



State of Wisconsin  
Higher Educational Aids Board

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MONTHLY MEMO  
Higher Educational Aids Board  
JUNE, 2013

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**FINAL VOUCHER FOR 1213 – JUNE 14, 2013**

Because of the large amounts of refunds that we have received in the last few weeks we have extended the deadline a little longer. Please get your requests in as soon as possible.

**Automated Refund Program**

We have begun to work on automating the refund process. Initially we're envisioning that you will enter the refunds via the secure socket layer – the same way that you request vouchering. Once the refund list has been verified we will process the check. We're still working out the details of how this is going to work and in the next month we'll have more information to provide to you.

**Covenant Grant Program Update**

Just a reminder to review your 12-13 notification lists to make sure that you have requested the covenant and foundation funds.

We have provided an Access spreadsheet to each school to verify satisfactory academic progress for all of the covenant students. We are anticipating that the awards for the 13-14 academic year will be on the next notification list unless we receive a delay in receiving the SAP reports from the schools.

**NOTIFICATION LIST 1213**

Distributed Wednesday afternoons:  
June 5, 12

**NOTIFICATION LIST 1314**

Distributed Thursday afternoons:  
June 6, 13, 20, and 27

**AES LIST**

Thursdays: June 6.

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

## VOUCHER PROCESSING

Tuesdays and Fridays for files uploaded by noon  
June 7 and June 14

Please check our Webpage for current Notification List and Voucher Processing Schedules.  
<http://www.heab.wi.gov/finaid.html>

## GRANTS UPDATES – COMMITTED AND SPENT as of 6/4/13

	<u>Current</u>	<u>This Time Last Year</u>
<b><u>TG (W codes 06/28/2012)</u></b>		
Committed	161.44%	157.13%
Spent	99.93%	99.01%
<b><u>WHEG-TRIBAL (W codes 06/21/2012)</u></b>		
Committed	197.26%	185.98%
Spent	99.14 %	97.70%
<b><u>WHEG-UW</u></b>		
Committed	160.02%	156.50%
Spent	99.92%	99.99%
<b><u>WHEG-WTC (w codes 5/7/12)</u></b>		
Committed	187.86%	171.82%
Spent	98.91%	96.60%

## UPCOMING EVENTS

**Scheduled HEAB Board Meetings:** August 2, 2013  
**HEAB Training Date:** July 18 & September 19

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!