



400 Quadrangle Drive Bolingbrook, Illinois 60440

Web Based TEAM Application Program and Budget Data

In conjunction with the migration of our TEAM Software application to our new web based environment for 2015-2016, we are in the process of updating and loading your program and budget information into your profile. We have attached an Academic Program Record setup form and ask that you complete a form for each academic program offered at your school. The program records will be necessary for you to be able to package any awards for your students for the upcoming award year, much like under our old TEAM process. Please complete the program setup forms and return them to our office by email, fax, or hard copy at your earliest convenience.

We have redesigned our cost of attendance modules in the new TEAM system. Each of your student's cost of attendance budgets will be calculated by the TEAM system based on how you assess tuition and fee charges, and based on an estimate of monthly living allowance amounts. You will only need two budget types. You will have one budget representing students who have no dependents and who live with their parents, and a second budget for all other students. These are the two federally required cost of attendance budgets for your students. You will no longer have to create budgets for separate academic years or programs. The tuition, fee, books and supply components of a student's cost of attendance will be pulled from the new program record based on how tuition and fees are charged and based on the academic year of the award package. Then, based on the length of the award/loan period and the student's attendance schedule (clock hour programs) the TEAM system will calculate the number of months in the award period and will calculate the appropriate living allowance portion of the budget for that award. This calculated living allowance component, added with the appropriate tuition and fee amounts, will result in an accurate and consistent cost of attendance budget for all of your program awards. These controls will ensure that your students' budgets are accurate regardless of their attendance schedule or of the academic year of the award package. You will continue to have the authority (if your user account permits) to modify any student budget under your professional judgment authority.

You will only need to complete one Budget Data form that will include the monthly living allowance estimates that you use for your cost of attendance. The Budget Data form will include budget allowances for students with no dependents who live with their parents under Budget Category #1 and separate allowances for all other students under Budget Category #2.

ISIR functionality for 15-16 is currently available in our Web TEAM Application. To log in visit our web site at www.gemcorinc.com and select "TEAM on Web" on the menu bar. We have also disseminated Verification Worksheets for 15-16 and those are also available on our "Downloads" page.

Best regards,

Don Grybas, President
GEMCOR, Inc.

Academic Program Record

PROGRAM NAME

PROGRAM TYPE

 Clock Hour

 Credit Hour (Non-Term)

 Credit Hour (Term-Based)

PROGRAM LENGTH

<input style="width: 100%; height: 25px;" type="text"/> Clock Hours	<input style="width: 100%; height: 25px;" type="text"/> Credit Hours	<input style="width: 100%; height: 25px;" type="text"/> Number of Weeks (Full Time)	<input style="width: 100%; height: 25px;" type="text"/> Number of Terms (If Term-Based)
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ACADEMIC YEAR LENGTH * (* If unsure, leave blank)

<input style="width: 100%; height: 25px;" type="text"/> Clock Hours	<input style="width: 100%; height: 25px;" type="text"/> Credit Hours	<input style="width: 100%; height: 25px;" type="text"/> Number of Weeks (Full Time)	<input style="width: 100%; height: 25px;" type="text"/> Number of Terms (If Term-Based)
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CREDENTIAL LEVEL * (* If unsure, leave blank)

- Undergraduate Diploma or Certificate Program
- Associate's Degree Program
- Bachelor's Degree Program
- Graduate / Master's Degree Program

CIP CODE * (* If unsure, leave blank)

EFFECTIVE DATE

TUITION & FEES ASSESSMENT (How are Program Fees Charged?) Check One and Complete the Fee Information

Charged by Program

All Fees are Charged Up Front Upon Enrollment (One Debit to the AR Ledger at Enrollment)

Charged by Academic Year

Separately by Academic Year (Separate Debits to the Ledger for Each Academic Year)

Charged by Payment Period/Term

Separately by Payment Period (Separate Debits to the Ledger for Each Payment Period/Term)

Tuition & Fees
\$
Books & Supplies
\$

	Tuition & Fees	Books & Supplies
AY - 1	\$	\$
AY - 2	\$	\$
AY - 3	\$	\$
AY - 4	\$	\$

	Tuition & Fees	Books & Supplies
PP - 1	\$	\$
PP - 2	\$	\$
PP - 3	\$	\$
PP - 4	\$	\$
PP - 5	\$	\$
PP - 6	\$	\$
PP - 7	\$	\$
PP - 8	\$	\$

Attach a separate sheet for programs with more than 8 payment periods/terms

By signing below I certify that I am an authorized official of the institution listed below and I authorize GEMCOR, Inc. to create an academic program record based on the information provided for purposes of packaging Title IV federal student aid. I agree to report any changes to this information as such changes occur to ensure accurate program administration.

School Name

School Official's Signature

School Official's Name and Title

____/____/____
Date

Cost of Attendance Budget Data Form

Accurate Cost of Attendance information is necessary for proper determination of students' federal awards. A student's Cost of Attendance includes tuition, fees, books, supplies, as well as allowances for room and board, miscellaneous personal expenses, and transportation to/from school. The tuition, fees, books, and supplies component will be calculated based on the institutional charges recorded in the Academic Program Record in GEMCOR's Web TEAM Application. The allowances for room and board, personal expenses, and transportation will be calculated by the TEAM system based on the length of a student's award/loan period, and the monthly allowances identified below.

Schools are required to have separate budget estimates for living expenses for two categories of students; students who have no dependents and who live with their parents, and all other students.

Please provide your monthly expense allowances in the categories below which will be used as your standard living expense budget for students' needs analysis determinations.

Budget Category #1

**Students with no dependents
& who live with their parents**

\$
\$
\$
\$

Monthly Room & Board Allowance

Monthly Personal Expense Allowance

Monthly Transportation Expense Allowance

Monthly "Other" Expense Allowance

Budget Category #2

All Other Students

\$
\$
\$
\$

You only need to provide MONTHLY allowance amounts for your budgets. Your budgets should represent reasonable cost estimates for the student, not the entire family, and should not reflect a higher standard of living than one would reasonably expect. Excessive budgets can result in unnecessary over-borrowing on the part of your students. Budgets should be reviewed periodically and may be adjusted to reflect significant changes in economic conditions. At your discretion you can also modify any individual student's Cost of Attendance when packaging

Room & Board: This allowance should represent basic rent and food expenses. To avoid excessive rent expenses you may consider a "roommate" scenario similar to university dorm housing where rents for a 2-bedroom unit can be prorated for each cohabitant.

Personal Expenses: These include non-rent and non-food expenses including but not limited to utilities, clothing, insurance, etc.

Transportation: This allowance should represent a transportation allowance to and from school. It should not include car payments or insurance. It should only be reflective of educationally related transportation expenses.

By signing below I certify that I am an authorized official of the institution listed below and I authorize GEMCOR, Inc. to create the cost of attendance living expense allowances based on the information provided for purposes of packaging Title IV federal student aid.

School Name

School Official's Signature

School Official's Name and Title

____/____/____
Date