

Paperwork Burden Statement

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Fiscal Operations Report and Application to Participate (FISAP)

Report: Award Year July 1, 2011 through June 30, 2012; Application: Award Year July 1, 2013 through June 30, 2014

Part I. Identifying Information, Certification and Warning

Section A. Identifying Information

1(a) Name and address of school

1(b) Mailing address (if different from 1(a))

2. OPEID Number _____

3. Type of school (select one)

- 3.1 public
- 3.2 private/non-profit
- 3.3 proprietary

(Select one if proprietary)

- (a) art
- (b) business
- (c) cosmetology
- (d) trade and technical
- (e) other

4. Length/type of longest program (select one)

- 4.1 less than 1 year
- 4.2 1 year but less than 2 years
- 4.3 2 years but less than 3 years
- 4.4 3 years but less than 4 years
- 4.5 4 years (no higher than a baccalaureate degree)
- 4.6 5 years or more
- 4.7 post-baccalaureate only

5. Additional locations

Schools with separately eligible additional locations that will be funded under this application must list these locations and their addresses and OPEID Numbers on the screen. You may not file a separate application for any separately eligible school listed herein.

We have entered a list of separately eligible additional locations included in this application. yes no

6. Financial Aid Administrator

Name _____
E-mail address _____

Telephone No. _____
Fax No. _____

7. Name and address of private financial aid consultant firm, if any

Name _____
Address 1 _____
Address 2 _____
City _____ State _____ Zip _____

Section B. Certification and Warning

Name of School _____
OPEID Number _____ State _____

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification. I further certify that the information contained in this electronic FISAP is in compliance with governing legislation and regulations and is true and accurate. I understand that all information associated with this FISAP is subject to audit and program review by representatives of the Secretary of Education.

WARNING: If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

8. Chief Executive Officer (includes President, Chancellor, and Director)

Signature _____ Date signed _____
Name _____ Telephone No. _____
Title _____ Fax No. _____
E-mail address _____

Mail signed form to:

**FISAP Administrator
3130 Fairview Park Drive
Suite 800
Falls Church, VA 22042**

Application to Participate, Part II

Name of School _____

OPEID Number _____ State _____

Part II. Application to Participate for Award Year July 1, 2013 through June 30, 2014

Section A. Request for Funds for the 2013-2014 Award Year

1. Federal Perkins Loan Level of Expenditures \$ _____

2. Federal Perkins Loan Federal Capital Contribution \$ _____

3. FSEOG federal funds \$ _____

4. FWS federal funds \$ _____

Section B. Federal Perkins Loan Program Liquidation Request

(Applies only to certain schools; see instructions)

5. My school wishes to discontinue participation in the Federal Perkins Loan Program. yes no

Section C. Waiver Request for the Underuse of Funds

My school has returned more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for the 2011-2012 award year.

6. My school wishes to apply for a waiver of the penalty for the underuse of funds and will provide, on the Additional Information screen, a written explanation of the circumstances. yes no

Application to Participate, Part II (continued)

Name of School _____
 OPEID Number _____ State _____

Part II. Application to Participate for Award Year July 1, 2013 through June 30, 2014

Section D. Information on Enrollment

My school's calendar is Traditional Non-Traditional

Schools with a non-traditional calendar that had 2011-2012 enrollment, fill in fields 9 through 20.

Schools with a traditional calendar that had 2011-2012 enrollment, fill in Field 7.

	Undergraduate (a)	Graduate/Professional (b)
7. Total number of students, 2011-2012	_____	_____

	Continuing Students (a)	New Starts (b)
9. July 1, 2011	_____	_____
10. August 1	_____	_____
11. September 1	_____	_____
12. October 1	_____	_____
13. November 1	_____	_____
14. December 1	_____	_____
15. January 1, 2012	_____	_____
16. February 1	_____	_____
17. March 1	_____	_____
18. April 1	_____	_____
19. May 1	_____	_____
20. June 1, 2012	_____	_____
21. TOTAL	_____	_____

Schools with a traditional calendar that did not have 2011-2012 enrollment, fill in Field 8.

	Undergraduate (a)	Graduate/Professional (b)
8. Estimated number of students, 2012-2013	_____	_____

Section E. Assessments and Expenditures

	Undergraduate (a)	Graduate/Professional (b)
22. Total tuition and fees for the award year July 1, 2011 to June 30, 2012	\$ _____	\$ _____
23. Total Federal Pell Grants expenditures for the 2011-2012 award year	\$ _____	
24. Total expended for state grants and scholarships made to undergraduates for the award year July 1, 2011 to June 30, 2012	\$ _____	

Section F. Information on Eligible Aid Applicants Enrolled in Your School for Award Year 2011-2012

	Dependent Undergraduate		Independent Undergraduate		Independent Graduate/Professional
	Without Baccalaureate/ 1st Prof. Degree (a)	With Baccalaureate/ 1st Prof. Degree (b)	Without Baccalaureate/ 1st Prof. Degree (c)	With Baccalaureate/ 1st Prof. Degree (d)	(e)
25. Students with an "Automatic" Zero EFC	_____	_____	_____	_____	_____

Taxable and Untaxed Income

26. \$0 - \$2,999	_____	_____
27. \$3,000 - \$5,999	_____	_____
28. \$6,000 - \$8,999	_____	_____
29. \$9,000 - \$11,999	_____	_____
30. \$12,000 - \$14,999	_____	_____
31. \$15,000 - \$17,999	_____	_____
32. \$18,000 - \$23,999	_____	_____
33. \$24,000 - \$29,999	_____	_____
34. \$30,000 - \$35,999	_____	_____
35. \$36,000 - \$41,999	_____	_____
36. \$42,000 - \$47,999	_____	_____
37. \$48,000 - \$53,999	_____	_____
38. \$54,000 - \$59,999	_____	_____
39. \$60,000 and over	_____	_____
40. TOTAL	_____	_____

Taxable and Untaxed Income

\$0 - \$999	_____	_____	_____
\$1,000 - \$1,999	_____	_____	_____
\$2,000 - \$2,999	_____	_____	_____
\$3,000 - \$3,999	_____	_____	_____
\$4,000 - \$4,999	_____	_____	_____
\$5,000 - \$5,999	_____	_____	_____
\$6,000 - \$7,999	_____	_____	_____
\$8,000 - \$9,999	_____	_____	_____
\$10,000 - \$11,999	_____	_____	_____
\$12,000 - \$13,999	_____	_____	_____
\$14,000 - \$15,999	_____	_____	_____
\$16,000 - \$17,999	_____	_____	_____
\$18,000 - \$19,999	_____	_____	_____
\$20,000 and over	_____	_____	_____
TOTAL	_____	_____	_____

Fiscal Operations Report, Part III

Name of School _____
 OPEID Number _____ State _____

Part III. Federal Perkins Loan Program for Award Year July 1, 2011 through June 30, 2012

Section A. Fiscal Report (Cumulative) as of June 30, 2012

Field Item	Amount (a)	Number of Borrowers (b)	Debit Balances (c)	Credit Balances (d)
1.1. Cash on hand and in depository as of 6/30/2012			\$ _____	
1.2. Cash on hand and in depository as of 10/31/2012	\$ _____			
2. Funds receivable from federal government			\$ _____	
3. Funds receivable from school			\$ _____	
4. Funds advanced to students		_____	\$ _____	
5. Loan principal collected		_____		\$ _____
6. Loan principal assigned to and accepted by the United States		_____		\$ _____
<u>Loan principal canceled for the following categories:</u>				
7. teaching/military service (applies to loans made prior to 07/01/1972)		_____		\$ _____
8. certain subject matter teaching service (math, science, foreign languages, bilingual education)		_____		\$ _____
9. all other authorized pre-K or K-12 teaching service		_____		\$ _____
10. military service (applies to loans made 07/01/1972 and after)		_____		\$ _____
11. volunteer service		_____		\$ _____
12. law enforcement and corrections officer service		_____		\$ _____
13. child/family/early intervention service		_____		\$ _____
14. nurse/medical technician service		_____		\$ _____
15. pre-K or child care program staff member service		_____		\$ _____
16. service as an attorney in a public defender organization		_____		\$ _____
17. fire fighter service		_____		\$ _____
18. Tribal College or University faculty service		_____		\$ _____
19. librarian service		_____		\$ _____
20. speech-language pathology service		_____		\$ _____
21. death/disability		_____		\$ _____
22. disability based on VA determination		_____		\$ _____
23. bankruptcy		_____		\$ _____
24. surviving spouses of public service victims of 9-11 terrorist attacks		_____		\$ _____
25. loans discharged due to closed schools		_____		\$ _____
26. Loan principal adjustments – other		_____		\$ _____
27. Federal Capital Contributions				\$ _____
28. Repayments of fund capital to federal government			\$ _____	
29.1. Short-term loans to the Fund	\$ _____			
29.2. ICC deposited to the Fund	\$ _____			
29.3. Institutional Capital Contributions				\$ _____
30.1. Repayment of short-term loans to the fund	\$ _____			
30.2. Distribution of excess/liquidated fund capital	\$ _____			
30.3. Repayments of fund capital to school			\$ _____	
31. Interest income on loans				\$ _____
32. Other income				\$ _____
33. Reimbursements to the Fund of the amounts canceled on loans made 07/01/1972 and after				\$ _____
34.1. Administrative cost allowance	\$ _____			
34.2. Collection costs	\$ _____			
34.3. Administrative cost allowance and collection costs (control)			\$ _____	
<u>Cost of loan principal and interest canceled for the following categories:</u>				
35. teaching/military service (applies to loans made prior to 07/01/1972)			\$ _____	
36. certain subject matter teaching service (math, science, foreign languages, bilingual education)			\$ _____	
37. all other authorized pre-K or K-12 teaching service (applies to loans made 07/01/1972 and after)			\$ _____	
38. military service (applies to loans made 07/01/1972 and after)			\$ _____	
39. volunteer service in the Peace Corps or under the Domestic Volunteer Service Act of 1973			\$ _____	

Fiscal Operations Report, Part III (continued)

Name of School _____
 OPEID Number _____ State _____

Part III. Federal Perkins Loan Program for Award Year July 1, 2011 through June 30, 2012

Section A. Fiscal Report (Cumulative) as of June 30, 2012

Field Item	Amount (a)	Number of Borrowers (b)	Debit Balances (c)	Credit Balances (d)
40. law enforcement and corrections officer service			\$ _____	
41. child/family/early intervention service			\$ _____	
42. nurse/medical technician service			\$ _____	
43. pre-K or child care program staff member service			\$ _____	
44. service as an attorney in a public defender organization			\$ _____	
45. fire fighter service			\$ _____	
46. Tribal College or University faculty service			\$ _____	
47. librarian service			\$ _____	
48. speech-language pathology service			\$ _____	
49. death/disability			\$ _____	
50. VA disability determination			\$ _____	
51. bankruptcy			\$ _____	
52. surviving spouses of public service victims of 9-11 terrorist attacks			\$ _____	
53. Cost of loan principal and interest assigned to and accepted by the United States			\$ _____	
54. Cost of loan principal and interest canceled for loans discharged due to closed schools			\$ _____	
55. Other costs or losses			\$ _____	
56. Balancing Adjustments (Debits)			\$ _____	
57. Balancing Adjustments (Credits)				\$ _____
58. Total debits and credits (Sum of fields 1.1 through 57)			\$ _____	\$ _____

Section B. Fund Activity (Annual) During the 2011-2012 Award Year (July 1, 2011 through June 30, 2012)

	Number of Borrowers (a)	Amount (b)
1. Final adjusted Federal Capital Contribution (FCC) authorization		\$ _____
2. FWS funds transferred to the Fund		+\$ _____
3. FCC transferred to:		
(a) FSEOG		-\$ _____
(b) FWS		-\$ _____
4. Total federal funds available for the 2011-2012 award year (fields 1 + 2 - 3(a) - 3(b))		\$ _____
5. The unexpended amount of final adjusted authorized FCC for award year 2011-2012 that was NOT requested from G5 by June 30, 2012. This amount will be reduced from your total award amount next spring (see instructions).		\$ _____
6. Institutional Capital Contribution (ICC) deposited into the Fund between July 1, 2011 and June 30, 2012		\$ _____
7. Loans advanced to students from the Fund during the 2011-2012 award year (minus 2011-2012 award year refunds)		\$ _____
8. Administrative cost allowance claimed for the 2011-2012 award year (see instructions)		\$ _____
9. Total principal and interest repaid by borrowers from all sources during the 2011-2012 award year		\$ _____
10. Total principal repaid by borrowers from all sources during the 2011-2012 award year for loans in default for more than 2 years but not more than 5 years	_____	\$ _____
11. Total principal repaid by borrowers from all sources during the 2011-2012 award year for loans in default for more than 5 years	_____	\$ _____

Fiscal Operations Report, Part III (continued)

Name of School _____
 OPEID Number _____ State _____

Part III. Federal Perkins Loan Program for Award Year July 1, 2011 through June 30, 2012

Section C. Cumulative Repayment Information as of June 30, 2012

Status of Borrowers as of June 30, 2012

	Amount (a)	Number of Borrowers (b)	Amount Lent (c)	Principal Amount Outstanding (d)
1.1. Borrowers whose loans are fully retired		_____	\$ _____	
1.2. Loans that have been purchased	\$ _____			
2. Borrowers whose loans were assigned to and officially accepted by the U.S. Department of Education as of June 30, 2012 (Note: Field 2 equals the sum of Field 2.1 plus Field 2.2.)		_____	\$ _____	\$ _____
2.1. Assignments due to default or liquidation		_____	\$ _____	\$ _____
2.2. Assignments due to total and permanent disability discharge		_____	\$ _____	\$ _____
3. Total borrowers not in repayment status		_____		\$ _____
4. Borrowers on schedule in repayment status		_____		\$ _____
5.1. In default less than 240 days (monthly installments) or less than 270 days (other installments)		_____	\$ _____	\$ _____
5.2. In default 240 days or more (monthly installments) or 270 days or more (other installments), up to 2 years		_____	\$ _____	\$ _____
5.3. In default more than 2 years but not more than 5 years		_____	\$ _____	\$ _____
5.4. In default more than 5 years		_____	\$ _____	\$ _____

Cohort Default Rate (Sections D and E)

Schools with fewer than 30 borrowers who entered repayment in the 2010-2011 award year should skip to Section E.

Section D. Schools with 30 or More Borrowers Who Entered Repayment in the 2010-2011 Award Year

- 1.1. Number of borrowers who entered repayment in 2010-2011 _____
- 1.2. Number of borrowers from Field 1.1 above with loans in default by June 30, 2012 _____
- 1.3. Cohort default rate ((Field 1.2 / Field 1.1) x 100) _____

Section E. Schools with Fewer than 30 Borrowers Who Entered Repayment in the 2010-2011 Award Year

- | | |
|--|--|
| 2.1. Number of borrowers who entered repayment in: | 2.2. Number of borrowers with loans in default by: |
| (a) 2008-2009 (07/01/2008-06/30/2009) _____ | (a) June 30, 2010 (those in 2.1(a) only) _____ |
| (b) 2009-2010 (07/01/2009-06/30/2010) _____ | (b) June 30, 2011 (those in 2.1(b) only) _____ |
| (c) 2010-2011 (07/01/2010-06/30/2011) _____ | (c) June 30, 2012 (those in 2.1(c) only) _____ |
- 2.3. Total number of borrowers who entered repayment during the three years above (fields 2.1(a) + 2.1(b) + 2.1(c)) _____
- 2.4. Total number of borrowers with loans in default during the three years above (fields 2.2(a) + 2.2(b) + 2.2(c)) _____
- 2.5. Cohort default rate ((Field 2.4 / Field 2.3) x 100) _____

Fiscal Operations Report, Part IV

Name of School _____
 OPEID Number _____ State _____

Part IV. Federal Supplemental Educational Opportunity Grant (FSEOG) Program for Award Year July 1, 2011 through June 30, 2012

Section A. Federal Funds Authorized for FSEOG

1. Final adjusted FSEOG authorization \$ _____

Section B. Federal Funds Available for FSEOG Expenditures

2. FWS funds transferred to and spent in FSEOG +\$ _____
 3. Federal Perkins Federal Capital Contribution funds transferred to and spent in FSEOG +\$ _____
 4. FSEOG funds transferred to and spent in FWS -\$ _____
 5. 2012-2013 FSEOG funds carried back and spent in 2011-2012 +\$ _____
 6. Additional 2012-2013 FSEOG funds carried back and spent for 2012 summer enrollment +\$ _____
 7. 2010-2011 funds carried forward and spent in 2011-2012 +\$ _____
 8. 2011-2012 funds carried forward to be spent in 2012-2013 -\$ _____
 9. 2011-2012 funds carried back and spent in 2010-2011 -\$ _____
 10. Additional 2011-2012 funds carried back and spent for 2011 summer enrollment -\$ _____
 11. Total federal funds available for 2011-2012 FSEOG
 (fields 1 + 2 + 3 + 5 + 6 + 7) minus (fields 4 + 8 + 9 + 10) \$ _____

Section C. Funds to FSEOG Recipients

12. Total funds to FSEOG recipients (fields 13 + 14) \$ _____
 13. Nonfederal share of funds to FSEOG recipients (25 percent of Field 12) \$ _____
 (a) Cash outlay contributed \$ _____
 (b) Other resources designated \$ _____

Section D. Federal Funds Spent for FSEOG Program

14. Federal share of funds to FSEOG recipients (75 percent of Field 12) \$ _____
 15. Administrative cost allowance claimed (see instructions) +\$ _____
 16. Federal funds spent for FSEOG (fields 14 + 15) \$ _____

Section E. Use of FSEOG Authorization

17. Expended FSEOG authorization (fields 4 + 8 + 9 + 10 + 16) minus (fields 2 + 3 + 5 + 6 + 7) \$ _____
 18. Unexpended FSEOG authorization (Field 1 - Field 17) (cannot be negative) \$ _____

Fiscal Operations Report, Part V

Name of School _____

OPEID Number _____ State _____

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2011 through June 30, 2012

Section A. Federal Funds Authorized for FWS

1. Final adjusted FWS authorization \$ _____

Section B. Federal Funds Available for FWS Expenditures

2. Federal Perkins Federal Capital Contribution funds transferred to and spent in FWS +\$ _____

3. FSEOG funds transferred to and spent in FWS +\$ _____

4. FWS funds transferred to and spent in:

(a) FSEOG -\$ _____

(b) Federal Perkins Loan Program -\$ _____

5. 2012-2013 FWS funds carried back and spent in 2011-2012 +\$ _____

6. Additional 2012-2013 FWS funds carried back and spent for 2012 summer employment +\$ _____

7. 2010-2011 funds carried forward and spent in 2011-2012 +\$ _____

8. 2011-2012 funds carried forward to be spent in 2012-2013 -\$ _____

9. 2011-2012 funds carried back and spent in 2010-2011 -\$ _____

10. Additional 2011-2012 funds carried back and spent for 2011 summer employment -\$ _____

11. Total federal funds available for 2011-2012 FWS
 (fields 1 + 2 + 3 + 5 + 6 + 7) minus (fields 4(a) + 4(b) + 8 + 9 + 10) \$ _____

Section C. Total Compensation for FWS

12. Total earned compensation for FWS Program \$ _____

(a) On-campus earned compensation \$ _____

(b) Off-campus earned compensation for public or private non-profit agencies, excluding amounts reported in Field 12(c) \$ _____

(c) Off-campus earned compensation for agencies that were unable to pay regular nonfederal share and had a federal share up to 90 percent \$ _____

(d) Off-campus earned compensation for private for-profit organizations \$ _____

13. Total institutional share of earned compensation (see instructions) \$ _____

Section D. Funds Spent from Federal Share of FWS

14. Total federal share of FWS earned compensation \$ _____

(a) Federal share paid at a rate up to 75 percent \$ _____

(b) Federal share paid at a rate up to 100 percent for waivers of nonfederal share \$ _____

(c) Federal share paid at a rate up to 90 percent for agencies that were unable to pay regular nonfederal share \$ _____

(d) Federal share paid at a rate up to 50 percent for off-campus, private for-profit organizations \$ _____

15. Administrative cost allowance claimed (see instructions) +\$ _____

16. Federal share of Job Location and Development (JLD) Program expenditures +\$ _____

17. Total federal funds spent for FWS (fields 14 + 15 + 16) \$ _____

Fiscal Operations Report, Part V (continued)

Name of School _____
OPEID Number _____ State _____

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2011 through June 30, 2012

Section E. Use of FWS Authorization

18. Expended FWS authorization (fields 4(a) + 4(b) + 8 + 9 + 10 + 17) minus (fields 2 + 3 + 5 + 6 + 7) \$ _____
19. Unexpended FWS authorization (Field 1 - Field 18) \$ _____

Section F. Information About the Job Location and Development (JLD) Program

20. Total expenditures for the JLD Program \$ _____
21. Institutional expenditures for the JLD Program (see instructions) \$ _____
22. Number of students for whom jobs were located or developed _____
23. Total earnings of the students in Field 22 above \$ _____

Section G. Information About FWS Students Employed in Community Service Activities

24. Number of students in community service employment _____
25. Federal share of community service earned compensation \$ _____
26. Nonfederal share of community service earned compensation \$ _____

Section H. Information About FWS Students Employed as Reading Tutors of Children or Employed in Family Literacy Activities

27. Number of FWS students employed as reading tutors of children or employed in family literacy activities _____
28. Federal share of earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities \$ _____
(a) Amount of the federal share in Field 28 spent on community service employment \$ _____
29. Total earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities \$ _____

Section I. Information About FWS Students Employed as Mathematics Tutors of Children

30. Number of FWS students employed as mathematics tutors of children _____
31. Federal share of earned compensation for FWS students employed as mathematics tutors of children \$ _____
32. Total earned compensation for FWS students employed as mathematics tutors of children \$ _____

Section J. Information About FWS Students in Civic Education and Participation Activities

33. Number of students in civic education and participation activities _____
34. Federal share spent for students in civic education and participation activities \$ _____
35. Total spent for students in civic education and participation activities \$ _____

Section K. Information About FWS Disaster-Affected Students

36. Number of disaster-affected students receiving FWS funds _____
37. Federal share of funds to disaster-affected students \$ _____
38. Total funds to disaster-affected students \$ _____

Fiscal Operations Report, Part VI

Name of School _____
 OPEID Number _____ State _____

Part VI. Program Summary for Award Year July 1, 2011 through June 30, 2012

Section A. Distribution of Program Recipients and Expenditures by Type of Student

Taxable and Untaxed Income Category Student Type	Federal Perkins Loan		FSEOG		FWS		Unduplicated Recipients (g)
	Recipients (a)	Funds (b)	Recipients (c)	Funds (d)	Recipients (e)	Funds (f)	
<u>Undergraduate</u>							
<u>Dependent</u>							
1. \$0 - \$ 5,999	_____	_____	_____	_____	_____	_____	_____
2. \$6,000 - \$11,999	_____	_____	_____	_____	_____	_____	_____
3. \$12,000 - \$23,999	_____	_____	_____	_____	_____	_____	_____
4. \$24,000 - \$29,999	_____	_____	_____	_____	_____	_____	_____
5. \$30,000 - \$41,999	_____	_____	_____	_____	_____	_____	_____
6. \$42,000 - \$59,999	_____	_____	_____	_____	_____	_____	_____
7. \$60,000 and over	_____	_____	_____	_____	_____	_____	_____
<u>Undergraduate</u>							
<u>Independent</u>							
8. \$0 - \$ 1,999	_____	_____	_____	_____	_____	_____	_____
9. \$2,000 - \$ 3,999	_____	_____	_____	_____	_____	_____	_____
10. \$4,000 - \$ 7,999	_____	_____	_____	_____	_____	_____	_____
11. \$8,000 - \$11,999	_____	_____	_____	_____	_____	_____	_____
12. \$12,000 - \$15,999	_____	_____	_____	_____	_____	_____	_____
13. \$16,000 - \$19,999	_____	_____	_____	_____	_____	_____	_____
14. \$20,000 and over	_____	_____	_____	_____	_____	_____	_____
15. Graduate/Professional	_____	_____	<u>does not apply</u>	<u>does not apply</u>	_____	_____	_____
16. TOTAL (fields 1-15)	_____	_____	_____	_____	_____	_____	_____
17. Total less-than-full-time students (from fields 1-15)	_____	_____	_____	_____	_____	_____	_____
18. Total "Automatic" Zero EFC students (from fields 1-15)	_____	_____	_____	_____	_____	_____	_____

Fiscal Operations Report, Part VI (continued)

Name of School _____

OPEID Number _____ State _____

Part VI. Program Summary for Award Year July 1, 2011 through June 30, 2012

Section B. Calculating the Administrative Cost Allowance

Administrative Cost Allowance Worksheet (Worksheet must be retained for audit and program reviews)

Step 1. Calculate the amount spent in 2011-2012 on which the administrative cost allowance is based.

1. Total compensation in FWS (amount from Part V, Section C, Field 12)	\$ _____
2. Amount of Federal Perkins Loan funds advanced to students (amount from Part III, Section B, Field 7)	+\$ _____
3. Total funds to FSEOG recipients (amount from Part IV, Section C, Field 12)	+\$ _____
4. Total amount spent (fields 1 + 2 + 3)	\$ _____

Step 2. Calculate the administrative cost allowance.

Schools whose total amount spent was \$2,750,000 or less

5. Enter total amount spent (Field 4)	\$ _____
6. Multiply	x <u>0.05</u>
7. Total administrative cost allowance—go to Step 3	\$ _____

Schools whose total amount spent was more than \$2,750,000 but less than \$5,500,000

8. Enter total amount spent (Field 4)	\$ _____
9. Subtract	-\$ <u>2,750,000</u>
10. Expenditures over \$2,750,000 (Field 8 - Field 9)	\$ _____
11. Multiply	x <u>0.04</u>
12. Administrative cost allowance on expenditures over \$2,750,000 (Field 10 x Field 11)	\$ _____
13. Add administrative cost allowance on expenditures of \$2,750,000 (\$2.75 million x .05)	+\$ <u>137,500</u>
14. Total administrative cost allowance (Field 12 + Field 13)—go to Step 3	\$ _____

Schools whose total amount spent was \$5,500,000 or more

15. Enter total amount spent (Field 4)	\$ _____
16. Subtract	-\$ <u>5,499,999</u>
17. Expenditures of \$5,500,000 or more (Field 15 - Field 16)	\$ _____
18. Multiply	x <u>0.03</u>
19. Administrative cost allowance on expenditures of \$5,500,000 or more (Field 17 x Field 18)	\$ _____
20. Add administrative cost allowance on expenditures less than \$5,500,000 ((\$2.75 million x .05) + Field 12)	+\$ <u>247,500</u>
21. Total administrative cost allowance (Field 19 + Field 20)—go to Step 3	\$ _____

Step 3. Decide how much administrative cost allowance your school claimed.

22. How much administrative cost allowance did your school claim? (The amount may be the same or less than the amount calculated in Step 2.)	\$ _____
23. How much administrative cost allowance did your school claim in each program?	
(a) Federal Perkins Loan (must be the same as Part III, Section B, Field 8)	\$ _____
(b) FSEOG (must be the same as Part IV, Section D, Field 15)	\$ _____
(c) FWS (must be the same as Part V, Section D, Field 15)	\$ _____