



**Fiscal Year 2021 Invoicing and Extension Request Deadlines**  
**Invoicing Deadlines - All State Scholarship and Grant Programs**

Term	All State Scholarship and Grant Invoicing Deadline Dates	Yearend Deadline to Request an Extension for any program
Summer	October 26, 2020	June 8, 2021
Fall	February 22, 2021	June 8, 2021
Winter	April 19, 2021	June 8, 2021
Spring	June 8, 2021	June 8, 2021
All State Loan Programs loan period ends June 12, 2021. No FY 2021 disbursements can be made after June 12, 2021.		

**Reconciliation Deadline for all programs - July 15, 2021**

**Programs include:** Dual Enrollment, All HOPE Programs (GED, Grant and Scholarship), Zell Miller (Grant and Scholarship), HOPE Career Grant, GA Tuition Equalization Grant, All ROTC and Military Grants & Scholarships, HERO Scholarship, GA Public Safety Grant, Scholarship for Engineering, GA National Guard and Student Access Loan Program.

**Return of Funds Deadline for all programs - August 15, 2021**

**Be Advised:**

- Extensions for late invoicing may be requested until June 8, 2021.
- Any Extension granted will end no later than June 23, 2021. No extension will extend beyond June 23, 2021.
- No invoices for Fiscal Year 2021 will be processed beyond June 23, 2021.
- The online Reconciliation Process (through SURFER) must be completed and submitted for each program in which funds were received for that fiscal year.
- If June 8 or July 15 falls on a Saturday or Sunday, the deadline is automatically the following Monday.
- The Commission will not issue state scholarship, grant or service cancelable loan funds for the Fall term following the Fiscal Year until the Fiscal Year End Reconciliation process is complete.

**FY 2021 Invoicing and Extension Request Deadlines**

As in the past, the Program Regulations require that all invoices for a term be fully submitted, processed, and approved for payment by the invoicing term deadline. Spring term invoices are due June 8. A postsecondary institution needing an extension to process current fiscal year invoices beyond June 8 must submit a request for extension to GSFC by June 8.

The request for extension must include the reason an extension is needed, program(s), number of invoices, and the approximate total dollar amount of the invoices to be submitted. Extensions may be granted through the Extension Deadline set annually.

The Program Regulations require postsecondary institutions to complete a year-end reconciliation of each state program for which funds were received for the year and submit a year-end reconciliation form by July 15 and return any unused funds by August 15.

### **Prior Year Invoices**

Invoices for prior fiscal years will not be paid except under certain extraordinary and narrowly defined circumstances. The Program Regulations allow an invoice to be paid after the year-end invoicing only if failure to meet the deadline was due to the need for supplemental documentation including, but not limited to, information required for the student's college admission (e.g., proof of citizenship or residency), late grades, grade changes or other adjustments made to the student's official academic transcript that result in a change to a student's eligibility. A postsecondary institution needing to submit a prior year's invoice(s) must email the Originations and Disbursements Department at [oandd@gsfc.org](mailto:oandd@gsfc.org), with the invoice, student information, and the reason for missing the deadline (e.g., the documentation that became available after the deadline, as noted above).

If a postsecondary institution needs to submit an invoice or increase the award amount on an existing invoice after the year-end reconciliation, the director of financial aid must submit a written request to Senior Manager, Originations and Disbursements, David Jones at [davidj@gsfc.org](mailto:davidj@gsfc.org), including the following:

1. The reason for the prior year late invoice request
2. The individual invoice information
3. The total dollar amount of the invoices

If the requests for the invoices to be paid after the year-end reconciliation total more than ½ percent of the total amount disbursed to the postsecondary institution for the corresponding program in the current fiscal year, the institution's president must submit a written request to Benita Jorgensen, Vice President, Financial Aid Operations at [benita@gsfc.org](mailto:benita@gsfc.org), including the following:

1. The reason for the prior year invoice request
2. The number of invoices
3. The total dollar amount of the invoices to be submitted
4. A corrective action plan outlining measures that will be taken in the future to meet the published invoicing deadlines which shall include, but not be limited to, the following:
  - a. Staff and/or system changes implemented that ensure timely submission of invoices
  - b. Dates and content of training to prepare staff for timely submission of invoices
  - c. Supplemental documentation relating to delays

If you have any questions or need assistance with the term or Year End Reconciliation process, please, contact:

GSFC's Origination and Disbursement Specialists at: [OandD@gsfc.org](mailto:OandD@gsfc.org) or 800-505-GSFC, option 4, option 1.

Senior Manager, Financial Aid Operations, David Jones at: [davidj@gsfc.org](mailto:davidj@gsfc.org) or 770-724-9039

The Origination and Disbursement team will be working diligently to process invoices and reconciliations. We appreciate your efforts in administering the State Scholarship, Grant and Loan Programs and in completing the program reconciliations.