



## **Procedure 520-10 Financial Aid Overview**

**Sponsor: Student Services**

### **Purpose**

The Director of Financial Aid and Veteran's Services oversees determination of eligibility, awards aid to eligible students, and coordinates financial aid programs at the College as required by the Program Participation Agreement with the Department of Education.

### **Definitions**

None

### **Procedure**

The Office of Student Financial Aid and Veterans Services publishes information for students, the public, and employees including:

1. Application process with types of aid and award criteria
2. Attendance requirements
3. Awarding and disbursement of aid
4. Consortium and inter-institutional agreements
5. How to find and apply for outside aid
6. Lawful presence requirement for state and federal monies
7. Effect of withdrawing on Financial Aid
8. Refund and repayment
9. Satisfactory Academic Progress and right to appeal
10. Student rights, responsibilities, loan information, and budgeting tips

Student Financial Aid assists in college financial planning for future students.

Grants, scholarships, and work-study are awarded prior to loans when possible.

The Director of Financial Aid and Veterans Services is responsible for assisting in keeping the College compliances and disclosures website information updated with regulations changes.

The Office of Student Financial Aid and Veterans Services is required to verify all files selected by the Department of Education, at least 30% of all financial aid applicants. All documentation must be evaluated and verified and conflicting information must be resolved prior to awarding of Title IV Financial Aid.

The Director of Financial Aid and Veterans Affairs informs senior management and Executive Leadership of significant student aid issues and opportunities and makes recommendations.

Satisfactory Academic Progress standards criteria changes shall be set in consultation with the Instruction and Student Services Standards Committee.

The Office of Student Financial Aid and Veterans Services reports the number of students denied aid due to unlawful presence in the U.S. as stipulated by A.R.S. § 15-1825.

**References**

Title IV regulations 34 CFR Chapter VI Parts 600 through 694

Coconino Community College Program Participation Agreement with the Department of Education

Federal Student Aid Handbook

A.R.S. § 15-1825

**Procedure History**

04/17/2001 New

06/03/2003 Revised

06/07/2005 Revised

05/03/2010 Revised

06/09/2010 Revised (supersedes 520-01) and Approved by College Council

07/15/2025 Revised Sponsor from Office of Student Financial Aid and Veterans Services to Student Services

**Legal Review**

None