Banner Financial Aid: Borrower-Based Academic Year (BBAY) Processing

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Terminology

From the *Federal Student Aid Handbook*:

For Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans, a school must use either a Scheduled Academic Year (SAY) or a Borrower-Based Academic Year (BBAY) to determine when a student is eligible for a new annual loan limit.

A SAY generally begins/ends at the same time each year; a BBAY ‘floats’ with the student’s enrollment.
Scheduled Academic Year (SAY)

• A scheduled academic year is a fixed period that generally begins and ends at the same time each calendar year, such as the first day of the fall semester through the end of the spring semester. Summer can be designated as either a header to the following SAY or a trailer to the preceding SAY for the school, a program or an individual student on a case-by-case basis.

• Students are not required to be enrolled in all terms of the SAY for their next loans to be originated.

From the *Dear Colleague Letter GEN 13-13*:

• Schools must not report Scheduled Academic Year dates that include a Summer header or a Summer trailer unless the student will actually be receiving a Direct Loan for the Summer term.
Terminology

Borrower Based Academic Year (BBAY)

• Beginning and ending dates for a borrower-based academic year depend on an individual student’s period of enrollment and progress. Using a BBAY allows the academic year to begin at any point that the student enrolls, and to end when the student completes the calendar period associated with the BBAY.

• The student MUST be enrolled for the first term of every student BBAY, although the BBAY could include a subsequent term in which the student is not enrolled or not enrolled at least half time.

• Due to the varying enrollment schedules of each student, BBAY requires student-by-student tracking.
Terminology

Three Types of BBAY

• **BBAY1** - Used by schools who offer credit hour programs in a traditional calendar (semester, trimester, and quarters) with a defined Scheduled Academic year.

• **BBAY2** - Used by schools that have programs that are not in a Scheduled Academic Year but have standard terms or nonstandard SE9W (substantially equal nonstandard terms at least 9 weeks in length) terms. For example, a school that has programs which start monthly.

• **BBAY3** – Used by schools for clock-hour and non-term credit-hour programs, nonstandard term programs that are not SE9W or any other standard or nonstandard term programs not outlined previously
Terminology

- Banner supports SAY, BBAY1 and BBAY2 (does not support BBAY3)
- Determining when to use SAY or BBAY

<table>
<thead>
<tr>
<th></th>
<th>SAY</th>
<th>BBAY1</th>
<th>BBAY2</th>
<th>BBAY3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit-hour programs using SAY with standard terms.</td>
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<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit-hour programs using SAY with nonstandard SE9W* terms.</td>
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<td></td>
</tr>
<tr>
<td>Credit-hour programs not using SAY with standard terms.</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>Credit-hour programs not using SAY with nonstandard SE9W* terms.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Clock-hour programs.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Nonterm credit-hour program.</td>
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<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Nonstandard term programs that are not SE9W*.</td>
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<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Any other standard or nonstandard term not addressed above.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

SE9W* A program with non-standard terms that are substantially equal in length and where each is at least nine weeks of instructional time.
Terminology

- **Decisions you will make:**
  - What are your scheduled academic years?
  - Are you required to use BBAY for any academic programs?
  - Will you choose to use BBAY for any students and/or academic programs?
Borrower Based Year (BBAY)

Setup and Processing
BBAY Overview – How will I use BBAY Codes?

Academic Year Start and End Dates for Loans

- Unlike SAY codes that are assigned to Aid Periods, BBAY codes will be assigned directly to the student.

- A student’s BBAY Code will be used for:
  - Academic Year Start and End Dates for Loans for specific BBAY
  - Disbursement Dates for Loans for specific BBAY
  - Annual Loan Limits will be validated by BBAY

Note: When a BBAY is assigned to a student, that BBAY is used instead of the SAY assigned to their Aid Period.
BBAY Code Examples

BBAY Codes are Date Specific

BBAY1 Semesters
- Fall15/Spring16
- Spring16/Summer16
- Summer16/Fall17
- Fall17/Spring18

BBAY1 Quarters
- Fa15/Wtr15/Spr16
- Wtr15/Spr16/Sum16
- Spr16/Sum16/Fa17
- Sum16/Fa17/Wtr17

BBAY2 Monthly Starts (16 week periods)
- JAN15 – MAY15
- FEB15– JUN15
- MAR15 – JUL15
- APR15 – AUG15
- MAY15 – SEP15
- JUN15 – AUG15
- JUL15 – SEP15

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BBAYs that span two Aid Years

- Department’s intent is entire BBAY is awarded and processed from one aid year
  - Recognize not all schools process this way

- Options for BBAYs that span two aid years
  - BBAY is **not split** between aid years
    - Award, Origination, and Funds paid attributed to aid year defined for BBAY
    - Award and Disbursement edits (with criteria) only for the aid year
  - BBAY is **split** between aid years, award maximum eligibility in **first aid year**
    - Award, Origination, and Funds paid attributed to the aid year of the award
  - BBAY is **split** between aid years, **schedule across aid years**
    - Award, Origination, and Funds paid attributed to the aid year of the award
BBAY Forms

RFRMGMT

• Indicate if a fund can be processed using BBAY.
• Can be set also on ROAMGMT by fund or RFRMUPD for a group of funds.
• Increase fund maximum to allow 2x maximum annual loan limit
  • Also applicable on RPRGFND for Subsidized and Unsubsidized
### Fund Management – RFRMGMNT

#### Award Maximum/Minimum:
- **11,000.00**

#### Round Award:
- **1**

#### Round Schedule:
- RD = Round Dollars

#### Memo Credit:
- **C = Offered**

#### Disburse:
- **N = No disbursement**

#### ACG Grade Level:
- **(None)**

#### SMART Grade Level:
- **(None)**

#### TEACH Level:
- **(None)**

#### TEACH Reduction Percentage:
- **0.00**

#### Self Help Reduction Percentage:
- **0.00**

#### Award Status

- **Automatic Packaging**
- **Automatic Scheduling**
- **Override Need**
- **Override Need to Cost of Attendance**
- **Override Satisfactory Academic Progress**
- **Override Requirement**
- **Award Using Estimated EFC**

- **Replace EFC**
- **Reduce Need**
- **Need Analysis**
- **Loan Process**
- **Award Letter**
- **Allow Processing by Period**
- **Count for NCAA**
- **Eligible to Roll**
- **Equity Fund**

#### Loan Rules

- **Direct Loan Indicator:** S = Subsidized
- **Electronic Loan Indicator:** (None)
- **Manual Loan Indicator:** (None)

#### Web Processing Rules

- **Create Promissory Note Requirements when Accepted**
- **Allow Processing by BBAY**

- **Rebate Fee Percentage:**
- **Loan Fee Percentage:**
- **Interest Rate:** 3.86%
BBAY Forms

RTVBBTP

• System delivered BBAY Types
  • STANDARD – First period must be part of student’s aid period
  • TRANSFER – Any period in BBAY must be part of student’s aid period

• Define any additional types for internal use
## Borrower-Based Academic Year Type Validation - RTVBBTP

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Active</th>
<th>System Required</th>
<th>Activity Date</th>
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<tbody>
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<td>STANDARD</td>
<td>System Required Type</td>
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<tr>
<td>TRANSFER</td>
<td>System Required Type</td>
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</tr>
</tbody>
</table>

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BBAY Forms

RORBBAY – Build BBAY Codes

• Define BBAY start and end dates
  • Used for DL Academic Year Start and End Dates
• Define BBAY type
• Define budget duration
• Option to Split BBAY when spans aid year
  • Option to package maximum eligibility in 1st aid year when split
• Assign periods to BBAY and estimated budgets
  • Period(s) used for DL Loan Period Start and End Dates
  • Estimated budget used when period does not exist in next aid year
• Define disbursement schedules
  • Used for DL Disbursement Dates
  • Multi-Disbursement Indicator
    – Additional disbursement only necessary if a single period loan created
  • +/- Days
    – Used to reschedule disbursement date(s) base on earliest class start date for period (Direct Loans)
## Borrower-Based Academic Year Data - RORBBAY

### BBAY Code:
- **UG FL-SP 1516**

### Base Data
- **Description:** Undergrad Fall/Spring 1516
- **Start Date:** 17-AUG-2015
- **End Date:** 26-MAY-2016
- **Type:** STANDARD
- **Budget Duration:** 9
- **Comment:** Undergraduate Students

### Period Rules

<table>
<thead>
<tr>
<th>Period</th>
<th>Period Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Estimated Budget Amount</th>
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<tbody>
<tr>
<td>201510</td>
<td>2015 Fall (2015-2016)</td>
<td>17-AUG-2015</td>
<td>18-DEC-2015</td>
<td>12,000.00</td>
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<tr>
<td>201620</td>
<td>2016 Spring (2015-2016)</td>
<td>12-JAN-2016</td>
<td>18-MAY-2016</td>
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</table>

### Disbursement Schedule

<table>
<thead>
<tr>
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<th>Disbursement Date</th>
<th>+/- Days</th>
<th>Period Multi-Disbursement</th>
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<tr>
<td>201610</td>
<td>17-OCT-2015</td>
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<tr>
<td>201620</td>
<td>12-JAN-2016</td>
<td>-10</td>
<td></td>
</tr>
</tbody>
</table>
BBAY Forms

ROI BBAY

• Inquiry form to see all BBAYs defined (on ROR BBAY).
**BBAY Forms**

**RPABBAY**

- Applicant form used to assign specific BBAYs to a student.
- Can be done manually or via batch posting
**BBAY Forms**

**RPABDTL**
- Contains the student’s specific details by BBAY rather than by aid period
- Awards can be viewed, created and updated on this form
BBAY Forms

RPAAWRD
- Can view student’s BBAYs on Award Schedule Tab – Options sub tab
## Direct Loan Origination - RLADLOR

### Origination Status
- Date Created: 20-SEP-2015
- Date Sent: 
- Document ID: 
- Process Date: 
- Loan Status:
  - Year in College: 2=2nd year/sophomore
  - Loan Default: N=Not in default
  - Dependency: I=Independent
- Prep/Teacher Certification: 
- Disclosure Statement: Y=COD Print Requested

### Loan Period
- Academic Year: 05-JAN-2016 / 31-JUL-2016
- Loan Year: 05-JAN-2016 / 31-JUL-2016

### Loan Details
- Loan ID: 990000043S16G80006002
- BBAY/SAY: UG SP-SM 1516
- Loan Amount: 4,500.00
- Loan Type: S=Subsidized
- School Code: G80006
- Fund: DIRECT
- Loan Period Start/End: 05-JAN-2016 / 31-JUL-2016

### Other Details
- Fee Percent: 1.060
- Program Length Years: 
- Program Academic Year Weeks: 
- Program Sequence Number: 
- Special Program: (None)
- Program Credential Level: (None)
- Edits/Rejects: 

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Direct Loan Origination - RLADLOR

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<tr>
<th>ID: 990000043</th>
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<table>
<thead>
<tr>
<th>Disb No</th>
<th>Period</th>
<th>Scheduled Date</th>
<th>Reported Date</th>
<th>Payment Period Start Date</th>
<th>Gross Amount</th>
<th>Fee Amount</th>
<th>Net Amount</th>
<th>Enrollment Status</th>
<th>Enrollment School Code</th>
<th>Program CIP Code</th>
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<tr>
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<td>05-JAN-2016</td>
<td>05-JAN-2016</td>
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<td>24</td>
<td>2,226</td>
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<td>02 201630</td>
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<table>
<thead>
<tr>
<th>Gross</th>
<th>Fee</th>
<th>Net</th>
<th>School Code</th>
<th>Enrollment</th>
<th>CIP Code</th>
<th>Status</th>
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<td>(None)</td>
<td>(None)</td>
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</tr>
</tbody>
</table>

Edits/Rejects: | Disbursement Statement of Account Details: | COD Generated Disbursements: | Authorized |
|-------------|---------------------------------------------|-----------------------------|-------------|
Questions?