



State of Wisconsin
Higher Educational Aids Board

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Governor

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MONTHLY MEMO
Higher Educational Aids Board
December 2012

HAPPY HOLIDAYS!

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Part- time Covenant Foundation grant request reminder

If you have a Covenant Foundation grant student that is attending only **part – time**, please contact Garth Beyer prior to requesting the grant for vouchering. Garth will need to make some adjustments to the record in order for the request to be processed. Once he receives your notification, he will adjust the record and the request will be processed. On the next notification list you will note that there will be a **“P” listed under the field “Cov Doc Type”**, this is the indicator that identifies the student as part-time. **You’ll need to contact Garth again for second semester for those students that were part-time to let him know if their enrollment status has changed or remained the same.** Please contact Garth at 608-267-9389 or garth.beyer@wisconsin.gov.

1213 GRANTS UPDATES – COMMITTED AND SPENT

	<u>Current</u>	<u>This Time Last Year</u>
<u>TG (W codes 04/25/2012)</u>		
Committed	143.53%	138.90%
Spent	46.08%	46.01%
<u>WHEG-TRIBAL (W codes 05/02/2012)</u>		
Committed	132.78%	123.66%
Spent	44.54%	40.89%
<u>WHEG-UW</u>		
Committed	153.34%	150.02%
Spent	51.43%	50.71%
<u>WHEG-WTC (W codes 4/21/12, Z codes 5/16/12)</u>		
Committed	157.17%	155.28%
Spent	47.93%	49.39%

1213 NOTIFICATION LIST

Wednesdays: December 5, 12, and 19.
January 9, 16, 23, and 30.
The list is distributed every Wednesday.

1213 VOUCHER PROCESSING

Vouchers are processed **every Tuesday and Friday for files uploaded by noon;**

There will be no voucher processed on the following days: Tuesday, December 25, 2012; Friday, December 28, 2012; Tuesday, January 1, 2013; or Friday, January 4, 2013.

1213 AES LISTS on the following WEDNESDAYS

December 19
January 9 and 23

The schedules are available online at: <http://www.heab.wi.gov/finaid.html>

UPCOMING EVENTS

- **Scheduled HEAB Board Meetings:** Friday, February 15, 2013.
- **2013 College Goal Weekend:** Saturday and Sunday, February 23 and 24, 2013.
- **HEAB CLOSED FOR HOLIDAYS:** Monday, December 24, Tuesday, December 25; Monday, December 31; and Tuesday, January 1, 2013.

HEAB Training Dates: Thursdays: January 17, 2013, and March 21, 2013

HEAB conducts one-day training programs for new and continuing financial aid administrators. The training session covers all aspects of the programs administered by HEAB, including:

Goals of State Aid; Eligibility for State Aid; The Notification List; The Voucher Process; Return of State Funds; Submitting and Receiving Data to/from HEAB; Overviews of the Individual HEAB Programs

The program begins at 10:00 a.m. and ends no later than 3:00 p.m. It is held at the HEAB offices at 131 W. Wilson St, Suite 902, Madison, WI. We have room for up to 6 people at each session. Please let us know if you are coming to training as materials are printed based on the number of people attending. To register for a session or for more information, please contact Nancy Wilkison at (608) 267-2213 or email her at nancy.wilkison@wi.gov.

Please contact John Reinemann by phone at (608) 267-2206 or by email at john.reinemann@wi.gov if you have any questions, concerns or comments. Thank you!