



619 POLICY – Pell Grant Fiscal Records and Disbursements Requirements

619.1 Statement of Policy

Redlands Community College maintains these fiscal records and disbursement requirements for Federal Pell Grants. The criteria and procedures to be followed in implementing this policy are published in the Procedures section of the Policies and Procedures Manual.

Adopted March 2017



619 PROCEDURE – Pell Grant Fiscal Records and Disbursements Requirements

619.1:1 Reimbursements from Lenders

Redlands Community College does not allow for any reimbursements paid or provided by a private education lender or group of lenders. However, if there are ever any reimbursements made to any employee who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, the expenses and reimbursements would be reported annually to the Secretary of the Department of Education (DOE).

619.1:2 Fiscal Records

Redlands Community College adequately accounts for the receipt and expenditure of Title IV, HEA program funds with general accounting principles maintained in the Business Office. The college maintains adequate financial records that reflect each Title IV program transaction, and within the scope of the Business Office, the general ledger control accounts and related subsidiary accounts identify each Title IV program transaction separately, and keeps separate those transactions from all other financial activity of the institution.

619.1:3 Disbursements

Disbursements of Title IV program funds occur on the date that Redlands Community College credits the student's ledger account or pays the student directly with either funds received from the Secretary of the DOE or institutional funds used in advance of receiving the Title IV, HEA program funds.

Redlands Community College's normal practice for Title IV fund disbursement is no earlier than the end of the drop and add period, which is the census date for the term. No student ledger accounts will be credited prior to the census date. For a first time Direct Loan borrower, the first disbursement will be delayed until the 30th day of the payment period.

Redlands Community College will disburse the Title IV HEA program funds during the current payment period for each student (or student parent) that the student is eligible to receive. Under the requirements set forth by the Department of Education, Redlands Community College will make late or retroactive disbursements when necessary as long



as the student was enrolled and eligible during the payment period covered by the late or retroactive disbursement.

Redlands Community College will confirm that the student is eligible for the type and amount of Title IV program funds at the time the disbursement is made to a student.

619.1:4 Crediting a Student's Ledger Account

Redlands Community College will use Title IV funds to credit each student's ledger for allowable charges for the current period, including tuition, fees, institutional room and board, and the amount the student charged to their account for books and supplies. Redlands Community College includes the costs of books and supplies through an agreement with the bookstore that allows the students to charge with their pending financial aid. This allows a student to obtain the books and supplies by the second week of class and use their pending financial aid if they have no other way to obtain their books.

Redlands Community College will also include a payment of up to \$200 from a prior year charge when crediting the student account, if those prior year charges were tuition, fees, or institutional room and board. This amount can be included without authorization from the student.

619.1:5 Direct Payments

Other than the payments listed under the previous heading, Redlands Community College will make direct payments to a student for the amount of the Title IV program funds that the student is eligible to receive, including Direct PLUS Loan funds that the student's parent authorized the student to receive. Redlands Community College will dispense these funds by issuing a check for that amount payable to, and requiring the endorsement of, the student. If a student's parent does not authorize payment to the student for any Parent PLUS Loan, payment will be made to the parent for the amount of the Direct PLUS loan by issuing a check for the amount payable and requiring the endorsement of the parent.

619.1:6 Refunds to Students

Redlands Community College issues checks to make payments to students.



619.1:7 Disbursements for Books and Supplies

Redlands Community College provides a way for students eligible for Federal Pell Grants to obtain or purchase books and/or supplies, according to Federal requirements, a week before classes start. That requirement is met by allowing the students to use their presumed credit balance to obtain their books and supplies on campus. For students who are eligible for Title IV, HEA program funds, a method of charging books at the partnered bookstore is made available to those students one week prior to the beginning of the enrollment period. Those students will be allowed to purchase books and supplies based on their eligible financial aid amounts, with projected funds remaining after their institutional charges are satisfied. Any student who chooses to use this benefit to charge books and supplies at the partnered bookstore is considered to have authorized the use of Title IV, HEA funds for this purpose.

619.1:8 Federal Regulation

This policy and procedure was created and is maintained to be in compliance with 34 CFR §690.81 and §668-164(m).

Adopted March 2017