



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**  
**NOVEMBER 2017**

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**STAFFING**

As many of you know Tegan McGillivray has resigned to take a position at another agency. We miss her and wish her well at her new position. Cindy Cooley is also out of the office. Please contact either Cassie Weisensel or Sherrie Nelson if you have questions regarding either of these positions responsibilities.

**SECOND SEMESTER VOUCHER REQUESTS**

Requests for second semester can be made on **December 1, 2017** – please make sure to indicate the correct semester on your requests for funds.

**REFUNDS**

**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.

**NOTIFICATION LIST 17 - 18**

Distributed Wednesday afternoons:

November 1, 8, 15, 22, and 29.

December 6, 13, and 20.

**AES/TES LIST**

November 9, 16, and 30.

December 7, 14, and 21.

**VOUCHER PROCESSING**

Tuesdays and Fridays for files uploaded by noon

November 3, 7, 10, 14, 17, 21, and 28.

December 1, 5, 8, 12, 15, 19, and 22.

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

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

## **GRANTS UPDATES**

### **17-18 COMMITTED AND SPENT as of 11/7/17**

	<u>Current</u>	<u>This Time Last Year</u>
<b><u>Wisconsin Grant – Private, non-profit</u></b> (W codes 8/30/17)		
Committed	165.38%	154.57%
Spent	43.29%	43.88%
<b><u>Wisconsin Grant - Tribal</u></b>		
Committed	168.98%	192.76%
Spent	46.35 %	59.72%
<b><u>Wisconsin Grant – UW</u></b>		
Committed	136.05%	112.49%
Spent	50.30%	43.52%
<b><u>Wisconsin Grant – Technical</u></b> (W codes 7/20/17)		
Committed	180.30%	169.88%
Spent	51.07%	52.56%

## **UPCOMING EVENTS**

**Scheduled HEAB Board Meetings:** February 23, 2018, April 27, 2018, and July 27, 2018.

**HEAB Training Dates: January 18.**

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!