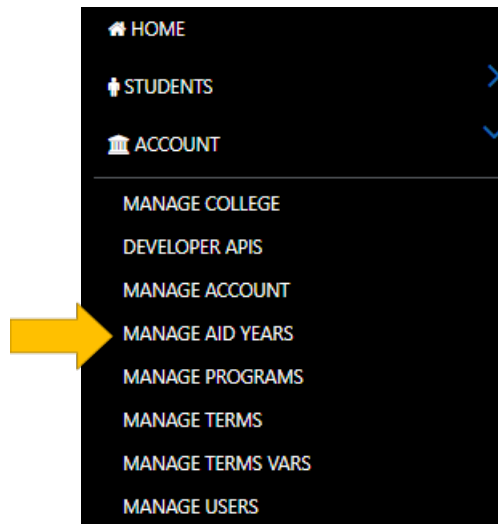


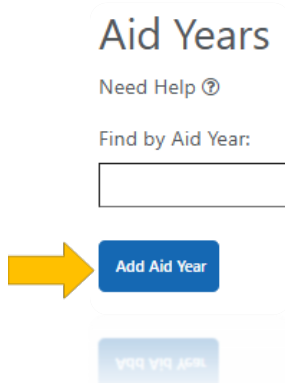
State Grant Manager – Setting up the Academic Year

Each year, schools must set up their academic year prior to generated awards for students. Follow these steps to set up your year completely.

1. Log into State Grant Manager and click on Account, then Manage Aid Years.



2. Click on Add Aid Year.



3. Complete the details:

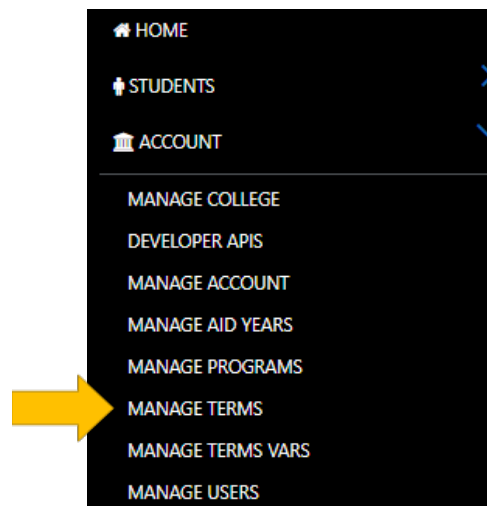
- a. Enter the Description. Example: 2025-2026.
- b. Enter the Aid Year Code. Example: 2526.
- c. Select correct Term Type.
- d. Select correct Tuition Cap.
- e. Origin Type should always be “Assumptions When EFC calculated”.
- f. Select School Type (Terms Based Credit Hour or Clock Hour).
- g. Start Date should be 07/01 of the academic year and End Date should be 06/30 of the following year.
Example for 2025-2026: 07/01/2025 and 06/30/2026.
- h. Click Submit.

Add Aid Years

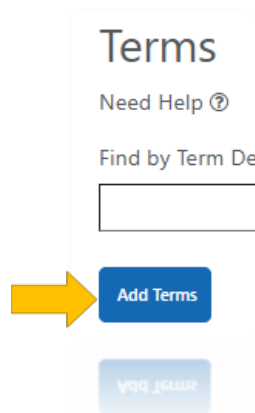
Need Help ?

Aid Year Desc	<input type="text"/>
Aid Year Code	<input type="text"/>
Term Type	<input type="text" value="Quarters"/>
Default Tuition Cap	<input type="text" value="Two Year Or Less"/>
Origin Type	<input type="text" value="Assumptions When EFC Calculated"/>
School Type	<input type="text" value="Term Based Credit Hour"/>
Start Date	<input type="text" value="7/3/2025 12:00:00 AM"/>
End Date	<input type="text" value="8/2/2025 12:00:00 AM"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

4. Click on Manage Terms.



5. Click on Add Terms.



The screenshot shows a form titled "Terms". Below the title is a link "Need Help ?". Then there is a label "Find by Term De" followed by an empty text input field. Below this is a blue button labeled "Add Terms", which is highlighted by a yellow arrow pointing from the left. At the bottom of the form is a light blue button labeled "Cancel".

6. Complete the details:
- a. Choose the correct Colleges Aid Years.
 - b. Enter the Term Description. Example: Fall 2025.
 - c. Enter the Term Code. Example: FA2025 or SP2026.
 - d. Select the correct Term Type.
 - e. Enter the Start and End Date of the term.
7. Click Submit.

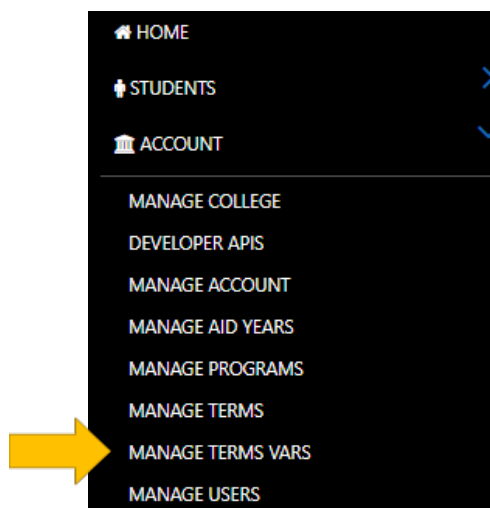


The screenshot shows the "Terms" form with the following fields filled out:

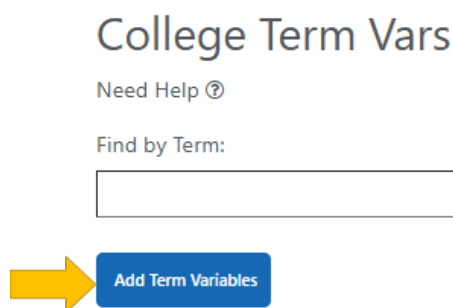
- Colleges Aid Years:** A dropdown menu showing "2025-2026".
- Term Description:** An empty text input field.
- Term Code:** An empty text input field.
- Term Type:** A dropdown menu showing "Fall Term".
- Start Date:** A text input field showing "7/3/2025 9:16:35 AM".
- End Date:** A text input field showing "7/3/2025 9:16:35 AM".

At the bottom of the form are two buttons: a blue "Submit" button and a light blue "Cancel" button.

8. Click on Manage Term Vars.



9. Click on Add Term Variables.



10. **Credit Hour Schools**, complete the details:

- a. Select the correct College Term.
- b. Select the correct College Program (these are populated from programs you have created in “Manage Programs”).
- c. Select the correct State Level Vars. **IMPORTANT:** Prior to Official Final Parameters being issued by OHE, you can select pre-programmed Estimated Variables to generate estimated awards for students. You must edit your variables once final parameters have been issued to Select the corrected Funding Variables Official Final for the appropriate Aid Year and recalculate student awards. If this step is missed, student awards will be incorrect.
- d. Enter your Tuition per credit.
 1. Enter your Fees per credit.

2. Enter the Cut Off Date, which is the 30th Day of the term. Students whose FAFSAs are received after this date will not be awarded for the term.
3. Scroll to the bottom and click Submit.

College Term

Fall 2025

College Program

Liberal Arts

State Level Vars

2025-2026 Funding Variables Official Final

Tuition Per Credit

0

Fees Per Credit

0

Cut Off Date (30th Day of Term)

10/1/2025 12:00:00 AM

11. **Clock Hour Schools**, complete the details:

- a. Select the correct College Term.
- b. Select the correct College Program (these are populated from programs you have created in “Manage Programs”).
- c. Select the correct State Level Vars. **IMPORTANT:** Prior to Official Final Parameters being issued by OHE, you can select pre-programmed Estimated Variables to generate estimated awards for students. You must edit your variables once final parameters have been issued to Select the corrected Funding Variables Official Final for the appropriate Aid Year. and recalculate student awards. If this step is missed, student awards will be incorrect.
- d. Enter the total number of hours in your Academic Year.
- e. Leave Remaining Program Hours at 0.
- f. Enter your Weighted Tuition and Fees for the Academic Year.
- g. Enter the Cut Off Date, which is the 30th Day of the term. Students whose FAFSAs are received after this date will not be awarded for the term.
- h. Scroll to the bottom and click Submit.

College Term

2025 Fall Term

College Program

Cosmetology

State Level Vars

2025-2026 Funding Variables Official Final

Hours In Academic Year

900

Remaining Program Hours

0

Weighted Tuition And Fees For Academic Year

16146

Cut Off Date (30th Day of Term)

6/30/2026 12:00:00 AM