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