

Student to Student (STS) Program of Matching Grants

2010-11 Performance Report Instructions

Due August 15, 2011

Use the following instructions to complete the *2010-11 Performance Report* due to ISAC no later than August 15, 2011. Information provided on the *STS Performance Report* will be audited, so please retain a copy of the report for your records.

1. **Name of Institution**
2. **Date** - Enter the date you complete the report.
3. **2010-11 Activity**
 - a. Total student contributions.
 - b. Total deductions. (Total of adjustments for refunds, non-student contributions including graduate student contributions, and administrative expenses.)
 - c. Total student contributions in #3a minus total deductions in #3b)
4. **Matched Funds Only**
 - a. Balance brought forward from the 2009-10 program year. (Amount reported on #4f on the 2009-10 STS Performance Report.)
 - b. Add in total of contributions used for matching during the 2009-10 academic year. (Enter the total of #8 from all 2010-11 Matching Funds Claim Forms.)
 - c. Add in matched funds received from ISAC for the 2010-11 academic year. (Enter the total of #9 from all 2010-11 Matching Funds Claim Forms.). **Note: Please report funds received on a program year basis. Include dollar amounts for 2010-11 claims received on or after July 1, 2011.**
 - d. Total funds available should equal the sum of above three figures. (#4a + #4b + #4c)
 - e. Subtract total of matched awards made during the 2010-11 academic year.
 - f. Balance for program year 2010-11. Note: This balance should reflect payments included in #4c above.
5. **Awardees List** - Provide a list of awardees and the grant amount received by each awardee for the 2010-11 academic year. Please provide this list in an electronic format (Excel, text file, database file) if possible. Each record in the file should contain recipient name and award amount. Please provide sufficient documentation, including file layouts, if needed to interpret the submitted data files.
6. **Comments** - Tell us how the program has benefited students and provide any justification for continuation of the program. Use additional sheet if necessary. (Your comments are especially helpful in providing testimony at appropriation hearings.)
7. **Certification Statement** - The Performance Report **must be signed and dated by the Financial Aid Director.**