



Fundamentals of Federal Student Aid Administration, 2016-17

Education Dept. (U.S.)

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This comprehensive weekly workshop kit is provided as a participant guide and is organized in the order of how financial aid is generally processed at most schools.

The workshop materials consist of a large three-ring binder with loose-leaf pages to follow one student named Max Student, and one college named Central Commercial College, as Max applies for financial aid and the college processes his aid. In this situation presented as one week during the financial aid process, some of Max's fellow students will appear to help demonstrate to you the various scenarios that can occur as you process Federal student financial aid at your school of choice.

The loose-leaf pages include text, tables to emphasize points, some presentation slides, worksheet examples (some with sample data completed), graphics, call-out boxes, definitions, and regulatory information that should help the reader complete the necessary paperwork for submitting a financial aid application.

This authoritative workshop would be helpful to high school guidance counselors assisting prospective students with the financial aid process, academic and vocational school financial aid offices, high school parents, and high school students as they engage with this process to gain additional education for their career paths to the future.

The binder is packaged with tabbed section pages to separate the process locations to include the following:

- Introduction and Overview
 - Introduction to the Workshop
 - Overview of the Process and Systems
- Student Eligibility
 - Free Application for Federal Student Aid (FAFSA) to the Institutional Student Information Record (ISIR)
 - ISIR-Reported Eligibility Criteria
 - Expected Family Contribution (EFC)
 - Verification
 - Professional Judgment
- Preparing to Award:
 - Establishing Cost of Attendance (COA)
 - Basic Packaging Concepts
- Awarding Pell Grants
 - Definitions and Basic Concepts of Pell Grants
 - Pell Grants for Clock- Hour and Non-term Credit-Hour Programs
 - Pell Grants for Term-Based Credit- Hour Programs
- Awarding Direct Loans
 - Introduction to Direct Loans
 - Borrower-Based Academic Year 3 (BBAY3)
 - Scheduled Academic Year (SAY) and Borrower-Based Academic Year 1 (BBAY1)

- Entrance Counseling
- Transfer Monitoring
- Over-awards
- Disbursing and Cash Management
 - Fiscal Obligations and Cash Management
 - Making Disbursements
 - Overpayments
 - Returning Funds
 - Reconciliation
- Student Departures
 - Return of Title IV Funds (R2T4) for Clock-Hour Programs
 - Return of Title IV Funds (R2T4) for Credit-Hour Programs
 - Exit Counseling
 - Enrollment Reporting
- CEO Session
 - Administrative Responsibilities
 - Consumer Information Disclosures-at-a-Glance
- Appendices
 - Glossary
 - Acronyms
 - IPEDS Information
 - Video Instructions
 - Blank Worksheets

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