

A Look at Financial Aid from Outside the Financial Aid Office



- Program Participation Agreement
- Institutional requirements to participate in Title IV
- Best practices
- Upcoming changes

Program Participation Agreement

- School agrees to comply with laws, regulations, and policies regarding the FSA programs
- Certified to participate for up to 6 years
- Must submit renewal application at least 90 days before expiration to remain eligible

Program Participation Agreement

- Civil Rights Act of 1964
- Title IX
- The Family Rights and Privacy Act of 1974
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975

Institutional Eligibility

- Authorized by a state to provide postsecondary educational program in that state
- Accredited by a nationally recognized accrediting agency
- Admit as a regular student only those individuals with a high school diploma or its recognized equivalent or individuals beyond the age of compulsory school attendance

Institutional Requirements

- Cash Management
- Penalties and institutional policies on copyright infringement
- Completion, graduation, transfer, retention, and placement rates
- Post verified textbook pricing information for all classes on the course schedule including the ISBN

Institutional Requirements

- Clery Act – campus crime and safety information
- Missing persons procedures
- Emergency response and evacuation procedures
- Compliant drug and alcohol prevention program that is accessible to employees and students
- Misrepresentation regulations regarding education programs, financial charges, employability of graduates

Institutional Requirements

- Consumer Information
 - General disclosures for enrolled and prospective students
 - annual security report and annual fire safety report
 - Report on athletic program participation rates and financial support data
 - FERPA
 - Disability Services
 - Disclosure and gainful employment programs for non-degree programs or all programs for proprietary institutions

Institutional Requirements

- Good faith effort to distribute voter registration forms to students
- Hold an educational program on the Constitution on September 17 each year
- Annual independent audit and submission of financial statements
- Demonstrating financial responsibility
- Cohort Default Rates

Institutional Requirements

- Administrative Capability
- Do all institutional offices communicate to the Title IV administrator all information received that affects a student's Title IV eligibility?
- Does the institution have systems in place for identifying and resolving discrepancies in all Title IV-related information received by any institutional office or individual
- Accurate and timely enrollment reporting

Best Practices

- Student focus
- Knowledgeable of all offices in which students may need to interact
- Is consumer information written clearly, concisely, and in a location that is easily accessible
- Communication between offices
- Policies and Procedures
- Documentation
 - Contact information of students

Best Practices

- Knowledge of institution's Satisfactory Academic Progress Policy
- Understanding on the official withdrawal process
- Institutional policy if a student has a temporary financial emergency
- Develop a master calendar

Best Practices

- Provide services to all students (evening, weekend, non-traditional, etc)
- Do all offices comply with OSHA
- Person designated to assist students who are experiencing homelessness in accessing campus services
- Does location of counseling offices ensure privacy and confidentiality

Upcoming Changes

- For 2017-2018
 - Early FAFSA
 - Prior-Prior Year

Changes to the FAFSA

When a Student Is Attending College (School Year)	When a Student Can Submit a FAFSA	Which Year's Income Information Is Required
July 1, 2015–June 30, 2016	January 1, 2015–June 30, 2016	2014
July 1, 2016–June 30, 2017	January 1, 2016–June 30, 2017	2015
July 1, 2017–June 30, 2018	October 1, 2016–June 30, 2018	2015
July 1, 2018–June 30, 2019	October 1, 2017–June 30, 2019	2016

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