$750. Enter whole dollar amounts only. The minimum award amount is \$50 per semester or \$33 per quarter. Use the tab key to move between fields. Do not use the enter key!
- When you are done entering the amounts, click on “Calculate Total.”
- You then have the option to submit the invoice for processing. Colleges may only submit one invoice per term. If errors are noted after submitting the invoice please contact CollegInvest.
- Check the “College Certification” box. This field must be checked before the invoice can be submitted for processing.
- Click on Submit Invoice.
- A message box appears “You are about to submit an invoice. Are you sure you want to proceed?”
- Click “OK”

Step 4: You are done.

- Save your invoice number as it appears on the screen and print out a copy for your records.
- Your invoice number is a 15 digit number including your school id and the date, mddyyy.
- Use the button “Download and Print Invoice” to download the invoice to an Excel spreadsheet for your records.

If you experience any issues or have questions concerning the invoice process, contact CEAS@CollegInvest.org, Marcelino Casias at mcasias@collegeinvest.org or 1.800.448.2424.

- a. If applicant enrolled at two colleges, the home college for financial aid purposes may invoice for the applicant
- b. CollegelInvest will make good faith effort to make payment on invoice within 10 business days of receipt

IX. Post Invoice

- a. If an applicant withdraws from college and is due an authorized refund, the college may return funds to CollegelInvest according to its Title IV refund policy
- b. Refunds must be accompanied with student's name, SSN (last four digits), and enrollment status.