

Financial Aid Policies & Procedures Manual 2024-2025

College Code: 001017

Latest revision: February 2024 |

Financial Aid Office

Table of Contents

1.0 INTRODUCTION

STATEMENT OF PURPOSE

FINANCIAL AID REFERENCE DOCUMENTS

2.0 PHILOSOPHY AND POLICIES OF STUDENT FINANCIAL AID

MISSION OF GSCC

GSCC PHILOSOPHY OF FINANCIAL AID

3.0 ADMINISTRATIVE & FINANCIAL AID ORGANIZATION & MANAGEMENT

AUTHORIZING AID, DISBURSING AID & SEPARATION OF DUTIES

RESPONSIBILITIES OF FINANCIAL SERVICES OFFICE

RESPONSIBILITIES OF FINANCIAL AID OFFICE STAFF

PURPOSE OF THE FINANCIAL AID OFFICE

OFFICE HOURS & SERVICES

FINANCIAL AID PERSONNEL

THIRD PARTY SERVICERS

DISTRIBUTION OF FORMS

FINANCIAL AID RECORDS MANAGEMENT

SECURITY OF FINANCIAL AID & STUDENT RECORDS

LOCATION OF RECORDS

ORGANIZATION OF STUDENT FINANCIAL AID RECORDS

CONFIDENTIALITY AND INSPECTION OF STUDENT RECORDS

AUTHORIZATION TO RELEASE INFORMATION

4.0 PARTICIPATION IN FEDERAL FINANCIAL AID PROGRAMS

INSTITUTIONAL & PROGRAM ELIGIBILITY

PURPOSE OF FEDERAL PELL GRANT PROGRAM

OTHER FINANCIAL AID PROGRAMS

DEFINITION OF TITLE IV ACADEMIC YEAR

5.0 STUDENT CONSUMER INFORMATION

6.0 APPLYING FOR FEDERAL FINANCIAL AID PROGRAMS

STUDENT APPLICATION

7.0 VERIFICATION

ACCEPTABLE DOCUMENTS

16.0 FRAUD & MISREPRESENTATION
POLICY FOR FRAUD
PROCEDURES FOR FRAUD
GSCC COMMITMENT TO INTEGRITY

17.0 AUDIT REQUIREMENTS

18.0 NON DISCRIMINATION STATEMENT

19.0 Addendum
2024-2025 COST OF ATTENDANCE

1. INTRODUCTION

STATEMENT OF PURPOSE

Federal regulations highly recommend institutions have written policies and procedures for the administration of Title IV student assistance programs in addition to the Higher Education Act and other Department of Education regulations and guidance. Although not required, this Manual is a tool to assist Gadsden State Community College in being a good steward in the administration of the Title IV programs and the delivery of dollars and services to GSCC students. The contents featured in this Manual include the minimum general statutory and regulatory requirements. If no policy or procedure addresses a given issue, members of the Financial Aid Office are expected to follow federal guidance and use professional judgment based upon the intent of all financial aid programs and Office practices.

This manual:

- Sets forth the GSCC policies for administering student aid and describes the procedures for implementation of these policies.
- Provides general procedures to ensure that a systematic and consistent approach is taken in the administration of financial aid.
- Provides quick reference to various policies.
- Facilitates the orientation and training of personnel when changes occur.

of our students, and to support efforts that promote and encourage students to plan for postsecondary education.

3.0 ADMINISTRATIVE & FINANCIAL AID ORGANIZATION & MANAGEMENT

AUTHORIZING AID, DISBURSING AID & SEPARATION OF DUTIES

The function of “disbursement” is a two-step process. First, Financial Aid awards and packages student aid and then runs the RPEDISB Banner process. Financial Aid also posts awards to COD. Next, Financial Services (Student Accounts) runs the “Application of Payment” process (TGRAPPL) Banner process to apply the payments and draws down funds from G5 accordingly. The College established Financial Aid and Financial Services as two separate functions and operational units. These two functions are performed by separate departments/individuals who are not members of the same organizational family and do not together exercise substantial control over the College. The system separates the functions of awarding and delivering funds so that no one person or office exercises both functions for any student receiving federal aid.

The Financial Aid Office is responsible for the following.

- Collect supporting documentation for the determination of aid eligibility.
- Determine student eligibility for financial assistance.
- Award federal and state aid in compliance with laws, regulations, and policies.
- Notify students of aid eligibility.

Financial Services is responsible for the following.

- Runs Application of Payments process to post funds to students’ accounts.
- Maintain and disburse accurate bills.
- Collect payments for student accounts.
- Disburse funds to students.

Organization charts of each area are provided on the following pages to document this separation. In addition, there exists a clear and separate division of responsibility for the administration of financial aid.

The following diagram illustrates the organizational structure for GSCC’s Enrollment and Retention Division, which includes the Financial Aid Office.

+

RESPONSIBILITIES OF FINANCIAL SERVICES OFFICE

- Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.
- Strive to ensure that cost of attendance components is developed using resources that represent realistic expenses.

Protect the privacy of financial aid applicants.

- Eo

August

Request Enrollment Coding for Summer Unofficial Withdrawals
Reconciliation of all Federal Funds (Two Years)

September

Capture Pell Recalculation Date (PRD)
Turn on Attendance Following Drop/Add but Prior to Disbursement
Fall Disbursement
Verify Summer Disbursements (Comparison of Grades to
ROAENRL)
Process End-of-Term Summer Unofficial Withdrawals
Reconciliation of all Federal Funds (Two Years)
Complete FISAP

October

AASFSA Fall Workshop
Submit ASAP Term Invoice
Fall Late Mini Term Disbursement
Turn off Attendance for Spring Early Registration
Change ROAINST Defaults to Spring as Current Period and
Current Term Code
Change RPRPOPTS Grant Disbursement Enrollment Option (3rd page) to
A=Adjusted Hours for Fall
Run RPEPELL to recalculate Pell awards
Reconciliation of all Federal Funds

November

Begin Banner New Year Roll
Federal Student Aid Conference
Reconciliation of all Federal Funds

December

Close Out Term / Balance and Reconcile with Business Office
Submit Revised FISAP
Reconciliation of all Federal Funds

Production Schedule

Complete Data Load Process
Send Tracking Email Notifications
Check withdraws for needed R2T4 calculations
Finalize Files
Award Aid
Send Award Email Notifications
Send Origination Files to COD
Run Disbursement Process (Finance Authorizes Aid for Payment)
Send Disbursement Files to COD

Before Registration

Review Appeals in Appeals Committee Meetings
Notify Students of Appeal Decisions, Updating Records Accordingly
Continue to Award Eligible Students
Continue to Authorize Aid (continues daily through end of Drop/Add)
Continue to Send Award and Tracking Email Notifications
Continue to Review Transfer Monitoring

After Registration

Capture Pell Recalculation Date (PRD)
Recalculate Awards as needed.
Run Disbursement Process (Finance Authorizes Aid for Payment)
Process Official Withdrawal Calculations Weekly
Process Unofficial Withdrawals (not completing full term of enrollment,
not enrolled in any TIV class and those dropped for nonpayment who
attended and were eligible for TIV disbursement) Monthly.

Monthly

Reconcile Pell, FSEOG & FWS
Reconcile private student loan accounts.
Reconcile fund (scholarship, WIOA, TRA & VA) accounts.
Process Unofficial Withdrawals (not completing full term of enrollment
and not enrolled in any TIV class) Monthly.

End of Term

Run Satisfactory Academic Progress (SAP) Processes, including

OFFICE HOURS & SERVICES

The College is open and available to service students from 7:30 a.m. to 5:00 p.m. Monday through Thursday and from 7:30 a.m. until 11:30 a.m. on Friday. Financial Aid provides services at the One Stop Center in Gadsden and at the Ayers Campus each day of the week. Services are also provided in-person at least one day per month at the Gadsden State Cherokee campus and electronically as needed.

Students can submit all required documentation electronically through the secure ACCS Banner portal except for the Statement of Educational Purpose (SEP). The SEP can be completed, notarized, and mailed. Electronic processing allows students who are unable to visit one of the office locations to submit all required verification documents without the cost or time involved

FINANCIAL AID RECORDS MANAGEMENT

GSCC uses Ellucian Banner for its administrative and student information system, which includes the processing of federal financial aid. The FAO staff have access to process financial aid via remote access.

Once the FPS (FAFSA Processing System) processes a FAFSA received from a student, the output (ISIR) is made available to GSCC via the school's SAIG mailbox. ISIR records are uploaded into Banner and processes are initiated that populate various forms for reference, edit checking, and award processing. Applications selected for verification are flagged, and applicants notified of the required supporting documentation. Banner edits prevent disbursement until all required verification processes are complete. Applications not selected for verification nor flagged with comment codes requiring resolution are processed and awarded, and award notices are sent to students. All students, regardless of verification status, are requested to complete documents indicating whether aid may be used to pay miscellaneous institutional charges as well as indicating that they understand their rights and responsibilities as an aid recipient.

The following are office procedures for receiving financial aid applications, FAFSA Submission Summary (FSS) or electronic Institutional Student Information Record (ISIR), and other forms.

1. The Institutional Student Information Record is received in electronic format and

the date of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by a student. If any student objects to the release of such information, that student should notify the Registrar in pe

5.0 STUDENT CONSUMER INFORMATION

To understand the complicated field of financial aid, accurate and timely dissemination of information to consumers is vitally important. Several policies have been implemented to ensure appropriate dissemination is achieved. Consumer information is e mailed to all students, copies of our consumer information can be obtained from the Office of Institutional Effectiveness and/or can be found on our website under College Information. In addition, GSCC Course Catalog includes consumer information for all programs offered at the College.

6.0 APPLYING FOR FEDERAL FINANCIAL AID PROGRAMS

STUDENT APPLICATION

Students must complete the “Free Application for Federal Student Aid” (FAFSA). Application forms are free and may be obtained online at [Studentaid.gov](https://studentaid.gov). Information provided on the FAFSA determines the specific types of aid that may be received. GSCC’s school code is 001017.

Students may file the FAFSA beginning October 1st annually and must be submitted each year. Students are directed to read the instructions carefully when completing the FAFSA. Students will use the tax information from prior prior year income and tax information. For the 2024-2025 FAFSA, 2022 tax information will be referenced. For 2025-2026, income from 2023 will be used. The deadline to complete any FAFSA is June 30.

Usually, within one week of filing a FAFSA online, a FAFSA Submission Summary (FSS) will be sent to the e-

least 10 business days before the first day of the term for aid to be available the first day of classes. This same ten-day period is applicable to any drop for nonpayment deadlines.

2. Any verification documentation received after the deadline stated above will be processed in a timely manner.
3. Financial aid files are worked in the order they are received.
4. Extension of time will be on an individual basis.

ACCEPTABLE DOCUMENTATION FOR ITEMS TO BE VERIFIED

The College will verify the required items as published annually in the *Federal Register*. The College will use the suggested verification text developed by the Department of Education on all verification forms. All verification will be completed prior to disbursing Title IV aid, in compliance with 34 CFR Part 668.

All verification documentation, except for the Statement of Educational Purpose (SEP), can be submitted electronically through the Inceptia Verification Gateway portal. A notarized copy of the SEP may be accepted via postal mail.

Applicants selected for verification will be required to produce items detailing proof of any combination of the following:

- Household size
- Adjusted Gross Income
- Income Taxes Paid & Income Earned from Work
- Untaxed Income and Benefits
- High School Diploma
- Identity/Statement of Educational Purpose
- Foreign Income Exempt from Federal Taxation

Household Size

Verification Worksheet completed and signed by student and/or parent is acceptable documentation. This data is not required if justified by FAFSA completion; for example, a married student with two in the household is not required to complete this component.

Adjusted Gross Income

Acceptable documentation for independent students (and spouse) is a copy of U.S. Tax Transcript. For dependent students, a copy of parents and student's U.S. Tax Transcript for the base year is needed. (Signed federal income tax returns are acceptable in lieu of tax transcripts due to Department of Education regulatory relief.)

U.S. Income, Taxes Paid & Income Earned from Work (non-tax filers)

Acceptable documentation for independent students is a copy of U.S. Tax Transcript for the base year; for dependent students, a copy of parents and student's U.S. Tax Transcript for the base year is needed. Tax Transcripts are provided by the IRS and can be ordered at www.irs.gov. (Signed federal income tax returns are acceptable in lieu of tax transcripts due to Department of Education regulatory relief.)

Office reserves the right to deny any appeals that would not increase a student's eligibility for aid. The results of a Professional Judgment review are final and cannot be appealed. Request for Professional Judgment does not guarantee approval.

Students who do not meet the federal criteria to be considered Independent based on the Free Application for Federal Student Aid (FAFSA) may have unusual circumstances that warrant a dependency status review. If you believe that you qualify for a dependency status review, please follow the steps below.

The following circumstances are not considered unusual and will not warrant a dependency status review:

- A student demonstrates total self-sufficiency (living alone, supporting oneself financially, etc.)
- Parents refuse to financially contribute to the student's education.
- Parents refuse to fill out information necessary to complete the FAFSA or the verification process.
- Parents do not claim the student as a dependent for income tax purposes.

The following circumstances are considered unusual and may warrant a dependency status review:

- Parental abuse or abandonment
- Parental incarceration or death
- Legally granted refugee or asylum status
- Parental contact poses a danger to students.

To request a dependency status review, contact the Financial Aid Office. You will be granted access to a form for electronic completion and signature. You must provide a statement of circumstances, as well as third-party documentation. Once **all** required documentation is received, a review will be completed, and you will be notified of the results via your Gadsden State student email account within 14 days.

1. Students request a special circumstances review from the Financial Aid Office.
2. If the student is selected for verification by the U.S. Department of Education, verification must be completed prior to the request for review.
3. Students

Applicants who affirm they have a documented determination will be able to submit their application as an independent student.

If a student answers “Yes” to the homeless question on the FAFSA but does not have a documented determination from one of the listed eligible authorities, the student must contact the Financial Aid Office to request an unaccompanied homeless youth determination. The student will be granted access to a form for electronic completion and signature. Once **all** required documentation is received, a review will be completed, and the student will be notified of the results via their Gadsden State student email account within 14 days. If the student does not have adequate documentation, the Financial Aid Office will contact the student to conduct a documented interview within the 14-day window.

9.0 DOCUMENTS REQUIRED PRIOR TO AWARDING PELL

Once all paperwork is completed, the student’s financial aid eligibility will be determined. The ISIR and verification documentation, if applicable, are the minimal information required prior to processing.

PROCEDURE TO FOLLOW CONCERNING MISSING INFORMATION

The student must provide the required documentation. No Title IV disbursements will be made when required documents are missing.

PROCEDURE TO FOLLOW CONCERNING CONFLICTING INFORMATION

Conflicting information must always be resolved. When identified, the student will be advised of what conflicts are found and how the conflicts can be resolved. Documentation to resolve conflicting information will vary depending on the student’s situation and what the FA staff feel is necessary to prove the information is accurate and to resolve any such conflict.

Any information, either on the FAFSA or other documentation received, for which the College has reason to believe is discrepant or inaccurate, the student must provide adequate documentation to resolve the conflict. Such conflicting information could be listed on the FAFSA, noted on documents submitted to the Financial Aid Office (such as unrequested tax transcripts), and/or information from other college offices (such as validity of high school completion). Examples of conflicting data would include but are not limited to:

- a. A student is not selected for verification, but the IRS transcript on file conflicts with items on the FAFSA.
- b.

AMOUNT OF PELL GRANT COST OF ATTENDANCE

The cost of attendance (COA) is updaau u(ial nu(OA)a)5(l)3(ay. 4(ncortt)-purtt)pos(OA)(()-4(t5 u(ialwnc)6(e)5rialdi)-11(S)ND)i(nd)-le IVETQq189.

Pell Grant and Enrollment Intensity

Enrollment Intensity is the percentage of full

Requirements for Disbursement

Before disbursing funds, the student must be fully packaged and meet registration/attendance requirements. Internal Banner edits prevent disbursement until the student meets all eligibility requirements.

Disbursement of Federal Grant Funds

Pell Grant and FSEOG funds are disbursed in advance of drawdown of federal funds. Title IV funds are reconciled monthly. Federal funds are drawn down in arrears of disbursement and adjustment of awards so as not to require returns of excess cash. FWS funds are disbursed during regular payroll cycles as with other employment programs.

NOTIFICATIONS/AUTHORIZATIONS

The official financial aid award notice describes the total financial assistance that the student will receive. This information, as well as the anticipated disbursement dates, is also posted to the student's ACCS Banner portal.

With a student's written authorization, GSCC will hold any credit created by the funds to apply to other existing charges on the student's account. This Title IV Authorization Form authorizes GSCC to hold or release credits from all sources on the student account to pay for future and/or miscellaneous charges. The authorization remains in effect for the entirety of enrollment unless otherwise rescinded. The authorization is voluntary and may be rescinded by submitting a written request to the Financial Aid Office. If the authorization is not received from the student, any excess funds will be released to the student within 14 days of being recorded to the student's account ledger.

OVERPAYMENTS

An overpayment is any amount paid directly to the student greater than the student is entitled to receive. This may occur when:

- awards or disbursements are made incorrectly.
- a student reports incorrect information on his/her financial aid application
- a student withdraws from college.
- conflicting information is received by the Financial Aid Office and is resolved.

Any information which the aid administrator discovers as incorrect, must be corrected according to procedures outlined in federal regulations. The student will be notified, and collection of these funds will be attempted.

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45-day period students will remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, GSCC will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education. During the 45 day

protected is subtracted from the initial amount of unearned Title IV aid for the student to return to find the amount of Title IV grant funds for the student to return. In the event of an overpayment, GSCC notifies the student, and the student may be allowed 45 days to pay the amount in full to the Gadsden State Business Office. If full payment is not made to GSCC within 45 days, payments must be made to the U. S. Department of Education. While the overpayment is due, the student remains eligible for financial aid for 45 days from the date of the overpayment. The amounts returned by either GSCC, or the student are then distributed based upon the following priority schedule: (1) Federal Pell Grants and (2) FSEOG.

The Financial Aid Office processes the Return of Title IV Funds calculation. When a student completely withdraws (official) or fails to complete his/her period of enrollment (unofficial), a Return calculation is required. If a student is enrolled in a combination of class offerings that include mini terms, the student must successfully complete his/her full period of enrollment not to be considered an unofficial withdrawal. GSCC does not request, but will accept, written confirmation of future attendance if a student has a break in enrollment from a class withdrawal the first mini-term but plans to enroll the upcoming mini-term; however, failure to begin that subsequent mini-term will result in an unofficial withdrawal. Based on the timing of the withdrawal, the student may not have earned 100% of the award and aid will be returned to the Department of Education accordingly.

Effective Summer 2021 (5/10/2021), GSCC opted to early implement the R2T4 Final Rules for modules in the [September 2, 2020, Federal Register](#). These rules allow for withdrawal exemptions listed below. Given these are exemptions, no R2T4 calculations are required given students meeting one or more of these exemptions are not considered withdrawn.

1. Successfully completes one module that includes 49.0% or more of the number of days in the payment period.
 - No rounding to 49% allowed.
 - Percentage based on the number of days in the overall payment period --- thus full semester.
 - Successful completion means a passing grade --- not simply completing the class and earning a grade of F.
2. Successfully completes a combination of modules that when combined contains 49.0% or more of the number of days in the payment period --- excluding scheduled breaks of 5 or more days and all days between modules.
3. Successfully completes coursework of at least a half-time Title IV student load.
 - Successful completion means a passing grade.
 - Six TIV hours or more passed.
4. Successfully completes all graduation requirements.

The FAO will run the Banner process to determine the portion of aid that needs to be returned by the College. The FAO will adjust the student's award according to the R2T4 and send the revised disbursement record to COD for processing. Financial Services will return necessary funds to the Department of Education via G5. If funds have already been paid to the student, the

registering and/or accessing their records until the balance due has been satisfied. In addition to financial ramifications from the withdrawals, the student's financial aid eligibility will be negatively impacted. Financial Aid stresses that all students "Go to Class, Stay in Class, and Pass the Class!"

ACCOUNTING & RECONCILIATIONS

Satisfactory Academic Progress at a specified future point in time. The Plan can be voided if the student has changed majors, or the student does not follow the prescribed academic plan. GSCC does not allow a plan to exceed maximum time.

15.0 DEPARTMENTAL REQUIRED REPORTING

ENROLLMENT STATUS REPORTING PROCEDURES

A student's enrollment status determines deferment eligibility, grace periods and repayment

POLICY FOR FRAUD

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities including the U.S. Office of Inspector General of the Department of Education, at **1 800 647 8733** or **1 800 MIS USED**.

PROCEDURES FOR FRAUD

If, in the Financial Aid Administrator's judgment, there has been intentional misrepresentation, false statements or alteration of documents which have resulted in the awarding or disbursement

2024-2025 Cost of Attendance (Fall and/or Spring Budget)

LIVING WITH PARENTS

	<u>ANNUAL</u>	<u>TERM</u>
Tuition & Fees	4,272	2,136
Books, Course Materials, Supplies, & Equipment	1,600	800
Transportation		

Be making satisfactory academic progress in accordance with policy.

Not be in default on a Perkins/National Direct Student Loan, Stafford/Guaranteed Student Loan, PLUS, Supplemental Loan for Students, Income Contingent Loan, or a Consolidated Loan

Not owe a refund on a Title IV program and sign a statement to that effect.

Have a signed statement of educational purpose (saying that the student will use the money only for expenses related to attending College)

Have a high College diploma, GED, or meet the ability to benefit requirements (ATB).

PACKAGING PROCEDURES AND COST OF ATTENDANCE

Packaging:

Student financial assistance encompasses a variety of sources. Packaging refers to evaluating a

Federal PELL Grant Budgets

REFUND POLICIES

A refund is money due a student or financial aid source when a student has withdrawn or drops a class. The refund policy used varies depending on the type of aid a student is scheduled to receive or if they have completely withdrawn from college or have been dropped.

FEDERAL STUDENT AID PROGRAMS

Pell Grant Procedures

The Institutional Student Information Record (ISIR) is received in electronic format through EDCConnect from the federal processor. This data is downloaded into BANNER Financial Aid Software as received with the current date. This electronic ISIR is kept in the BANNER for no less than three academic years.

Through the budgeting process in BANNER, each student's application is assigned to the appropriate Budget Group.

- In-state Living with Parents
- In-state Off Campus
- In-state On Campus
- Out-of-state Living with Parents
- Out-of-state Off Campus
- Out-of-state On Campus

Through the tracking process in BANNER, each student's application is assigned to a Tracking Group.

- NOISIR - No ISIR on File
- REJSIG - Rejected ISIR, No Signature
- NOFFND - Not Eligible for Fed Aid
- REJSAR - Rejected SAR
- NV - Not Selected for Verification
- V1DBM - V1 Dep Mar Par/Stu DRT 3/1
- V1DBS - V1 Dep Single Par/Stu DRT 2/1
- V1DB - V1 Dep Both St/Par IRS Retrieval
- V1DP - V1 Dep Parent IRS Retrieval
- V1DS - V1 Dep Student IRS Retrieval
- V1DN - V1 Dep Neither IRS Retrieval
- V1DNF - V1 Dep Par Did Not File
- V1IS - V1 Ind Student IRS Retrieval
- V1I - V1 Ind MarriedStu DRT 2/1
- V1INF - V1 Ind Non-Filer
- V1IN - V1 Ind No IRS Retrieval
- V4D - V4 Dep Verification Group
- V4I - V4 Ind Verification Group
- V5DB - V5 Dep Both St/Par IRS Retrieval
- V5DP - V5 Dep Parent IRS Retrieval
- V5DS - V5 Dep Student IRS Retrieval
- V5DBS - V5 Dep Par/Stu DRT 2/1
- V5DBM - V5 Dep Mar Par/Stu DRT 3/1

Financial Aid Office

- V5DN - V5 Dep Neither IRS Retrieval
- V5DNF - V5 Dep Par Did Not File
- V5IS - V5 Ind Student IRS Retrieval
- V5I - V5 Ind Single Stu DRT 1/1
- V5IM - V5 Ind Married Stu DRT 2/1
- V5INF - V5 Ind Non-Filer
- V5IN - V5 Ind No IRS Retrieval
- ERROR - RORGRPS-RORRULE Error-Review
- DUAL - Dual Enrolled

Through the batch posting process in BANNER, verification requirements and any items needed to resolve C-flags or REJECT codes are assigned to the student's record for verification. ISIR's are reviewed and any items needed to process verification or resolve conflicting information are added to the student's tracking record.

If the student's ISIR has been selected for verification, specific items reported by the student on the ISIR must be verified against supporting documentation, such as tax

Federal Work-Study (FWS)

The Federal Work-Study program provides part-time employment to students who need the income to help meet the costs of post-secondary education. Work-study awards are made on a term basis depending on available funds.

Selection of Students

The Federal Work-Study (FWS) program is designed to offer students with a remaining financial need the opportunity to obtain work experience while pursuing higher education. Students desiring to participate in the FWS program must meet the following requirements:

- Be enrolled in a Pell-eligible program.
- Be making satisfactory academic progress (SAP)
- Have remaining need

Ø Awarding of Students

Eligible students are awarded FWS funds based on the number of weeks in semester and the remaining funds in the current College budget. The student's cost attendance (COA) and remaining budget are also considered when awarding work-study funds.

Ø Assigning Jobs

Prior to awarding FWS awards, needed positions are solicited from faFi 612 792 reW*ñBT/F1 8.688 mo412 30 0 612 4.bst.uf a3(who nee)412 0 612 792 reW*ñB

Eligibility and Certification Approval Report	ECAR	A summary of an institution's eligibility/certification information (Title IV program participation, institution's accreditor, state authorization, staff, additional locations, and eligible vocational programs).
United States Department of Education Electronic Application for Approval to Participate	ED Department E-APP	A Federal agency of the US Government that regulates and enforces policies and procedures for the US Education System. The Electronic Application used by colleges to apply or re-apply for

