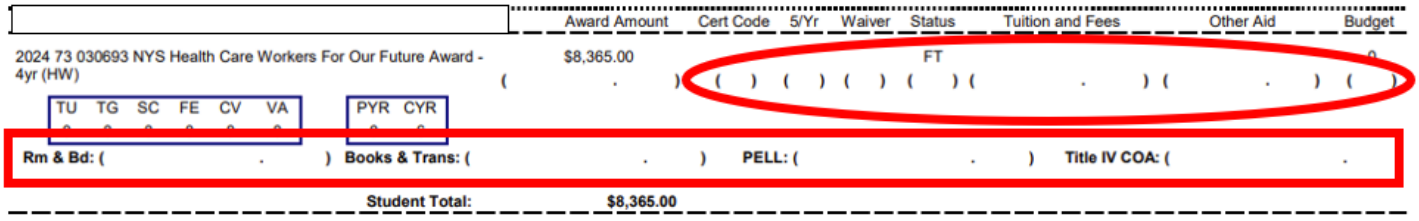
How should a school certify a part-time HWFOF award on the CSR?



Cert code = 1 (eligible), 3 (withdrawn with tuition liability), 4 (not enrolled), 8 (not meeting SAP) and 9 (miscellaneous).

Status = FT (12 or more credits); enter the actual credits for part-time students

Tuition and Fees = actual tuition and fees being charged

Budget = defaulted to 0, please enter correct budget (1 or 3 = commuter, 2 = resident, 4 = off-campus)

Room and board = if student is living on-campus, please list the actual amounts being charged to the student; if student is commuting or off-campus, list the actual COA value. HESC will prorate the value based on the chart below.

Books and transportation = please list the actual COA value. HESC will prorate the value based on the chart below.

Credits	Percent of Full Award	Points Accrued
1	8.33%	.5
2	16.67%	1.0
3	25.00%	1.5
4	33.34%	2
5	41.67%	2.5
6	50.00%	3
7	58.34%	3.5
8	66.67%	4
9	75.00%	4.5
10	83.34%	5
11	91.67%	5.5

Pell: please enter the student's Pell award for the semester. HWFOF is a first-payer which means this award will apply first prior to Pell, SEOG, and/or institutional funds. All awards combined cannot exceed COA. In some cases, students will not be eligible for their Pell grant and that award will need to be removed from the student's award.

Title IV COA: total COA for that semester