DOCUMENT RESUME

ED 307 840 HE 022 198

TITLE A Self-Instructional Course in Student Financial Aid

Administration. Support Booklet for a

Self-Instructional Course in Student Financial Aid

Administration. Second Edition.

INSTITUTION Office of Student Financial Assistance (ED);

Washington, DC.; Washington Consulting Group, Inc.,

washington, DC.

PUB DATE 20 Aug 88

NOTE 6Gp.; For related documents, see HE 022 181-197.
PUB TYPE Guides - Non-Classroom Use (055) -- Reference

Materials - Vocabularies/Classifications/Dictionaries

(134)

EDRS PRICE MF01/PC03 Plus Postage.

DESCRIPTORS Administrator Responsibility; Administrator Role;

Computation; Educational Finance; Eligibility;
*Federal Aid; Federal Government; Federal Programs;
Higher Education; *Program Administration; Programed

Instructional Materials; Reference Materials;
*Student Financial Aid; *Student Financial Aid

Officers

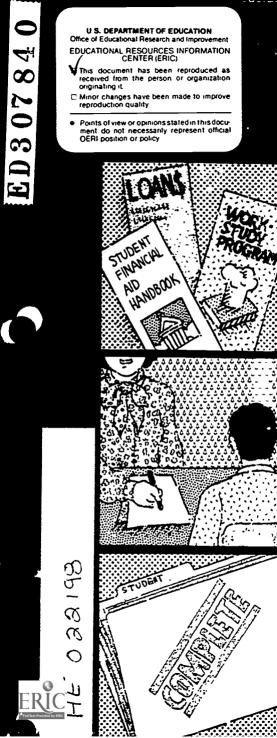
IDENTIFIERS Department of Education; Higher Education Act Title

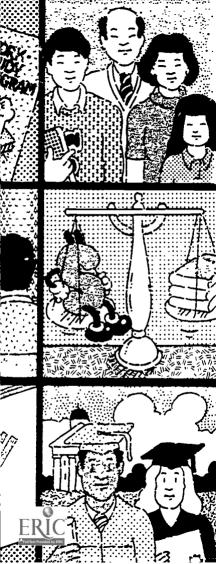
ΤV

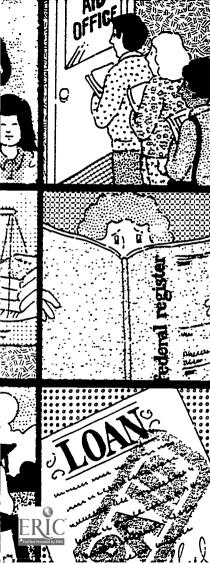
ABSTRACT

This component of the Department of Education's (ED) 17-module self-instructional course in student financial aid administration (designed to teach novice financial aid administrators and other institutional personnel about the management of federal financial and programs authorized by Title IV of the Higher Education Act) is a support booklet providing reference materials for the course and guidelines for study beyond the course. It contains compiled versions of the acronyms, glossaries, references, bibliography and index sections of the 17 course modules. Guidelines for further study include continued self-instruction, formal training sessions and individualized technical assistance (sponsored by the ED Office of Student Financial Assistance), professional association membership (such as the National Association of Student Financial Aid Administrators and National Association of College and University Business Officers), and informal networking among aid administrators. (SM)

* Reproductions supplied by EDRS are the best that can be made







U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

This document has been reproduced as
received from the person or organization

originating it.

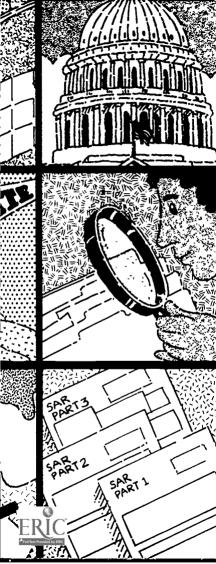
Minor changes have been made to improve reproduction quality.

Points of view or opinions stated in this document do not necessarily represent official OERI position or policy





A Self-Instructional Course in Student Financial Aid





This publication is one component of A Self-Instructional Course in Student Financial Aid Administration. This Second Edition of the course consists of the following modules.

- 1. Student Financial Aid Administration: Course Study Guide and Introduction to the Field
- 2. Federal Student Financial Aid: History and Current Sources
- 3. The Legislative and Regulatory Processes
- 4. Roles and Responsibilities of the Financial Aid Office
- 5. Title IV Institutional and Program Eligibility
- 6. General Student Eligibility
- 7. Calculating Cost of Attendance
- 8. Need Analysis
- 9. Award Packaging
- 10. The Pell Grant Program
- 11. The Stafford Loan, SLS, and PLUS Programs
- 12. Campus-Based Programs: SEOG, CWS, and Perkins Loan
- 13. Verification
- 14. Authorization, Fiscal Operations, and Reporting
- 15. Internal Aid Office Management and Institutional Quality Control
- 16. Forms and Publications
- 17. Evaluation of Student Aid Management. Self-Evaluation, Audit, and Program Review

The course includes a Support Booklet with the complete course glossary, acronyms, key resources, bibliography, and index, as well as addresses of publishers mentioned in the course. The Support Booklet also offers guidelines for further study.





UNITED STATES DEPARTMENT OF EDUCATION

WASHINGTON DC 20202

October 1988

Dear Colleague:

We are pleased to present the Second Edition of A Self-Instructional Course in Student Financial Aid Administration. This updated version of the course originally published in 1986 incorporates provisions of the Higher Education Amendments of 1986, with 1987 Technical Amendments and subsequent amendments.

The purpose of the course remains the same. It is designed to provide neophyte financial aid administrators (those with two years or less experience in student aid) and other institutional personnel with a systematic introduction to management of federal financial aid programs authorized by Title IV of the Higher Education Act. Students of the course will gain a fundamental understanding of the roles and responsibilities of participating institutions and of student aid administrators. On completion of the course, they will be prepared to expand this knowledge with the use of training and reference materials, on-site training opportunities, and contacts with other members of the profession.

The materials were revised under a contract with the Washington Consulting Group. The text was reviewed for technical accuracy by many staff members of the Office of Student Financial Assistance (OSFA). Special acknowledgement is due to both project staff and OSFA specialists for accomplishing very wide-ranging modifications of the text during a period when much legislative and regulatory activity affecting student aid was in progress.

Your comments and suggestions regarding any aspect of the materials are welcome. OSFA is particularly interested in learning 1) the level of experience and job responsibilities of personnel at your institution using the modules; 2) the purposes for which they are being used (for example, self-study, training new staff, reference); and 3) whether you feel that this publication is among those that OSFA should continue to update and disseminate annually. You may send your comments to the Training Branch, OSFA/ED, 400 Maryland Avenue S.W., Washington, D.C. 20202.

Sincerely,

Dewey L. Newman

Deputy Assistant Secretary for

Student Financial Assistance

Daniel R. Lau

Director, Student Financial

Assistance Programs

Enclosure



The following non-OSFA participants contributed to the development of this Second Edition of the course:

David Wyatt, Project Director Washington Consulting Group Washington, D.C.

Suzanne Thompson, Financial Aid Specialist Washington Consulting Group Washington, D.C.

Sarah Pratt Nesbitt, Financial Aid Specialist Washington Consulting Group Washington, D.C.

> Carl Emerick Montgomery College Rockville, MD

Vicki Baker George Washington University Washington, D.C.

Mary Kahn, Corporate Officer in Charge Washington Consulting Group Washington, D.C.



\$\text{\$\Delta}\$ U.S. GOVERNMENT PRINTING OFFICE : 1988 O - 222-546 (Bock #1)

SUPPORT BOOKLET

for

A SELF-INSTRUCTIONAL COURSE IN STUDENT FINANCIAL AID ADMINISTRATION

The technical information in this module is based on laws, regulations, policies, and procedures in effect as of:

August 20, 1988



This is one component of A Self-Instructional Course in Student Financial Aid Administration. This Second Edition of the course has been prepared by The Washington Consulting Group, Inc., under a contract with the U.S. Department of Education.

The course consists of 17 modules and a support booklet. It provides an introduction and guide to the administration of student financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended. The titles of the modules are listed on the inside front cover of this publication.

Institutions may freely reproduce the course for their own use. For more information on the course, contact one of the Department of Education offices listed on the inside back cover of this publication.



TABLE OF CONTENTS

Page

- 1 Purpose of the Support Booklet
- 2 Guidelines for Further Study
- 5 Course Glossary
- 33 Course Acronyms
- 37 Course Key Resources
- 39 Course Bibliography
- 40 Addresses of Publishers and Associations
- 41 Course Index



Support-iii

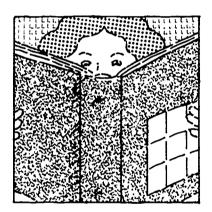
PURPOSE OF THE SUPPORT BOOKLET

This booklet is intended to provide handy reference materials for the Second Edition of the course and guidelines for study beyond the course. For example, if you want to check the definition of a particular term, it is not necessary to try to find the module and glossary where it was introduced. Instead, check the Course Glossary in this booklet. It contains an alphabetical compilation of all terms listed in the separate glossaries of the 17 modules. (The old Module 11 has been eliminated from this version of the course, since the Alternate Disbursement System is no longer in use, so 17 modules remain.) In a similar manner, this booklet also contains compiled versions of the Acronyms, Key Resources, Bibliography, and Index sections of all the course modules for easy reference.

To Readers Who Are Just Starting this Course

Welcome to student financial aid! We suggest that you turn to Module 1 and begin by reading the first main section, which describes how to use this *Second Edition* of the course. Module 1 includes the following:

- ♦ a description of the main sections found in each module
- recommended study paths through the course for learners with different needs and responsibilities
- a tracking chart to help you keep track of your progress through the course
- an explanation of how to make effective use of the pre- and post-tests
- ♦ the margin symbols used throughout the course
- ♦ an important word of caution on the course



To Readers Who Have Completed the Course

Well done! We must emphasize, however, that this was an introductory course. It could not cover every topic in full detail, nor provide examples and case studies covering every situation. That is the reason for the Guidelines For Further Study section of this booklet. It will point the way to *expanding* your knowledge and abilities in the highly technical and complex field of student financial aid.

We will welcome your comments on the course, descriptions of your experiences in using the modules at your institution, and suggestions on ways in which the materials might be improved. If you wish to comment on the course, please write to the Training Branch, OSFA, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

ERIC Full Text Provided by ERIC

8/20/88

Support-1

GUIDELINES FOR FURTHER STUDY

These guidelines are intended for readers who have completed the course and are now seeking further ways of expanding their skills and knowledge of student financial aid. Many of you will be "neophytes" with less than two years' experience in financial aid administration. Other readers may be administrators such as business officers who need a basic understanding of the field.

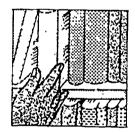
Having completed the course, you should remember that it was designed to provide an introductory overview, and should *not* be considered either a complete reference guide or your sole source of training. You will need to seek specialized training which applies to your institution's programs, students, calendar, and disbursement system.

How do you obtain further training and information of this kind? We recommend the following avenues:

- continued self-instruction through further reading;
- ♦ formal training sessions and individualized technical assistance;
- membership in professional associations; and
- ❖ informal exchange of information (networking) among aid administrators.

Continued Self-Instruction

Continued self-instruction should include further study of key publications which will provide you with the detailed information necessary to master technical concepts and establish operational procedures for your office. The Department of Education (ED) and professional associations regularly publish materials offering valuable instruction in relevant areas. The financial aid administrator must also continually monitor official correspondence, policy updates, and changing regulations. It is essential to stay informed and alert to change.



Throughout the modules, you were referred to other publications where more detailed discussions of a particular topic can be found. Each module contains a Key Resources and Bibliography section which guides you in the development of your office's reference library. Some particularly important resources include:

- ◆ Title IV regulations sent to participating institutions by the Department of Education;
- correspondence from the Department of Education, including "Dear Colleague" letters, Pell Grant Action Letters, and Questions and Answers ("Q & As");



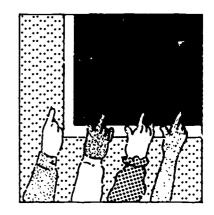
Support-2

- publications of the Department of Education's Office of Student Financial Assistance on specific topics, such as:
 - The 1988-89 Verification Guide;
 - The Pell Grant Formula, 1988-89; and
 - The Congressional Methodology, 1988-89.
- ♦ publication; covering the entire scope of aid management, such as:
 - The Federal Student Financial Aid Handbook;
 - NASFAA's Encyclopedia of Student Financial Aid; and
 - NATTS' Student Financial Aid Tool Kit.

Formal Training Sessions and Individualized Technical Assistance

Formal training sessions in student aid administration are sponsored by ED's Office of Student F.nancial Assistance (OSFA), need analysis servicers, and state, regional, and national professional associations. They may take the form of informational updates, presentations focused on specific problem areas, or intensive training programs in overall student aid management.

The Department of Education notifies participating institutions regarding federally sponsored training programs, and publishes a calendar of training workshops sponsored by professional associations. Intensive training programs are offered annually by national, state, and



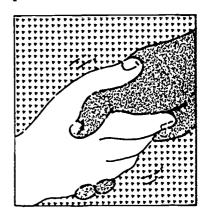
regional associations, and periodically by some major accrediting agencies, by guarantee agencies, and by need analysis services. Professional association conferences also provide updates and training sessions.

Remember also that the Department of Education's regional offices can provide answers to your technical questions. A listing of those offices, with contact addresses and telephone numbers, is provided on the inside back cover of each module and this booklet. Financial aid administrators should telephone or write the regional office for technical assistance.

Professional Association Membership

In addition to formal training sessions, professional associations produce other training materials and professional aids for their members. These include newsletters, research journals, and student aid management publications. Some major associations which produce student financial aid-related materials include:

♦ The National Association of Student Financial Aid Administrators (NASFAA)



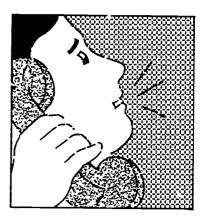
ERIC Full Taxt Provided by ERIC

- ♦ The National Association of Trade and Technical Schools (NATTS)
- ♦ The National Association of College and University Business Officers (NACUBO)
- The Association of Independent Colleges and Schools (AICS)
- ♦ The National Association of Accredited Cosmetology Schools (NAACS)
- ♦ The National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)
- ♦ The National Home Study Council (NHSC)

Brief information on these professional associations, together with contact addresses and telephone numbers, is given in Section 4.26 (see Module 4).

Informal Networking Among Aid Administrators

The sharing of information among professional colleagues in the financial aid field constitutes another common avenue for training. Through informal networks of this type, aid administrators exchange information and suggested management approaches in areas of mutual interest and concern. Contacts between neophytes and experienced aid administrators are particularly useful. The community of financial aid administrators is a useful source of support, guidance, and assistance to newcomers to the profession.





COURSE GLOSSARY

ability to benefit

An admissions standard for a person who is admitted to an eligible institution (unless the institution is a public or private nonprofit institution of higher education that participates only in the Stafford, SLS, and PLUS programs); does not have a high school diploma or GED; and is beyond the age of compulsory school attendance in the state where the institution is located (unless the person is admitted to a vocational school, in which case he or she must have completed or left elementary or secondary education). A student who is admitted on the basis of ability to benefit must (a) receive a GED by graduation or by the end of the first year of study, whichever is earlier; or (b) be counseled prior to admission; or (c) take a nationally recognized, standardized or industrydeveloped aptitude test that has been developed according to the standards of an appropriate accrediting agency. (If students fail the test, they must enroll in and successfully complete a remedial program prescribed by the institution that does not exceed the equivalent of one academic year.) An institution must document its determinations of ability to benefit. For further information on these standards, contact your ED regional office.

academic year

(a) A period of time in which a full-time student is expected to complete at least the equivalent of 2 semesters, 2 trimesters, or 3 quarters at an institution measuring in credits and using a semester, trimester, or quarter system; (b) 24 semester hours or 36 quarter hours at an institution using credit hours and not using a semester, trimester, or quarter system; (c) at least 900 clock hours at an institution using clock hours.

acceptable documentation

When referring to verification, or when decisions are made regarding student data, acceptable documentation means written documents which substantiate the information reported on a student aid application, such as the U.S. income tax return, and signed statements from the applicant and the applicant's family. Federal regulations list documents which are acceptable proof of the accuracy of applicant data.

accredited institution

Any institution or school which meets standards established by a nationally recognized accrediting agency or association.

accrediting agency

An agency that sets educational standards, evaluates institutions, and certifies that institutions have met their standards. (See nationally recognized accrediting agency.)

adjusted gross income (AGI)

An income figure taken from the federal income tax form that has been filed in compliance with IRS regulations and guidelines.

ERIC"

adjustments

The financial aid administrator has statutory authority to make adjustments to a student's cost of attendance (COA) and EFC (FC and SAI). If the data used in calculating the COA and EFC are accurate but the COA or EFC does not reflect the student's current circums...nces, the aid administrator may determine that adjustments are necessary. Adjustments in the Pell Grant and CM need analysis formulas may be made to the data elements, the methodology, or directly to the product or end result. Adjustments may increase or decrease a student's COA or EFC. The reasons for any adjustment must relate to the student's special circumstances and must be documented.

administrative cost

A payment made to an institution or guarantee agency for the purpose of offsetting the cost of administering Title IV programs.

allocation policy

A prioritized list, established by the institution, which states the order of refunds to financial aid program accounts due to a student's withdrawal, expulsion, or dropping out during the refund period.

allowances

Financial modifications included in need analysis formulas to provide for a family's non-discretionary expenses or to shelter assets or income for retirement or emergency purposes. In establishing students' costs of attendance, allowances are reasonable amounts allotted by the institution to reflect most students' financial circumstances.

Alternate Disbursement System (ADS)

This was a distribution system for Pell Grant funds under which eligible students received their award payments directly from ED. The Alternate Disbursement System is no longer in use.

appeal process

The process by which a student requests further consideration in the financial aid process.

Application for Federal Student Aid (AFSA)

A free financial aid application, provided by the Department of Education, which gathers data to determine both Pell Grant eligibility and expected family contribution using the Congressional Methodology.

appropriation

A legislative act authorizing the expenditure of a specific amount of public funds for a specific purpose. The dollar amount appropriated may not necessarily be the total amount permissible under the authorizing statute. An appropriation bill originates in the House of Representatives. General appropriations acts are supposed to be approved by both houses of Congress by the seventh day after the Labor Day before the start of the fiscal year to which they apply, but this does not always happen. In addition to general appropriations acts, there are two specialized types. (See continuing resolution and supplemental appropriations.)

assets

Financial holdings such as cash on hand in checking and savings accounts, trusts, stocks, bonds, other securities, home (if owned), other real estate, business equipment, and business inventory.

audit

An independent examination of financial transactions, accounts, reports, and compliance with applicable laws and regulations to determine how well the institution is maintaining effective control over revenues, expenditures, assets, and liabilities; whether the institution is properly accounting for resources, liabilities, and operations; whether financial reports contain accurate, reliable, and useful financial information and are accurately presented; and whether the institution is complying with applicable laws, regulations, and ED directives. The audit also studies and evaluates the institution's internal accounting and administrative controls as well as the policies, procedures, and practices used in administering student financial assistance programs.

audit exceptions

Those actions found through an audit not to be in compliance with federal guidelines.

audit trail

A clear audit trail is the maintenance of required documentation to support each transaction for the receipt and expenditure of federal funds.

authorization (legislative)

A legislative act that establishes a program, specifies its general purpose and conduct, and, unless open-ended, sets a ceiling for the dollar amount that can be used to finance it. Must be enacted (passed by Congress and signed by the President) before an appropriation for the program is passed.

authorization (spending)

The approved level of expenditure for a program for an award year. The Department Education notifies each participating institution of its tentative and final authorization(s), for each Title IV program in which it participates, for the upcoming award year.

average tuition and fees

The average full-time tuition and fee costs for specific groups of students. Averages for residency-based classifications of students may be developed. For campus-based programs, separate averages may be developed for undergraduate, graduate, and professional students.

award

(n.) A specific amount of financial assistance offered to a student through financial aid programs to pay for educational costs.

(v.) To approve financial assistance to students. For example, one function of the aid office is to award campus-based financial aid to students showing documented financial need.

award adjustment or revision

An action by the financial aid office resulting in an increase, decrease, program substitution, or cancellation of a recipient's

8/20/88

Support-7



award. This may be necessitated by factors such as a change in the student's dependency status, or a change in the financial

circumstances of the family or student.

award letter

Notifies student financial aid applicants that they have qualified for federal financial aid and informs them of the assistance being offered. The award letter usually gives information on the types and amounts of aid offered, as well as specific program information, student responsibilities, and the conditions which govern the award. Generally, the award letter gives students the opportunity to accept or decline the aid offered. Also referred to as award notification.

award packaging

See packaging.

award year

The period of time between July 1 of one year and June 30 of the

following calendar year.

base year

The 12-month period ending on the December 31st preceding the award year. For example, calendar year 1987 is the base year for

the 1988-89 award year.

Basic Educational Opportunity Grant (BEOG) An undergraduate Title IV grant program, renamed the Pell Grant in 1980.

Batch Report

See IPS Batch Report.

bill

Most proposed legislative measures before Congress are in the form of bills and are designated as HR (House of Reparentatines) or S (Senate), according to the house in which they object, and by a number assigned in the order in which they were introduced, starting from the beginning of each 2-year congressional term. Public Bills become Public Laws, if approved by the Congress and signed by the President.

billing service

A business organization that services loan accounts (billing and receipting) for lenders. A fee is charged for the service.

board

Cost of food allowance or meal plan.

budget committees

The House and Senate committees that prepare budget resolutions which determine the level of funding for all federal programs. Each respective committee holds hearings and reviews projections from Executive Departments, Office of Management and Budget, and Congressional Budget Office.

budget resolution (as in First and Second Budget Resolution)

The measure which determines the federal budget in total. The First Budget Resolution, generally passed in April or May, sets ceilings or spending targets for all federal programs. Its figures are not binding. The Second Budget Resolution, generally passed in

Support-8



August or September, sets the limits of federal budget expenditures for the upcoming fiscal year, which starts on October 1.

business assets

Property that is used in the operation of a trade or business including real estate, inventories, buildings, machinery and other equipment, patents, franchise rights, and copyrights. Considered in determining a family's expected contribution.

business office

The office responsible for financial accounting for an institution, including Title IV program activity. This office disburses award payments to students and student accounts and processes loan checks. It is sometimes referred to as the fiscal office, finance office, comptroller's office, bursar's office, or the student accounts office.

campus-based programs

The term that is applied to three federal Title IV student aid programs administered by eligible institutions of postsecondary education. These programs are the Perkins Loan (formerly National Direct Student Loan), College Work-Study, and Supplemental Educational Opportunity Grant programs.

cancellation of loan

The condition that exists when a borrower has fulfilled specified requirements permitting cancellation of the borrower's obligation to repay a designated portion of the principal and interest.

carry forward/carry back

A special provision of the College Work-Study program which allows an institution to transfer up to 10% of its annual allocation back to the previous award year or forward to the next award year.

cash advance

A transfer of funds from a federal agency (U.S. Treasury or Federal Reserve Bank) to the institution.

Certificate of Citizenship

A document provided by an individual not born in the U.S. which certifies U.S. citizenship.

Certificate of Naturalization

A document provided by an individual not born in the U.S. which certifies naturalized U.S. citizenship.

certified need analysis system

A system which has been certified by ED as capable of accurately calculating EFCs. The May 1988 Federal Register contains a list of need analysis systems certified for the 1988-89 award year. If you use one of these systems to calculate an EFC for the campus-based and Stafford Loan programs, you can be sure that the EFC has been calculated in accordance with the statute.

clock hour

The equivalent of *either* a 50- to 60-minute class, lecture, or recitation *or* a 50- to 60-minute faculty-supervised laboratory, shop training, or internship.

ERIC Full Text Provided by ERIC

clock-hour schools Institutions which measure academic programs in clock hours (50-

or 60-minute class, lecture, or recitation; or 50- or 60-minute faculty-supervised laboratory, shop training, or internship).

Code of Federal The compilation of all federal regulations and rules of procedure.

Regulations (CFR) Regulations relating to Title IV student financial aid appear as 34

CFR.

collection costs Reasonable costs incurred by the use of a commercial skiptrace

agency or collection firm in an attempt to recover loan funds.

collection firm A business organization that accepts from a lender loan accounts

that are in default and attempts to collect on those accounts. A fee

is charged for the service.

College Work-Study

(CWS)

A federally funded part-time employment program which provides jobs for undergraduate and graduate students who are in

need of such earnings to meet a portion of their educational

expenses.

co-maker One of two individuals who are joint borrowers on a loan and who

are equally liable for repayment of the loan.

coviment period A period, usually of 45 or 60 days, from the first publication of a

Notice of Proposed Rulemaking in the Federal Register. During this time, interested parties are invited to submit commerts

regarding the proposed regulations.

Comments and Responses A section of a final regulation package published in the Federal

Register which summarizes comments received from the public regarding proposed regulations. The responses of the Secretary of Education to these comments are also included. (This section may be part of the Preamble, which introduces the final regulations and gives the effective dates and a summary of major provisions of the

regulations.)

commuting student A student not residing in housing provided by the postsecondary

institution the student is attending.

conference committee Members of the House of Representatives and the Senate who meet

to reconcile differences between the two houses' versions of a bill. Conference committee members are appointed by the Speaker of the House and the President of the Senate (Vice-President of the

United States).

conflicting

documentation Inconsistent information within the institution's records or noted on

the Student Aid Report (SAR) which may indicate an error in the

information used to calculate the student's expected family

contribution or Student Aid Index.



Support-10 8/20/88

Congressional Methodology (CM) A statutory methodology established by Congress for use in determining a student's expected family contribution for campusbased and Stafford Loan program purposes (FC). The FC is used in need analysis to determine eligibility for the campus-based and Stafford Loan programs.

continuing resolution

A joint agreement to continue appropriations for specified government agencies at rates generally based on their previous fiscal year's appropriation level, when Congress has not yet enacted an appropriation act for those agencies for the fiscal year in effect. It must pass both houses and be signed by the President.

continuing year (CY) SEOG

This term referred to the second or subsequent SEOG(s) awarded to a student. Formerly, a distinction was made between **initial year** (IY) and **continuing year** (CY) SEOG funds. As a result of the Higher Education Amendments of 1986, institutions receive only one authorized level of SEOG expenditure and are no longer required to make the IY/CY distinction.

contribution from earnings

An expected contribution which is a percentage of a dependent student's base year earnings or a minimum dollar amount the student is expected to contribute.

corrective action

Changes in procedures to improve the quality of a given product or service, e.g. to control error rates. Corrective action also refers to a requirement imposed by an ED official, administrative law judge, or the Secretary to cause an institution to take reasonable and appropriate action to remedy a violation of applicable laws, regulations, special arrangements, agreements, or limitations.

correspondence course or program

A course or program of study completed in written lessons, outside a normal institutional setting. Some correspondence programs require a period of residential training.

cost of attendance (COA)

Those charges and allowances established by the institution that are applicable to students for attendance for one academic year. Generally, the COA includes tuition and fees; allowances for room and board, books, supplies, transportation and miscellaneous expenses, child care, dependent care, and certain handicap-related expenses. There are significant differences between these components in the Pell Grant and campus-based/GSL programs. See Sections 411F and 472 of the Higher Education Act of 1965, as amended, for provisions on establishing institutional costs of attendance. The term cost of attendance is often used interchangeably with cost of education.

cost of education

See cost of attendance. The term cost of education is often used interchangeably with cost of attendance. Prior to the 1988-89 award year, the Pell Grant program had a specific definition of cost of education.

ERIC*

credit-hour program An academic program that measures progress by completion of

courses assigned specific numbers of credit hours.

debt management Counseling for students on the subject of assuming debt and counseling

accumulated indebtedness. It includes a projection of the expected

monthly payments and the length of repayment for student loans.

The failure of a borrower either to make an installment payment when it is due or to comply with other terms of the promissory note.

deferment of loan A period during which the repayment of the principal amount of

the loan is suspended as a result of the borrower meeting one of a number of requirements established by law. During this period, Perkins Loan borrowers and most Stafford Loan borrowers will not have to pay interest on the loan. Most students who borrow under the Stafford Loan and SLS programs are entitled to the same authorized deferments; parent PLUS borrowers are entitled to a more limited set of deferments. (Prior to passage of the Higher Education Amendments of 1986, independent undergraduate students were allowed to borrow under the PLUS program. These student borrowers were allowed the same deferments as those

offered under the Stafford Loan and SLS programs.)

A Stafford Loan borrower who has failed to make an installment delinquent borrower

payment on its due date.

deobligate Action by ED to reduce all or part of an institution's authorization

for a program. Deobligation usually results from an institution's release of funds that will not be spent during the period for which

they were authorized.

Department of Education A financial management and payment system maintained by the Payment Management Department of Education. System (ED/PMS)

departmental An award of gift assistance that is specifically designated for a scholarship recipient in a particular department within the school, college, or

university. It may or may not be a need-based award.

dependent student A student who does not satisfy any of the criteria for an

independent student must be classified as an dependent student for

the purposes of federal Title IV financial aid.

dependents Spouse, children, and other household members for whom the

parent or aid applicant provides more than half support.

The process by which financial aid funds are made available to disbursement

students.

discharge due to Release from a loan obligation by action of a bankruptcy court. For

Stafford, SLS, or PLUS loans discharged in bankruptcy, the

8/20/88

bankruptcy

Support-12

default

Department of Education repays the amount owed by the borrower to the lender or guarantee agency. For Perkins Loans, the Department does not reimburse the institution for cancellation of loans due to bankruptc.

disclosure statement

A statement sent to the borrower by the lender before or at the time it disburses a loan, as well as at, or prior to, the beginning of the repayment period. The purpose of the disclosures is to provide borrowers with thorough and adequate information about the terms of the loan and the consequences of default, including such provisions as: amount of the loan, interest rate, fee charges, length of the grace period (if any), the maximum length of repayment and the minimum annual repayment, deferment conditions, and the definition of default.

discretionary items

Applicant data items used to determine a student's eligibility for federal financial aid that are not required by the regulations to be verified. It is the financial aid administrator's option to verify, on a student-by-student basis, any or all of these items.

dislocated worker

Generally, a dislocated worker means a person who (a) has been laid off or whose employment has been terminated; (b) has been laid off as the result of the permanent closure of a plant or other facility; or (c) was self-employed but is now unemployed because of poor economic conditions in the community or a natural disaster (this includes farmers).

displaced homemaker

Generally, a displaced homemaker means a person who (a) has not worked in the labor force for a substantial number of years (approximately 5 years or more) but has, during those years, worked in the home providing unpaid services for family members; (b) has been dependent on public assistance or on the income of another family member, but is no longer receiving that income, or is receiving public assistance because of dependent children in the home; and (c) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Division of Eligibility and Certification (DEC)

A unit of ED responsible for determining the eligibility of educational institutions to participate in Title IV programs.

documentation

Written statements explaining the logic and/or the steps followed which resulted in a specific action taken, given the particular set of circumstances. (See acceptable documentation.)

due diligence

Full and timely disclosure to student borrowers of their rights and obligations through personal entrance and exit interviews; and the use of extensive, persistent, and forceful procedures for the making, servicing, and collection of student loans.

edit checks

A series of data tests run by an automated processing system on financial aid applications. These tests look for and report

8/20/88

Support-13



incomplete or inconsistent data on the application. *Edit checks* (also known as *edits*) are one mechanism used to select applications for verification. Edit checks are also part of the processing of an institution's FISAP.

educational benefits

Funds, primarily federal, awarded to certain students—veterans, children of deceased veterans or other deceased wage earners, and students with physical handicaps—to help finance their postsecondary education without regard to financial need.

Eligibility Letter

A letter sent to the institution by ED's Division of Eligibility and Certification that allows the institution to apply for participation in Title IV programs.

eligible institution

An educational institution or vocational school which meets all the criteria for participation in the federal student aid programs and has received an Eligibility Letter and countersigned copy of the Program Participation Agreement. According to General Provisions regulations, the following may be eligible institutions: public or private nonprofit institutions of higher education; proprietary institutions; and postsecondary vocational institutions. According to Stafford Loan regulations, institutions of higher education, vocational schools, and some foreign institutions may be eligible institutions.

eligible noncitizen

A student aid applicant who is not a U.S. citizen, but is eligible to receive Title IV assistance. Conditions which allow noncitizens to be considered for Title IV funds are listed in the *Federal Student Financial Aid Handbook*.

eligible program

A program of education or training which meets the regulatory requirements for participation in the Title IV programs.

employment expense offset

An allowance in the determination of the expected family contribution or Pell eligibility. The allowance can be used to meet additional expenses relating to employment when both parents are employed or when one parent qualifies as a surviving spouse or as head of a household under Section 2 of the Internal Revenue Code.

endorser

An individual who is secondarily liable for a loan obligation.

enrolled

The completion of registration requirements at the institution the student is attending and commencement of the attendance period. A correspondence school student must be accepted for admission and must complete and submit one lesson to be considered enrolled.

enrolunent status

At those institutions using semesters, trimesters, quarters, or other academic terms and measuring progress by credit hours, enrollment status equals a student's credit-hour courseload categorized as either full-time, three-quarter time, or half-time. Clock-hour schools and schools using credit hours but not standard terms must

Support-14



ensure that Pell Grant and Stafford Loan recipients meet the minimum half-time enrollment requirement, but these schools are not required to determine three-quarter or full-time enrollment status.

entrance interview (for the compliance audit) A meeting prior to the beginning of an audit between the auditor and administrative officials involved in the audit. Operating rules, an agenda, and a schedule for the on-site work are established. A similar interview is conducted by a federal official conducting a program review.

estimated SAI and FC

If a student supplies incomplete data, the ED central processor will not calculate an EFC. However, some processors (ACT, CSS, and PHEAA) may calculate an estimated EFC (SAI and FC). Estimated EFCs may be used only to estimate students' aid packages—disbursements cannot be made based on estimated EFCs. Students can convert estimated EFCs to official EFCs by supplying complete or corrected data to the central processor using Part 2 of the SAR.

estimated student financial assistance

For a Stafford, SLS, or PLUS ioan, the estimated amount of assistance for the period the loan is sought that a school is aware a student will be or has been awarded in federal, state, or privately supported scholarship, grant, work or loan programs, including veterans educational and Social Security benefits.

exit counseling/exit interview (student borrower)

Each school participating in the Stafford and Perkins Loan programs must offer special counseling often called "exit counseling." The institution must offer this counseling through exit interviews with individuals or groups of borrowers before they leave school. If students leave the institution before exit counseling is given, the institution must send them the information at their last known address. Exit counseling must include (a) general information on the average indebtedness of students at the institution; (b) a repayment schedule projecting average monthly repayments at the student's interest rate; and (c) a review of options for repayment and management of the debt (loan consolidation, refinancing, etc.).

exit interview (for the compliance audit)

A closing meeting following the completion of the audit between the auditor and administrative officials involved in the audit. General audit findings and conclusions which will be included in the audit report are discussed. A similar interview is conducted by a federal official conducting a program review.

expected disbursement

The sum of all expected Pell Grant payments to a student during an award year.

expected family contribution (EFC)

The figure which indicates how much of a family's financial resources should be available to help pay the expenses of postsecondary education. This figure is determined according to statutory formulas. The Pell Grant program calls the EFC the Student Aid Index (SAI). The Congressional Methodology calls

ERIC

Full Text Provided by ERIC

8/20/88 Support-15

the EFC the Family Contribution (FC) for the campus-based and Stafford Loan programs.

Family Contribution Schedule (FCS)

A statutory need analysis methodology established by Congress for use in determining a student's expected family contribution (Student Aid Index, or SAI) for Pell Grant purposes. The SAI is used to determine eligibility for a Pell Grant.

Family Financial Statement (FFS)

The input document (financial aid application) in the American College Testing Program's system of need analysis.

family size offset

An allowance in Pell Grant need analysis to meet the basic subsistence expenses of a family, including food, shelter, clothing, and other basic needs. This allowance is based on the number of persons in the household.

federal audit

An audit conducted by an officer of a federal agency such as the Department of Education's Inspector General's Office.

Federal Capital Contribution (FCC)

The portion of a Perkins Loan Fund allocated to an institution by the federal government.

Federal Register

The government publication, published each weekday (except federal holidays), which lists regulations, regulatory amendments, notices, and proposed regulatory changes for all federal executive agencies. The Department of Education sends reprints of excerpts from the *Federal Register* pertaining to student financial aid to all schools participating in Title IV programs.

fees

To be included as an element of the cost of attendance, fees must be mandatory, institution-based charges required as part of a student's program of study and charged to all students.

Final Regulations

Rules published in the *Federal Register*. Final Regulations, which have the force of law, usually take effect 45 days after the date of publication.

financial aid application

The input form completed by an applicant and family for one of the need analysis systems. This type of document is the foundation for all need analysis computations.

financial aid award

An offer of financial or in-kind assistance to a student attending a postsecondary educational institution. This award may be in the form of one or more of the following types of financial aid: a repayable loan, a nonrepayable grant and/or scholarship, or student employment.

Financial Aid Form (FAF)

The input document (financial aid application) in the College Scholarship Service's system of need analysis.

ERIC

Full Text Provided by ERIC

financial aid package

An offer by an educational institution to a student aid applicant of

one or more forms of financial aid (loans, grants and/or

scholarships, employment).

financial aid packaging

See packaging.

Financial Aid Transcript

(FAT)

A form used by educational institutions to collect data about Title IV and other financial aid received by a student at other

educational institutions.

financial need

The difference between the institution's cost of attendance and the family's ability to pay (the expected family contribution).

fiscal operations

Activities related to the management and completion of financial transactions. The management of funds, including student accounts, is the primary responsibility of an institution's fiscal office.

Fiscal Operations Report and Application to Participate (FISAP)

The Fiscal Operations Report and Application to Participate in the Perkins Loan, SEOG, and CWS programs. The FISAP is filed each fall (by October 1) as a report of program activity for the previous award year and an application for funding to operate campus-based Title IV programs in the upcoming award year,

starting July 1.

forbearance

At lender option, permission given for the temporary cessation of payments of Stafford, SLS, or PLUS loans, allowing an extension of time for making payments, or accepting smaller payments than were previously scheduled. Forbearance may be given for circumstances which are not covered by deforment, and is usually given in situations where personal problems, such as hospitalization or short-term unemployment, affect the burrower's ability to meet loan payment obligations.

Form G-641

Application for Verification of Information from the U.S. Immigration and Naturalization Service (INS) records, a form letter which the INS may complete at the student's request. It contains information about the student's citizenship.

forward funding

The appropriation of funds prior to the award year in which they will be disbursed. In Title IV programs, forward funding allows participating institutions to process applications and make awards based on an established funding level.

full data element formula

A formula that uses the full range of data elements in calculating the student's FC under the CM or the SAI under the FCS methodology. Also called the "regular formula."

full-time student

In general, one who is taking a minimum of 12 semester or quarter hours per academic term in institutions with standard academic terms, or 24 clock hours per week in institutions which measure progress in terms of clock hours.

General Education Development Certificate A nationally recognized equivalent of a high school diploma, granted after a student has passed a standardized examination.

general institutional eligibility requirements

Regulations governing institutional eligibility to apply for participation in Title IV programs. General eligibility requirements are established by statutory definition and refer to location, student admissions policy, authorization to provide a postsecondary educational program, accreditation, types, lengths, and levels of educational programs within the institution, and the type of control and age of the institution.

gift aid

Those forms of financial aid which require neither repayment nor that work be performed.

grace period

The period of time that begins when a loan recipient ceases to be at least a half-time student and ends when the repayment period starts. The loan principal and interest need not be paid by the student during the grace period.

grant (programs)

Gift aid programs which require neither repayment nor that work be performed. Federal Title IV grant programs include the Pell Grant, SSIG, and SEOG.

gross need

The difference between a student's cost of attendance (student budget) and the family's expected contribution from income and assets.

guarantee agency

A state agency or private, nonprofit institution or organization which administers the Stafford Loan, SLS, and PLUS programs.

guarantee fee

An insurance fee charged the lender by the guarantee agency. The fee is usually passed on to the student or borrower. In most cases, the lender reduces the amount of the loan check by this amount.

Guaranteed Student Loan (GSL)

See Stafford Loan.

half-time student

Support-18

For the Stafford Loan, SLS, and PLUS programs, a student who is carrying a half-time academic workload as determined by the school, which amounts to at least one-half the workload of a full-time student. For the remaining Title IV programs, an enrolled student carrying a half-time academic workload as determined by the institution, generally equalling or exceeding the following minimum requirements: (a) 6 semester, trimester, or quarter hours per academic term; (b) 12 clock hours per week for institutions using clock-hour measurement; (c) 12 semester hours or 18 quarter hours per academic year; or (d) enrollment in an eligible program of correspondence study requiring at least 12 hours of preparation per week.



27

hand calculation

On-campus calculation (manual or by computer program) of the FC or SAI, in contrast to calculation by a service agency or outside processor.

incarcerated students

Students who have been institutionalized by a court order.

independent audit

An audit conducted by a certified public accountant hired by the institution and external to the institution.

independent student

To be classified as an independent student for federal Title IV financial aid, a student must be an individual who (a) is at least 24 years old by December 31 of the award year for which aid is sought; (b) is an orphan or ward of the court; (c) is a veteran of the Armed Forces of the United States; (d) has legal dependents other than a spouse (for example, dependent children or an elderly dependent parent); (e) is a graduate or professional student who will not be claimed as an income tax exemption by his or her parents or guardian for the first calendar year of the award year (for example, calendar year 1988 for award year 1988-89); (f) is married and will not be claimed as an income tax exemption by his or her parents or guardian for the first calendar year of the award year; or (g) is a single undergraduate student with no dependents who was not claimed as a dependent by his or her parents or guardian for the two calendar years preceding the award year, and who demonstrates total self-sufficiency for those two years as evidenced by annual total resources, (taxed and untaxed), of at least \$4,000 in each of those years (for example, calendar years 1986 and 1987 for award year 1988-89). A student may also be determined to be an independent student on the basis of unusual circu astances documented by the aid administrator.

Information Summary

Part 1 of the Student Aid Report (SAR), this informs students of their eligibility for a Pell Grant. Also included in Part 1 is the FC produced by the Congressional Methodology. The Information Summary becomes a part of the student's financial aid file.

institution of higher education

A public or private nonprofit educational institution located in a state, which (a) admits as regular students only persons with a high school diploma or its recognized equivalent, or persons beyond the age of compulsory school attendance in the state where the institution is located who have the ability to benefit from the training offered; (b) is legally authorized, in the state where it offers postsecondary education, to provide a postsecondary educational program; (c) provides a program leading to an associate, baccalaureate, graduate, or professional degree, or at least a 2-year program that is acceptable for full credit toward a bachelor's degree, or at least a 1-year training program that leads to a degree or certificate and prepares students for gainful employment in a recognized occupation; (d) is a public institution or a private nonprofit institution to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;

ERIC Full Text Provided by ERIC

8/20/88 Support-19

and (e) is accredited or preaccredited by a nationally recognized accrediting agency or association, or is a public postsecondary vocational institution approved by a state agency listed by the Department of Education as a reliable authority on the quality of public postsecondary vocational education in that state, or is an institution whose credits the Secretary determines to be accepted on transfer by at least three accredited institutions on the same basis as transfer credits from accredited institutions. Note: An institution of higher education is eligible for all Title IV programs. Note: A student attending an institution of higher education that only participates in the Stafford Loan, SLS, and PLUS programs would not have to demonstrate the ability to benefit. (See definitions for proprietary institution of higher education, vocational school, and postsecondary vocational institution.)

Institutional Capital Contribution (ICC)

The portion of the Perkins Loan Fund contributed by the institution. This amount must be equal to at least one-ninth of the federal capital contribution.

institutional liability

Financial penalties or repayment that must be paid to the Department of Education as a result of incorrect institutional action.

Institutional Payment Summary (IPS)

A transmittal form which accompanies each individual batch of institutionally completed Pell Grant Payment Documents. The IPS must be submitted at least once in each quarter, even if it is not accompanied by Payment Documents.

interest benefits

Interest payments made by the Secretary of Education to a lender on behalf of an eligible Stafford Loan borrower. These payments are made by ED at the student's Stafford Loan interest rate only during certain periods: during the student's enrollment (at least half-time), the grace period, and any deferment periods. Interest benefits are not paid on SLS or PLUS loans.

interim disbursement

The single allowable disbursement made to a student who has not completed the verification process. The institution is responsible for recovery of payment if the student does not complete the verification process or if the amount for which the student is eligible changes as a result of verification.

Interim Final Regulations

Regulations, published in the *Federal Register*, which have the effect of law when published. Interim Final Regulations may appear when there is need for quick action in response to passage of new legislation. In addition, an NPRM may elicit comments which raise further policy questions. In this situation, the Secretary may issue Interim Final Regulations, pending further policy review.

IPS Batch Report

A report which notifies the institution that ED has completed processing of its IPS submission and summarizes the processing of the batch. It also gives the net adjustment ED made to the

Support-20

8/20/88

25

payment data and alerts the institution to differences between its records and the data accepted by ED; any differences must be reconciled.

legislative amendment

An alteration (revision or change) in a legislative measure, made by formally adding, deleting, or rephrasing the text of the law.

loan

An advance of funds which is evidenced by a promissory note requiring the recipient to repay the specified amount(s) under prescribed conditions.

Master Calendar

To assure adequate notification and timely delivery of Title IV aid, ED operates by a Master Calendar. This calendar gives specific dates by which federal and Multiple Data Entry forms will be developed and distributed and campus-based and Pell Grant funds will be allocated for an award year.

matching (fund) requirement

The requirement that a portion of student aid program funds be contributed by the institution. For Title IV campus-based programs, institutions must contribute an amount equal to one-ninth of the federal contribution to the Perkins Loan Fund and, for the 1988-89 award year, at least 20% of the CWS funds.

Multiple Data Entry (MDE)

The mechanism which allows for the incorporation and transmission of Title IV data elements through various approved need analysis data collection documents so that applicants can apply for both the Pell Grant and other financial assistance by completing one form. The MDE processor transmits the data to the federal processing center, and students receive their eligibility notifications for a Pell Grant from the Pell central processor.

nationally recognized accrediting agency

An accrediting agency or association which the Secretary of Education determines to be a reliable authority on the quality or association of training offered by educational institutions. The agency grants institutions accreditation status. (See accrediting agency.)

need analysis

A process used to determine a student applicant's need for financial assistance to help meet his/her educational Cost of Attendance.

need analysis report

The output document resulting from one of the financial aid application forms used to calculate the Congressional Methodology family contribution (FC) or the Pell Grant Student Aid Index (SAI). The most common need analysis reports are the federal Student Aid Report (SAR), the College Scholarship Service's FAFNAR, and the American College Testing Program's CFAR.

need analysis servicer (NAS)

A servicer that produces EFCs for student applicants. See certified need analysis system.

ERIC

Full Text Provided by ERIC

Support-21

need-based assistance

Any form of financial aid awarded on the basis of demonstrated

financial need.

neophyte

In these materials, we use the term to refer to financial aid administrators whose experience is 2 years or less in the field.

Notice of Proposed Rulemaking (NPRM)

Notification in the *Federal Register* of a new regulation proposed by a governmental agency such as the Department of Education. This Notice begins the comment period which is usually 45 or 60 days, but may range from 30 to 120 days.

off-campus agency match

The payment of the matching fund requirement (for CWS student wages) by the external agency that is employing the student(s).

offsets

See allowances.

one-year program

A program consisting of at least 24 semester/trimester hours or 36 quarter hours at institutions using credit hours to measure progress; 900 clock hours of supervised training at an institution using clock hours to measure progress; or 900 clock hours of preparation in a correspondence program.

origination fee

A processing fee calculated on the amount borrowed for a Stafford Loan and charged to the student by the lender. This fee (like the guarantee fee) is usually subtracted from the amount of the student loan proceeds.

overaward

The condition which exists when an institution provides financial assistance to a student which, in combination with all of the resources made available to that student from federal and nonfederal sources, exceeds the difference between the student's Cost of Attendance and the expected family contribution. While the above defines an overaward, an institution is not in violation of campus-based program regulations which prohibit overawards if: (a) the student receives funds after the institution awards aid and the total resources exceed his/her financial need by \$200 or less; or (b) the student earns more money from employment than the institution anticipated when it made the award and it treats the earnings in accordance with program requirements.

overpayment

Any amount paid to a student in excess of the amount which the student is entitled to receive. This situation may arise due to a change in enrollment status, withdrawal, or a change in financial situation. In any of these instances, the student would be required to repay excess funds received unless adjustments could be made to the student's aid during subsequent payment periods within the same award year.

packaging

The process of assembling one or more financial aid awards of loans, grants and/or scholarships, and employment for students.

Support-22



parents' contribution

A quantitative estimate, according to the approved need analysis methodologies, of the parents' ability to contribute to postsecondary educational expenses.

Payment and Disbursement Schedules

Tables showing the Scheduled Pell Grant amounts in an award year for full-time, three-quarter-time, and half-time students. Tables are updated annually based on family contribution, cost of attendance, and the amount of funds available for making Pell Grants.

Payment Document (Pell Grant)

Part 3 of the Student Aid Report (SAR). A machine-readable form that must be coded with an individual student's payment data at the institution before submission to ED.

payment period

An institutionally defined length of time for which financial aid funds will be paid to a student. For programs using academic terms, the payment period is the term itself. For programs not using academic terms, institutions must designate at least two payment periods within an academic year.

Pell Grant

A grant program for undergraduate students who have not yet completed a first baccalaureate course of study. It is designed to assist students with the least ability to contribute towards their basic educational expenses. If a student applies, meets all eligibility criteria, and is enrolled in an eligible program at an eligible institution, he or she will receive a Pell Grant. Formerly Basic Educational Opportunity Grant (BEOG), renamed for Senator Claiborne Pell, originator of the legislation.

Pell Grant disbursement

The payment to an eligible student of his or her Pell Grant for a payment period. The payment is based on submission of a valid SAR to an eligible institution.

Pell Electronic Data Exchange

A Department of Education project that enables postsecondary institutions to transmit and receive Pell Grant information electronically via a telecommunications network.

Pell Grant Family Contribution Schedule

See Family Contribution Schedule.

Peil Grant Payment Schedule

A chart published annually by the Secretary of Education. It enables the financial aid administrator to relate the full-time cost of attendance to the Pell Grant Student Aid Index, in order to determine the student's scheduled Pell Grant award.

Pell processor (central processor)

A contractor for the Department of Education that processes all Pell Grant student application data, calculating the Pell Grant SAI and Congressional Methodology r.C. The student sends income and personal data and receives a Student Aid Report (SAR) which notifies him or her of Pell Grant eligibility. Filing an application

ERIC

8/20/88

Support-23

with the central processor or a Multiple Data Entry processor is the first step for all students in the federal financial aid application process. The Pell processor is also known as the central processor or federal processor.

Perkins Loan

A campus-based Title IV loan program, formerly called the National Direct Student Loan (NDSL) program.

postsecondary institution

An educational institution providing education beyond the high school level. The term is used to refer to trade and technical schools as well as colleges and universities.

postsecondary vocational institution

An educational institution that (a) admits as regular students only persons with a high school diploma or its recognized equivalent, or persons beyond the age of compulsory school attendance in the state where the institution is located who have the ability to benefit from the training offered; (b) is legally authorized, by the state where it offers postsecondary education, to provide a postsecondary educational program; (c) provides at least a 6-month program, leading to a degree or certificate, that prepares students for gainful employment in a recognized occupation; (d) is a public institution or a private nonprofit institution to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code; (e) is accredited or preaccredited by a nationally recognized accrediting agency or association, or is a public postsecondary vocational institution approved by a state agency listed by the Department of Education as a reliable authority on the quality of public postsecondary vocational education in that state, or is an institution whose credits the Secretary determines to be accepted on transfer by at least three accredited institutions on the same basis as transfer credits from accredited institutions; and (f) has been giving instruction for at least 2 years. (See definition for vocational school.)

primary SAI and FC

If a student who qualifies for the Simplified Needs Test fills out the Supplemental Information page on the AFSA or supplies complete information on an MDE application, the processor will calculate primary and secondary EFCs. (a) The primary SAI appears in the upper right-hand corner on Parts 1 and 2 of the SAR. The primary FC appears in the lower right-hand corner. If the applicant qualified for the Simplified Needs Test, the primary EFC (SAI and FC) will be from the simplified formula. (b) The secondary SAI and FC, if any, will appear in the heading of the "School Use" box on Part 2 of the SAR. A secondary EFC is calculated with the full formula if the applicant qualified for the Simplified Needs Test but also provided enough information for the full data element (regular) formula. (c) In awarding aid, the aid administrator may use either the primary or the secondary SAI, and either the primary or the secondary FC.

principal and interest

Principal refers to the loan amount borrowed; interest refers to the amount charged for the use of the money over a period of years. Interest is usually stated as a percent.

processed payment document

The document ED returns to the institution that reflects the status of previously reported payment data: accepted fully, accepted with assumptions, or rejected.

program authorization

See authorization (spending).

Program Participation Agreement

A written agreement that institutions and the Secretary of Education must sign. It permits the institution to participate in one or more of the Title IV student assistance programs, other than the State Student Incentive Grant (SSIG) program. This agreement makes the initial and continued eligibility of the institution to participate in the Title IV student assistance programs conditional upon compliance with the provisions of the applicable laws and program regulations.

program review

The process in which the activities of one or more of the financial aid programs of an institution are reviewed by the Department of Education to assess compliance with federal law and regulations and institutional policy. The review may also include a review of management and administrative capabilities.

program review exceptions

Those institutional policies, procedures, or actions relative to student financial aid programs which have been cited in a program review report as being contrary to the laws or regulations governing such programs.

promissory note

The legal document the borrower signs when obtaining a loan. It lists the conditions under which the loan is made and the terms under which the borrower agrees to pay back the loan.

proprietary institution of higher education

An educational institution other than a public or private nonprofit institution located in a state which (a) admits as regular students only persons with a high school diploma or its recognized equivalent, or persons beyond the age of compulsory school attendance in the state where the institution is located who have the ability to benefit from the training offered; (b) is legally authorized, by the state where it offers postsecondary education, to provide a postsecondary educational program; (c) provides at least a 6-month program of training, leading to a degree or certificate, that prepares students for gainful employment in a recognized occupation; (d) is accredited by a nationally recognized accrediting agency or association; and (e) has been giving postsecondary instruction (and has been legally authorized to give postsecondary instruction) for at least 2 years. (See also vocational school, postsecondary vocational institution, and institution of higher education.)



quality assurance The periodic verification, audit, or evaluation of a quality control

system by an independent third party to ensure that it is adequate

and effective.

quality control A process by which the institution establishes a system for

checking the overall quality and accuracy of its campus-wide

student aid administration.

quarter A standard academic term, usually 10-12 weeks in length. At

institutions using quarters to measure student progress, an academic year is defined as the period of time a full-time student is expected to complete the equivalent of three quarters. (For fiscal reporting,

the quarters in the Title IV award year are July through

September, October through December, January through March,

and April through June.)

reauthorization The legislative process, generally carried on every 4 to 5 years in

the case of the Higher Education Act, whereby Congress reviews

and either renews, terminates, or amends existing programs.

Recipient Data Exchange

(RDE)

A procedure for transmitting Pell Grant payment data between an institution and the Department of Education via machine-readable

magnetic tape handled by computer systems.

refund A refund by an institution means the amount paid for institutional

charges for a payment period minus the amount retained by the institution for the portion of the payment period that the student

was actually enrolled at the institution.

refund policy The policy which determines the conditions under which a student

is entitled to a refund of payments.

regular student A person who is enrolled or accepted for enrollment at a postsecon-

dary institution for the purpose of obtaining a degree or certificate.

owing to a change in enrollment status, total withdrawal, or change in financial situation. This may be a partial or total repayment of Pell Grant, SEOG, or SSIG funds and may take the form of (b) an adjustment to a student's account to recover grant funds previously credited or (b) a direct repayment from the student for funds disbursed for living and other education-related

expenses.

repayment period The period during which the borrower (student or parent) repays a

loan.

repayment schedule A play which sets forth the principal and interest due in each

installment and the number of payments required to pay the loan in full. Additionally, it should include the interest rate, the due

date of the first payment, and the frequency of payments.

Support-26

rescission

The act of repealing a previous appropriation.

resident student

A student who does not live at home (with parents or guardian) during the academic year. An on-campus resident is one who lives in housing facilities owned and/or maintained by the institution.

resources

For purposes of determining awards and overpayments in the campus-based programs, resources include, but are not limited to, (a) any funds the student is entitled to receive from a Pell Grant, regardless of whether the student applies for it; (b) waiver of tuition and fees; (c) scholarship or grant, including an SEOG or athletic scholarship; (d) fellowship or assistantship; (e) insurance programs for the student's education; (f) SLS, PLUS, statesponsored, or private loan proceeds not used as a substitute for the EFC; (g) long-term loans, including Perkins Loans but excluding Stafford Loans, SLS, and PLUS, made by the institution; (h) net earnings from need-based employment ("net earnings" means gross earnings minus taxes and job related costs); and (i) veterans and Social Security benefits (except that part included in the calculation of the student's FFC).

room

Cost of on-campus residential or off-campus housing.

satisfactory academic progress

Regulations require that a student be making satisfactory academic progress to receive Title IV aid. Satisfactory academic progress is a term used to describe a satisfactory rate of course completion. To monitor academic progress, institutions must develop policies which satisfy federal requirements set forth in the General Provisions Regulations of December 1, 1987. The Higher Education Amendments of 1986 prescribe additional specific standards of satisfactory progress that must be met by students who have not received Title IV assistance prior to the 1987-88 award year. The institution must evaluate each student's satisfactory academic progress according to its policies and procedures and document the results of the review.

Scheduled Pell Grant (Scheduled Award)

The amount of a Pell Grant which would be paid to a full-time student for a full academic year. The Scheduled Award is based on the Student Aid Index and the total allowable cost of attendance and is determined from the Payment Schedule.

scholarship

A form of financial assistance which does not require repayment or employment. A "merit-based" scholarship may be made to a student who demonstrates or shows potential for distinction, usually in academic performance, at the institution. The term is also frequently used to refer to need-based state grant ("state scholarship") programs. Scholarships may require both academic proficiency and demonstrated financial need.

secondary markets

A means through which holders of loan notes sell them to a third party, such as the Student Loan Marketing Association (SLMA, or

8/20/88



"Sallie Mae") or another lending institution, for the face value of the loan portfolio or other negotiated price. Once sold, the secondary market has total responsibility for the future servicing and repayment of the loan. In addition to Sallie Mae, which is chartered by Congress, there are 30 secondary markets operating at the state or regional level, as well as a number of commercial lenders who also purchase loans.

secondary SAI and FC

See primary SAI and FC.

self-help (programs)

Funds from work and loan sources. Title IV self-help programs include College Work-Study, Perkins Loan, Stafford Loan, SLS, and PLUS.

self-help expectation

The principle that a student has an obligation to help pay for a portion of his or her education. A standard self-help expectation is frequently computed in the analysis of student resources.

separation of functions

In administering federal student aid programs, an institution must establish and maintain an internal control system of checks and balances that ensures that no office can both authorize payments and disburse funds to students.

simplified needs test formula

A statutory formula that uses a limited number of data elements in calculating a student's EFC under the CM and FCS.

six-month program

A program consisting of at least 16 semester or trimester hours or 24 quarter hours at institutions using credit hours to measure progress; 600 clock hours of supervised training at an institution using clock hours to measure progress; or 600 clock hours of preparation in a correspondence program; or a program that the Secretary determines to be a six-month program if the Secretary agrees with a certification by the institution's nationally recognized accrediting agency or association that the program is equivalent in course content and student workload to the comparable six-month credit hour or clock hour program.

skiptracing

When a borrower no longer resides at the address to which a lender or school is sending billing notices, the lender or school must attempt to find a correct address. They may use any information obtained from the borrower while the borrower was at the institution, or information from such offices as the registrar's office or the alumni office. If a borrower cannot be located with information available at the institution or otherwise available to the lender, the lender or school must use the Department of Education's free skiptracing service.

source document

In the construction of student budgets, original supporting data for any expense item; back-up material for decisions reached.

ERIC Full Text Provided by ERIC

special allowance

A percentage of the average unpaid principal balance, paid to a lender by the Secretary of Education on an eligible Stafford, SLS, or PLUS program loan. In effect, ED is paying extra interest on the loan in addition to interest paid by the student or parents. This subsidy makes up the difference between the rates charged to Stafford/SLS/PLUS borrowers and the market interest rates. The amount of the special allowance is set by a statutory formula related to 91-day Treasury Bill rates.

Stafford Loan

The student loan program authorized by Title IV-B of the Higher Education Act of 1965. It is the largest source of low interest loans administered by the Department of Education. The source of funds is private capital (e.g. banks, savings and loan associations, credit unions, and similar types of lending institutions). Schools, state agencies, and private nonprofit agencies may also qualify as lenders. The Stafford Loan program was called the Guaranteed Student Loan (GSL) program prior to July 1988.

standard maintenance allowance

An allowance against income for the basic costs of maintaining family members in the home. The allowance is based upon consumption and other cost estimates of the Bureau of Labor Statistics for a family at the low standard of living.

Statement of Account (SOA)

A statement originating from the Department of Education which sets the authorization level for the Pell Grant program and projects future adjustments to the institution's payments.

Statement of Educational Purpose

The student must sign this statement in order to receive federal student aid. By signing, the student agrees to use the Title IV student aid solely for education expenses. The 1988-89 SAR contains such a statement. The student must sign the statement on the SAR or a similar statement prepared by the student's school, and the statement included on a Stafford or SLS loan application.

Student Aid Index (SAI)

The numeric value reported on the Student Aid Report (SAR) that indicates the expected family contribution for the Pell Grant program obtained by performing the Family Contribution Schedule Methodology of need analysis.

Student Aid Report (SAR)

The official 3-part notification of the results of processing the student's Pell Grant application that is sent directly to the student by the central processor. The report shows the Student Aid Index (SAI). All three parts of the SAR must be submitted by an eligible student to the financial aid office at the institution for the student to receive payment under the Pell Grant program.

student budget

See cost of attendance.

Student Confirmation Report

The report (in printed or magnetic tape format), usually sent to educational institutions twice per year, which lists all Stafford Loan borrowers from that institution presumed to be currently

8/20/88





enrolled. The institution is required to provide certain enrollment status information about each borrower. The report is used to assist the lenders in monitoring enrollment status of student borrowers for repayment purposes.

student contribution

The amount the student is expected to contribute toward educational costs from base year income (taxed and untaxed), assets, and other resources. This is based on an analysis of income (taxes and untaxed) and assets with allowances provided for both to ensure that the student can meet necessary expenses.

Student Payment Summary

ED-generated listing of Pell Grant applicants and award information for each student retained in ED's records. The summary is sent to the institution at mid-year and at the end of the processing year.

subsidized loan

A loan supported with funds paid by the government to the lender. In the Stafford Loan program, the government makes interest payments on behalf of the student borrower during at least half-time enrollment and approved grace or deferment periods.

supplemental appropriations

Appropriation measures passed by Congress and signed by the President after the regular appropriation to meet unanticipated expenses, to fund new authorities, or to expand existing funding.

Supplemental Loans for Students (SLS)

SLS is a Title IV student financial assistance program that provides loans to students who do not meet the need criteria for a Stafford Loan, or who qualify for further assistance beyond the funds available to them through the Stafford Loan program. An SLS loan may be substituted for all or part of the expected family contribution and is referred to as "non-need-based." SLS loans may be borrowed by graduate, professional, and independent undergraduate students and, under certain conditions, by dependent undergraduate students.

taxable income

Income earned from wages, sclaries, tips, as well as interest income, dividends, alimony, estate or trust income, business or farm profits, and rental or property income. These types of income are usually reported on an IRS tax form.

term-based schools

Institutions which measure academic programs in terms--quarters, trimesters, or semesters—and students earn credit hours.

Title IV student financial aid

Federal student financial aid programs for students attending postsecondary institutions. These programs are authorized under Title IV of the Higher Education Act of 1965, as amended, and administered by the Department of Education. The programs include Pell Grants, Supplemental Educational Opportunity Grants, College Work-Study, Perkins Loans, Stafford Loans, SLS Loans, PLUS Loans, and State Student Incentive Grants.

tolerance levels

As the term relates to verification, the allowed limit of error (the sum of the absolute change in dollar values) within which recalculation and/or reprocessing is not required. For changes greater than or equal to the tolerance levels, the EFC must be recalculated using the correct data.

transfer of funds

The transfer of an allowable percentage of the allocations between the CWS and SEOG programs, as permitted by statute.

U.S. Code (U.S.C.)

The federal government's compilation of public laws.

undergraduate

In Pell Grant and SEOG terminology, an undergraduate is a postsecondary student who does not have a baccalaureate or first professional degree.

underutilization

Awarding 2 total amount of funds to eligible students in an award year that is less than the institution's authorized level of funding.

underemployed

Working part-time, even though full-time employment is desired, because work is slack or only part-time work is available.

unemployed

Not working this week but available for work and having made specific efforts to get a job sometime during the last four weeks.

Uniform Methodology (U.M.)

A method for determining a student and/or family's ability to pay for postsecondary education, used by the major need analysis services and many institutions and state agencies. This methodology may not be used to award Title IV funds after June 30, 1988.

unmet need

The difference between the sum of a student's total available resources and expected family contribution (EFC) and the total cost for the student's attendance at a specific institution.

untaxed income

Income received that is not taxed. Examples of such income are Schial Security benefits, welfare benefits, interest on tax-free bonds, some unemployment compensation, military and other subsistence and quarters allowances.

update requirement

Required notification to ED of a change in the information originally reported on an aid application. Updates are required for changes in household size, number of family members in postsecondary education, and dependency status, because these items, if changed, may cause a significant change in a student's EFC.

validation

See verification. Validation was the term used prior to the 1986-87 award year. The procedures applied only to Pell Grant applicants. Verification is the current term used, and it applies to all need-hased Title IV financial aid programs.



verification

Technical and administrative procedures for detecting and resolving inaccuracies in the data that a student has given when applying for federal financial aid. ED publishes a *Verification Guide* each year setting forth guidelines and procedures.

verification items

Specific applicant (and family) information which must be checked for accuracy in the verification process. Verification may also extend to other items at the discretion of the aid administrator. These may include home value and other assets.

Verification Worksheet

A form issued by the central processor to students who applied using the Application for Federal Student Assistance and who were selected for verification. The ED worksheet provides instructions to the applicant concerning additional documents that the applicant needs to provide to complete verification. (MDE processors and NAS agencies generally have a version of ED's worksheet that is used for the same purpose.)

vocational school

A business or trade school, technical institution, or other technical or vocational school, which may be public, nonprofit, or for profit, in a state, and which (a) admits as regular students only persons who have completed or left elementary or secondary school and who have the ability to benefit from the training offered; (b) is legally authorized, by the state where it offers postsecondary education, to provide a program of postsecondary vocational or technical education; (c) provides a postsecondary educational program that is designed to provide occupational skills more advanced than those generally offered at the high school level, that prepares students for gainful employment in a recognized occupation, and that is no less than 300 clock hours of supervised training at an institution using clock hours to measure progress or 8 semester or trimester or 12 quarter hours at an institution using credit hours to measure progress. (Correspondence programs must require an average of at least 12 hours of preparation per week over each 12-week period and completion of a program in not less than 6 months.); (d) is accredited by a nationally recognized accrediting agency or association, or is a public postsecondary vocational institution approved by a state agency listed by the Department of Education as a reliable authority on the quality of public postsecondary vocational education in that state; and (e) has been giving postsecondary instruction (and has been legally authorized to give postsecondary instruction) for at least 2 years. Note: A vocational school is eligible for the Stafford Loan, SLS, and PLUS programs only. Note: In the case of a flight school program, the school must maintain current valid certification by the Federal Aviation Administration. (See definition for postsecondary vocational institution.)

COURSE ACRONYMS

AAI Adjusted Available Income.

ACA Administrative Cost Allowance.

ACH/EFT Automated Clearing House/Electronic Fund Transfer System.

ACT American College Testing program.

ADS Alternate Disbursement System. Formerly a distribution system for Pell Grant

funds, no longer in use.

AFSA Application for Federal Student Aid.

AGI Adjusted Gross Income.

AICS The Association of Independent Colleges and Schools.

ALAS Auxiliary Loans to Assist Students. This was a legislative title for the PLUS

program from 1981 to October, 1986. However, the program continued to be referred to as PLUS. The title became obsolete after the Higher Education

Amendments of 1986 became law.

ATI Available Taxable Income.

BEOG Basic Educational Opportunity Grant, renamed Pell Grant in 1980.

CBO Congressional Budget Office.

CEEB College Entrance Examination Board. Former name of the College Board.

CEO Chief Executive Officer.

CFAR Comprehensive Financial Aid Report. The FFS need analysis report that is

sent directly to the school(s) specified by the student. (The student receives a different version—an information summary called the FFS Confirmation

Report.)

CFR Code of Federal Regulations.

Congressional Methodology.

COA Cost of Attendance.

COHEAO Coalition of Higher Education Assistance Organizations.

CSL Community Service Learning program.

8/20/88 Support-33

ERIC

Full Text Provided by ERIC

CSLJLD Community Service Learning Job Location and Development program.

CSS College Scholarship Service.

CTI Contribution from Taxable Income.

CWS College Work-Study program, the campus-based Title IV employment

program.

DCMAS Debt Collection and Management Assistance Service (in the Department of

Education).

DEC Division of Eligibility and Certification (in the Department of Education).

ED U.S. Department of Education. Formerly called the Office of Education, under

the Department of Health, Education, and Welfare (DHEW). The Department of Education was established in 1980, and DHEW has been

renamed the Department of Health and Human Services.

ED/PMS Department of Education Payment Management System.

EFC Expected Family Contribution.

Educational Opportunity Grant, renamed Supplemental Educational

Opportunity Grant in 1972,

FAA Financial Aid Administrator.

FAF Financial Aid Form.

FAFNAR Financial Aid Form Need Analysis Report.

FAT Financial Aid Transcript.

FC Family Contribution (calculated with the Congressional Methodology).

FCC Federal Capital Contribution.

FCS Family Contribution Schedule (a methodology that calculates the Student Aid

Index, SAI, for the Pell Grant program).

FFS Family Financial Statement.

FISAP The Fiscal Operations Report and Application to Participate in the Perkins

Loan, SEOG, and CWS programs.

FMS Financial Management Section.

FY Fiscal year; a period of 12 months.

43



NISC National Home Study Council.

NPRM Notice of proposed rulemaking; announcement in the Federal Register of

proposed new regulations, with explanation and specified period during which

public comment is invited.

OSFA Office of Student Financial Assistance (in the Department of Education).

PEDE Pell Electronic Data Exchange.

PHEAA Pennsylvania Higher Education Assistance Agency.

PLUS Parent Loans for Undergraduate Students. A Title IV program which now

provides financial aid to parents only for their dependent students. Prior to the Higher Education Amendments of 1986, independent students were also

allowed to borrow under the PLUS program.

QC Quality Control.

RDE Recipient Data Exchange.

SAI Student Aid Index.

SAR Student Aid Report.

SEOG Supplemental Educational Opportunity Grant program. The campus-based

Title IV grant program.

SLMA Student Loan Marketing Association, also called "Sallie Mae."

SLS Supplemental Loans for Students. A Title IV financial aid loan program for

graduate, professional, and independent undergraduate students.

SOA Statement of Account.

TRIO The special programs for students from disadvantaged backgrounds, including

Educational Opportunity Centers, Talent Search, Upward Bound, and Student

Support Services.

U.M. Uniform Methodology.

VA Veterans Administration.



GAPSFAS Graduate and Professional School Financial Aid Service.

GED General Education Development Certificate.

GPA Grade Point Average.

GSL Guaranteed Student Loan program--the former name of the Stafford Loan

program.

HHS U.S. Department of Health and Human Services.

ICC Institutional Capital Contribution.

ILCB Institution and Lender Certification Branch.

INS U.S. Immigration and Naturalization Service.

IPEDS Integrated Postsecondary Education Data System, an annual report to ED filed

by the institution. This new system was preceded by the Higher Education

General Information Survey or HEGIS.

IPS Institutional Payment Summary (for Pell Grants).

IRA Individual Retirement Account.

ISSC Illinois State Scholarship Commission.

JLD Job Location and Development program.

JTPA Job Training Partnership Act.

MDE Multiple Data Entry.

MISAA Middle Income Student Assistance Act of 1978.

NAACS National Association of Accredited Cosmetology Schools.

NACCAS National Accrediting Commission of Cosmetology Arts and Sciences.

NACUBO National Association of College and University Business Officers.

NAS Need Analysis Servicer or Need Analysis System.

NASFAA National Association of Student Financial Aid Administrators.

NATTS National Association of Trade and Technical Schools.

NDSL National Direct Student Loan program. This campus-based Title IV loan

program was renamed the Perkins Loan program in the Higher Education

Amendments of 1986.



COURSE KEY RESOURCES

The following publications are considered essential tools for the financial aid administrator:

- U.S. Department of Education, Office of Student Financial Assistance, The Blue Book: Accounting, Recordkeeping, and Reporting by Postsecondary Educational Institutions for Federally-Funded Student Financial Aid Programs, Washington, D.C., OSFA/ED, 1988 (available November 1988). -----, Current Title IV Regulations, Washington, D.C., OSFA/ED, 1988. -----, "Dear Colleague" letter GEN-88-7, Guide to Changes for the 1988-89 Delivery System, Washington,).C., OSFA/ED, January, 1988. -----, The Congressional Methodology, 1988-89, Washington, D.C., OSFA/ED, 1988. -----, Federal Student Financial Aid Handbook, Washington, D.C., OSFA/ED, 1988. -----, A Guide to the Repayment of Multiple National Direct Student Loans, Washington, D.C., OSFA/ED, 1984. -----, National Defense/Direct Student Loan Program Deferment and Cancellation Guide, Washington, D.C., OSFA/ED, 1985. -----, Pell Grant Delivery System Action Letters, Washington, D.C., OSFA/ED. -----, The Pell Grant Formula, 1988-89, Washington, D.C., OSFA/ED, 1988. -----, The Student Guide: Five Federal Financial Aid Programs, Washington, D.C., OSFA/ED, 1988. -----, The Uses of Automated Data Management in the Administration of Student Aid, Student Financial Assistance Training Program, Washington, D.C., OSFA/ED, 1983. -----, 1988-89 Verification Guide, Washington, D.C., OSFA/ED, 1988. U.S. Department of Education, Office of the Comptroller, Financial Management Service, Payment Management System Users Manual, Washington, D.C., FMS/ED, 1985.
- U.S. Department of Education, Office of the Inspector General, Office of Audit, Audit Guide, Student Financial Assistance Programs, Washington, D.C., OIG/ED, 1988.
- American College Testing Program, Handbook for Financial Aid Administrators 1988-89 Academic Year, Iowa City, IA, ACT, 1988.
- The American Legion, Need a Lift? Indianapolis, IN, National Emblem Sales, 1988.



8/20/88 Support-37

45

- College Scholarship Service, CSS Manual for Student Aid Administrators: 1988-89 Policies and Procedures, New York, NY, The College Board, 1988.
- McAlvey, Warren C., and Anne J. Price, Student Loan Collection Procedures, Revised Edition, Washington, D.C., National Association of College and University Business Officers, 1985.
- National Association of College and University Business Officers, Financial Self-Assessment for Colleges and Universities, Washington, D.C., NACUBO, 1987.
- -----, Overview of Student Financial Aid for Business Officers, Washington, D.C., NACUBO, 1988.
- National Association of Student Financial Aid Administrators, Audits and Program Reviews, Special Report Number 6, Washington, D.C., NASFAA, 1983.
- -----, Constructing Student Expense Budgets, NASFAA Monograph Series, Number 8, Washington, D.C., NASFAA, 1988.
- -----, Encyclopedia of Student Financial Aid, Washington, D.C., NASFAA, 1988.
- -----, Institutional Guide for Financial Aid Self-Evaluation (Ninth Edition), Washington, D.C., NASFAA, 1988.
- -----, Loan Counseling: Requirements and Good Practices, NASFAA Monograph Series, Number 6, Washington, D.C., NASFAA, 1987.
- -----, On Choosing, Using, and Appraising a Student Financial Aid Consultant, Washington, D.C., NASFAA.
- -----, Professional Judgment in Need Analysis, NASFAA Monograph Series, Number 7, Washington, D.C., NASFAA, 1987.
- -----, Loan Counseling: Requirements and Good Practices, NASFAA Monograph Series, Number 6, Washington, D.C., NASFAA, 1987.
- -----, Stages in the Development of a Financial Counseling and Debt Management Model, NASFAA Monograph Series, Number 5, Washington, D.C., NASFAA, 1984.
- -----, Standards for the Verification of Information to Determine Financial Aid Eligibility, NASFAA Monograph Series, Number 4, Washington, D.C., NASFAA, 1984.
- -----, Updated Version: A Guide to the Development of a Manual of Institutional Financial Aid Policies and Procedures, Special Report Number 11, Washington, D.C., NASFAA, 1985.
- National Association of Trade & Technical Schools, Financial Aid Tool Kit, Washington, D.C., NATTS, 1988.



Support-38

COURSE BIBLIOGRAPHY

The following is a list of other publications used in the preparation of this course:

- U.S. Department of Education, Office of Student Finan al Assistance, 1988-89 Title IV

 Programs, 1988-89 Delivery System Training, Trainee Manual and Instructor's Guide,
 Washington, D.C., OSFA/ED, 1988.
- Hart, Natala, "Unexpected Benefits from Quality Control," Student Aid Transcript, Spring 1988.
- National Association of Student Financial Aid Administrators, NASFAA Annotated Bibliography of Literature on Student Financial Aid, Volume 1: 1977-85; Volume 2: 1986-87, Washington, D.C., NASFAA, 1987, 1988.

ERIC Full Text Provided by ERIC

ADDRESSES OF PUBLISHERS AND ASSOCIATIONS

For information on obtaining Department of Education publications:

800-333-4636

♦ or write to:

Division of Training and Dissemination Office of Student Financial Assistance U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202.

Associations and Other Publishers

American College Testing Program 2201 North Dodge Street, P.O. Box 168 Iowa City, Iowa 52243

The Association of Independent Colleges and Schools (AICS)

1 Dupont Circle, N.W., Suite 350

Washington, D.C. 20036

College Board Publications Box 886 New York, New York 10101

National Association of Accredited Cosmetology Schools (NAACS) 5201 Leesburg Pike, Suite 205 Falls Church, VA 22041

National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) 1333 H Street, N.W., Suite 710 Washington, D.C. 20005 National Association of College and University Business Officers (NACUBO) 1 Dupont Circle, N.W. Washington, D.C. 20036

National Association of Student Financial Aid Administrators (NASFAA) 1920 L Street, N.W., Suite 200 Washington, D.C. 20036

National Association of Trade and Technical Schools (NATTS) 2251 Wisconsin Avenue, N.W. Washington, D.C. 20007

National Home Study Council (NHSC) 1601 18th Street, N.W. Washington, D.C. 20009

Pennsylvania Higher Education Assistance Agency (PHEAA) 660 Boas Street Harrisburg, Pennsylvania 17102-1398



49

COURSE INDEX

Key to reference system: 5 Appendix D — Module 5, Appendix D

6.1.3 — Module 6, Section 1, Subsection 3

Module 7 — Detailed treatment of topic in Module 7

A	associations 4.26
ability to benefit 2.1.5, 5.2.2, 6.3, 6 Appendix C	audit trail, clear 14.4
absences, excused 10.13.1	auditors, independent 17.3.5
absolute equity, in award packaging 9.6.1	audits 5.4.1, Module 17, 17.1, 17.3
acceptable documentation, in verification 13.5	clear audit traı ¹ 14.4
access 2.2.1	deadlines 17.1.2, 17.3.9
accrediting agency 5.2.2	entrance interview 17.3.6
action letters (Pell) 14.1	exceptions 1, .3.9, 17.3.10, 17 Appendix E
adjusted gross income (AGI), verification 13.5.1	exit interview 17.3.6
adjustments based on professional judgment 2.1.5,	federal/nonfederal audits 17.1, 17.3.1
10.4.5	findings 17.3.9, 17.3.10
reporting on SAR 10 Appendix C	letter of engagement 17.3.6
to cost of attendance 7.3.6	preparation 17.3.7, 17 Appendix D
to EFC 8.7	procedures 17.3.8, 17 Appendix C
to SAI 10.4.5	regulatory requirements 17.3.2
and verification 13.11.3	report 17.3.9
administrative capability 5.3.2	written response to audit findings 17.3.9
administrative cost allowance (ACA) 12.2.4, 15.2	authorization (Congressional) 3.1, 3.7
administrative files 15.3.3	authorization
admissions office 4.13	campus-based programs 14.2
student eligibility; role in 6.14.1-6.14.2	Pell Grant 14.1
AFSA. See Application for Federal Student Aid	a a thorization to disburse 15.7.3, 16 Appendix A
allocation 12.1	authorization letter 12 Appendix D
allowances. See also cost of attendance	Authorizations for Future Periods Report 14.8
in need analysis 8.6.2	Automated Clearing House/Electronic Fund
appeal procedures (student)	Transfer System (ACH/EFT) 14.7.4
award packaging 9.5.6, 15.6.4	automated systems, award packaging 9.5.5. See
satisfactory academic progress 6.12	also tracking systems
Applicant Tape program 14.1.1	average, weighted or unweighted 7.3.1
Application for Certification 5 Appendix C	award changes 15.7.2
Application for Federal Student Aid (AFSA) 8.4.1	awarding financial aid 4.8.2
AFSA Correction Application 8 Appendix C	award letter 12.3, 15.6, 16 Appendix A
application for financial aid	award packaging Module 9, 15.5.2
Family Financial Statement (ACT) 8.4.1	automated 9.5.5
Financial Aid Form (CSS) 8.4.1	changes 9.2.1
institution's own 6.14.3, 16 Appendix A	exceptional financial need 9.4.1
appropriation process 3.7	federal guidelines 9.2.1, 9.4.1
assets, in need analysis 8.6.2	general principles 9.3
protection 8.6.2	institutional policies 9.2-9.5
Association of Independent Colleges and Schools	manual packaging 9.5.4
(AICS) 4.26	part-time students 9.2.1

2/20/88 ERIC Pathat Predictor Inc

resources 9.5	child care allowance
sample policy statements 9.4	and campus-based/Stafford/SLS/PLUS cost of
steps in 9.4.2, 9.5.2	attendance (dependent care) 7.5.4
techniques 9.6.1	and Pell Grant cost of attendance 7.3.4
worksheet 9.5.4	child support, and verification 13.4.1
	choice 2.2.2
B	citizenship status (student eligibility) 6.6
balance (in aid package) 2.3.4, 9.3	clear audit trail 14.4
bank accounts, for federal funds 14.6	clock-hour programs 7.3.6, 7.6, 10.13
bankruptcy (Perkins borrowers) 12.18, 12	Code of Federal Regulations (CFR) 3.10
Appendix C	College Work-Study program (CWS) 2.1.2, 2.1.3,
base year, in verification 13.4.2	2.4.2, Module 12
base year income 8.2	carry forward/carry back 12.2.2
Basic Educational Opportunity Grant (BEOG)	Community Service Learning program (CSL)
2.1.2, 2.1.3	12.7.1
Batch Report 14.1.3	Community Service Learning Job Location and
board	Development program (CSLJLD) 12.7.1
and campus-based/Stafford/SLS/PLUS cost of	eligibility 12.6
attendance 7.5.3	federal share/institutional match 12.2, 12.7.2
and Pell Grant cost of attendance 7.3.3	files 15.3.3, 15.6.2
books (allowance)	graduate students 12.6
and campus-Lased/Stafford/SLS/PLUS cost of	Job Location and Development program (JLD)
attendance 7.5.2	12.7.1
and Pell Grant cost of attendance 7.3.3	job placement 12.8
branches of institution, new 5.7	less-than-half-time students 12.6
budget process 3.7	menitoring earnings 12.11.3
budget request 3.7	off-campus agreements 12.10.1, 12 Appendix A
budget resolutions 3.7	payroll procedures 12.11.2
budget (student). See cost of attendance	proprietary schools 12.8
Bureau of Indian Affairs Grants 2.6 (chart)	timesheet 12.11
business office 1.1, 4.14	transfer to SEOG 12.2.1
Byrd Scholarship Program 2.6 (chart)	wages 12.11.1
	Comments and Responses (Federal Register) 3.10
C	common need analysis 2.1.3
calendar of operations 1.5.1	Community Service Learning Job Location and
calendar, financial aid 15.1.2	Development Program (CSLJLD) 12.7.1
campus-based aid 2.4, Module 12, 12.1	Community Service Learning Program (CSL) 12.7.1
cancellation of a loan	compliance 4.1
for Stafford/SLS/PLUS 11.3	computerized systems. See tracking systems
for Perkins Loan 12.17	conference committee 3.4
carry forward/carry back (CWS) 12.2.2	conflicting documentation 13.4.4
cash request 4.10	Congressional Methodology 2.1.5, Module 8, 8.4,
certification of institutions Module 5, 5.3	8.6, 8.7, 8 Appendix A
certification of Stafford/SLS/PLUS loan applica-	Consolidation Loan Module 11, 11.1
tion 11.4.2, 11.4.3	application process 11.3
and verification 13.9.2	Comparison Chart, pages Eleven 38-39
certified need analysis systems 8.4	grace period 11.3
CFAR 8.4, 8.6, 8 Appendix B	interest rates 11.3
changes in regulations 1.1, 1.4.2, Module 2	repayment period 11.3
changes in student status 15.8	consultants 4.11



consumer information 4.2.1, Module 16, 16.10, 16.11,	Debt Collection and Management Assistance
16 Appendix D	Service 4 Appendix
continuing resolution for appropriation bills 3.7	declination (of an award) 15.6
control, change of 5.6	default
Correction Application, AFSA 8 Appendix C	ineligible for further aid 6.10
correspondence courses 75.6	on Perkins Loan 12.18, 14.9.2
cost of attendance, general 4.8.2, Module 7	on Stafford/SLS/PLUS 11.3
comparison chart 7.1	deferment
cost of attendance, campus-based and Stafford/	of Perkins Loan 12.17
SLS/PLUS programs, Module 7	of Stafford/SLS/PLUS 11.1.4, 11 Appendix C
award packaging 9.5.2	Department of Education
books, supplies, transportation, and miscellane-	branches 4 Appendix
ous personal expenses (allowance) 7.5.2	regional offices Inside Back Cover
budget types 7.4	Department of Health and Human Services (HHS)
components 7.5	student aid programs 2.6 (chart)
dependent care allowance 7.5.4	dependency override 8.5, 8 Appendix C
dependents' living expenses 7 Appendix B	dependency status
enrollment status 7.4	and campus-based/Stafford/SLS/PLUS cost of
fees 7.5.1	attendance 7.5.3
handicapped student allowance 7.5.5	and need analysis 8.5, 8.6.2
modifications 7.6	and Pell Grant cost of attendance 7.3.3
roorn and board 7.5.3	updating 13.7.2
sources of data 7.7	dependent care allowance. See cost of attendance
tuition 7.5.1	dependent students 8.5, 8.6.2
	verification items 13.4.2
cost of attendance, Pell Grant program Module 7 child care allowance 7.3.4	
	dependents' living expenses. See cost of attendance
components 7.3	development office 4.21
enrollment status 7.2	disbursement 15.7. See also initial disbursement.
fees 7.3.2, 7 Appendix A	See under program names
handicapped student allowance 7.3.5	authorization 15.7.3, 16 Appendix A
modifications 7.3.6	involvement of financial aid administrator 1.2
room and board, books, supplies, transportation,	procedures 14.5
and miscellaneous expenses (allowance) 7.3.3	separation of functions 4.10
tuition 7.3.1	Disbursement Schedules, Pell Grant 10.9, 10
cost of education. See cost of attendance	Appendix A
counseling. See student counseling	disclosure statement for Stafford/SLS/PLUS 11.3
credit to (student) account, of Title IV funds 15.7	discrepancies, in verification 13.6
crossover payment period, Pell Grant 10.14	discretionary items, in verification 13.4.1, 13.4.3
current regulations for Title IV programs 3	dislocated worker 8.6.2
Appendix	displaced homemaker 8.6.2
CWS. See College Work-Study	Division of Eligibility and Certification 5.1, 5.5-5.7
D	documentation, in verification 13.5
data collection, for cost of attendance 7.7	failure to provide 13.10
data processing 4.20	Douglas Scholarship Program 2.6 (chart)
data reconciliation, in verification 13.4 4	
	drawing down funds 14.7. See also requests for
	drawing down funds 14.7. See also requests for funds
deadlines	funds
deadlines AFSA 10.21	•
deadlines AFSA 10.21 master calendar 2.1.5, 15.1.2	funds due diligence 12.18, 12 Appendix C
deadlines AFSA 10.21	funds

Economic Opportunity Act of 1964 2.1.2	expected year income 8.2
edit checks 13.2.1	expulsion 15.8, 15.8.4
Educational Opportunity Grant 2.1.2	
Educational Purpose, Statement of 6.8	F
EFC. See expected family contribution	FAFNAR 8.4, 8.6, 8 Appendix B
Eligibility Letter 5.1	family contribution 4.8.2. See also expected
eligibility (student) 15.4	family contribution
general criteria Module 6	Family Contribution Schedule. See Pell Grant
initial review 6.14	formula
monitoring ongoing eligibility 6.16	Family Financial Statement (ACT) 8.4.1
program-specific criteria. See under program	FC Module 8, 8.4
names	federal audits 17.3.1
review before awarding aid 6.15	Federal Cash Transaction Report 14.8
transfer students 6.10-6.13	Federal Electronic Fund Transfer (FED WIRE)
eligible institutions Module 5, 5.2	14.7.3
eligible programs Module 5, 6.5	Federal Register 3.10
English as a second language coursework 6	federal/state programs 2.1.2, 2.5.2
Appendix B	Federally Insured Student Loans 11.1
enrollment status	fees
and campus-based/Stafford/SLS/PLUS cost of	and campus-based/Stafford/SLS/PLUS cost of
attendance 7.4	attendance 7.5.1
and Pell Grant cost of attendance 7.2	and Pell Grant cost of attendance 7.3.2
change in 6.16, 15.8	FFS Confirmation Report 8.4, 8.6, 8 Appendix B
half-time student 6.4	file tracking. See tracking systems
student eligibility for Title IV funds 6.1, 6.4	Final Regulations 3.8
entrance interview (Perkins borrower) 12.14, 12	financial aid committee 4.23
Appendix B	Financial Aid Form (CSS) 8.4.1
equity, in assessing need 2.3.3	Financial Aid Transcript (FAT) Module 6, 6.13
equity concept, in award packaging 9.6.1	sample form 6.13
equivalent of a high school diploma 5.2.2	financial responsibility 5.3.1
Error Correction Document 14.8	fines 5.10
ESL. See English as a second language	first budget resolution 3.7
estimated SAI and FC 8.4	FISAP 4.8.1, 12.1 Module 14
estimating funds available for awards 15.2.1	completing the FISAP 14.2.4
evaluation Module 17, 17.1, 17.2	responsibility for the FISAP 14.2.3
purpose 17.1	fiscal office. See business office
types of 17.1.1	fiscal operations 14.3
exceptional financial need (SEOG and Perkins	Fiscal Operations Report and Application to
Loans) 9.4.1	Participate. See FISAP
Exceptional Financial Need Scholarships 2.6	fiscal recordkeeping 14.4
(chart)	fiscal year 3.7
exit interview (student borrower) 11.7.1, 12.18	fixed equity, in award packaging 9.6.1
expected disbursement 10.8, 10.11	forbearance
experted family contribution (EFC) Module 8 changes 8.3.7	for Stafford/SLS/PLUS and Consolidation loans 11.3
Congressional Methodology 8.4, 8.6, 8.7, 8	
Appendix A	forecasting need for federal funds 14.7.1
definition 8.1	foreign income exclusion, and verification 13.4.1
Family Contribution Schedule. See Pell Grant	foreign schools, and verification 13.3.5 foreign study 11.1.5
formula	forms, developed by institutions Module 16, 16.2,
Pell Grant formula 8.4, 8.6, 8.7, 8 Appendix A	16.5, 16 Appendix A



forward funding 3.7 fraud 5.3	household size, in verification 13.5.2 updating 13.7.1
fund management 12.2.3, Module 15, 15.2 administrative cost allowance 15.2.1	ı
award packaging 15.2.2, 15.5.2 disbursement 15.7	Illinois State Scholarship Commission (ISSC) 8.4
estimating funds available for awards 15.2.1	Inactive Decuments Report 14.8 Income Contingent Loan Program 2.1.5, 12.19
fiscal reports 15.2.4	income, in need analysis 8.6.2
institutional budget 15.2.1 monitoring fund balances 15.2.3	independent students 8.5, 8.6.2
packaging policy 15.2.2	verification items 13.4.2 Indian Health Service Corps Loan Repayment
funds transfer (CWS and SEOG) 12.2.1	Program 2.6 (chart) Indian Tribal Grants and Loans 2.6 (chart)
G	individualized packaging 9.6.1
General Education Development (GED) Certificate	ineligible noncitizen, for Title IV aid 6.6.2
5.2.2, 6 Appendix C	Information Request Form 10.4.2
General Provisions regulations 3 Appendix	Information Review Form 10.4.3
G.I. Bill 2.1.1	Information Summary 10.4.1
gift aid (grant) programs 2.4.1	initial disbursements of Title IV funds 10.18
goals (of Title IV programs) 2.2 grace period 11.3, 12.16	Institution and Lender Certification Branch (ILCB) 5.5
graduate students	institutional allocation 12.1
eligibility for campus-based aid 12.6, 12.12 eligibility for Stafford/SLS/PLUS 11.1	Institutional Capital Contribution (ICC) 12.2, 15.2.1
grant programs. See Pell Grant, State Student	institutional compliance 4.1
Incentive Grant, Supplemental Educational Opportunity Grant, and Byrd Honors	institutional expenses 7.4 institutional offices (other than financial aid)
Scholarship	15.4
GSL. See Stafford Loan and Guaranteed Student Loan	participation in quality control program 15.14.1
GSL Needs Test, no longer in use 8.3.6	Institutional Payment Summary (IPS) 14.1.2 institutional policy and objectives, in award
guarantee	packaging 9.2.2, 9.2.3
agencies, for Stafford/SLS/PLUS 11.1.4	institutional sources of aid 2.5.1
fee, for Stafford/SLS/PLUS 11.3 Guaranteed Student Loan. See Stafford Loan	insurance premium, on Stafford/SLS/PLUS and Consolidation loans 11.3
history of program 2.1.2, 2.1.3, 2.1.4, 2.1.5, 8.3.6	interest rates
н	for Stafford/SLS/PLUS and Consolidation loans 11.3
half-time enrollment. See enrollment status	for Perkins Loans 12.13
handicapped student allowance and campus-based/Stafford/SLS/PLUS cost of	interim disbursement, before verification complete 13.9
attendance 7.5.5	Interim Final Regulations 3.8
and Pell Grant cost of attendance 7.3.5	IPS Batch Report 14.1.3
health career programs 2.6 (chart)	ISSC 8.4
Health Education Assistance Loan (HEAL) 2.6	_
(chart)	J
Health Professions Student Loan Program 2.6 (chart)	Job Location and Development Program (JLD) 12.7.1
Higher Education Act of 1965 2.1.2	job request form (CWS) 12 Appendix A
history corrections, on SAR 10 Appendix C history of Title IV Module 2	Job Training Partnership Act (JTPA) 2.5.2

ERIC Provided by ERIC

National Health Service Corps Loan Repayment ladder concept, in award packaging 9.6.1 Program 2.6 (chart) learning paths 1.1 National Home Study Council 4.26 legislative process Module 3, 3.1-3.7 nationally recognized accrediting agency 5.2 lenders, for Stafford/SLS/PLUS 11.1.2 NDSL. See Perkins Loan and National Direct less-than-half-time students 12.4, 12.6, 12.12 Student Loan need, financial 7.1, Module 8, 9.5 limitation of Title IV participation 5.10 loan programs Comparison Chart, pages Eleven need analysis Module 8, 15.5.1 and SLS loans 8.3.7 See also Perkins Loan (formerly NDSL), Stafford and Stafford Loans 8.3.7 Loan (formerly GSL), Supplemental Loans for changes 8.3.7 Students, PLUS, Consolidation Loan, Income Congressional Methodology 8.4, 8.6, 8.7, 8 Contingent Loan Appendix A definition 8.1 M Family Contribution Schedule. See Pell Grant manual systems, award packaging 9.5.4. See also formula tracking systems formulas 2.1.5, 2.3.1, 8.6.2 master calendar 2.1.5, 15.1.2 history 2.1.3, 2.1.4, 8.3 matching funds 12.2, 15.2.1 Pell Grant formula 8.4, 8.6, 8.7, 8 Appendix A MDE processors 8.4 principles 8.2 medical and dental expenses 7.5.2 servicers (processors) 8.4 member of a religious community 6.7 systems 8.4 Middle Income Student Assistance Act of 1978 Uniform Methodology 8.3.3 (MISAA) 2.1.3, 2.1.4 need determination, in Stafford/SLS/PLUS 11.2.3, military-service-related programs 15.5.1 2.6 (chart) miscellaneous expenses new branches of institution 5.7 and campus-based/Stafford/SLS/PLUS cost of New G.I. Bill 2.6 (chart) attendance 7.5.2 new programs of study at institution 5.7 and Pell Grant cost of attendance 7.3.3 New Reserve G.I. Bill 2.6 (chart) Monthly Cash Request System 14.7.2 new Title IV programs at institution 5.8 Multiple Data Entry (MDE) processors 8.4 noncitizen, eligible for Title IV aid 6.6 multiple demands in financial aid 1.4 verification 13.3.5 solutions to 1.5 noncredit coursework 6 Appendix B nonfederal audits. See audits N noninstitutional expenses 7.4 National Association of Accredited Cosmetology Non-Regulatory Notices 3.8 Schools (NAACS) 4.26 nonstandard terms, Pell Grant 10.12.3 National Association of College and University nonterm programs, Pell Grant 10.13 Business Officers (NACUBO) 4.26 Notice of Proposed Rulemaking (NPRM) 3.8 National Accrediting Commission of Cosmetology number of household members in postsecondary Arts and Sciences (NACCAS) 4.26 education, in verification 13.5.3 National Association of Student Financial Aid updating 13.7.1 Administrators (NASFAA) 4.26 Nursing Student Loan Program 2.6 (chart) National Association of Trade and Technical Schools (NATTS) 4.26 0 National Defense Student Loan. See Perkins Loan off-campus agreements (CWS) 12.10.1, 12 history of program 2.1.2 Appendix A National Direct Student Loan. See Perkins Loan Office of the Inspector General for Audits (OIG) history of program 2.1.2, 2.1.4 National Health Service Corps Scholarships 2.6 Office of Student Financial Assistance 4 Appendix (chart) offsets 8.6.2

ERIC

Full Text Provided by ERIC

Support-46

one-year program 5.2.2	borrower's rights and responsibilities 12.14, 12
origination fee, on Stafford Loan 11.3	Appendix B
output documents 8 Appendix B	collection agencies 12.18, 12 Appendix C
outside consultants 4.11	disbursement 12.15
outside sources of assistance, in award packaging	due diligence 12.18, 12 Appendix C
9.5.2	eligibility 12.12
overawards 15.6.3	entrance interview 12.14, 12 Appendix B
owing repayment on grant 6.11	exceptional financial need 12.12
ownership, change of 5.6	exit interview 12.18, 12 Appendix C
	Federal Capital Contribution (FCC) 12.2
P	files 15.3.3, 15.6.1
packaging Module 9. See also award packaging	fund management 12.2.3
Parent Loars for Undergraduate Students. See	grace period 12.16
PLUS	graduate students 12.12
parents and students, role in financing education	Institutional Capital Contribution (ICC) 12.2
2.3.1, 8.2	interest rates 12.13
part-time enrollment. See enrollment status	less-than-half-time students 12.12
Paul Douglas Teacher Scholarship Program 2.6	loan amounts 12.13
(chart)	promissory note 12.14, 12 Appendix B
Payment Document 10.4.4, 14.1.1	repayment 12.16
payment periods, Pell Grant 10.8	personal characteristics of aid administrators 1.6
crossover periods 10.14	personal expenses
nonterm programs 10.13	and campus-based/Stafford/SLS/PLUS cost of
term-based programs 10.12	attendance 7.5.2
Payment and Disbursement Schedules 10.9, 10	and Pell Grant cost of attendance 7.3.3
Appendix A	PHEAA 8.4
payroll time sheet (CWS) 12 Appendix A	placement office 4.17
peer evaluation 17.2.2, 17 Appendix A	PLUS program 2.1.3, 2.1.4, 2.1.5, 2.4.1, Module 11
Pell Electronic Data Exchange (PEDE) 10.4, 14.1.1	application process 11.3-11.5, 11 Appendix B
Pell Grant 2.1.3, 2.1.4, 2.1.5, 2.4.1, Module 10	borrowing limits 11.3.1
application forms 10.3	certification of application 11.4.3
application process 10.3	Comparison Chart, pages Eleven 38-39
changes in enrollment status 10.12.1	eligibility 11.1.1, 11.2
deadlines 10.21	financial need 11.2.3
disbursement 10.18-21	interest rates 11.3
eligibility 10.1, 10.2	repayment period 11.3
expected disbursement 10.8, 10.11	policies and procedures Module 16
payment periods 10.8, 10.12-10.14	federal requirements 16.8
transfer student award 10.15	institutional 16.7
Pell Grant formula Module 8, 8.4, 8.6, 8.7. 8	manual 1.5.2, 16.6-16.9, 16 Appendix B and C
Appendix A	portability (of the Pell Grant) 2.1.2, 10.4
Pell Grant Payment and Disbursement Schedules	president's office 1.1, 4.12
10.9, 10 Appendix A	primary EFC 8.6.2
Pennsylvania Higher Education Assistance Agency	private nonprofit institution 5.2
(PHEAA) 8.4	
Perkins Loan program (formerly NDSL) 2.1.5,	probation, satisfactory academic progress 6.12
2.4.2, Module 12	professional judgment. See adjustments
assignment of loans 12.18, 12 Appendix C	professional resources 1.7, 4.26
bankruptcy 12.18, 12 Appendix C	program audits. See audits
billing 12.16	Program Participation Agreement 5.1, 5 Appendix D
-	$\boldsymbol{\omega}$

8/20/88 ERIC

program reviews Module 17, 17.4	refunds (by institution) Module 15, 15.8
common findings 17.4.7	distribution formula 15.8.1
entrance interview 17.4.3	institutional allocation policy 15.8.1
exit interview 17.4.4	institutional charges 15.8.4
institutional response to report 17.4.6	institutional refund policy 15.8.1, 16.7
preparation for 17.4.2	of loans 15.8.5
procedures 17.4.3, 17 Appendix B	policies 15.8.1
selection for program review 17.4.1	registrar's office 4.15
projected year data, and SAR 10 Appendix C	regular formula 8.6.2
promissory note	regular student 5.2.2, 6.2
for Stafford/SLS/PLUS 11.3	regulations Module 3, 3.8-3.10, 3 Appendix
for Perkins Loan 12.14, 12 Appendix B	comment period 3,9, 3.10
proprietary institutions 2.1.2, 5.2	current regulations for Title IV programs
protection allowance 8.6.2	3 Appendix
Public Law 3.1, 3.5	effective date 3.9
_	how to read regulations 3.10
Q	process of developing 3.9
quality control Module 15	regulatory process 3.8-3.10
approaches/priorities 15.13, 15.14.2	reinstatement, satisfactory academic progress 6.12
benefits 15.12	religious community, member of 6.7
corrective action 15.15	remedial coursework 6 Appendix B, C
data collection 15.14.4	repayment period 11.3
definition 15.11	for Stafford/SLS/PLUS 11.3
errors in delivering aid 15.10	repayments by student, due to status change Mod-
plan 15.14	ule 15, 15.8.4, 15.8.6
policies and procedures manual 16.6	noninstitutional costs 15.8.4
procedures 15.14	reporting
QC cycle 15.13	periods 14.8
QC Pilot 15.10	quarterly reports 14.8
reports 15.14.5	Stafford Student Confirmation Reports 14.9.1
sampling 15.14.4	reprocessing requirements, in verification 13.8
standards 15.14.3	requests for funds 14.7
team 15.14.1	Automated Clearing House/Electronic Fund Transfer System (ACH/EFT) 14.7.4
\mathbb{R}	Federal Electronic Fund Transfer (FED WIRE)
recalculation of EFC 8.7, 10.4.3, 10.16	14.7.3
reporting on SAR 10 Appendix C	forecasting need 14.7.1
recent changes in Title IV programs 2.1.5	Monthly Cash Request System 14.7.2
recertification 5.1	rescission bills 3.7
Recipient Data Exchange (RDE) 14.1.1	resources for financial aid administrators 1.7
reconciliation bill 3.7	responsibilities of financial aid administrators
reconciliation of records (Pell) 14.1.5	1.2, Module 4
recordkeeping, fiscal 14.4	retroactive payments 10.19
record maintenance 5.4.2, 15.3.3, 15.9, 16.2	Revised Final Regulations 3.8
record retention requirements 15.9, 16.3	Robert C. Byrd Honors Scholarship Program 2.6
Stafford, SLS, and PLUS 11.9	(chart)
recovery of funds 10.20	roles of the aid administrator 1.3, Module 4
reduced credit coursework 6 Appendix B	from the federal and state viewpoint 1.3.2
re-establishing Title IV participation 5.10	from the institution's viewpoint 1.3.1
reference materials 15.3.3	from the students' viewpoint 1.3.3

ERIC Full Text Provided by ERIC

room and board	exit interview 11.7.1
and campus-based/Stafford/SLS/PLUS cost of	financial need 8.3.7, 11.2.3
attendance 7.5.3	grace period 11.3
and Pell Grant cost of attendance 7.3.3	interest rates 11.3
ROTC Scholarships 2.6 (chart)	origination fee 11.3
•	repayment period 11.3
S	standard forms 16.2
SAI. See Student Aid Index	Statement of Account (Pell) 14.1.3
sample forms Module 16, 16.2, 16.5, 16 Appendix A	Statement of Cash Accountability 14.8
SAR. See Student Aid Report	Statement of Educational Purpose 6.8
satisfactory academic progress Module 6, 15.4	State Student Incentive Grant (SSIG) 2.4.1, 2.5.2
regulations and guidelines 6.12, 6 Appendix A	State Vocational Rehabilitation programs 2.5.2
policy and forms 16.7, 16 Appendix A	Status of Federal Cash Report 14.8
satisfactory arrangements to repay 6.10	statutory alternative to accreditation 5.2.2
Scheduled Award 10.8, 10.10	Stay-In-School Program 2.6 (chart)
secondary markets, for Stafford/SLS/PLUS 11.1.3	Student Aid Index (SAI) Module 8, 8.4, Module 10,
second budget resolution 3.7	10.4
secondary EFC 8.6.2, 10 Appendix C	recalculation of SAI 8.7, 10 Appendix C
selection for verification 13.2.1	Student Aid Report (SAR) 8.4, 8.6, 8 Appendix B,
automatic selection 13.3.2	10 Appendix B and C, Module 10, 10.4
selection indicators 13.2.2	corrections 10.4.2, 10.4.3, 10 Appendix C
selection by institution 13.3.3	crossover payment period 10.14
selection by processor 13.3.1	Part 1 10.4.1
Selective Service registration 6.9, 16.7	Part 2 10.4.2, 10.4.3
self-evaluation Module 17, 17.2	Part 3 10.4.4, 14.1.1
purpose 17.2.1	transfer student 10.15
techniques 17.2.2	verification indicator 10.6, 13.2.2
self-help concept, in award packaging 9.6.1	student budget. See cost of attendance
self-help programs 2.1.2, 2.4.2	Student Confirmation Reports 14.9
SEOG. See Supplemental Educational Opportunity	student consumer information, required 4.2.1, 16.10
Grant	student counseling
sequestration orders 3.7	by financial aid office 4.2, 15.3.2, 15.6.1
Servicemen's Readjustment Act (G.I. Bill) 2.1.1	by counseling center 4.16
Simplified Needs Test 2.1.5, 8.6.2	student eligibility. See eligibility (student). See
Single Audit Act 17.1.2	under program names
six-month program 5.2.2	student expense budget. See cost of attendance
skills of financial aid administrators 1.2, 1.6.2	student files 15.3.3, 15.3.4, 15.4
SLS. See Supplemental Loans for Students	Student Payment Summary (Pell) 14.1.4
social security benefits, and verification 13.4.1	student status, change in 15.8.2-15.8.4
special programs office 4.22	student viewpoint on financial aid administrators
SSIG. See State Student Incentive Grant	1.3.3
Stafford Loan program (formerly GSL) 2.1.5, 2.4.2,	subsidized loans 2.4.2
Module 11	supplemental appropriation bills 3.7
application process 11.3-11.5, 11 Appendix A	Supplemental Educational Opportunity Grant
borrowing limits 11.3.1	program (SEOG) 2.1.2, 2.1.3, 2.4.1, Module 12
certification of application 11.4.2	award amounts 12.5
check delivery 11.1	disbursement 12.5
check disbursement 11.6	eligibility 12.4
check disbursement and verification 13.9.2	exceptional financial need 12.4
Comparison Chart, pages Eleven 38-39	federal share/institutional match 12.2
eligibility 11.1.1, 11.2	less-than-half-time students 12.4

payment periods 12.5	untaxed income and benefits, in verification 13.4.1,
transfer to CWS 12.2.1	13.5.4
Supplemental Loans for Students (SLS) 2.1.5, 2.4.2,	updating requirements 13.7
Module 11	U.S. Congress 3.1-3.7
application process 11.3-11.5, 11 Appendix B	committee hearings 3.2
borrowing limits 11.3.1	appropriations 3.7
certification of application 11.4.3	Budget Resolutions 3.7
check disbursement 11.6	U.S. income tax paid, in verification 13.5.1
Comparison Chart, pages Eleven 38-39	out meetic and paid, in vernication 13.5.1
eligibility 11.1.1, 11.2	V
financial need 8.3.7, 11.2.3	verification Module 13
interest rates 11.3	
repayment period 11.3	and adjustments 13.11.3
supplies (student allowance)	and Stafford Loan certification 13.9.2
and campus-based/Stafford/SLS/PLUS cost of	discretionary items 13.4.1, 13.4.3
attendance 7.5.2	interim disbursement 13.9
and Pell Grant cost of attendance 7.3.3	minimum number of cases 13.3.1
Survivors' and Dependents' Education 2.6 (chart)	not required in some cases 13.3.5
suspension of Title IV participation 5.10	policies and procedures 13.11, 15.4, 16.7
-	program-specific requirements 13.3.4
T	required items 13.4.1, 13.4.2 status code 13.11.4
targeted packaging 9.6.1	
term-based program, Pell Grant 10.12	worksheet 13 Appendix
termination of Title IV participation 5.10	Veterans Administration Health Professions
time management 1.5.1	Scholarships 2.6 (chart)
tolerance levels, in verification 13.8	Veterans Educational Assistance Program (VEAP) 2.6 (chart)
tracking sheet, progress in this course 1 Appendix	
tracking systems, files Module 15, 15.3.4, 15.6, 16.2,	veterans educational benefits 8.6.2, 8 Appendix E and verification 13.4.1
16.3	
automated 15.3.4, 15.5.2, 15.6, 15.7.3	veterans office (on school arms) 4.10
manual 15.3.4, 15.5.2, 15.6, 15.7.3	veterans office (on school campus) 4.18 Vietnam-Era G.I. Bill 2.6 (chart)
training materials, use of 1.1	vocational institution 5.2
transfer-of-credit alternative to accreditation	vocational school 5.2
5.2.2	70cational & 11001 3.2
transfer students	W
eligibility for financial aid Module 6, 6.10-6.13	••
Pell Grant awards 10.15	withdrawal 15.8, 15.8.4
transportation allowance	working papers 17.3.8
and campus-based/Stafford/SLS/PLUS cost of attendance 7.5.2	work-study programs. See College Work-Study,
and Pell Grant cost of attendance 7.3.3	Community Service Learning program
tuition	
and campus-based/Stafford/SLS/PLUS cost of attendance 7.5.1	
and Pell Grant cost of attendance 7.3.1	
actual or average 7.3.1	
weighted or unweighted average 7.3.1	
U	
Uniform Methodology 8.3.3	59
~~	1.7

REGIONAL OFFICES OF STUDENT FINANCIAL ASSISTANCE

REGION I (CT, ME, MA, NH, RI, VT)

Office of Student Financial Assistance U.S. Department of Education J.W. McCormack Post Office and Courthouse 5 Post Office Square, Room 510 Boston, Massachusetts 02109 (617) 223-9338

REGION II (NJ, NY, PR, VI, CANAL ZONE)

Office of Student Financial Assistance U.S. Department of Education 26 Federal Plaza, Room 3954 New York, New York 10278 (212) 264-4426

REGION III (DE, DC, MD, PA, VA, WV)

Office of Student Financial Assistance U.S Department of Education 3535 Market Street, Room 16200 Philadelphia, Pennsylvania 19104 (215) 596-0247

REGION IV (AL, FL, GA, KY, MS, NC, SC, TN)

Office of Student Financial Assistance U.S. Department of Education 101 Marietta Tower, Suite 2203 Atlanta, Georgia 30323 (404) 331-4171

REGION V (IL, IN, MI, MN, OH, WI)

Office of Student Financial Assistance U.S. Department of Education 401 South State Street, Room 700-D Chicago, Illinois 60605 (312) 353-8103

REGION VI (AR, LA, NM, OK, TX)

Office of Student Financial Assistance U.S. Department of Education 1200 Main Tower Building, Room 2150 Dallas, Texas 75202 (214) 767-3811

REGION VII (IA, KS, MO, NE)

Office of Student Financial Assistance U.S. Department of Education 10220 North Executive Hills Blvd., 9th Floor P.O. Box 901731 Kansas City, Missouri 64190 (816) 891-8055

REGION VIII (CO, MT, ND, SD, UT, WY)

Office of Student Financial Assistance U.S Department of Education 1961 Stout Street, 3rd Floor Denver, Colorado 80294 (303) 891-3676

REGION IX (AZ, CA, HI, NV, AS, GUAM, PACIFIC ISLANDS)

Office of Student Financial Assistance U.S. Department of Education 50 United Nations Plaza, Room 270 San Francisco, California 94102 (415) 556-5689

REGION X (AK, ID, OR, WA)

Office of Student Financial Assistance U.S. Department of Education 2901 Third Avenue, Room 100 Seattle, Washington 98121 (206) 442-0493

