

520-10 FINANCIAL AID OVERVIEW—PROCEDURE

1. PURPOSE

The Director of the Office of Student Financial Aid 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.

2. PROCEDURE

1. The Office of Student Financial Aid publishes information for students, the public, and employees including:
 - a. Application process with types of aid and award criteria.
 - b. Attendance requirements.
 - c. Awarding and disbursement of aid.
 - d. Consortium and inter-institutional agreements.
 - e. How to find and apply for outside aid.
 - f. Lawful presence requirement for state and federal monies.
 - g. Effect of withdrawing on Financial Aid.
 - h. Refund and repayment.
 - i. Satisfactory Academic Progress and right to appeal.
 - j. Student rights, responsibilities, loan information, and budgeting tips.
2. Student Financial Aid assists in college financial planning for future students.
3. Grants, scholarships, and work-study are awarded prior to loans when possible.
4. The Director of the Office of Student Financial Aid is responsible for assisting in keeping the College compliances and disclosures website information updated with regulations changes.
5. The Office of Student Financial Aid 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.
6. The Director of the Office of Student Financial Aid informs senior management and College Council of significant student aid issues and opportunities and makes recommendations.
7. Satisfactory Academic Progress standards criteria changes shall be set in consultation with the Academic Standards Committee.
8. The Office of Student Financial Aid reports the number of students denied aid due to unlawful presence in the U.S. as stipulated in State law.

3. BACKGROUND

1. References: Title IV regulations 34CFR 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
2. Revision history: 04/17/2001, 06/3/2003, 03/2/2004, 06/07/2005, 05/03/2010, 06/09/2010, supersedes 520-01
3. Legal review: none
4. Sponsor: Office of Student Financial Aid

Adopted by College Council: 06/09/2010

COCONINO COMMUNITY COLLEGE