Roster Reconciliation Guide

In order to ensure your roster has been accurately submitted, we recommend reconciling your financial aid management system with ICAPS®. Increases to awards will not be allowed after the final reporting deadlines. Therefore, it is essential for a college/ university to reconcile with ICAPS before each term final reporting deadline. Below are the recommended steps to reconcile with ICAPS.

1. Log in to https://icaps.iowacollegeaid.gov.
2. Click on “Rosters” (under the “Students” menu).
3. Utilize the drop down boxes to filter your roster by program and/or term.
4. Download the “Certified” roster by clicking “Download.”
5. Use the “Award Amount” and “Match Amount” columns to reconcile with your financial aid management system.
6. If there is a discrepancy, and the number of students is minimal, adjust them individually. You can do this by utilizing the Online Certification Guide.
7. If there is a discrepancy with multiple students you can adjust the students by utilizing any of the three methods of roster submission.
8. Once reconciliation is complete you can request payment.
    a. Click “Request Payment” in the “Payments” section.
    b. Check the box or the programs you wish to be paid.
    c. Click “Request Payment.”

Payment Terms and Deadlines

Term Number	Term Title	Term Type	Initial File Deadline	Final File Deadline
1	Fall	Semester/Quarter	October 15	December 1
2	Winter	Quarter	January 2	February 15
3	Spring	Semester/Quarter	February 15	May 1
4	Spring	Quarter	April 1	June 15
5	Late Spring	Semester	June 1	July 15
6	Summer	Semester/Quarter	June 15	July 31