



## Nevada State GEAR UP Program Master Calendar – 2008-2009

*If a date falls on a non-working day, the effective date will be the first working day subsequent to the scheduled date.*

<i>Date</i>	<i>Task/Deadline to be Accomplished</i>
<b>AUGUST</b>	
19	Initial Fall funding request from institutions sent to NSHE Director of Financial Aid. NSHE Sponsored Projects bills GEAR UP, and reimbursement occurs.
25	NSHE sends Summer term file to GEAR UP
29	GEAR UP returns updated eligibility file to NSHE
<b>SEPTEMBER</b>	
15	GEAR UP sends Fall 2007, Spring 2008 and Summer 2009 reconciliation reports to institutions. Reconciliation must be completed by September 26.
29	Supplemental Fall funding request from institutions sent to NSHE Director of Financial Aid. NSHE Sponsored Projects bills GEAR UP, and reimbursement occurs. Adjustments are made if necessary, based on reconciliation process.
<b>OCTOBER</b>	Exceptions will be reconciled by NSHE and GEAR UP Office
<b>NOVEMBER</b>	Exceptions will be reconciled by NSHE and GEAR UP Office
	Send GEAR UP Acknowledgement forms to all Scholarship students
<b>DECEMBER</b>	
19	Institutions send Fall GEAR UP mentor reports to NSHE Director of Financial Aid, who forwards them on to GEAR UP.
18	NSHE sends final Summer file to GEAR UP
31	NSHE sends Fall file to GEAR UP
31	Semi-annual report due to Legislative Counsel Bureau (LCB)
<b>JANUARY</b>	
7	GEAR UP returns updated eligibility file to NSHE
9	Final Fall funding request from institutions sent to NSHE Director of Financial Aid. NSHE Sponsored Projects bills GEAR UP, and reimbursement occurs.
12	Initial Spring funding request from institutions sent to NSHE Director of

<i>Date</i>	<i>Task/Deadline to be Accomplished</i>
	Financial Aid. NSHE Sponsored Projects bills GEAR UP, and reimbursement occurs.
12	GEAR UP sends letters to ineligible students
12	GEAR UP sends reinstatement letters to eligible students
12	GEAR UP sends balance remaining in account letter to students
<b>FEBRUARY</b>	
29	Supplemental Spring funding request from institutions sent to NSHE Director of Financial Aid. NSHE Sponsored Projects bills GEAR UP, and reimbursement occurs. Adjustments are made if necessary, based on reconciliation process.
<b>MARCH</b>	Exceptions will be reconciled by NSHE and GEAR UP Office
	Send GEAR UP Acknowledgement forms to all scholarship students
<b>APRIL</b>	Exceptions will be reconciled by NSHE and GEAR UP Office
	Declare intent to attend summer school
<b>MAY</b>	
14	NSHE sends final Fall term file to GEAR UP
19	Institutions send Spring GEAR UP mentor reports to NSHE Director of Financial Aid, who forwards them on to GEAR UP
29	NSHE sends Spring term file to GEAR UP
29	Final Spring funding request from institutions sent to NSHE Director of Financial Aid. NSHE Sponsored Projects bills GEAR UP, and reimbursement occurs.
29	Institutions send Spring GEAR UP mentor reports to NSHE Director of Financial Aid, who forwards them on to GEAR UP.
<b>JUNE</b>	Exceptions will be reconciled by NSHE and GEAR UP Office
5	GEAR UP returns updated eligibility file to NSHE – institutions may begin to disburse Summer GEAR UP funds.
30	Final day to pay Summer GEAR UP funds
<b>JULY</b>	Exceptions will be reconciled by NSHE and GEAR UP Office
8	Summer funding request from institutions sent to NSHE Director of Financial Aid. NSHE Sponsored Projects bills GEAR UP, and reimbursement occurs.