

Gemcor Inc.

C-code comment 399 resolution worksheet

School Name _____

Student Name _____

The C-code comment 399 will appear on the 17-18 ISIR when the 2015 income reported on the 17-18 ISIR is different than the 2015 income reported on the 16-17 ISIR. Follow the below questions to determine what action, if any, is necessary.

1-Did the institution receive a 16-17 ISIR for the student? This is regardless of whether or not a payment will be made using the 16-17 ISIR or if the student never attended during 16-17.

Yes



Continue to question #2

No



No further action necessary

2-Was the student still enrolled at your institution when the 17-18 ISIR with comment code 399 was received by your institution?

Yes



Continue to question #3

No



No further action necessary

3-Was or will Title IV aid be disbursed on either the 16-17 or 17-18 ISIR?

Yes



The 2015 income on both ISIRS must be compared and all discrepancies resolved before making any further Title IV disbursements. If all discrepancies are not resolved the student must pay back any aid disbursed in either or both award years.

No



No further action necessary

I have reviewed the ISIRs in question and have either determined that all conflicting information has been resolved or no further action is necessary.

School official's Signature _____ Date ____/____/____

Gemcor representative to contact with questions – Jacki Griffin 1-888-436-2678