

Florida Student Scholarship & Grant Programs Technical Reporting

Florida Association of Student Financial Aid
Administrators (FASFAA) Annual Conference

May 23, 2024

Presented by the Office of Student Financial Assistance (OSFA)

Florida State Scholarship and Grant Programs

Agenda

- OSFA Website Navigation
- Institutional Responsibilities
- Resolving State Program Disbursement Edits
- Reconciliation of State Programs
- Payment Summary
- Resolving State Program Grade & Hour Report Edits



Website Navigation

Florida State Scholarship and Grant Programs

Website

www.FloridaStudentFinancialAidsg.org

OSFA State Programs Home Page



Office of Student Financial Assistance

**Florida Student Scholarship
& Grant Programs**

Login ▼



First-Time Applicants

Students must submit a completed Florida Financial Aid Application (FFAA) to OSFA for programs denoted by an asterisk (*). In order to apply for State Scholarship & Grant Programs, a student must first [Create a Student Account](#). After logging into your account, you may proceed to complete the FFAA.



Eligible Institutions

High Schools:
Verify if your high school is a participating Florida public or private high school.

Postsecondary Institutions:
Verify if the postsecondary institution you are planning to attend is eligible to disburse state aid.

NOTE: We recommend downloading the newest version of your preferred browser for the best experience. (Chrome, Firefox, Microsoft Edge, Safari)

State Scholarship and Grant Programs

- Application for the Florida Law Enforcement Reimbursement Program
- Benacquisto Scholarship Program (FAQ)
- Bright Futures Scholarship*
- Effective Access to Student Education
- First Generation Matching Grant
- Florida Farmworker Student Scholarship*
- Florida Law Enforcement Academy Scholarship Program
- Florida Student Assistance Grant - Career Education
- Florida Work Experience Program
- Honorably Discharged Graduate Assistance Program
- José Martí Scholarship Challenge Grant*
- Mary McLeod Bethune Scholarship
- Minority Teacher Education Scholarship
- Randolph Bracy Ocoee Scholarship Program*
- Rosewood Family Scholarship*
- Scholarships for Children and Spouses of Deceased or Disabled Veterans* (Award Amounts)

<https://www.FloridaStudentFinancialAidsg.org>

www.FLDOE.org

Website Access - Login




Office of Student Financial Assistance

Florida Student Scholarship & Grant Programs



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Acknowledgement

FLORIDA DEPARTMENT OF EDUCATION INFORMATION ACCESS ACKNOWLEDGEMENT

This policy applies to all users of Florida Department of Education information technology resources, whether affiliated with the Department or not. Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Use of an identity or password other than the user's own is prohibited. Users must conduct themselves in a responsible, safe, ethical, and legal manner while using Department information technology resources. Disruptive use of Department resources is not permitted. The Department may monitor the activity and accounts of any users. Users who violate this policy may be subject to disciplinary and/or legal action, including suspension, expulsion, dismissal, revocation of user access, or criminal prosecution by the appropriate law enforcement agency.

Access to these records or copies of these records may not be given by you to any unauthorized person or entity. It is under this justification and these restraints that these records are made available to you. Acceptance and subsequent use of the records will constitute recognition of and adherence to the above limitations regarding use of these records.

I understand and acknowledge my role in protecting application access and information based on the security policies listed above, and failure to comply with aforementioned security policies may result in access removal.

ACCEPT

DECLINE

Postsecondary Institutions Menu



Office of Student Financial Assistance

Florida Student Scholarship & Grant Programs

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POSTSECONDARY INSTITUTIONS

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Eligibility Determination Reports ▾

PSI Reporting ▾

Allocation/Reallocation Requests ▾

Other Reports ▾

Institutional Information ▾

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Student Account Lookup and Eligibility Determination Reports



Office of Student Financial Assistance

**Florida Student Scholarship
& Grant Programs**

HOME POSTSECONDARY INSTITUTIONS

POSTSECONDARY INSTITUTIONS

[Collapse all](#) | [Expand all](#)

Financial Aid Recipient History

Financial Aid Recipient History

Eligibility Determination Reports

[Master Eligibility List \(for Centralized Programs\)](#)
[Eligibility Determination \(for Decentralized Programs\)](#)
[Program Wait List](#)
[Bright Futures Drop/Withdrawn Disbursement Status](#)

Postsecondary Institution Reporting

PSI Reporting

Disbursement Eligibility Report (DER)

Reimbursement Request Report (RRR)

-SFTP Batch Log

Payment Summary

Reconciliation Report

Initial/Renewal Reporting

Grade & Hours Report (GRHR)

FSAG Summer Disbursement Request

FWEP Reconciliation - Annual Financial Summary

EASE Accountability Report

Allocation/Reallocation Requests

Allocation/Reallocation Request

Other Reports

Federal Loan Disbursement Report

State of Florida Legislative Reporting Requirement

Institutional Information and Resources

Institutional Information

- Institution Renewal Application
- Institutional Details
- Maintain Security User Accounts

Resources

- Memorandum Directives
 - Archives
- Program Contacts - OSFA Program Contacts
- Secure File Transfer Protocol (SFTP) Form and Directions
- State Programs Annual Calendar
- Postsecondary Institution Resources
- State Programs Policy Manual

Duties Relating to State Financial Aid and Tuition Assistance Programs

Section 1009.46(1), Florida Statutes, states that:

Each postsecondary educational institution that receives state funds for state financial aid and tuition assistance programs shall:

(a) Complete and return the **annual application** for state aid funds in the format and by the date established by the Department of Education.

(b) **Maintain complete, accurate, and auditable student records** documenting the institution's administration of state financial aid and tuition assistance funds.

(c) **Verify eligibility of enrolled students** with the department each academic term.

(d) **Report each student's program of study** to the department using the most recent classification of instructional programs taxonomy for the certificate or degree level as developed by the United States Department of Education's National Center for Education Statistics.

Duties Relating to State Financial Aid and Tuition Assistance Programs

(e) **Disburse state financial aid** and tuition assistance to eligible students.

(f) **Notify students** annually regarding the renewal requirements for each state-funded award for which they are eligible.

(g) **Complete and return to the department all reports** for the administration of state funds in the format and by the date established by the department.

(h) **Complete and return to the department all legislatively required reports** in the format and by the date established by the department.

Duties Relating to State Financial Aid and Tuition Assistance Programs

- (i) **Retain required records** for the later of 5 years or until such records are audited and any audit exceptions are resolved.

- (j) **Refund to the department** any undisbursed advances:
 - 1. Within 60 days after the end of the regular registration period each fall and spring term,
 - 2. Within 30 days after the end of the summer term, or
 - 3. Within 60 days after the date a student's ineligibility is determined.

Duties Relating to State Financial Aid and Tuition Assistance Programs


An institution that **fails to perform its duties** in administering state financial aid or tuition assistance programs could be placed on probation by the department.

- (a) The department may provide allocations on a **reimbursement basis** to a participating institution that fails to timely remit undisbursed funds for the previous academic year.
- (b) The department **may suspend or revoke an institution's eligibility** to participate in state-funded programs if the institution fails to provide the required audits, fails to resolve audit findings, or fails to timely provide statutorily required reports by established deadlines.



Disbursement Eligibility Report (DER)

Disbursement Eligibility Report (DER)



Office of Student Financial Assistance

Florida Student Scholarship
Grant Programs

[HOME](#)
[POSTSECONDARY INSTITUTIONS](#)
[USER ID ▼](#)

DISBURSEMENT ELIGIBILITY REPORT(DER)

Inst Code	Inst Name	Acad Yr	Term	Program	Reported By	Order By	Filter
--Select-- ▼	--Select-- ▼	2023 - 24 ▼	--Se ▼	ALL ▼	ALL ▼	SSN ▼	

[DER Batch File Layout](#)
[DER History](#)
[Download Institution List](#)
[CPCH Chart](#)
[CIP Codes](#)

[GENERATE QUERY](#)
[Q SEARCH](#)
[CLEAR](#)

APPLICATIONS

- Florida Financial Aid Application (FFAA)
- Reinstatement/Restoration Application
- Free Application for Federal Student Aid (FAFSA)
- Document Upload

REPORTS

- Student Financial Assistance Annual Report - (Archives)
- End-of-Year Reports - (Archives)
- Bright Futures Statistical Reports

RESOURCES


- Federal Student Aid
- Financial Aid Terms and Definitions
- Money for College Brochure
- Navigating Your Financial Future
- State Scholarship and Grant Calendar

STATUTES AND RULES

- Florida Statutes
- State Board of Education Rules
- Legislative Changes
- Postsecondary Compliance Audits
- Postsecondary Eligibility Requirements

Florida Department of Education | Office of Student Financial Assistance | 325 W. Gaines St, Tallahassee, FL 32399-0400 | (888) 827 - 2004 | osfa@fldoe.org

Disbursement Eligibility Report (DER)



Office of Student Financial Assistance

Florida Student Scholarship
Grant Programs

[HOME](#)
[POSTSECONDARY INSTITUTIONS](#)
[USER ID ▼](#)

DISBURSEMENT ELIGIBILITY REPORT(DER)

Inst Code	Inst Name	Acad Yr	Term	Program	Reported By	Order By	Filter
### ▼	Postsecondary Institution ▼	2023 - 24 ▼	2 ▼	ALL ▼	Edits ▼	Last Name ▼	

[DER Batch File Layout](#)
[DER History](#)
[Download Institution List](#)
[CPCH Chart](#)
[CIP Codes](#)

[GENERATE QUERY](#)
[SEARCH](#)
[CLEAR](#)

- To locate the records containing an edit, use the following parameters. Users have the option to narrow their search by selecting one program at a time.
- To sort the list of records to display any transaction with a specific edit, select the desired edit from the "Sort by Edit Code" menu.

APPLICATIONS

- Florida Financial Aid Application (FFAA)
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Florida Department of Education | Office of Student Financial Assistance | 325 W. Gaines St, Tallahassee, FL 32399-0400 | (888) 827 - 2004 | osfa@fldoe.org



Disbursement Eligibility Report (DER)



Office of Student Financial Assistance

Florida Student Scholarship & Grant Programs

[HOME](#) [POSTSECONDARY INSTITUTIONS](#) [USER ID](#) ▼

Inst Code	Inst Name	Acad Yr	Term	Selected By	Program Code	Reported	Filter
###	Postsecondary Institution	2023 - 24	2	Last Name	ALL	Edits	

1.

2.

Name	Last 4 of SSN	Date of Birth	Program	Disb Code	Disb Amount	Edit Code(s)
Last Name, First Name MI	----	MM/DD/YYYY				
BFFAS	DER				\$ 850.84	E13
BFFAS	DER				\$ 1,063.55	E13,E68
BFFAS	DER				\$ 1,063.55	E13
BFFAS	DER				\$ 1,063.55	E13
BFFAS	DER				\$ 2,977.94	E31,E32
BFFAS	DER				\$ 212.71	E13
BFFAS	DER				\$ 3,616.07	E31,E32
BFFAS	DER				\$ 638.13	E13
BFFAS	DER				\$ 212.71	E13
BFFAS	DER				\$ 2,765.23	E31,E32
BFFMS	DER				\$ 2,552.48	E68
BFFAS	DER				\$ 3,190.65	E31,E32
BFFAS	DER				\$ 425.42	E13
BFFAS	DER				\$ 850.84	E13
BFFAS	DER				\$ 0.00	E31,E32
BFFAS	DER				\$ 1,701.68	E68
BFFAS	DER				\$ 1,063.55	E13
BFFAS	DER				\$ 638.13	E13
FSAG	C99				\$ 0.00	E45
BFFMS	DER				\$ 2,392.95	E13,E63
FSAG	C99				\$ 0.00	E45
FSAG	C99				\$ 0.00	E11
FSAG	DER				\$ 1,305.00	E44
BFFAS	DER				\$ 638.13	E13
BFFAS	DER				\$ 638.13	E13

1. To review an individual student, select the value in the "Last 4 of SSN" column to be redirected to the student disbursement record.

2. To sort the list of records to display any transaction with a specific edit, select the desired edit from the "Sort by Edit Code" menu.

Once the student record is selected, the user will be redirected to the main DER page with the student's SSN entered within the "Filter" field. After successfully resolving the edit, change the "Reported By" parameter to "All" to verify that the record no longer contains an edit.

TOTAL RECORDS: 1,648

Export Data to Excel

< 1 2 3 4 5 6 7 ... 66 >

Go to Page



Edit Explanations

E10

STUDENT
HAS
INSUFFICIENT
TERMS/
HOURS
REMAINING
IN PROGRAM
FOR
DISBURSE-
MENT

Edit Message(s)

Code	Message
E10	STUDENT HAS INSUFFICIENT YEARS/TERMS/HOURS REMAINING IN PROGRAM FOR DISBURSEMENT.
E23	DISBURSEMENT NOT ALLOWED PRIOR TO LAST DAY OF DROP/ADD FOR TERM.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA	J	STUDENT	10/20/2005	<input checked="" type="radio"/> Male <input type="radio"/> Female	Hispanic	7

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFMS	DER/OSFA ONLY	12	\$ 936.00	02/27/2024	03	510812	AS

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

E10 – STUDENT HAS INSUFFICIENT TERMS/HOURS REMAINING IN PROGRAM FOR DISBURSEMENT

- This is a result of submitting a disbursement for more hours than the student has available to them.
- The Hours/Terms Remaining value is shown on the first row of the Demographic & Program Details section on the DER, and on the Financial Aid Recipient History in Section III.
- Bright Futures students in degree programs that require more than 120 hours to complete should be encouraged to submit an Extended Hours Application.
 - Completed by student after 100 hours of funding have been received
- Commonly Affected Program(s)*: All Programs

E11

**STUDENT
INELIGIBLE
FOR
PROGRAM
DUE TO NOT
MEETING
RENEWAL
CRITERIA**

Edit Message(s) ▼

Code	Message
E11	STUDENT INELIGIBLE FOR PROGRAM DUE TO NOT MEETING RENEWAL CRITERIA.

Demographic & Program Details ▼

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA	M	STUDENT	10/20/2005	<input type="radio"/> Male <input checked="" type="radio"/> Female	▼	3

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
FSAG	C99 OTHR ELIG ▼	16	\$ 0	01/13/2024	01	090401	BS ▼

Override Codes (Select all that apply) ▼

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select-- ▼	--Select-- ▼	--Select-- ▼	--Select-- ▼



E11

**STUDENT
INELIGIBLE
FOR
PROGRAM
DUE TO NOT
MEETING
RENEWAL
CRITERIA
(cont'd)**

SECTION IV: Disbursement History

Acad Year	Term	PSI Code	PSI Name	Prog Code	Disb Amt	Disb Code	Disb Date	Hrs Enr	Hrs D/W	Hrs D/W Amt	D/W Code	Disb ISIR Trans #	OVR Code	PSI Elg. Det. Date
2023 - 24	1	011	UNIVERSITY OF FLORIDA	FSAG	\$0.00	C97	09/07/2023	0				01		08/30/2023
2022 - 23	6	011	UNIVERSITY OF FLORIDA	BFFAS	\$2,127.10	D00	05/19/2023	10				01		05/17/2023
2022 - 23	2	011	UNIVERSITY OF FLORIDA	BFFAS	\$0.00	D04	01/19/2024	0	13	\$2,765.23	Y	01		01/14/2023
2022 - 23	2	011	UNIVERSITY OF FLORIDA	FSAG	\$1,305.00	D00	01/17/2023	13				01		01/14/2023
2022 - 23	1	011	UNIVERSITY OF FLORIDA	BFFAS	\$2,977.94	D01	09/23/2022	14				01		08/31/2022

SECTION V: Grade and Hours History

Acad Year	PSI Code	PSI Name	Previous Summer Hours	T1 Hrs	T2 Hrs	T3 Hrs	T4 Hrs	Total Hrs Earned	Inst Cum GPA	Appeal Approved	Degree Earned	Degree Earned Date	Date Received
2023-24	011	UNIVERSITY OF FLORIDA	4					4	2.89				09/10/2023
2022-23	011	UNIVERSITY OF FLORIDA		11	0			11	3.07	ANR			01/19/2024

E11 – STUDENT INELIGIBLE FOR PROGRAM DUE TO NOT MEETING RENEWAL CRITERIA

- The student did not earn the required Grade and/or Hours for the program.
- Review the prior year disbursements and Grade and Hours submitted to OSFA on the Financial Aid Recipient History to ensure accuracy of reported data.
- If incorrect, contact OSFA to discuss updates to prior year reported data and specific program renewal requirements.
- Commonly Affected Program(s)*: EASE, FSAG, FWEP,



E12

NO GRADE
AND
HOURS
REPORTED
PRIOR
ACADEMIC
YEAR

Edit Message(s)

Code	Message
E12	2022 NO GRADE AND HOURS REPORTED PRIOR ACADEMIC YEAR.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-7442	FLORIDA	H	STUDENT	01/01/1900	<input type="radio"/> Male <input checked="" type="radio"/> Female	Other	5.75

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
FSAG	DER/OSFA ONLY	12	\$ 800.00	09/01/2023	01	510602	AS

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

Submit



E12

NO GRADE
AND HOURS
REPORTED
PRIOR
ACADEMIC
YEAR

SECTION IV: Disbursement History

Acad Year	Term	PSI Code	PSI Name	Prog Code	Disb Amt	Disb Code	Disb Date	Hrs Enr	Hrs D/W	Hrs D/W Amt	D/W Code	Disb Trans #	OVR Code	PSI Elg. Det. Date
2022 - 23	1	682	MIAMI DADE COLLEGE	FSAG	\$800.00	D00	06/30/2023	13				02		05/01/2023
2021 - 22	2	682	MIAMI DADE COLLEGE	FSAG	\$800.00	D00	01/30/2022	12				01		01/26/2022
2021 - 22	1	682	MIAMI DADE COLLEGE	FSAG	\$800.00	D00	09/30/2021	10				01		09/15/2021

SECTION V: Grade and Hours History

Acad Year	PSI Code	PSI Name	Previous Summer Hours	T1 Hrs	T2 Hrs	T3 Hrs	T4 Hrs	Total Hrs Earned	Inst Cum GPA	Appeal Approved	Degree Earned	Degree Earned Date	Date Received
2022-23	682	MIAMI DADE COLLEGE						NOT REPORTED		ANR			

E12 – NO GRADE AND HOURS REPORTED PRIOR ACADEMIC YEAR

- The prior year's Grade and Hours is required to determine the student's renewal eligibility for the program.
- The Grade and Hours information was not received or had an error when submitting.
- Contact OSFA to report the Grade and Hours.
- Commonly Affected Program(s)*: All Programs

E13

**PROGRAM
<--->
REQUIRES
HALF-TIME
ENROLL-
MENT FOR
PUBLIC
SECTOR**

Edit Message(s)

Code	Message
E13	PROGRAM BFFAS REQUIRES HALF-TIME ENROLLMENT FOR PUBLIC SECTOR SCHOOL.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA		STUDENT	10/20/2005	<input type="radio"/> Male <input checked="" type="radio"/> Female	White	3

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFAS	DER/OSFA ONLY	3	\$ 640.65	01/12/2024	01	230101	BA

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

E13 – PROGRAM REQUIRES HALF-TIME ENROLLMENT FOR PUBLIC SECTOR

- A student must enroll for a minimum of six non-remedial semester hours (or the equivalent in quarter or clock hours) per term in a program of study by the end of the drop/add period.
- Programs that necessitate at least half-time enrollment:
 - BF, CDDV, FSAG-PU, FSAG-CE, and FWEP (public institutions)
- Students may conditionally be funded for less than half-time enrollment permitting that:
 - The remaining hours of scholarship are disbursed, or
 - There are no remaining courses to enroll in for the program of study.
- Commonly Affected Program(s)*: BF, CDDV, FSAG, FWEP

E19

ALREADY
DISBURSED
FOR
ANOTHER
BF/FSAG
PROGRAM

Edit Message(s)

Code	Message
E19	ALREADY DISBURSED IN ANOTHER BF PROGRAM: Term 1 - BFFMS.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA	L	STUDENT	10/20/2005	<input type="radio"/> Male <input checked="" type="radio"/> Female	Asian	105

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFAS	DER/OSFA ONLY	14	\$ 2,968.00	10/24/2023	03	260102	BS

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

E19 – ALREADY DISBURSED FOR ANOTHER BF/FSAG PROGRAM

- A disbursement has already been submitted for the identifier being disbursed.
- May be the result of a student that upgraded their Bright Futures program of eligibility between a submission in a prior term and the current submission.
- Typically, this occurs when an initial student is made eligible for BFFMS and receives a Summer Term 0 disbursement and then submits missing qualifying information to allow the student to become eligible for BFFAS.
- An FSAG student may have already been reported as being disbursed at the same institution for another FSAG program (FSAG/FSAGCE; e.g. FCS institutions)
- Resolution: Review the previously disbursed record for accuracy and adjust accordingly by cancelling the original award and disbursing the award under the correct program.
- Commonly Affected Program(s)*: BF, FSAG

E23

**DISBURSE-
MENT NOT
ALLOWED
PRIOR TO
LAST DAY OF
DROP/ADD
FOR TERM**

Last Day of Drop/Add 01/14/2024		Initial DER Submission Date	Cost Per Credit Hour \$159.00	Total Block Fee \$0.00
------------------------------------	--	-----------------------------	----------------------------------	---------------------------

Edit Message(s)

Code	Message
E23	DISBURSEMENT NOT ALLOWED PRIOR TO LAST DAY OF DROP/ADD FOR TERM.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA	C	STUDENT	10/20/2005	<input type="radio"/> Male <input checked="" type="radio"/> Female	White	43

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFMS	DER/OSFA ONLY	13	\$ 2,067.00	01/01/2024	01	340000	BA

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

E23 – DISBURSEMENT NOT ALLOWED PRIOR TO LAST DAY OF DROP/ADD FOR TERM

- Institutions must allow students time to adjust their enrollment after courses have been added.
- Disbursement submissions must be submitted at least one day after the listed last day of drop/add has elapsed.
- To resolve, adjust the date provided in the “Eligibility Determination Date” field and resubmit.
- Commonly Affected Program(s)*: All Programs



E25

{PSI NAME
AND CODE}
ALREADY
DISBURSED
STUDENT
THIS TERM

Edit Message(s)

Code	Message
E25	, OSFA COLLEGE (Contact: JOE DOE) ALREADY DISBURSED STUDENT THIS TERM

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-7015	FLORIDA	M	STUDENT	01/01/1900	<input type="radio"/> Male <input checked="" type="radio"/> Female	Other	6.5

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
FSAG	DER/OSFA ONLY	6	\$ 800.00	10/24/2023	06	240101	AA

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

Submit

E25 – {PSI NAME AND CODE} ALREADY DISBURSED STUDENT THIS TERM

- The reporting institution has already disbursed this record for the specified term.
- Review the disbursement on the Financial Aid Recipient History screen.
- Contact the person indicated to decide who is the home institution with the responsibility to fund.
- Cancel this transaction and verify that only one disbursement is present.
- Commonly Affected Program(s)*: All Programs

FINANCIAL AID RECIPIENT HISTORY

SECTION IV: Disbursement History															▼
Acad Year	Term	PSI Code	PSI Name	Prog Code	Disb Amt	Disb Code	Disb Date	Hrs Enr	Hrs D/W	Hrs D/W Amt	D/W Code	Disb ISIR Trans #	OVR Code	PSI Elg. Det. Date	
2023 - 24	1	998	OSFA COLLEGE	FSAG	\$1,630.00	D00	09/27/2023	18				03	O14	08/26/2023	
2018 - 19	1	999	OSFA UNIVERSITY	FSAG	\$1,100.00	D00	09/14/2018	12				02		09/13/2018	
2017 - 18	2	999	OSFA UNIVERSITY	FSAG	\$0.00	C99	01/24/2018	9				04		01/22/2018	
2011 - 12	1	998	OSFA COLLEGE	FSAG	\$300.00	D00	11/08/2011	7				01	O14	11/04/2011	

E26

**INVALID
DISBURSED/
NON-
DISBURSED
CODE USED
FOR
PROGRAM**

Edit Message(s)

Code	Message
E26	INVALID DISB/NON-DISB CODE USED FOR PROGRAM.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA	A	STUDENT	10/20/2005	<input checked="" type="radio"/> Male <input type="radio"/> Female	White	80

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFMS	C12 ENRL < 12	0	\$ 1,431.00	01/17/2024	01	309999	AS

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

E26 – INVALID DISBURSED/NON-DISBURSED CODE USED FOR PROGRAM

- Multiuse Edit Message.
- May be the result of an inappropriate Disbursement/Non-Disbursement Code but has a variety of reasons for occurring.
 - Submitting a D04 on the initial disbursement.
 - Submitting an undergraduate disbursement for students listed with a baccalaureate degree.
 - Submitting a disbursement with an invalid degree type.
 - Submitting a disbursement with no amount listed within the Total Disbursement and/or Hours Enrolled fields.
- Update the transaction to insert missing information or cancel the transaction to start over.
- Commonly Affected Program(s)*: All Programs

E31

STUDENT
NOT FOUND
ON THIS
PROGRAM'S
MASTER
ELIGIBILITY
LIST (MEL)

Edit Message(s)

Code	Message
E31	STUDENT NOT FOUND ON THIS PROGRAM'S MASTER ELIGIBILITY LIST (MEL) OR IS ON MEL WITH A FINISHED CODE.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA		STUDENT	10/20/2005	<input type="radio"/> Male <input checked="" type="radio"/> Female	Hispanic	36

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFMS	DER/OSFA ONLY	17	\$ 2,703.00	09/13/2023	01	510915	BS

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

Submit

E31 – STUDENT NOT FOUND ON THIS PROGRAM'S MASTER ELIGIBILITY LIST (MEL)

- Pseudo number, SSN, or First/Last Name combination is not recognized as a student that has been placed on the MEL.
- Students with this Edit may be affected by a duplicate record which is with another identifier (SSN or pseudo number).
- OSFA does not have the authority to determine which Current Degree Type applies to a student.
- A description of the acronyms displayed in the Current Degree Type dropdown menu is available on page 13 of the DER Batch File Layout.
- Select the most applicable value and resubmit the transaction.
- Commonly Affected Program(s)*: All Programs

E32

**STUDENT
DATA
SUPPLIED
DOES NOT
MATCH ANY
SSFAD
RECORD
(REVIEW)**

Edit Message(s)

Code	Message
E31	STUDENT NOT FOUND ON THIS PROGRAM'S MASTER ELIGIBILITY LIST (MEL) OR IS ON MEL WITH A FINISHED CODE.
E32	STUDENT DATA SUPPLIED DOES NOT MATCH ANY SSFAD RECORD (REVIEW). Click Here

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA		STUDENT	10/20/2005	<input checked="" type="radio"/> Male <input type="radio"/> Female	Other ▾	0

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFAS	DER/OSFA ONLY ▾	17	\$ 1,919.64	01/24/2024		240101	AA ▾

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select-- ▾	--Select-- ▾	--Select-- ▾	--Select-- ▾

Submit

E32 – STUDENT DATA SUPPLIED DOES NOT MATCH ANY SSFAD RECORD (REVIEW)

- The student's information on the DER does not match the corresponding information on the student's Master Eligibility List (MEL) record.
- Select "[Click Here](#)" to review the information on the MEL and make appropriate correction(s) to the DER.
- Student must correct their student account information if the MEL information is incorrect.
- **Contact OSFA if both rows of information appear to be two different records.**

INSTRUCTIONS

[Close](#)

Instructions: Demographic information submitted by the institution conflicts with demographic information currently on file with OSFA. Correct the appropriate row to make the records match and click submit to save the changes. In order to clear the disbursement with the exception, return to the Disbursement Eligibility Report Page and submit the disbursement record.

Correct SSFAD fields if PSI data is correct.

SSN	Last Name	First Name	Middle Initial	Date of Birth	Gender	Ethnicity
123456789	Student	Florida	C	10/20/2005	M	H

Correct PSI fields if SSFAD data is correct.

SSN	Last Name	First Name	Middle Initial	Date of Birth	Gender	Ethnicity
123456789	Honor-Student	Florida		10/20/2005	M	H

[Submit](#)

E40

**ISIR TRANS-
ACTION
NUMBER
PROCESSED
AFTER THE
ELIGIBILITY
DETERM-
INATION
DATE**

Last Day of Drop/Add

Initial DER Submission Date

01/14/2024

Edit Message(s) ▼

Code	Message
E40	ISIR TRANSACTION NUMBER PROCESSED AFTER THE ELIGIBILITY DETERMINATION DATE

Demographic & Program Details ▼

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA	C	STUDENT	10/20/2005	<input type="radio"/> Male <input checked="" type="radio"/> Female	White ▼	43

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
FSAG	DER/OSFA ONLY ▼	6	\$ 750.00	01/16/2024	02	450101	BA ▼

Override Codes (Select all that apply) ▼

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select-- ▼	--Select-- ▼	--Select-- ▼	--Select-- ▼

Submit

E40 – ISIR TRANSACTION NUMBER PROCESSED AFTER THE ELIGIBILITY DETERMINATION DATE

- The ISIR must be considered when determining a student’s program eligibility.
- Therefore, disbursement submissions must be submitted no earlier than the ISIR Transaction Date that qualified the student for program eligibility.
- To resolve, adjust the date provided in the “Eligibility Determination Date” field and resubmit.
- Commonly Affected Program(s)*: FSAG



E45

ISIR
MATCHING
DATA
ERROR (PSI
WILL
REVIEW)

Edit Message(s)

Code	Message
E45	ISIR MATCHING DATA ERROR (PSI WILL REVIEW). Click Here

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-4516	FLORIDA		STUDENT	01/01/1900	<input type="radio"/> Male <input checked="" type="radio"/> Female	Other	2

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
FSAG	DER/OSFA ONLY	12	\$ 1,300.00	01/12/2024	02	451001	BS

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

E45 – ISIR MATCHING DATA ERROR (PSI WILL REVIEW)

- The student's information on the DER does not match the corresponding information on the student's ISIR.
- Select "[Click Here](#)" to review the information on the ISIR and make appropriate correction(s) to the DER, if necessary.
- Student must correct ISIR if the ISIR information is incorrect,
- Contact OSFA if there is a discrepancy.


INSTRUCTIONS

Close

- Current DER information conflicts with corresponding ISIR listed below.
- To change the DER record, make corrections to replicate the ISIR data field and click "Submit."

Current ISIR Information:

SSN	Trans #	Last Name	First Name	Middle Initial	Date of Birth
123456789	02	HONOR-STUDENT	FLORIDA	C	01/01/1900

SSN	Trans #	Last Name	First Name	Middle Initial	Date of Birth
123456789	02	STUDENT	FLORIDA		 01/01/1900

Submit

E62

AMOUNT
REPORTED
IS LESS
THAN OSFA
DISBURSE-
MENT CALC-
ULATION --\$

Edit Message(s)

Code	Message
E62	AMOUNT REPORTED IS LESS THAN THE OSFA DISBURSEMENT CALCULATION - \$: \$2776.15.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA		STUDENT	10/20/2005	<input checked="" type="radio"/> Male <input type="radio"/> Female	White	101

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFAS	DER/OSFA ONLY	13	\$ 2,562.60	01/12/2024	01	451001	B

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

E62 – AMOUNT REPORTED IS LESS THAN OSFA DISBURSEMENT CALCULATION --\$

- The DER presents this Edit when the Total Disbursement Amount entered is less than the calculated amount, based on the cost per credit hour and hours of enrollment.
- Cost per credit hour documents may be found via the “Download Institution List” link provided on the DER for public institutions, and on the “CPCH Chart” for non-public institutions.
- Commonly Affected Program(s)*: All Programs

E63

AMOUNT
REPORTED
IS GREATER
THAN OSFA
DISBURSE-
MENT CALC-
ULATION --\$

Edit Message(s)

Code	Message
E63	AMOUNT REPORTED IS GREATER THAN THE OSFA DISBURSEMENT CALCULATION --\$: \$2776.15.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA		STUDENT	10/20/2005	<input type="radio"/> Male <input checked="" type="radio"/> Female	Hispanic	66

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFAS	DER/OSFA ONLY	13	\$ 3,416.80	01/12/2024	02	110103	BS

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

E63 – AMOUNT REPORTED IS GREATER THAN OSFA DISBURSEMENT CALCULATION --\$

- The DER presents this edit when the Total Disbursement Amount entered is greater than the calculated amount, based on the cost per credit hour and hours of enrollment.
- For BFGSC/BFGSV awardees, verify that an appropriate Current Degree Type is listed. If a Current Degree Type is other than the those listed on the Award Amounts document within the Bright Futures Student Handbook, Chapter 2, the DER will believe the student should not be funded and produce this edit.
- CDDV awardees at a public postsecondary institutions may be disbursed an Allowable Fee, up to \$500 per term (at semester-based institutions), for course-related registration costs beyond the cost per credit hour calculation. An O26 Override Code should be presented with the disbursement submission.
- Florida College System (FCS) institutions disbursing baccalaureate degree-seeking students may need to input an O25 Override Code for the system to correctly pay the student at the upper-level rate.
- Commonly Affected Program(s)*: All Programs

E65

TRYING TO
DISBURSE
ELIGIBLE BF
STUDENT
FOR
WRONG BF
PROGRAM

Code	Message
E24	ALREADY DISBURSED AT YOUR INSTITUTION; UPDATE IF APPROPRIATE, THEN RESUBMIT.
E31	STUDENT NOT FOUND ON THIS PROGRAM'S MASTER ELIGIBILITY LIST (MEL) OR IS ON MEL WITH A FINISHED CODE.
E65	TRYING TO DISBURSE ELIGIBLE BF STUDENT FOR WRONG BF PROGRAM.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA	F	STUDENT	10/20/2005	<input checked="" type="radio"/> Male <input type="radio"/> Female	White	45

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFAS	DIR/OSFA ONLY	16	\$ 3,392.00	09/01/2023	01	520701	B

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

Submit

E65 – TRYING TO DISBURSE ELIGIBLE BF STUDENT FOR THE WRONG BF PROGRAM

- The Master Eligibility List has identified this record as being eligible for a different Bright Futures program.
- View section II of the student's Financial Aid Recipient History screen to determine which program that the student was previously funded.
- Either cancel the errant transaction and disburse the student under the MEL eligible program, or contact OSFA for assistance.

- Commonly Affected Program(s)*: Bright Futures

E67

**Invalid or
Null CIP**

Edit Message(s)

Code	Message
E67	INVALID OR NULL CIP CODE.
E68	INVALID OR NULL CURRENT DEGREE TYPE.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA		STUDENT	10/20/2005	<input type="radio"/> Male <input checked="" type="radio"/> Female	White	75

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFAS	DER/OSFA ONLY	15	\$ 3,203.25	01/12/2024	01		--Select--

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

E67 – Invalid or Null CIP Code

- Via Section 1009.46, Florida Statutes, institutions are required to report the program of study for all disbursed students.
- Postsecondary institutions must provide Classification of Instructional Program (CIP) Codes per the United States Department of Education's National Center for Education Statistics website at <https://nces.ed.gov/ipeds/cipcode/resources.aspx?y=56>.
- OSFA's website has been updated with the latest version of CIP Codes - CIP 2020.
- Internal users may click "Get CIP" within the Demographic & Program Detail section of the DER for a listing of available CIP Codes and their respective Program Area.
- DER does not accept decimal places within the CIP Code presentation.
Example: "430103"
- Commonly Affected Program(s)*: All Programs

E68

Invalid or
Null
Current
Degree
Type

Edit Message(s)

Code	Message
E67	INVALID OR NULL CIP CODE.
E68	INVALID OR NULL CURRENT DEGREE TYPE.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-6789	FLORIDA		STUDENT	10/20/2005	<input type="radio"/> Male <input checked="" type="radio"/> Female	White	75

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
BFFAS	DER/OSFA ONLY	15	\$ 3,203.25	01/12/2024	01		--Select--

Bright Future Drop/Withdraw Information

Hours Drop/Withdrawn	Drop/Withdrawn Amount	Repayment Indicator
	\$	NONE

Other Institution Disbursement(s)

Add New

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

E68 – Invalid or Null Current Degree Type

- Via Section 1009.46, Florida Statutes, postsecondary institutions are required to report the program of study for all disbursed students.
- A description of the acronyms displayed in the Current Degree Type drop-down menu is available on page 13 of the DER Batch File Layout.
- Bright Futures Gold Seal Vocational/CAPE awards require specific degree types to be funded. See page four of the Bright Futures Student Handbook, Chapter 2.
- Commonly Affected Program(s)*: All Programs



E69

STUDENT
NOT
ELIGIBLE
FOR
FUNDING
DUE TO
DEFAULT
STATUS

Edit Message(s)

Code	Message
E69	STUDENT NOT ELIGIBLE FOR FUNDING DUE TO DEFAULT STATUS.

Demographic & Program Details

SSN	First Name	MI	Last Name	Date of Birth	Gender	Ethnicity	# Terms/Hours Remaining
-4014	FLORIDA	C	STUDENT	01/01/1900	<input type="radio"/> Male <input checked="" type="radio"/> Female	Other	9

Program	Disbursement Code	Hours Enrolled	Total Disbursement Amount	Eligibility Determ Date	ISIR Transaction #	Get CIP	Current Degree Type
FSAG	DER/OSFA ONLY	15	\$ 800.00	09/01/2023	01	520212	AS

Override Codes (Select all that apply)

Hours Enrolled	Cost	ISIR	Renewal Eligibility
--Select--	--Select--	--Select--	--Select--

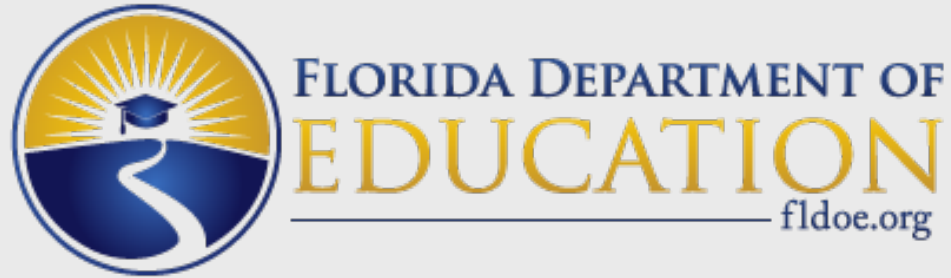
Submit

E69 – STUDENT NOT ELIGIBLE FOR FUNDING DUE TO DEFAULT STATUS

- A student must not owe repayment of a federal grant or any state grant or scholarship unless satisfactory arrangements to repay have been made.
- The student may owe a repayment for the Florida Bright Futures program for withdrawn hours.
- Review the Financial Aid Recipient History screen.
- Contact OSFA for repayment update, if necessary.

FINANCIAL AID RECIPIENT HISTORY

SECTION IV: Disbursement History															
Acad Year	Term	PSI Code	PSI Name	Prog Code	Disb Amt	Disb Code	Disb Date	Hrs Enr	Hrs D/W	Hrs D/W Amt	D/W Code	Disb ISIR Trans #	OVR Code	PSI Elg. Det. Date	
2022 - 23	2	999	OSFA UNIVERSITY	BFGSV	\$432.00	D04	05/28/2023	9	3	\$144.00	N	01		01/27/2023	
2022 - 23	1	999	OSFA UNIVERSITY	BFGSV	\$720.00	D01	10/24/2022	15				01		08/30/2022	



Reconciliation of State Programs

Deadlines

Florida Bright Futures Scholarship Program

- Report Students on DER – Begin student report within 30 days after the end of regular registration each semester
- Undisbursed funds – return funds within 60 days after the end of the regular registration
- Drop/Withdrawn Hours – return funds within 30 days after the end of the semester

Bright Futures Summer Funding

All eligible Florida Academic Scholars (FAS) and Florida Medallion Scholars (FMS) may be funded summer 2024.

Students who are FAS/FMS Eligible for 2023-24 (Term 6)

- Native Students
- Transfer Students

Students who are FAS/FMS Eligible for 2024-25 (Term 0)

- Initial Students – 2024 high school graduates

Official Memorandum [OSFA-STATE: #23-24:26](#) was released on April 12, 2024, with a Q&A and example letters to eligible students.

Bright Futures Summer Funding

Summer Deadlines:

- The deadline for requesting additional funds for Term 6 is typically during the first week of August
- Summer sessions with late June or July drop/add dates – Reconcile by mid-August
- Summer Term 6 DER is typically during the second week of August
- An institution that receives funds from the program for the summer term shall remit to the department any undisbursed advances within 30 days after the end of the summer term

Process & Deadlines

Florida Student Assistance Grant (FSAG)

- Each semester term allocation will represent 50% of the total annual allocation.
- Report all eligible students, including all ‘otherwise eligible’ (C99) students, to OSFA within thirty (30) days of the end of the institution’s regular registration period for each term.
- FSAG reconciliation and refunds are not due until 60 days after the last day of drop/add registration for the spring term unless opting to use remaining funds for the subsequent summer term awards.
- Students awarded for the subsequent summer term must have been disbursed in the previous fall or spring term.

Deadlines

Effective Access to Student Education (EASE) Grant

- Report Students on DER
 - Term 1: October 30
 - Term 2: February 28
 - Term 3: April 15
- Performance Metrics Report: September 1
- Undisbursed funds – return funds 60 days after the end of the regular registration

Dual Enrollment Scholarship (DES) Program

- The deadline to submit reimbursement requests is no later than 30 days after the end of the regular registration period.
- The date listed as the Last Day of Drop/Add from your 2023-24 Postsecondary Institution Renewal Application will be used, per term, to define the 30-day period.
- Postsecondary institution users should continue to use the Reimbursement Request Report (RRR) to disburse DES records.
- Permitting available funds, there may be an ability to request reimbursement for missed disbursements in elapsed terms after the summer 2024 payout concludes.

Deadlines

Schools failing to meet the statutory deadlines for returning funds shall be provided program funds on a reimbursement basis the following academic year.



Payment Summary

Search

Clear

☒ I agree with OSFA's Payment Summary

Last Date Reconciled **11/13/2023**

Submit

SECTION I: Summary Report

Total Disbursed to Students		\$916,354.00
Total Number of Student Awards Funded		868
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$917,659.00
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA	\$1,305.00

SECTION II: Detailed Report

Date (MM/DD/YYYY)	Program Code	Check Number	Warrant Amount	Refund Received	Amount Disbursed to Students	Number of Student Awards Funded
09/11/2023	FSAGPU	131679	\$917,659.00	\$0.00	\$0.00	0
09/17/2023	FSAGPT		\$0.00	\$0.00	\$329,617.00	404
09/17/2023	FSAGPU		\$0.00	\$0.00	\$583,799.00	460
09/25/2023	FSAGPT		\$0.00	\$0.00	\$653.00	1
09/29/2023	FSAGPU		\$0.00	\$0.00	\$653.00	1
10/20/2023	FSAGPT		\$0.00	\$0.00	\$653.00	1
11/02/2023	FSAGPU		\$0.00	\$0.00	\$979.00	1
Totals:			\$917,659.00	\$0.00	\$916,354.00	868

Export Data to Excel

FSAGPUALL unduplicated student count for the selected academic year is:
Total unduplicated student count for the selected academic year is:

1,174
2,831

Refund Transmittal Form
Student Refund Report
Reconciliation/Population Report

Payment Summary Process

- Review whether your institution owes OSFA, or if OSFA owes your institution per term within the current academic year, and prior years.
- If OSFA owes, check and submit the “I agree with OSFA’s Payment Summary” box to request additional funds.
 - The box will become unchecked if adjustments are made after it has been checked.
 - Reconciling the “All” terms Payment Summary does not work to communicate funding readiness.
- Review vouchered amounts per program and per term to confirm that program funds have been delivered.
- Attach a completed Refund Transmittal Form with your refund check.

Bright Futures Scholarship Program

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	2 ▼	BF ▼	Live ▼

Search **Clear**

- ☒ I agree with OSFA's Payment Summary
- ☒ I agree that Dropped/Withdrawn (D04) Reporting is Complete.

Last Date Reconciled 04/16/2024

Last D04 Date Reconciled 10/18/2023

Submit

SECTION I: Summary Report ▼

Total Current Year Funding from OSFA		\$47,050,029.71
Total Number of Student Awards Funded		23,647
Net Disbursed to Students		\$63,469,732.12
Subtotal: Cumulative D00+D01 Disbursed to Students		\$63,474,837.12
Subtotal: Cumulative D04 (Dropped/Withdrawn) Value		\$5,105.00
Total Refunds		\$0.00
Subtotal: Cumulative Undisbursed Refunds Received		\$0.00
Subtotal: Cumulative Dropped/Withdrawn (D04) Refunds Received		\$0.00
	Amount OSFA Owes Institution	\$16,419,702.41
	Amount Institution Owes OSFA	\$0.00

Dual Enrollment Scholarship Program

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	DES ▼	Live ▼

☒ I agree with OSFA's Payment Summary

SECTION I: Summary Report ▼	
Total Dual Enrollment Students	61
Total Tuition and Fees Requested for Reimbursement	\$25,742.15
Program Tuition and Fees Proration %	100
Prorated Tuition and Fees Reimbursement Amount	\$25,742.15
Total Material Cost Requested for Reimbursement	\$3,400.89
Program Material Proration %	100
Prorated Material Reimbursement Amount	\$3,400.89
Total Amount Reimbursed	\$0.00
Amount OSFA Owes Institution	\$29,143.04
Amount Institution Owes OSFA	\$0.00

Minority Teacher Education Scholarship Program

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	FFMT ▼	Live ▼

☒ I agree with OSFA's Payment Summary

Last Date Reconciled 10/24/2023

NOTE: Institution receives FFMT funding from the Florida Fund for Minority Teachers, Inc. (Foundation). Disbursements are reported to OSFA by the institution. Please remit any refund due for this program to the Foundation.

SECTION I: Summary Report ▼

Total Disbursed to Students		\$18,000.00
Total Number of Student Awards Funded		9
Total Current Year Funding from Foundation		\$18,000.00

First Generation Matching Grant Program

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	FGMGSU ▼	Live ▼

Search

Clear

☐ I agree with OSFA's Payment Summary

Submit

SECTION I: Summary Report

Total Disbursed to Students		\$855,697.03
Total Number of Student Awards Funded		144
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$570,465.00
Institution's Matching Funds		\$285,232.50
Total Funding		\$855,697.50
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA (Does Not Include Institution's Matching Fund)	\$0.00
Total Disbursed using Private Unmatched Funds		\$5,170,381.36

Florida Work Experience Program

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	FWEP ▼	Live ▼

 Search  Clear

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SECTION I: Summary Report ▼

Total Disbursed to Students		\$0.00
Total Number of Student Awards Funded		0
Total Admin Cost Spent		\$0.00
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$85,034.00
Total Prior Year Balance		\$0.00
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA	\$85,034.00

Florida Student Assistance Grant

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	FSAGPU ▼	Live ▼

☐ I agree with OSFA's Payment Summary

SECTION I: Summary Report ▼

Total Disbursed to Students		\$6,481,750.00
Total Number of Student Awards Funded		5,300
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$7,555,121.00
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA	\$1,073,371.00

Benacquisto Scholarship Program

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	FIS ▼	Live ▼

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☐ I agree with OSFA's Payment Summary

Last Date Reconciled 12/19/2023

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SECTION I: Summary Report ▼

Total Disbursed to Students		\$11,395,658.83
Total Number of Student Awards Funded		1,305
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$11,386,811.77
	Amount OSFA Owes Institution	\$8,847.06
	Amount Institution Owes OSFA	\$0.00

Children and Spouses of Deceased or Disabled Veterans

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	2 ▼	CDDV ▼	Live ▼

 Search  Clear

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SECTION I: Summary Report ▼

Total Disbursed to Students		\$522,175.54
Total Number of Student Awards Funded		183
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$451,233.77
	Amount OSFA Owes Institution	\$70,941.77
	Amount Institution Owes OSFA	\$0.00

José Martí Scholarship Challenge Grant

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	JM ▼	Live ▼

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Last Date Reconciled 09/11/2023

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SECTION I: Summary Report ▼

Total Disbursed to Students		\$13,000.00
Total Number of Student Awards Funded		13
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$13,000.00
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA	\$0.00

Florida Farmworker Student Scholarship Program

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	FFSS ▼	Live ▼

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☒ I agree with OSFA's Payment Summary

Last Date Reconciled 11/30/2023

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SECTION I: Summary Report ▼

Total Disbursed to Students		\$8,508.40
Total Number of Student Awards Funded		3
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$8,508.40
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA	\$0.00

Randolph Bracy Ocoee Scholarship Program

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	OCOE ▼	Live ▼

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☐ I agree with OSFA's Payment Summary

Last Date Reconciled 12/19/2023

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SECTION I: Summary Report ▼

Total Disbursed to Students		\$8,865.23
Total Number of Student Awards Funded		3
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$9,150.00
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA	\$284.77

Rosewood Family Scholarship Program

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	RFS ▼	Live ▼

Q Search

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☒ I agree with OSFA's Payment Summary

Last Date Reconciled 10/24/2023

Submit

SECTION I: Summary Report ▼

Total Disbursed to Students		\$0.00
Total Number of Student Awards Funded		0
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$0.00
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA	\$0.00

Honorably Discharged Graduate Assistance Program

PAYMENT SUMMARY

Acad Yr	Inst Code	Inst Name	Term	Fund	Data
2023-24 ▼	999 ▼	Florida Institution ▼	1 ▼	HDGAP ▼	Live ▼

☒ I agree with OSFA's Payment Summary

Last Date Reconciled 01/04/2024

SECTION I: Summary Report ▼

Total Disbursed to Students		\$20,400.00
Total Number of Student Awards Funded		30
Total Refunds from Institution		\$0.00
Total Current Year Funding from OSFA		\$20,400.00
	Amount OSFA Owes Institution	\$0.00
	Amount Institution Owes OSFA	\$0.00



Grade and Hours Report (GRHR)

Grade and Hours Report (GRHR)

Grade and Hours Report (GRHR)

Inst Code	Inst Name	Acad Yr	List View	Selected By	Filter	Term Type	Credit Type
--Select--	--Select--	2023 - 24	All	SSN			

[Grade and Hours Layout & Edit Explanations](#)

Generate Query

Search

Clear

Grades & Hours Information

SSN	
First Name	
Middle Initial	
Last Name	
Date of Birth	
Summer Hours Required	N

Previous Summer Hours Earned	
Term 1 Hours Earned	
Term 2 Hours Earned	
Term 3 Hours Earned	
Term 4 Hours Earned	
Cumulative GPA	

Grade and Hour Appeal		Override Term Hours	--Select--	Degree Earned	NONE
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Degree Earned Date	
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[Grades & Hours History](#)

Submit

Grade and Hours Report (GRHR)

Edit Explanations

Field Sequence #20-24 Edit Codes & Messages

Code	Edit Messages	Method to Clear Edit
E01	MATCHING DATA NOT SUPPLIED FOR STUDENT	CORRECT STUDENT DATA AND RESUBMIT.
E02	HRS EXCEED MAX ALLOWED	IF THE CORRECT NUMBER OF HOURS REPORTED EXCEED 24 CREDIT HOURS OR 720 CLOCK HOURS, SELECT "OVERRIDE TERM HOURS."
E03	CUM GPA CANNOT EXCEED 4.00	REDUCE THE GPA TO A MAXIMUM OF 4.0.
E04	STUDENT DID NOT ATTEND PSI FOR THE TERM	REPORT HOURS FOR THE TERM STUDENT ATTENDED, IF FUNDED, AT YOUR INSTITUTION. ENTER ZERO FOR REMAINING TERMS.
E05	HOURS REPORTED FOR INVALID TERM	DELETE HOURS FOR NON-VALID TERMS.
E06	GPA AND/OR HOURS CANNOT BE NULL	ENTER A VALUE FOR GPA AND/OR HOURS EACH REQUIRED TERM. ZERO IS A VALID ENTRY.
E07	MESSAGE ONLY - GRADE AND HOURS RECORD NOT REQUIRED	GRADE & HOURS WERE REPORTED FOR STUDENT WHO WAS NOT DISBURSED THIS YEAR. NOT NECESSARY TO CLEAR THIS EDIT – MESSAGE ONLY.
E08	SAP INDICATOR "YES" OR "NO" REQUIRED	SELECT "NO" FOR SAP INDICATOR.
E09	SUMMER HRS REQUIRED	IF "YES" IS CHECKED, ENTER THE NUMBER OF SUMMER HOURS EARNED. ZERO IS A VALID ENTRY.
E10	MESSAGE ONLY - CUMULATIVE DEGREE HOURS AND TOTAL EARNED HOURS ARE OPTIONAL FIELDS	ENTER A VALID VALUE FOR CUMULATIVE DEGREE HOURS AND TOTAL EARNED HOURS.
E11	PSI REPORTING SUMMER GRADE AND HOURS MUST BE HOME INSTITUTION	STUDENT MUST REQUEST SUMMER NON-HOME PSI TO SEND TRANSCRIPT INFORMATION TO HOME INSTITUTION FOR SUMMER GRADE AND HOURS REPORTING.
E12	<DEGREE EARNED/DEGREE EARNED DATE> IS A REQUIRED FIELD FOR THIS RECORD	DATA MUST BE REPORTED FOR THE 'DEGREE EARNED' AND 'DEGREE EARNED DATE' FIELDS. OTHERWISE, BOTH FIELDS MAY BE LEFT BLANK.

Grade and Hours Report (GRHR)

Grade and Hours Report (GRHR)

Inst Code
▼

Inst Name
Postsecondary Institution ▼

Acad Yr
2023 - 24 ▼

List View

Reported with
All
Not Reported
Reported
Reported with Edits
Reported without Edits

Selected By
SSN ▼

Filter

Term Type

Credit Type

Generate Query

[Grade and Hours Layout & Edit Explanations](#)

Search

Clear

Grades & Hours Information

SSN

First Name

Middle Initial

Last Name

Date of Birth

Summer Hours Required
N

Grade and Hour
Appeal ▼

Override Term
Hours --Select-- ▼

Degree
Earned NONE ▼

Previous Summer Hours Earned

Term 1 Hours Earned

Term 2 Hours Earned

Term 3 Hours Earned

Term 4 Hours Earned

Cumulative GPA

Degree
Earned Date

[Grades & Hours History](#)

1. To locate the records containing an edit, select "List View" = "Reported with Edits". Users have the option to narrow their search by a name or SSN for the individual student.
2. Select "Search" to receive results one record at a time, or "Generate Query" to receive a list of records.

Submit



Grade and Hours Report (GRHR)

Grade and Hours Report (GRHR) Query

INST CODE	INST NAME	ACAD YR	LIST VIEW	SELECTED BY	FILTER
###	Postsecondary Institution	2023 - 24	Reported with Ed	SSN	

Show By Edits

ALL

Last 4 of SSN	First Name	MI	Last Name	Previous Summer Hours	Term 1 Hours	Term 2 Hours	Total Hours	Cum GPA	GRHR Appeal	Override Code	Degree Earned	Degree Earned Date	Edit Code(s)
-9999	First Name	MI	Last Name	3			3	3.33					E06
				6			6	3.82					E06
				6			6	3.76					E06
				6			6	4					E06
				12			12	3.83					E06
				10			10	3.62					E06
				12			12	3.83					E06
				0			0	2.73					E06
				0			0	3.65					E06
				16			16	3.94					E06
				6			6	3.51					E06
				0			0	3.52					E06

TOTAL RECORDS: 12

Export Data to Excel

1. To review an individual student, select the value in the "Last 4 of SSN" column to be redirected to the student grade and hour record.

2. To sort the list of records to display any transaction with a specific edit, select the desired edit from the "Show By Edits" menu.

Once the student record is selected, the user will be redirected to the main GRHR page with the student's SSN entered within the "Filter" field. After successfully resolving the edit, change the "List View" parameter to "All" to verify that the record no longer contains an edit.



Edit Explanations



E06

GPA AND/OR
HOURS
CANNOT BE
NULL

Grade and Hours Report (GRHR)

Inst Code: ### Inst Name: Postsecondary Institution Acad Yr: 2023 - 24 List View: Reported wit Selected By: SSN Filter: 123456789 Term Type: SEMESTER Credit Type: SEMESTER HOUR

[Grade and Hours Layout & Edit Explanations](#)

Generate Query Search Clear

Edit Message(s)

Code	Message
E06	GPA AND/OR HOURS CANNOT BE NULL

Grades & Hours Information

SSN: -6789 First Name: FLORIDA Middle Initial: Last Name: STUDENT Date of Birth: 10/20/2005 Summer Hours Required: N

Previous Summer Hours Earned: 3

Term 1 Hours Earned: Term 2 Hours Earned: Term 3 Hours Earned: Term 4 Hours Earned: Cumulative GPA: 3.33

Grade and Hour Appeal: ANR Override Term Hours: --Select-- Degree Earned: NONE Degree Earned Date: [Grades & Hours History](#)

Submit

E06 – GPA AND/OR HOURS CANNOT BE NULL

- This is a result of submitting a grade and hour statement where the term information required to be reported is missing.
- The student is enrolled at an institution where fall and spring hours might be considered for renewal purposes. Additionally, students who receive funds in BF, CDDV, FFSS, JM, OCOE, or RFS must have previous summer hours reported.

Partnership

Outreach Services Unit

- Financial Aid/Literacy print materials shipped to both secondary and postsecondary institutions
- Financial Aid events coordinated statewide via OSFA Speakers Bureau
- Financial Aid trainings provided
- Resource: www.NavigatingYourFinancialFuture.org

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