I. The Application Process

   Paper FAFSA
   Electronic FAFSA
   Renewal FAFSA
   The Signature Page/The Electronic Signature
   Completion of the FAFSA
   Electronic Data Exchange (EDE)
   The Student Aid Report (SAR)
   Institutional Student Information Record (ISIR)
   Student Rights and Responsibilities
   FAFSA Processing
   Database Matches
   Dependency Status
   Corrections and Updates

II. Student Eligibility and Required Documentation

   Eligibility for Title IV aid and requirements
   Educational programs that impact eligibility
   Verification
   Institutional Verification Option
   Required Verification Items
   Corrections after Verification Completed
   Recalculating/Adjusting the Expected Family Contribution (EFC)

III. Cost of Attendance

   Components
   Basic Need Equation (Cost of Attendance – EFC = Need)
   Additional Allowable Expenses
   Basis of Award Amounts
   Enrollment Status and Award Adjustments

IV. Federal Pell Charts

   Pell Charts
   Payment and Disbursement Schedules

V. Federal Family Educational Loan Program (FFELP)

   Annual Loan Limits
   Rules Pertaining to Transfer Students
   Loan Counseling Requirements (Entrance and Exit)
   Subsidized and Unsubsidized Stafford Loan
Debt Management/Loan Repayment

VI. Campus-Based Programs

Matching Requirements
Eligibility for Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Perkins Loans
ACG, SMART

VII. Professional Judgment

Principles
Authority to award
Documentation

VIII. Satisfactory Academic Progress

Monitoring
Dissemination of Institutional Policy
Quantitative Requirement 34CFR 668.32
Qualitative Requirement 34CFR. 668.34
The Appeals Process
Reinstatement of Aid

IX. Return of Title IV Funds

Requirements
Determination of Withdrawal Date/Last Day of Attendance
Proration of Institutional Charges

X. Documentation, Record Keeping and the Family Educational Rights and Privacy Act (FERPA)

Requirements
Record Retention Time Frame Requirements
NSLDS Documentation
Compliance Audits

XI. PeopleSoft, ELM, NSLDS, COD

FINANCIAL AID CERTIFICATION