

Summer Promise Review Instructions

DON'T FORGET TO CLICK THE SAVE BUTTON often as the FAMS system can time you out.

Image 1 - FAMS Summer Promise Search Page

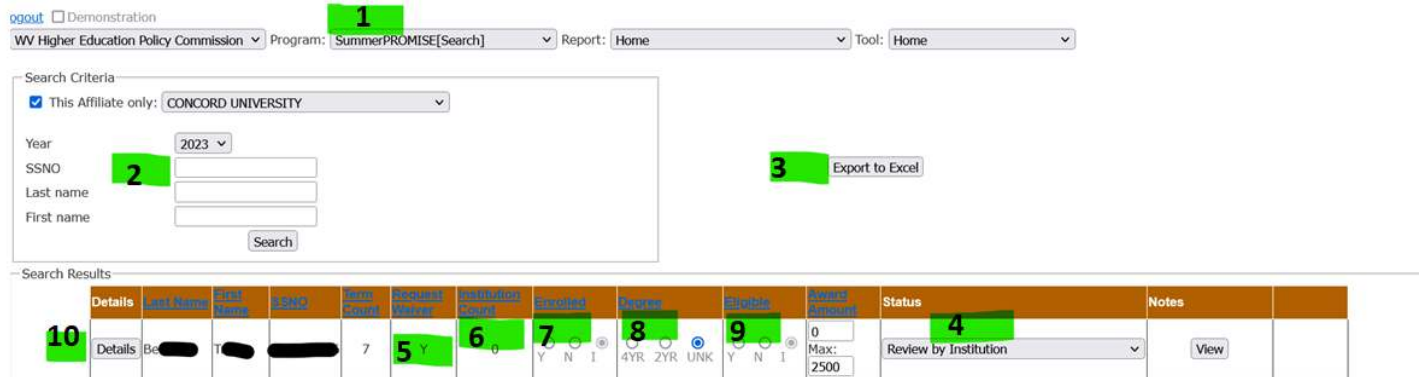


Image 1. Shows an example of the Summer Promise App Search page.

FAMS Updates:

- To review the Summer Promise Applicant roster, select SummerPROMISEapp[Search] from the program menu. [Image 1, #1]. The institutional admin for FAMS will need to grant access to FAMS users to view and edit SummerPROMISEapp.
- To search for all applicants, click search, or search by SSNO only, Last name only or First name only. [Image 1, #2].
- Export full roster of Summer Promise applicants to Excel by clicking the “Export to Excel” button. [Image 1, #3].
- Review ONLY applicants with an award status code of “Review by Institution”.** [Image 1, #4] Those with an award status code of “Pending” do not need reviewed. Those records with any other eligibility status code are not eligible based on the status listed. If a record is marked as not eligible for any reason by our office, it will be locked for editing.
- Details button** [Image 1, #10] Click the Details button to see information related to the student’s Summer Promise application and status. The details page is used to update an applicant attending multiple institutions or attending an institution other than the home institution. And applicant’s status can also be updated on this page. Only the home institution will be able to edit the record. The other school(s) will have read-only access to the record.
- Updating your roster!** To fully update the Summer Promise record, update the following fields for each applicant:
 - Enrolled:** [Image 1, #7] To be eligible for a Summer Promise award, a student must be enrolled in 12 credit hours during the summer term(s) or have an approved summer waiver under the “Request Waiver” column. Applicants indicating a graduation date at the end of the summer 2026 or fall 2026 terms are automatically approved for the waiver. Approved waivers will show a “Y” under Request Waiver [Image 1, #5] on the SummerPROMISEapp page.
 - If enrolled in the required hours or has an approved waiver, update **Enrolled to “Y”**.
 - If not enrolled in the correct number of hours, update **Enrolled to “N”** and change Status [Image 1, #4] to “**Not Full Time, No Waiver**”.
 - Eligible:** To be academically eligible for a Summer Promise award, a student must be academically eligible for renewal at the end of the spring 2026 semester including:

- 2.75 overall grade point average on a 4.0 scale for all applicants.
 - Complete and earn a minimum of 30 credit hours in each academic year for a two-semester award, 15 credit hours for a one-semester award.
 - If academically eligible at end of spring 2026, update Eligible [Image 1, #9] to “Y”.
 - If the student is not academically eligible, change **Eligible to “N”** and **Status to “Not Academically Eligible”**.
- **Degree:** Indicate whether the applicant is enrolled as a bachelor’s degree seeking student [4yr] or associate degree seeking student [2yr]. [Image 1, #8]
 - Note: Recipients with an award count greater than 4 cannot receive Summer Promise toward an associate degree program. If they are currently a bachelor's degree-seeking student at an eligible institution, they can utilize a consortium agreement to qualify for summer courses at a two-year institution.
 - **Award Amount:** If eligibility and enrollment requirements are “Y”, update Status to “**Award**” and enter award amount in the Award Amount column, top box. The award amount cannot exceed the maximum award amount listed in FAMS, which is up to \$2750, and can only pay towards tuition and mandatory fees assessed during the summer term(s) toward degree-pursuant courses. Award amount is only required for those with a status of “**Award**”.
 - **Status:** If the student is Eligible, update to “**Award**”. If the student is not eligible, **choose the denial reason**. If you do not see the reason, choose “**other**” and add a note indicating the reason under **Notes**. [Image 1, #4]
7. “**Institution Count**” [Image 1, #6] indicates if another institution in being attended
- “0” indicates the student is attending the same institution for the summer 2026 term as spring 2026 term.
 - “1” or “2” indicates the student is attending an institution other than the home institution during the summer.
 - Note: Transient students are not eligible to receive Summer Promise awards unless a consortium agreement is in place between the current home institution and the summer host institution. Students attending multiple institutions must have a consortium agreement in place to receive funds for all courses. The max award amount will be based on the current home institution. In some cases, the student may utilize all the funds at the home institution.

Image 2 - Summer Promise Details Page

Welcome, Tana Pendell

[Logout](#) Demonstration

WV Higher Education Policy Commission Program: SummerPROMISE[Search] Report: Home Tool: Home

[Back to Search](#)

Student Information

Confirmation: 003642 Year: 2023 Date Submitted: 3/18/2023 12:00:00 AM

SSNO: [Redacted] Email-Address: [Redacted]

First Name: [Redacted] Middle Initial: R Last Name: [Redacted] Date Of Birth: [Redacted] 12:00:00 AM

Home Phone Number: 304-[Redacted] Cell Phone Number: [Redacted]

Address: [Redacted] City: Bluefield State: West Virginia Zip Code: 24701

Term Count: 5 Institution Count: 2

Class Rank: Sophomore Grad Term: Spring 2024 Request Waiver: Y

Current Institution: DAVIS & ELKINS COLLEGE

Institution 1: DAVIS & ELKINS COLLEGE Inst1_Credit_Attempt: 6

Institution 2: BLUEFIELD STATE UNIVERSITY Inst2_Credit_Attempt: 3

Award Information

Enrolled: Y N I Degree: 4YR 2YR UNK Eligible: Y N I

Award Amount: 0 Max: 2500 Status: Pending

[Save](#) [Cancel Changes](#)

Image 2. Shows the Summer Promise Details Page for updating students attending multiple institutions or an institution other than their home institution.

8. **To Verify Transient Applicants**, use the Detail Screen [Image 2]. Any student with a “1” or “2” under Institution Count will need information updated on the details screen (use Details button [Image 1, #10] to access the details screen. Only the home institution will update the record. If the student is ineligible, this screen will be locked.
 - The “home institution” listed, [Image 2, #2] will make updates for the record for both schools. Updates can be made on the details screen or search screen.
 - The details screen can show which other institutions [Image 2, #2 and #3] the student is attending and how many credits [Image 2, #4] they are enrolled in at each for the summer term(s).
 - Don’t forget to hit “Save” or your updates will not be processed.
9. **“Notes”**- Leave a note if a student is not academically eligible specifying if they are lacking the gpa/hours or both. If there is a student listed as “other” for the award status, please explain in the notes section. Otherwise, a note is not required for updating on the SummerPROMISEapp page.

Request Invoice.

10. After your institution’s FAMS roster is completely updated, use the FAMS Closing[Search] under programs to request a Summer Promise Invoice. **Select Year 2025** then Program **SummerPromise**. Only those users who the admin has granted access to will be able to request an invoice. After you verify a student is eligible, you can add the Summer Promise award to their financial aid package for summer. A payment will be processed as close to June 1 as possible, pending institutional updates. If a second payment is needed, a July invoice will be processed. The Summer Promise program is not included in the reconciliation/closing process for the 2025-2026 academic year. A separate 2026 Summer Promise closing statement will be sent in the fall.

Award/Denial Notifications

11. Summer Promise Award and Denial notifications will be sent to the email provided by the student on the application. Those marked as not eligible by HEPC have been notified. If an applicant’s status changes, we will notify you to please review the additional record.
12. Only those records marked as “Award” with an award amount will be put into **PROMISE[Search]** with a 2026 Summer Promise record. If a student applies after May 15, they will not be processed for eligibility or awards until June 16. Late applicants can find the Summer Promise application at www.cfwv.com/summerpromise until June 15, 2026.

Changes to Award Amount/Reconciliation

13. Once the award is in PROMISE[search], all updates and reconciling must happen there. If eligibility updates to ineligible, also contact HEPC for instruction so a notification can be sent to the student.