

# Institutional Deadlines

## 2009-2010

(By academic session)

### Summer 2009

Date	Activity
August – 5 <sup>th</sup> working day after summer session concludes	Submit summer grade report for graduate students only. This is applicable to institutions that participate in the Graduate Teacher Scholarship/Loan Program (GTS) and Counseling and School Administration Scholarship/Loan Program (CSA).
September 30	Deadline for filing Initial Balancing Report for Summer 2009 GTS/CSA
October 10	Last date to submit grade changes for Summer 2009 GTS/CSA
October 31	Last date MOSFA will request a Summer 2009 disbursement for GTS/CSA
November 15	Deadline for submitting Final Balancing Report for Summer 2009 GTS/CSA
November 30	Summer 2009 refunds for GTS/CSA due to MOSFA

### Fall 2009

ALL Institutions	
Date	Activity
August – 11 <sup>th</sup> day of classes	Enrollment Verification Report (EVR) for Fall 2009
September 30	Deadline for filing Initial Balancing Report for Fall 2009
October 15	Deadline for submitting classification changes for MTAG
October 15	Deadline for students to change Fall institution online (FYI only)
October 31	Last date MOSFA will request a Fall 2009 disbursement
December 1	Deadline for submitting Final Balancing Report for Fall 2009
December 20	Fall 2009 refunds due to MOSFA
All Institutions (Except William Carey)	
January – 5 <sup>th</sup> working day after Fall session concludes	Submit Fall 2009 grade report for GTS and CSA.
March 1	Deadline for filing Initial Balancing Report for Fall 2009 GTS/CSA
March 15	Last date to submit grade changes for Fall 2009 GTS/CSA
March 31	Last date MOSFA will request a Fall 2009 disbursement for GTS/CSA
April 15	Deadline for submitting Final Balancing Report for Fall 2009 GTS/CSA
April 15	Fall 2009 refunds for GTS/CSA due to MOSFA
William Carey ONLY	
November – 5 <sup>th</sup> working day after Fall trimester concludes	Submit Fall 2009 grade report

December 10	Deadline for filing Initial Balancing Report for Fall 2009 GTS/CSA
December 15	Last date to submit grade changes for Fall 2009 GTS/CSA
January 10	Last date MOSFA will request a Fall 2009 disbursement for GTS/CSA
January 25	Deadline for submitting Final Balancing Report for Fall 2009 GTS/CSA
January 25	Fall 2009 refunds for GTS/CSA due to MOSFA

**Winter 2009**  
**William Carey ONLY**

Date	Activity
November – 6 <sup>th</sup> day of classes	Submit Winter 2009 Enrollment Verification Report (EVR)
January 15	Deadline for filing Initial Balancing Report for Winter 2009
January 15	Deadline for submitting classification changes for MTAG
January 31	Last date MOSFA will request a Winter 2009 disbursement
February – 5 <sup>th</sup> working day after Winter session concludes	Submit Winter 2009 grade report for GTS/CSA
February 15	Deadline for submitting Final Balancing Report for Winter 2009
February 28	Winter 2009 refunds due to MOSFA
March 20	Deadline for filing Initial Balancing Report for Winter 2009 GTS/CSA
March 20	Last date to submit grade changes for Winter 2009 GTS/CSA
March 31	Last date MOSFA will request a Winter 2009 disbursement for GTS/CSA
April 15	Deadline for submitting Final Balancing Report for Winter 2009 GTS/CSA
April 15	Winter 2009 refunds for GTS/CSA due to MOSFA

**Spring 2010**

Date	Activity
January – 5 <sup>th</sup> working day after Fall session concludes	Submit Fall 2009 grade report
January – 6 <sup>th</sup> day of classes	Submit Spring 2009 Enrollment Verification Report (EVR)
March 1	Deadline for filing Initial Balancing Report for Spring 2009
March 15	Deadline for submitting classification changes for (mid-year transfers)
March 15	Deadline for student to change Spring institution online (FYI only)
March 31	Last date MOSFA will request a Spring 2009 disbursement
April 30	Deadline for submitting Final Balancing Report for Spring 2009
May 15	Spring 2009 refunds due to MOSFA
May – 5 <sup>th</sup> working day after Spring session concludes	Submit Spring 2009 Grade report
June 15	Deadline for filing Initial Balancing Report for Spring 2009 GTS/CSA
June 15	Last date to submit grade changes for Spring 2009 GTS/CSA
June 30	Deadline for submitting Final Balancing Report for Spring 2009

	GTS/CSA
June 30	Spring 2009 refunds for GTS/CSA due to MOSFA