Massachusetts Assistance for Student Success Program

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II. A MASSACHUSETTS ASSISTANCE FOR STUDENT SUCCESS
PROGRAM GUIDELINES

PURPOSE:
The Massachusetts Assistance for Student Success Program (MASSGrant) is a grant assistance program funded by appropriations from the Massachusetts State Legislature in accordance with Massachusetts General Laws, Chapter 15, Section 19A. The MASSGrant program provides need-based financial assistance to undergraduate students who reside in Massachusetts and who are enrolled in and pursuing a program of higher education in any approved public or independent college, university, school of nursing or any other approved institution furnishing a program of higher education. The MASSGrant provides financial assistance to Massachusetts students demonstrating the greatest financial aid need.

DEFINITIONS:

ELIGIBLE INSTITUTION:
An eligible institution is defined as a state-approved public, private, independent, for profit or nonprofit, institution in the Commonwealth of Massachusetts authorized to offer undergraduate degrees, certificates or diploma programs and that is also approved by the U.S. Department of Education to administer Title IV programs. Massachusetts state-approved public, private, independent and non-profit Institutions located in states (NH, ME, CT, VT, RI, PA and the District of Columbia) that have reciprocity agreements with and approved by the Commonwealth and award Associate and Bachelor’s Degrees are also eligible to participate.

ELIGIBLE PROGRAM:
Any eligible degree or certificate program offered by an institution.

ELIGIBLE STUDENT:
A student enrolled in an eligible program and meeting the following requirements:

a) a permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year and a U.S. citizen or non-citizen eligible under Title IV regulations

b) in compliance with Selective Service Registration requirements

c) eligible for Title IV financial aid and not in default of any federal or state loan

d) does not owe a refund on any previously received Federal or State financial aid

e) demonstrates financial need as determined by the Federal Methodology need analysis criteria

f) has a documented Expected Family Contribution (EFC) between 0-5273 based on an eligibility index system approved by the Massachusetts Department of Higher Education

g) is enrolled as a full-time student (12 undergraduate credits or its equivalent) in an eligible undergraduate degree, certificate or diploma program and must have maintained eligibility at the time of disbursement
h) not have reached the maximum semester of eligibility to continue to receive a MASSGrant award (eligibility is limited to a specific number of semesters based on the type of institution that the student attends)

i) is maintaining satisfactory academic progress in accordance with institutional and Federal standards

j) must not have received a prior bachelors degree or its equivalent

k) if enrolled in a clock hour program, the student must:

   1) complete a minimum of 24 clock hours per week
   2) complete a minimum of 320 hours during the period of July 1 – December 31 to qualify for a Fall disbursement
   3) complete a minimum of 320 hours during the period of January 1 – June 30 to qualify for a Spring disbursement

l) if enrolled in English as a Second Language (ESL) program courses, the student must be simultaneously enrolled in either a certificate, associate or bachelors degree program in order to be considered eligible for a MASSGrant. Credits a student earns for ESL program courses may be counted towards his/her full-time enrollment status.

m) must meet all institutional requirements

**STUDENT AWARD VALUES:**

Awards are determined by an indexing system approved by the Department of Higher Education that considers the federal expected family contribution (EFC), and type of institution the student attends. Individual awards for the academic year may not exceed a student’s demonstrated financial aid need. Eligibility for the MASSGrant is restricted to a maximum number of semesters as follows:

10 semesters if enrolled in an approved five-year undergraduate program
8 semesters if enrolled in a four-year undergraduate program
6 semesters if enrolled in a three-year undergraduate program
4 semesters if enrolled in a two-year undergraduate program
2 semesters if enrolled in a one-year certificate or diploma program

**INSTITUTIONAL DISBURSEMENT OF FUNDS:**

a) MASSGrant funds are disbursed to the institution in two payments for the fall and spring semesters for students who meet all eligibility criteria, as certified by the institution.

b) Payment of MASSGrant funds is sent directly to the institution from the Commonwealth’s Comptroller’s Office. One hundred percent of the funds from the MASSGrant award shall be used to credit the student’s account. Funds must be disbursed to students during the traditional academic year.

c) All refunds shall be sent to the Office of Student Financial Assistance and checks made payable to the Commonwealth of Massachusetts.
d) Refunds may occur as a result of adjustments to EFC, changes to dependency status, and/or changes to a student’s enrollment status. Refunds may also occur if the institution receives payment and becomes aware that a student has withdrawn, dropped below full-time status, taken an approved leave of absence, or otherwise fails to complete the period of enrollment as charged.

**AUDIT REQUIREMENTS:**

All financial books, records and documents pertaining to this program shall at all reasonable times be opened to inspection, review and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial records for a period of seven years.
II. B MASSGrant PROCESSING

HOW MASSGrant AWARDS ARE DETERMINED

Application/Receipt of Students’ Information

- Applicants file a completed Free Application for Federal Student Aid (FAFSA) with the Federal processing center. The 2010-2011 MASSGrant priority deadline date is May 1, 2010.

- The FAFSA data is transmitted electronically via Electronic Data Exchange (EDE) from the Federal Central Processing Service (CPS) to the Office of Student Financial Assistance (OSFA). OSFA is a destination point on the U.S. Department of Education Title IV Wide Area Network (WAN) system and receives fully formatted Institutional Student Information Records (ISIRs) of all applicants who file a 2010-2011 FAFSA and indicate Massachusetts as their state of legal residence.

- Subsequent ISIR transactions are also received via EDE and revised data automatically updates the student’s record, with the exception of changes in Massachusetts residency information, up until the time he/she appears on a MASSGrant Certification Roster. Since the CPS does not differentiate between school corrections or student corrections, all ISIRs transactions will be received by OSFA electronically.

Schools can use the on-line MASSGrant Adjustment Form to fully submit and process changes to the following information:

- Enrollment Status
- Prior Bachelor
- Citizenship
- Drug Conviction
- NSLDS Reporting
- Ineligible School

Once the school enters all required information for any of the above ineligible conditions, it is able to perform instant re-determination of the student’s MASSGrant and No Interest Loan eligibility.

- Beginning with award year 2010-2011, schools are no longer able to submit hard copy paper adjustment forms to OSFA. All adjustments to a student’s MASSGrant record are to be done by either student or institution, using OSFA’s on-line processing system or accepted by way of electronic ISIR updates. Once a student has appeared on a MASSGrant Certification Roster, OSFA will also not permit any electronically transmitted transactions from CPS to update that record. Therefore, schools requiring a student record adjustment after that record has been placed on a certification roster, must use the on-line OSFA Adjustment Form or the electronic certification roster processing method to submit the changes.

Eligibility Notification to Students and Schools

Participating schools are able to obtain a Cumulative Information Roster on OSFA’s website listing all applicants whose FAFSA application information has been received by OSFA, and who
listed that specific school as their first choice.

An applicant's eligibility is based upon the calculated Expected Family Contribution (EFC). To be eligible, the applicant's EFC must fall within the eligibility range established by the Office of Student Financial Assistance. The amount of the award is also dependent upon the type of school the applicant attends.

- Applicants receive written notices of eligibility status indicating whether or not they meet all eligibility criteria to receive a MASSGrant. In 2010-2011, OSFA is using e-mail correspondence to notify students when their first letter of ineligibility has been mailed as well as when they have approached the one-half way point of the three (3) weeks (from the date of their first letter of ineligibility) after which their records automatically “expire”, if all conditions of ineligibility have not been cleared.

**Ineligible Students**

Students who are ineligible for a MASSGrant receive a letter that specifies the reasons for their ineligibility and information that can help them resolve it. Ineligible students also have a three-week period (from the date indicated on their first letter of ineligibility) to resolve their ineligible status. MASSGrant records that remain ineligible after the above three-week period are subject to cancellation and will be placed in an “INACTIVE” status for the remainder of the academic year. Inactive records can be re-considered for eligibility at different points during the academic year, should funding become available.

**Eligible Students**

An eligible applicant receives an Award Notification letter and acceptance information. The applicant is instructed to notify the Office of Student Financial Assistance if: 1) the offer is being declined; 2) the applicant will attend a school other than that listed on the award notification and/or 3) the applicant’s address has changed.

A MASSGrant eligible student who wishes to decline one or both semester awards, or update the school information that appears on his/her award notification letter may do so electronically on OSFA’s website, via the Student Information suite. At the point of submitting any of the above changes, OSFA’s system updates the student’s eligibility and issues a revised notification letter.

Alternatively, the Office of Student Financial Assistance updates records for all applicants returning the Award Notification Letter with the changes of information regarding declined awards, change of school(s) and change of address.

**MASSGrant Certification**

Starting in 2010-2011, OSFA no longer mails paper certification rosters to institutions. All participating institutions (in state or out of state) receive e-mail notices from OSFA when certification rosters are available for their on-line retrieval. An applicant will not appear on a Certification Roster if the award was declined. At its choosing, the institution may also request and receive MASSGrant certification data files that it can modify and return to OSFA in accordance with very established specifications. Any institution interested in such an option should contact OSFA.

- The school determines whether or not each applicant on the Certification Roster is enrolled and satisfies the eligibility criteria to receive a MASSGrant. The school then uses the on-line certification method to certify each student on the Certification Roster as eligible or ineligible for payment. When the school reports the students as **ineligible**, the student’s total award for the specific semester is deleted by OSFA.
the school is reporting the student as ineligible for a fall semester award but wants to maintain the spring eligibility, it can use the “Keep Spring” option to achieve that purpose. The “Keep Spring” certification option automatically cancels the fall award, but allows the spring award to appear on a certification roster. If the school simply uses a “NO” certification for the fall award, both fall and spring amounts are cancelled. If the student is certified as pending, he/she will re-appear on one (1) additional Certification Roster. A student’s award for a specific semester will only appear on a certification roster for a total number of two times at a specific school. Should the school continue to certify the student’s eligibility as “pending” on a second and final certification, OSFA cancels that particular semester award but also automatically creates a request for reinstatement of that award on the student’s behalf. All requests for award reinstatement are considered only if/when additional funds become available. If the student applicant is certified as eligible for payment, he/she appears on the next Payment Roster.

**MASSGrant Payment**

- The Financial Aid Office receives an e-mail notice when the Payment Roster is available for its retrieval on OSFA’s website.

- The Massachusetts Department of Higher Education’s Business Office prepares individual Payment Vouchers for the total amount of each school’s Payment Roster. These vouchers are then entered into the state’s computerized accounting system.

- The Comptroller’s Office approves each payment and transmits this information to the Treasurer’s Office. The Treasurer’s Office processes and forwards payment to individual schools via electronic transfer or paper warrant.

- The school has responsibility for ensuring that an eligible student has met the MASSGrant program requirements at the time of disbursement. When the school is unable to disburse funds to a student or only issues a partial disbursement, it must refund the unpaid portion to OSFA.

**Correspondence/OSFA Contact Information**

- For timely processing, all correspondence sent to the Office of Student Financial Assistance on behalf of a student, must identify the student by name, social security number, and the school the student is attending.

- To contact the Office of Student Financial Assistance, institutions should call 617-727-1226. This number is exclusively for Financial Aid Officers. Other calls are referred to the Office of Student Financial Assistance’s main number, 617-727-9420.
The Expected Family Contribution (EFC) is derived from the Federal Methodology.

The MASSGrant Eligibility Index lists Expected Family Contribution (EFC) for the program.

To determine a MASSGrant award, the EFC is matched to a specific award amount as shown on the MASSGrant Program Award Schedule. Other determinant is school type.
### ESTIMATED 2010-2011 MASSGrant PROGRAM AWARD SCHEDULE

<table>
<thead>
<tr>
<th>Expected Family Contribution</th>
<th>Mass Private</th>
<th>Public University</th>
<th>Public State College</th>
<th>Public Community</th>
<th>Mass Proprietary</th>
<th>Mass Voc/Tech</th>
<th>Mass Nursing</th>
<th>Out of State</th>
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<td>0000 - 0200</td>
<td>1900</td>
<td>1400</td>
<td>1000</td>
<td>900</td>
<td>800</td>
<td>700</td>
<td>1000</td>
<td>300</td>
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<tr>
<td>0201 - 0500</td>
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<td>300</td>
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<td>300</td>
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<tr>
<td>4618 - 5273</td>
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<td>300</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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</table>

Last Updated 05/2010
II. C CUMULATIVE INFORMATION ROSTER
ROSTER HIGHLIGHTS

A school is able to access a Cumulative Information Roster that lists all students at that institution whose FAFSA records have been received by OSFA and who have been considered for a MASSGrant. The Cumulative Information Roster is made available to campuses for informational purposes only and is not to be returned to OSFA. Schools should review the Roster for changes that have occurred to students’ status. An e-mail notice is sent to schools to create/print their own Cumulative Information Roster, in real time, via the “School Information” section on OSFA’s website at www.osfa.mass.edu.

- **Dependency status** – Students are identified as being either Independent (I) or Dependent (D).

- **Status Codes and Reasons** - The status codes on the Roster identify a student’s ineligible condition(s). (See Exhibit 12)

- **PowerFAIDS Edits** - In addition to the standard edits for determining eligibility, the PowerFAIDS system performs edit checks for students who:
  - are in default of a State of Massachusetts student loan;
  - reported a social security number on their 2010-2011 FAFSA that could not be matched in the federal social security database;
  - whose citizenship information reported on the 2010-2011 FAFSA could not be verified by the Federal Student Aid Program;
  - recipients of a Herter Memorial Scholarship;
  - are in default of a Federal Title IV loan or owe a refund on previously received financial aid;
  - answered “yes” to questions #23 on the 2010-2011 FAFSA;
  - reported less than full-time enrollment status in 2010-2011.

Students who have these conditions are not eligible for a MASSGrant and appear in “NA” or “AX” status on the Cumulative Information Roster.

- **Award Amounts** – Students who are not eligible for a MASSGrant will have a zero award value on the Roster. Semester specific award amounts are printed for all eligible students.

CUMULATIVE INFORMATION ROSTER AVAILABILITY

First fall 2010 Cumulative Information Roster: May 2010

Spring 2011 Cumulative Information Roster: January 2011

Schools can generate their own MASSGrant Cumulative Information Roster in real-time via the “School Information” suite of OSFA’s website at www.osfa.mass.edu.
## THE BOARD OF HIGHER EDUCATION
### OFFICE OF STUDENT FINANCIAL ASSISTANCE

**Fall Cumulative Information Roster**

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Social Security #</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>AGI Tax Pd</th>
<th>AGI Non-Tax</th>
<th>Parent AGI</th>
<th>Parent Tax Pd</th>
<th>Parent Non-Tax</th>
<th>Dep</th>
<th>#HH</th>
<th>EFC Yr Scl</th>
<th>Sem Pd</th>
<th>Status</th>
<th>Status Date</th>
<th>Award Amount</th>
<th>Reason</th>
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<tbody>
<tr>
<td>APPLESEED, JUNIUS</td>
<td>123-45-6789</td>
<td>1 GROUND PLACE</td>
<td>NEW HAVEN</td>
<td>CT</td>
<td>06513</td>
<td>872</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>AX - I</td>
<td>06/18/2008</td>
<td>$0.00</td>
<td>Res BA, Citizenship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHERMUNZ, ALVIN</td>
<td>98754-3210</td>
<td>2 HOLLYWOOD DR</td>
<td>MALDEN</td>
<td>MA</td>
<td>02148</td>
<td>55457</td>
<td>5</td>
<td>4638</td>
<td>AX - I</td>
<td>06/30/2008</td>
<td>$0.00</td>
<td>EFC</td>
<td>1st yr-never attend</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LITTLE, STUART</td>
<td>234-56-7890</td>
<td>3 RAYON BLVD.</td>
<td>MILLBURY</td>
<td>MA</td>
<td>01527</td>
<td>2434</td>
<td>1</td>
<td>0</td>
<td>AX - I</td>
<td>07/28/2008</td>
<td>$0.00</td>
<td>BA</td>
<td>1st yr Grad</td>
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<td></td>
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</tr>
<tr>
<td>POTTER, HARRY</td>
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<td>4 MAGIC LANE</td>
<td>DORCHESTER</td>
<td>MA</td>
<td>02124</td>
<td>58206</td>
<td>2</td>
<td>12569</td>
<td>AX - I</td>
<td>07/31/2008</td>
<td>$0.00</td>
<td>EFC</td>
<td>1st yr-never attend</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td>SPARROW, JACOB</td>
<td>567-89-1234</td>
<td>3 SEASIDE ROAD</td>
<td>ROCKY HILL</td>
<td>CT</td>
<td>06067</td>
<td>42185</td>
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<td>18262</td>
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<td>10/15/2008</td>
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**Total Number of Students** 5

**Status**
- NA: 0
- AW: 0
- AR: 0
- AX: 5
- DA: 0
- RD: 0
- DM: 0
- DC: 0
- SC: 0
- Other: 0
II. D SCHOOL CERTIFICATION PROCESS
CERTIFICATION ROSTER HIGHLIGHTS

The Certification Roster includes all students who have received a MASSGrant Award Notification letter and presumably remained eligible for the grant as of the date the roster is produced.

- Fall and Spring semester awards always appear on separate Certification Rosters and both semester rosters can become available simultaneously throughout the spring semester cycle.
- “EFC” refers to Expected Family Contribution.

OVERVIEW OF THE CERTIFICATION ROSTER

- Schools must verify all applicants selected for verification by the U.S. Department of Education. The required verification items include the items mandated by the U.S. Department of Education and include: EFC, DEPENDENCY STATUS, AGI, NON-TAXABLE INCOME, U.S. INCOME TAX PAID, NUMBER IN HOUSEHOLD, and NUMBER IN COLLEGE.
- Schools are required to notify OSFA of any changes to a student’s EFC that will affect the award being offered. The Office of Student Financial Assistance will notify students of any change to their award.
- Schools must then certify that applicants meet all of the additional criteria listed below:
  ~ FULL-TIME ENROLLMENT
  ~ SATISFACTORY ACADEMIC PROGRESS
  ~ MASSACHUSETTS RESIDENCY FOR AT LEAST TWELVE MONTHS PRIOR TO SEPTEMBER 1, 2010
  ~ SELECTIVE SERVICE COMPLIANCE REQUIREMENTS
  ~ NOT IN DEFAULT ON ANY FEDERAL OR STATE LOAN OR OWE A REFUND ON ANY FINANCIAL AID PREVIOUSLY RECEIVED
  ~ ELIGIBLE CITIZENSHIP STATUS
  ~ AWARD NOT EXCEEDING FINANCIAL NEED
  ~ STUDENT HAS A DOCUMENTED PELL GRANT EFC BETWEEN 0-5273
- Schools may check "YES" for only those applicants who meet the required eligibility and verification criteria. Schools cannot certify students until all criteria are verified.
- Schools must check "NO" for all applicants who fail to meet the required eligibility and/or verification criteria.
- Schools may check “Keep Spring” if they want the student’s spring award to be preserved and for the student to automatically appear on their spring Certification Roster.
- Schools may submit data element changes via the on-line roster certification process. Changes that are submitted are applied in real time and may affect the student’s eligibility.
ELIGIBILITY CRITERIA DEFINITIONS

FULL-TIME STATUS
A student must be enrolled full-time (12 semester credit hours or the equivalent), to receive a MASSGrant. Enrollment is certified by the institutions during the Fall and Spring terms. Students in their last semester of study must also be enrolled full-time, regardless of the number of credits remaining to finish their program. If a student is unable to maintain "full-time status" due to extenuating circumstances, schools may forward a written appeal of that requirement on behalf of the student to the Office of Student Financial Assistance.

SATISFACTORY ACADEMIC PROGRESS
As defined in both institutional and Federal policies.

MASSACHUSETTS RESIDENCY:
A recipient of a MASSGrant must be a Massachusetts resident for at least 12 months prior to the start of the traditional academic year, and continue to be a Massachusetts resident throughout the academic term.

In the case of dependent students, both parent and student must meet the 12 month residency requirement. Dependent students are considered legal residents of the state in which their parents are legal residents. All recipients MUST have permanent year-round resident status in Massachusetts.

PLEASE NOTE: School address is not acceptable for residency confirmation. Schools should not certify students who appear on any roster with a school address. In the event of extenuating circumstances, students should contact the Massachusetts Office of Student Financial Assistance. Parents of dependent students who move out of state during the academic year are not considered Massachusetts residents and the student is subsequently ineligible to receive a MASSGrant.

SELECTIVE SERVICE COMPLIANCE REQUIREMENTS:
Students must comply with Federal Selective Service registration guidelines in order to receive Massachusetts state aid.

DEFAULT ON ANY FEDERAL OR STATE LOAN OR OWE A REFUND ON ANY FINANCIAL AID PREVIOUSLY RECEIVED
Students in a current default status for any Federal or state loan, or owe a refund from any financial aid previously received are not eligible to receive Massachusetts state aid.

ELIGIBLE CITIZENSHIP STATUS
Student must be a U.S. citizen or eligible non-citizen in order to receive Massachusetts state financial aid.

AWARD NOT EXCEEDING FINANCIAL NEED
A student’s receipt of a MASSGrant award may not exceed the financial need calculated for the student.

STUDENT HAS A DOCUMENTED PELL GRANT EFC BETWEEN 0 - 5273
A student’s calculated EFC must fall within the eligibility range of 0 - 5273.
**ELIGIBILITY LENGTH**

The Office of Student Financial Assistance tracks and monitors each student's maximum number of semester of eligibility under the MASSGrant program. The maximum number of semesters of eligibility always takes into account the cumulative total number of semesters previously attended at all institutions during which a student received a MASSGrant award and does not revert to zero when a student transfers to another eligible school. The maximum semester of eligibility per institution type is as follows:

<table>
<thead>
<tr>
<th>SCHOOL PROGRAM LENGTH</th>
<th>CUMULATIVE MAXIMUM SEMESTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 YEAR (Must be an OSFA approved program)</td>
<td>10</td>
</tr>
<tr>
<td>4 YEAR</td>
<td>8</td>
</tr>
<tr>
<td>3 YEAR</td>
<td>6</td>
</tr>
<tr>
<td>2 YEAR</td>
<td>4</td>
</tr>
<tr>
<td>1 YEAR</td>
<td>2</td>
</tr>
</tbody>
</table>

The Office of Student Financial Assistance maintains an appeal process for cases with extenuating circumstances.

**PARTIAL PAYMENTS**

A school may accept a partial payment for a student when he/she is ineligible for the total grant amount. Provided that the student meets all eligibility and verification criteria, a school is directed to report a certification of "YES" on the roster screen and indicate the new amount being requested.

**PLEASE NOTE:** A PARTIAL PAYMENT ACCEPTED BY A SCHOOL WILL COUNT AS A FULL SEMESTER PAYMENT TOWARD THE INDIVIDUAL STUDENT'S CUMULATIVE MAXIMUM NUMBER OF MASSGrant ELIGIBILITY.
CERTIFICATION ROSTER FIELD DEFINITIONS

Applicants who have received an award notification and indicated they will be in attendance at your institution will appear on this roster. Please identify any corrections to the following items:

**Applicant Name:** Last Name, First Name, Middle Initial

**Social Sec. #:** Student Social Security Number (Please attach a legible copy of the student's Social Security Card)

**Address:** Street, City, State, Zip Code

**AGI:** *Adjusted Gross Income - verify using Federal Tax Returns*  
PUT "P" AFTER CHANGED AGI IF USING PROJECTED INCOME

**Tax Pd:** *United States Income Tax Paid - verify using Federal Tax Returns

**Non-Tax:** *Non-Taxable Income - verify using documentation of non-taxable income. Report income from Worksheet A, B and C.

*Separate columns have been provided for student/spouse and parent financial information. Please use the appropriate columns to make your changes.

**Dep:** Dependency Status  
D = DEPENDENT  
I = INDEPENDENT

**#HH:** Number in Household

**#Colg:** Number in College

**EFC:** Expected Family Contribution

**Yr Schl:** Grade level of the student

**Sem Pd:** Number of semesters of MASSGrant previously paid to the student
CERTIFICATION PROCEDURES:

1. Review available MASSGrant Certification Roster and make certain that you have verified all students selected by the U.S. Department of Education for verification. The required verification items mandated by the Federal Government for Title IV assistance include: EFC, dependency status, AGI, non-taxable income, U.S. income tax paid, number in household and number in college.

2. You may change any of the applicant data on the roster screen by reporting the correct in the appropriate fields. The school is required to provide an updated EFC when the data changes will affect the award. The Office of Student Financial Assistance will notify students of any award adjustment.

3. Certify that applicants meet all of the additional eligibility criteria listed below:
   - Continued full-time enrollment
   - Satisfactory academic progress
   - Massachusetts residency for at least twelve months prior to September 1, 2010 (Massachusetts residency requirement also applies to parents of dependent students)
   - Selective Service compliance requirements
   - Not in default of any federal or state loan or does not owe a refund on any financial aid previously received
   - Meet eligible citizenship status requirements
   - Award does not exceed financial need and
   - Enrolled in an eligible degree or certificate program

4. Report certification as "Yes" for students who meet all required certification and verification criteria. Adjustments to students’ application data may be made directly on the Certification Roster screen.

5. Do not report certification as “Yes” for students who appear on any roster with a school address. All students must have permanent year-round residency status in Massachusetts. In the event of extenuating circumstances regarding residency, students should contact the Massachusetts Office of Student Financial Assistance. Students or parents who move out of the state during the academic year are not eligible to receive a MASSGrant.

6. Report certification as “No” for all students who are not enrolled or fail to meet the required eligibility and/or verification criteria. Schools now have the option of requesting that the spring award (if any) be retained if the student is being certified as ineligible for a fall award.

7. Report certification as “pending” for any student whose verification has yet to be completed but, meets all other criteria and you believe will become eligible. Students who you report as “pending" will automatically appear on your specific institution’s next Certification Roster. If the school continues to report the certification as “pending” on the second certification roster, the award is cancelled for that particular semester and OSFA automatically creates a request for reinstatement of that award for that same semester. All requests for reinstatement are reviewed on a fund available basis.
8. Students who are not enrolled in the Fall semester must be certified as “No” on the Fall MASSGrant Certification Roster. When a school reports a student as being ineligible for a fall award on a fall Certification Roster, OSFA will automatically cancel both the fall and spring awards, unless, the school selects the “Keep Spring” certification option. When the “Keep Spring” option is selected for student on a fall certification roster, the spring amount does not get cancelled and automatically appears on a spring roster.
<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Social Security #</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>AGI Tax Pd</th>
<th>AGI Non-Tax</th>
<th>Parent AGI Tax Pd</th>
<th>Parent AGI Non-Tax</th>
<th>Dep #HH</th>
<th>EFC Yr Schl</th>
<th>EFC Sem Pd</th>
<th>Award Amount</th>
<th>Certification</th>
<th>Keep</th>
<th>No</th>
<th>Spring</th>
<th>Pend</th>
<th>Verify</th>
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<tbody>
<tr>
<td>HOOD, ROBIN</td>
<td>099-33-7766</td>
<td>7 GRACE DRIVE</td>
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<td>NA</td>
<td>02025</td>
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<td>1209</td>
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<td>2</td>
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</table>

Total Number of Students 1
Total Dollar Amount $150

I certify that the students listed above who are indicated as eligible for payment of a 2009-2010 MASSGrant, have completed all verification and eligibility requirements, including citizenship and academic progress, as specified in the program guidelines.

Signature ______________________________________

(Please Type or Print)
Name ______________________________________

Title ______________________________________

Date ______________________________________

Phone ______________________________________

002589 UNIVERSITY OF NEW HAMPSHIRE
### THE BOARD OF HIGHER EDUCATION
#### OFFICE OF STUDENT FINANCIAL ASSISTANCE
#### 2009-2010  MASSGrant
#### Spring Certification Roster
#### 02128  BOSTON COLLEGE

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Social Security #</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>AGI Tax Pd</th>
<th>AGI Non-Tax</th>
<th>Parent AGI Tax Pd</th>
<th>Parent AGI Non-Tax</th>
<th>Dep #HH</th>
<th>EFC Yr Schl</th>
<th>Award Amount</th>
<th>Certification Verification</th>
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<tr>
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<td>500.34.5182</td>
<td>490 SHERMAN ST.</td>
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<td>MA</td>
<td>02021</td>
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<td>LEIA, PRINCESS</td>
<td>537.47.6482</td>
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<td>01780</td>
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<td>PAN, PETER</td>
<td>112.24.4886</td>
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<td>MA</td>
<td>02125</td>
<td>12221</td>
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<tr>
<td>SKYWALKER, LUKE</td>
<td>024.45.0246</td>
<td>109 OAKLAND ST.</td>
<td>BRIGHTON</td>
<td>MA</td>
<td>02135</td>
<td>26985</td>
<td>1497</td>
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<td>950</td>
<td>2</td>
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</table>

**Total Number of Students**: 4  
**Total Dollar Amount**: $3,800

I certify that the students listed above who are indicated as eligible for payment of a 2009-2010 MASSGrant, have completed all verification and eligibility requirements, including citizenship and academic progress, as specified in the program guidelines.

Signature __________________________

(Please Type or Print) Name __________________________
Title __________________________
Date __________________________
Phone __________________________

EXHIBIT 3b
STUDENT RECORD ADJUSTMENTS

The Office of Student Financial Assistance (OSFA) uses the U.S. Department of Education Title IV Wide Area Network (WAN) system and receives updates to student records electronically through Electronic Data Exchange (EDE). OSFA receives fully formatted Institutional Student Information Records (ISIRs) of all applicants who indicate Massachusetts as their state of legal residence. Information (with the exception of changes to residency information) from corrected ISIR transaction records will automatically update and re-status the student’s record up until such time the record has been added to a MASSGrant Certification Roster.

Schools need to use the on-line MASSGrant Adjustment Form to submit corrections to records previously received by OSFA. Since the CPS does not differentiate between school corrections or student corrections, all ISIR transactions will be received by OSFA electronically and will re-status the student’s record up to the point at which it appears on a certification roster.

*Once students are selected on a certification roster, OSFA does not permit any electronically transmitted ISIR transactions to update the student’s record.* Therefore, schools requiring a student record adjustment after that time must submit an Adjustment Form, or report the changes via the Certification Roster completion process. Reported changes to a student’s EFC must be supported by revised data element information. The on-line Adjustment Form can be used to report changes for the following:

- Change in Dependency Status
- File Verification
- Previously Ineligible Student is Now Eligible
- Fall and/or Spring semester reinstatement of award(s)
- Professional Judgment
- Change in Enrollment Status
- Reinstate a previously cancelled award by OSFA
- Changes may also be submitted via the certification roster process
CERTIFICATION ROSTER AVAILABILITY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
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<tr>
<td>First Fall Roster Availability:</td>
<td>SEPTEMBER 2010</td>
</tr>
<tr>
<td>First Spring Roster Availability:</td>
<td>JANUARY 2011</td>
</tr>
<tr>
<td>Final Roster Availability:</td>
<td>MAY 2011</td>
</tr>
</tbody>
</table>

An initial Certification Roster is made available to institutions in September that includes students who have received a MASSGrant award. Other Certification Rosters are produced and made available thereafter. Schools are generally given 2 weeks to process and submit Certification Rosters. Failure to submit the Certification Rosters within the required timeframe can result in a delay in payment to the school or cancellation of a student's award.
II. E SCHOOL PAYMENT PROCESS

PAYMENT ROSTER

The Payment Roster is generated once the Certification Roster has been completed by the school and made available to the Office of Student Financial Assistance for processing. Schools for which payment rosters have been generated receive e-mail notices of their on-line availability. We encourage financial aid offices to make their institution’s Bursar Offices aware of this information, so that they may anticipate receipt of any actual payments.

The Payment Roster lists only those students who were certified "YES" on the Certification Roster and who remained eligible.

Payments are sent to the institution directly from the State Treasurer’s Office. Any refunds due must be returned to the Office of Student Financial Assistance IMMEDIATELY, along with a signed copy of the MASSGrant Payment Roster Processing Report. The MASSGrant Payment Roster Processing Report is automatically generated at the time the school processes and submits the payment roster to OSFA via the on-line MASSGrant payment roster processing function. Any refunds of MASSGrant that need to occur subsequent to the processing of the Payment Roster must be returned along with a completed 2010-2011 MASSGrant Program Refund Form (Exhibit 7). FAILURE TO RETURN ANY REFUNDS TO THE OFFICE OF STUDENT FINANCIAL ASSISTANCE MAY JEOPARDIZE FUTURE DISBURSEMENTS TO AN INSTITUTION.

PAYMENT ROSTER PROCEDURES

The MASSGrant Payment Roster lists only those students who were certified as “Yes” on the Certification Roster. With receipt of your Payment Roster, you are required to certify that students listed on the roster have, in fact, been paid MASSGrant funds at your institution. OSFA recommends institutions wait for receipt of funds prior to completing and returning the Payment Roster. To certify payment, institutions must complete the following:

1. Review each student’s information carefully.

2. Report any changes to the students’ EFC and awards. New award amounts must be reported in the “Amount Paid” column. Indicate the difference in the “Amount Refunded” column.

3. Check “Yes” in the “Paid” column for students to whom you have paid either a full or partial MASSGrant award. If you have made a partial payment of funds to a student, indicate the partial award amount in the “Amount Paid” line and the amount to be returned in the “Amount Refunded” column.

4. Check “No” in the Paid column for students you have not paid a MASSGrant and for whom you will return the full amount of the Grant. Indicate the amount to be returned in the “Amount Refunded” column.

5. Add all full and partial refunds of MASSGrant funds to be returned and write the amount on the line next to “Total Amount Refunded”.

6. A check for the total of all full and partial refunds for students, who were not paid, must be returned to OSFA along with a signed copy of the completed Payment Roster.
GRANT PAYMENT CHECK

A school will receive a Grant Payment check or electronic funds transfer (EFT) after the Certification Roster has been completed and submitted to the Office of Student Financial Assistance and a Payment Roster has been generated by the Office of Student Financial Assistance. The Office of Student Financial Assistance prepares individual Payment Vouchers for the total amount of each school's Payment Roster. The Payment Vouchers are then entered into the state's computerized accounting system. The State Comptroller's Office approves each payment and transmits the information to the Treasurer's Office. The Treasurer's Office then forwards Payment checks to individual schools.

Financial Aid Offices may want to notify the Bursar's Office, when to expect the grant payment check/EFT and the amount to be disbursed, once the Payment Roster has been received.
<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Social Security #</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>EFC</th>
<th>Award Amount</th>
<th>Award Type</th>
<th>Amount Paid</th>
<th>Paid</th>
<th>Yes</th>
<th>No</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLESEED, JOHNNY</td>
<td>123.45-6789</td>
<td>30 GENEVIEVE LANE</td>
<td>MARSHFIELD</td>
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<td>02050</td>
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<td>( )</td>
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</tr>
<tr>
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<td>987-54-3210</td>
<td>55 PRESENTATION ROAD</td>
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<td>MA</td>
<td>02135</td>
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<td>( )</td>
<td>( )</td>
<td>( )</td>
<td></td>
</tr>
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</tr>
<tr>
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<td>( )</td>
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<tr>
<td>SPARROW, JACK</td>
<td>547-09-1234</td>
<td>41 BAYBERRY DR.</td>
<td>WESTPORT</td>
<td>MA</td>
<td>02790</td>
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<td>( )</td>
<td>( )</td>
<td>( )</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Total Amount Refunded</td>
</tr>
<tr>
<td>Total Scholarship Funding for SAINT JOSEPH UNIVERSITY</td>
<td>Total Number of Students</td>
<td>Total Dollar Amount</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that MASSGrant funds have been paid to students as indicated. Further, all full or partial refunds have been processed and returned to the Commonwealth of Massachusetts with this roster.

Signature __________________________

(Please Type or Print) Name __________________________

Title __________________________

Date __________________________

Phone __________________________

003367 SAINT JOSEPH UNIVERSITY

EXHIBIT 4
THE PAYMENT SUMMARY REPORT

The Payment Summary Report provides current Payment Roster information and cumulative details of payment activity for the MASSGrant Program. The Report accompanies each Payment Roster and is provided to assist schools with reconciling disbursements and refund activities throughout the processing year. Below is a general guide as to how to interpret the Payment Summary Sheet. Each section references a coded area on the sample copy of the Payment Summary Sheet (Exhibit 5).

How to Interpret the Payment Summary Sheet

Section A – Summary of the Current Payment Roster

A1 – Total Students
Total number of students and dollar value of awards listed on the current Payment Roster.

A2 – Prepayment Amount
Prepaid amount of MASSGrant funds for either the fall or spring semester to be deducted from the dollar value of the current Payment Roster (A1). The deduction only appears on the first fall and spring semester Payment Rosters.

A3—Prior Year Adjust/Bal Carry Forward
Refunds due OSFA at the end of the academic year that are not returned at the time of Reconciliation will be carried forward to the following academic year and deducted from the dollar value of an institution’s first payment roster. If it is determined that OSFA owes an institution funds after the close of the fiscal year on June 30, an adjustment will be made and the funds will be carried forward to the institution’s first payment roster of the new academic year and disbursed at that time. A positive number indicates OSFA is deducting funds, a negative number indicates OSFA is including additional funds.

A4 – Refunds Owed from Previous Rosters
A negative value may be the result of refunds received from the institution (D3) less than the value of student awards reversed (E). A negative value may also be the result of a prepaid amount of MASSGrant funds (A2) greater than the total dollar value of awards on the current roster (A1).

A positive value in (A4) may be the result of refunds received from the institution (D3) greater than the value of the student’s award reversed (E).

A5– Total this Payment Roster
Grand total of funds either to be paid to the institution (positive value) or to be returned by the institution (negative value) after all adjustments [i.e. awards reversed (E), prepayments (C), checks received (D3), negative amounts owed from previous rosters etc.] have been calculated.

Section B – Payment Roster Details – “Previous Rosters”

Roster
Total dollar value of all awards from each Payment Roster previously created for the institution.

Actual Paid
Total amount of funds actually paid to the institution with each Payment Roster. A zero value indicates no funds were paid to the institution with the Payment Roster.
Section C – Payment Roster Details – “All Prepayments for Current School Year”

The date and the amount of MASSGrant funds prepaid to the institution. Prepayments occur twice within the academic year period; once in the fall semester and once in the spring semester.

Section D – Payment Roster Details – “Refunds”

D1 – Refunds Deducted
The difference between the total dollar value of all awards from each Payment Roster (B1) and the total amount of funds actually paid to the institution for each Payment Roster previously sent (B2).

D2 – Refunds Reversed
Dollar value of funds returned to an institution, due to an incorrect payment for refunds owed to that institution.

D3 – Refunds Received
Dollar value of refunds received from an institution.

Section E – Payment Roster Details – “Awards Reversed for Current School Year”

A cumulative list of all students reported as “not paid” from previous Payment Rosters, Refund Forms or other institutional documentation. Awards appear as negative values for either full or partial refunds. The type of award, reversal date, social security number, student’s name, semester, and grant amount reversed are indicated.
### Summary of Current Payment Roster
**2009-2010**

<table>
<thead>
<tr>
<th>Roster ID</th>
<th>6063</th>
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<tbody>
<tr>
<td><strong>002579 NEW ENGLAND COLLEGE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>This Payment Roster</strong></td>
<td></td>
</tr>
<tr>
<td>Total Students</td>
<td>1</td>
</tr>
<tr>
<td>Prepayment Amount</td>
<td>Total</td>
</tr>
<tr>
<td>Prior Year Adjust / Bal Carry Forward</td>
<td>Total</td>
</tr>
<tr>
<td>Refunds Owed from Previous Rosters</td>
<td>Total</td>
</tr>
<tr>
<td><em>Total this Pay Roster</em></td>
<td>Total</td>
</tr>
</tbody>
</table>

*Any negative amount must be returned immediately*

---

### Payment Roster Details (Cumulative)

<table>
<thead>
<tr>
<th>Previous Rosters</th>
<th>Date</th>
<th>Roster ID</th>
<th># of Students</th>
<th>Roster ID</th>
<th># of Students</th>
<th>Roster</th>
<th>Actual Paid</th>
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<tbody>
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<table>
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<th>All Prepayments for Current School Year</th>
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<tr>
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<table>
<thead>
<tr>
<th>All Prior Year Adjust / Bal Carry Forward</th>
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<th>Year</th>
<th>Amount</th>
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<tbody>
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<td>Prior Year Adjust</td>
<td>2009</td>
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<td></td>
<td>Dec 04, 2009</td>
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<table>
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<tr>
<th>Awards Reversed for Current School Year</th>
<th>Date</th>
<th>SSN</th>
<th>Name</th>
<th>Semester</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASSGRANT</td>
<td>Mar 02, 2010</td>
<td>654-55-2589</td>
<td>Royce, Rolls</td>
<td>Spring</td>
<td>$-150</td>
</tr>
<tr>
<td>MASSGRANT</td>
<td>Mar 02, 2010</td>
<td>859-77-6554</td>
<td>Flintstone, Fred</td>
<td>Spring</td>
<td>$-150</td>
</tr>
<tr>
<td>MASSGRANT</td>
<td>Mar 15, 2010</td>
<td>579-13-5791</td>
<td>Weasley, Ronald</td>
<td>Fall</td>
<td>$-100</td>
</tr>
<tr>
<td>MASSGRANT</td>
<td>Apr 08, 2010</td>
<td>024-68-0246</td>
<td>Pan, Peter</td>
<td>Spring</td>
<td>$-150</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$-550</td>
</tr>
</tbody>
</table>

**EXHIBIT 5**
II. F STUDENT DISBURSEMENTS/REFUNDS/APPEALS/TRANSFERS

DISBURSEMENT:

In times when actual disbursements of funds to institutions are delayed, we ask schools to do their best to assist certified eligible students on payment rosters who, as a result, may be barred from registration, classes, finals or graduation. In those cases, financial aid offices are strongly encouraged to contact the Massachusetts Office of Student Financial Assistance, prior to taking actions that might adversely impact a student’s enrollment status.

REFUNDS:

Refunds may occur as a result of adjustments to EFC, change to dependency status, and/or student’s transfer.

Refunds of MASSGrant funds may also occur if the school receives payment and then becomes aware that a student has withdrawn, dropped out, was expelled, takes an approved leave of absence or otherwise fails to complete the period of enrollment as charged.

Institutions are required to apply current State Financial Aid Refund Policy in their calculation of a MASSGrant refund calculation, for period of non-enrollment. A worksheet has been developed to assist institutions in calculating students Massachusetts State Financial Aid refunds (Exhibit 6).

All refunds must be submitted to the Office of Student Financial Assistance within 30 days of the change in the student’s eligibility for a MASSGrant and must be accompanied by a completed Refund Form (Exhibit 7) and the MASSGrant Payment Roster Processing Report.

APPEALS:

Either the student or the financial aid office may submit a letter of appeal on the student’s behalf. Whenever the institution is submitting a letter of appeal, it is advised that it submits an on-line Adjustment Form to reflect new/updated information. The Office of Student Financial Assistance reserves the right of final approval on all appeals.

TRANSFERS:

If a Massachusetts student transfers to an institution, the student and/or the institution must notify the Office of Student of Financial Assistance in writing. The student is given instructions on how to properly notify OSFA in their MASSGrant award/ ineligible letter. An institution must complete and submit an (Exhibit 9) electronic Transfer Form. Once the transfer is processed the student appears on the institution’s next Cumulative Information Roster. If the student is MASSGrant eligible he/she will appear on the school’s next Certification Roster. Students also have the ability to submit/process their own transfer request via the “Student Information” suite on OSFA’s website.
2010-2011 STATE FINANCIAL AID PROGRAMS REFUND WORKSHEET

STUDENT NAME ________________________________ SOCIAL SECURITY NUMBER ________________________________

A. Student Withdrawal Date ___________________________
   Payment Period/Period of Enrollment Start Date ___________ End Date ___________

B. Percentage of Title IV Aid earned by Student B. %

C. Amount of Title IV Aid Earned by Student C. $

D. Total State Financial Aid for Payment Period or Period of Enrollment
   (List Aid Sources and Amounts Below)
   $ __________________
   $ __________________
   $ __________________
   $ __________________
   $ __________________

   TOTAL $ __________________ D. $

E. Percentage of State Financial Aid Earned by Student
   List the percentage of Title IV Aid earned by the student, as shown in B. If the student did not receive
   any Title IV funds during the payment period or period of enrollment, the institution shall use the
   Return of Title IV Funds Policy formula in the determination of the percentage of State aid earned by
   the student.

   Percentage of State Financial Aid Earned by Student E. %

F. Amount of Earned State Financial Aid
   Total State Aid (D) $ ________________ X (multiplied by) (E) Percentage of State Aid Earned % ________________ = F. $

EXHIBIT 6
G. Unearned State Aid

Total State Aid (D) $__________ X (100% - Percentage of Earned State Aid) = G.

H. Amount to be refunded to State Financial Aid Programs
(List the result from section G) H. $__________

I. Actual Tuition and Mandatory Fees Charges for the Payment Period or Period of Enrollment
(Mandatory fees may include charges for book vouchers issued by the institution for period of enrollment or payment period. Health insurance is not considered a mandatory fee in this instance.)

Tuition $__________ Mandatory Fees $__________

Tuition and Mandatory Fees Charges $__________ I. $__________

J. Student’s Unpaid/Remaining Tuition and Mandatory Fees Charges (As a result of the application of Return of Title IV Funds Policy)

Tuition and Mandatory Fees Charges for Payment Period or Period of Enrollment (I) $__________

Institutional Financial Aid (minus) $__________

Scheduled Cash Payment (minus) $__________

Earned Federal Title IV Aid (D) (minus) $__________

Earned State Financial Aid (G) (minus) $__________

Other Financial Aid (minus) $__________

UNPAID TUITION AND MANDATORY FEES BALANCE = J. $__________

If balance in section J is greater than zero, then go to section K. If balance in section J is zero or less, go to section N and refund the entire unearned State aid amount as shown in section H.

K. Additional Earned State Aid

Additional State aid can be “earned” by student only if he/she has an unpaid tuition and mandatory fees balance, as a result of the application of Return of Title IV Funds Policy. Schools can use part or the entire unearned portion of State financial aid (G) toward the payment of unpaid tuition and mandatory fees balance; so long as all other sources of financial aid as well as all scheduled cash payments have already been used in the payment of the student’s tuition and mandatory fees charges, prior to the determination of the unpaid/remaining tuition and mandatory fees balance. Further, schools cannot make any unauthorized post-withdrawal award and/or disbursement of State financial aid to cover any unpaid/remaining tuition and mandatory fees balance.
If Unpaid/Remaining Tuition and Mandatory Fees Balance (J) is greater than or equal to Unearned State Aid (G) then Additional State Aid (K) that can be “earned” by student equals 100% of Unearned State Aid. If, however, Unearned State Aid is greater than Unpaid Tuition and Mandatory Fees Balance, then Additional Earned State Aid has to be equal to the value of the Unpaid/Remaining Tuition and Mandatory Fees Balance.

a) Unearned State Aid (as listed in Section G) $__________

b) Unpaid Tuition and Mandatory Fees Balance (as listed in section J) $__________

If (a) is greater than (b), then Additional Earned State Aid equals the value of (b)

If (a) is less than (b), then Additional Earned State Aid equals the value of (a)

Additional Earned State Aid (list the appropriate value from above) $__________ = K.

L. Actual Earned State Aid

Earned State Aid (F) $__________ + Additional Earned State Aid (K) $__________ = L. $__________

M. Actual Amount to be refunded to State Financial Aid Programs
This amount is to be calculated if Additional Earned State Aid (K) is greater than zero.

Total State Aid (D) $__________ - (minus) Actual Earned State Aid (L) = M. $__________

N. State Financial Aid Refund Distribution

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Waiver (Need Based and Categorical)</td>
<td>$__________</td>
</tr>
<tr>
<td>Massachusetts No Interest Loan</td>
<td>$__________</td>
</tr>
<tr>
<td>General Scholarship (MASSGrant)</td>
<td>$__________</td>
</tr>
<tr>
<td>Paraprofessional Grant</td>
<td>$__________</td>
</tr>
<tr>
<td>Early Childhood Educators Scholarship</td>
<td>$__________</td>
</tr>
<tr>
<td>Christian Herter Scholarship</td>
<td>$__________</td>
</tr>
<tr>
<td>Foster Child Grant</td>
<td>$__________</td>
</tr>
<tr>
<td>Gilbert Grant</td>
<td>$__________</td>
</tr>
<tr>
<td>Public Service Grant</td>
<td>$__________</td>
</tr>
<tr>
<td>Cash Grant (Access grant Program)</td>
<td>$__________</td>
</tr>
<tr>
<td>Part Time Grant Program</td>
<td>$__________</td>
</tr>
<tr>
<td>Massachusetts Educational Rewards Grant</td>
<td>$__________</td>
</tr>
</tbody>
</table>
Math & Science Teachers Scholarship  $________________
Scholar-Internship Match Fund  $________________
Massachusetts GEAR UP Scholarship  $________________
National Guard Tuition & Fee Assistance  $________________

TOTAL REFUNDED  $________________

Today's Date: _____________________
All refund checks submitted to the Office of Student Financial Assistance must be accompanied by a completed copy of this form. Checks should be made payable to The Commonwealth of Massachusetts. Please mail both the check and refund form to:

MASSACHUSETTS OFFICE OF STUDENT FINANCIAL ASSISTANCE  
454 Broadway, Suite 200  
Revere, MA 02151

<table>
<thead>
<tr>
<th>Student Name and SS #</th>
<th>Amount of Refund</th>
<th>Applicable Semester</th>
<th>Reason for Return</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$</td>
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</tr>
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<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHECK INFORMATION:

Amount of Refund: $_________________ Date: _______________ Number: _______________

___________________________________________________
___________________________________________________

SIGNATURE     TITLE     DATE

SCHOOL        OE CODE    TELEPHONE #
June 14, 2010

Mr. JOHN E SMITH
100 MAIN STREET
WOBURNE MA 01801

Dear JOHN:

NOTICE OF AWARD

The Commonwealth of Massachusetts is pleased to inform you of your eligibility for a MASSGrant for the 2010-2011 academic year. This award is subject to certification of your eligibility by your educational institution, full-time attendance, appropriation of funds by the Massachusetts Legislature, your compliance with the enclosed Award Terms and Conditions and your institution's eligibility to participate in Massachusetts State financial aid programs. This award notice supersedes any prior notices you may have received from this office about the MASSGrant program, for the above academic year. DO NOT RETURN THIS NOTICE IF YOU ACCEPT THE AWARD AS PRINTED BELOW.

Fall: 002161 UNIVERSITY OF MASSACHUSETTS-LOWELL
Spring: 002161 UNIVERSITY OF MASSACHUSETTS-LOWELL

Source:

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASSGRANT</td>
<td>400</td>
<td>400</td>
<td>800</td>
</tr>
</tbody>
</table>

Total Awards: 400 400 800

YOU MUST COMPLETE, SIGN AND RETURN THIS FORM ONLY IF YOU ARE CHANGING SCHOOLS OR DECLINING THIS AWARD. PLEASE NOTIFY THIS OFFICE IN WRITING OF ANY CHANGE TO YOUR PERMANENT ADDRESS.

Section I: CHANGE OF INSTITUTION REQUEST -- (Complete this section only if the institution you plan to attend is not identified above.) You may also submit a change of institution on the web site at http://www.osfa.mass.edu under “Student Information”.

FALL SEMESTER: ____________________________________________
Institution                                                                 City                   State

SPRING SEMESTER: _________________________________
Institution                                                                 City                   State

Section II: DECLINE AWARD -- (Complete this section if you will not accept this award.)
I wish to decline the award offered for the semester(s) indicated: FALL_____ SPRING_____

Mr. JOHN E SMITH
Student ID: 12345678
Signature: __________________________ Date: __________
STUDENT ELIGIBILITY CRITERIA

To be eligible for a MASSGrant award, a student must:

• Not have received a prior Bachelor’s Degree, or its equivalent
• Enroll as a full-time undergraduate student (at least 12 semester hours or equivalent) in an eligible certificate or degree program at an eligible institution;
• Be a Massachusetts resident for other than educational purposes, for at least twelve months prior to the start of the academic year for which aid is awarded (recipient and/or parents must remain residents throughout the entire academic year);
• Maintain satisfactory academic progress in accordance with the standards of the school the student attends;
• Comply with Selective Service Registration requirements;
• Be eligible for Title IV funds and not in default of any educational loan, or owe a refund.

VERIFICATION

Verification is a federally mandated process to confirm the information reported on the Free Application for Federal Student Aid (FAFSA). If selected for verification, you must provide the requested information to the financial aid office at your institution in a timely manner.

• Grant funds will not be forwarded to your school until the verification process is completed.
• As a result of verification, your award may be revised or canceled at any time.
• Failure to complete the verification process in a timely manner at your school will result in the cancellation of your MASSGrant award.

ACCEPTANCE PROCEDURES

Your MASSGrant award will automatically be sent to the school listed on your Award Notification letter unless the Massachusetts Office of Student Financial Assistance is otherwise notified by you. You do not need to notify our office if you accept this grant as it appears on your award letter.

Return your award notice ONLY if you wish to:

1. CHANGE INSTITUTION (COMPLETE SECTION 1 of your letter)

Students may also transfer their MASSGrant award from one eligible institution to another, online at http://www.osfa.mass.edu. When you access the Massachusetts Office of Student Financial Assistance’s website, select the “STUDENT INFO” option.

Since the amount of a MASSGrant depends on the cost of attendance and the type of institution you attend, your award may be revised when a change of institution occurs. If you are transferring to an eligible out-of-state school, it is likely that your award will change. Eligible schools include most accredited post-secondary institutions in Massachusetts as well as approved Bachelor’s and Associate degree granting schools in the states that have reciprocity agreements with Massachusetts. Those states are CONNECTICUT, DISTRICT OF COLUMBIA, MAINE, NEW HAMPSHIRE, PENNSYLVANIA, RHODE ISLAND and VERMONT.

When a student reports changes to school enrollment information on-line, our system automatically recalculates the MASSGrant award based on the new school information and generates a revised and printable notification of such eligibility.

OR

2. DECLINE AWARD — COMPLETE SECTION II

Check the appropriate semester award(s) that you are declining and return the signed letter to our office. Alternatively, a student can decline his/her MASSGrant award for one or both semesters on-line on OSFA’s website at http://www.osfa.mass.edu. When the student declines both semester awards on-line, our system automatically processes the change and generates a printable confirmation report for the award’s cancellation. If the student only cancels one semester award and chooses to retain the other, our system can generate a revised and printable notification letter of the remaining semester award.

AMOUNT/TERMS OF AWARD

MASSGrant awards vary each academic year and cannot exceed your calculated financial need, when combined with all other financial assistance received at the institution. Eligibility is restricted to 10 semesters (for pre-approved programs only). If you are enrolled in a five-year undergraduate program; 8 semesters for a four-year program; 6 semesters for a three-year program; 4 semesters for a two-year program and 2 semesters for a one-year program. Any previous number of MASSGrant awards received counts against your remaining eligibility.

RIGHT OF APPEAL

If extenuating circumstances (e.g. death of a parent or spouse, unemployment, etc.) have occurred since you filed the 2010-2011 Free Application for Federal Student Aid, an appeal may be submitted to the financial aid office at your institution. An appeal may result in an adjustment to your MASSGrant award.

MASSGrants are awarded for one academic year. Students must apply each year to receive consideration for MASSGrant assistance.

OSFA
The Massachusetts Office
Student Financial Assistance

MASSGrant Program
Award Terms and Conditions
2010-2011

Office of Student Financial Assistance
454 Broadway, Suite 200
Revere, MA 02151
(617) 727-9420
http://www.osfa.mass.edu

EXHIBIT 9
The Massachusetts Office of Student Financial Assistance has received your 2010-2011 Free Application for Federal Student Aid (FAFSA) information from the Federal Processing Center. After careful review of that information, we have found that you currently are not eligible to receive a MASSGrant for the 2010-2011 academic year, for the following reason(s):

**DENIED BASED ON FINANCIAL AID CRITERIA**

You must correct or update your MASSGrant status online. Please go to the “Student Information” section of the Massachusetts Office of Student Financial Assistance website at [www.osfa.mass.edu](http://www.osfa.mass.edu) to retrieve your 2010-2011 MASSGrant record and access information and instructions that can help you resolve the above listed reasons for your ineligibility. You will need to use your date of birth and social security information to gain access to your record. In some cases, you will be able to make on-line corrections to your MASSGrant record and your eligibility will automatically be re-determined at that time. In other instances, you will need to contact the Federal Student Aid Center at 1.800.433.3243 or the financial aid office at your school for assistance.

**You need to resolve all of the reasons that currently make you ineligible, within three (3) weeks of the date on this letter.** As long as you provided a valid e-mail address on your 2010-2011 FAFSA, you will receive one e-mail reminder in one and one-half (1½) weeks from the date on this letter, to resolve any outstanding requirements, if you still have at least one reason that continues to make you ineligible for the MASSGrant program. The current e-mail address that we have on file for you is: myemail@myschool.edu. If your e-mail address has changed since the filing of your FAFSA, we urge you to go the “Student Information” section of our website and update your e-mail address right away. Should you remain ineligible for the MASSGrant program after the 3-week period, your application will be moved to an "INACTIVE" status and you will no longer be considered for a 2010-2011 MASSGrant award.

Please note that this letter only refers to your ineligibility status for the MASSGrant program. You may be eligible for financial aid from other sources such as the Federal government and the institution you plan to attend. You may contact the Massachusetts Office of Student Financial Assistance if you have any questions regarding your eligibility for the MASSGrant program. You are also advised to contact the TERI College Access Hotline at 1.877.332.4348 to identify other sources of financial aid.

We invite you to contact our office at 617.727.9420, if you have any questions about this letter and its requirements.
EXHIBIT 11
### Status Codes Definitions

<table>
<thead>
<tr>
<th>Status Codes</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>RP</td>
<td>Ready for packaging. Eligibility not yet determined</td>
</tr>
<tr>
<td>AW</td>
<td>Eligible – Awarded (No award letter sent)</td>
</tr>
<tr>
<td>AR</td>
<td>Awarded- Award letter sent</td>
</tr>
<tr>
<td>NA</td>
<td>Ineligible- No Aid</td>
</tr>
<tr>
<td>AX</td>
<td>No Aid – Ineligible letter sent</td>
</tr>
<tr>
<td>RD</td>
<td>Certified as eligible by school. Ready for disbursement</td>
</tr>
<tr>
<td>HL</td>
<td>Certified as ineligible by school. Award cancelled</td>
</tr>
<tr>
<td>DM</td>
<td>MASSGrant funds have been disbursed to school</td>
</tr>
<tr>
<td>DA</td>
<td>Student declined award</td>
</tr>
<tr>
<td>AX-I</td>
<td>Student ineligible - Record Inactive</td>
</tr>
</tbody>
</table>

Students with ineligible status codes have one or more of the following reasons indicated on the MASSGrant Cumulative Information Roster.

### Reason Codes Definitions

<table>
<thead>
<tr>
<th>Reason Codes</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES</td>
<td>Student not meeting Massachusetts residency requirements</td>
</tr>
<tr>
<td>PRES</td>
<td>Parent(s) not meeting Massachusetts residency requirements</td>
</tr>
<tr>
<td>MAX</td>
<td>Maximum number of semesters of eligibility reached</td>
</tr>
<tr>
<td>INC</td>
<td>EFC and/or dependency status could not be determined</td>
</tr>
<tr>
<td>LATE</td>
<td>Late application- FAFSA received by Federal processor after 05/01/10</td>
</tr>
<tr>
<td>EFC</td>
<td>Ineligible EFC- Exceeds MASSGrant limits (0-5273)</td>
</tr>
<tr>
<td>BA</td>
<td>Student reports having earned a prior bachelor's degree on FAFSA</td>
</tr>
<tr>
<td>SSN</td>
<td>Student’s name and social security number could not be matched on Federal social security database</td>
</tr>
<tr>
<td>DEFLT</td>
<td>Currently in default of a Massachusetts No Interest Loan</td>
</tr>
<tr>
<td>HERT</td>
<td>Christian Herter Memorial Scholarship recipient – Not eligible for MASSGrant</td>
</tr>
<tr>
<td>NSLDS</td>
<td>Student in default of a Federal Title IV loan and/or owe a refund on a federal grant</td>
</tr>
<tr>
<td>DRUG</td>
<td>Student answered “Yes” to question #23 on 2010-2011 FAFSA or did not answer it at all</td>
</tr>
<tr>
<td>REFUND</td>
<td>Owe a refund on previously received State financial assistance</td>
</tr>
<tr>
<td>ENROLLMENT</td>
<td>Student indicated on FAFSA he/she will be enrolled on a less than full-time basis</td>
</tr>
<tr>
<td>CITIZENSHIP</td>
<td>Citizenship information provided by student on 2010-2011 FAFSA could not be verified by the U.S. Department of Education</td>
</tr>
</tbody>
</table>