



OPERATIONAL CALENDAR

# Processing Cycle

# August 2025

## PROCESSING CYCLE

### 2024-2025

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- Summer Semester End
- Ensure all ISIR's are received, corrections made, SAP appeals reviewed for summer before the end of the summer term (if summer is a trailer)
- Run End of Term (EOT) SAP for Summer and/ or End of Year (EOY) SAP. Ensure status' are rolled to 2025-2026
- Calculate R2T4's for the unofficial withdrawals (F and W's) for summer
- Reconciliation

### 2025-2026

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- After EOT SAP runs, ensure status is rolled to 2025-2026
- Fall Semester Begins
- Run Transfer/Monitor/Alert 8 to 10 days prior to Pell transmit
- Inform bookstore of last day for fall FA charges (begin 10 days before school begins)
- Work POP's – resolve as necessary
- Anticipate increased phone traffic – make accommodations

### 2026-2027

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- Utilizing the FAFSA Specifications Guide, determine updates to C Codes, rejects, etc.
- Begin updating forms and documents for the following aid year

# September 2025

## PROCESSING CYCLE

### 2024-2025

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- Identify loan students that did not return from previous spring semester (or summer) to determine exit counseling requirements.
- Reconciliation and close out prior award year
- GE Report for prior year due

### 2025-2026

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- 14 days before disbursements, process transfer monitor alert to NSLDS
- Determine which students need loan proration (in their final period of study)
- Fall disbursements and refunds begin
- Reduce/ cancel aid for students who did not attend (leave future aid on to promote enrollment)
- Remind Business Office of upcoming Title IV disbursement dates
- Default rates released. Analyze defaulted students
- Reconciliation
- FISAP report due October 1
- Ensure Campus Crime Report has been sent to staff, students, by Sept. 30

### 2026-2027

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- Set-up and test system(s) for next FAFSA cycle
- Begin advertising new FAFSA availability – current students, HS, Community. Schedule FAFSA Completion Events
- Finalize forms and website for next school year
- Update FA forms and communications for upcoming academic year
- Update award notification wording for next award year

# October 2025

## PROCESSING CYCLE

### 2024-2025

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- Reconciliation

### 2025-2026

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- 2nd loan disbursement(s) for one-term loans
- Determine Campus Based allocation adjustments as a result of FISAP
- Ensure Athletic & Security reports are complete and uploaded to
- Send consumer information notifications
- Reconciliation

### 2026-2027

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- Next year's award file review begins
- Next FAFSA cycle opens.
- Begin importing next award year ISIR's
- Begin sending ISIR Corrections
- FAFSA Completion nights and Admissions Open House events
- Create office calendar for next school year
- Begin working student eligibility files including verification

# November 2025

## PROCESSING CYCLE

### 2024-2025

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- Reconciliation

### 2025-2026

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- After Spring registration begins: Award new admits for spring
- Adjust awarding to spring/ summer or spring only (for students that did not attend fall)
- Update SAP letters/ appeal forms/ etc. in preparation for SAP running in December
- Determine if updates are needed to FISAP (rerun Pell disbursement amounts, ensure SEOG and FWS had no adjustments).
- Check allocations of all awards to ensure spending is on track.
- Work with the Business Office/ Student Accounts to determine SEOG/ FWS allocations (and projected ACA amounts)
- Reconciliation

### 2026-2027

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- Determine cost of Attendance (COA) for next award year
- Update the website with new COA information
- Determine any changes to the 26-27 packaging philosophy
- Update funding allocations for 26-27
- Continue to work student eligibility files including verification

# December 2025

## PROCESSING CYCLE

### 2024-2025

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- Reconciliation
- Update FISAP

### 2025-2026

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- Run SAP (if your policy is to run it each term), update and send notifications.
- Review SAP for Veterans
- Verify funding allocations and ensure unused portions of funds are redistributed to eligible spring recipients (caution, students' whose aid cancelled because of SAP may appeal and become eligible again. Plan accordingly.)
- Package mid-year transfer students and add them to transfer monitoring
- Plan accordingly for increased traffic/ phone/ emails in January
- Reconciliation

### 2026-2027

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- Begin packaging for 26-27 for early admits and eligible returning students.
- Evaluate FAFSA completion to determine if it is on track or lower than expected. Develop communication plans or activities if lower than expected.
- Work with Admissions to determine recruitment scholarships and the promotion/ application of such.
- Continue to work student eligibility files including verification

# January 2026

## PROCESSING CYCLE

### 2025-2026

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- Run Transfer/Monitor/Alert 8 to 10 days prior to Pell transmit.
- Let bookstore know last day for spring FA charges (begin 10 days before school begins)
- Work POP's – resolve as necessary
- Anticipate increased phone traffic – make accommodations.
- Review SAP appeals
- Fall refund disbursements begin
- Identify loan students that did not return from previous spring semester to determine exit counseling requirements.

- Identify students that have dropped below half-time and send exit counseling requirements
- End of Fall R2T4 (Official and unofficial withdrawals - students with all F, W or I grades)
- Reduce/ cancel aid for students who did not attend (leave future aid on to promote enrollment)
- Begin spring R2T4 calculations after tuition refund period
- Reconciliation
- GE Disclosures updated on websites
- IPEDS Student Financial Aid survey – due February
- Download/ Update the Net Price Calculator and post on institutional website

### 2026-2027

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- Continue processing incomplete files, packaging, attending recruitment events and FAFSA completion events as appropriate.
- Continue to work student eligibility files including verification

# February 2026

PROCESSING CYCLE

## 2025-2026

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- Send email to students in late starting classes
- Default Rate released – analyze report
- Reconciliation
- Title III/ IV Waiver is Due (February 2, 2026)
- Final Funding Allocations for Campus-Based Aid released

## 2026-2027

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- Continue processing incomplete files, packaging, attending recruitment events and FAFSA completion events as appropriate.
- Continue to work student eligibility files including verification
- Tentative Funding Levels for Campus-Based Aid released\*



# March 2026

## PROCESSING CYCLE

### 2025-2026

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- Mid-term/second 8-week classes begin
- 2nd loan disbursement(s) (for one term loans)
- Ensure the system has correct summer calendar and disbursement dates
- Check allocations of all awards to ensure spending is on track and redistribute aid awards if necessary
- Work with the Business Office and Student Accounts to determine allocations for SEOG/FWS and projected ACA amounts
- Reconciliation

### 2026-2027

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- Continue processing incomplete files, packaging, attending recruitment events and FAFSA completion events as appropriate.
- After final calendar approval, ensure all dates are updated for future terms
- Finalize fall scholarship awards
- Continue to work student eligibility files including verification

# April 2026

## PROCESSING CYCLE

### 2025-2026

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- Fall registration begins
- Begin processing summer loan applications after the start of summer registration
- Check allocations of all awards to ensure spending is on track and redistribute aid awards if necessary
- Work with the Business Office and Student Accounts to determine allocations for SEOG/FWS and projected ACA amounts
- Reconciliation

### 2026-2027

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- Continue processing incomplete files, packaging, attending recruitment events and FAFSA completion events as appropriate.
- After final calendar approval, ensure all dates are updated for future terms
- Finalize fall scholarship awards
- Continue to work student eligibility files including verification

# May 2026

## PROCESSING CYCLE

### 2025-2026

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- Graduation
- Run SAP, update and send notifications
- Review SAP for Veterans
- After final grades are posted - Run R2T4 process for students with all F, W or I grades
- Run Transfer/Monitor/Alert 8 to 10 days prior to Pell transmit
- Let bookstore know last day for summer FA charges
- Work POP's – resolve as necessary
- Anticipate increased phone traffic – make accommodations
- Review SAP appeals
- Summer refund disbursements begin
- Reconciliation
- Compile Military Friendly Survey – Due June 1

### 2026-2027

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- Continue processing incomplete files, packaging, attending recruitment events and FAFSA completion events as appropriate
- Attend HS Award Presentations, as appropriate
- Continue to work student eligibility files including verification
- Update Policies and Procedures to reflect the upcoming changes (new guidance is usually effective July 1).

# June 2026

## PROCESSING CYCLE

### Fiscal Year *Ends*

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### 2025-2026

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- Check allocations of all awards to ensure spending is on track. Redistribute aid awards, if necessary.
- Work with the Business Office and Student Accounts to determine allocations for SEOG/FWS and projected ACA amounts
- Ensure all Campus-Based aid is disbursed by June 30.
- Reconciliation
- Determine unallocated outside scholarships

### 2026-2027

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- Continue processing incomplete files, packaging, attending recruitment events and FAFSA completion events as appropriate
- Plan for campus site visits and new student orientation dates
- Continue to work student eligibility files including verification

# July 2026

PROCESSING CYCLE

## *New* Fiscal Year

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## 2025-2026

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- Mid-term/second 8-week classes begin
- 2nd loan disbursements (for one term loans)
- Reconciliation

## 2026-2027

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- Continue processing incomplete files, packaging, attending recruitment events and FAFSA completion events as appropriate
- Plan for campus site visits and new student orientation dates
- Plan for increased traffic/ calls/ emails
- Continue to work student eligibility files including verification

***The items below are institutional and/or state-specific.***  
**They should be built into your operational calendar as appropriate.**

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- Begin new institutional FY departmental budget preparation
- Audit preparation and submission
- Institutional scholarship application processing begins
- Annual surveys (U.S. News, Common Data Set, Peterson's)
- Institutional scholarship application closes
- Institutional scholarship awarding begins
- State Aid Roster available
- State Aid reporting due
- Report 2024 Federal Work-Study earnings to COD (deadline not yet published)
- NCAA Revenues and Expense Reporting