



State of Wisconsin  
Higher Educational Aids Board

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Scott Walker  
Governor

John Reinemann  
Executive Secretary

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**MONTHLY MEMO**  
**Higher Educational Aids Board**  
**DECEMBER 2015**

**HAPPY HOLIDAYS!**

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**Second Semester Voucher Requests**

Second semesters requests are being processed as they come in, so please submit your requests.

**Refunds**

**Please remember ALL REFUND LISTS MUST BE SUBMITTED ELECTRONICALLY TO THE HEAB MAILBOX.** If you have refunds please submit them (electronically) so we can get the money redistributed. Some schools have been sending in checks without lists and this slows down the process, especially if the student is not enrolled at that school. We are currently holding over \$400,000 in refunds because no electronic versions of lists were submitted.

**Covenant Grant Program**

Please review your 15-16 notification lists to make sure that you have added the Covenant grant to eligible students' financial aid packages. Please check any transfer students that may be eligible.

**NOTIFICATION LIST 1516**

Distributed Wednesday afternoons:

December 2, 9, and 16.

January 6, 13, 20 and 27.

**AES LIST**

December 8 and January 6.

**TES LIST**

January 13

Please look for the schedule online at: <http://www.heab.wi.gov/finaid.html>

## VOUCHER PROCESSING

Tuesdays and Fridays for files uploaded by noon

December 1, 4, 7, 11, 15, and 18

January 5, 8, 12, 15, 19, 22, 26, and 29

**There will not be vouchers processed on December 22, 25, 29 or January 1.**

Please check our Webpage for current Notification List and Voucher Processing Schedules.

<http://www.heab.wi.gov/finaid.html>

## 15 – 16 GRANT UPDATES – COMMITTED 12/15/15

	<u>Current</u>	<u>This Time Last Year</u>
<b><u>Wisconsin Grant – PNP (W Codes 9/23/2015)</u></b>		
Committed	162.77%	152.68%
Spent	49.37%	46.36%
<b><u>Wisconsin Grant - TR (W codes 08/26/2015)</u></b>		
Committed	190.92%	174.41%
Spent	58.64 %	47.77%
<b><u>Wisconsin Grant - UW</u></b>		
Committed	126.49%	138.00%
Spent	49.04%	56.19%
<b><u>Wisconsin Grant - TC (W codes 6/25/15)</u></b>		
Committed	180.57%	150.87%
Spent	57.66%	61.25%

## UPCOMING EVENTS

**Scheduled HEAB Board Meetings:** February 19, 2016; April 29, 2016; and July 29, 2016.

**2016 College Goal Wisconsin:** February 10, 13, 17, 20, 24, and 27, 2016.

**HEAB Training Date: January 21**

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](mailto:nancy.wilkison@wi.gov).

Please contact me by phone at (608) 264-6181 or by email at [john.reinemann@wisconsin.gov](mailto:john.reinemann@wisconsin.gov) if you have any questions, concerns or comments. Thank you!