



State of Wisconsin  
Higher Educational Aids Board

P.O. Box 7885  
Madison, WI 53707-7885

Telephone: (608) 267-2206  
Fax: (608) 267-2808

E-Mail: HEABmail@wisconsin.gov

Web Page: <http://heab.state.wi.us>

Scott Walker  
Governor

John Reinemann  
Executive Secretary

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MONTHLY MEMO  
Higher Educational Aids Board  
DECEMBER 2016

*HAPPY HOLIDAYS!*

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**Second Semester Voucher Requests**

Second semesters requests are being processed as they come in, 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.

**Covenant Grant Program**

Please review your 16-17 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 1617**

Distributed Wednesday afternoons:

December 7, 14, and 21.

January 11, 18, and 25.

**AES LIST**

December 8 and January 12.

**TES LIST**

December 9 and January 13.

**NOTIFICATION LIST 1718 –**

We're hoping to have a notification list by the middle of January and the list will be distributed on Thursday afternoons:  
January 19 and 26.

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 2, 6, 9, 13, 16, and 20

January 6, 10, 13, 17, 20, 24, 27, and 31.

**Vouchers will not be processed on December 23, 27, 30 or January 3.**

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

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

### **16 – 17 GRANT UPDATES – COMMITTED 12/6/16**

	<u>Current</u>	<u>This Time Last Year</u>
<b><u>Wisconsin Grant – PNP</u></b>		
Committed	156.14%	162.77%
Spent	44.37%	47.70%
<b><u>Wisconsin Grant - TR (W codes 10/5/2016)</u></b>		
Committed	192.96%	191.00%
Spent	60.73 %	58.30%
<b><u>Wisconsin Grant - UW</u></b>		
Committed	132.71%	126.11%
Spent	52.87%	48.84%
<b><u>Wisconsin Grant - TC (W codes 7/19/16)</u></b>		
Committed	170.05%	180.59%
Spent	52.73%	57.64%

### **UPCOMING EVENTS**

**Scheduled HEAB Board Meetings:** February 24, 2017; April 21, 2017; and July 28, 2017.

**2017 College Goal Wisconsin:** January 18, 21, 25, and 28, 2017.

**HEAB Training Date: January 19 and March 16**

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!