



## Financial Aid Compliance Calendar

Revised date: 11/16/17

Compliance partner: Kathy Browning

Due Date	Report Name	Compliance Partners	Specific Person
<b>January</b>			
5	Spring disbursements posted to student accounts	Business Office	Janet Clark
15	New-year accounts created for campus-based aid (Pell/SEOG/CWS)	Business Office	Chris Stovall
15	MSU finalizes new-year Estimated "cost of attendance" budgets for Fall/Spring awarding	VP Student Affairs & Enrollment Mgmt	Dr. Keith Lamb
31	Determine Summer and Fall/Spring grant allocations	Business Office	Chris Stovall
31	Deadline to correct errors for current -year FADB (1 <sup>st</sup> ) report		
<b>February</b>			
1	Begin Return to Title IV calculations for students who have withdrawn from the semester		
15	New-Year awarding begins and award notices sent to students		
22	Request originally-allocated TEXAS Grant funds from THECB	Business Office	Chris Stovall
22	Submit Texas College Work Study progress report to THECB	Business Office	Chris Stovall
28	Deadline to submit Summer scholarship SAF's to Financial Aid Office	MSU Departments & Admissions Office	Deans and Gayonne Beavers
28	Deadline to validate data for current -year FADB (1 <sup>st</sup> ) report		
<b>March</b>			
1	Summer General Application sent to enrolled students		
15	MSU finalizes "cost of attendance" budgets for Summer awarding	VP Student Affairs & Enrollment Mgmt	Dr. Keith Lamb
15	FAO builds updates financial aid processes for summer awarding.	Information Tech	Matthew Murphy
15	Student Consumer Information and FAO Survey sent to enrolled students		
15	Deadline to encumber B-On-Time Loan funds	Business Office	Chris Stovall
28	Deadline to submit Top10 Schol request file.		
<b>April</b>			
1	Deadline to submit new-year budgets to THECB		
1	Deadline to submit Fall/Spring scholarship SAF's to Financial Aid Office	MSU Departments & Admissions Office	Deans and Gayonne Beavers
1	Summer awarding begins		
<b>May</b>			
1	Texas College Work Study and TEXAS Grant Summer Update due to THECB		

<b>Due Date</b>	<b>Report Name</b>	<b>Compliance Partners</b>	<b>Specific Person</b>
1	New-year Direct Loan processing begins		
1	Submit FADB report to THECB for current year (2 <sup>nd</sup> report)		
15	Satisfactory Academic Progress (SAP) performed at end of Spring		
31	Review students with 'ALLF' Spring grades for possible Return to Title IV calculation based on student LDA		
<b>June</b>			
1	Summer 1 disbursements posted to student accounts	Business Office	Janet Clark
15	Top10% Schol and Texas College Work Study End of Year report due to THECB		
15	Begin Return to Title IV calculations for students who have withdrawn from the summer 1 term		
27	Deadline to correct errors for current -year FADB (2nd) report		
<b>July</b>			
5	Summer 2 disbursements posted to student accounts	Business Office	Janet Clark
1	TEXAS Grant End of Year report due to THECB		
1	New-year FAO forms updated and Banner mnemonics reviewed		
1	Award data entered into THECB Net Price Calculator table		
15	Begin Return to Title IV calculations for students who have withdrawn from the summer 2 term		
<b>August</b>			
1	Deadline to validate data for current -year FADB (2 <sup>nd</sup> ) report		
15	Fall disbursements posted to student accounts	Business Office	Janet Clark
15	Begin new-year Pell and TEACH Grant submissions to COD	Business Office	Hayley Roach
15	Satisfactory Academic Progress (SAP) performed after Summer		
31	Review students with 'ALLF' Summer grades for possible Return to Title IV calculation based on student LDA		
31	Submit FADB report to THECB for current- year (final) report		
<b>September</b>			
1	"Early Email" to students advising of Oct 1 FAFSA availability		
1	Begin Return to Title IV calculations for students who have withdrawn from the semester.		
15	Code of Conduct disseminated to MSU employees associated with financial aid processing	Business Office	Chris Stovall
15	Student Consumer Information and FAO Survey sent to enrolled students		
<b>October</b>			
1	New-year FAFSA application available to students from DOE		
1	Submit FISAP report to DOE	Business Office	Hayley Roach
1	Top10% Schol report due to THECB		
1	New-year FAO forms and Banner mnemonics updated		
15	New Year 'roll' performed to update Banner with new-year information		
<b>November</b>			
1	Info Tech installs new-year software for financial aid processing	Information Tech	Jody Elgin
1	FAO builds new-year tables and updates financial aid processes	Information Tech	Matthew Murphy

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1	Weave Online completed for SACs Assessment	Institutional Research	Mark McClendon	1 4
14	Deadline to correct errors for current -year FADB (final) report			
15	FAO begins new-year processing/dataload and sends request for additional information to students	Information Tech	Matthew Murphy	
<b>December</b>				
1	Submit FADB report to THECB for prior year AND current year (1 <sup>st</sup> report)	Information Tech	Matthew Murphy	
1	Request TEXAS funds for Fall semester from THECB	Business Office	Chris Stovall	
12	Deadline to certify data for current -year FADB (final) report			
20	Satisfactory Academic Progress (SAP) performed after Fall			
20	Review students with 'ALLF' Fall grades for possible Return to Title IV calculation based on student LDA			