

**ARKANSAS STATE UNIVERSITY - NEWPORT**

**OFFICE OF FINANCIAL AID**

**POLICIES AND PROCEDURES MANUAL**



**Revised on 01-13-15**

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## I. Departmental & Institutional Overview & Eligibility

### 1. Introduction to the Financial Aid Office & Manual

The Office of Financial Aid at Arkansas State University – Newport is committed to helping students achieve their educational goals in accordance with federal, state, and institutional policies. Explicated in the pages that follow are ways in which the Office of Financial Aid ensures that compliance.

- Office Location: 7648 Victory Boulevard  
Newport, Arkansas 72112
  
- Other Locations include:

ASUN Jonesboro	ASUN Marked Tree
5504 Krueger Drive	33500 U.S. 63
Jonesboro, AR 72401	Marked Tree, AR 72365
  
- Hours of Operation: Monday – Friday 8:00 am – 4:30 pm
- Telephone: 870.512.7800
- Fax: 870.512.7876
- Public Website: <http://www.asun.edu/financialaid/>

#### **Philosophy of the Financial Aid Office:**

The philosophy of student aid is that no student wishing to pursue a college education should be denied that opportunity. Therefore, our office focuses on providing access and choice to students who, without such assistance, would not be able to attend an institution of higher learning.

In determining the need for financial assistance, the Financial Aid Office is guided by: its estimate of each student's actual expenses, the data supplied by the student in the Free Application for Federal Student Aid (FAFSA), and information received from the U.S. Department of Education (USDOE/ED).

In order to accomplish the stated philosophy, the Director of Financial Aid and the office staff shall:

- Make every effort to meet the demonstrated need of all students at ASU-Newport in an ethical manner to the extent funding will permit.
- Award all aid on the basis of demonstrated financial need except where funds are specified for recognition of special talents. Where aid is not based on need and represents a significant portion of institutional assistance, the aid administrator should

- make every effort to redirect such funds to assist those students with demonstrated need.
- Exercise adequate controls to insure that need-based aid awards not exceed documented need.
  - Recognize that the primary responsibility for financing post-secondary education rests with the student and their family. Financial assistance from institutions and other sources is only intended as supplementary to the efforts of the family.
  - Help students seek, obtain, and make the best use of all financial resources available.
  - Provide in all appropriate literature a clear statement of the actual costs of attendance, which shall include both the direct and indirect costs.
  - Inform the student of all conditions under which an award is granted at the time the offer is made.
  - Refrain from and insist other FAO staff refrain from making any public announcement of the amount or type of financial aid awarded to a student in order to protect the confidentiality of the economic circumstances of the student and their family.
  - Respect the confidentiality of student records. Information should be released only on the written consent of the student and/or their family and all policies and procedures should protect the student's rights of privacy.
  - Oppose the administration of aid to accomplish disciplinary objectives.
  - Adhere to the NASFAA Statement of Ethical Principles and Code of Conduct

### **Use and scope of this manual:**

This policies and procedures manual is intended for use by the staff in the Office of Financial Aid at Arkansas State University – Newport as well as any interested parties. The information contained in this manual is to detail as much as possible the policies and procedures of this office, as well as any references that are applicable to these policies and procedures.

## **2. System & Institutional Mission Statement**

The mission of the Arkansas State University System is to contribute to the educational, cultural, and economic advancement of Arkansas by providing quality general undergraduate education and specialized programs leading to certificate, associate, baccalaureate, masters, professional, and doctoral degrees; by encouraging the pursuit of research, scholarly inquiry, and creative activity; and by bringing these intellectual resources together to develop the economy of the state and the education of its citizens throughout their lives.

Each component of the Arkansas State University System will be characterized by:

- A supportive learning environment; personal development, leadership, and service opportunities; and facilities, technologies and support necessary to meet the needs of students, faculty, and staff;

- Racial, ethnic, gender and cultural diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- Instructional technologies, student support services, and on-line and distance education to advance the purposes of teaching and learning;
- A commitment to sharing human, physical, information, and other resources among system components, and with state agencies, schools and higher education institutions, to expand and enhance programs and services available to the citizens of Arkansas.

The mission of the Arkansas State University – Newport is to provide integrity of programs and services, affordable lifelong learning, and enhanced quality of life in the diverse community we serve.

Arkansas State University (ASU) – Newport was founded as White River Vocational Technical School in 1976. In 1992, the school merged with ASU – Beebe becoming ASU Beebe / Newport and in April 2000, the Arkansas Board of Higher Education gave its approval for ASUN to become a stand-alone campus. Starting with the 2013-2014 academic year, ASU-Newport became stand-alone under the school code of 0042034.

### 3. ASUN Management Staff

#### **ASUN Management Staff**

<b>Dr. Sandra Massey</b>	<b>Chancellor</b>
Jacqueline Faulkner	Vice Chancellor for Student Affairs
Adam Adair	Vice Chancellor for Fiscal Affairs
Charles Appleby	Vice Chancellor for Economic and Workforce Development
Jeff Bookout	Vice Chancellor for Strategic Initiatives
Dr. Martha Shull	Vice Chancellor for Academic Affairs
Steven Furst	Chief Information Officer
Ike Wheeler	Dean for Institutional Advancement
Candace Gross	Dean of Admission & Registrar
Deana Tims	Director of Student Financial Aid

## **Administrative Capability & Up-to-Date Training**

Arkansas State University - Newport administers the Title IV, HEA programs in accordance with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA.

The FAO director is responsible for financial aid policy development with input from Office staff, Vice Chancellor for Student Affairs, Vice Chancellor for Fiscal Affairs, Controller, and Dean of Enrollment Management when regulations impact their areas. The Information System Manager is consulted on procedural matters to determine system capability and best practices for automation and quality control reports.

Arkansas State University - Newport has designated the FAO Director to be responsible for administering all Title IV, HEA programs in which it participates and for coordinating those programs with the College's other Federal and non-federal programs of student financial assistance.

All information regarding a student's eligibility for financial assistance from any source is communicated to the Financial Aid Office.

As funding permits, staff attend national, regional, and state conferences, including SWASFAA boot camp, along with the FSA conference.

Other resources used include:

- NASFAA today's news (listserv)
- IFAP weekly update (listserv)
- Financial Aid Handbook
- Code of Federal Regulations (CFR)
- The Blue Book
- Dear Colleague Letters
- Technical References and Guides (FSA download software and manuals)
- Webinars
- FSA Coach

The FAO Director is responsible for maintaining a library of resources supporting financial aid policy and procedures.

## **4. Financial Aid Office Structure & Adequate Number of Qualified Persons**

The FAO staff consists of:

- Director
- Assistant Director
- Financial Aid Analyst
- Financial Aid Specialist



- Financial Aid Specialist
- Administrative Specialist II
- Work-Study students

These individuals provide an adequate number of qualified person(s) to administer the Title IV Programs. The Director supervises all staff in the FAO. The Dean of Enrollment Management, who reports to the Vice Chancellor of Student Affairs, is the director’s immediate supervisor.

**5. Adequate Checks and Balances of Information Impacting FSA Eligibility**

In addition to the FAO, other institutional offices bear responsibility for making it possible to adequately administrate the Title IV process. Any changes must be provided in writing to the FAO by any member of the ASUN community, and most often from the following offices:

- The Admissions office receives and processes applications for those interested in attending ASUN, verifying the applicant meets the criteria for admission, and determines the allocation of transfer credit.
- The Financial Aid office receives and processes applications for financial assistance, completes verification as needed, awards, and authorizes aid for disbursement.
- The Registrar’s office is responsible for the programs and courses offered, registration, maintaining a student’s academic history, and enrollment reporting.
- The Business office is responsible for billing, collecting payments, refund of excess aid, cash management, receiving, and returning funds.
- The Information Technology office is responsible for assisting offices with system support.
- All offices are responsible reporting with the addition of institutional research and the security department.

Each office is responsible for monitoring updates and changes in federal, state, and institutional regulations as they relate to their areas, and notifying other offices that may be impacted. Likewise, the office with the main responsibility for an area under their control is obligated to ensure policy and procedures are compliant with regulations.

**6. Annual Calendar of Aid Related Activities**

<u>January</u>	<u>February</u>	<u>March</u>
<ul style="list-style-type: none"> <li>◆ SAP Appeal reviews</li> <li>◆ Spring grant renewals</li> <li>◆ First Draw for ISIRs for following fall/spring</li> </ul>	<ul style="list-style-type: none"> <li>◆ Bi-Weekly ISIRs draws</li> </ul>	<ul style="list-style-type: none"> <li>◆ Post new student award letters</li> </ul>
<u>April</u>	<u>May</u>	<u>June</u>
<ul style="list-style-type: none"> <li>◆</li> </ul>	<ul style="list-style-type: none"> <li>◆ SAP Review</li> </ul>	<ul style="list-style-type: none"> <li>◆ Award scholarships</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Unofficial W/D</li> <li>◆ Pell and F grade report</li> <li>◆ Summer School starts</li> </ul>	<ul style="list-style-type: none"> <li>◆ Perform grant program renewals</li> <li>◆ SAP Appeal reviews</li> <li>◆ New Student Orientation</li> <li>◆ State of Arkansas Priority Deadline</li> </ul>
<p style="text-align: center;"><u>July</u></p> <ul style="list-style-type: none"> <li>◆ Fall Bills sent to students</li> <li>◆ SAP Appeal reviews</li> <li>◆ New Student Orientation</li> </ul>	<p style="text-align: center;"><u>August</u></p> <ul style="list-style-type: none"> <li>◆ Summer School ends</li> <li>◆ Unofficial W/D</li> <li>◆ Pell and F grade report</li> <li>◆ SAP Appeal reviews</li> <li>◆ New Student Orientation</li> </ul>	<p style="text-align: center;"><u>September</u></p> <ul style="list-style-type: none"> <li>◆ Student refunds processed</li> </ul>
<p style="text-align: center;"><u>October</u></p> <ul style="list-style-type: none"> <li>◆</li> </ul>	<p style="text-align: center;"><u>November</u></p> <ul style="list-style-type: none"> <li>◆ Spring Bills sent to students</li> </ul>	<p style="text-align: center;"><u>December</u></p> <ul style="list-style-type: none"> <li>◆ SAP review</li> <li>◆ Unofficial W/D</li> <li>◆ Pell and F grade report</li> </ul>

## 7. Institutional & Program Accreditation, Approval, Licensure

### General Institutional Information on Accreditation & Certifications

#### Accreditation

ASU-Newport is accredited by the Higher Learning Commission, a Commission of the: North Central Association of Colleges and Schools

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

[www.ncacihe.org](http://www.ncacihe.org)

National Alliance of Concurrent Enrollment Partnerships, Inc. (NACEP)

126 Mallette Street

Chapel Hill, NC 27516

[www.nacep.org](http://www.nacep.org)

#### Certifications

Arkansas Department of Health and Human Services

Division of Medical Services  
Office of Long Term Care Nursing Assistant Training Program  
PO Box 8059; Slot S405  
Little Rock, AR 72203-8059

Arkansas State Board of Nursing  
University Tower Bldg., Suite 800  
1123 South University Avenue  
Little Rock, AR 72204

Arkansas State Board of Cosmetology  
4815 West Markham, Slot 8  
Little Rock, Arkansas 72205

Arkansas Department of Health  
Section of EMS & Trauma Systems  
5800 West 10th Street, Suite 800  
Little Rock, AR 72204

Air Conditioning Contractors of America  
2800 S Shirlington Road, Suite 300  
Arlington, VA 22206

American Association of Collegiate Registrars & Admissions Officers  
(AACRAO) PO Box 37097  
Baltimore, MD 21297-3097

## **8. Updates to E-App and Eligibility and Certification & Approval Report (ECAR)**

The Financial Aid Director, is the person responsible for submitting a timely and complete Eligibility and Certification Approval Report (ECAR) to the Department of Education.

ASUN keeps a copy of E-app, supporting documentation and the date the E-App was submitted in the Financial Aid office in Student Affairs on the Newport Campus.

The information that is collected and reported to the ECAR includes:

The programs the institution is eligible to apply for participation that are authorized under the Higher Education Act of 1965, the Title IV Student Financial Assistance Programs that have been approved, an Accreditation Section, State Authorization, Officials at ASUN, Additional Locations Section, and Educational Programs Section.

The signed Program Participation Agreement (PPA) is kept in the Financial Aid office in Student Affairs on the Newport Campus.

The Financial Aid Director is responsible for coordinating the response to the Secretary in regard to any reported changes that affect the institution's eligibility, and the effective date of that response.

Each semester the FA director is notified by the Dean of Enrollment Services of changes and/or additions of academic programs. If updates are required to the E-App, the FA Director makes the required revisions/update according to the federal regulations below:

## THE PROGRAM PARTICIPATION AGREEMENT

To participate in the FSA programs, a school must have a current Program Participation Agreement (PPA), signed by the school's president, chief executive officer, or chancellor and an authorized representative of the Secretary of Education.

### Purpose and scope of the PPA

Under the PPA, the school agrees to comply with the laws, regulations, and policies governing the FSA programs. After being certified for FSA program participation, the school must administer FSA program funds in a prudent and responsible manner. A PPA contains critical information: in addition to the effective date of a school's approval, the date by which the school must reapply for participation, and the date on which the approval expires, the PPA lists the FSA programs in which the school is eligible to participate.

### **9. Recertification Procedure**

A school may be certified to participate for up to six years. Recertification is the process through which a school that is presently certified to participate in the FSA programs applies to have its participation extended beyond the expiration date of its current Program Participation Agreement (PPA). The Department will notify a school six months prior to the expiration of the school's PPA. The school must submit a materially complete application before the expiration date listed in its PPA.

If a school that is currently certified submits its materially complete application to the Department no later than 90 calendar days before its PPA expires, its PPA remains valid, and its eligibility to participate in the FSA programs continues until its application is either approved or not approved. This is true even if the Department does not complete its evaluation of the application before the PPA's expiration date. (For example, if a school's PPA expires on June 30 and it submits its application by March 31, the school remains certified during the Department's review period—even if the review period extends beyond June 30.) If the 90th day before the PPA's expiration falls on a weekend or a federal holiday and the school submits its application (E-App) no later than the next business day, the Department considers the application to be submitted 90 days before the PPA expires.

If the school's application is not received at least 90 days before the PPA expires or is not materially complete, the school's PPA will expire on the scheduled expiration date and the FSA program funding will cease. If a school's eligibility lapses, the school may not continue to disburse FSA funds until it receives the Department's notification that the school is again eligible to participate in the programs.

Following submission of an application, the School Participation Team will contact the school if it has questions about the application. Generally, this will be within 90 days of the Department receiving an application. If a school's application has been approved, the Department will send an electronic notice to the president and financial aid officer notifying them that the school's PPA is available to print, review, sign, and return. If the school's application is not approved, ED will notify the school and explain why.

## **10. Schedule Breaks**

The catalog outlines the current curriculum, academic calendar, scheduled breaks, and academic requirements of Arkansas State University - Newport. It is annually reviewed and may be periodically updated, reflecting changes that allow ASUN to fulfill its mission and objectives. Arkansas State University - Newport reserves the right to change any provisions, offerings, or requirements at any time within the students' term of study without prior notice. Such changes will not conflict with those areas specifically governed by state and federal regulations. Arkansas State University - Newport also reserves the right to make changes in administration, faculty, tuition and fees, or any other school policy or activity without prior notice.

In order to continually provide current information, the catalog may be amended by inserts identified as —Addendum to the 20xx-20xx catalog. Such addenda are intended and are to be regarded as an integral part of the catalog. The electronic version of the catalog is posted on the website and the student and faculty portals. Once an addendum is published, it is posted to the student portal as well as the website.

## II. Student Eligibility

### 1. Admissions Policy

#### ADMISSIONS POLICY

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Arkansas State University-Newport and its campuses located in Jonesboro, on Krueger Drive, and in Marked Tree, (ASUN) as a regular student. ASUN must adhere to guidelines set by the United States Department of Education and the Arkansas Department of Higher Education.

#### ADMISSIONS PROCEDURE

1. ASUN admissions staff members receive applications for admission from prospective students via online application.
2. ASUN admissions staff capture and collect data that the applicant enters on the application.
3. ASUN admissions staff members communicate requirements for admission to applicants via email.
4. ASUN admissions staff members monitor and collect items required for admission according to type of applicant.
5. ASUN admissions staff members admit for enrollment those applicants once all required items are collected.

#### GENERAL ADMISSION REQUIREMENTS

ASUN is an equal opportunity employer and follows the same policies in accepting applications from potential students. ASUN is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status. The admissions policy is in compliance with the United States Department of Education; the Arkansas Department of Higher Education; the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools; and the Veterans Benefits Administration.

The prospective student is reminded that standards of quality are maintained and that students may be required to remove deficiencies before entering certain programs or courses.

#### APPLICATION PROCESSES

1. **Apply by submitting an ONLINE application at [www.asun.edu](http://www.asun.edu).** Students who misrepresent facts on applications for admission may be immediately dropped from the College and their admission cancelled. **Additional requirements** may be needed for acceptance into specific programs of study including but not limited to Cosmetology, High Voltage Lineman Technology, Nursing, and Allied Health.

All Admissions documents should be submitted to:

Arkansas State University-Newport  
ATTN: Dean of Enrollment/Registrar  
7648 Victory Boulevard  
Newport, AR 72112

**External obligations:**

\*\*\*\* Special score requirement for students seeking an associate level degree or certificate leading to a transfer degree: As mandated by Arkansas Act 1184, applicants who seek to enroll in a transfer eligible program must meet the following minimum requirements: **ACT composite** score of **15** or **Compass Reading** score of **62**. \*\*\*\*

\*\*\*\*In accordance with state law, scores are required for placement in math, English, and reading. Students seeking a degree must meet institutional score requirements. Scores cannot be older than five years. \*\*\*\*

\*\*\*\* In accordance with directives from the Arkansas State Board of Health: proof of two separate injections for Measles, Mumps, and Rubella (MMR) OR a **Philosophical Exemption Form** directly from the Arkansas State Board of Health.\*\*\*\*

\*\*\*\* **Contact hour:** As defined by the Arkansas Department of Higher Education, a unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. \*\*\*\*

\*\*\*\* **Credit hour:** As defined by the Arkansas Department of Higher Education, a unit of measure representing an hour (50 minutes) of (classroom) instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. \*\*\*\*

2. **Submit items according to enrollment type to complete the admissions process prior to the date of desired enrollment.** Students are notified of required documents specific to their enrollment type by email and letter.

**First Time Entering** - a non-high school undergraduate student who has no prior post-secondary experience (except as noted below) attending ASUN for the first time. This includes: (a) students enrolled in academic or occupational programs; (b) students enrolled in the fall term who attended college for the first time in the prior summer term; and/or (c) students who entered with advanced standing (college credits earned before graduation from high school such as concurrent).

**Visiting (TRANSIENT) Student** - a non-high school student who transfers to ASUN and specifically states that he or she is not seeking a credential from ASUN, and is enrolling at ASUN for the purpose of transferring the earned credit hours back to the institution in which he or she is regularly enrolled. A visiting student will not have submitted a transcript for evaluation purposes and is *typically* enrolled in summer courses.

**Transfer Student** - a non-high school student entering ASUN with academic credit attempted or earned at another institution (whether or not the credit is accepted by ASUN; this does not include credit hours earned while the student was still enrolled in high school).

**Readmitted Student** - a non-high school student previously enrolled at ASUN, who has not been continuously enrolled.

**High School Dual** - a high school student enrolled at ASUN for college-level credit exclusively.

**High School Concurrent** - a high school student enrolled at ASUN for high school credit and college-level credit.

ENROLLMENT TYPE	First Time Entering (New Freshmen)	Visiting (Transient)	Transfer	Readmitted	High School (Dual)	High School (Concurrent)	<p style="text-align: center;"><b>International</b></p> <p>Special conditions apply to admission of international students; who must submit a completed international student application packet <u>before</u> applying online.</p>
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<b>Immunizations</b>	Proof of 2 MMR vaccinations		Proof of 2 MMR vaccinations	Any outstanding documents from prior enrollment	Proof of 2 MMR vaccinations		Proof of 2 MMR vaccinations from a health clinic inside the US
<b>Scores</b>	ACT, SAT, or Compass Scores	Submit ACT, SAT, or Compass Scores ONLY if intent is to enroll in ENG 1003 Freshman English I or MATH 1023 College Algebra	ACT, SAT, or Compass Scores	Any outstanding documents from prior enrollment	ACT, SAT, or Compass cores	ACT, SAT, or Compass Scores	Proof of English proficiency ACT, SAT, or Compass Scores
<b>Transcripts</b>	Final High School Transcript, which includes date of graduation OR GED scores	ACT, SAT, or Compass Scores (unless student has successfully completed Freshman English I and College Algebra or equivalent courses)	Official Transcripts from every college attended	Any outstanding documents from prior enrollment	Current High School Transcript	Current High School Transcript	Official copies of <b>ALL</b> secondary and post-secondary transcripts as applicable -- translated in English

## ADMISSIONS CATEGORIES

### 1. Unconditional Admission

Applicants who will be considered for unconditional admission are: visiting applicants from other post-secondary institutions; first time entering applicants from accredited high schools; or applicants who present passing scores on the General Education Development (GED) tests in lieu of high school transcripts; or students transferring from an accredited institution of higher learning who have a cumulative grade point average of 2.00 or better at the last institution attended.

- Students must be able to provide acceptable documentation of the aforementioned criteria such as:
  - Official high school transcript, with a graduation date; or GED score sheet
  - Official college transcript(s)

### 2. Conditional Admission

**Students not meeting the requirements for unconditional admission may be granted conditional admission.**

Such admission will be granted only with approval of the Dean of Enrollment Services/Registrar. A Conditional Admission Form can be found under the Admissions tab in the Portal. Students admitted in this category are:

- Applicants from high schools not accredited by the state.

**NOTE:**

ASUN does not accept certifications from diploma mills. By definition, a **Diploma Mill** charges a fee and requires the student to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, or state government.

- Applicants from **Homeschools**. Though homeschooled students are not considered to have a high school diploma or equivalent, the student can be eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was home-schooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.



- **Foreign High School** diploma or transcript - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.
- Transfer students who do not have a 2.00 GPA may be admitted conditionally if they are eligible to return to the college most recently attended, or if they have been out of school for a fall or spring semester.
- Applicants without a high school diploma or GED who have acceptable ACT scores may petition the Dean of Enrollment Services/Registrar for conditional admission. The College believes that most students without a high school diploma should seek to complete high school or obtain a GED prior to enrolling in the College. Assistance in obtaining a GED is readily available through the Adult Education program within the ASUN service area.

All students enrolled under conditional admission must take all required remedial courses during their first 15 hours at ASUN. Some short-term technical programs could be exempt from the prerequisite requirements; however, these programs are ineligible to receive federal financial aid.

### **AMERICANS WITH DISABILITIES ACT OF 1990**

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

### **FINANCIAL ARRANGEMENTS**

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, scholarships and/or cash payment plan prior to enrolling. Additionally, official transcripts may not be released to the student, or to another institution or agency, until all financial obligations to ASUN have been met.

\*Students may not be accepted for enrollment if they cannot prove credit worthiness.

### **ATTENDANCE AND ACADEMIC REQUIREMENTS**

Admitted students should refer to each specific course syllabus for individual instructor's policy for what constitutes an excused or un-excused absence; instructor's notification preference; and the method for submitting late assignments or making up quizzes and exams – if allowed.

Faculty take attendance at all scheduled course and lab meetings. It is the practice of ASU-Newport to allow students to participate in university sponsored events, even when those events cause them to be absent from class. Students participating in university-sponsored events will be given reasonable opportunities to make up missed assignments and exams. Because of State Board of Nursing requirements, the Practical Nursing department of ASU-Newport has a more stringent attendance policy which is outlined in the departmental guide.

An explanation of attendance and academic requirements will be given to the student in a course syllabus, which explains academic requirements that can affect the student's satisfactory performance. The student will

be informed that attendance hours may be withheld for non-payment of tuition.

### **PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS**

#### **COMMERCIAL TRUCK DRIVING (DTI COURSES FOR CDL LICENSURE)**

Application Deadline: N/A program commences every 4 weeks

Required Documents:

1. Current driver's license
2. Social Security Card
3. ORIGINAL Birth Certificate with a raised seal (not a hospital copy or a photo copy)
4. Resident alien card (if applicable)
  - Must be at least 21 years old. Although there is no maximum age requirement to drive a commercial motor vehicle (CMV), you must be at least 21 years old. While many states allow those 18 and older to drive trucks within state borders, the U.S. Department of Transportation requires CMV drivers operating across state lines to be at least 21 years of age.
  - Must have a valid driver's license.
  - Must be able to pass a DOT mandated drug and alcohol test.
  - Must be able to pass a DOT physical. You must be able to pass a DOT mandated physical. Note: Most long-haul driving does not require you to load, unload cargo, or have special strengths/abilities. Most trucks are automatic shift, and many have Global Positioning System (GPS) navigation. Men, women and couples of all ages who are otherwise qualified can operate a CMV.
  - Must be able to read and write English. Able to read and speak the English language well enough to: converse with the general public; read English traffic signs; and, to make entries on DOT-reports.

#### **HIGH VOLTAGE LINEMAN TECHNOLOGY**

Application Deadline: June 1<sup>st</sup> for non-sponsored candidates

- Selection for sponsorship by one of the 17 Electric Cooperatives of Arkansas.

If not selected for sponsorship by an electric cooperative, candidates are screened using Compass/ACT scores; a pole-climbing evaluation; and interview with the program director.

#### **COSMETOLOGY**

Application Deadline: June 1<sup>st</sup> for Fall; October 15<sup>th</sup> for Spring

APPLICATION REQUIREMENTS:

1. Minimum COMPASS score required for admission to Cosmetology: Reading - 83.
2. Submit proof of immunization.

Complete Application File:

- Application
- Test Scores
- Official transcripts
- Essay
- Letter of Recommendation

### **PRACTICAL NURSING**

Application Deadline: May 31<sup>st</sup>

To be eligible for admission applicants must be at least 18 years of age and a graduate of a high school or GED program. Additionally, applicants submit the following items:

- Practical Nursing Application – completed, signed and indicating yes or no for readmission application
- Transcripts from all colleges attended
- Proof of any current medical certifications
- TEAS V scores
- ACT, COMPASS, or ASSET scores
- Mental and Physical Abilities form signed
- Letter of Good Standing from other PN programs previously attended
- Transcripts from high school or GED program to provide proof of program completion
- Criminal Background Check

### **THE APPLICATION PROCEDURES FOR PRACTICAL NURSING PROGRAMS ON THE ASUN JONESBORO & ASUN MARKED TREE ARE THE SAME.**

Application Deadlines: August Class – June 1<sup>st</sup> / January Class – October 15<sup>th</sup>

To be considered for the Practical Nursing Program at ASUN Jonesboro & Marked Tree, an applicant must complete the following:

- ASUN Application – complete the online application for admission.
- Application - complete the ASUN PN Application for admission.
- Transcripts – submit an official high school or GED transcript.
- Test Scores- minimum requirements: COMPASS- 83 Reading, 24 Algebra, and 38 Writing.
- TEAS-V- (Scores needed: 52 Adjusted Individual Total Score)

### **SURGICAL TECHNOLOGY**

Application Deadline: June 1<sup>st</sup>

- Surgical Technology Application – completed, signed and indicating yes or no for readmission application
- Letter of Good Standing from other Surgical Technology programs previously attended
- Students must score above (52 %) on the TEAS V test
- Transcripts from all colleges attended

- Proof of any current medical certifications
- ACT, COMPASS, or ASSET scores
- Transcripts from high school or GED program to provide proof of program completion
- Criminal Background Check

**PHLEBOTOMY** \* non-eligible for FAFSA

Application Deadline: N/A program commences every 8 weeks

To be considered for the Phlebotomy Program, an applicant must complete the following:

- Application – complete the online application for admission.
- Transcripts – submit an official high school or GED transcript.
- Test Scores- minimum requirements: °COMPASS- 70 Reading
- Shot Records – provide proof of immunization for two MMRs (mumps, measles, rubella) within your lifetime and a tetanus shot with in the last eight years. TB skin test is required after admission into program.

Final admission is dependent on the outcome of an independent lab drug test at ASUN Jonesboro Campus.

**EMERGENCY MEDICAL TECHNICIAN** \* non-eligible for FAFSA

Application Deadline: Prospective students should submit the following required credentials prior to the date of desired registration.

- Application – an application for admission can be completed online.
- Test Scores °COMPASS- Minimum of 83 Reading.
- Transcripts – an official high school transcript that includes date of graduation, or results of the General Education Development test (GED), and official transcripts from previous colleges or universities.
- Shot Records – provide proof of immunization for two MMRs (mumps, measles, rubella) in a lifetime.
- Drug Screening – Final admission is dependent on outcome of an independent lab drug test at ASUN Jonesboro.

**TELECOMMUNICATIONS**

Application Deadline: Prospective students should submit the required credentials for general admission prior to the date of desired registration.

- Pole Climbing – students must demonstrate ability to climb a 40 feet pole (with safety gear) during orientation before classes begin in August.

**TRANSFER POLICY**

The acceptance of transfer hours is at the discretion of ASUN and there is a possibility that no such credit will be granted. Students who present official transcripts of college-level general education credit from regionally accredited and international institutions may receive credit toward a degree on any passing grade where the subjects are determined to be applicable toward requirements for a degree at the college. Grades recorded as A,

B, C, D, P, or S are considered passing for general education coursework and general course equivalent transfer. Specific programs may have more rigorous grading scales and transfer requirements.

Courses outside of the general education core will be evaluated for content alignment by specific program directors for ASUN equivalencies. In these circumstances, a student must declare a major requiring career and technical coursework and must inform the Registrar's office of his or her intent to seek program specific transfer credit. Students who present official transcripts displaying contact hour (or clock hour) coursework with passing grades may receive clock hour to semester hour course equivalent credit toward their declared major, which must be a technical certificate or certificate of proficiency, to be determined by the program director. Contact (or clock hour) credits will not be awarded for Associate level programs.

Only the courses determined to be appropriate for the degree requested will be added to the student's ASUN transcript. The transfer credit hours will not be included in the cumulative grade point average reflected on the transcript of academic record. However, transfer credits that count toward the student's declared program must count as both attempted and completed hours with regard to ASUN's Financial Aid Satisfactory Academic Progress Policy (SAP).

### **Acceptance of Transfer Credits**

The Arkansas Department of Higher Education (ADHE) has a web link (<http://www.adhe.edu>) that contains information about the transferability of general education core courses within Arkansas public colleges and universities called the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Students need to contact the receiving institution as to transferability and applicability for specific degree requirements. Additionally, although ASUN accepts courses with a "D," other institutions outside the ASU system often do not transfer grades of "D," and institutional policies may vary.

### **Accreditation**

- ASUN only accepts credits from institutions recognized by The Council on Higher Education Accreditation.
- The Registrar reserves the right to accept or deny any transfer credits to ASUN based on the institution's academic policies.

### **Contact or Clock Hours**

ASUN will award appropriate **course equivalent credits** per evaluation and determination made by program directors for coursework that is not considered general education.

### **Quarter Hours to Credit Hours**

- ASUN will convert quarter hours to semester credit hours using a 2/3 ratio
- 1 quarter hour = 1 semester hour
- 2 quarter hours = 1 semester hour
- 3 quarter hours = 2 semester hours
- 4 quarter hours = 2 semester hours
- 5 quarter hours = 3 semester hours

- The following notation will be placed on the transcript: *Quarter hrs have been converted to Semester hrs*

### **Same course, but different hours**

- Students that have completed an equivalent course with less semester hours than the ASUN equivalent will be given credit for completion of the course. However, the total hours required for the degree must be met.

### **International Transcripts**

The requirements for submitting international transcripts and academic records for transfer credit evaluation are as follows:

1. A course by course credential evaluation by a credential evaluation Agency
  2. The official evaluation must be mailed directly from the agency to the Office of Admissions at ASUN

Credential evaluation agencies include:

- NACES: [www.naces.org/members.htm](http://www.naces.org/members.htm)
- AACRAO: [www.aasrao.org/international/foreignEdCred.cfm](http://www.aasrao.org/international/foreignEdCred.cfm)
- WES: [www.wes.org](http://www.wes.org)

**NOTE:** Although your credential evaluation may indicate that you have completed a significant number of credit hours, ASUN will only accept those credits which satisfy its degree requirements.

### **Posting Transfer Work**

- Students seeking a degree or technical certificate will have transfer work posted as hours earned. These courses will not be calculated into the ASUN GPA.
- The transfer institution's course name, number, and hours earned will be posted.
- Transfer work will not be posted until all official copies of transcripts from previously attended institutions are received by the Office of Admissions.
- Students seeking an Associate level degree, Technical Certificate, or Certificate of Proficiency will only have the courses posted that are needed for completion of that degree or certificate.
- Transfer credit from students that are non-degree seeking will not be posted on the transcript.

### **Student already has Masters, Bachelors, or Associates Degree**

- Students attending ASUN that have already completed a Master's, Bachelor's, or Associate's degree at another institution and are seeking an additional degree at ASUN will have their transcripts reviewed by the Registrar for determination of transfer credit to be posted.
- Only the courses needed for the student's ASUN degree will be posted.
- Students that are non-degree seeking will not have transfer work evaluated or posted.

## **How Eligibility is determined for TITLE IV, HEA**

**To be Eligible to receive Federal Student Aid, students need to:**

1. Qualify to obtain a college or career school education, either by having a high school diploma or **General Educational Development (GED) certificate**, or by completing a high school education in a **homeschool** setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
  5. Have completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
  6. Sign certifying statements on the **FAFSA** stating that:
    - you are not in **default** on a **federal student loan**
    - do not owe a refund on a **federal grant**
    - Sign the required statement that you will use federal student aid only for educational purposes
  7. Maintain **satisfactory academic progress (SAP)** while you are attending ASUN.
  8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
  9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

**In addition, you must meet one of the following:**

- 1) Be a U.S. CITIZEN or U.S. NATIONAL

- a. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- 2) Have a GREEN CARD
  - a. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- 3) Have an ARRIVAL-DEPARTURE RECORD
  - a. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
    - b. Refugee
    - c. Asylum Granted
    - d. Cuban-Haitian Entrant (Status Pending)
    - e. Conditional Entrant (valid only if issued before April 1, 1980)
    - f. Parolee
- 4) Have BATTERED IMMIGRANT STATUS
  - a. You are designated as a **“battered immigrant-qualified alien”** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
- 5) Have a T-VISA
  - a. You are eligible if you have a T-visa or a parent with a T-1 visa.
- 6) **U-Visa** holders are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
  - a. Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

## VETERANS BENEFITS/OTHER FUNDING SOURCES

Selected programs of study at ASUN are approved by the Veterans' Administration (VA) for enrollment of those eligible to receive benefits under Section 3676, Chapter 30, 33, 35, 1606, 1607, and Chapter 32, Title 38. The determinations for eligibility to receive VA funds are made directly through the Veterans' Administration. Additional funding may be obtained for eligible candidates through many different programs including: National Guard and Arkansas National Guard. Other Private Scholarship funds may be available. The determinations for these funds are made through the respective organizations.



## **INCARCERATED APPLICANTS**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. ASUN offers on-site college courses to individuals who are employed as well as to those who are incarcerated at the Grimes and McPherson Units, located in Newport, Arkansas. Incarcerated students are not eligible for FSO loans but are eligible for FSEOG and FWS. Since Grimes and McPherson units are State Prisons, residents are not eligible for Pell Grants. If an incarcerated student is released and would like to enroll in courses conducted outside of a prison unit, he or she should submit a new application for admission and be subject to the felony applicant review committee.

## **APPLICANTS WITH FELONY CONVICTIONS**

THE EXISTENCE OF A CONVICTION DOES NOT NECESSARILY MEAN THAT A STUDENT WILL BE DENIED ADMISSION TO ASUN. HOWEVER, FAILURE TO PROVIDE COMPLETE, ACCURATE, AND TRUTHFUL INFORMATION WILL BE GROUNDS TO DENY OR WITHDRAW ADMISSION, OR TO CANCEL ENROLLMENT.

1. Applicants who answer YES to the questions located under JUDICIAL INFORMATION are immediately placed on a pending application status that prevents them from enrolling in courses at ASUN or one of its campuses.
2. The applicant is sent a letter informing him or her of this status and requesting the following information. *Most applicants who mark YES do so unintentionally. These students are allowed to write a letter explaining their error and are admitted based upon admissions policies outlined in the catalog.* Those who mark YES intentionally provide documents requested in letter.
  - Complete written description of the facts/circumstances concerning the conviction
  - Copies of all court records
    - Indictments
    - Pleas
    - Sentences
  - Criminal History Check

The applicant should include a personal letter detailing personal, educational, or professional goals and how enrollment at ASUN will assist in achieving these goals. The applicant may submit letters of reference.

3. Once the requested documents arrive, a committee meets to review documents and consider the application for admission.
4. A letter is sent notifying the applicant of the committee's decision.
5. If the committee denies admission to the applicant, he or she may appeal to the Vice Chancellor of Academic Affairs.

## NOTICE OF FEDERAL FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS - CONVICTION FOR POSSESSION OR SALE OF ILLEGAL DRUGS

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. ASUN is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, and when all admissions criteria and requirements are met, the prospective student is eligible to enroll.

## **REQUIRED DOCUMENTATION (PROVIDED BY SCHOOL)**

This is a list of required documentation provided to the student during enrollment and orientation;

- Campus Consumer Crime Statistics information
- Drug and Alcohol Prevent Program - consumer information (Part 86)
- Student Handbook
- Consumer information
- Voter registration card

## **FAFSA VERIFICATION**

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the ASUN Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code (V1 – V6) was so they can complete the required verification components. If after review by the Office of Financial Aid there are any changes to the financial aid package the student will be notified in writing.

## **FACILITIES/ SERVICES FOR STUDENT WITH DISABILITIES**

ASUN complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable accommodations for students with disabilities depending on the student's need.

If you are interested in attending ASUN but are in need of accommodations, you should schedule an appointment with the Dean of Student Retention and Success. At this meeting, you will discuss the nature of your reported disability and its impact on learning. You will also discuss the process of receiving reasonable accommodations at ASUN, and the types of accommodations available.

Please bring copies of current documentation of the disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability;
- How the diagnosis was determined (what tests were given and the results); and

- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, an **Application for Disability Services** for the accommodation must be submitted in writing to ASUN. ASUN will respond to the request in writing. **Note:** In order to be eligible for Title IV student aid funding, you must be able to benefit with the reasonable accommodations.

## **CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

**HEA Sec 485(a) (1)-(2), 20 U.S.C. 1092 (a) (1)-(2). Not changed by HEOA 34 C.F.R. 668.41 (a) – (d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668, 43 added 34 CFR 668.231)**

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on ASUN's website and can be found in the student catalog. Paper copies are available upon request from the Vice Chancellor of Academic Affairs.

**Institutional Information can be obtained at the addresses listed below.**

Arkansas State University-Newport  
[www.asun.edu](http://www.asun.edu)  
7648 Victory Blvd.  
Newport, AR 72112  
(870) 512-7800  
Fax: (870) 512-7825

ASUN Jonesboro  
5504 Krueger Drive  
Jonesboro, AR 72401  
(870) 932-2176  
Fax: (870) 972-0801

ASUN Marked Tree  
PO Box 280  
Marked Tree, AR 72365  
(870) 358-2117  
Fax: (870) 358-4117

**Financial Aid Inquiries may be made to the Director.**

Arkansas State University-Newport  
ATTN: Financial Aid Director  
7648 Victory Blvd.  
Newport, AR 72112

## 2. Transfer Credit/Clock Hour Policy & Procedure

### TRANSFER CREDIT POLICY

The acceptance of transfer hours is at the discretion of ASUN and there is a possibility that no such credit will be granted. Students who present official transcripts of college-level general education credit from regionally accredited and international institutions may receive credit toward a degree on any passing grade where the subjects are determined to be applicable toward requirements for a degree at the college. Grades recorded as A, B, C, D, P, or S are considered passing for general education coursework and general course equivalent transfer. Specific programs may have more rigorous grading scales and transfer requirements.

Courses outside of the general education core will be evaluated for content alignment by specific program directors for ASUN equivalencies. In these circumstances, a student must declare a major requiring career and technical coursework and must inform the Registrar's office of his or her intent to seek program specific transfer credit. Students who present official transcripts displaying contact hour (or clock hour) coursework with passing grades may receive clock hour to semester hour course equivalent credit toward their declared major, which must be a technical certificate or certificate of proficiency, to be determined by the program director. Contact (or clock hour) credits will not be awarded for Associate level programs.

Only the courses determined to be appropriate for the degree requested will be added to the student's ASUN transcript. The transfer credit hours will not be included in the cumulative grade point average reflected on the transcript of academic record. However, transfer credits that count toward the student's declared program must count as both attempted and completed hours with regard to ASUN's Financial Aid Satisfactory Academic Progress Policy (SAP).

#### Acceptance of Transfer Credits

The Arkansas Department of Higher Education (ADHE) has a web link (<http://www.adhe.edu>) that contains information about the transferability of general education core courses within Arkansas public colleges and universities called the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Students need to contact the receiving institution as to transferability and applicability for specific degree requirements. Additionally, although ASUN accepts courses with a "D," other institutions outside the ASU system often do not transfer grades of "D," and institutional policies may vary.

#### **Accreditation**

- ASUN only accepts credits from institutions recognized by The Council on Higher Education Accreditation.
- The Registrar reserves the right to accept or deny any transfer credits to ASUN based on the institution's academic policies.

#### **Contact or Clock Hours**

ASUN will award appropriate course equivalent credits per evaluation and determination made by program directors for coursework that is not considered general education.

#### **Quarter Hours to Credit Hours**

- ASUN will convert quarter hours to semester credit hours using a 2/3 ratio

- 1 quarter hour = 1 semester hour
- 2 quarter hours = 1 semester hour
- 3 quarter hours = 2 semester hours
- 4 quarter hours = 2 semester hours
- 5 quarter hours = 3 semester hours
- The following notation will be placed on the transcript: *Quarter hrs have been converted to Semester hrs*

### Same course, but different hours

- Students that have completed an equivalent course with less semester hours than the ASUN equivalent will be given credit for completion of the course. However, the total hours required for the degree must be met.

### International Transcripts

The requirements for submitting international transcripts and academic records for transfer credit evaluation are as follows:

1. A course by course credential evaluation by a credential evaluation Agency
  2. The official evaluation must be mailed directly from the agency to the Office of Admissions at ASUN

Credential evaluation agencies include:

- NACES: [www.naces.org/members.htm](http://www.naces.org/members.htm)
- AACRAO: [www.aasrao.org/international/foreignEdCred.cfm](http://www.aasrao.org/international/foreignEdCred.cfm)
- WES: [www.wes.org](http://www.wes.org)

**NOTE:** Although your credential evaluation may indicate that you have completed a significant number of credit hours, ASUN will only accept those credits which satisfy its degree requirements.

## TRANSFER CREDIT Procedure

Transcripts are evaluated for course transfer eligibility by the Registrar. Transfer courses are posted to an ASUN transcript as follows.

1. The Registrar receives and collects all official copies of transcripts from previously attended institutions.
2. Once all official transcripts have been received, the Registrar evaluates transferable credits based upon the following criteria.
  - Students seeking a degree or technical certificate will have transfer work posted as course equivalent credit, reflected in hours earned. Transferred courses will not be calculated into the ASUN GPA.
  - Students seeking an Associate level degree, Technical Certificate, or Certificate of Proficiency will only have the courses posted that are needed for completion of that degree or certificate.
  - ASUN will award appropriate course equivalent credits per evaluation and determination made by program directors for coursework that is not considered general education.

- Students attending ASUN that have already completed a Master’s, Bachelor’s, or Associate’s degree at another institution and are seeking an additional degree at ASUN will have their transcripts reviewed by the Registrar for determination of transfer credit to be posted.
- The transfer institution’s course name, number, and hours earned will be posted to the ASUN transcript followed by an equivalent ASUN course.
- Students that are non-degree seeking will not have transfer work evaluated or posted.

### 3. Drug Law Violations

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. ASUN is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, and when all admissions criteria and requirements are met, the prospective student is eligible to enroll.

#### **4. Attendance Process**

Admitted students should refer to each specific course syllabus for individual instructor's policy for what constitutes an excused or un-excused absence; instructor's notification preference; and the method for submitting late assignments or making up quizzes and exams – if allowed.

Faculty take attendance at all scheduled course and lab meetings. It is the practice of ASU-Newport to allow students to participate in university sponsored events, even when those events cause them to be absent from class. Students participating in university-sponsored events will be given reasonable opportunities to make up missed assignments and exams. Because of State Board of Nursing requirements, the Practical Nursing department of ASU-Newport has a more stringent attendance policy which is outlined in the departmental guide.

An explanation of attendance and academic requirements will be given to the student in a course syllabus, which explains academic requirements that can affect the student's satisfactory performance. The student will be informed that attendance hours may be withheld for non-payment of tuition.

#### **5. Satisfactory Academic Progress (SAP) Policy**

##### **Satisfactory Academic Progress Policy (Credit Hours)**

Federal regulations require all recipients of student financial aid make Satisfactory Academic Progress (SAP) towards an eligible degree or certificate program. Students applying for assistance through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent PLUS Loan, and other programs as determined by the Financial Aid Office must meet the requirements listed below to maintain their financial aid eligibility at ASU – Newport (ASUN), including the Jonesboro and Marked Tree campuses. Being financially eligible according to results from the Free Application for Federal Student Aid (FAFSA) does not mean the student is eligible for federal aid at ASUN. Rules are applied uniformly to all students whether or not aid has been previously received.

Students are required:

1. to maintain a minimum of a C average, equivalent to a cumulative grade point average (GPA) of 2.0
2. to successfully complete 67% of attempted hours (completion rate)
3. to complete their degree or certificate program within 150% of the program length (Maximum Time Frame)

The Financial Aid Office (FAO) monitors SAP at the end of each semester, including summer, for financial aid recipients. In reviewing SAP, FAO personnel evaluate GPA, completion rate, and maximum timeframe. At the conclusion of each semester, students



who do not meet the minimum SAP requirements are notified and either placed on Financial Aid Warning (FA Warning) or Financial Aid Suspension (FA Suspension). *Please note: students on FA Warning have one semester to meet SAP eligibility or will be placed on FA Suspension the next semester.*

- Students placed on *FA Warning* are eligible for financial aid consideration and do not need to appeal.
- Students placed on *FA Suspension* are no longer eligible for financial aid and may submit a SAP appeal to be considered for financial aid for one semester.

Students enrolled in clock hour programs (such as Cosmetology and Cosmetology Instructor Trainee) will have SAP reviewed at the end of each payment period. See the SAP clock hour policy for details.

### **Qualitative and Quantitative Requirements**

The review of a student's SAP status is based on the entire academic record at ASUN and transfer hours that apply to the student's current declared major/degree plan. (Attempted hours must be evaluated even if the student did not receive federal student aid for those hours.)

#### **I. BASIC ELIGIBILITY**

Students must be admitted and enrolled in an eligible degree or certificate granting program to be eligible for federal student aid. Federal student aid will be awarded only for courses needed to complete the student's current degree plan. Students seeking an additional eligible degree or certificate can appeal for additional time. If approved, students will be placed on Financial Aid Probation (*FA Probation*) and must follow the academic plan developed between the student and a retention specialist. Federal student aid will be suspended if the student deviates from the academic plan unless the GPA, completion rate, and maximum time frame requirements are met.

#### **II. GRADE POINT AVERAGE REQUIREMENT**

Each student must meet a minimum cumulative GPA to remain eligible for federal student aid. [A GPA of a 2.0 is equivalent to a "C" average] Remedial course hours will be counted as hours attempted and earned each semester. However, remedial course hours will not be used in calculating the hours remaining for federal student aid (150% time frame) or included in calculating the GPA. (Federal student aid can be awarded for up to 30 credit hours of remedial coursework.)

#### **III. SATISFACTORY COMPLETION OF SEMESTER HOURS REQUIREMENT**

Students must also successfully complete and pass 67% of all courses attempted. Remedial course hours will be counted as hours attempted and earned each semester. Grades of A, B, C, D, F, S, I, W, U, and AU are all considered attempted hours. Transfer hours are included in the completion rate calculation if applicable to the program.

#### **IV. MAXIMUM TIME FRAME (MTF) FOR DEGREE COMPLETION**

Students may not exceed 150% of the published length of their academic program to remain eligible for financial aid. The example chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all hours from all institutions attended applying to the student's academic program will be

included, even if a student did not receive federal student aid. The FAO recommends that students who have attempted 30 or more hours have a degree audit completed in the Registrar’s Office to ensure they are taking the courses necessary to complete their degree or certificate program within the maximum time frame allowed. Students are also strongly encouraged to consult with financial aid personnel before changing degree programs or seeking an additional degree or certificate. For financial aid purposes grades of A, B, C, D, F, S, I, W, U, and AU are all considered attempted hours and will be counted towards maximum time frame. Once students reach their maximum period for their specified degree, they are no longer eligible for federal student aid and placed on *FA Suspension*.

<b>Attempted Credit Hours Allowed for Earning a Degree (Example)</b>	60 Credit Hour Associate Degree 60 x 1.50 = 90 credit hours (Maximum Time Frame)
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**Incomplete Classes**

Incomplete classes will result in a grade of “I”, and will be considered the same as an “F” when evaluating SAP. A student MUST do the work to complete the class in order for the “I” to be changed to an actual letter grade (A, B, C, D, or F) by the last day to enroll in the following term.

**Repeated Coursework**

Federal student aid may only pay for one repeat of a previously passed course. All attempted hours are included in the evaluation of SAP.

**Financial Aid Warning and Suspension (CREDIT HOUR PROGRAMS)**

Students who have not met the SAP GPA or completion rate requirements while in a satisfactory status will be placed on *FA Warning*. Students are eligible to receive federal student aid while on *FA Warning*.

Students who fail to meet minimum SAP requirements at the end of the *FA Warning* period will be placed on a *FA Suspension*. Students are not eligible to receive federal student aid while on *FA Suspension*.

Students who fail to meet the terms of his or her *FA Probation* (i.e.: academic plan) will be placed on a *FA Suspension*. Students are not eligible to receive federal student aid while on *FA Suspension*.

If a student is making SAP at the end of the *FA Warning* period, *FA Suspension*, or *FA Probation*, they shall be returned to satisfactory SAP status with no loss of federal student aid eligibility.

**Appeal Procedures of FA SUSPENSION**

**Appealing for Continued Financial Aid Consideration:**

Students with extenuating circumstances (see box below) and support from their Retention Specialist can appeal for one semester of financial aid eligibility.

- The student must meet with their Retention Specialist to establish an academic plan, which will enable the student to regain SAP and submit a Financial Aid Status Appeal form.
- The student must submit a letter to Financial Aid Office explaining the extenuating circumstances which led to their current academic standing.

If the appeal is approved, the student will be placed on Financial Aid Probation (Academic Plan) and will be eligible for financial aid consideration for one semester.

<i>The extenuating circumstances that may be Considered include:</i>	<i>Supporting Documentation Required (all must be signed, dated and on letterhead):</i>
Medical Condition of Self or Immediate Family Member	<ul style="list-style-type: none"> <li>• Statement from physician</li> <li>• Medical documents</li> </ul>
Death of Immediate Family Member	<ul style="list-style-type: none"> <li>• Obituaries or death certificate indicating relationship to student</li> </ul>
Change in Employer Requirements	<ul style="list-style-type: none"> <li>• Statement from one’s employer/supervisor</li> </ul>
Caregiver Obligations	<ul style="list-style-type: none"> <li>• For relationship other than dependent, statement form physician of relationship and obligations of caregiver</li> <li>• Statement or document from third-party and obligations of caregiver (i.e.: hospital, school, company, etc.)</li> </ul>
Error at College	<ul style="list-style-type: none"> <li>• Statement from college official indicating error</li> </ul>
Extenuating circumstances below may only be considered for students exceeding the 10 semester calculation and MTF, not GPA. In addition to the above circumstances, they include:	
Change of major/Degree Plan	<ul style="list-style-type: none"> <li>• Statement indicating new major/Degree Plan</li> </ul>
Transfer of credits from another institution	<ul style="list-style-type: none"> <li>• Copy of ASUN courses and grades (unofficial transcript)</li> </ul>

Notes:

1. Incomplete appeals will not be reviewed.
2. Students whose appeals are approved will be placed on financial aid probation and must follow an academic plan. Any deviation from the academic plan may result in loss of financial aid eligibility.
3. For students on probation, transcripts will be reviewed at end of each payment period. Students on academic plans will remain on the plan and remain eligible for federal student aid until they graduate or fail to meet the satisfactory academic plan requirements.
4. On behalf of the appeal committee, financial aid office personnel will notify the student in writing of the committee's decision. Neither the committee nor the financial aid staff will give appeal results over the phone.

### **ALL DECISIONS OF THE FINANCIAL AID REVIEW COMMITTEE ARE FINAL**

#### **STUDENT RESPONSIBILITY**

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Financial Aid Office at (870) 512-7800.

*\*Please note: Financial Aid Warning, Probation, and Suspension are distinct and separate from ACADEMIC warning, probation, and suspension. The financial aid SAP policy mirrors the academic policy in terms of maintaining a C average, but is more restrictive due to the completion rate and maximum time frame components\**

#### **Satisfactory Academic Progress Policy (Clock Hours)**

Federal student financial assistance regulations, at 34 CFR 668.34(a), require institutions to establish "reasonable" satisfactory academic progress (SAP) policies for determining whether otherwise eligible students are making SAP in their educational programs, and may therefore receive assistance under Title IV of the Higher Education Act (HEA), as amended. ASUN's Clock-Hour SAP policy must also be as strict as the one the institution applies to a student who is not receiving assistance under the Title IV, HEA programs, and it must be applied consistently to all categories of students and educational programs established by the institution. 34 CFR 668.34(a)(1) & (2).

SAP, as assessed by ASUN's financial aid office, is separate and distinct from a student's academic standing as determined by his/her academic progress at ASUN. SAP is a method of measuring a Title IV recipient's progress toward program completion, and is measured through the use of qualitative and pace/quantitative standards. 34 CFR 668.34(4)(i) and 668.34(5)(i).

The Clock-Hour SAP policy outlined below is similar to the SAP policy for credit hour programs. However, it does have some distinct differences. FSA regulations allow institutions to establish different SAP standards for different programs or categories (e.g., full-time, part-time, undergraduate, credit-hour and clock-hour students) which must be applied consistently to students in that category or program.

This clock-hour program SAP policy applies to Arkansas State University – Newport (ASUN), including the Jonesboro and Marked Tree campuses. The quantitative and qualitative standards listed below are used to evaluate the cumulative results of all periods of enrollment for clock-hour students, including those payment periods during which they did not receive Title IV funds or other types of financial assistance. Thus, a student who has not previously received Title IV aid may be ineligible to do so at initial application.

1. Frequency of evaluation for clock-hour programs: The HEA requires that an institution evaluate SAP at least annually for programs that are longer than one year and every payment period for programs of one year or less. ASUN evaluates all components of SAP at the end of each payment period for each clock-hour student, depending upon the individual's rate of progress. All students who submit the Free Application for Federal Student Aid (FAFSA) as well as those who receive any type of financial assistance are evaluated for SAP at these increments. Financial aid recipients and applicants (upon submission of the FAFSA), who are found not to be in satisfactory academic standing, will be notified, in writing before the start of their next payment period.

When a change of grade is submitted subsequent to the payment period's SAP evaluation, ASUN will recalculate the student's SAP status using the new information.

2. Qualitative component for clock-hour programs: ASUN uses the student's grade point average (GPA) to measure qualitative progress. To meet this standard Title IV recipients are required to achieve and maintain a minimum cumulative "C" average (C = a 2.00 GPA at ASUN) which is consistent with ASUN's graduation requirements. The cumulative GPA that ASUN uses to evaluate the student's SAP status is calculated based upon all courses that have been attempted. Thus, the GPA used to evaluate SAP may be different from the student's transcript GPA.

3. Quantitative component for clock-hour programs: The HEA requires a quantitative component that evaluates the maximum time frame in which students must complete their educational program and a pace of completion that ensures they will complete the program within the timeframe. ASUN requires that all financial aid recipients successfully complete a cumulative minimum of 67% of the clock-hours that they attempt. Successful completion for this standard is defined as earning a grade of A, B, C or D.

Financial aid recipients, who are clock-hour students are also required to complete their program within 150% of the published length of the program, as measured by the cumulative number of clock-hours the student is required to complete and expressed in calendar time. (Note that a student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.) Thus, the Title IV recipient is subject to the limitation of 150% of the published length of the program as measured by the cumulative weeks.

4. Students become ineligible for Title IV aid when it becomes mathematically impossible to complete the program within 150% of the length of the program, even when the student has not yet reached 150%. Students who are enrolled to complete an eligible clock-hour program are eligible, but not guaranteed, to receive Title IV for up to 150% of the published length of the program.

Course incompletes, withdrawals and grades for clock-hour programs: Successful completion of coursework is defined as earning a grade of A, B, C or D at ASUN. All other grades including I (Incomplete), F, and W (Withdrawn) are defined as unsuccessful completion. Accordingly all courses having grades of I, F, and W count as hours attempted and count as zero hours earned in the SAP calculation. The grade of "F" additionally counts as zero quality points when the qualitative SAP standard is assessed. Grades of I, and W are not counted when the qualitative SAP standard is assessed. Grades of I, and W do not carry any quality points.

Students who have grades of I that result in unsatisfactory standing may have their SAP status recalculated when those grades are later reported as an A, B, C, D or F. Students who achieve satisfactory standing as the result of a grade recalculation will be evaluated for reinstatement of financial aid so long as the end of the same academic year has not occurred and all other eligibility criteria are met.

5. Course repetitions for clock-hour programs: Under HEA regulations, Title IV recipients are permitted to repeat a course in which they previously earned only failing grades (F or W) without a limit, except as imposed by the SAP standards. Once a student has earned a grade of A, B, C or D, one repeat of the course is permitted to be counted toward calculating Title IV aid eligibility for any payment period. All subsequent attempts of that course are ineligible for Title IV funding. Course repetitions are counted in the evaluation of the qualitative and quantitative SAP standards.

6. Transfer Credits for clock-hour programs: HEA regulations require that at a minimum, transfer hours that count toward the student's current program must count as both attempted and completed hours. For clock-hour programs, ASUN counts only the transfer hours which apply to the student's program as both attempted and completed hours when evaluating the quantitative and qualitative SAP standards.

7. Financial aid warning payment period for clock-hour programs: Students must meet all of the SAP standards to be considered in satisfactory academic standing. Students who are found to not be in satisfactory academic standing at the end of any payment period will be automatically placed on warning for their subsequent payment period, except when the student reaches or exceeds the 150% maximum of clock-hours attempted, as measured by calendar time. Students, who have reached or exceeded the 150% maximum when their SAP status is evaluated, are immediately ineligible for aid and will not be provided warning payment period.

Students who fail to reach all of the SAP standards after the warning payment period and are therefore not in satisfactory academic standing are ineligible to receive further Title

IV funding, unless they have submitted an appeal (as below) which is approved. After the warning payment period, students lose their aid eligibility unless they successfully appeal. Students who submit an appeal, which is approved, will be placed on one payment period of probation.

8. Financial aid probation payment period for clock-hour programs: Students, who fail to reach all of the SAP standards after the warning payment period and are therefore not in satisfactory academic standing, are only eligible to receive further Title IV funding if they submit an appeal (as below) which is approved. Students, who fail to reach all of the SAP standards after the probationary payment period are also not in satisfactory academic standing and are ineligible to receive further Title IV funding. Students, who submit an appeal that is approved, will be placed on probation and must continue to follow their academic plan.

9. SAP appeals for clock-hour programs: HEA regulations allow but do not require an institution to permit students who are not in satisfactory academic standing after the warning payment period to appeal their status in order to receive Title IV funds. ASUN permits such appeals. Title IV applicants and recipients who are not in satisfactory academic standing may appeal their status by following the instructions provided in the letter notifying them they are not meeting SAP. Once a student's appeal has been approved, s/he must submit a completed academic plan to the Dean of Retention and Student Success. In order to develop the academic plan the student must meet with an advisor or retention specialist. Once the academic plan has been approved, the student must sign the plan signifying that s/he agrees to, and will adhere to, his/her academic plan. The financial aid office, in conjunction with the Dean of Retention and Student Success, will review the student's progress at the end of the probationary payment period to determine if the terms of the academic plan have been met.

Students, who wish to change their academic plan, must appeal to do so. Students who wish to appeal to change their academic plan should submit a letter to the financial aid office. In the appeal, the student must explain what has happened to make the change necessary and how academic progress can be achieved. The appeal letter should be accompanied with appropriate documentation.

Full instructions for submitting an appropriately documented SAP appeal and the required academic plan are located on the College's website on the financial aid pages.

As required, ASUN reviews progress at the end of the payment period for those students on probation, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid so long as the student continues to meet those requirements.

Students who experience extenuating circumstances that were reasonably unforeseeable at the beginning of the payment period and that are beyond the student's control may appeal. The circumstances that are cited in the appeal must be timely to the payment period of enrollment during which the academic difficulty occurred. These extenuating

circumstances must have been sufficiently disruptive that the student was prevented from continued enrollment and/or successful completion of the payment period and meeting of the SAP standards.

Circumstances such as difficulty adjusting to college, time management issues, failure to balance social life against academic workload requirements and inability to afford enrollment expenses in the absence of financial aid are not alone sufficient to qualify as extenuating.

Documented extenuating circumstances might include, but are not limited to:

- The student's major illness or injury
- Major illness or injury in the student's immediate family
- Student's separation or divorce
- Student's parent's separation or divorce
- Death in the student's immediate family
- The student's deployment to active duty
- The deployment of a member of the student's immediate family
- Natural disaster affecting the student or his/her immediate family

All SAP appeals will be evaluated by the SAP appeals committee. As noted in the instructions that accompany the SAP appeal process, the student must document all extenuating circumstances and must submit an advisor-approved degree plan.

Documentation typically consists of a doctor's confirmation of injury or illness, a police incident or accident report, attorney's letter, deployment orders, obituary or death certificate as applicable; however, the SAP appeals committee solely determines the sufficiency of documentation in accordance with the circumstance(s) presented.

### **ALL DECISIONS OF THE FINANCIAL AID REVIEW COMMITTEE ARE FINAL**

10. Reestablishing eligibility for Title IV aid for clock-hour programs: Students who chose not to appeal, or whose appeals are not approved, may be able to reestablish eligibility for Title IV aid. Such students may (if they are otherwise eligible), continue to enroll for courses at the college at their own expense until they have met all of the SAP standards that are applicable for receipt of Title IV aid. Neither paying for one's classes nor sitting out for a payment period affects a student's academic progress standing, so neither (alone or together) is sufficient to reestablish aid eligibility, if the student has not met all SAP standards.

11. Satisfactory Academic Progress definitions for clock-hour programs:

**Appeal:** The process by which a student who is not meeting SAP standards petitions ASUN for reconsideration of eligibility for financial aid funds.

**Financial aid probation payment period:** The status ASUN assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid is reinstated for one payment period.



**Financial aid warning payment period:** The status ASUN assigns to a student who is failing to make satisfactory academic progress. ASUN reinstates eligibility for aid for one payment period and does so without requiring the student to appeal.

**Maximum timeframe:** Students become ineligible for Title IV aid when it becomes mathematically impossible to complete the program within 150% of the length of the program, even when the student has not reached 150%.

Students who are enrolled to complete a program measured in clock-hours may receive Title IV aid, if otherwise eligible, for up to 150% of the published length of the program as measured by the cumulative number of clock-hours the student is required to complete and expressed in calendar time. A student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe solely applies to the amount of calendar time the student takes to complete those hours.

**Payment Period:** The definition of a payment period applies to all FSA programs except FWS. The common definition is integral to requirements for the administration of FSA funds, in that, FSA program disbursements (except FWS payments) must be made on a payment period basis, and a student's satisfactory academic progress (SAP) evaluation is required to correspond with the end of a payment period. At ASUN, the SAP evaluation will occur at the point when the student has successfully completed all of the scheduled clock-hours in that payment period.

For clock-hour programs, the payment period is defined not only in clock-hours but also in weeks of instructional time. A student must successfully complete the clock-hours and weeks of instructional time in a payment period to progress to the next payment period. A student's progression is based on completion of hours and weeks.

Clock-hours and weeks of instructional time must be used to determine the length of the payment period for clock-hour programs. For these programs, each subsequent payment period cannot begin until the student successfully completes the clock-hours and weeks of instruction in the previous payment period.

Except for a second or subsequent loan period in Direct Loans, if a student completes additional weeks of instructional time or hours while completing the other measure of a payment period, these additional weeks or hours count towards completing the next payment period. For Direct Loans, the first payment period of a second or subsequent loan period includes only the weeks of instructional time and hours that begin on the first calendar day of the new loan period.

References & Resources for Satisfactory Academic Progress (SAP) Policies & Procedures

2014-2015 Federal Student Aid Handbook, Volume 1, Chapter 1

2014-2015 Federal Student Aid Handbook, Volume 2, Chapter 3

Program Integrity Questions & Answers - Satisfactory Academic Progress

U.S. Department of Education presentation at NASFAA Conference, July 2013

## **STUDENT RESPONSIBILITY**

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Financial Aid Office at (870) 512-7800.

*\*Please note: Financial Aid Warning, Probation, and Suspension are distinct and separate from ACADEMIC warning, probation, and suspension. The financial aid SAP policy mirrors the academic policy in terms of maintaining a C average, but is more restrictive due to the completion rate and maximum time frame components\**

### **6. Return to Title IV (R2T4) Policy**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. ASUN does not award TEACH Grants or Perkins Loans.

When a student applies for financial aid, the student agrees that financial aid funds will be used for educational purposes only. Therefore, if student withdraws before completing the semester/term or enrollment period, a portion of the funds received may have to be returned. ASU-Newport (ASUN) will calculate the amount of financial aid to be returned to the Title IV federal programs according to the policies listed below.

If a student has been awarded Title IV grants or loan assistance and does not begin attendance in a period of enrollment, the student is considered to be ineligible for any Title IV aid. This is not considered a withdrawal; therefore a Return to Title IV (R2T4) calculation is not required. In this case, all Title IV funds must be returned to the appropriate source.

#### ***Return of Title IV Policy***

This policy applies to students who cease to be enrolled (100% withdrawal) prior to the end of a payment period or period of enrollment. For example, this policy applies to students who officially withdraw, unofficially withdraw, or are dismissed from enrollment at ASUN. These requirements do not apply to a student who does not actually cease attendance at the school. For example, when a student reduces his or her course load from 12 credits to 9 credits, the reduction represents a change in enrollment status, not a withdrawal. Therefore, no Return calculation is required.

The calculated amount of the Return to Title IV (R2T4) funds required for the students affected by this policy is determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV aid earned is based on the amount of time a student spent in academic attendance and the total Title IV aid received. Because these requirements deal only with Title IV (federal) funds this policy only applies to students are recipients of federal student aid (FSA) (Title IV) funds. Therefore, the order of return of unearned funds does not include funds from sources other than the Title IV programs.

**In addition, the requirements for the Return to Title IV program funds, when a student withdraws, are separate from any institutional refund policy that ASUN may have.**

Therefore, the student may still owe funds to the school to cover unpaid institutional charges.

Title IV funds are awarded under the assumption that a student will attend for the entire semester/period for which the funds were awarded. When a student withdraws from all courses, regardless of the reason, he/she may no longer be eligible for the full amount of Title IV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which he/she remains enrolled. The amount of assistance that a student has earned is determined on a pro-rata basis. For example, if you complete 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive.

ASUN must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point of the period of enrollment. ASUN will use the U.S. Department of Education's R2T4 guidance to determine the amount of Title IV funds the student has earned at the time of withdrawal.

If a student withdraws after the 60% point of the period of enrollment, the student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Thus, there are no unearned funds. ASUN must still perform a R2T4 calculation to determine the student has earned all their Title IV aid and to determine whether the student is eligible for a post withdrawal disbursement.

If a student does not receive all the funds earned as of his/her withdrawal date, the student may be eligible for a post-withdrawal disbursement. Please see the section regarding post-withdrawal disbursements later in this document.

### ***Official Withdrawal from ASUN***

A student is considered officially withdrawn on:

1. The date (from ASUN records) the student began the official withdrawal process
2. The date the student provides official notification of intent to withdraw, in writing or orally

Financial aid recipients who are withdrawing from ASUN are required to complete the online financial aid withdrawal form (or paper form) through the Dean of Enrollment Services office.

A student may withdraw from ASUN at any time from the first class day to the official last day to withdraw as indicated in the ASUN Academic Calendar. The official last day to withdraw is approximately two weeks before the first day of final examinations for the fall or spring terms or the equivalent date for summer sessions. Official dates and deadlines for withdrawing are specified in the ASUN Academic Calendar.

A student is allowed to rescind his notification, in writing, to the Dean of Enrollment Services and continue the term. If the student subsequently drops, the student's withdrawal date is the original date of notification of the intent to withdraw.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the current period of enrollment. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the period of enrollment, the student's withdrawal date is the original date of notification of intent to withdraw.

After receiving official notice of a student's withdrawal the Financial Aid Office Staff

1. Determines the student's withdrawal date
2. Calculates the percentage of the payment period or period of enrollment completed
3. Determines the amount of Title IV aid originally awarded and whether it was "disbursed" or "could have been disbursed."
4. Determines the original tuition, fees and/or book charges by looking at the student's account. Even though ASUN's refund of tuition and fees schedule allows a 100% refund of charges, for purposes of the Return to Title IV policy, all **original** charges are used in the R2T4 calculation.
5. An R2T4 worksheet on the "FAA Access to CPS" site is completed using the above data.
6. A copy of the worksheet is maintained in the Financial Aid Office and electronically scanned and made part of the student's record.
7. ASU-Newport Financial Aid staff notifies the student by email and/or letter of any amount of Title IV aid that must be returned, as soon as possible but no later than 30 days after determining the student withdrew.
8. If the student owes a federal grant repayment, in addition to what ASU-Newport has returned to the federal programs, the student is notified in writing and the amount is reported by the Financial Aid Office staff as an overpayment.

The student is responsible for all ASU-Newport charges and federal overpayments resulting from an R2T4 calculation.

**Please note:** Withdrawal from classes may affect the students future eligibility for financial aid due to satisfactory academic progress requirements and R2T4 balances owed.

### ***Unofficial Withdrawal from ASUN***

A student who leaves a school does not always notify the school of his or her withdrawal. There are two categories of these unofficial withdrawals for purposes of this calculation. First, if the school determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the withdrawal date is the date the school determines that the student ceased attendance because of the aforementioned applicable event.

The second category of unofficial withdrawals encompasses all other withdrawals where official notification is not provided to the school. This rule applies only to schools that are not required to take attendance. For these withdrawals, commonly known as dropouts, the withdrawal date is the midpoint of the payment period or the last date of an academically related activity in which the student participated. ASUN will use whichever date of withdrawal most accurately reflects the student's last date of attendance.

When a recipient of Title IV grants or loans unofficially withdraws from an institution, after having begun class attendance, during a period of enrollment, the institution must determine the amount of Title IV grants or loan assistance the student earned up to the date of withdrawal.

Federal regulations require that a school have a mechanism in place for identifying and resolving instances where a student's attendance through the end of the period cannot be confirmed. That is, institutions are expected to have procedures for determining when a student's absence is a withdrawal.

ASUN will use the following method to determine when a student's absence is a withdrawal.

- After an absence of 10 consecutive days, instructors will report the absence to the financial aid office.
- If the student has been absent from all classes at ASUN, the school will assume the student has unofficially withdrawn.
- Once it has been determined the student has withdrawn, a R2T4 calculation will be performed using the same steps outlined above in the section entitled, ***Official Withdrawal from ASUN.***
- If the student resumes attendance, the instructor will report this to the financial aid office and the R2T4 will be reversed.

#### ***When Student Fails to Earn a Passing Grade in any Class***

An institution must have a procedure for determining whether a Title IV recipient who began attendance during a period completed the period or should be treated as a withdrawal. If a student earns a passing grade in one or more of his or her classes offered over an entire period, for that class, an institution may presume that the student completed the course and thus completed the period. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period.

Federal regulations require that a school have a mechanism in place for identifying and resolving instances where a student's attendance through the end of the period cannot be confirmed. That is, institutions are expected to have procedures for determining when a student's absence is a withdrawal. The school must make that determination as soon as possible but no later than 30 days after the end of the earlier of:

- the payment period or period of enrollment, as applicable;
- the academic year; or

- the program.

In order to determine whether a student who did not receive a passing grade in any class unofficially withdrew, ASUN follows the procedures below immediately after grades have been posted for the current term:

1. ASUN will determine which students did not officially withdraw and failed to earn a passing grade in at least one course offered over an entire period.
2. The midpoint will be used as the unofficial withdrawal date
3. An R2T4 calculation is performed to determine the amount of federal funds the student has earned, if any, and the amount of unearned federal funds for which the school and/or the student is responsible to return. Calculations are completed using ED's R2T4 website.
4. Once the R2T4 is performed, the student is notified regarding the results of the R2T4 calculation, as soon as possible, but no later than 30 calendar days after the date the school determines the student withdrew. ASUN uses this notification to:
  - notify a borrower about his or her loan repayment obligations;
  - obtain permission to credit loan funds to a student's account to cover unpaid institutional charges;
  - obtain permission to make a post-withdrawal disbursement of grant or loan funds for other than institutional charges; and
  - obtain permission to make a post-withdrawal disbursement of loan funds directly to a student.
5. ASUN will also notify the student s/he will have one week to submit documentation from an instructor as proof of attending past the midpoint. If this proof is submitted, the R2T4 will be recalculated or reversed, as applicable.

### ***For Students Enrolled in Modules***

Under the October 29, 2010, final regulations, for all programs offered in modules, a student is considered to have withdrawn, for Title IV purposes, if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment. This confirmation must be obtained at the time of withdrawal even if the student is registered for subsequent courses in the term/period of enrollment.

If a school obtains a written confirmation of future attendance in the payment period or period of enrollment, but the student does not return as scheduled, the student is considered to have withdrawn from the payment period or period of enrollment. The student's withdrawal date and the total number of calendar days in the payment period or period of enrollment are the withdrawal date and total number of calendar days as of the student's last day of attendance (those that would have applied if the student had not provided written confirmation of future attendance).

If the student does not provide written confirmation of future attendance in the payment period or period of enrollment, a R2T4 calculation will be completed. However, if the student does return in a later module in the same payment period, regardless of whether prior written

confirmation was received, the R2T4 process will be reversed and the student will be awarded the funds that s/he is eligible to receive at the time of return.

If a student withdraws from a course in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on the change in enrollment status may be required.

Once ASUN determines a withdrawal date for the student a R2T4 calculation is performed using the same steps outlined above in the section entitled, *Official Withdrawal from ASUN*.

### ***R2T4 Calculation Formula for Students in Credit-Hour Programs***

The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government:

- Once a student's withdrawal date is determined, ASUN determines the amount of Title IV aid that has been disbursed (or could have been disbursed) to the student.
- ASUN then calculates the percentage of the payment period completed. **Please note:** This percentage is determined differently for students who withdraw from credit-hour programs and students who withdraw from clock-hour programs. The explanation of how the percentage of the payment period completed is calculated for clock-hour programs is below under the section entitled *Withdrawal from a Clock Hour Program*.
- The percentage of the payment period completed is equal to the number of calendar days completed, as of the withdrawal date, divided by the total number of calendar days in the payment period. Institutionally scheduled breaks of five or more consecutive days are excluded from the Return calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned. The percentage of the payment period completed represents the percentage of aid earned by the student.
- The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.
- If the student receives more Title IV aid than the amount earned, the school, the student, or both must return the unearned funds in a specified order. The order of return is listed below.
- If the student receives less Title IV aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. Information regarding post-withdrawal disbursements is below in the section entitled, *Post-Withdrawal Disbursements*.

### ***Order of Return***

In accordance with federal regulations, unearned federal aid will be returned to the federal programs in the following order:

- Federal Direct Loans: Unsubsidized

- Federal Direct Loans: Subsidized
- Federal Perkins Loan Program (ASUN does not participate in the Federal Perkins Loan Program)
- Federal Direct Parent Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- TEACH (ASUN does not participate in the Federal TEACH Grant Program)
- Iraq and Afghanistan Service Grant

***Example of a R2T4 Calculation for a Student in a Credit-Hour Program***

The following is an example of the steps in the R2T4 calculation for a student withdrawing from a credit-hour program. The school in our example has an academic year of 32 weeks and 24 credit hours. Classes for the second semester begin on January 8<sup>th</sup> and end on May 4<sup>th</sup>. There is an institutionally scheduled break of 7 days. The student, we'll call him Bob, is in the second semester of his freshman year. Charges to his account are as follows:

Tuition and Fees:      \$1000 for the semester  
 The school is authorized to credit Bob's account for other charges

Bob's financial aid award for the semester is:

Pell Grant      \$1400  
 FSEOG      \$1200

Bob began the spring semester on January 8. On January 18, Bob contacted the Dean of Enrollment Services to begin ASUN's formal withdrawal process. This is 11 days into the semester. Since Bob began the formal withdrawal process on January 18<sup>th</sup>, ASUN determines Bob's withdrawal date as January 18<sup>th</sup>.

1. ASUN determines the amount of Title IV funds that have been disbursed as well as those that could have been disbursed. The following aid had been disbursed:

Pell Grant      \$1400  
 FSEOG      \$1200  
                     \$2600 = Title IV grant aid disbursed  
 Net Title IV loans disbursed    \$0  
 Grants that could have been disbursed    \$0  
 Net Title IV loans that could have been disbursed    \$0  
 Total Title IV aid disbursed and could have been disbursed = \$2600

2. ASUN then calculates the percentage of the payment period completed.

Payment period start date      January 8  
 Payment period end date      May 4  
                     Number of calendar days in payment period = 110 days  
                     (The institutionally scheduled break did not occur during the time Bob was enrolled.)  
                     Number of calendar days completed = 11 days



Percentage of payment period completed =  $11 \text{ days} / 110 \text{ days} = .100 = 10\%$

Since the percentage earned is less than 60%, the percentage of Title IV earned = 10%

3. The amount of Title IV aid earned is calculated.

Multiply the % of Title IV earned (10%) by the Total Title IV aid disbursed and could have been disbursed (\$2600).

$\$2600 \times .100 = \$260.00 = \text{Amount of Title IV aid earned}$

4. Because the total aid disbursed (\$2600) is greater than the total aid earned (\$260), Title IV aid will need to be returned.

$\$2600 - \$260 = \$2340. \text{ Title IV aid to be returned} = \$2340.00$

5. The amount of unearned Title IV aid due from the school is calculated

Institutional charges for the payment period = \$1000 tuition and fees

Subtract the percentage of Title IV aid earned (10%) from 100%.

$100\% - 10\% = 90\% = \text{Percentage of Title IV aid unearned}$

Calculate the unearned institutional charges. Institutional charges (\$1000) x percentage of Title IV aid unearned (90%).

$\$1000 \times .9 = \$900 = \text{Amount of unearned institutional charges}$

Compare the amount of Title IV aid to be returned (\$2340) to the unearned institutional charges (\$900). The lesser amount is the amount of Title IV aid due from the school.

6. ASUN determines the return of funds by the school. The school must return the unearned aid for which the school is responsible by repaying funds to the appropriate federal programs, based on the order of return dictated by federal regulations, up to the total net amount disbursed from each source.

Loans are always returned first; however, the student had no loans, so the school must return \$0.00 in loans.

The student's Pell Grant (\$1400) exceeds the amount the school must return (\$900), so the school must return \$900 to the federal Pell Grant program. The school must return the funds as soon as possible, but no later than **45 days** from the date it determined Bob withdrew.

7. ASUN determines the initial amount of unearned Title IV aid due from the student.

Subtract the amount of Title IV aid the school must return (\$900) from the total amount of Title IV aid to be returned (\$2340).

$\$2340 - \$900 = \$1440 = \text{Initial amount of unearned aid due from the student}$

8. ASUN determines repayment of the student's loans.

The student had no loans, so the total loans the student must return = \$0

9. ASUN determines the amount of grant funds for the student to return.

- a. The initial amount of Title IV grant funds for the student to return is calculated by subtracting the amount of loans to be repaid by the student (\$0) from the initial amount of unearned Title IV aid due from the student (\$1440).

$\$1440 - \$0 = \$1440 =$  Initial amount of Title IV grant funds for the student to return

- b. The amount of grant protection is calculated by multiplying the total of Title IV grant aid that was disbursed and could have been disbursed for the payment period (\$2600) by 50%.

$\$2600 \times .50 = \$1300$

- c. The amount of Title IV grant funds for the student to return is calculated by subtracting the protected amount of Title IV grants (\$1300) from the initial amount of Title IV grant funds for the student to return (\$1440).

$\$1440 - \$1300 = \$140 =$  Title IV grant funds for the student to return

#### 10. Return of grant funds by the student

Subtract the amount the school had to return to the Federal Pell Grant program (\$900.00) from the amount of Federal Pell Grant disbursed to the student (\$1,400.00).

$\$1,400.00 - \$900.00 = \$500.00 =$  Remaining unearned Pell Grant balance  
Since the \$500 remaining in Pell funds exceeds the \$140.00 for the student to return, ASUN informs Bob that he must repay the \$140.00 and that he has 45-days to make repayment arrangements or to pay his overpayment. ASUN also informs Bob that if he fails to repay or make arrangements to repay the overpayment, he will be referred to the Department and will lose eligibility for additional Title IV funds.

Since neither the school nor Bob was required to return the remainder of the disbursed Title IV aid, (\$1560 = \$360 in Pell and \$1200 in SEOG) it can be used to pay any remaining charges on Bob's account. After any remaining charges are paid, any credit balance should be returned to Bob.

#### ***Withdrawal from a Clock Hour Program (Cosmetology & Cosmetology Instructor Trainee Programs)***

A student in a clock-hour program is considered to have withdrawn if s/he does not complete all scheduled clock hours and weeks of instructional time.

At ASUN, attendance records are used to determine the withdrawal date. Instructors for the Cosmetology/ Cosmetology Instructor Trainee programs provide the student's last date of attendance, the number of clock hours completed as of the last date of attendance, and the number of clock hours expected to have been completed as of the last date of attendance. Only scheduled hours are used to determine the percentage of the period completed by a student withdrawing from a clock-hour program.

For a clock-hour program, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period as follows:

**number of clock hours the student was scheduled to complete in the period**

**total number of clock hours in the period**

A student withdrawing from a clock-hour program earns 100% of his or her aid if the student's withdrawal date occurs after the point that he or she was scheduled to complete more than 60% of the scheduled hours in the payment period or period of enrollment.

***Example of a R2T4 Calculation for a Student in a Clock-Hour Program***

The following is an example of the steps in the R2T4 calculation for a student withdrawing from a clock-hour program. The school in our example has an academic year/program of 900 clock hours and 30 weeks. A payment period consists of 450 hours and 15 weeks. The payment period start date is April 2 and the period end date is October 26. There is no institutionally scheduled break. The student, we'll call him Jordan, is in the first payment period of a 900 clock-hour program offered over 30 weeks.

Charges to Jordan's account are as follows:

Tuition and fees       \$9000 for the 30-week program  
Books and Supplies   \$500 for the program

The school is authorized to credit Jordan's account for all other charges.

Jordan's financial aid package includes the following **annual** awards:

Pell Grant                 \$4,000  
Net Subsidized Direct Loan   \$3,860

All of Jordan's financial aid for the first payment period (450 clock hours = half his annual awards) was disbursed on the first day of classes. Disbursements to his account were:

Pell Grant                 \$2,000  
Net Subsidized Direct Loan   \$1.930

Jordan withdraws on April 20th.

1. ASUN determines the amount of Title IV funds that have been disbursed as well as those that could have been disbursed. The following aid had been disbursed:

Title IV grant aid disbursed - Pell Grant       \$2000  
Net Title IV loans disbursed – Subsidized Direct Loan       \$1930  
Title IV grants that could have been disbursed   \$0  
Net Title IV loans that could have been disbursed   \$0  
Total Title IV grant aid disbursed and could have been disbursed   \$2000  
Total Title IV aid disbursed and could have been disbursed = \$3930

2. ASUN then calculates the percentage of the payment period completed.

Payment period start date   April 2  
Payment period end date    October 26  
Date of Withdrawal         April 20

Only scheduled hours are used to determine the percentage of the period completed by a student withdrawing from a clock-hour program. The percentage of the period completed by a student is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment as of the day the student withdrew, by the total number of clock hours in the same period.

- Number of clock hours Jordan was scheduled to complete by April 20 = 90

- Number of clock hours in the payment period = 450
- $90 \text{ clock hours} \div 450 \text{ clock hours} = 0.20$ .

Percentage of payment period completed = 20.0%

Since the percentage earned is less than 60%, the percentage of Title IV earned = 20%

3. The amount of Title IV aid earned by the student is calculated.

Multiply the % of Title IV earned (20%) by the Total Title IV aid disbursed and could have been disbursed (\$3930).

$\$3930 \times .20 = \$786 = \text{Amount of Title IV aid earned}$

4. Because the total Title IV aid earned is less than the total Title IV aid disbursed, no post-withdrawal disbursement is due.
5. Because the total aid disbursed (\$3930) is greater than the total aid earned (\$786), Title IV aid will need to be returned.

$\$3930 - \$786 = \$3144$ . Title IV aid to be returned = \$3144.00

6. The amount of unearned Title IV aid due from the school is calculated

Institutional charges for the payment period = \$5000

Tuition and fees \$ 4,500.00

Books and Supplies \$ 500.00

Subtract the percentage of Title IV aid earned (20%) from 100%.

$100\% - 20\% = 80\% = \text{Percentage of Title IV aid unearned}$

Calculate the unearned institutional charges. Institutional charges (\$5000) x percentage of Title IV aid unearned (80%).

$\$5000 \times .80 = \$4000 = \text{Amount of unearned institutional charges}$

Compare the amount of Title IV aid to be returned (\$3144) to the unearned institutional charges (\$4000). The lesser amount is the amount of Title IV aid due from the school.

Lesser amount = \$3144

7. ASUN determines the return of funds by the school. The school must return the unearned aid for which the school is responsible by repaying funds to the appropriate federal programs, based on the order of return dictated by federal regulations, up to the total net amount disbursed from each source.

Jordan received a Subsidized Direct Loan disbursement of \$1,930.00. Since \$1,930.00 is less than the \$3,144.00 the school must return, the school must return \$1,930.00 to the lender.

After the school returns \$1,930.00 to the Title IV loan programs, the balance to be returned by the school is \$1,214.00 ( $\$3,144.00 - \$1,930$ )

Jordan received \$2,000.00 in Pell Grant funds, so the school returns \$1,214.00 to the Pell Grant Program.

8. ASUN determines the initial amount of unearned Title IV aid due from the student.

Subtract the amount of Title IV aid the school must return (\$3144) from the total amount of Title IV aid to be returned (\$3144).

$\$3144 - \$3144 = \$0 =$  Initial amount of unearned aid due from the student

9. ASUN determines repayment of the student's loans.

Subtract the Total Loans the school must return (\$1,930.00) from the Net Loans Disbursed to the Student (\$1,930.00) to find the total of the loans the student must repay

$\$1,930.00 - \$1,930.00 = \$0.00.$

Since \$0 is equal to (or less than) the amount from \$0 the calculation ends here.

**Remember**, you must notify the holder of Jordan's loan that he has withdrawn from school.

### ***Post-Withdrawal Disbursements***

If a student receives less federal student aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement.

A post-withdrawal disbursement to the student for earned Title IV funds in excess of outstanding current (educationally related) charges must be made as soon as possible but no later than 45 days for grants and as soon as possible but no later than 180 days for loans. ASUN's policy is to make post-withdrawal disbursements for grants within two weeks. Post-withdrawal disbursements for loans are made within two weeks of the deadline established for the student to accept or decline the loan portion of a post-withdrawal disbursement.

ASUN is allowed to automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. ASUN needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to use the funds to reduce your debt at the school. If your post-withdrawal disbursement includes loan funds, ASUN must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. If you do not give permission for the school to disburse enough loan funds to cover your school's charges, you will be responsible for paying the balance due on your account.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you, as a post-withdrawal disbursement, once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If a student or parent is eligible for a post-withdrawal disbursement of a loan, ASUN financial aid staff will send notification of post-withdrawal disbursement eligibility within 30 calendar days after the student's withdrawal. Students and/or parents will be given a minimum of 14 calendar days, from the date that the school sent the post withdrawal notification, to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame, or the student/parent declines the funds, the school will return any earned loan funds that the school is holding, to the Title IV programs. For students who provide notification back to ASUN, prior to the post-withdrawal disbursement deadline, that they want the loan funds, ASUN will disburse the loan within three weeks of the receipt of the student acceptance.

The following conditions apply when processing a post-withdrawal disbursement.

1. A student may not owe a prior year balance or fail to meet Satisfactory Academic Progress according to the ASUN Financial Aid Satisfactory Academic Progress Policy.
2. If, before the student's withdrawal date a loan offer has been accepted, the loan must also have been originated by ASUN.

### ***Time Frame for the Return of Title IV Program Funds***

In the event ASUN cannot locate the student (or parent) to whom a Title IV credit balance must be paid, ASUN business office personnel will notify ASUN financial aid personnel of any unclaimed credit balance that needs to be returned to the Title IV programs. ASUN financial aid staff must return the funds no later than 240 days after the date the school issued the check or 45 days after the EFT was rejected.

### ***Institutional Responsibilities***

ASUN's responsibilities in regards to Title IV federal funds follow:

- Providing students with information on this policy;
- Identifying students who are affected by this policy
- Completing the R2T4 funds calculation for students who have been determined as withdrawn
- Returning any Title IV funds required to the correct Title IV programs. The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible.
- Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, a school must notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it.
- The school must report a student overpayment to NSLDS

### ***Student Responsibilities***

Any notification of withdrawal should be in writing and sent to the Dean of Enrollment Services office.

A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdrawal notice must be filed in writing with the Dean of Enrollment Services.

These notifications, to either withdraw or rescind to withdraw, must be sent to the Dean of

Enrollment Services office.

Student must repay any funds to ASUN that were disbursed to the student for which the student was determined to be ineligible for via the R2T4 calculation.

***Refund vs. Return to Title IV Funds***

The requirements for the Return to Title IV program funds, when a student withdraws, are separate from ASUN’s institution refund policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges.

ASUN’s Institutional Refund Policy is below:

**Refund of Tuition and Fees Schedule:**

Refunds must be claimed at the time of withdrawal through the Admissions Office and the Business Office. This applies to both special and regular students.

**Schedule of Refunds**

	Fall & Spring Semester	Five-Week & Eight-Week
Terms		
First Week	100%	100%
Second or Third Week	60%	None
Over Three Weeks	None	None

The refund schedule applies to the total tuition charge rather than the amount paid at the time of withdrawal.

***Return to Title IV Questions***

If you have questions regarding Title IV federal funds after visiting with or emailing ASUN Financial Aid office personnel, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available at Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

NOTE: This policy is subject to revision based on changes to federal laws and regulations. If changes are made, the new policy will be published before the start of a new session. The

student is held to the most current policy. This statement is intended to provide an overview of policies and procedures related to a complicated and very encompassing regulation. Additional information is available in the Financial Aid Office.

## 7. High School Diploma Verification

For Title IV student aid purposes, there is no requirement that a high school be accredited. However, to be unconditionally admitted to ASUN, first time entering applicants must submit an official final high school transcript from an accredited high school or a high school diploma equivalent.

A public high school is appropriately accredited if one of the following is true:

- It is authorized by the state department of education to issue diplomas.
- It is accredited by the state superintendent of education, board of education, or other authorized agent of the state.
- It is accredited by a regional agency or similarly recognized accrediting body.

A nonpublic high school is accredited if it is accredited by the appropriate regional agency or through the umbrella recognition process of the National Association of Independent Schools.

The final high school transcript is evaluated for a final cumulative grade point average; and class ranking; and a graduation date. A diploma or certificate is not accepted in lieu of a final high school transcript.

ASUN accepts a passing score on the General Education Development tests in lieu of a final high school transcript. A GED certificate is considered the equivalent of a high school diploma. Once the student has completed all sections of the GED test and passed by meeting minimum scores, the State will issue a certificate of high school equivalency. ASUN accepts the GED exam transcript as documentation.

### High School Diploma Verification Procedure

ASUN Admissions staff members evaluate final high school transcripts or GED scores for validity to admit students with or without conditions.

Accept GED with passing scores from the State that issues the exam Admission (pending standardized exam scores) = Unconditional

Accept final high school transcript from accredited school Admission (pending contents/ and standardized exam scores) = Unconditional

Accept final high school transcript from non-accredited school = Conditional Admission



(pending contents/ and standardized exam scores)

## **8. Diploma Mills Verification**

ASUN does not accept certifications from diploma mills. By definition, a Diploma Mill charges a fee and requires the student to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, or state government.

Applicants who cannot produce a transcript from an appropriately accredited school may be admitted conditionally.

## **Diploma Mills Verification Procedure**

When ASUN admissions staff encounter a final high school transcript that is not from a clearly recognizable secondary school approved to issue diplomas by a state department of education; state board of education; state superintendent or commissioner of education; or other state approved entity, the name / title of the institution is checked for accreditation by one of the agencies recognized by the U. S. Department of Education Secretary as a reliable authority with regard to the quality of education and training offered. Staff verify accreditation with one of the agencies are listed below. If the entity is not accredited, the applicant is admitted conditionally.

*Accrediting Commission of Career Schools and Colleges*

*Accrediting Council for Continuing Education and Training*

*Accrediting Council for Independent Colleges and Schools*

*Council on Occupational Education*

*Distance Education and Training Council, Accrediting Commission*

*Middle States Commission on Higher Education*

*Middle States Commission on Secondary Schools*

*New England Association of Schools and Colleges, Commission on Institutions of Higher Education*

*New York State Board of Regents, and the Commissioner of Education*

*North Central Association of Colleges and Schools, The Higher Learning Commission*

*Northwest Commission on Colleges and Universities*

*Southern Association of Colleges and Schools, Commission on Colleges*

*Transnational Association of Christian Colleges and Schools, Accreditation Commission*

*Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges*

*Western Association of Schools and Colleges, Senior Colleges and University Commission*

## **9. Foreign Diploma Verification**

A final high school transcript can be from a foreign school if it is equivalent to a U.S. high school

diploma. Applicants who completed secondary education in a foreign country and who are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a “secondary school leaving certificate” (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed.

### **Foreign Diploma Verification Procedure**

Since ASUN does not have the expertise to make determinations regarding the validity of foreign documents, ASUN requires applicants to use a foreign diploma evaluation service. Documentation or proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

ASUN prefers to receive evaluations from the following agencies:

- NACES: [www.naces.org/members.htm](http://www.naces.org/members.htm)
- AACRAO: [www.aasrao.org/international/foreignEdCred.cfm](http://www.aasrao.org/international/foreignEdCred.cfm)
- WES: [www.wes.org](http://www.wes.org)

## **10. Professional Judgment**

– Special (extenuating) Circumstances

The Free Application for Federal Student Aid (FAFSA) does not provide families with a place to explain special circumstances affecting their ability to pay for the student's education. The Federal Need Analysis Methodology (FM) is likewise a rigid formula, with no provisions for exceptions. To remedy this, Congress has delegated to the school's financial aid administrator the authority to compensate for special circumstances on case-by-case basis with adequate documentation.

Professional Judgment refers to the authority of a school's financial aid administrator to make adjustments to the data elements on the FAFSA and to override a student's dependency status. The school does not have the authority to change the need analysis formula itself or to make direct adjustments to the Expected Family Contribution (EFC). Instead, the school may make adjustments to the inputs to the formula. The changes to the inputs are dictated by the impact of the special circumstances on the family's income and assets. The standard formula is then applied to the new data elements, yielding a new EFC figure

Examples of when professional judgment may be used:

- Recent unemployment of family member(s) abandonment by parents
- Medical, dental or nursing expenses not covered by health insurance
- Changes in the family's income and/or assets
- Unusual one-time income event that inflates adjusted gross income

– Dependency Override

Financial aid administrators have the authority to change a student's status from dependent to independent in cases involving unusual circumstances.

The US Department of Education has given guidance regarding situations that do and do not qualify as unusual circumstances that merit a dependency override. (See [Dear Colleague Letter GEN-03-07](#) and [Dear Colleague Letter GEN-11-15](#).)

In particular, the following circumstances do not merit a dependency override, either alone or in combination:

- Parents refuse to contribute to the student's education;
- Parents are unwilling to provide information on the application or for verification;
- Parents do not claim the student as a dependent for income tax purposes;
- Student demonstrates total self-sufficiency

Note that all of these circumstances are largely discretionary in nature. A student cannot become independent just because the parents are unwilling to help pay for the student's college education.

Although these circumstances are not sufficient for a dependency override, they do not preclude it. Sometimes there are additional circumstances that occur in conjunction with these circumstances that do merit a dependency override. These can include the following:

- an abusive family environment (e.g., sexual, physical, or mental abuse or other forms of domestic violence)
- abandonment by parents
- incarceration or institutionalization of both parents
- parents lacking the physical or mental capacity to raise the child
- parents whereabouts unknown or parents cannot be located
- parents hospitalized for an extended period
- an unsuitable household (e.g., child removed from the household and placed in foster care)
- married student's spouse dies or student gets divorced

The decision of the financial aid administrator is final. There is no appeal. By law, neither the school's president nor the US Department of Education can override the financial aid administrator's decision.

## **Legislative Authority**

The authority to conduct professional judgment reviews is granted by sections 479A and 480(d)(7) of the [Higher Education Act of 1965](#). Section 479A is concerned with the authority to adjust data elements of the FAFSA application and the authority to refuse to certify a student loan. Section 480(d)(7) is concerned with the authority to override a student's dependency status.

### **A. General Overview**

Occasionally, a student's individual circumstances may justify an adjustment or modification of data that would affect the student's eligibility for financial aid. Professional judgment can be initiated by either financial aid office personnel or the student. Students must complete an extenuating circumstances request form and submit documents to justify the request. If

professional judgment is justified FA personnel will make necessary changes to the FAFSA before financial aid is awarded and disbursed. A decision based on the professional judgment of certain authorized Financial Aid Office personnel may, on a case-by-case basis, adjust one or more of the following:

- The student's dependency status, from dependent to independent
- A data element used in the determination of the student's EFC
- The value of a component of the student's Cost of Attendance
- The student's academic progress status.

## **B. Adjustments Resulting in a Change to the EFC**

Adjustments are made only to actual data elements and are never made directly to the EFC.

## **C. Adjustment to Academic Progress Status**

A student may be declared to be making satisfactory academic progress when the student did not meet the College's requirements.

## **D. Request for Consideration of Special Circumstances**

A student's individual circumstances are considered by Financial Aid Office personnel only upon request by the student. A student who has experienced financial hardships not reflected on the FAFSA may submit a Special Circumstances Application. A student classified as a dependent who believes they can demonstrate self-sufficiency may submit an Independent Student Petition.

## **E. Authorized Personnel**

Authority to make adjustments based on professional judgment is restricted to the following personnel: Director of Financial Aid and Assistant Director of Financial Aid.

## **F. Documentation**

Student must complete our Application for Special Circumstances and submit with completed FAFSA, tax return, verification worksheet, letter explaining the situation, and any supporting documentation. PJ decisions are not made without documentation. If the student is chosen for verification, the verification process must be completed prior to the PJ decision. Any adjustment, including the basis for the professional judgment, must be adequately documented in the student's file.

ASUN does not use PJ to circumvent the regulations or law. PJs are not used to make an independent student a dependent student. ASUN does not project PJ actions beyond the award year for which they are done.

## **11. Verification of Information**

For the 2014-2015 FAFSA verification process, it is Arkansas State University – Newport’s (ASUN) policy to verify all ISIRs selected for verification, according to the five Verification Tracking Groups identified by the CPS as shown in the chart below. This policy includes students enrolled at the Jonesboro and Marked Tree campuses.

***Verification Tracking Groups and FAFSA Information Required to be Verified  
(Note: For 2014-2015 Verification Tracking Group V2 is not being used  
and new Verification Tracking Group V6 is being added)***

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> <li>• Adjusted Gross Income</li> <li>• U.S. Income Tax Paid</li> <li>• Untaxed Portions of IRA Distributions</li> <li>• Untaxed Portions of Pensions</li> <li>• IRA Deductions and Payments</li> <li>• Tax Exempt Interest Income</li> <li>• Education Credits</li> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps), if included on the ISIR</li> <li>• Child Support Paid, if included on the ISIR</li> </ul> <p>Non-Tax Filers</p> <ul style="list-style-type: none"> <li>• Income Earned from Work</li> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps), if included on the ISIR</li> <li>• Child Support Paid, if included on the ISIR</li> </ul>
V2 (Not used in 2014-2015)	Reserved for FSA Use Only	N/A
V3	Child Support Paid Verification Group	<ul style="list-style-type: none"> <li>• Child Support Paid by the student (or spouse), the student’s parent, or both</li> </ul>

V4	Custom Verification Group	<ul style="list-style-type: none"> <li>• High School Completion Status</li> <li>• Identity/Statement of Educational Purpose</li> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps), if included on the ISIR</li> <li>• Child Support Paid, if included on the ISIR</li> </ul>
V5	Aggregate Verification Group	<ul style="list-style-type: none"> <li>• High School Completion Status</li> <li>• Identity/Statement of Educational Purpose</li> </ul> <p>Tax Filers</p> <ul style="list-style-type: none"> <li>• Adjusted Gross Income</li> <li>• U.S. Income Tax Paid</li> <li>• Untaxed Portions of IRA Distributions</li> <li>• Untaxed Portions of Pensions</li> <li>• IRA Deductions and Payments</li> <li>• Tax Exempt Interest Income</li> <li>• Education Credits</li> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps) , if included on the ISIR</li> <li>• Child Support Paid, if included on the ISIR</li> </ul> <p>Non-Tax Filers</p> <ul style="list-style-type: none"> <li>• Income earned from work</li> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps) , if included on the ISIR</li> <li>• Child Support Paid, if included on the ISIR</li> </ul>
V6 (New for 2014-2015)	Household Resources Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> <li>• Adjusted Gross Income</li> <li>• U.S. Income Tax Paid</li> <li>• Untaxed Portions of IRA Distributions</li> <li>• Untaxed Portions of Pensions</li> <li>• IRA Deductions and Payments</li> <li>• Tax Exempt Interest Income</li> <li>• Copy of W2</li> <li>• Other Untaxed Income on the 2014–2015 FAFSA– <ul style="list-style-type: none"> <li>○ Payments to tax-deferred pension and savings (Questions 45a and 94a)</li> <li>○ Child support received (Questions 45c and</li> </ul> </li> </ul>

		<p>94c)</p> <ul style="list-style-type: none"> <li>○ Housing, food and other living allowances paid to members of the military, clergy and others (Questions 45g and 94g)</li> <li>○ Veterans non-education benefits (Questions 45h and 94h)</li> <li>○ Other untaxed income (Questions 45i and 94i)</li> <li>○ Money received or paid on the applicant’s behalf (Question 45j)</li> </ul> <ul style="list-style-type: none"> <li>● Education Credits</li> <li>● Number of Household Members</li> <li>● Number in College</li> <li>● Supplemental Nutrition Assistance Program (SNAP–Food Stamps), if included on the ISIR</li> <li>● Child Support Paid, if included on the ISIR</li> </ul> <p>Nontax Filers</p> <ul style="list-style-type: none"> <li>● Income Earned from Work</li> <li>● Other Untaxed Income on the 2014–2015 FAFSA– <ul style="list-style-type: none"> <li>○ Payments to tax-deferred pension and savings (Questions 45a and 94a)</li> <li>○ Child support received (Questions 45c and 94c)</li> <li>○ Housing, food and other living allowances paid to members of the military, clergy and others (Questions 45g and 94g)</li> <li>○ Veterans non-education benefits (Questions 45h and 94h)</li> <li>○ Other untaxed income (Questions 45i and 94i)</li> <li>○ Money received or paid on the applicant’s behalf (Question 45j)</li> </ul> </li> <li>● Number of Household Members</li> <li>● Number in College</li> <li>● Supplemental Nutrition Assistance Program (SNAP–Food Stamps), if included on the ISIR</li> <li>● Child Support Paid, if included on the ISIR</li> </ul>
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### Acceptable Documentation & Forms

The following chart indicates what is considered acceptable documentation for 2014-2015 verification.

While acceptable documentation for 2014–2015 verification items are much the same as for the 2013–2014 award year, ED has made a few modifications and provided additional clarification and guidance for some of the acceptable documentation requirements for 2014–2015. Those items that have been significantly changed for 2014-2015 are noted following the chart.

<i>2014-2015 Acceptable Documentation</i>			
Verification Item	IRS Data Retrieval	Institutional Verification Document	Other Documentation
Household Size		x	Signed Statement
Number in College		x	Signed Statement
AGI and Taxes Paid	x		Tax return transcript, copy of the tax return, Form W-2, Form 4868, or a signed statement
Untaxed Income and Benefits	x		Tax return transcript, copy of the tax return, Form W-2, Form 4868, or a signed statement
SNAP Benefits		x	Signed statement or agency letter
Child Support Paid		x	Signed statement
Income Earned from Work for Non-tax Filers		x	Signed statement and Form W-2
High School Completion			High school diploma or transcript, GED certificate or transcript, transcript showing 2-year completion, or home school credential or transcript
Identity/Statement of Educational Purpose		x	Original government-issued ID and signed statement of educational purpose or a copy of that ID and the statement notarized

#### *Modifications to Acceptable Documentation for 2014-2015 (DCL GEN-13-16)*



## **Nontax filers**

If an institution questions a claim that the tax filer has not, will not, and is not required to file a 2013 Internal Revenue Service (IRS) income tax return, the institution must require the applicant to submit a “Verification of Non-filing” from the IRS that the tax filer did not file a 2013 IRS income tax return. The request for “Verification of Non-filing” can be obtained by the tax filer using IRS Form 4506-T and checking box 7. **IMPORTANT:** According to the IRS, a response to the request for a “Verification of Non-filing” for the 2013 tax year will not be issued until after June 15, 2014.

## **Number of Household Members**

The number of household members for dependent students must now include both of a dependent student’s legal (biological or adoptive) parents if the parents live together, regardless of the marital status or gender of the parents. (DCL GEN-13-12).

## **Child Support Paid**

In addition to the paper documents discussed in the Federal Register notice, an institution may accept records of electronic payments as documentation that child support payments were made.

## **High School Completion Status**

Previously Obtained Documentation – If, prior to an applicant being selected for verification of his or her high school completion status (Verification Tracking Groups V4 and V5), an institution has already obtained documentation that confirms the student’s high school completion status for purposes other than the Title IV verification requirements, the institution may rely on that documentation as long as it meets the criteria outlined in the Federal Register notice.

High School Completion Abroad - Applicants who completed secondary education in a foreign country and who are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a “secondary school leaving certificate” (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed.

Institutions must determine whether foreign secondary school credentials are evidence of completing the equivalent of a secondary education in the United States. Institutions that do not have the expertise to make that determination themselves may use a foreign diploma evaluation service.

## **Identity/Statement of Educational Purpose**

An applicant placed in either Verification Tracking Groups V4 or V5 is required to submit a signed, original Statement of Educational Purpose to the institution. After examining the original Statement of Educational Purpose for accuracy and completeness, the institution may

convert it into an electronic record. Either the original or the electronic record of the original must be maintained for at least the required Title IV record retention period.

### **Income Verification**

While encouraged, tax transcripts submitted to the school for verification do not need to be signed by the tax filer. When dependent students' parents filed a joint return and have separated, divorced, married someone else, or been widowed, the students must submit a copy of each W-2 form for the parent whose tax information is on the FAFSA. An independent student must submit a copy of each of her W-2 forms if they filed a joint return and is separated, divorced, or a widow.

*IRS Data Retrieval match:* Applicants with IRS Request Flag code of '2' have satisfied income verification. They are those who retrieved and transferred their income tax return information unchanged using the IRS Data Retrieval (IDR) Tool – either when initially completing the FAFSA using FAFSA on the Web (FOTW), or through the corrections process of FOTW, and are considered to have verified the FAFSA IRS information (Adjusted Gross Income, taxes paid, and the applicable untaxed income items and education credits, if any). Therefore, income verification is complete and an IRS Tax Transcript is not required.

Under the following conditions, the IRS Data Retrieval is not available in FAFSA on the Web (FOTW). All apply to both students and parents unless otherwise noted:

- The person did not indicate on the FAFSA that the tax return has been completed.
- The marriage date is January 2014 or later.
- The first three digits of the SSN are 666.
- The tax return was amended.
- The person filed a Puerto Rican or foreign tax return.
- The person is married and filed the tax return either as head of household or married but filing a separate return.
- Neither married parent entered a valid SSN.
- A non-married parent or both married parents entered all zeroes for the SSN.

### **Non-Tax Filers requirements:**

- W-2 forms for each source of employment income.
- A signed statement giving the sources and amounts of the person's income earned from work not on W-2s
- A signed statement certifying that the person has not filed and is not required to file.

*Note: The signed statements listed in the bullets above are collected on the ASUN Verification Form that is required of all applicants selected for income verification*

*Extension Filers:* For students and parents who have been granted a tax filing extension, a school must accept the following:

- A copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return.
- Copies of all their W-2 forms or, if they are self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid.

*Note: Optionally, a school may request those with a filing extension to use the DRT or submit to your school a tax transcript after the return has been filed. If a school requires this from the applicant, you must re-verify the income information and make adjustments to the awards if necessary.*

ASUN requires students/parents extension filers to use the DRT or submit to the school a tax transcript once the return has been filed. Students will be notified in writing of the documents needed and the timeframe in which to return the requested forms and of the consequences for failing to submit the requested forms by the deadline.

***Forms:***

If the student’s ISIR is selected for verification, ASUN will perform verification as indicated by the Verification Tracking group.

For 2014-2015, ASUN has developed a separate verification form for each verification tracking group.

See chart in 7.1.1 for details about each Verification Tracking Group (V1 through V5).

2014-2015 Verification Form can be found on the ASUN financial aid web pages and are linked here: <http://www.asun.edu/financialaid/forms/>

**7.1.3 Data Elements to be Verified**

See above charts

**12. Conflicting & Inaccurate Information**

Conflicting and inaccurate information may include information related to a student’s eligibility such as:

- citizenship status
- accuracy of SSN
- default or overpayment status
- changes in student’s academic status (including grade level progression)
- other student financial assistance or resources
- inconsistent information used in the calculation of the EFC

A student may be asked to submit written documentation and/or additional information to clarify or correct conflicting information. This action may be in conjunction with the Verification process or a separate request.

Once all the required documents are received and/or the IRS Data Retrieval match is '02', resolution of conflicting information and/or verification and further processing can begin.

All corrections are submitted to the Central Processing System (CPS). Once the corrected ISIR is received, the student is ready to be awarded.

- Discrepant tax data (From 2014-2015 FSA Handbook, Application and Verification Guide, Chapter 5, Pages 125-126).
- Financial aid administrators (FAAs) are not expected to be tax experts. However the U.S. Department of Education (ED) has stated that there are some tax issues that must be evaluated. Because conflicting data often involve such information, FAAs must have a fundamental understanding of relevant tax issues that can considerably affect the need analysis. FAAs are obligated to know:
  - whether a person was required to file a tax return
  - what the correct filing status for a person should be
  - that an individual cannot be claimed as an exemption by more than one person

Publication 17 of the IRS, *Your Federal Income Tax*, is a useful resource for aid administrators. You can view it on the Web at [www.irs.gov](http://www.irs.gov) or you can call the IRS at 1-800-829-3676 to order a copy. It addresses pertinent tax issues on these pages: the filing requirements—i.e., who is required to file a return—are on pages 3–6; the instructions on which form a person should file are on pages 6–7; and the filing status requirements are on pages 19–24.

For example, an FAA who notices that a dependent student's married parents have each filed as "head of household" (which offers a greater tax deduction than filing as single or married) must question whether that is the correct filing status. Publication 17 explains on pages 22–23 the criteria a person must meet to file as head of household. Resolution of the conflict may be a reasonable explanation of why there appears to be a conflict but is none, or the parents may refile and submit a copy of the amended return.

ASUN does not disburse federal aid until conflicting information has been resolved and verification has been completed: therefore, students should submit requested documents as soon as possible. In order for aid to disburse before the end of the academic year, requested documents must be submitted within fourteen calendar days of the end of the academic year.

2014-2015

### ***Reporting Verification Results Using FAA Access to CPS Online (DCL GEN-12-11)***

Beginning with the 2014-2015 FAFSA processing year on January 1, 2014, schools will be required to report the verification results of those students' identity and high school completion status (Verification Tracking Groups V4 and V5). Institutions will use the FAA Access to CPS Online website (<https://faaaccess.ed.gov>) to report the verification results using a new Identity Verification Results feature. Note that this reporting is in addition to and does not replace normal required verification reporting to the Common Origination and Disbursement (COD) System.

## **Whom to Report**

Schools must report the results as described below for any student for whom they received an ISIR with a Verification Tracking Group of V4 or V5 and for whom they requested verification documentation. Schools should only use this reporting function for students where the CPS placed the student in Verification Tracking Groups V4 or V5. It should not be used in instances where the school itself has selected the student for verification of identity or high school completion status.

## **When to Report**

Schools will be expected to report verification results on a regular basis, with all reporting for 2014-2015 submitted within a short time after the end of the 2014-2015 award year.

## **How to Report**

To report the verification results of the identity and high school completion status of selected students using the manual entry option:

Log in to FAA Access to CPS Online, select the Identity Verification Results option from the FAA Main Menu.

- Enter the TG Number for the Destination Point.
- Enter the Federal School Code.
- Select the appropriate FAFSA processing year for the student data that will be reported. The only option available at this time is 2014-2015.
- Select Next.
- On the “Enter Results” page, enter the SSN, Name ID (first two letters of the last name), and Identity Verification Results value for each student whose results are being reported.

For the Identity Verification Results field, choose the number for the response from the following list that best describes the status of the verification request:

- 1 - Verification completed in person, no issues found
- 2 - Verification completed using notary, no issues found
- 3 - Verification attempted, issues found with identity
- 4 - Verification attempted, issues found with HS completion
- 5 - No response from applicant or unable to locate

Note: If issues were found for both identity and high school completions status, use Results Code ‘3’ - Verification attempted, issues found with identity.

- Click the Enter More Results button after each set of five records to display additional entry fields.
- Click Submit to send the data.
- Upon successful submission, a confirmation page will display the student verification results that were submitted.
- Click the Print this Page button to print a copy of the report.

The FAA Access to CPS Online website will not store a retrievable listing of records submitted using the Identity Verification Results feature. It is recommended that schools print and maintain the confirmation page for their records.

If there is a change in a student's verification results after initial results have been submitted, the school would simply resubmit the student's information using the same process as described above.

Beginning in April 2014, schools will be able to submit verification results by uploading a flat file to the website. This will save time over the manual entry option. ED will post an electronic announcement to the IFAP website in early 2014 explaining this file uploading feature.

### ***Review of Subsequent ISIRs***

#### **Procedures:**

Once a file has been reviewed and aid has been awarded, all subsequent ISIRs are reviewed to determine:

- If they have been subsequently selected for verification
- If the EFC has changed
- If there is a "C" code change
- If there are new comments that impact eligibility for aid
- If there is NSLDS information that impacts eligibility for aid
- If there are updates or corrections that would be considered conflicting information
- If the new ISIR is system generated ("pushed" ISIRs) and if so, the reason for the "pushed" ISIR

If a subsequent ISIR is received the following action will be taken:

- If aid has not been awarded, the student will not be packaged until the issue is resolved.
- If aid has been awarded and no disbursements made, all disbursements of aid will be placed on hold until the issue is resolved.
- If aid has been awarded and disbursement(s) have already been made, any future disbursement will be placed on hold until the issue is resolved.

#### **Rules of Thumb:**

- In most cases, when a student is subsequently selected for verification, a verification form will have to be collected from the student and/or family and verification will have to be performed before any further processing or disbursements can be made
- If not subsequently selected for verification and the subsequent ISIR does not show an EFC change and there are no changes in the "C" flag or NSLDS information, no action is generally required.
- If the EFC does change but it either doesn't affect the amount and type of aid received or the data elements that changed were already verified, no action is required.

- If the EFC changes and the pertinent data elements were not verified, then this is conflicting information and it must be resolved.
- If at any time the “C” flag changes or NSLDS data has been modified, the conflicts must be resolved.

### ***7.1.5 Student Notification of Verification Changes and/or Award Changes***

The method the school uses to notify students if their EFC and Title IV aid amounts change is a required written policy. At ASUN if the amounts of students’ awards change, students are sent revised award letters.

### ***7.1.6 Interim Disbursements***

ASUN does not make interim disbursements. All students are verified and if needed, corrections are made and subsequent ISIRs received before a disbursement is made

### **Overpayments from interim disbursements**

ASUN does not make interim disbursements.

## **Resources and References:**

### **FEDERAL VERIFICATION RESOURCES**

#### **2014-2015**

- 2014-15 Verification Suggested Text Electronic Announcement  
<http://ifap.ed.gov/eannouncements/110813VerificationSuggestedText1415EA.html>
  - [APPENDIX A in MS Word Format, 81KB, 21Pages](#): Suggested text for each of the required 2014–2015 verification items
  - [APPENDIX B in MS Word Format, 39KB, 4 Pages](#): Table listing the verification items for each "Verification Tracking Group" and important considerations for each item
  - [APPENDIX C in MS Word Format, 52KB, 3 Pages](#): Table listing of the Verification Tracking Groups and the verification items associated to each.
  - [APPENDIX D in MS Word Format, 36KB, 3 Pages](#): An example of how schools may use the suggested text to develop an institutional verification document.
- Federal Register Notice, published June 13, 2013:  
<http://ifap.ed.gov/fregisters/attachments/FR061313FAFSAInformationToBeVerifiedforthe20142015AwardYear.pdf>

- Dear Colleague Letter GEN-13-16: Subject: 2014-2015 Award Year: FAFSA Information to be Verified and Acceptable Documentation  
<http://ifap.ed.gov/dpclatters/GEN1316.html>
- 2014-2015 Verification Suggested Text:  
<http://ifap.ed.gov/eannouncements/110813VerificationSuggestedText1415EA.html>
- Reporting Verification Results Using FAA Access to CPS Online:  
<http://ifap.ed.gov/eannouncements/111313FSAOIGEAIIdentityVerificationResults.html>

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- 6/18/10 NPRM (Pages 34825 – 34834):  
<http://ifap.ed.gov/fregisters/FR061810ProgramIntegrityIssuesNPRM.html>
- 10/29/10 Final Rule (Pages 66902 – 66913 and 66954 – 66958):  
<http://www.ifap.ed.gov/fregisters/FR102910Final.html>
- Q&A on Program Integrity website:  
<http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/verification.html>
- Federal Register Notice of Information To Be Verified for the 2013–2014 Award Year:  
<http://www.ifap.ed.gov/fregisters/FR071212FASFA.html>
- Dear Colleague Letter GEN-12-11: <http://www.ifap.ed.gov/dpclatters/GEN1211.html>
- Plans for 2013-2014 Verification Worksheets  
<http://ifap.ed.gov/eannouncements/110112Plansfor1314VerificationWorksheets.html>
- 2013-2014 Verification Suggested Text:  
<http://ifap.ed.gov/eannouncements/011813VerificationSuggestedText1314.html>
- 2013-2014 Electronic Data Exchange (EDE) Technical Reference:  
<http://www.ifap.ed.gov/ifap/byAwardYear.jsp?type=edetechref>  
<http://ifap.ed.gov/eannouncements/010913IssueAlertIncorrectFieldJustifiForVerifiTrackF lag20132014EDETechRef.html>
- 2013-2014 ISIR Guide: <http://www.ifap.ed.gov/ifap/byAwardYear.jsp?type=isirguide>
- 2013-2014 Application and Verification Guide:  
<http://ifap.ed.gov/fsahandbook/1314FSAHandbookAVG.html>  
<http://ifap.ed.gov/eannouncements/022813ErrataandUpdatesfor20132014FSAHandbook.html>:
- 2013-2014 FAFSA Verification-IRS Tax Return Transcript Matrix:  
<http://ifap.ed.gov/eannouncements/031513FAFSAVerification1314IRSTaxReturnTranscriptMatrix.html>



- FAFSA Applicants Impacted by a Tax Filing Software Issue Related to IRS Form 8863:  
<http://ifap.ed.gov/eannouncements/031813FAFSAAppWhoMayHaveBeenImpactedbyTaxFilingSoftwareIssueRelatedtoIRSForm88.html>
- Availability of 2012 IRS Information for IRS DRT and for Requesting IRS Tax Return Transcripts:  
<http://ifap.ed.gov/eannouncements/030113AcceptableIRSDocumentation20132014AYVerification.html>
- Limited Circumstances When a Signed Copy of a Tax Return or Other Documentation is Acceptable for Completing Verification:  
<http://www.ifap.ed.gov/eannouncements/082112LimitedCircumstancesWhenSignedCopyofTaxReturnsAcceptable.html>
- Acceptable Documentation Update for 2013-2014 Award Year Verification:  
<http://ifap.ed.gov/eannouncements/102313AcceptableDocumentationUpdatefor20132014AwardYearVerification.html>

### III. General Consumer Information Policies & Procedures

#### 1. Student Right to Know Consumer Information

## Federal Consumer Information

### Disclosure of Consumer Information – Your Right to Know

The Arkansas State University Newport (ASUN) is committed to providing its students, their families, and the campus community full disclosure of all consumer information as required by State and Federal laws and regulations. The consumer information provided is intended to satisfy students' right to know and to give students the opportunity to make fully informed choices regarding the institution. It is the student's responsibility to review the information below to ensure he or she has a full understanding of "Your Right to Know" as it relates to disclosure of consumer information at ASUN.

### School Location(s)

Newport Campus  
7648 Victory Blvd.  
Newport, AR 72112

Jonesboro Campus  
5504 Krueger Drive  
Jonesboro, AR 72401

Marked Tree Campus  
PO Box 280  
33500 HWY 63 East  
Marked Tree, AR 72365

### Rights and Responsibilities of a Student receiving Federal Student Aid

#### The Student has the right to ask the school:

- The name of its accrediting and licensing agency.
- About its programs, its instructional, laboratory, its physical facilities, and its faculty.
- What the cost of attending is and the institutions policies concerning Refunds and Return to Title IV (R2T4) to students who withdrawal (drop out).
- What financial assistance is available at ASUN; including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- What is a deferment of repayment or forbearance for certain defined periods. How find out if you qualify and what steps you must take to request a Title IV, HEA loan deferment or forbearance.
- How they provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- Whom you must contact to have your aid package reevaluated, if you believe a mistake has been made; or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress (SAP) and

- what happens if you fail to maintain SAP.
- How failing to maintain SAP affect your title IV, HEA eligibility and funding.
- What special facilities and services are available to student with disabilities and how to request a [reasonable accommodation](#).

### **It is the Student's Responsibility to:**

- Review and consider all the information about the programs offered by the Institution before you enroll.
- Pay special attention to the application process for Federal Student Financial Aid, complete the [FAFSA](#) accurately, and submit it on time to the right place. Errors on the [FAFSA](#) can delay or prevent you from receiving Title IV, HEA funding timely.
- Know and comply with all deadlines for applying and reapplying for aid. A student must reapply each year for the next Title IV, HEA award year. **Speak with your schools [Financial Planner](#) for addition information and guidance.**
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency timely to which you submitted the application.
- Notify the school of any information that has changed since you initially applied.
- [Read, understand, and keep copies](#) of all forms you were asked to sign!
- Ensure you understand that you must start making monthly repayment on your student Title IV, HEA loans after your grace period ends, unless you have a deferment or forbearance.  
Note: When you sign your [master promissory note \(MPN\)](#), you are agreeing to repay your loan.
- You **must** attend an [exit](#) interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loans.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). Note: If you have student loans, you must notify your lender of these changes also!
- Ensure you understand your school's [refund policy](#).
- Ensure you understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that you may also be responsible for any Return to Title IV (R2T4), HEA funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made because of inconsistent information, which was provided by you the student. That this could result in an [over award of Title IV, HEA funding](#) that the student was not eligible for and were advanced to you or credited to your student account.

## **2. Facilities and Services Available to Students with Disabilities**

No individual with a disability (*Physical or mental impairment*), because of their disability, will be excluded from enrolling in a course of instruction, if it can be determined that the student **can benefit** from the training. Additionally, ASUN will exert its best effort to provide requested **reasonable accommodation**. If you would like to request a reasonable accommodation, please contact the Dean of Retention and Student Success. You may request reasonable academic adjustments or auxiliary aids at any time. The Dean of Retention and Student Success is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

Applicants with a disability, as defined in paragraph 34 C.F. R. 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The ASUN will work with the student to determine whether a reasonable accommodation can be granted to enable a student to benefit and thus qualify for federal funding.

Disability Services is a student-centered, service-oriented program that can also assist students in gaining volunteer work experience. Students with or without disabilities, and those who come from a wide variety of academic majors, have found volunteer work with Disability Services to be rewarding and beneficial. Volunteer Services include functions such as: AmeriCorps, tutoring, reading services, note taking, testing services, and technical assistance. Interested volunteers may contact Disability Services at 870-358-8636 or via the website at [www.disabilityservices@asun.edu](mailto:www.disabilityservices@asun.edu)

Any qualified individual with a disability requesting a reasonable accommodation should follow this procedure:

- 1) Notify the Dean of Retention and Student Success in writing of the type of accommodation(s) needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aids.
- 2) The request should be made at least four weeks in advance of the date needed.
- 3) You may contact the Dean of Retention and Student Success by telephone at 870-358-8636.
- 4) The Dean of Retention and Student Success will respond in writing within two weeks of receiving the request letting the student know if a reasonable accommodation can be granted.

### **3. Copyright Infringement Policies and Sanctions**

#### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

ASUN prohibits copyright infringement. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in

its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### **Summary of Institutional Disciplinary Action for Violation of unauthorized peer-to-peer file sharing**

ASUN believes that by allowing the existence of behaviors or items that violate its policy, procedures or Code(s) of Conduct, students have demonstrated an implied consent for the violation(s) and thus may be equally charged for the violation(s). Students will be considered in violation if they fail to remove themselves from incriminating situations and/or report the incident to proper authorities. The University reserves the right to discipline students for acts of misconduct whenever they occur. Such acts of misconduct may result in the arrest, suspension, permanent termination, or other form of discipline of the student following a hearing or other appropriate vehicle for understanding the breath of the violation(s) as explained in the online Student Handbook [www.asun.edu/catalog14-15/](http://www.asun.edu/catalog14-15/)

Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the college or another user without permission is strictly prohibited and will result in action noted above and in the online Student Handbook at [www.asun.edu/catalog14-15](http://www.asun.edu/catalog14-15)

## **4. School Program Accreditation and Approval**

### **General Institutional Information on Accreditation & Certifications**

#### **Accreditation**

ASU-Newport is accredited by the Higher Learning Commission, a Commission of the:  
North Central Association of Colleges and Schools  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413 [www.ncacihe.org](http://www.ncacihe.org)

National Alliance of Concurrent Enrollment Partnerships, Inc. (NACEP)  
126 Mallette Street  
Chapel Hill, NC 27516 [www.nacep.org](http://www.nacep.org)

#### **Certifications**

Arkansas Department of Health and Human Services  
Division of Medical Services  
Office of Long Term Care Nursing Assistant Training Program

PO Box 8059; Slot S405  
Little Rock, AR 72203-8059

Arkansas State Board of Nursing  
University Tower Bldg., Suite 800  
1123 South University Avenue  
Little Rock, AR 72204

Arkansas State Board of Cosmetology  
4815 West Markham, Slot 8  
Little Rock, Arkansas 72205

Arkansas Department of Health  
Section of EMS & Trauma Systems  
5800 West 10th Street, Suite 800  
Little Rock, AR 72204

Air Conditioning Contractors of America  
2800 S Shirlington Road, Suite 300  
Arlington, VA 22206

American Association of Collegiate Registrars & Admissions Officers  
(AACRAO) PO Box 37097  
Baltimore, MD 21297-3097

## 5. Voter Registration Procedure

Arkansas State University-Newport (ASUN) prides itself in the democratic process and educates its students of the importance of exercising their right to vote. In compliance with the 1988 Higher Education Act, Arkansas State University-Newport has implemented the following voter registration procedures:

- **Offer Voter Registration Forms at Enrollment and Class Registration**  
Provide paper voter registration forms to each degree- or certificate-seeking student who attends campus in person. Additionally, the Arkansas Voter Registration link is emailed to all students to download in an effort to ensure all students have an equal opportunity to register to vote, whether on campus or online only.
- **Provide College Events Access for Voter Registration**  
Secretary of State and/or county voter registration personnel are invited to attend campus-wide Community Resource Fairs, so they can spend time registering voters.
- **Encourage Faculty to Invite Groups to Speak to Classes**  
Voter Registration groups can address classes regarding the importance of voter registration. More importantly, they have the opportunity to pass out and collect voter

registration forms. ASUN faculty are encouraged to facilitate and set aside class time to assist with this process.

- **Hold Voter Registration Campus Event**

Establish and promote a campus-wide voter registration event, partnering with History faculty to assist with the process. Additionally, any ASUN student can pick one up a form in the Dean of Students Office and/or their campus' Financial Aid Office.

Voters are encouraged to register at least 29 days before an election to ensure that they receive their voting materials. Registration forms are available at most post offices, libraries, city and county offices, Department of Motor Vehicles, etc., **or an on-line voter registration request form is available from the Secretary of State** at the following website: <http://www.sos.arkansas.gov/elections/Pages/voterRegistration.aspx>

### *Registration Deadlines in Arkansas*

- You must submit your application to an official voter registration agency or mail it no later than 30 days prior to an election in which you wish to vote. The postmark on a mail-in application will be considered the submission date.
- If you completed your application at a voter registration drive, the organizers must submit it to the county clerk or Secretary of State's office within 21 days of the date on the application or no later than 30 days prior to the next election.
- If you submit your application close to an election registration deadline, you are strongly advised to follow up on your registration status with your county clerk before Election Day.
- If an election deadline is looming, there is one method of application that will ensure your eligibility: apply in person with your county clerk.
- If you have not received verification from your county clerk, be sure to confirm your registration BEFORE Election Day.

**NOTE:** If you have just moved to Arkansas, there is no waiting period required to register. You may pick up a voter registration form from the school main office or by downloading the form from the following web site

<http://www.sos.arkansas.gov/elections/Pages/voterResources.aspx>

### **If you are a college student attending college OUTSIDE of your home county:**

You must decide which county you consider "home." If you intend to return to live in your home county, then list your parents' address as your residence. If you do NOT intend to return there, then list your college address as your residence. Remember: you must keep your residence address CURRENT on your voter registration. This requirement often persuades college students to use their parents' address, which may be less likely to change repeatedly

## **6. IPEDS Report Procedure & Responsibilities**

### **IPEDS Policy**

The completion of all IPEDS surveys, in a timely and accurate manner, is mandatory for all institutions that participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of the surveys is mandated by 20 USC 1094, Section 487(a)(17).

The collection and reporting of racial/ethnic data are mandatory for all institutions that receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

The reporting of racial/ethnic and gender data for institutional staff on the Human Resources component is also mandated by P.L. 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts O, P, and Q), in odd-numbered years (i.e., 2007-08, 2009-10, etc.), for institutions with fifteen (15) or more full-time employees. IPEDS data are not collected under a pledge of confidentiality.

## IPEDS Procedure

ASUN submits reports to the National Center for Education Statistics via the Integrated Postsecondary Education Data System (IPEDS) multiple times each academic year. Because ASUN does not have a dedicated institutional research director or department, each area is responsible for generation and submission of IPEDS data. Please see a detail of current components and the position to which report submission is assigned below.

Collection	Component	Position
Registration	Report Mapping Institution ID Institutional Characteristics Header	Dean of Enrollment Services
Fall 6 Weeks	Institutional Characteristics Completions 12-month Enrollment	Dean of Enrollment Services
Winter 9 Weeks	Student Financial Aid	Director of Financial Aid
Winter 9 Weeks	Graduation Rates 200% Graduation Rates Admissions	Dean of Enrollment Services
Spring 17 Weeks	Fall Enrollment	Dean of Enrollment Services
Spring 17 Weeks	Finance	Controller
Spring 17 Weeks	Human Resources	Director of Human Resources
Spring 17 Weeks	Academic Libraries	Librarian

## 7. Vaccinations Policy

### Vaccinations Policy

For general admission, ASUN requires two doses of MMR (measles, mumps, and rubella) vaccine for incoming freshmen; transfer; and dually enrolled students. Concurrent and visiting



students are not required to submit proof of MMR immunization. ASUN requires these vaccinations per the Arkansas State Board of Health Rules and Regulations Pertaining to Immunization Requirements.

Rules and Regulations Pertaining to Immunization Requirements are duly adopted and promulgated by the Arkansas State Board of Health pursuant to the authority expressly conferred by the laws of the State of Arkansas including, without limitation, Ark. Code Ann. § 20-7-109, Ark. Code Ann. § 6-18-702, Ark. Code Ann. §§ 6-60-501 - 504, and Ark. Code Ann. § 20-78-206.

No full-time student may attend a public or private college or university in Arkansas unless he or she has furnished proof, by way of an official immunization record from another educational institution in Arkansas, a certificate from a licensed medical doctor, an authorized public health department representative, or military service that he or she has immunity against measles, mumps, and rubella or show proof that they have applied for a medical, religious or philosophical exemption from the immunization requirements. If the student does not provide proof of immunizations received, immunity as documented by appropriate serological testing, an application for exemption from the required immunizations, or birth before 1957, he/she may be excluded from the college/university until documentation is provided.

## Vaccinations Procedure

The Office of Admission/Registrar notifies all applicants of this requirement and monitors collection of 2 MMR vaccinations or exemption forms detailed above. Students who are deficient in providing proof are notified in writing of their deficit and are prevented from re-enrolling without submission of MMR documents. ASUN is compliant in reporting to the Arkansas State Board of Health.

## 8. Gainful Employment Disclosures Procedure

Federal regulations require educational institutions to disclose certain information about Title IV eligible educational programs that lead to gainful employment in a recognized occupation. (34 CFR § 668.7)

The U.S. Department of Education (DOE) requires that all institutions participating in the federal Title IV student financial assistance programs (Pell Grants, federal student loans, etc.) publicly disclose certain data regarding all academic programs designated as "Gainful Employment" programs per DOE definitions.

The regulations at 34 CFR 668.6(b)(2)(iv) provide that institutions must use the Disclosure Template issued by the Secretary to provide all of the required GE disclosures. Institutions must, no later than **January 31, 2014**, use the output document produced from the GE Disclosure Template to meet the currently effective GE disclosure regulatory requirements.

This template will allow institutions that offer GE Programs to meet their disclosure responsibilities under 34 CFR 668.6(b) to ensure that prospective students have complete and comparable information regarding these programs.

## The GE Disclosure Template –

- Produces an output document for institutions that includes all of the required GE disclosures;
- Provides built-in compliance with the requirement in the regulations that the disclosures be made in “an open format that is platform-independent, machine-readable, and made available to the public without restrictions that would impede the reuse of that information”;
- Ensures that the output document will be accessible to individuals with disabilities (i.e., compliant with section 508 of the Rehabilitation Act);
- Provides optional context boxes for the institution to provide additional explanations and clarifications;
- Simplifies the process for institutional determination of applicable Standard Occupational Classification (SOC) codes and allows institutions to automatically link to the appropriate O\*NET occupational profiles; and
- Offers a bulk upload option for institutions with multiple GE Programs.

To access the disclosure template application, the institution must go to the following website: <http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/negreg-summerfall.html>.

For each GE Program, the institution will enter its six-digit OPEID, the six-digit CIP code for the GE Program, and the credential level of the GE Program. The institution will then complete the template with specific information about the GE Program, consistent with the most recent template provided in the GE Electronic guidance. This includes program length, selecting the appropriate SOC codes for the program (based on the program’s CIP code), the cost of the program, information needed for the template to calculate an on-time completion rate, median debt information, and the job placement rate, if applicable. Once the form is complete, the template application will generate a zip file containing the GE Program’s disclosure page, which the institution will host on its own website.

In making the required disclosures using the GE Disclosure Template, institutions must prominently provide a direct link from the home page of the GE Program website to the program’s disclosure page that was generated by the disclosure template application. Any other web page containing general, academic, or admissions information about the GE Program must also contain a prominent and direct link to the program’s web home page or to the GE Program disclosure page generated by the application.

We have created a comprehensive GE Disclosure Template Quick Start Guide to assist institutions in using the GE Disclosure Template. If, after reviewing the Guide, your institution has any technical questions regarding the GE Disclosure Template, please contact our Help Desk toll-free at (855) 359-3697 or [gedt@inovas.net](mailto:gedt@inovas.net).

If you have any policy questions about the gainful employment disclosure requirements that are not answered in the Guide or on the FAQ section of the GE Information Page, please submit them to the GE Questions mailbox at [GE-Questions@ed.gov](mailto:GE-Questions@ed.gov).

ASUN instructors of gainful employment programs gather information required for disclosure such as cost of the programs, timeframe required to complete the program, program CIP code, number (and names) of students completing and number of students

employed in field of program. This information is forwarded to the FA Director who calculates median loan debt and completes the gainful employment template for each program. ASUN's Gainful Employment templates can be found on their website at: <http://www.asun.edu/gainful-employment-templates/>

## 9. FERPA Requirements

The Family Educational Rights and Privacy Act (FERPA) sets limit on the disclosure of **Personally Identifiable Information** (PII), from school records and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right to:

- review their education records,
- seek to amend inaccurate information in their records, and
- provide consent for the disclosure of their records.

These rules apply to all student education records the school keeps, including admissions records (only if the student was admitted) and academic records, as well as any financial aid records pertaining to the student.

### **Students' & Parents' Rights to Review Educational Records**

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a written request. A school is required to provide the student with copies of education records or make other arrangements to provide the student access to the records if a failure to do so would effectively prevent the student from obtaining access to the records.

### **Student Record Fees for Copies**

While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, if the fee would not prevent access to the records.

### **Student Parent Right**

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA **does permit** a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules. However, the Institution must establish that the student's parents do meet the requirements as outlined by the IRS rules.

### **IRS Definition of a Dependent Student**

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents **on their parent's income tax returns**. (If the student is a dependent as

defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

## **Prior written consent to disclose the student's records**

Except, under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose PII from the student's education records.

## **Written Consent**

### **Written consent must:**

- state the purpose of the disclosure
- specify the records that may be disclosed
- identify the party or class of parties to whom the disclosure may be made, and
- be signed and dated

### **If the consent is given electronically, the consent form must:**

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person's approval of the information contained in the electronic consent.

## **FERPA Exceptions**

The FERPA regulations include a list of exceptions where the school may disclose PII from the student's file without prior written consent.

## **Disclosures to School Officials**

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records (transfer student). Typically, these might be admissions records, grades, or financial aid records. Disclosure may be made to:

- School officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- Officials of another postsecondary school or school system where the student receives services or seeks to enroll (transfer student).
- Third-party servicers that our school has contracted with who perform a Title IV, HEA function are considered school officials under FERPA. A school official may disclose personal information from your student education records to a servicer.

## Disclosures to Government Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. **“Authorized representatives”** includes employees of the Department:

- Employees of the Office of Federal Student Aid, the Office of Postsecondary Education,
- Office for Civil Rights, and
- National Center for Education Statistics, as well as firms that are under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for during the enrollment at ASUN. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, or the student’s eligibility for the aid, or to enforce the terms or conditions of the aid.

## Release of Personally Identifiable Information

A school may release PII on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

## FERPA Student Complaint

The right to file a complaint with the U.S. Department of Education concerning alleged failures by ASUN is to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
6000 Independence Avenue, SW  
Washington, DC 20202-4605

## FERPA Requirements Policy

ASUN will defer its system policy for FERPA requirements.

### ASU System Policy

**Effective Date:** July 1, 2010

**Subject:** Family Educational Rights and Privacy Act

#### 1. Purpose

Arkansas State University will comply with the Family Educational Rights and Privacy Act (FERPA).

#### 2. Definitions

**Arkansas State University.** Arkansas State University (ASU) means all the campuses within the Arkansas State University System, now and in the future.

**Student.** Student means an individual who attends or has attended classes at ASU. This policy does not apply to the records of applicants for admission who are not accepted to ASU nor does it apply to applicants who are accepted but choose not to attend ASU.

**Education Record.** Education records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by ASU or a person acting for ASU.

**Directory Information.** Directory Information is designated to be the student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

### **3. Arkansas State University Family Educational Rights and Privacy Act Policy**

The Family Educational Rights and Privacy Act requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student's education records can be shared only with those persons or entities specified within the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Office of the Registrar maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges. Arkansas State University will utilize the following process to implement the provisions of the Family Educational Rights and Privacy Act.

## **4. Process**

### **A. Disclosure of Education Records**

**I. Disclosure With Student Consent.** A student may consent in writing to disclosure of education records. The student's written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the office of the Registrar. The student may retract the consent in writing at any time. Proper proof of identity may be required by the Registrar's office before consent is retracted.

**II. Disclosure Without Student Consent.** ASU may disclose education records without the student's written consent to any school official within the institution with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons with whom ASU has contracted for special tasks, and university committee members. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. School officials of ASU are considered to be within the institution for the purposes of FERPA and may exchange education records without student consent so long as they have a legitimate educational interest.

Disclosure without student consent may also be made to other persons and entities as allowed by FERPA.

Faculty sponsors of registered honor societies may have access to student education records for the sole purpose of determining eligibility for membership on the basis that they are acting in an official university capacity that is integral to the educational function of ASU.

The parents of students may exercise rights under FERPA if the student is claimed as a dependent by the parents for income tax purposes. Dependency must be proven by submission of a copy of income tax returns.

#### **B. Disclosure of Directory Information**

Directory information may be disclosed to any person or entity without student consent unless the student submits a completed request for non-disclosure of directory information form to the Office of the Registrar. If a student elects not to allow disclosure of directory information, ASU cannot share information regarding the student with any person or entity including prospective employers, licensing agencies, government agencies, the media, and others. The student may retract the directory information non-disclosure in writing at any time. Proper proof of identity may be required by the Registrar's office before the directory information non-disclosure is retracted.

#### **C. Inspection, Review, and Correction of Education Records**

Students have the right to inspect and review their education records except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Office of the Registrar to arrange for inspection, review, and correction of an education record. The Registrar may charge a fee for copies of any education records.

#### **D. Ownership of Education Records**

Education records are the property of ASU. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to the University.

(Adopted by the Arkansas State University Board of Trustees on December 11, 2009, Resolution 09-94.)

## **FERPA Requirements Procedure**

ASUN will not disclose the contents of a student's educational record without prior written consent unless the ASU System policy allows for the disclosure. Students may allow other individuals access to their educational record by completing the **Permission to Release Student Record Information** form.

In order to send any component of a current or former student's educational record the Office of Admissions/Registrar must receive a completed **Transcript Request** form. All transcript requests must be made in person or in writing to the Office of Admissions/Registrar. Transcripts are provided free of charge unless ten or more are ordered at one time. Transcripts will not be issued if the student has been placed on a financial or academic hold.

Additionally, students may notify the Office of Admissions/ Registrar in writing that public information relating to them may not be released. Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available in the Office of Admission/Registrar.

### **10. Safeguarding Consumer Information**

All employees for ASUN are responsible to help protect information that has been entrusted to ASUN. Critical to this responsibility is to ensure the proper collection, access, use, sharing, and disposal of Personally Identifiable Information (PII)

While exercising caution for all levels of PII is required, sensitive PII must require special handling because of the increased risk of harm to an individual if it is compromised.

This policy and procedure provides the minimum standards that apply to all ASUN employees in regard to this information. It will also explain:

- How to identify PII and sensitive PII
- How to protect sensitive PII in different contexts and formats
- What to do if you believe sensitive PII has been compromised

### **What is the difference between PII and Sensitive PII?**

PII can be defined as any information that can be used on its own or with other information to identify, contact, locate a single person as well as identify an individual in context.

Sensitive PII is defined as information, which if lost, could cause substantial harm, embarrassment, or inconvenience to an individual.

The figure below illustrates that while there is standalone data elements that are considered sensitive PII (such as a Social Security or Driver License number), combinations of PII with other sensitive information about an individuals should also be considered sensitive PII. In this regard, we should take the proper precautions to protect this information as well

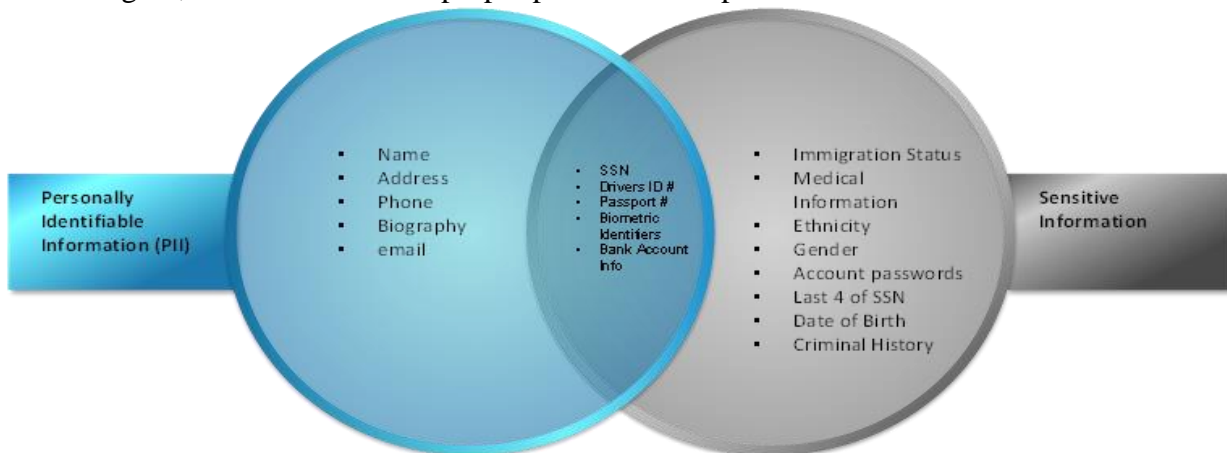


Figure 1 – Examples of Sensitive Personally Identifiable Information



## Understanding the context of the information

Always consider the context in which data is collected when making a determination on whether or not data should be considered as sensitive PII. An example would be a list of names collected. While names are typically considered only PII on their own, if the list itself identifies them in a manner consistent with the definition of sensitive PII, then this list should be considered PII. Examples of this would include employees with poor performance ratings.

## Safeguarding Sensitive PII

While you should always exercise caution with PII of any kind, extra steps should be taken when sensitive PII is handled. The following guidelines explain how you must properly collect, access, use, share, and dispose of sensitive PII here at ASUN

### *Collecting Only as Authorized*

Only collect sensitive PII as you have been requested to do so by your supervisor or administration and that you have the legal authority to do so. If information is collected from the public, ensure that all paper or electronic forms or processes have been reviewed by the authorizing individuals to ensure a 'minimum necessary' is met prior to collection.

### *Limiting the Use and accidental exposure risk of sensitive PII*

Be sure that sensitive PII is only being access as it is required for official duties of ASUN, and that all measure are taken to mitigate potential points of access to sensitive PII

### Sharing sensitive PII

- If you are unsure if a request of specific use is appropriate, please confirm with your supervisor and the Chief Information Officer (CIO).
- If you are working with individuals who are not employees of ASUN (such as contractors), you must have a non-disclosure agreement (NDA) on file prior to any access being granted
- Browsing files containing sensitive PII out of curious or for personal reasons is never acceptable
- Sharing sensitive PII with another employee is authorized, but only when there is a need for the information related to his or her duties
- If there is a request for sensitive PII of an external type, Please notify your supervisor as to the type of request prior to releasing any information.

### Creating extracts of sensitive PII

- Do not create collections of sensitive that are unnecessary or duplicate already existing data that can be used to complete a particular objective or task.
- If such a collection is necessary, be sure and protect any computer-readable extracts at a minimum by keeping them archived and password-protected. Refer to the *Managing Computer Readable Extracts Containing Sensitive PII* procedural guideline for more information on how to protect this type of data

- If there is a need to print, copy or extract data from a larger secured data set, you should limit the new data set to include only the specific elements required for completion of the objective or task
- Once the extracted data is no longer needed, be sure and dispose of the information properly

### **Securing Sensitive PII**

When handling sensitive PII, you should always attempt to limit the potential for unauthorized disclosure.

#### ***Electronic access/storage of PII***

Sensitive PII should only be access through ASUN approved portable devices and applications. Personally owned devices should not be used in storing or hosting sensitive PII. While personally owned devices may be used to access PII, it must be done through approved methods and applications.

You should ensure that any drives connected to your office computer are encrypted to ensure sensitive PII is secured while data is at rest. Also, while accessing sensitive PII on your computer, be sure and use a privacy screen to help protect “shoulder surfing” from individuals without a need to know. Computers that are able to access sensitive PII from public areas, such as reception areas, are required to maintain privacy screens. Please return any failed drives containing sensitive PII to Information Technology Services (ITS) for proper disposal of data and devices

If a device stores, or has ability to access, sensitive PII, then you must ensure that the device is locked when you are not using it. For more information on approved devices and methods of access, encryption options, and general information on securing electronic PII, please contact ITS.

#### ***Hard Copy PII***

Hard copy of sensitive PII poses a unique threat to security, the following best practices can be followed.

### **Transporting Hard Copy PII**

Documents containing sensitive PII that are required to be removed to the workplace must be authorized by your supervisor prior to removal. Do NOT take Sensitive PII home or to any non-approved worksite, in either paper or electronic format, unless appropriately secured. Paper documents must be maintained and controlled by an ASUN employee or locked in a secure container when not in use. Do not mail or send via courier any sensitive PII on any media of any type, unless that data is encrypted.

### **Hard Copy PII in the office**

Hard copy sensitive PII should never be left unattended and unsecured. Please take the following precaution as it pertains to sensitive PII

- When not being used, physically secure sensitive PII in a manner to minimize risk of asset. This can be accomplished by securing such document in a locked filing cabinet, drawer, cabinet, desk, or safe
- Sensitive PII can be stored in a space where access control measures, such as locked room or floors, are deployed to prevent unauthorized access from the general public or individuals without a need to know. However, when not in use, should be stored in a manner in the first bullet point
- Take all precaution to not send sensitive PII via fax machine. If at all possible, scan and fax the information to the individuals, as email is a far more secure media. If you do require sending information via fax, please notify the recipient prior to sending the information to ensure they are expecting it and will be responsible for retrieving it

### ***Emailing PII***

Please ensure that any sensitive PII that is delivered via email follows the guidelines in the [Sharing sensitive PII](#) portion of this document. If emailing sensitive PII to a recipient outside of ASUN, be sure and include the information in an attachment, that has been secured and encrypted and provide the password separately to the recipient. This could be done via phone, another email, or in-person. See

Appendix A for guidance on encryption techniques.

### ***Storing PII on shared drives***

Sensitive PII should only be stored on network drives (‘shared drives’) only if access to the information is restricted in such a way to comply with the guidelines in the [Sharing sensitive PII](#) section. Please contact ITS to request that information you may be storing on shared drives meet minimum security requirements.

### ***Traveling with PII***

Sensitive PII should be safeguarded at all time while traveling. To ensure this, please be sure to follow the below guidelines

- If you must leave sensitive PII in a vehicle, be sure that the vehicle is locked and out of sight. Never leave sensitive PII in a vehicle overnight
- Do not store sensitive PII in an airport, train, or bus station public locker
- Avoid leaving any device or other sensitive PII in a hotel room. If you must, be sure that it is locked inside the overnight safe or in a piece of luggage
- At airport security, only place your device containing PII on the conveyor belt once the belonging of the person in front of you have cleared the scanner. If you are delayed in security, maintain visual on your items until you are cleared to pick them up.
- Do not leave sensitive PII in checked luggage
- If a device containing PII is lost or stolen, report it as a lost asset following ASUN reporting procedures

## Incident reporting

Privacy incident can be defined as data that has been lost, compromised, or accessed without authorization that can an adverse action on individuals that it can identify. The guidelines below will serve as how to handle privacy incidents.

### *Reporting the privacy incident*

Please be sure and immediately report any and all privacy incidents, or suspected privacy incident immediately. If unavailable, or if there is a potential conflict of interest, report the incident to the CIO. Documentation of records concerning information and the actions relevant to the incident must be kept, as they may be required in the incident report. It will be the responsibility of the supervisor and the CIO to inform other administrators in a timely manner. Any alleged violations that may constitute criminal misconduct, or violation of system policy, will be reported as part of the incident process

It is important to understand that while attempting to report a privacy incident, that we do not, unknowingly, compound the incident with further incident. When reporting an incident, please be sure to follow the below guidelines:

- Do not forward any compromised information when reporting the incident
- If the information is needed by your supervisor, administration, or other authorized individual, you will be given instructions regarding who to give it to as well as the proper information and method of delivery
- If you see sensitive PII in an email and suspect a privacy incident, forwarding said information is in violation of [Limiting the Use and accidental exposure risk of sensitive PII](#) and should be avoided

## 11. Citizenship and Constitution Day Procedure

Because ASUN receives Federal funding through Title IV, HEA funding, the institution must comply with the Constitution and Citizenship day regulatory requirements. These requirements require all students to receive information on the U.S. Constitution on September 17<sup>th</sup> of each year. ASUN complies with this directive through activities coordinated through the Dean of Students' office, in conjunction with History faculty members. ASUN will observe Constitution Day with a variety of activities and resources to promote the study of the Constitution. Listed below are ASUN's specific implementation details of the Constitution Day events:

**Distribution of Constitution Booklet and Materials:** The Dean of Students Office provided and distribute pocket-sized (free) copies of the U.S. Constitution booklet and other Constitution Day materials are available to all students.

**Library Display of Constitution Books:** ASUN Newport campus will have a Constitution Day display in the library detailing all books related available to students for reading and/or dissemination related to the Constitution. Pocket-size copies of the U.S. Constitution will be available. Informative videos on the Constitution will be available from 11:00 a.m. to 1:00 p.m. Information and notices on 2014 Constitution Day will also be included on LTC's social networking pages.

**Constitution Signing Student Activity:** ASUN's Dean of Students Office partnered with the History faculty to arrange for students to sign the Constitution. At each ASUN campus location, a table was placed in a high-traffic common area so students could sign the Constitution on parchment paper, with a quill pen.



## **IV. Clery Information, Policies, & Procedures**

### **1. Campus Security (Clery) Annual Reporting Procedure**

#### **CRIME STATISTICS**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, and applicants, for enrollment or employment. This information is available as a separate report on the website, and is provided to new students as a part of their enrollment package.

Campus is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of related to its educational purpose. The following criminal offenses, published October 1, of each year, include any crime statistics that occurred on campus during the previous three-year period.

Current students can request a copy of this report at any time from ASUN's Vice Chancellor of Marked Tree Campus, Jeff Bookout by calling: 870.358.8614.

Currently enrolled student and employees will receive an updated copy of the Clery Consumer information no later than October 1, of each year that will included the three most completed years.

You can also access and review the campus crime report any time by visiting the IPEDS website at: [www.nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s](http://www.nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s) AR, and then selecting the school location and then selecting Campus Security.

ASUN encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration. In the event a sex offense should occur on campus, the victim should take the following steps:

1. Report the offense to the school administration.
2. Preserve any evidence as may be necessary to the proof of the criminal offense.
3. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
4. Request a change in the academic situation if necessary.

### **2. Campus Security Procedure for Updating Clery Information**

The Campus Police is the office designated to ensure that ASUN's security policies are actively implemented as prescribed. Campus Police prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Vice Chancellor for Strategic Initiatives and Vice Chancellor for Student Affairs works in conjunction with the Campus Police in an on-going basis to make certain that administration, faculty, staff, and students are aware of ASUN's security policies.

### **3. Information for Crime Victims about Disciplinary Hearings**

In accordance with Federal regulations 34 C.F.R. 668.46, ASUN **must**, upon written request, disclose to the alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by a school on or after August 14, 2009. The procedure of ASUN is that such request are fulfilled through the Vice Chancellor for Student Affairs' office.

#### **4. Emergency Evacuation Procedures and Policy**

ASUN's campus consists of several buildings. If an emergency evacuation is required, you will be notified by your class instructor and follow the emergency plan posted in the area you are currently located in. On an annual basis, the institution will conduct an emergency evacuation drill. Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures.

#### **Evacuation Procedures**

Building evacuation procedures are posted throughout each campus building on bulletin boards, at entrances, in rest rooms, and throughout classrooms and other offices on campus. The University Police Department Emergency Alert System for Arkansas State University – Newport provide an Emergency Notification Service for faculty, staff, and students. All students are automatically enrolled. Faculty and staff university phones are automatically enrolled. Faculty and staff are encouraged to register cell phone as an added notification. Arkansas State University – Newport has chosen SchoolReach as our method to notify in cases of emergency.

In the event of a required evacuation of an entire ASUN campus or portions thereof, Campus Police and members of the Physical Plant staff will be positioned in key locations on each campus to facilitate the safest and most expedient exit from campus. Depending on the location of the emergency, parking lots not affected will be evacuated as safely as possible. Parking lots affected by the incident will remain in place until they can be evacuated safely. A full evacuation of an ASUN campus would be initiated only in a rare and extreme situation due to the problems inherent with evacuating 200-300 vehicles.

ASUN does provide a map of each campus so that students and community members can determine the layout of the campus as well as locate parking areas on each of the ASUN campuses. Maps of each ASUN campus are located at the following link [www.asun.edu/maps/](http://www.asun.edu/maps/). Jonesboro and Marked Tree maps can be located by selecting the links in the upper right of the screen.

## **5. Emergency Notification Procedure & Policy**

The procedure regarding emergency response notification at Arkansas State University-Newport is designed to get relevant information to ASUN students, employees and visitors at any affected ASUN location as soon as possible after an emergency incident occurs that involves a threat to health and safety. Emergency response notifications are instituted when any occurrences that would pose a threat to the college community take place. Campus Police or Vice Chancellor for Strategic Initiatives; or designee will confirm if there is a significant emergency or dangerous situation and determine necessary notifications. Campus authorities will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the SchoolReach notification system.

Notifications will provide information on the nature of the emergency and the appropriate action one should take. Notifications are distributed in various ways depending on the nature of the situation and the information to be disclosed. ASUN may also utilize emails; text messaging; voice messages; bullhorn; certain faculty and staff offices; or other means of verbal contact by public safety and/or other personnel available to alert members of the ASUN community. Anyone with information warranting an immediate notification should report the circumstances to the Campus Police at 870-512-7866.

When appropriate, emergency information will be disseminated to the larger community through local and state media sources including newspaper, radio, and television, as well as through ASUN's website ([www.asun.edu](http://www.asun.edu)). The ASUN Director of Communications and Public Relations is responsible for the coordination of such efforts and may be contacted at 870-512-7898.

## **6. Part 86 – Drug and Alcohol Abuse Prevention**

### **Drug and Alcohol Abuse Policy**

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, Arkansas State University-Newport (ASUN) has adopted this policy prohibiting alcohol and drug possession and abuse, which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on any ASUN premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus. These policies are included in the college's student and employee handbooks.

ASUN enforces these policies and upholds any local, state and federal regulations in support of substance abuse awareness and enforcement, by imposing and enforcing disciplinary sanctions on students and staff. The policy describes these sanctions, up to and including expulsion, termination of employment and referral for criminal prosecution for any violation of State and Federal regulations.

Additionally, on behalf of ASUN, the Vice Chancellor of Student Affairs conducts a biennial review of this policy on the 2<sup>nd</sup> quarter of the calendar year to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced.



Moreover, in an effort to encourage drug prevention at ASUN campuses and in the community at large, ASUN hosts for students, faculty and staff activities in observance of Drug and Alcohol Awareness Week. Information on the effects of drug, alcohol, and tobacco use are distributed to students. In addition, students had the opportunity to participate in a host of drug-free and healthy activities.

The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at ASUN institution is strictly prohibited.

Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, ASUN will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

## **Purpose and Goal**

ASUN is committed to protecting the safety, health and wellbeing of all employees, students and customers alike in our workplace. We fully recognize alcohol and drug use pose a significant threat to organizational goals and objectives. As a result, we have established a drug-free workplace program balancing our respect for individuals with the need to maintain an alcohol and drug-free environment.

This policy recognizes/acknowledges student/employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of students/employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

## **Penalties**

Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and co-ordination.

## **Counseling and Help**

ASUN encourages students and employees to voluntarily seek help with drug and alcohol problems. There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available.

The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment.

If other help is required for rape counseling, or domestic violence contact Charter Medical Group 1710 Barton Road, Redlands, CA at 1-800 622-9299.

There are national organizations that can be contacted for help.

- The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465.
- The Cocaine Hotline, 1-800-444-9999 is also open 24 hours.
- The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 Am on weekends, 1-800-662-4357.

## **7. Security Report - Missing**

According to the Handbook for Campus Safety and Reporting, ASUN does not have to complete this portion.

Page161-If your institution has any on-campus student housing facilities, you are required to comply with HEA missing student notification regulations. (Please see “Definition of an On-campus Student Housing Facility” in Chapter 2.) HEA missing student regulations apply only to students who reside in on-campus housing.

## **8. Fire Safety Report and Fire Log**

According to the Handbook for Campus Safety and Reporting, ASUN does not have to complete this portion because it does not maintain any on-campus student housing facilities.

## V. Title IV, Funding, & HEA Topics

### 1. Procedures for Recalculation of FSA

Schools are required to calculate Pell Grant payments for students.

At ASUN Pell Grants and other FSA are awarded according to the hours the student is enrolled in on the census date. The census date at ASUN is the 11<sup>th</sup> day of enrollment for the fall and spring terms and the 5<sup>th</sup> day of enrollment for the summer terms. For a student to be paid Pell Grant for a flex term the student must be enrolled in the flex course on the census date of the fall and/or spring term.

Pell awards are calculated by the POISE computer system based on the ISIR information and the maximum scheduled award for the award year. The annual award is divided into 2 semester payment periods.

The Scheduled Award is the maximum amount the student can receive during the award year, if he or she attends full-time for a full academic year. The award year begins on July 1 of one year and ends on June 30 of the next year.

The academic year at ASUN begins each fall semester and ends after the summer semester. Students may begin the financial aid application process in January for the following fall semester. For purposes of student financial aid programs, our academic year is defined as at least 32 weeks of instructional time and at least 24 credit hours.

The student's Scheduled Award is established by the Pell Grant payment schedule that the Department issues prior to the start of each award year. The amount of the Scheduled Award is always taken from the Full-Time payment schedule, and is based on the student's EFC and Cost of Attendance. The annual award is the maximum amount a student would receive during a full academic year for a given enrollment status, EFC, and COA. Note that for a fulltime student, the annual award will be the same as the Scheduled Award.

A part-time student will have an annual award that is less than the scheduled award if the student attends part-time. The student's annual award is taken from the 3/4-time, 1/2-time, or less-than-1/2-time disbursement schedules.

For instance, if a student's Scheduled Award is \$5,730, but the student is enrolled as a 1/2-time student in a term program, the student's annual award would only be \$2,865.

ASUN uses formula 1 to calculate Pell Grant awards. To be able to use Formula 1, the program must meet one of two sets of requirements.

For a program with a traditional academic calendar, the program:

- must have an academic calendar that consists, in the fall through spring, of two semesters;
- must have at least 30 weeks of instructional time in fall through spring terms;
- must not have overlapping terms; and
- must define full-time enrollment for each term in the award year as at least 12 credit hours and must measure progress in credit hours.

Academic progress is measured in credit hours, and the student's annual award depends on his or her enrollment status.

For standard terms, the minimum enrollment standards are: Full-time: 12 semester hours per semester 3/4-time: 9 semester hours per semester 1/2-time: 6 semester hours per semester Less than 1/2-time: less than half of the workload of the minimum full-time requirement.

ASUN uses standard semester terms. An individual semester provides about 16 weeks of instructional time and full-time is defined as at least 12 semester hours.

Pell grant credit balances (excess aid) are currently disbursed by checks or direct deposit. Students who chose to not use direct deposit can pick up paper checks from business office personnel. Checks not picked up by students are mailed.

Payment periods don't always fall neatly into one award year or another. A new award year starts every July 1. When a payment period falls into two award years—that is, it begins before July 1 and ends on July 1 or later—it's called a "crossover payment period." The formula for calculating the payment for a crossover payment period is the same as that for any other payment period in the award year. However, you must check the student's remaining eligibility if a student has already received payments for previous payment periods in the award year and the crossover period is assigned to the earlier award year.

ASUN calculates the student's payment for the summer term using the same formula used to calculate payments for the other terms in the award year to which the summer term is assigned.

The Pell payment for a transfer student is calculated in the same way as for any new student. However, a transfer student's remaining Pell eligibility is reduced if the student received Pell funds for the same award year at any prior schools. The College identifies the student's prior Pell disbursements by reviewing his or her Financial Aid History in NSLDS.

Once ASUN has identified the Pell amounts that a transfer student has already received for the ongoing award year, the College must calculate the percentage of the Scheduled Award that has been used. This percentage is calculated by dividing the amount disbursed at the previous school by the student's Scheduled Award at that school.

Then subtract this percentage from 100%. The result is the maximum percentage of the Scheduled Award that the student may receive at ASUN. Note that a transfer student receives the same payments as any other student until the limit (100% of a Scheduled Award) is reached. You give the student the full amount for each payment period, rather than trying to ration the remaining amount by splitting it evenly across the remaining terms.

### **Re-calculation of Pell Grant**

For awarding Pell Grant the students' hours are locked on the financial aid side of the POISE system on the census date (11<sup>th</sup> day). Pell Grants are awarded according to the students' enrollment on the census date.

If a student's EFC changes due to corrections, updating, or an adjustment and the EFC would change the amount of Pell award, ASUN recalculates the Pell award for the entire year.

**ASUN procedures are:**

All corrections are processed by the FA director/advisors/counselors.

Step 1 – Review all ISIRs flagged by CPS. Any ISIRs requiring corrections are transmitted to CPS for correction. Step 2 – Retrieve and review corrected ISIRs (which has been downloaded into POISE FA system) to ensure required corrections were made. Step 3 - Process student awards based on corrected EFC.

The computer system calculates Pell award amounts based on verified attended hours enrolled for each semester at the end of the census dated.

If a student does not begin attendance in all of his or her classes, resulting in a change in the student's enrollment status, ASUN recalculates the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility.

Students who do not attend at least one day in each course for which the student is enrolled is removed from enrollment by Admissions office personnel and are not eligible for federal aid.

**Procedure for verifying attendance:**

1. After the drop/add period is over, the Admissions Office generates an electronic Attendance Verification (no-show) report. 2. Instructors are required to report each student who has attended at least one class session as attending. They also report any student on the verification report who has never attended a class session as never attending (no-show). 3. After all instructors have submitted their verification (no-show) report; the Admissions Office removes the no-show from enrollment.

Financial aid office personnel receives a list from Admissions of students who were no-shows in all courses and of students who attended some courses. FA personnel re-calculates Pell Grant awarded according to the Admissions no-show (partial show) list.

Change in Cost of Attendance.

ASUN does not recalculate Pell grant funds for changes in costs during an academic year.

**2. Loan Counseling Procedure & Policy (Entrance, Exit, etc.)**

The William D. Ford Federal *Direct Loan* Program is the largest Federal student loan program. Under this program, the U.S. Department of Education is the *lender*, but ASUN administers the program. There are three types of Direct Loans programs available at ASUN:

- **Direct Subsidized Loans** are loans made to eligible undergraduate students who demonstrate *financial need* to help cover the costs of higher education at a college or career school.
- **Direct Unsubsidized Loans** are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
- **Direct PLUS Loans** are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.

### **Why should I take out Federal student loans instead of a private loan?**

Federal student loans are an investment in a student's future. Students should not be afraid to take out federal student loans, but they should be smart about it. Federal student loans offer many benefits compared to other options students may consider when paying for college:

- The **interest rate on Federal student loans** is almost always lower than that on private loans—and much lower than that on a credit card!
- Students do not need a credit check or a cosigner to get most federal student loans.
- Students do not have to begin repaying their federal student loans until after they leave school or drop below half time.
- If a student demonstrates financial need, they can qualify to have the government pay the interest during in school periods.
- Federal student loans offer flexible repayment plans and options to postpone loan payments if a student is having trouble making payments.
- Students who work in certain jobs may be eligible to have a portion of their Federal student loans forgiven if they meet certain conditions.

ASUN participates in the William D. Ford Federal Direct Loan Program (Direct Loans). (ASUN certifies alternative/private loans only for students who are seeking a degree/technical certificate and who are trying to regain compliance for federal aid.)

It is the philosophy of ASUN that loans should be taken out as the last resort for financing a student's education. Federal, state, institutional and private aid is awarded to a student before awarding loans.

Loans are not packaged automatically at ASUN. Students must complete and submit a loan request form to Financial Aid Office personnel. (Loan requests must be submitted in time to be processed before the semester is over, usually two weeks prior to the end of the semester).

FA personnel process loans manually. NSLDS is checked for students' loan history, students are awarded the amount requested if student has eligibility. If student does not have eligibility for the amount requested, FA personnel will award up the maximum eligibility for the student.

Before loans can be disbursed, students must have completed a master promissory note (MPN) and entrance counseling. ASUN requires student to complete MPN and entrance counseling at

[www.studentloans.gov](http://www.studentloans.gov). MPN and entrance counseling is verified through COD and loaded into the POISE FA system from the SAIG mailbox and EdExpress.

Students receiving a direct loan for both the fall and spring semesters and withdraws to less than six units during the fall semester will be considered eligible for the second disbursement in the spring if he or she is enrolled in at least six hours. If student did not meet Satisfactory Academic Progress, student must be on FA warning/probation and must have signed an academic plan.

Students who have received direct loans and do not enroll in six hours or who have graduated or who do not return are required to complete exit counseling. Students are sent a letter explaining repayment and asked to complete exit counseling at [www.studentloans.gov](http://www.studentloans.gov). Notice should be sent within 30 days of FA personnel knowing student is enrolled in less than six hours or graduated. It is the FA director's responsibility to ensure exit letters are sent.

Direct loans may be subsidized or unsubsidized. For Subsidized Direct Loans, the federal government pays the interest rates while students are enrolled at least half time in school. For Unsubsidized Direct Loans, students are charged interest as soon as the funds are disbursed. Students have the option of paying interest while attending school. For students who choose not to pay the interest, the interest will be added to the amount of loan debt repayment and the interest paid will be based on the total (most expensive).

Freshman (under 30 units completed) can apply for up to \$3500 in a subsidized loan; sophomores (30 units) can apply for up to \$4500. Eligibility is based on need from your FAFSA results. Students, whose subsidized loan eligibility is less than the requested amount, can receive the balance in an unsubsidized loan.

Independent students can apply for up to \$6,000 and dependent students up to \$2,000 in an Additional Unsubsidized Loan after eligibility for the Subsidized Loan is determined.

All loans are disbursed in two payments usually once during the fall semester and once in the spring semester. ASUN is required by law to wait 30 days to authorize the first disbursements for first time borrowers. A minimum of half time enrollment (6 hours) is required to receive a loan. Loans may be awarded before the student is enrolled, but student must be enrolled in at least 6 hours on the disbursement date. Students not enrolled in 6 hours will not received loan funds.

Loans must be prorated for students with only one semester remaining to complete the requirements of the educational program. Prorating also applies to a student who has one semester extension of financial aid eligibility approved.

New student borrowers after July 2, 2014 are limited to 150% of their program length for subsidized loans. The percentage is calculated by the Department of Education.

The loan fee for students receiving direct loans on or after October 1, 2014 is 1.073%. Loan fees are withheld by the Department and net amount is drawn down from G5.

The Higher Education Act gives schools the right (HEA Sec 479(A)(c), 34CFR 685.301(a)(8), DCL GEN-11-07, on a case-by-case basis, to refuse to originate a loan for an individual

borrower. ASUN may not limit borrowing by students or parents on an across-the-board or categorical basis. Similarly, ASUN may originate a loan for an amount less than the borrower's maximum eligibility. However, the decision to reduce or deny a loan must be made on a case-by-case basis and cannot constitute a pattern or practice that denies access to borrowers because of race, sex, color, income, religion, national origin, age or handicapped status. Reason to reduce or deny a loan must be documented and explained to the student in writing.

The following aggregate loan limits have been set by the federal government and cannot be exceeded:

Dependent undergraduate students - \$31,000 (maximum subsidized loan \$23,000)

Independent undergraduate students - \$57,500 (maximum subsidized loan (\$23,000)

A student who has inadvertently received more than the annual or aggregate direct loan limit is ineligible to receive any FSA funds until the over-borrowing is resolved. The student can regain eligibility for aid by repaying the amount that exceeded the annual or aggregate loan limit or by making satisfactory arrangements with the loan servicer to repay the excess amount.

Loan Exit Counseling is located on [www.studentloans.gov](http://www.studentloans.gov) or you can secure a copy of the Exit Counseling guide during ASUN's exit counseling sessions.

### **3. Loan Deferment Policy & Procedure**

## **Loan Deferment Policy**

A deferment is a temporary period during which students are not required to make payments. A number of deferments, which can postpone repayment of loans, are available to borrowers with federal loans. During periods of qualified deferment, interest on subsidized loans does not accrue, but unsubsidized loans continue to accrue interest. During periods of forbearance, interest on subsidized and unsubsidized loans accrues making this the most expensive option for borrower. Eligibility requirements for qualified deferments differ based on loan type and the date the loan was originated. Please refer to the lender, servicer, and/or promissory note to determine which deferments might be eligible for each existing loan(s). Types of Deferment are Education Related Deferment {1) Graduate Fellowship Deferment or 2); In-School Deferment); Economic Hardship Deferment; Forbearance; Unemployment Deferment; or Military Service or Post-Active Duty Deferments. For a more complete listing of eligible deferments, please click visit the [Department of Education's Direct Loan website](#).

The grace period for each loan must be used before borrowers can obtain deferments. Submit deferment forms (which can be downloaded from loan servicers' websites) to EACH loan servicers about a month before the grace period ends. Follow-up with each loan servicer to ensure deferment status has been approved.

## **Loan Deferment Procedure**



The Office of Admissions/Registrar processes requests for proof of enrollment for students who request it in writing by using either an ASUN Status of Enrollment Request form or the In School Deferment Request provided by a lender. For those students who do not have a lender approved form, ASUN will submit its own form (See Enrollment Verification for Arkansas State University-Newport).

- ASUN use the National Student Clearinghouse for verifications of enrollment status and/or dates of attendance. NSC has accurate information since 1995. This obfuscates the need for most proof of enrollment requests.
- A verification of enrollment may be processed in the office using the Status of Enrollment Request form. A student's enrollment status (full-time or part-time) is verified as of the day the request is submitted.
- Full and part-time status is determined by the following:
  - 16 Week Terms
    - Full-time = Student is CURRENTLY enrolled in at least 12 semester credit hours at ASUN.
    - Part-time = Student is CURRENTLY enrolled in less than 12, but at least 6 semester credit hours at ASUN.
  - Summer Terms
    - Full-time = Student is CURRENTLY enrolled in at least 6 semester credit hours at ASUN.
    - Part-time = Student is CURRENTLY enrolled in less than 6

#### **4. Organizational Structure of School's Business and Financial Aid Offices**

Arkansas State University - Newport has a system in place which provides internal checks and balances and which designates the function of authorizing payments of FSA program funds to the Financial Aid Office and disbursement of funds to the College's Business Office. These functions are separated organizationally within the Office's management structure: the Business Office is part of the Division of Finance, and the Financial Aid Office is in the Division of Student Affairs.

#### **5. Cost of Attendance Budgets**

##### **Various Student Populations**

The terms *budget*, *cost of attendance (COA)*, and *cost of education* are used synonymously among financial aid professionals. We will use the term "budget" to explain what schools should include in this section of the policies and procedures manual.

##### ***Policies***

Examples of possible budget categories include:

- ◆ Freshmen

- ◆ Upperclassmen
- ◆ Undergraduates
- ◆ Graduate students
- ◆ Doctoral students
- ◆ Students in study abroad programs
- ◆ Students attending under consortium or contractual arrangements
- ◆ Students who pay out-of-state tuition
- ◆ Students living in on-campus housing
- ◆ Students living off-campus

The terms budget, cost of attendance (COA), and cost of education are used synonymously among financial aid professionals. Standard student budgets reflecting the ASUN average student population cost of attendance (COA) at a modest, but adequate, standard of living are used to award financial aid. Special budget considerations or budget appeals are reviewed by the FAO on a case-by-case basis.

ASUN follows the federally-mandated basic components to derive a student budget. These components are tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses. Loan fees are added to the budget for those students that receive student loans. After an unsuccessful attempt to survey students about their costs, student budgets were initially derived based upon average costs in the area and information from College Board with annual adjustments based on the U.S. Department of Labor Bureau of Labor Statistics Consumer Price Index (CPI).

For students who are enrolled less than half-time, only the costs for tuition and fees and allowances for books and supplies, transportation, room and board for a limited duration, and dependent care expenses may be included as part of the cost of attendance (miscellaneous expenses and personal expenses may not be included).

Part of the cost of attendance is a student's tuition and fees normally assessed for a student carrying the same academic workload (1415 FSA HB Vol3 Ch2 p 3-36). This results in having tuition, fees, and book expenses adjusted for  $\frac{3}{4}$ -time and  $\frac{1}{2}$ -time students.

Student budgets are determined in March for use during the upcoming year.

ASUN's award year is 12 months in duration.

ASUN's academic year (fall and spring semester) is defined as 32 weeks and 24 semester hours.

Adjustments are made for students attending summer terms.

Standard budgets are prepared for the following student populations at full-time,  $\frac{3}{4}$ -time,  $\frac{1}{2}$ -time, and

less than half-time enrollment:

- Students living with parents
- Not living with parents

ASUN students are assigned a budget based on information provided on the FAFSA (intended housing) and demographic data from Admissions/Registrar.

Students who change their housing status may notify the FAO and have their budgets adjusted. On a case-by-case basis students may appeal to have their student budget adjusted based on special considerations and additional documented costs. The appeal is submitted to the Director of Financial Aid. Examples of appealable changes to standard budgets include, but are not limited to:

- The cost of dependent child care for single parents (or parents with a spouse who is also in college or employed).
- Students with disabilities may be allocated funds to cover reasonable costs associated with the special needs they have that are not already covered by other resources.
- Students with medical bills over what is already included in the cost of attendance.

The decision to approve or deny the request based on professional judgment rests with the financial aid director.

The 14-15 fee structure is:

<b>Tuition and Fee Schedule</b>	
<b>Tuition:</b>	
In-State	\$90 per credit hour
Out of State	\$147 per credit hour
Off Campus(Prison And Concurrent)	\$99 per credit hour
<b>Required Fees:</b>	
Online Course Fee	\$20 per credit hour
Quality Improvement Fee	\$7 per credit hour
Academic Excellence Fee	\$6 per credit hour
Student Activity Fee	\$2 per credit hour
<b>Program Fees:</b>	
Hospitality Program	\$50.00 per semester
Surgical Technology Program	\$150 per semester
Nursing Fee	\$120 per semester
Allied Health Fee	\$70 per semester
Commercial Driver Training Institute	\$1450.00 per semester
Commercial Driver Training Equipment Fee	\$300 per semester

Lab Fee	\$20 per lab course
Nursing Testing Fee	\$100
Advanced Placement Fee	\$45
TEAS-V Testing Fee	\$50
ACT Testing Fee	\$30
COMPASS Testing	\$10
Returned Check Fee	\$30
Payment Plan Fee	\$30
Welding Certification Testing Fee	\$100
NACE I	\$65
DEPS	\$25
<b>The University reserves the right to change or add fees at any time such action is deemed necessary.</b>	
revised 6/16/2014	

Out-of-state students who are residents of selected counties in neighboring states are also assessed resident tuition/fees.

Louisiana – 601 Claiborne Parish, 602 Union Parish, 603 Webster Parish, 604 Morehouse

Mississippi – 501 Coahoma, 502 Desoto, 503 Tunica, 504 Bolivar

Missouri – 301 Barry, 302 Dunklin, 303 McDonald, 304 Oregon, 305 Ozark, 306 Pemiscot, 307 Ripley, 308 Taney

Oklahoma – 201 Adair, 202 Delaware, 203 Le Flore, 204 McCurtain, 205 Sequoyah

Texas – 101 Bowie, 102 Cass

Tuition, based on residency, includes the rate for 5, 6, 9, and 12 hours, 1 lab course, and standard fees. Additional fees would be added on request.

Initial budgets assume full-time for the academic year based on data from the ISIR and Admission/Registrar, and assigned by the system.

Transportation is based on a 50 mile one-way trip (100 miles round-trip) for 2 days a week (Monday and Wednesday or Tuesday and Thursday) for 15 weeks a semester with the assumptions of 15 miles per gallon and \$3.50 per gallon. There is no difference between resident and non-resident students due the proximity of the surrounding counties in other states. Adjustments are made manually.

## 2014-2015 COA

<b>Resident</b>		AY - FT	AY - QT	AY - HT	AY - <HT		1sem - FT	1sem - QT	1sem - HT	1sem - <HT
off	T/F	2680	2050	1340	1210		1340	1025	670	605
campus	R/B	5696	5696	5696	0		2848	2848	2848	0
	Books	1200	900	600	600		600	450	300	300
	Trans	1400	1400	1400	1400		700	700	700	700
	Misc	2101	2101	2101	0		1050	1050	1050	0

	Total	13077	12147	11137	3210		6538	6073	5568	1605
w/	T/F	2680	2050	1340	1210		1340	1025	670	605
parent	R/B	2848	2848	2848	0		1424	1424	1424	0
	Books	1200	900	600	600		600	450	300	300
	Trans	1400	1400	1400	1400		700	700	700	700
	Misc	2101	2101	2101	0		1050	1050	1050	0
	Total	10229	9299	8289	3210		5114	4649	4144	1605
<b>Non-Resident</b>										
off	T/F	3528	2646	1764	1470		1764	1323	882	735
campus	R/B	5696	5696	5696	0		2848	2848	2848	0
	Books	1200	900	600	600		600	450	300	300
	Trans	1400	1400	1400	1400		700	700	700	700
	Misc	2101	2101	2101	0		1050	1050	1050	0
	Total	13925	12743	11561	3470		6962	6371	5780	1735
w/	T/F	3528	2646	1764	1470		1764	1323	882	735
parent	R/B	2848	2848	2848	0		1424	1424	1424	0
	Books	1200	900	600	600		600	450	300	300
	Trans	1400	1400	1400	1400		700	700	700	700
	Misc	2101	2101	2101	0		1050	1050	1050	0
	Total	11077	9895	8713	3470		5538	4947	4356	1735

## 6. General Eligibility Criteria for FSA Program Funds

In order for a student to benefit from most federal financial aid offered at ASUN, the student must meet general eligibility criteria, which are determined by the student completing the Free Application for Federal Student Aid (FAFSA), and also by ASUN reviewing the school-determined eligibility requirements. Below is a list of the general student eligibility criteria.

- A student must meet the following to be eligible to receive federal student aid (FSA):
  - A U.S. citizen or national
  - A U.S. permanent resident or other eligible noncitizen
  - A citizen of the Freely Associated States: the Federated States of Micronesia and the Republic of Palau and the Marshall Islands
- Have a valid Social Security number unless student is from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau
- A student must be enrolled as a regular student in an eligible program at ASUN
- A student must be qualified to study at the postsecondary level, and have an equivalent to a high school diploma
- A student must maintain Satisfactory Academic Progress (SAP).

- Males required to register with [Selective Service](#) at any time must have done so to receive FSA
- Student must certify that federal student aid will be used only for educational purposes
- A student must not be in default on any federal student aid (FSA) loans and does not owe an overpayment on any FSA grants or loans
- A student is not eligible for aid if inadvertently exceeded annual or aggregate loan limits
- A student that transfers to ASUN from a previous college may have financial aid history that affects their eligibility for FSA at ASUN
- A student who has been convicted of, or has pled no contest or guilty to, a crime involving fraud in obtaining FSA funds is not eligible for financial aid
- A student is ineligible for financial aid if their property is subject to a judgment lien for a debt owed to the United States, and a parent is not eligible for a PLUS loan if either the student or parent is subject to such a lien
- A student must not have a federal or state drug conviction if offense occurred during a period of student enrollment for which the student was receiving federal student aid
- Incarcerated students who are serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution have limited financial aid eligibility depending on the type of institution they are incarcerated in, as students are not considered to be incarcerated if in a halfway house or home detention or is sentenced to serve only weekends. Incarcerated students are not eligible for FSA loans but are eligible for FSEOG and FWS, and are eligible for Federal Pell Grant if not incarcerated in a federal or state penal institution
- Conflicting information must be resolved
- Students studying abroad are eligible for aid if the program is approved for academic credit toward the students' degree by the eligible home school at which the student is enrolled as a regular student. The home school must have a written agreement with the foreign school (or another U.S. school that contracts with the foreign school) or a single written arrangement with a study-abroad organization to represent an agreement between the home school and the foreign school
- Federal Pell Grant eligibility is calculated based upon a student's program of study, their Expected Family Contribution (EFC) from completing the Free Application for Federal Student Aid (FAFSA), ASUN's Cost of Attendance (COA), and the number of credits the student is enrolled in each payment period at the census date and must not exceed 100% of their annual limit nor 600% of their maximum lifetime eligibility used
- A student is eligible for the Iraq and Afghanistan Service Grant if they meet all the general eligibility criteria and their parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, and if at the time of the death the student was either less than 24 or was enrolled in college
- A student is eligible for the Federal Supplemental Educational Opportunity Grant (FSEOG) if they meet all general eligibility criteria, qualify for a Federal Pell Grant, and

have exceptional need as determined by the Office of Financial Aid at ASUN, this is a campus-based fund

- A student is eligible for a Federal Work-Study (FWS) job if they meet all general eligibility criteria and must have financial need; that is, Cost of Attendance (COA) minus Expected Family Contribution (EFC) from the FAFSA equals Need, and the FWS award must not exceed the student's need, this is a campus-based fund
- A student is eligible for a Federal Perkins Loan if they meet all general eligibility criteria, including not have borrowed the maximum annual or aggregate loan limits, must not be in default, willingness to repay the loan, and have exceptional need as determined by the Office of Financial Aid. (This is a campus-based fund program and ASUN does not participate in this program.)
- A student is eligible for the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program if they meet all the general eligibility criteria, adhere to an academic standard of a grade point average of at least 3.25 on a 4.0 scale and be enrolled in an education or pre-education major. (ASUN does not participate in this program.)
- A student must be enrolled at least half time (6 credits) to receive a Federal Direct Stafford Subsidized/Unsubsidized and Direct PLUS Loan Programs

## 7. Eligibility Criteria for School-Based Assistance

**ASUN** offers a quality education at surprisingly affordable cost. However, many qualified students will need financial assistance in some combination of Federal, State, institutional, and private sources of aid in order to attend any of our schools listed above.

Each location is approved to offer financial aid to qualified students who want a higher education, but lack adequate financial means. Student financial aid makes it possible for students to realize their dreams of securing a higher education.

Different types of aid (private scholarships, institutional, state, and federal) have different rules, called eligibility criteria, to determine who may receive the aid.

### **Need-based and Non-need-based Institutional Aid Program**

***ASUN Ambassador Scholarship Program* stipulates that recipients must:**

Have demonstrated leadership abilities in high school;

Have a 3.25 GPA; and

Enroll in the next academic year as a full-time ASUN student.

The scholarship is \$1,000 per semester for a maximum of two semesters, and renewal is contingent upon fulfilling the recipient's duties and responsibilities as follows:

Attend an on-campus orientation session;

Serve as an official representative of ASUN on and off campus for recruitment purposes;

Serve as an usher at Graduation;

Work a minimum of two hours per week in an assigned student affairs area;  
Attend required meetings with an Ambassador Coach;  
Maintain 12 or more credit hours at ASUN;  
Enroll and successfully complete Leadership class during the Fall semester;  
Attend Student Government Association (SGA) meetings;  
Serve as an usher at noon Concert Lecture Series;  
Participate in local Christmas parades, Tuckerman Hometown Days and Depot Days;  
Assist with Spring Fling/Fall Blast;  
Maintain a minimum 3.00 GPA; and  
Maintain a portfolio of activities and submit it to the Ambassador Coach at the end of the Fall semester.

### **GED Scholarship**

**The GED Scholarship** is awarded to students in two categories:

Those who score 650 and above will receive \$500 per semester to be pro-rated depending on enrollment; and  
Those who score between 620 & 649 will receive \$250 per semester with pro-rations for enrollment as necessary.

Recipients may not receive other ASUN institutional scholarships while receiving the GED Scholarship, and must be a first – time entering student. Additional conditions are as follows:

The scholarship is limited to a period of two semesters;  
Renewal requires a 3.0 GPA for the first semester;  
Application must be made prior to the first day of classes for the first semester;  
Recipients must complete at least 67 percent of all attempted hours for renewal;  
and Scholarship awards are contingent on availability of funds.

### **ASUN Academic Scholarship**

These scholarships, in the amount of full tuition of up to 15 hours, may be awarded to:  
High school\* valedictorians and salutatorians, who are first-time entering students; and First-time entering students with a composite score, on the Enhanced American College Testing (ACT) program's exam, of at least 24.

The following conditions also apply:

The total amount (up to 15 hours) may not exceed an amount equivalent to in-state tuition;  
Application must be made prior to the first day of classes for the student's first semester;  
Scholarship recipients must complete at least 12 hours per semester;



Scholarship awards are contingent on availability of funds, and are awarded in the order they are received. Other tuition-only scholarships may be applied before this scholarship;

Scholarships may be awarded for a period not to exceed four semesters, and the following GPAs must be maintained –

First semester.....	3.00 GPA
Second semester.....	3.25 GPA
Third semester.....	3.25 GPA

\*High School must be accredited by the Arkansas Department of Education.

### **ASUN Incentive Scholarship**

This scholarship is awarded in an amount equal to one-half tuition for four semesters to:

First-time entering students who have a composite score of 22 or 23 on the Enhanced ACT; and

Who are not receiving any other ASUN institutional scholarship.

Additional conditions apply –

Awards may not exceed four semesters, and a 3.0 GPA must be earned the first and all succeeding semesters;

Applications must be made prior to the first day of classes of the student's first semester;

Recipients must complete at least 12 hours per semester;

Scholarship awards are contingent on availability of funds, and are awarded in the order they are received. Other tuition-only scholarships may be applied before this scholarship; and

The high school must be accredited by the Arkansas Department of Education.

### **ASUN Education Benefits Scholarship**

This scholarship is awarded to full-time employees of the Arkansas Department of Corrections and is fifty percent (50%) of tuition. Other scholarships may offset or void this award.

### **Grimes/McPherson Inmate Scholarship**

The guidelines for this scholarship are:

Must be a returning student, who has completed at least one course with ASUN;

Must have at least a 2.0 GPA, in the most recent semester in which courses were completed at ASUN;

A tuition-only scholarship for up to \$380 for up to four semester credit hours per fall and spring semesters;

Student is responsible to pay for additional credit hours in excess of four for each semester;

May be renewed if the recipient has maintained a 2.0 for the most recent semester, but has not completed an associated degree with ASUN; and

This scholarship is contingent upon adequate funding being available.

## 8. Eligibility Criteria for State Aid

### Need-based and Non-need based State Aid Programs

#### *Academic Challenge Scholarship - Non-Traditional Students*

The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college.

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**Scholarship Deadline to Apply:** June 01, 2015

**Requirements:** 2.5 College GPA if student has earned 12 or more hours; OR 19 ACT;  
OR 2.5 high school GPA if an AR high school graduate

**Documents Required:** Transcript from each college attended.

**Other Information:** Academic Challenge Award Amounts

2010-11	\$5000	\$2500
2011-12	\$4500	\$2250
2012-13	\$4500	\$2250
2013-14	\$2000 (1st year)	\$2000
2013-14	\$3000 (2nd year)	\$2000
2013-14	\$4000 (3rd year)	\$2000
2013-14	\$5000 (4th year)	\$2000

[Overview](#) > [Rules and Regulations](#) [Application](#)

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#### *Academic Challenge Scholarships - High School*

The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college.

**Scholarship Deadline to Apply:** June 01, 2014

**Requirements:** Complete [Smart Core](#) and 2.5 GPA or 19 ACT to qualify, [FAFSA](#) Required.

**Other Information:** Academic Challenge Award Amounts

2010-11	\$5000	\$2500
2011-12	\$4500	\$2250
2012-13	\$4500	\$2250
2013-14	\$2000 (1st year)	\$2000
2013-14	\$3000 (2nd year)	\$2000
2013-14	\$4000 (3rd year)	\$2000
2013-14	\$5000 (4th year)	\$2000

[Overview >](#) [Rules and Regulations](#) [Application](#)

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### *Governor's Distinguished Scholarship - High School*

The Governor's Distinguished Scholarship is the most academically rigorous scholarship program offered by the is for those graduating seniors scoring 32 on the ACT or 1410 on the SAT, and a 3.50 academic grade point average, or are named National Merit Finalists or National Achievement Scholar pays tuition, mandatory fees, room and board up to \$10,000 per year.

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**Scholarship Deadline to Apply:** February 01, 2015

**Requirements:** At least a 32 ACT (1410 SAT) and a 3.5 GPA to apply. FAFSA not required.

**Award Amount:** \$10,000 per year.

[Overview >](#) [Rules and Regulations](#) [Application](#)

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### *Governor's Scholars Program - High School*

The Governor's scholars program is the most academically competitive scholarship awarded by the State. At the Governor's Scholars level, one graduating senior in each Arkansas count can receive up to \$4000 annually on academic achievement, test score and leadership.

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**Scholarship Deadline to Apply:** February 01, 2015

**Requirements:** At least a 27 ACT or a 3.5 GPA to apply. [FAFSA](#) not required.

**Award Amount:** \$4,000 per year.

[Overview >](#) [Rules and Regulations](#) [Application](#)

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### *Higher Education Opportunities Grant (GO! Grant) - High School*

Provides \$1000 grants to full-time and \$500 grants to part-time students based on financial need. Students must be an Arkansas resident for at least 12 months prior to applying for the grant. Students also must meet the financial need criteria established for the GO! Grant and attend an approved Arkansas institution. Applicants complete the Free Application for Federal Student Aid (FAFSA) and the GO! Opportunities Grant application.

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**Scholarship Deadline to Apply:** June 01, 2015

**Requirements:** Must meet income requirements, [FAFSA](#) Required.

**Award Amount:** Up to \$500 per semester

[Overview >](#) [Rules and Regulations](#) [Application](#)

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### *Higher Education Opportunities Grant (GO! Grant) - Non-Traditional Students*

Provides \$1000 grants to full-time and \$500 grants to part-time students based on financial need. Students must be an Arkansas resident for at least 12 months prior to applying for the grant. Students also must meet the financial need criteria established for the GO! Grant and attend an approved Arkansas institution. Applicants complete the Free Application for Federal Student Aid (FAFSA) and the GO! Opportunities Grant application.

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**Scholarship Deadline to Apply:** June 01, 2015

**Requirements:** Must meet income requirements, [FAFSA](#) Required.

**Award Amount:** Up to \$500 per semester

[Overview >](#) [Rules and Regulations](#) [Application](#)

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### *Law Enforcement Officers' Dependents Scholarship (LEO) - Other*

LEO provides a waiver of tuition, fees, and room at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty.

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**Scholarship Deadline to Apply:** June 01, 2015

**Award Amount:** See overview page for Awards Information.

[Overview >](#) [Rules and Regulations](#) [Application](#)

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### ***Military Dependents Scholarship (MDS) - Other***

MDS provides a waiver of tuition, fees, room and board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed or missing in action or who were prisoners of war or who are totally and permanently disabled.

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**Scholarship Deadline to Apply:** June 01, 2015

**Award Amount:** See overview page for Awards Information.

[Overview >](#) [Rules and Regulations](#) [Application](#)

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### ***Second Effort Scholarship - Other***

Up to \$1000 annually to the individuals with the top 10 scores on the GED exam during the previous calendar year.

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**Scholarship Deadline to Apply:** June 01, 2015

**Award Amount:** See overview page for Awards Information

[Overview >](#) [Rules and Regulations](#) [Application](#)

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### ***Single Parent Scholarship - Other***

Single Parent Scholarships (SPSF) are given to low-income single parents who are pursuing post- secondary education in preparation for skilled employment. Scholarship Funds are administered by affiliate organizations and volunteers in each county of Arkansas. Eligibility criteria and application requirements vary by county. To apply for a scholarship or to get involved, [contact the affiliate SPSF serving the county you live in.](#)

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**Award Amount:** Contact Arkansas Single Parent Scholarship Fund for award information.

[Overview >](#) [Application](#)

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### ***State Teacher Education Program (STEP) - Teachers***

STEP is a loan reduction program that offers yearly loan repayment grants to current educators teaching in a subject or geographic shortage area in an Arkansas public school. Teachers must reapply each year and are eligible for up to three years.

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**Scholarship Deadline to Apply:** June 01, 2015

**Requirements:** Graduated after April 1, 2004, Teaching in a [Geographic](#) or [Subject](#) Shortage Area.

**Documents Required:** College Transcript with Graduation Date, Lender Payment Information

**Award Amount:** Up to \$4,000 per year paid directly to lender.

[Overview](#) > [Rules and Regulations](#) [Application](#)

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### ***Student Undergraduate Research Fellowship (SURF) - Other***

Designed to allow undergraduate students to conduct in-depth research projects in their specific fields of study with the assistance of faculty mentors.

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**Scholarship Deadline to Apply:** June 01, 2015

**Other Information:**

[Application Checklist](#)

[Budget](#)

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**Award Amount:** Up to \$3,000 per year reimbursed to applicant.

[Overview](#) > [Rules and Regulations](#) [Application](#)

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### ***Washington Center Scholarship - Other***

A program that awards scholarships of up to \$6000 to Arkansas students who are accepted to The Washington Center for Internships and Academic Seminars located in Washington, D.C. For more information, visit the website for the [Washington Center](#).

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**Award Amount:** Refer to the Washington Center Website for Award information.

[Overview](#) > [Rules and Regulations](#) [Application](#)

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### ***Workforce Improvement Grant (WIG) - Non-Traditional Students***

WIG awards up to \$2000 annually to students at least 24 years old based on financial need. Students apply using the Free Application for Federal Student Aid and awards are made by the institution the student attends. Students may be enrolled part time.

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**Requirements:** Must meet income requirements, be at least 24 years old, [FAFSA](#) Required.

**Award Amount:** Up to \$2000 annually.

[Overview](#) > [Rules and Regulations](#)

## **9. Eligibility Criteria for Private Aid**

### **Need-based & Non-need Based other Private Aid Programs**

#### **Alton E. and Thelma McCartney Scholarship Program**

This scholarship program was established to aid graduates of high schools within Jackson County – Newport, Jackson County, Swifton, and Grubbs High Schools. The scholarship is administered by Merchants and Planters Bank in Newport.

Students should discuss with their local High School Counselors on how to apply for other private scholarships that might be available.

## **10. Processing Aid Applications Policy & Procedure**

Once a student submits a FAFSA, a need analysis is applied to the information submitted on the FAFSA and the expected family contribution (EFC) is calculated. The EFC, is the amount of money that a student's family can contribute toward the student's education. In determining how much the student and the student's family can contribute, the need analysis takes into account family income, assets, family size, number in household in college and various other factors. (Need analysis measures the family's ability to contribute to the student's education, not the family's willingness to contribute.)

The student's amount of financial need is determined by subtracting the EFC from the cost of attendance.

Students requesting federal aid at ASUN must list the ASUN school code 042034 on the FAFSA. Once the FAFSA has been processed ASUN receives ISIRs electronically that contains students' EFCs along with other information from the FAFSA.

Information from the ISIRs are loaded into the POISE system. Students chosen for verification are sent emails requesting documents needed to verify the students' files.

As the documents are returned, the documents are keyed as received on the document tracking screen in POISE and then scanned into Docubase.

A complete files report is run that list all students whose files are ready to review. The report also has a date that the file was complete. Financial aid personnel review the files and process on a first-come first-served basis.

Once a file has been reviewed it is marked ready to award. The POISE system is set to automatically award Pell Grant and FESOG. Other awards are keyed manually by financial aid personnel. Pell Grant is awarded initially for full-time enrollment. The enrollment status of students is locked on the census date and at that time, the actual amount of Pell Grant is determined for each student.

Aid is awarded in the following order:

Pell Grant	FSEOG
State scholarships	Institutional scholarships
Private scholarships	Federal work study
Student loans	

Students are notified of the amount of their Pell Grant through an award letter sent to the students' emails.

Priority deadline for the fall semester is May 1 and priority deadline for the spring semester is September 15.

Students who do not use their entire Pell allocation during the fall and spring semesters may use the balance during the following summer period. It is the responsibility of the students to inform the Financial Aid Office that they will be enrolled during the summer period and request assistance.

## **11. Calculation of Payment Period/Awarding of Aid**

Every eligible program of study has a defined academic year so eligibility for FSA can be determined. The timing and amount of FSA funds are based on the school's academic year and payment periods.

Each academic year is generally divided into two payment periods. The first is the period in which half the credit hours and weeks in the academic year are completed. The second is the period in which the remaining credit hours and weeks in the academic year are successfully completed. Successful completion means meeting the requirements of ASUN's Satisfactory Academic Progress policy.

For clock hour programs, the next payment period cannot begin until the first payment period has been successfully completed.

For students who have less than an academic year left in their program of study, the academic year will consist of only the remaining credits. The academic year will be divided into two



payment periods, as explained above. The FSA award is then prorated based on those remaining credits.

### Payment Periods

The definition of a payment period is applicable to all FSA programs except FWS. The common definition is integral to requirements for the administration of FSA funds. For example, FSA program disbursements (except FWS payments) must be made on a payment period basis. Another example is that a student's satisfactory academic progress (SAP) evaluation is required to correspond with the end of a payment period.

For clock-hour programs, the payment period is defined not only in clock-hours but also in weeks of instructional time. A student must successfully complete the clock-hours and weeks of instructional time in a payment period to progress to the next payment period.

For Direct Loans, the payment period for clock-hour programs, non-term credit-hour programs, and nonstandard term programs with terms not substantially equal in length are defined in clock or credit-hours and weeks of instructional time (as has been the case for the other FSA programs). Previously for such programs, second disbursements in loan periods were based on the calendar midpoint of the academic year. A student must successfully complete the clock-hours and weeks of instructional time in a payment period to progress to the next payment period (as has been the case for annual loan limit progression and for grant and Perkins Loan payment period progression in clock-hour and non-term credit-hour programs).

ASUN has both credit hour and clock hour programs; therefore, ASUN uses both "term-based" payment periods (the payment period is the term), and payment periods based on the completion of credit or clock-hours and weeks of instructional time.

Once the academic calendar has been approved, FA director verifies the beginning and end dates for each semester. For credit hour programs the payment period is the beginning and ending dates of the semester.

After grades have been posted at the end of the semester, FA director runs a report which lists all students who did not meet the satisfactory academic progress policy.

For clock hour programs, instructors keep a log of hours completed. This log is submitted to the FA director who checks the number of hours completed by each student. Once the student has completed the required number of hours and weeks, SAP is checked and if student met the SAP requirements, student is eligible for the next aid disbursement.

## **12. Packaging Procedure and Policy**

Information from the ISIRs are loaded into the POISE system. Students chosen for verification are sent emails requesting documents needed to verify the students' files.

As the documents are returned, the documents are keyed as received on the document tracking screen in POISE and then scanned into Docubase.

A complete files report is run that list all students whose files are ready to review. The report also has a date that the file was complete. Financial aid personnel review the files and process on a first-come first-served basis.

Once a file has been reviewed it is marked ready to award. The POISE system is set to automatically award Pell Grant and FESOG. Other awards are keyed manually by financial aid personnel.

Pell Grant is awarded initially for full-time enrollment. The enrollment status of students is locked on the census date and at that time, the actual amount of Pell Grant is determined for each student.

Aid is awarded in the following order:

Pell Grant	FSEOG
State scholarships	Institutional scholarships
Private scholarships	Federal work study
Student loans	

Students are notified of the amount of their Pell Grant through an award letter sent to the students' emails.

Priority deadline for the fall semester is May 1 and priority deadline for the spring semester is September 15.

### **13. Determining Payment Periods for Clock-Hour Programs**

#### Payment Periods

The definition of a payment period is applicable to all FSA programs except FWS. The common definition is integral to requirements for the administration of FSA funds. For example, FSA program disbursements (except FWS payments) must be made on a payment period basis. Another example is that a student's satisfactory academic progress (SAP) evaluation is required to correspond with the end of a payment period.

For clock-hour programs, the payment period is defined not only in clock-hours but also in weeks of instructional time. A student must successfully complete the clock-hours and weeks of instructional time in a payment period to progress to the next payment period.

For Direct Loans, the payment period for clock-hour programs, non-term credit-hour programs, and nonstandard term programs with terms not substantially equal in length are defined in clock or credit-hours and weeks of instructional time (as has been the case for the other FSA programs). Previously for such programs, second disbursements in loan periods were based on the calendar midpoint of the academic year. A student must successfully complete the clock-hours and weeks of instructional time in a payment period to progress to the next payment period

(as has been the case for annual loan limit progression and for grant and Perkins Loan payment period progression in clock-hour and non-term credit-hour programs).

ASUN has both credit hour and clock hour programs; therefore, ASUN uses both “term-based” payment periods (the payment period is the term), and payment periods based on the completion of credit or clock-hours and weeks of instructional time.

Once the academic calendar has been approved, FA director verifies the beginning and end dates for each semester. For credit hour programs the payment period is the beginning and ending dates of the semester.

After grades have been posted at the end of the semester, FA director runs a report which lists all students who did not meet the satisfactory academic progress policy.

For clock hour programs, instructors keep a log of hours completed. This log is submitted to the FA director who checks the number of hours completed by each student. Once the student has completed the required number of hours and weeks, SAP is checked and if student met the SAP requirements, student is eligible for the next aid disbursement.

#### **14. Procedures for Third-Party Servicers**

Private alternative loans provide another way to help students finance an education at ASUN. There are many private alternative loans available to students through a variety of lenders. ASUN does not endorse or promote any third party loan provider or services, and borrowers are encouraged to review the federal loan options before considering private alternative loans since federal loans may have more favorable terms and conditions.

#### **15. Disbursement Policy for Pell and Direct Loan Programs**

After the drop/add period is over, the Admissions Office generates an electronic Attendance Verification (no-show) report.

Instructors are required to report each student who has attended at least one class session as attending. They also report any student on the verification report who has never attended a class session as never attending (no-show). After all instructors have submitted their verification (no-show) report; the Admissions Office removes the no-show students from enrollment.

Financial aid office personnel receive a list from Admissions of students who were no-shows in all courses and of students who attended some courses. FA personnel re-calculates Pell Grant awarded according to the Admissions no-show (partial show) list.

After the no-show list has been reviewed and needed revisions made to students’ awards, FA director runs a disbursement process which generates a report to COD for students receiving Pell Grants and student loans. FA director notifies business office personnel who then completes a process to apply the funds to students’ accounts. Business office personnel submits a report to

FA director of a list of students whose financial aid has been applied. FA director reviews report and approves for business office personnel to release the students' aid.

For students receiving loans:

If student has requested loans for both the fall and spring terms, student will receive half the loan during fall semester and if student remains eligible, will receive remaining loan at the beginning of the spring semester.

For students who requested a loan for one semester only, student receives half the loan at the beginning of the semester and (if still eligible) remaining half at the mid-point of the semester.

Loans for first time students are not disbursed until the 30<sup>th</sup> day of the semester.

### ***Post-Withdrawal Disbursements***

If a student receives less federal student aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement.

A post-withdrawal disbursement to the student for earned Title IV funds in excess of outstanding current (educationally related) charges must be made as soon as possible but no later than 45 days for grants and as soon as possible but no later than 180 days for loans. ASUN's policy is to make post-withdrawal disbursements for grants within two weeks. Post-withdrawal disbursements for loans are made within two weeks of the deadline established for the student to accept or decline the loan portion of a post-withdrawal disbursement.

ASUN is allowed to automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. ASUN needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to use the funds to reduce your debt at the school. If your post-withdrawal disbursement includes loan funds, ASUN must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. If you do not give permission for the school to disburse enough loan funds to cover your school's charges, you will be responsible for paying the balance due on your account.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you, as a post-withdrawal disbursement, once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If a student or parent is eligible for a post-withdrawal disbursement of a loan, ASUN financial aid staff will send notification of post-withdrawal disbursement eligibility within 30 calendar days after the student's withdrawal. Students and/or parents will be given a minimum of 14 calendar days, from the date that the school sent the post withdrawal notification, to accept a

post-withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame, or the student/parent declines the funds, the school will return any earned loan funds that the school is holding, to the Title IV programs. For students who provide notification back to ASUN, prior to the post-withdrawal disbursement deadline, that they want the loan funds, ASUN will disburse the loan within three weeks of the receipt of the student acceptance.

The following conditions apply when processing a post-withdrawal disbursement.

1. A student may not owe a prior year balance or fail to meet Satisfactory Academic Progress according to the ASUN Financial Aid Satisfactory Academic Progress Policy.
2. If, before the student's withdrawal date a loan offer has been accepted, the loan must also have been originated by ASUN.

## **16. Disbursement Policy for Parent Plus**

The Office of Financial Aid certifies Parent Loans for Undergraduate Students (PLUS) through the Federal Direct Lending Program. Federal funds are borrowed directly from the Department of Education.

The PLUS loan is available to the student's biological or adoptive parent or the student's stepparent, if the biological or adoptive parent has remarried at the time of application. Student must be enrolled in at least six hours and seeking at degree or technical certificate at the school disbursing the loan. Student must be considered dependent. For financial aid purposes, a student is considered "dependent" if he or she is under 24, unmarried, and has no legal dependents at the time the Free Application for Federal Student Aid is submitted. (Exceptions are made for veterans, wards of court, and other special circumstances.) If a student is considered dependent, then the income and the assets of the parent have to be reported on the FAFSA

Parent borrower must not have adverse credit history to participate in this program. Parents of dependent students may borrow up to the cost of attendance minus any other aid through this credit-based loan program each academic year. Only one parent can borrow (per application) through this loan program. The student for which the parent is requesting a Federal Direct PLUS loan must complete a Free Application for Federal Student Aid (FAFSA) to participate in this program. Please visit [www.fafsa.gov](http://www.fafsa.gov) to complete the FAFSA.

The information below is for the parent borrower.

### **Pre-approval Application Procedures**

A parent may complete a request for a Direct PLUS Loan and initiate a credit check online by visiting [www.studentloans.gov](http://www.studentloans.gov). However, credit approval will be limited to 90 days. Completion of credit check does not preclude the requirement to submit a Parent PLUS Loan Request Form to the ASUN Financial Aid Office.

PLUS Loan Request Form

Parents interested in borrowing through the Direct PLUS Loan program must complete and submit a PLUS Loan Request Form to the Financial Aid Office. Incomplete forms will delay certification of the loan. Do not leave required data fields blank.

If approved for a Parent PLUS, parent must complete a PLUS Master Promissory Note (MPN) found at [www.studentloans.gov](http://www.studentloans.gov). The parent borrower must have a PIN (not the student's) to complete the MPN online. The Master Promissory Note is a legal document in which the borrower promises to repay loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of the loan(s). The MPN is valid for up to 10 years.

If the PLUS application is denied, the parent borrower has four options:

1. Request a review of the credit check due to inaccurate information on your credit report. Contact Direct Loan Applicant Services at 1-800-557-7394.
2. Provide an endorser. The endorser must pass a credit check and sign a promissory note. Contact Direct Loan Applicant Services at 1-800-557-7394.
3. Not pursue the PLUS loan. No further action.
4. Contact the Office of Financial Aid for consideration of additional unsubsidized Direct Loan eligibility. This may require unusual circumstances beyond a credit denial and will need to be documented by the ASUN FA office personnel.

The interest rate in the Federal PLUS program is fixed. Interest is charged on Direct PLUS Loans during all periods, beginning on the date of the first disbursement.

In addition to interest, borrowers are charged a loan origination fee that is a percentage of the principal amount of each Direct PLUS Loan. This fee helps reduce the cost of making these low-interest loans. The fee is deducted before the loan is disbursed so the loan amount actually received will be less than the amount that has to be repaid.

For current interest rate and origination fees visit the following webpage:

<https://studentaid.ed.gov/types/loans/plus>

Repayment begins 60 days after the funds are disbursed unless the borrower requests a deferment which allows no payments to be made while the student is enrolled, but interest on the loan is capitalized if not paid by the parent during the deferment.

Submission of the PLUS Loan Request Form does not guarantee approval for the amount requested. Eligibility is subject to change based upon completion of required documents, review of the student's other financial aid, and approval from the U.S. Department of Education.

#### Disbursement:

Loans must be made in two disbursements. If requesting for the fall and spring semesters, the first disbursement will be at the beginning of the fall semester and the second disbursement will be at the beginning of the spring semester. If the loan is requested for one semester, the first disbursement will be at the beginning of the semester and the second disbursement will be disbursed at the mid-point of the semester.

In most cases the school will disburse loan funds by crediting it to the student's account to pay tuition, fees, and other authorized charges. If the loan disbursement amount exceeds the student's school charges, the school the remaining balance will be paid by check or direct deposit..

### **Using the loan for education expenses:**

PLUS loan money received must be used to pay for the student's educational expenses. Educational expenses include school charges such as tuition, room and board, fees, and indirect expenses such as books, supplies, equipment, dependent child care expenses, transportation, and rental or purchase of a personal computer.

## **17. NSLDS Procedures and Responsibilities**

After submitting the FAFSA, the Department of Education (DE) attempts to match the information provided with what is on the National Student Loan Data System (NSLDS). This is to ensure that the student is not in default on any previously borrowed student loans, is not close to or over aggregate Federal Stafford Loan limits, and a refund on a grant payment received is not due. DE uses the student's name, social security number, and date of birth to determine the above and list financial aid history on the Student Aid Report (SAR) and ISIR. If the information provided on the FAFSA does not match what is on NSLDS, the record will be flagged.

For files that are flagged, the FA office personnel must determine why the data mismatch is occurring, try to resolve it if possible, and then locate the student's financial aid history on NSLDS to ensure there are no other issues.

When a partial match on the information with NSLDS is reported on the SAR/ISIR, FA office personnel must resolve the issue before proceeding. If there was a mistake made entering the student's data on the FAFSA, a correction should be made. Students may be asked to provide documents to help resolve the issue. This may be but is not limited to paperwork showing a legal name change, a copy of the social security card, or a birth certificate, passport, naturalization papers, etc. FA personnel will contact the student in writing should any supplementary documentation be needed.

In some instances, FAFSA records are flagged for no data, no relevant history or a processing error where financial aid history was not transferred to the SAR/ISIR. FA personnel should be able to resolve the issue without further action from the student.

In addition to researching ISIRs that are flagged, ASUN FA personnel look at NSLDS history for each student who is awarded federal financial aid.

As ISIRs are received, NSLDS history for each student is scanned into FA Docubase. If NSLDS indicates that a student has attended other schools, FA personnel check with Admissions Docubase to see if transcripts from any/all previous schools attended have been received. If transcripts are missing, FA personnel notify Admissions office personnel and missing transcripts are requested.

During the awarding process FA personnel will look in FA Docubase and check NSLDS for any potential problems that may need resolved be student is awarded aid.

## **18. FISAP Procedures and Responsibilities**

When a school enters into a Program Participation Agreement (PPA) with the Department of Education (the Department/ED), the school can request to participate in and make awards of FSA funds in the Campus-Based Programs.

ASUN requested and was approved to participate in the Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal work-study (FWS).

Schools that participate in campus based programs are required to complete the Fiscal Operations Report and application to Participate (FISAP) each year. Deadline for submitting the report is October 1.

It is the responsibility of the ASUN FA director to ensure the report is completed and submitted each year.

Starting in August, the FA director, with the help of IT personnel and business office controller, starts gathering required information needed to complete the FISAP report.

Once the information has been collected and reviewed, the FA director enters the information into the

FISAP through the FISAP on the Web, available at: <https://cbfisap.ed.gov>.

The ASUN FISAP was submitted on October 1, 2014 according to the instructions provided.

## **19. Student Overpayment Procedures**

An overaward exists when a student's aid package exceeds his or her need. While the school must always take care not to overaward a student when packaging his or her aid, circumstances may change after packaging of the student's aid that result in an overaward.

For instance, the student may receive a scholarship or grant from an outside organization after initial package has been disbursed. When an overaward situation arises, FA personnel may be required to adjust the federal student aid (FSA) in the student's package in order to eliminate the overaward.

### **Overpayments**

Overawards only become overpayments if a school cannot correct them before funds are disbursed to a student. That is, an overpayment exists when some or all of the funds that make up an overaward have been disbursed to the student.



Only Pell Grant and FSEOG awards are automatically awarded by the POISE system; therefore, as FA personnel are awarding additional awards, additional awards are made only up to the students' cost of attendance.

Occasionally, after disbursement has been made, FA personnel may become aware of an overaward. Example; student receives a private scholarship after initial disbursements have been made.

When an overaward exists, FA director is notified and FA director resolves the overaward and makes the correction, notifies business office personnel to make change on student's account and notifies COD using Edexpress software.

Overpayments are resolved according to federal regulations.

## **20. Refund of Tuition and Fees Policy & Procedure**

Any student who officially withdraws from the University during a semester shall be entitled to a refund, provided the withdrawal occurred during the refund period as outlined below. Refunds must be claimed at the time of withdrawal through the Office of Enrollment Services/Registrar and the Business Office. The refund applies to the total charges rather than the amount paid at the time of withdrawal. The following refund schedule does not apply to the Commercial Driver Training program students.

- 1. Two-week up to five-week courses:**
  - A. First two days of class 100 %**
  - B. After the second day of class No Refund**
  
- 2. Five-week up to full term courses:**
  - A. First week 100 %**
  - B. No Refund No Refund**
  
- 3. Full-Term (Fall and Spring) courses:**
  - A. First week 100 %**
  - B. Second or third week 60 %**
  - C. After the third week No Refund**

**Commercial Driver Training Students refund policy is: 100% refund if the student withdraws during the first 8 days of class. Thereafter, no refund will apply.**

## **VI. Administering Campus Based Programs**

### **1. Awarding Policies & Procedures**

Financial aid is packaged by the FA Director, Financial Aid Specialist, Financial Aid Analyst and the Student Services Specialist.

#### **Federal Aid**

For federal aid, a complete files report is run that list all students whose files are ready to review. The report also has a date that the file was complete. Financial aid personnel review the files and process on a first-come first-served basis.

Once a file has been reviewed it is marked ready to award. The POISE system is set to automatically award Pell Grant and FESOG.

Pell Grant is awarded initially for full-time enrollment. The enrollment status of students is locked on the census date and at that time, the actual amount of Pell Grant is determined for each student.

When students submit loan requests, loan eligibility is determined and then keyed by the FA analyst, FA specialist, Student Services specialist or FA director.

Work study awarding is mainly the responsibility of the FA analyst. Once work study positions have been identified by the Vice Chancellor of Student Affairs, the FA analyst is notified and notices sent to the departments receiving work study positions.

Students submit work study applications to the FA office which are forwarded to the FA analyst who checks students' eligibility. FA analyst notifies the departments of the students' eligibility. If chosen for work study, the department employing the student notifies the FA analyst who keys the award.

Although mainly the responsibility of the FA analyst, the FA specialist, Student Services specialist and FA director have the ability to key work study awards.

#### **Institutional aid**

Although other FA personnel listed above can award any aid, most of the institutional scholarships are awarded by the FA Specialist. Institutional scholarship applications are located on the ASUN FA webpage and distributed during financial aid high school presentations and new student orientation. Once the FA specialist receives the application, the application is reviewed and if student is eligible, student is notified by letter and the awarded is keyed on the FA side of the POISE system. Student also receives an electronic award letter.

The FA specialist is also responsible for entering 60+ tuition discounts. After the census date a report is run that identifies students who received the 60+ discount. Information from this report is keyed on the FA POISE system.

Business office personnel submit employee/dependent tuition discount forms to the FA Specialist who enters the amounts for each student on the FA POISE system.

### Career Pathways (CP)

The FA specialist is responsible for keying CP for the Newport and Marked Tree campuses. The Student Services Specialist is responsible for keying CP for the Jonesboro campus.

The Career Pathways Director submits an excel spreadsheet listing the students and the amounts that need to be awarded. The FA specialist and Student Services specialist check the students' eligibility and notify the CP director and key the award after approved by the CP director.

Students receiving private scholarships are required to submit the award notice from the donor to the FA office. When private scholarship notices are received, the FA director, FA analyst, FA specialist or Student Services specialist check the students' eligibility and then key the award.

### State of Arkansas scholarships and grants

State of Arkansas scholarships and grants are the responsibility of the FA Director.

FA director receives an email from the Arkansas Department of Higher Education (ADHE) indicating that ASUN rosters for state grants and scholarships are ready to be certified. The grants and scholarships are keyed on the FA POISE system. On the 11<sup>th</sup> day of the semester the hours of enrollment for each student are verified and the rosters with the hours are submitted to ADHE. ADHE then sends funds to the ASUN bank.

Aid is awarded in the following order:

Pell Grant

State scholarships  
scholarships

Student loans

Federal work study

FSEOG  
Institutional  
Private scholarships

Students are notified of the amount of their Pell Grant through an award letter sent to the students' emails.

Priority deadline for the fall semester is May 1 and priority deadline for the spring semester is September 15.

Students who do not use their entire Pell allocation during the fall and spring semesters may use the balance during the following summer period. It is the responsibility of the students to inform the Financial Aid Office that they will be enrolled during the summer period and request assistance.

## 2. FSEOG Selection Policy

An FSEOG is a grant for undergraduate students with exceptional financial need. The *Free Application for Federal Student Aid (FAFSA)* is the application for FSEOG, so ASUN can determine a student's *financial need*. Students who will receive **Federal Pell Grants** and have the most financial need will receive **Federal Supplemental Educational Opportunity Grant (FSEOG)** before other students who are less needy. The FSEOG does not need to be repaid.

The FSEOG program is administered directly by the *financial aid office* at each participating school and is often referred to as “campus-based” aid along with a Federal work and loan program.

The FSEOG Program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education. Students can receive these grants at any one of approximately 3,800 participating postsecondary institutions. When making FSEOG awards, the institution must give priority to those students with “exceptional need” (those with the lowest Expected Family Contributions, or EFCs, at the institution) and those who are also Federal Pell Grant.

A participating institution applies each year for an FSEOG allocation by submitting a Fiscal Operations Report and Application to Participate (FISAP) to the U.S. Department of Education. Using a statutory formula, the Department allocates funds based on the institution's previous funding level and the aggregate need of eligible students in attendance in the prior year. Institutions must contribute 25 percent of the award amounts.

#### Selecting independent & part-time students

If any part of a school's FSEOG, FWS, or Federal Perkins Loan allocation is directly or indirectly based on the financial need of independent students or students who are attending part-time, then the school must offer a reasonable proportion of the FSEOG allocation, the FWS allocation, and the dollar amount of the loans made from the Perkins revolving fund to such students. This requirement includes part-time students at eligible additional locations, as well as part-time students on the main campus. A policy that excludes part-time or independent students is not acceptable.

#### Summer school and special sessions

A student who enrolls as a regular student in an eligible program during summer school or a special session may receive Campus-Based aid if he or she meets the same general eligibility requirements that apply to a student enrolled in a regular session.

At ASUN, FSEOG is awarded to students who are receiving a Pell Grant and whose EFC is 0. The POISE system is set to award \$500 per semester to dependent, independent, full-time and part-time students.

FSEOG funds that remain after the fall and spring semesters are awarded to students attending summer terms and who are receiving Pell Grant and who have a 0 EFC.

### 3. FSEOG Matching Policy

ASUN receives an allocation of FSEOG from the federal government each academic year and is required to do a 25% match from institutional funds. For each FSEOG disbursement, 75% of the disbursement comes from federal funds and 25% comes from the required institutional match.

#### **4. Federal Work Study (FWS) Selection Policy**

The Federal Work Study Office does not provide personnel placement. Students make their own job selections. Students are expected to initiate the placement process by accessing the list of jobs in Human Resources or the Office of Financial Aid and making contact with the supervisor of selected areas.

Awards are based on individual students' need after other financial aid is awarded. Need is established by a uniform need analysis evaluation performed by ASUN according to Federal guidelines. Students may not earn more than the total amount of their award. However, the student and/or the supervisor may contact the Financial Aid Office to determine if any additional eligibility remains for the award period. Wages paid may not be less than the federal minimum wage. Students should never work more than 8 hours in one day or 20 hours in one week, other than periods of non-attendance (i.e. times when classes are not in session).

#### **5. Federal Work Study (FWS) Matching Policy**

In general, the federal share of Federal Work-Study (FWS) wages paid to a student may not exceed 75%. The 75% applies to expenditures for FWS wages and does not include any administrative cost allowance. Schools must provide at least 25% of a student's total FWS wages from nonfederal sources. For example, if a school wanted to spend \$45,000 of its FWS federal funds for student wages, it would be required to provide at least \$15,000 in nonfederal funds. A total of \$60,000 would then be available to pay student wages under the school's FWS Program.

ASUN receives an allocation of FWS funds from the federal government each academic year and is required to do a 25% match from institutional funds. For each FWS disbursement, 75% of the disbursement comes from federal funds and 25% comes from the required institutional match.

#### **6. Federal Work Study (FWS) Disbursement Method**

According to federal standards, the school may use any type of payroll period it chooses, provided students are paid at least monthly. At Arkansas State University – Newport, the FWS payroll corresponds to other similar payrolls at the school. The school pays the nonfederal share to the student at the same time the federal share is paid.

FWS wages are earned when the student performs the work. ASUN pays the student after the last day of attendance for FWS wages earned while he or she was still in school. However, when a student has withdrawn from school and is not planning to return, FWS funds are not used to pay for work performed after the student withdrew.

Completed student worker timesheets that have been reviewed and signed by the work study supervisor are submitted to the Human Resources/Payroll Department.

FWS checks are processed for the amount of hours submitted. Checks are disbursed to students bi-monthly, the same timeframe as other ASUN personnel are paid.

## **7. Perkins Selection Policy**

ASUN does not participate in the Federal Perkins Loan program.

## **8. Perkins Matching Policy**

ASUN does not participate in the Federal Perkins Loan program.

## **9. FWS Payroll Records and Reporting Procedures**

### **Work Hours and Pay Rate**

- Students must not be allowed to work during scheduled class hours
- Students must not be allowed to work more than 8 hours per day or 20 hours a week
- Students must not be allowed to work more hours per semester than their work-study award will pay
- Students are paid \$7.50 per hour, pay rate may change depending on state and/or federal wage laws

Departments must abide by these requirements in order to remain eligible to participate in the FWS program.

### **Completion of Time Sheets**

Students will need to submit their time worked on the electronic time sheet and print off for their supervisor to approve. The student is responsible for returning the time sheet to the Payroll Office. The Electronic Timesheet is available through the ASUN portal under the Human Resources/Payroll tab. Supervisors are responsible for the hours reported on time sheets.

The signature of the supervisor on the time sheet certifies the number of hours worked. Students are also required to sign the time sheet.

### **Receiving a Paycheck**

Students will be paid on a semi-monthly basis. Two options are available for check distribution. Checks may be directly deposited into the student's checking or savings account or students may have their check mailed. Please see the payroll schedule in the ASUN portal under the Human Resources/Payroll tab.

### **Monitoring Earnings**

It is the supervisor's responsibility to monitor a student's earnings to ensure that the student does not work more hours than the work-study award will pay.

Students are awarded an amount, which will allow them to usually work an average of 15 to 20 hours per week. If a student is allowed to work more than this average, he or she will deplete the allocation before the semester is completed. The associated department will be responsible for an amount exceeding the work-study award.

## **Termination Procedures**

### **1. Normal Annual Termination**

Students are terminated from the FWS Program on the last day of Spring semester classes. If the student desires to re-establish eligibility for work-study for the following year, a new application must be submitted.

### **2. No Longer Interested in the Program**

Students may voluntarily terminate their FWS award if they are no longer interested in the program. Students should contact their supervisor when resigning from a work-study position.

### **3. Termination by Supervisor**

A Supervisor has the right to dismiss a student for unsatisfactory job performance. This includes, but is not limited to:

- Repeated failure to comply with the agreed work schedule
- Unwillingness to accomplish assigned tasks
- Insubordination or lack of cooperation which results in disturbing other workers or work progress

When a student is terminated from an assignment, the supervisor is responsible for completing the Employment Authorization form to terminate the student. The form can be found in the ASUN portal under Human Resources/Payroll tab, failing to do this may result in errors on the student's time sheet.

## **10. FSEOG & FWS Transferring Funds between Programs**

To help meet ASUN students' need, the FA Director may transfer funds from certain Campus-Based Programs into certain other Campus-Based Programs. The Department's permission is not required. Schools may also carry FWS or FSEOG funds back to the previous award year or forward to the next year.

Several general rules apply to the transfer of funds between Campus-Based Programs:

- ◆ School must award transferred funds according to the requirements of the program to which they are transferred.
- ◆ School must report the transfer of funds on the Fiscal Operations Report portion of the FISAP.
- ◆ Any transferred funds that are unexpended must be transferred back to the original program at the end of the award year. School may not transfer funds from one program to another unless school has awarded funds to students in the program from which school is transferring in the same award year

Transfer 34 CFR 674.18(b) 34 CFR 675.18(e) 34 CFR 676.18(b)

## FSEOG

A school may transfer up to 25% of its FSEOG allocation to its FWS allocation. (A school must have an FWS and FSEOG allocation for any year it wants to transfer funds from FSEOG to FWS.) Also, school may not transfer FSEOG funds to FWS unless school has awarded FSEOG funds to students in the same award year that school intends make the transfer. A school may not transfer funds carried forward or back from other award years.

A school must match any FWS funds transferred to FSEOG at the matching rate of that FSEOG program, but the match doesn't have to be made until the transfer has occurred.

## FWS

School may not transfer FWS funds to FSEOG unless school has an allocation in both programs and has made awards to students from both programs for the award year.

A school may transfer up to 25% of the sum of its initial and supplemental FWS allocations for an award year to its FSEOG or Perkins Loan Program. Funds carried forward to the next year or carried back to the previous year do not change the basis for the 25% maximum transfer. School must match any FWS funds transferred to FSEOG at the matching rate of the FSEOG Program, but the match doesn't have to occur until after the transfer has occurred.

## G5 Entry Required

Any Campus-Based funds transferred to another program must be entered in G5 as a drawdown against the original program award, NOT the program to which the funds were transferred.

## **11. Procedures for Reporting FWS Hours Worked**

Student and supervisor are expected to monitor gross earnings to ensure that the dollars actually earned do not exceed the FWS award amount, which appears in the student's Award Letter and is provided to supervisor on the initial application. The supervisor monitors the work-study student's time sheet and signs it at the appropriate time after the student has signed the document. These timesheets must show (separately for each day worked) the hours a student worked and the total hours worked during the job's payment cycle (i.e., twice a month, every week, every two weeks, etc.). These amounts and hours recorded must match the hours for which the student is paid.

The supervisor should make certain that adequate work is available for the position and know that just as with any other employment, the wages must be earned. Supervisors also accept and



acknowledge that any monies earned above the student' original or adjusted Work-Study award is the 100% responsibility of the employing department.

Wages paid may not be less than the federal minimum wage. Students should never work more than 8 hours in one day or 20 hours in one week, other than periods of non-attendance (i.e. times when classes are not in session).

## **12. Rates of Pay for all FWS Positions**

FWS employers must pay students at least the federal minimum wage in effect at the time of employment. If a state or local law requires a higher minimum wage, the school must pay the FWS student that higher wage. In addition, a school may not count fringe benefits as part of the wage rate and may not pay a student commissions or fees.

### Minimum wage information

The federal minimum wage is \$7.25 per hour, effective July 24, 2009. The Wage and Hour Division of the Department of Labor posts information about federal and state minimum wage laws at: [www.dol.gov/whd](http://www.dol.gov/whd)

### State & local minimum wage laws

The pay must meet the requirements of the state or local law. This means that when the state or local law requires a higher minimum wage, the school must pay the FWS student that higher wage. However, if the state or local law allows a wage that is less than the federal minimum wage, the FWS student must be paid at least the federal minimum wage.

Until December 31, 2014 the AR state minimum wage was \$6.25; therefore, ASUN FWS students were paid \$7.25, the federal rate.

Starting on January 1, 2015 the AR minimum wage was raised to \$7.50 per hour; therefore, starting on January 1, 2015 ASUN will pay work study wages of at least \$7.50 per hour.

### Future AR minimum wage rates

2016 - \$8.00 per hour

2017 - \$8.50 per hour

## **13. Job Descriptions for all FWS Positions**

Each semester, the ASUN Office of Financial Aid personnel sends out notice to all department heads and hiring managers who have been approved for Federal Work Study positions a Student Work Study Request Form, which requires that department to detail logistical information about their FWS appointment, including location and hours requested. There is also a requirement for a brief job description of the FWS position. Below referenced are the positions allocated for 2014-15.

### **Science Department:**

Lab assistant will support the lab instructor through a variety of activities in either a life science or physical science laboratory. These duties will include setting up and cleaning up all supplies and equipment used in each laboratory period, ensure that all laboratory equipment is in good working order, assisting students in the performance of their experiments, promoting safety in the laboratory, conducting an inventory of supplies and equipment for all laboratories (will require the use of a computer, Excel, and Word). Students may also handle or work with hazardous material. All necessary precautions should be taken to ensure student's safety.

#### **Financial Aid:**

The Financial Aid work study student will support financial aid employees by greeting students, assisting students at Front Desk, delivering and picking up mail, running errands, imaging and indexing into Docubase and performing other duties as assigned. Student must be reliable, punctual, able to follow directions, be willing to work, maintain a positive attitude about work, complete assignments in a reasonable amount of time, be courteous and above all, maintain confidentiality of the department. All records, especially student records, are to be held in strict confidence.

#### **Financial Aid/Jonesboro:**

Receiving paperwork, shredding documents, answering phones, giving tours and helping students with financial aid questions, pick up daily mail and check printers, fax and copier for paper

#### **Career Pathways/Newport and Jonesboro:**

The work study student will perform general clerical duties, typing, scanning documents, filing and answering the phone. Other duties include assisting with campus activities such as set-up and take down of campus displays.

#### **Hospitality Services:**

Prep for kitchen labs; set-up and breakdown for special events; filing; customer service; answering phones and general office work; tours; be able to lift over 50 pounds

#### **Nursing Department and Allied Health/Newport:**

Organizing lab; filing; copying; answering phones; take messages; errands to other departments

#### **Academic Support/Learning Resources:**

Math and English learning support services

#### **Dean of Students Office:**

The work study student will perform general clerical duties, typing, scanning documents, filing and answering the phone. Other duties include assisting with campus activities such as set-up and take down of campus displays along with responding to departmental needs, such as answering student questions and concerns.

#### **Dean of Students/Wellness Center:**

The work study student will instruct students regarding the correct and safe use of the gym and wellness facility; maintain cleanliness of gym and all gym equipment; open and close the gym

according to standard operation procedures; acknowledge and greet everyone who enters and leaves the gym facilities.

**Food Services:**

Performs a variety of job functions including food production, safety, sanitation, customer service and program regulation; responsible for equipment use and cleaning; works under supervision. Student must be able to frequently lift 30 pounds or more, stand for long periods of time on hard surface; frequent bending and stooping; ability to lift heavy objects above head and shoulders.

**Library/Newport:**

Light housekeeping duties; answering the telephone; checking library materials out for students, faculty and staff; checking library materials into the Library (returning items) and other duties as needed. The student worker will fill in gaps at times when full-time employees are unavailable (lunches, bathroom breaks, etc.). The student worker will perform light housekeeping tasks as needed. This person will also be responsible for gathering mail and delivering to Walton Hall. The student in this position will also check in periodicals and newspapers.

**Retention and Student Services/Marked Tree:**

Assist students with general questions while completing FAFSA and loan applications; assist with ASUN Admissions application; answer phone, send faxes, greet students, run errands; assist with campus events and tours; other duties as assigned.

**Retention and Student Services/Jonesboro:**

Student will be responsible for the following tasks: answering the phone, greeting campus visitors, copying, filing, scanning documents, assisting with campus activities, campus tours, and other duties as assigned.

**Library/Marked Tree:**

Light housekeeping duties; answering the telephone; checking library materials out for students, faculty and staff; checking library materials into the Library (returning items) and other duties as needed. The student worker will fill in gaps at times when full-time employees are unavailable (lunches, bathroom breaks, etc.).

## **VII. Fiscal Office**

### **1. Crediting Student Accounts**

Arkansas State University-Newport calculates bills for student charges in an estimated mode until after the 11<sup>th</sup> day of classes. By doing this, any financial aid award applied to the student's account during this time will only use enough of the award to cover current charges incurred by the student for this term. After the 11<sup>th</sup> class day has passed, we change to real bill mode and these charges are deducted from the award. The Business Office then receives an email from the Financial Aid Office when they are ready to begin disbursing refunds on student's accounts. The Financial Aid office communicates to the Business Office when and which type of award is to be disbursed, such as Pell or Loans. Once the process is completed, each student account is then set to complete the lock and liquidate procedure. Upon completion of these steps, the Business Office provides a pre-edit list to the Financial Aid Office for their approval. When the Financial Aid Office checks the list, we process it per their instructions regarding to refund the student or delete the credit at this time. We then first process Direct Deposits, followed by processing paper refund checks. Direct Deposit refunds, if processed by 1:00, should be available in the student's account in two working days. Paper refund checks are sorted and sent to the campuses based on the information regarding campus codes.

### **2. Fiscal Recordkeeping Process**

Student account information is tracked and maintained on the statement program of the ASU-Newport software system. All charges, payments and any other activity regarding the student account are backed up periodically. All student account information is interfaced several times a week to the general ledger accounts which are also backed up. General ledger information is reconciled with bank statements and the G5 system monthly and these reconciliations are stored in the Controller's office in the Business area.

### **3. Fiscal Reporting Process**

Each month, Arkansas State University-Newport reconciles all bank account information, fiscal general ledger, and the G5 report information. After all reconciliations are completed, records are retained in the Controller's and the Director of Grants Management office. At that time, grant reports are submitted to the requesting entities and reimbursement request are made. Also, at year end, this information is reconciled and reports (SEFA Reports) are file with the Department of Finance and Administration. If other specific reports are required to other entities, these are filed as requested per grant guidelines.

### **4. Monthly and Annual Reconciliation Procedures**

Title IV reconciliation is the process by which a school reviews and compares Title IV aid (grants, loans, and Campus-Based aid) recorded on the Department's systems with the information in the school's internal records. Through reconciliation, disbursement and cash discrepancies are identified and resolved in a timely manner to ensure the school meets all

regulatory requirements. Schools must document their reconciliation efforts and retain this documentation for auditing purposes.

ASU-Newport's bank accounts are reconciled to the general ledger on a monthly basis. Any discrepancies are tracked and researched to adjust properly through the journal voucher process. The Controller and Director of Administrative Services perform the duties of bank account and investment reconciliations. Copies of bank statements and reconciliations are filed with the monthly and year-end closing paperwork.

Also, ASU-Newport reconciles its Campus-Based program and financial records at least monthly. These records are also reconciled with the G5 report screens. Records of these reconciliations are retained in the office of the Controller.

### **Reconciliation of Federal Work Study Funds**

Work Study hours are reconciled monthly in the Federal Work Study Office with reports provided by the Office of Payroll. The Payroll report provides hours worked by each student and funds distributed for the period. The FWS Office verifies the number of hours worked per week then runs a report of students listing total award for academic year, current earnings, previous to-date earnings and year-to-date earnings, as well as percentages earned to date. Any discrepancies are corrected at this point.

Records reflecting the maximum a student may earn in FWS wages are compared to actual amounts paid year-to-date and earnings are posted to the system.

## **5. Procedures for Handling Overpayments**

An overpayment on any student account is reflected when pre-edit reports are requested. When a credit appears on the pre-edit list from anything other than Pell or student loans, it is reviewed and a determination is made to the cause of the credit. We must then review individual accounts to determine if all credits are valid. If these credits are correct, refunds are then processed in batch disbursements.

## **6. Credit Balance Authorization/Retention Procedures**

These situations are evaluated on an individual student basis. The Business Office will obtain a written approval for any remaining credits on an account that extends past the 14 day time period.

## **7. G5 & COD Procedures and Responsibilities**

Draws to reimburse the Campus-Based Programs are completed through the federal G5system. These draws are recorded in the receipt program as these amounts are direct deposited through an ACH process to the Arkansas State University-Newport bank account

at Merchants and Planters Bank. G5 draws are requested on a reimbursement basis after the total of the amounts applied to student accounts are provided to the Controller's office.

## **8. Separation of Duties Procedures**

In addition to having a well-organized financial aid office staffed by qualified personnel, a school must ensure that its administrative procedures for the FSA programs include an adequate system of internal checks and balances. This system, at a minimum, must separate the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving FSA funds.

Individuals working in either authorization or disbursement may perform other functions as well but not both authorization and disbursement. These two functions must be performed by individuals who are not members of the same family and who do not together exercise substantial control over the school. If a school performs any aspect of these functions via computer, no one person may have the ability to change data that affect both authorization and disbursement.

In addition, the school's system also should have controls that prevent cross functional tampering. For example, financial aid office employees should not be able to change data elements that are entered by the registrar's office. Finally, the school's system should only allow individuals with special security classifications to make changes to the programs that determine student need and awards, and it should be able to identify the individuals who make such changes.

The following is a basic overview of the responsibilities of ASUN offices involved in the Title IV process:

The Registrar/Admissions Office usually makes the initial determination of who is eligible to enroll, based on institutional, accrediting, or licensing requirements.

The Registrar/Admissions Office usually confirms enrollment criteria (e.g., confirms high school graduation), records and tracks students' status throughout their enrollment at the school.

The Financial Aid Office determines eligibility, awards financial aid, and authorizes the disbursement of funds;

The Business Office usually bills students, disburses funds to students and/or their accounts, draws Federal funds, maintains fiscal records, and reports on the use of Federal funds.

FA personnel have the ability to see limited Registrar/Admissions and students accounts through the POISE system. FA personnel are classified as view only and cannot make changes to any other departments' records.

## 9. Prior Year Charges Procedures

An age accounts receivable report is printed at the end of the last business day of each month. This report includes all current account receivables and ages these by the number of days. When the accounts receivable report is printed at fiscal year-end, all accounts 720+ days are considered for write-off. From this final accounts receivable report for the fiscal year, a bad debt list is also created. This list includes any accounts that have a balance and are on a financial hold as of June 30. Student accounts are put on hold twice a year, typically the week before pre-registration opens.

Any accounts that are on the bad debt list that have not considered for write off are compiled into a debt set-off list that is submitted to the state each year in December. Students are given notification of their past due debt and are given 30 days to dispute the debt claim or to pay it in full before the list is submitted to the state.

ASU-Newport also partners with S&S Recovery, Inc. for third party collection. Each year, typically in April, a list is compiled of all student accounts that have a balance and are on a financial hold. This list is submitted to S&S Recovery, who then mails pre-collection letters to each student. The students are given 30 days to pay their debt in full to ASU-Newport. At the end of the 30 days, the list is checked again, and any student with a debt is submitted for full collection to S&S Recovery.

## 10. Administrative Cost Allowance Procedures

A school participating in the Campus-Based Programs is entitled to an Administrative Cost Allowance (ACA) for an award year if it advances funds under the Perkins Loan Program, provides employment under the FWS Program, or awards grants under the FSEOG Program to students in an award year. The ACA may be used to help offset administrative costs, such as salaries, furniture, travel, supplies, and equipment. The ACA can also be used for service fees that banks charge for maintaining accounts. Computer costs associated with Perkins Loan billing may also be paid from this allowance. Schools may use the allowance to help pay the costs of administering not only the Campus-Based Programs but the Federal Pell Grant Program as well. Administrative costs also cover expenses for carrying out the student consumer information services requirements.

ASUN's campus based expenditures are under \$2,750,000; therefore, ASUN's ACA is calculated as 5%. (ASUN participates in only FWS and FSEOG campus based programs.)

See below for calculation rates for campus-based programs:

The amount of the ACA is calculated as a percentage of the school's expenditures to students for an award year under the Campus-Based Programs.

5% of the first \$2,750,000 of a school's Campus-Based expenditures to students

+

4% of Campus-Based expenditures greater than \$2,750,000 but less than \$5,500,000

+

3% of Campus-Based expenditures greater than \$5,000,000

When a school calculates its ACA for the award year, the school is to include in its calculation the full amount of its FSEOG awards—both the 75% federal share and the required 25% nonfederal share. However, a school that chooses to provide more than a 25% institutional share to FSEOG recipients may not include an FSEOG institutional share in excess of 25% in its FISAP or in the calculation of its ACA.

If a school makes no match after receiving a waiver of its required institutional share for the FSEOG Program or the FWS Program, the school's ACA may be calculated only on the full federal portion of its awards for those programs.

## **11. 1098-T Requirements and Procedure**

The 1098-T form is used by eligible educational institutions to report information about their students to the Internal Revenue Service (IRS) as required by the Taxpayer Relief Act of 1997. This form is intended to assist students in the preparation of federal income tax returns. An accountant, tax preparer, or the Internal Revenue Service can best advise students in the utilization of this form when preparing tax documents.

ASU-Newport calculates 1098-T information based on the charges incurred to a student account during the calendar year, less any eligible financial aid or scholarships received during the year. If a student's total financial aid/scholarships for a calendar year are greater than charges incurred, the student will not be issued a 1098-T.

ASU-Newport partners with Jenzabar Inc. and Xerox Educational Services to process, print, and distribute the institution's 1098-Ts.

The process is as follows:

- ASU-Newport completes a questionnaire from the software company that includes information regarding how the 1098-Ts will be processed.
- Once the questionnaire is complete, the software company installs the 1098T batches and files.
- ASU-Newport then prints pre-edit reports and works with the Registrar's/Admission's Office to check for inaccuracies among the student information.



- Once any inaccuracies have been corrected, the 1098-T compilation process is completed, and a list of students to receive a 1098-T is printed.
- This list is checked for accuracy, and once it is determined to be accurate, a 1098-T processing/edit approval form is submitted to the ASU-Newport software company.
- The software company then partners with a third party to print and distribute the 1098-Ts.

## **12. Federal Bank Account Requirements**

All Campus-Based Programs reimbursements are direct deposited into an Investment account for Arkansas State University-Newport at Merchants and Planters Bank in Newport Arkansas. An ACH bank form was signed and provided upon the start of the federal grants to the Department of Education to complete the processing of direct deposit reimbursements.

## **13. Default Management Plan**

The cohort default rate, or CDR, is one measure of how well a school prepares its students for student loan repayment. Low CDRs indicate that schools are counseling their students to borrow as needed, stay aware of their repayment obligations, and understand the consequences of default. High CDRs may indicate that schools need to better support their borrowers with repayment information and resources.

The cohort default rate (CDR) is the percentage of a school's borrowers who enter repayment on certain Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program loans in a given fiscal year and then default within the next two fiscal years.

The federal fiscal year (FY), which begins October 1 of one year and ends September 30 of the next year, is the key span of time in measuring CDRs. In the past, an institution's official CDR was calculated on a two-fiscal year basis. However, with the FY 2009 cohort, ED began transitioning from the 2-year to a 3-year CDR calculation. During this transition period, ED calculated and published both 2- and 3-year CDRs, but with the publication of the official FY 2011 CDR in September 2014, the transition to the 3-year CDR is complete, and the 2-year CDR is no longer published.

Example: 3-year calculation using the FY 2011 CDR as an example.

The FY 2011 CDR 3-year CDR is based on borrowers who entered repayment in FY 2011 (October 1, 2010 - September 30, 2011) and subsequently defaulted before the end of FY 2013 (October 1, 2012 - September 30, 2013). Under the 3-year CDR, a borrower affects a school's CDR if he or she enters repayment in a given fiscal year and defaults within the next two fiscal years.

Consistently high CDRs can result in some significant consequences. Schools with three official, consecutive CDRs of 30 percent or greater, or a single CDR of greater than 40 percent, could lose eligibility to participate in certain Title IV programs, including the FDLP and Federal Pell Grant Program.

Effective September 2014, any time two of a school's three most-recent 3-year rates equal or exceed 30 percent, the school may be placed on provisional certification for Title IV participation.

Further, the first time a school's 3-year official CDR is equal to or greater than 30 percent, the school must establish a default prevention task force and prepare a default prevention plan. This plan must:

- Identify the factors causing the rate to be 30 percent or greater,
- Establish measurable objectives and steps to improve future rates, and
- Specify actions that can be taken to improve student loan repayment, including counseling regarding loan repayment options.

The school's plan must be submitted to ED for review.

If the school's CDR remains equal to or greater than 30 percent for two consecutive fiscal years, the school's default prevention task force must review and revise the plan, and submit the revised plan to ED. ED may require the school to make further revisions to the plan and/or take actions to improve student loan repayment success.

At this time ASUN is not under sanctions due to a high a CDR, but ASU does take steps to help prevent a high CDR.

ASUN's packaging philosophy focuses on grant and gift aid. It is the philosophy of ASUN that loans should be taken out as the last resort for financing a student's education. Federal, state, institutional and private aid is awarded to a student before awarding loans.

Loans are not packaged automatically at ASUN. Students must complete and submit a loan request form to Financial Aid Office personnel.

Before a student loan can be disbursed, students must complete entrance counseling at [www.studentloans.gov](http://www.studentloans.gov).

ASUN FA personnel conduct financial aid workshops at area high schools. During the workshops the responsibility of student loan debt is discussed.

Student loan responsibilities are also discussed during mandatory new student orientation and financial aid literacy is covered during freshman seminar courses.

Students who withdraw (or drop below half-time) from ASUN are sent an exit packet which directs them to [studentloans.gov](http://studentloans.gov) to complete their financial exit counseling.

During each fall and spring semester admissions personnel sends a report to the Financial Aid Office of students who have applied for graduation. The Financial Aid Office notifies students regarding the exit counseling requirement.

During the spring 2014 semester, ASUN implemented the Center for Academic Retention and Success (CARS). CARS consist of retention specialists who work with students having academic difficulties. Retention specialists have direct communication between the students and instructors. CARS retention specialists have assisted in identifying borrowers who may be apt to leave school without completing their program.

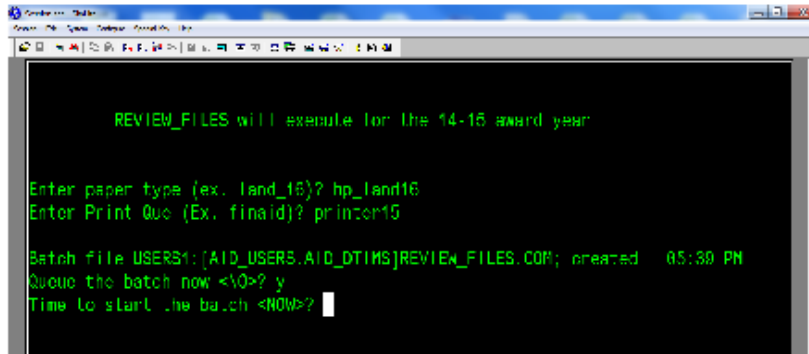
## VIII. Appendices

### 1. Resources & Reference Documents

#### A. Review Files for ISIRs Loaded Report

Review files report (Gives a list of ISIRs loaded into POISE that might have problems)

Review files  
Financial aid main menu  
Process file  
review

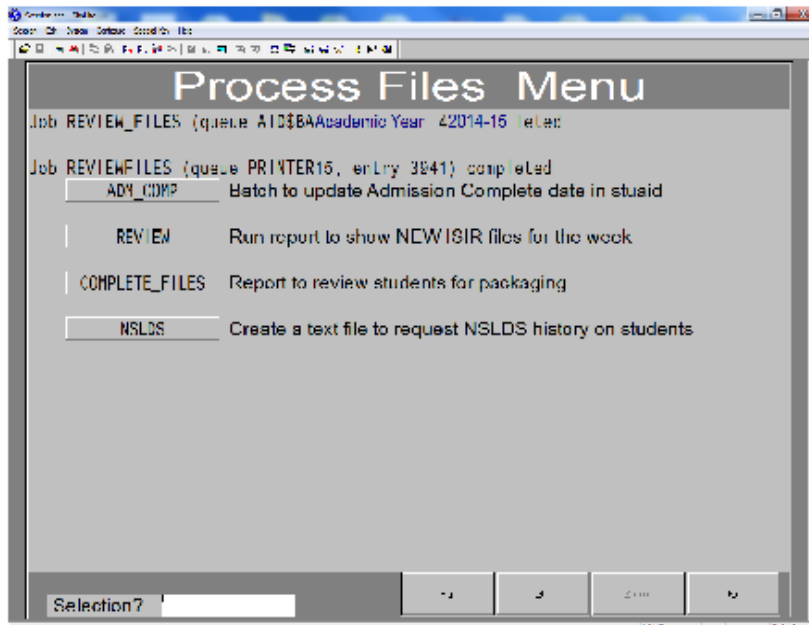


```
REVIEW_FILES will execute for the 14-15 award year

Enter paper type (ex. land_15)? hp_land16
Enter Print Que (Ex. finaid)? printer15

Batch file USERS1:[AID_USERS.AID_DTMS]REVIEW_FILES.COM; created 05:30 PM
Queue the batch now <Y>? y
Time to start the batch <NOW>? █
```

Two jobs listed below should run and will get a printout



```
Process Files Menu

Job REVIEW_FILES (queue AID$BAAcademic Year 42014-15) exec
Job REVIEWFILES (queue PRINTER15, entry 3841) completed
  ADY_COMP Batch to update Admission Complete date in stuaid
  REVIEW Run report to show NEW ISIR files for the week
  COMPLETE_FILES Report to review students for packaging
  NSLDS Create a text file to request NSLDS history on students

Selection? █
```

## B. Complete Files Report – Ready to Award

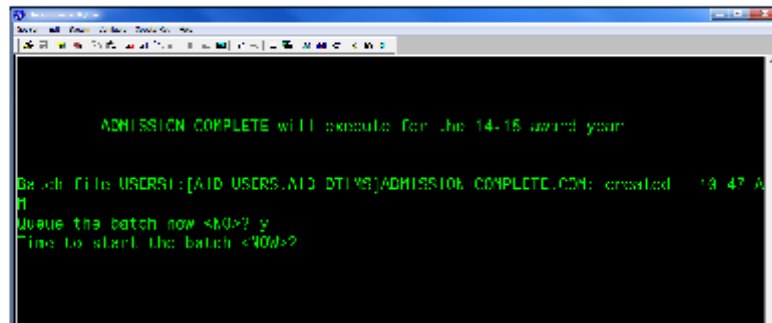
**Complete Files Report** (gives a list of students whose document tracking is complete and need to be reviewed and/or verified and marked ready)

Financial aid main menu

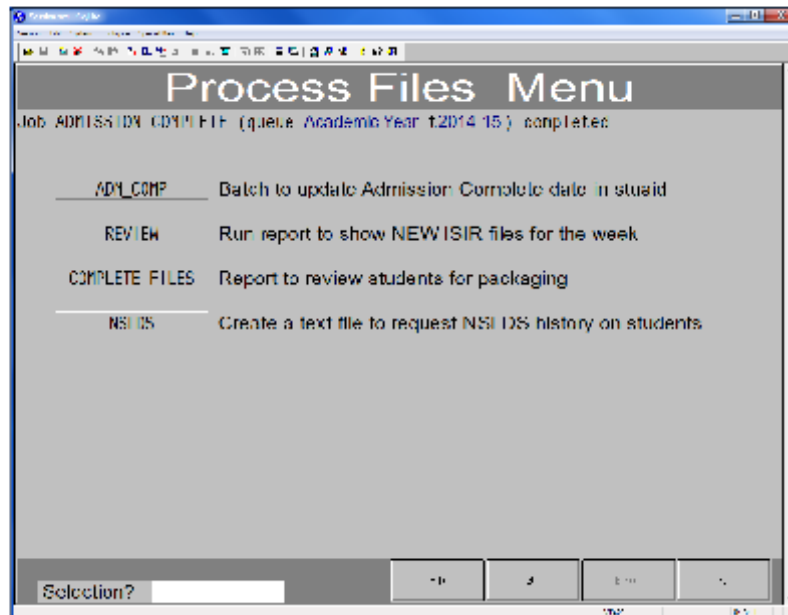
Process file menu

Adm – comp (run first after pulling in ISIRs) this marks admissions as completed for those student who have completed admissions application)

Goes back to process files menu



```
ADMISSION COMPLETE will execute for the 14-15 award year
Batch File USERS1:[AID USERS.MD DT198]ADMISSION COMPLETE.CDN: created 10/4/11
Queue the batch now <Y>?
Time to start the batch <Y>?
```



To run the Complete files report

Financial aid main menu

Process\_file

Complete\_files

## C. Admission Application Complete – Doc Tracking

### Running the Admissions application process

Missing document letters will send a notice to students who have not completed an Admissions application. Before sending MDLs we need to populate document tracking for those students who have completed an application. We do not want to send them a MDL.

After loading ISIRs and before sending MDLs populate document tracing by performing steps below:

Financial aid main menu

Process file menu

Adm – comp (run first after pulling in ISIRs) this marks admissions as completed for those student who have completed admissions application)

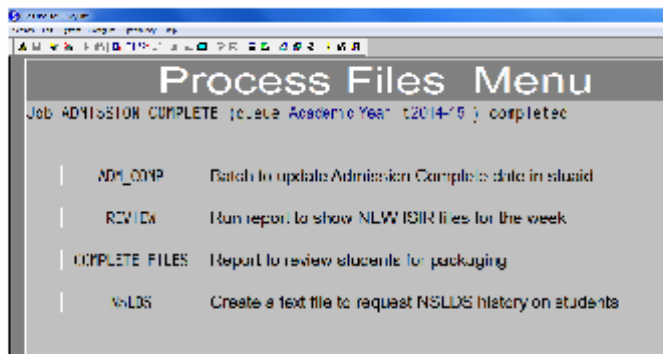
queue the batch now – y

time to start the batch now - enter

```
ADMISSION_COMPLETE will execute for the 14-15 award year

Batch file USERS1:[AID USERS.AID DTIPS]ADMISSION COMPLETE.COM; created 01:35 P
M
Queue the batch now <NO>? y
Time to start the batch <NOW>?
```

Will not get a report, just see that job has completed, see below



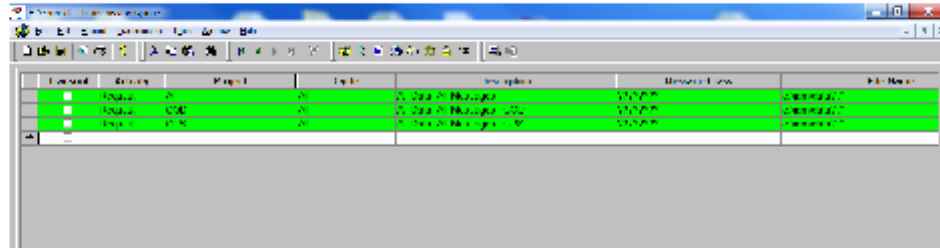
## D. ISIRs – How to Get Into Poise

Getting ISIRS from Edconnect and loaded into POISE

**First step to get ISIRs from EdConnect** (go here to see mailbox)

Click on EdConnect icon on desktop, when startup information box pops up click ok

Use same password as for CPS and enter security code, ok (may take several seconds)  
May see screen below with green bars – just ignore



Click on Transmission – at top between Record and Tools

Now (watch for flying paper –status will show several messages)

Look for transmission successful message (may get message from SAIG, x out by clicking on x under the top (red) x)

Click little X under the red X at top right

File

New

Mailbox Query

Ok

Under move to TQ, click on **ISDA, IDPA, IDCO, IGCO, IGSA, IGSG** (Be sure to check the year at end of message class to make sure loading correct year)

Transmission

Now (watch for flying paper, will get several status messages, may take a few minutes)

Transmissions successful – look for this message

Close (big (red) X at top)

**2<sup>nd</sup> Second Step**

Click on EdExpress on desktop

When startup information box pops up, close

## E. Reconciliation Reports Loading into Poise

Reconciliation reports for Pell Grant and Loans

Get files from Edconnect: PGRC and DSYH

Login to Edconnect

Click on Transmission – at top between Record and Tools

Now (watch for flying paper –status will show several messages)

Look for transmission successful message (may get message from SAIG, x out by clicking on x under the top (red) x)

Click little X under the red X at top right

File

New

Mailbox Query

Ok

Under move to TQ click on PGRC and DSYH

Transmission

Now (watch for flying paper, will get several status messages, may take a few minutes)

Transmissions successful – look for this message

Close (big (red) X at top)

### 2<sup>nd</sup> Second Step

Look in shares folder in

Click computer

T drive

finaid\_data

edconnect - highlight reports (click on one and hold down control key and choose next file) and right click and choose copy then (write down file name so I know what to key below)

Paste the files that you pulled in from cod to your c:\users\deana\_tims folder

Then do the ftp poise.asun.edu and log on as aid\_dtims

click on start button

ftp poise



## F. Overaward Report

Overaward report

Financial Aid main Menu

Standard

Over-award

Funding year 14-15 would be 14?

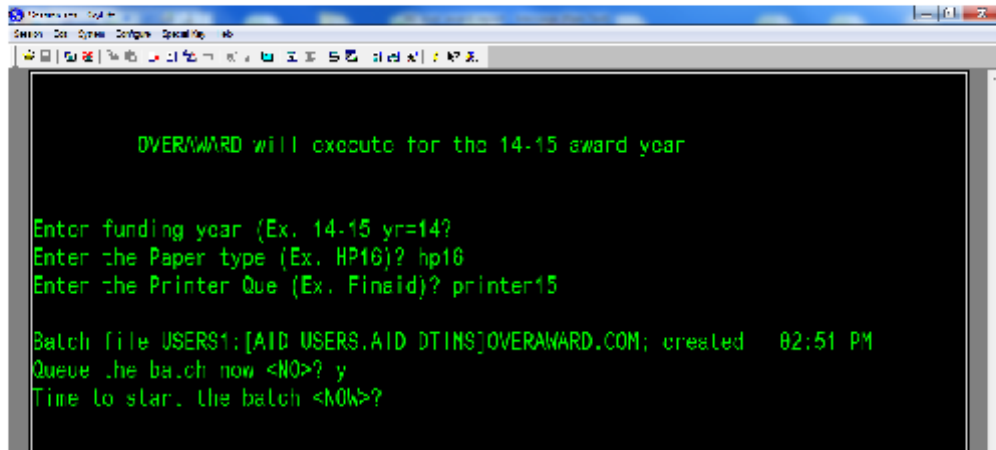
Paper type

Printer

Queue the batch now <no> y

Time to start the batch <now>?

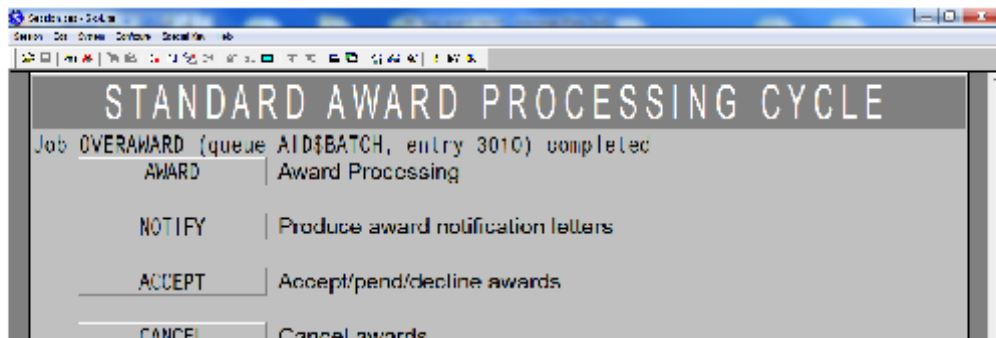
Watch for job to complete



```
OVERAWARD will execute for the 14-15 award year

Enter funding year (Ex. 14-15 yr=14)
Enter the Paper type (Ex. HP16)? hp16
Enter the Printer Que (Ex. Finaid)? printer15

Batch file USERS1:[AID USERS\AID DTINS\OVERAWARD.COM; created 02:51 PM
Queue the batch now <NO>? y
Time to start the batch <NOW>?
```



```
STANDARD AWARD PROCESSING CYCLE

Job OVERAWARD (queue AID4BATCH, entry 3010) completed
  AWARD      | Award Processing
  NOTIFY     | Produce award notification letters
  ACCEPT     | Accept/pend/decline awards
  CANCEL     | Cancel awards
```

## G. Running Award Letters

### Sending award letters

To send award letters to everyone on all 3 campuses who are meeting sap

Fields to Sort (15 Maximum)

Level 1...Field? fullname

Level 2...Field?

Sorting on 1 field specified.

Select out special records <NO>? y

Criterion A

Field? alsr

Low ? y/match

Criterion B

Field? sap

Low ? y/match

Criterion C

Field? Ald

Low? Put the day after the last time you sent award letter

High? Put today's date

Selection statement? a and b and c

To send to those students on a specific campus

Fields to Sort (15 Maximum)

Level 1...Field? fullname

Level 2...Field?

Sorting on 1 field specified.

Select out special records <NO>? y

Criterion A

Field? alsr

Low ? y/match

Criterion B

Field? sap

Low ? y/match

Criterion C

Field? campuscode

Low ? 25/only

Criterion D

Field?

Selection statement? a and b and c

## H. ADHE FA Data Reports

ADHE report

IT has to run for us

1. Made a working copy of STUAID

```
ASUN>copy aidfiles:14stuid.dsc [esp_stuid_work.dsc
%COPY-S-COPIED, USERS2:[FINAID.FILES]14STUAID.DSC;41 copied to USERS1:[AID]ESP_STUAID_WORK.DSC;1
(288 blocks)
ASUN>desc
DESCRIBE V7.0-01 - Data File Description Program      02:25 PM
Copyright (c) 2006, Campus America, Inc.
Data File Name? esp_stuid_work
Type "HELP" for assistance

DESCRIBE Option? alloc
Number of characters in each record (1124-2047) <1535>?
Maximum number of records? 1000

File: USERS1:[AID]ESP_STUAID_WORK
1000 records, 1535 characters per record.
The file will be approximately 3003 blocks long.
Actual record maximum: 1000
Proceed <NO>? y
File created and extended          02:25 PM

Key file build complete           02:25 PM

DESCRIBE Option?
Finished 02:25 PM
```

2. Loaded the CSV with DMS:EXCHANGE

```
ASUN>run dms:exchange
EXCHANGE V7.0-01 - POISE Data Exchange File Builder  02:25 PM
Copyright (c) 2006, Campus America, Inc.
Data File Name <USERS1:[AID]ESP_STUAID_WORK>?

READ or WRITE Exchange file <READ>? read comma/name

Input Exchange File Name <ESP_STUAID_WORK.TXT>? fall2014con.csv
Key Field Load <NO>?

Command 1? studentid to studentid
Command 2?

Proceed <YES>?

Text file read started            02:26 PM
744 records read
Last active Data file record: 744

Finished 02:26 PM
```

3. Ran ADDSTU.BCF to load the other PX AID files

```
ASUN>quebat aid:addstu/rep
Output Batch Filename <USERS1:[AID]ADDSTU.COM>?
Save USERS1:[AID]ADDSTU.COM; after execution <NO>?
Allow batch log to be queued <NO>?
```

## I. Request Reconciliation Reports from COD

Requesting reconciliation reports from COD

Log into COD

PELL Grant

Pell reconciliation report – PGRC

Batch

Report request – on left side

New report request

Entity id – asun

Request type – grant data request

Pell

Reconciliation File

Select appropriate year

This campus

School

Submit and will get message “request successfully submitted”

U.S. DEPARTMENT OF EDUCATION  
COMMON ORIGINATION & DISBURSEMENT

Batch Search

New Report Requests

Request successfully submitted

Entity ID: COD - 0004100 - ARKANSAS STATE UNIVERSITY - NEWPORT

Request Type: Reconciliation File

Award Year: 2017-18

Request Type: Grant Data Request

Batch Type: Batch

SUBMIT

**LOANS** Use year to date to get the DSYH message class file for reconciliation report

Log into COD

Click on batch

Click on Report requests on left side

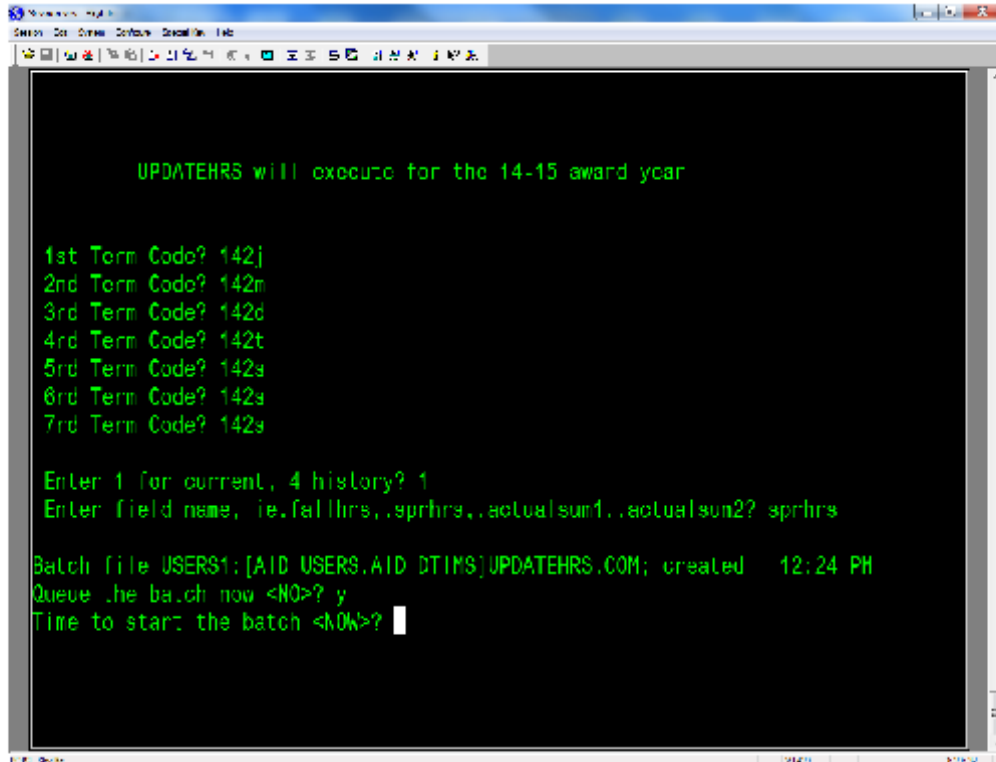
Click on New report request

## J. Updating Hours Before Running Complete Report

POISE - updating hours

Click on update hours and key terms for the semester/term that needs to be update.

Screen below shows spring 2014 terms



```
UPDATEHRS will execute for the 14-15 award year

1st Term Code? 142j
2nd Term Code? 142m
3rd Term Code? 142d
4rd Term Code? 142t
5rd Term Code? 142a
6rd Term Code? 142a
7rd Term Code? 142a

Enter 1 for current, 4 history? 1
Enter field name, ie,fallhrs,.sprhrs,.actualsum1,.actualsum2? sprhrs

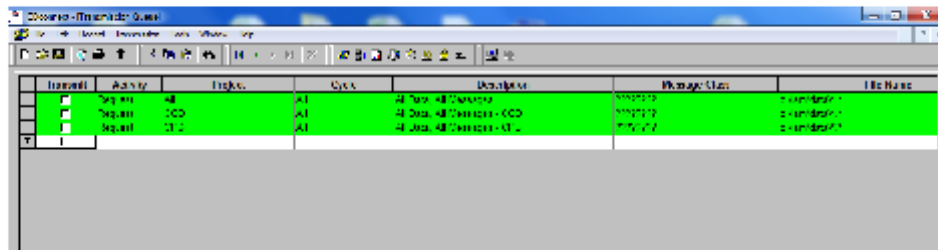
Batch file USERS1:[AID USERS.AID DTMS]UPDATEHRS.COM; created 12:24 PM
Queue the batch now <NO>? y
Time to start the batch <NOW>? █
```

## K. MPN's and Entrance Counseling Report

### Downloading MPNs and entrance counseling

Click on EdConnect icon on desktop, when startup information box pops up click ok

Use same password as for CPS and enter security code, ok (may take several seconds)  
May see screen below with green bars – just ignore



Transfer	Activity	Task	Cycle	Description	Message Class	File Name
<input type="checkbox"/>	Request	ALL	AT	All Data All Countries	MPN/CCO	ccomdmpn
<input type="checkbox"/>	Request	CCO	AT	All Data All Countries - CCO	MPN/CCO	ccomdmpn
<input type="checkbox"/>	Request	ST 2	AT	All Data All Countries - ST 2	MPN/CCO	ccomdmpn

Click on Transmission – at very top on left

Now (watch for flying paper –status will show several messages)

Look for transmission successful message (may get message from SAIG, x out by clicking on x at top right corner)

Click little X under the red X at top right

File

New

Mailbox Query

Ok

Under move to TQ, click on **CRPN** for MPN info and **CRECMYOP** for entrance counseling **CRSP** for plus application

Transmission

Now (watch for flying paper, will get several status messages, may tak a few minutes)

Transmissions successful – look for this message

Close (big (red) X at top)

( to check - on edconnect data on T drive, if BK then it has gone to EdExpress)

**Now put MPN and entrance counseling into Edexpress**

## L. How to Run SAP Report

To run SAP report

Financial aid main menu

Report

Answer questions as answered below

```
PROBATION_SUSPENSION will execute for the 14-15 award year
Enter the term code for the Warning/Suspension check? 141s
Date of aid Probation/Suspension Report <16-Dec-14>?
Paper Type - Wide <HP16>?
Print Queue <PRINTER15>?

Batch file USERS1:[AID USERS.AID DTMS]SAP REPORT ASUN.COM; created 07:51 AM
Queue the batch now <NO>? y
Time to start the batch <NOW>?
```

## M. Missing Information Letters

Sending Missing Information letters

(Instructions for authorizations forms are at bottom)

After loading ISIRs and before sending missing information letters – populate the admissions complete on document tracking using steps below

Financial aid main menu

Process file menu

Adm – comp (run first after pulling in ISIRs) this marks admissions as completed for those student who have completed admissions application)

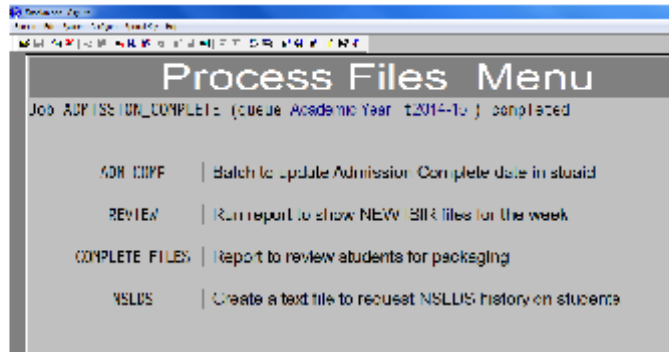
queue the batch now – y

time to start the batch now - enter

```
ADMISSION COMPLETE will execute for the 14-15 award year

Batch file USERS1:(AID_USERS.AID_DTMS)ADMISSION_COMPLETE.CON; created 01:35 P
M
Queue the batch now <NO>? y
Time to start the batch <NO>?
```

Will not get a report, just see that job has completed, see below



Sending MILs

Fin aid main menu

(See Date of last MDLs at bottom)

When sending MDLs once a week

Document (Document Tracking)

Letter

Group

Screen will show "Fields to sort (15 maximum)"

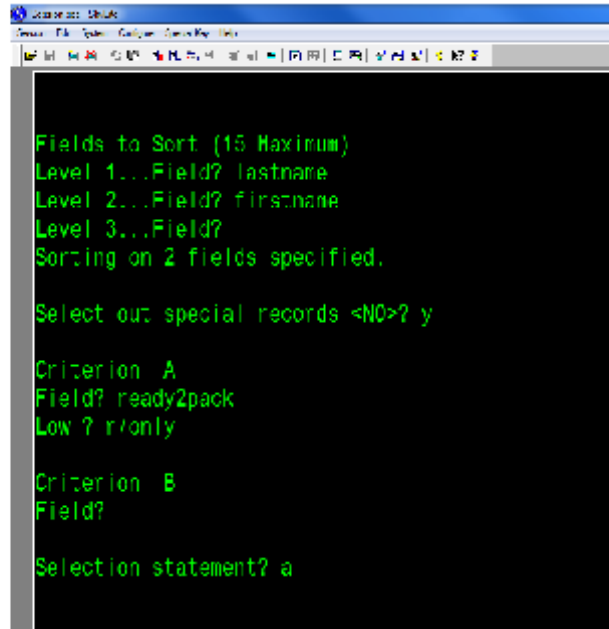
Level 1 . .field? fullname



## N. Auto Packaging

To run the auto package for Pell and FSEOG after date and Rs have been entered

Financial aid main menu  
Standard  
Package  
Group  
See screen shot below



```
Fields to Sort (15 Maximum)
Level 1...Field? lastname
Level 2...Field? firstname
Level 3...Field?
Sorting on 2 fields specified.

Select out special records <NO>? y

Criterion A
Field? ready2pack
Low ? r/only

Criterion B
Field?

Selection statement? a
```

Default award status (ESTIMATE, ACTUAL or SIMULATE) <ACTUAL>? Enter

Round awards to whole dollars <YES>? Enter

11 pointer(s) in the 14STUAID pointer file.  
Does that seem correct <YES>? Enter

Enter terms to package for the 14-15 award year ? 1s,2s

Packaging formula number? 1

Enter awarding officer's initials? dt  
Increment award letter number <NO>? y  
Enter revision reason code? in

Override special handling codes <NO>? enter

Then screens below will scroll until finished

## O. Originating Pell Grant and Run Disbursement

Before starting Pell origination populate Pell Grants on the award screens by running auto package

### Pell Origination

#### Step 1

1<sup>st</sup> part – we are telling Dept. of Ed that we have awarded these students and later may be requesting money for these students

main menu

compute

RFMS

Origination – telling Dept. of Ed that we may be asking for money

Start

Date enrolled (says "Enter the Date enrolled this award year", key the start date for the semester for which we are disbursing) semester – Put year first (fall 20140818)

spring 20150120

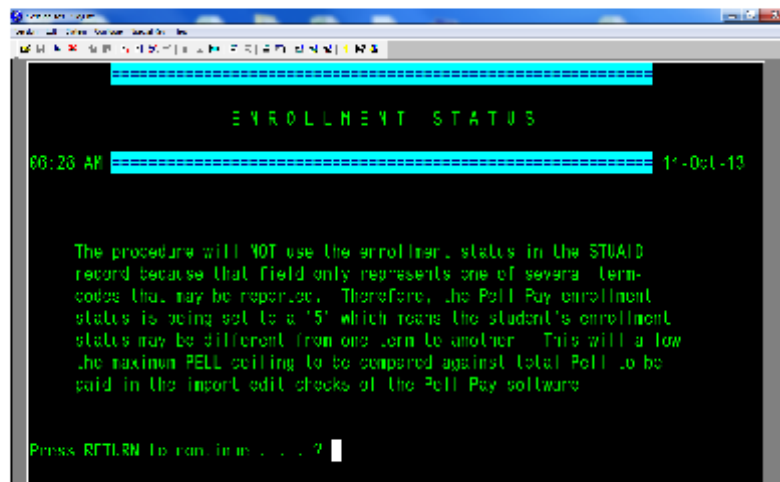
Pell # 042034

Payment method - 1

Calendar code – 3

Fund id – pel

Enter to continue



## P. Originating and Disbursement of Loans

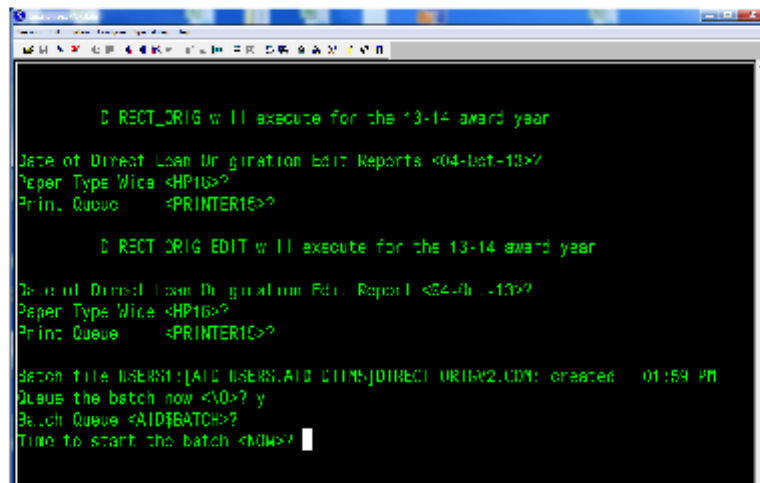
TIP – originate loans and when info comes back from COD (day 2) after importing into EdExpress, the net amount should then be reflected in Edexpress. After business office runs pointer file and FA office completes the disbursement step, the net amount should be reflected in POISE

### Originating loans

#### Step 1

##### Financial Aid Main Menu

```
Compute
Direct loan
Origination
Start
Date of direct loan origination edit report – enter
Paper Type Wide <HP16>? enter
Print Queue <Printer 15> – enter (will get message direct_orig_edit will execute for 14-15 award yr)
Date of direct loan origination edit report – (today's date should pop up) enter
Paper type wide <hp16> enter
Print queue <printer15> enter
(will get message batch file user1: [aid_users.aid_dtimes]direct-origV2.com; created)
Q batch now <NO> - y enter
Batch Queue <aid$batch>? - enter
time to start now - enter
```



```

      D RECT_ORIG will execute for the 13-14 award year
Date of Direct Loan Origination Edit Reports <04-01-13>?
Paper Type Wide <HP16>?
Print Queue <PRINTER15>?

      D RECT_ORIG_EDIT will execute for the 13-14 award year
Date of Direct Loan Origination Edit Report <04-01-13>?
Paper Type Wide <HP16>?
Print Queue <PRINTER15>?

batch file USER01:[AID_USERS.AID_DTIMES]DIRECT_ORIGV2.COM: created 01:59 PM
Queue the batch now <NO>? y
Batch Queue <AID$BATCH>?
Time to start the batch <NOW>? |
```

Watch for reports below – they will print

## 2. Forms & Correspondence

### A. PLUS Loan Request Form



## PLUS (Parent) Loan Request

Fall 2014/Spring 2015

### Parent Information

Please Print Clearly      Last Name \_\_\_\_\_      First Name \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_      State \_\_\_\_\_      Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Relationship to student: \_\_\_\_\_  
(Mother, Father, Stepmother, Stepfather)

Amount of loan requested: \_\_\_\_\_      Semester or term for loan: \_\_\_\_\_

Parent's signature: \_\_\_\_\_      Date: \_\_\_\_\_

### Student Information:

Last Name \_\_\_\_\_      First Name \_\_\_\_\_      Middle Initial \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_      State \_\_\_\_\_      Zip Code \_\_\_\_\_

ASUN ID of last 4 digits of Student SSN: \_\_\_\_\_      Birth date: \_\_\_\_\_

Student's Signature \_\_\_\_\_      Date: \_\_\_\_\_

### Return to:

Newport Campus  
7648 Victory Blvd.  
Newport, AR 72112  
870-512-7835 (phone)

Marked Tree Campus  
PO Box 280  
Marked Tree, AR 72365  
870-358-2117 (phone)

Jonesboro Campus  
5504 Krueger Drive  
Jonesboro, AR 72401  
870-680-8728 (phone)

## B. Reconsideration of Extenuating Circumstances Form

ASU-NEWPORT

REQUEST FOR RECONSIDERATION 2014-2015  
Based On Extenuating Circumstances

Student's Name \_\_\_\_\_ SS# \_\_\_\_\_

1. Income earned in 2013 does not accurately reflect the student's and/or spouse's or parent's income in 2014 for one of the following reasons: (check all that apply)

- a. parent's loss of employment or change in employment status  
 b. student's loss of employment or change in employment status  
 c. divorce/separation or death or death of a spouse  
 d. loss of untaxed income  
 e. disability of student/spouse  
 f. unusual medical /dental bills or handicapped related expenses  
 g. one-time income  
 h. other unusual debt/expenses

2. Please complete the following chart for 2014.

INCOME*	Student	Spouse	Father	Mother
Wages, salaries, tips (Include severance pay, disability payments, etc.)				
Other taxable income				
Untaxed social security benefits				
Aid to Families with Dependent Children				
Child Support Received				
Other Untaxed Income				
<b>TOTAL INCOME</b>				

\*If you or your parents are divorced or separated, give only your information or the information of the custodial parent.  
 \*If loss of income was due to the death of a spouse or parent, give only your information or the information of your surviving parent.

3. Identify the source of the one-time income and explain how the funds were spent or invested.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CERTIFICATION:

All of the information on this form and supporting documentation is true and complete to the best of my knowledge.

\_\_\_\_\_ Student's Signature \_\_\_\_\_ Date

Approved _____ Rejected _____  <hr style="border: none; border-top: 1px solid black;"/> <div style="text-align: center; font-weight: bold; font-size: small;">Financial Aid Officer</div> <hr style="border: none; border-top: 1px solid black;"/> <div style="text-align: center; font-size: x-small;">Date</div>
---

### C. Dependency Override Form



Arkansas State University-Newport  
Dependency Override Application  
2014-2015

<b><u>STUDENT NAME:</u></b>			
LAST	FIRST	MI	Last 4 digits of SSN
STREET ADDRESS			
CITY	STATE	ZIP	HOME/CELL PHONE

If you have extenuating circumstances that you think warrant a re-evaluation of your dependency status for the 2014-2015 academic year, you may complete a Dependency Override Application Form. You must complete all sections of this form and attach any and all appropriate documentation. Financial Aid personnel may request additional information or documents for the review process.

You must also attach the following documents to this form:

1. A copy of the student's 2013 signed federal tax return

Please answer the following questions:

Where did you live in 2013? \_\_\_\_\_  
Where will you live in 2014? \_\_\_\_\_

Did your parent(s)/step parents(s) claim you on their federal tax return in 2013?  
 YES  NO

Will your parent(s)/step parent(s) claim you on their federal tax return in 2014?  
 YES  NO

Did your parent(s)/step parents(s) provide your health insurance for 2013?  
 YES  NO

Will your parent(s)/step parents(s) provide your health insurance for 2014?  
 YES  NO

CONTINUED ON THE REVERSE SIDE

## D. Academic Plan Form



Center for Academic Retention & Success  
 Newport: (870) 512-7800  
 Marked Tree: (870) 358-2117  
 Jonesboro: (870) 932-2176  
 Fax (870) 358-4117

### ACADEMIC PLAN

I will be allowed to attend the \_\_\_\_\_ semester at Arkansas State University-Newport based upon the following conditions:

- 1) \_\_\_\_\_ I will limit my enrollment to a MAXIMUM of TBD hours.
- 2) \_\_\_\_\_ Of those hours, I MUST take or repeat the following courses:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3) \_\_\_\_\_ I will enroll only in courses on my degree plan. (Unless approved by retention specialist.)
- 3) \_\_\_\_\_ I understand class attendance is required and will be monitored.
- 4) \_\_\_\_\_ I give CARS permission to contact my instructors to obtain information about my academic performance.
- 5) \_\_\_\_\_ I must earn at least a 2.00 GPA for the semester.
- 6) \_\_\_\_\_ I must pass at least 67% of the courses I enrolled in for the semester.
- 7) \_\_\_\_\_ I must report my academic progress via  
 \_\_\_\_\_ Weekly meetings: schedule appointments at the start of the semester and provide syllabi for each course  
 \_\_\_\_\_ Weekly emails: follow email protocol and provide syllabi  
 \_\_\_\_\_ Attend a minimum of three academic success workshops during the semester
- 8) \_\_\_\_\_ I must be registered before the first day of classes.
- 9) \_\_\_\_\_ I understand that official communication with this office is by University e-mail.
- 10) \_\_\_\_\_ \_\_\_\_\_

FAILURE TO ADHERE TO THESE CONDITIONS WILL RESULT IN ADMINISTRATIVE WITHDRAWAL. I understand that being withdrawn from ASU-Newport may result in an obligation to pay back financial aid and may make me ineligible for a refund of tuition. I understand that any changes to these special conditions must be approved in advance by the area of Retention and Student Success. Failing to disclose information about attendance at other colleges will be cause for withdrawal. I agree to all of these conditions placed on my enrollment at ASU-Newport.

\_\_\_\_\_  
 (Student Name) (Student ID) (Date)

\_\_\_\_\_  
 (Student Signature) (Phone/Voicemail) (Alternative Phone)

\_\_\_\_\_ for the Center for Academic Retention & Success  
 (Counselor)

**E. Additional or Change of Degree Form**



**Arkansas State University-Newport**

**Change of/or Additional  
Degree or Technical Certificate  
Request**

**In order to be eligible for federal financial aid at ASU-Newport, a student must be seeking a degree or technical certificate on one of the ASU-Newport campuses. Once a student has attempted courses for a degree/technical certificate and student wants to change to a different degree/technical certificate or earn an additional degree/technical certificate, the student must request a change in degree or additional degree / technical certificate by submitting this form to the financial aid office.**

\_\_\_\_\_  
Last Name First Name Middle Initial

ASU-Newport ID or last four digits of SS# \_\_\_\_\_

Current Degree or Technical Certificate \_\_\_\_\_

New Degree / Technical Certificate \_\_\_\_\_

How many additional hours are required to complete the degree or technical certificate?  
(if enrolling in summer terms include hours of enrollment for summer) \_\_\_\_\_

What is your anticipated graduation date (semester/year)? \_\_\_\_\_

Tentative plan for completing the degree or technical certificate:

Term	Coursework To Be Taken	Term	Coursework To Be Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



## F. Work Study Application



### Application for Federal Work Study Employment

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ ASUN ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

#### Skills Inventory:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Computer Software   | <input type="checkbox"/> Typewriter          | <input type="checkbox"/> Shop Equipment        |
| <input type="checkbox"/> Word Perfect        | <input type="checkbox"/> Information Systems | <input type="checkbox"/> Concrete              |
| <input type="checkbox"/> Microsoft Word      | <input type="checkbox"/> Communications      | <input type="checkbox"/> Painting              |
| <input type="checkbox"/> Access              | <input type="checkbox"/> Filing              | <input type="checkbox"/> Floor Buffer          |
| <input type="checkbox"/> Power Point         | <input type="checkbox"/> General Data Entry  | <input type="checkbox"/> Pesticide Application |
| <input type="checkbox"/> Desk Top Publishing | <input type="checkbox"/> Ten Key Calculator  | <input type="checkbox"/> Landscape Production  |
| <input type="checkbox"/> Graphics            | <input type="checkbox"/> Copier              | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Excel               | <input type="checkbox"/> Fax Machine         |  |

Do you have your own transportation? \_\_\_\_\_

Are you currently enrolled in school? \_\_\_\_\_

Why are you seeking part-time employment with ASU-Newport? \_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

#### For Financial Aid Use Only

Campus: Npt \_\_\_\_ MT \_\_\_\_ Jsb \_\_\_\_ 2013-2014 FWS Eligibility: \$ \_\_\_\_\_

Fall 2013: \$ \_\_\_\_\_ Spring 2014: \$ \_\_\_\_\_ Summer 2014: \$ \_\_\_\_\_

\$7.25 per hour x \_\_\_\_ hours per week x \_\_\_\_ weeks Copy to HR \_\_\_\_\_

\_\_\_\_\_  
Authorized Financial Aid Signature

Revised 11/13

## G. Work Study Request & Job Description Form



**Financial Aid Office**  
7648 Victory Boulevard

**Office: (870) 512-7835**  
**FAX: (870) 512-7876**

### STUDENT WORK STUDY REQUEST FORM (Please print clearly)

#### PLEASE READ

*Once you've hired the student(s), please complete the appropriate paperwork and submit them to our office. It is recommended that you submit the paperwork to the Student Employment Office **FIVE** days BEFORE the students begin working. Students cannot begin working until you receive approval back from our office. Please notify us once the position is filled.*

Semester(s) Needed: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Department: \_\_\_\_\_  
(No department abbreviations please)

Location: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Building Name/Room No.)

Fax: \_\_\_\_\_

Contact/Supervisor Name(s): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Number of Work-Study Employees \_\_\_\_\_

Hours Per Week: \_\_\_\_\_

Work Hours Requested, if applicable: \_\_\_\_\_

Brief Job Description:

_____
_____
_____
_____
_____

\_\_\_\_ Typing

\_\_\_\_ Tutoring

\_\_\_\_ Computer Knowledge

\_\_\_\_ Running Errands

\_\_\_\_ Filing

\_\_\_\_ Answering Phones

Rev. 08/2014

## H. Direct Loan Request Form



### Arkansas State University-Newport Direct Student Loan Request Fall 2014 - Spring 2015

Please Print Clearly

\_\_\_\_\_  
Last Name First Name Middle Initial

Address: \_\_\_\_\_  
Street Address or PO Box  
\_\_\_\_\_  
City State Zip Code

Last 4 digits of SSN: \_\_\_\_\_ OR ASUN ID# \_\_\_\_\_

Telephone: \_\_\_\_\_ Birth date: \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_

Email address: \_\_\_\_\_

First-year students (0 to 29 credit hours) are eligible to receive up to \$3500 sub loan per academic year. Second-year students (30 or more credit hours) are eligible to receive up to \$4500 sub loan per academic year. (Unless enrolled in a one year certificate program – maximum sub loan is \$3500) See financial aid office personnel about additional amounts.

Write requested **dollar** amount in the spaces below. (Do not write the word Maximum)

Fall \$ \_\_\_\_\_ Spring \$ \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

New student borrowers must complete online student loan entrance counseling and a Master Promissory Note (MPN) at: [www.studentloans.gov](http://www.studentloans.gov). Students transferring from another school must complete entrance counseling only. Returning ASUN students who received direct loan for the 13-14 academic year are not required to complete another entrance counseling or MPN.

This form can be mailed to the Newport Campus or presented in person to the financial aid office on any of the three ASUN campuses.

Newport Campus  
ASU-Newport  
Student Services/Financial Aid  
7648 Victory Blvd.  
Newport, AR 72112

Marked Tree Campus  
ASUN-Marked Tree Campus  
Student Services/Financial Aid  
33500 U.S. 63  
Marked Tree, AR 72365

Jonesboro Campus  
ASUN-Jonesboro Campus  
Student Services/Financial Aid  
5504 Krueger Drive  
Jonesboro, AR 72401

If a student borrower has a complaint that has not been resolved by the lender, guarantor, or institution, the student may contact the Student Loan Ombudsman's Office at:  
e-mail: [fsaombudsmanoffice@ed.gov](mailto:fsaombudsmanoffice@ed.gov) on-line: [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov) phone: 877-557-2575

(Forms are also available in the financial aid offices)

Revised  
9-14

## I. Verification of Dependency Status Form



## Arkansas State University-Newport Financial Aid & Scholarships 2014-15 Verification of Dependency Status

Student Name (Last name, first name)				
ASUN ID number		Cell phone number		

Your file is being reviewed and we are in need of additional information to determine your eligibility because you indicated on the Free Application for Federal Student Aid (FAFSA) that you may not be required to provide parental information.

Please answer the questions below according to your circumstances and provide the appropriate documentation where indicated. Once your documentation has been verified, it will be retained as part of your financial aid file and will not be requested again in subsequent years. Your dependency status must be verified before your financial aid can be finalized.

1. Were you legally adopted?
  - Yes. If you checked this box, you are required to provide your adoptive parents' information on the FAFSA. You may do so online at [www.fafsa.gov](http://www.fafsa.gov).  *Documentation Previously Submitted*
  - No. If you checked this box, continue to question 2.
  
2. At any time since you turned 13, were both of your parents deceased?
  - Yes. If you checked this box, you are required to provide copies of death certificates for each parent.  *Documentation Previously Submitted.*
  - No. If you checked this box, continue to question 3.
  
3. At any time since you turned 13, were you in foster care? Answer yes even if you are no longer in foster care as of today.
  - Yes. If you checked this box, you are required to provide a copy of all court documentation pertaining to your case OR a letter from the social services agency or case worker familiar with the circumstances that led to your being placed in foster care.  *Documentation Previously Submitted.*
  - No. If you checked this box, continue to question 4.
  
4. At any time since you turned 13, were you declared a dependent or ward of the court? Answer yes even if you are no longer a dependent or ward of the court as of today.
  - Yes. If you checked this box, you are required to provide a copy of all documentation pertaining to your case OR a letter from the social services agency or case worker familiar with the circumstances that led to your being placed in custody of the court. The documentation needs to state why you were removed from your parent's home.  *Documentation Previously Submitted.*
  - No. If you checked this box, continue to question 5.
  
5. Are you or were you an emancipated minor as determined by a court in your state of legal residence? Answer no if you are still a minor and the court order is no longer in effect or the court's decision was not in effect at the time you became an adult.
  - Yes. If you checked this box you are required to provide a copy of a court's decision that as of today you are an emancipated minor or were immediately before you reached the age of being an adult in your state. The court must be located in your legal state of residence.  *Documentation Previously Submitted.*
  - No. If you checked this box, continue to question 6.

## J. Statement of Educational Purpose Form



### Arkansas State University-Newport Financial Aid & Scholarships 2014-15 Statement of Educational Purpose

Student Name (Last name, first name)					
ASUN ID number			Cell phone number		

#### ► Identity and Statement of Educational Purpose

The student must complete the following:

- (A) Provide a copy of valid government-issued photo identification (ID), such as a driver's license, other state-issued ID, or passport.
- (B) Sign the Statement of Educational Purpose below in presence of:
  - (1) An official from the Office of Financial Aid & Scholarships
  - OR** (2) A notary public if the student is unable to appear in person.

**Statement of Educational Purpose – To be completed by student in presence of school official OR notary public.**

The student must sign, in the presence of the institutional official **OR** notary public, the following:

I certify that I \_\_\_\_\_, am the individual signing this Statement of Educational Purpose and that the  
(Print student's name)  
federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending  
Arkansas State University-Newport for the 2014-2015 academic year.

  X   \_\_\_\_\_ Date  
Student Signature\* \_\_\_\_\_

\*This must be signed in the presence of an official from the Office of Financial Aid OR notary public.

**School Official Certificate of Acknowledgement (required when student appears in person) – To be completed by school.**

I, \_\_\_\_\_, authorize that the above named student appeared in person on the stated date below and  
(Print School Official's Name)  
that all documentation has been provided.  Copy of valid government identification provided (required)

  X   \_\_\_\_\_ Date  
School Official Signature \_\_\_\_\_

**Notary's Certificate of Acknowledgement (required when student is unable to appear in person) – To be completed by notary.**

State of \_\_\_\_\_  
city/county of \_\_\_\_\_ on \_\_\_\_\_ (Date)  
before me \_\_\_\_\_ Personally appeared, \_\_\_\_\_  
(Notary's name) (Printed name of signer)  
and provided to me on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)  
to be the above-named person who signed the foregoing instrument.

(Seal)

Notary Signature: \_\_\_\_\_

My Commission Expires on: \_\_\_\_\_

**This original form must be mailed if the student is unable to appear in person.**

**K. Itemized Worksheet**



**Arkansas State University-Newport  
Financial Aid & Scholarships  
2014-15 Itemized Worksheet**

Student Name (Last name, first name)						
ASUN ID number			Cell phone number			

This form will document additional information needed to determine Federal Student Aid eligibility. Students with an unusually low income should prepare an **itemized list of annual household income and expenses** (the source and dollar amount should be specified) for 2013.

Source of Income	Yes	No	Monthly Amount
HUD Assistance			\$
SNAP (formerly known as food stamps)			\$
Social Security Income			\$
WIC			N/A
Disability			\$
Unemployment			\$
Excess financial aid in the 2013-2014 academic year			\$
Other (babysitting, odd jobs, family, etc.): _____			\$
Other: _____			\$
<b>Total</b>			\$

List of Expenses (taxable and non-taxable)	*Monthly Amount
Rent	\$
Food	\$
Utilities (phone, gas, water, cable, electric)	\$
Medical	\$
Clothing	\$
Childcare	\$
Entertainment	\$
Household items (cleaning supplies, diapers, etc.)	\$
<b>Total</b>	\$

\*If any amounts are zero, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**X** \_\_\_\_\_ **X** \_\_\_\_\_  
 Student Signature Date Student's Spouse or Parent Signature Date

**L. SNAP Verification Form**



**Arkansas State University-Newport  
Financial Aid & Scholarships  
2014-15 SnapVerification Form**

If you reported on the FAFSA that you received SNAP benefits, this form must be completed by you and DHS personnel and then submitted to the Financial Aid Office.

If you did not report SNAP benefits on the FAFSA, then you do not need to complete this form.

Students selected for verification must submit additional information for review. Part of this process includes providing verification that a member of the student's household received SNAP benefits during 2012 or 2013. This form must be completed by the Department of Human Services (DHS) in order to verify receipt of SNAP benefits.

Student name (Last name, first name)	
ASUN ID number	Cell phone number
Household member that received SNAP (Last name, first name)	
Student's relationship to household member (i.e., Mother, Father, etc.)	

Indicate here if no SNAP benefits were received.

No person in the student's household received SNAP benefits during 2012 or 2013.

Indicate here if SNAP benefits were received – Certificate of Receipt – To be completed by DHS.

This is to certify that \_\_\_\_\_ received Supplemental Nutrition Assistance Program benefits during the year indicated below:

2012

2013

\_\_\_\_\_  
Printed Name of DHS Employee

X \_\_\_\_\_  
Signature of DHS Employee

\_\_\_\_\_  
Date

By signing this Verification Statement, I (we) certify that all information reported is complete and accurate. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

X \_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Student's Spouse or Parent Signature

\_\_\_\_\_  
Date

## M. Child Support Verification Form



### Arkansas State University-Newport Financial Aid & Scholarships 2014-15 Child Support Verification Form

If you reported on the FAFSA that you paid child support you **MUST** complete and submit this form to the Financial Aid Office.

If you **did not** report child support paid on the FAFSA, then you **do not need** to complete this form.

To verify correct information was provided, the financial aid office must compare the FAFSA information submitted by the student with the information on this worksheet and other required documents. If there are differences, the FAFSA information may need to be corrected. The school may ask for additional information.

Student Name (Last name, first name)						
ASUN ID number			Cell phone number			

List the amount of PAID court mandated child support in 2013.

No child support was paid.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2013
Mary Jones (example)	Chris Smith (example)	Terry Jones	\$6,000.00

By signing this Verification Statement, I (we) certify that all information reported is complete and accurate. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

          
X  
Student Signature

\_\_\_\_\_  
Date

          
X  
Student's Spouse or Parent Signature

\_\_\_\_\_  
Date



## N. V1 Verification Form



## Arkansas State University-Newport Financial Aid & Scholarships 2014-15 V1 Verification Form

To verify correct information was provided, the financial aid office must compare the FAFSA information submitted by the student with the information on this worksheet and other required documents. If there are differences, the FAFSA information may need to be corrected. The school may ask for additional information.

Student Name (Last name, first name)				
ASUN ID number		Cell phone number		

List people in the household, including:

1. You (the student), your spouse/parent(s), and children\* (biological and/or court adopted) born after 1/1/1990.
2. Other individuals in the household financially supported and who will continue to be supported by the household (must provide at least half of the support for the person) from July 1, 2014 through June 30, 2015. (Additional documentation may be required).

\*A student under age 24 must provide at least half of support for their child in order to be considered independent.

Full Name	Age	Birthdate	Relationship to Student	College (if applicable)	Enrolled at Least Half-Time (if applicable)
Janet Jones	22	03/01/1991	Sister	Central University	Yes
			Self		

### Student Tax Information:

*(Check one box only)*

- I used the FAFSA IRS Data Retrieval Tool to electronically transfer 2013 tax information on the FAFSA.
- I am unable or choose not to use the IRS Data Retrieval Tool on the FAFSA. I am submitting a copy of my 2013 IRS Tax Return Transcript.
- I filed an amended 2013 tax return or an extension and will submit my 1040X or IRS 4868 form (with W2s) to the financial aid office.
- I am NOT required to file a 2013 U. S. Income Tax Return. I will provide W2s and have listed my income below.  
Total 2013 income \$ \_\_\_\_\_

### Parent/Step-Parent or Student's Spouse Tax Information:

*(Check one box only)*

- I used the FAFSA IRS Data Retrieval Tool to electronically transfer 2013 tax information on the FAFSA.
- I am unable or choose not to use the IRS Data Retrieval Tool on the FAFSA. I am submitting a copy of my 2013 IRS Tax Return Transcript.
- I filed an amended 2013 tax return or an extension and will submit my 1040X or IRS 4868 form (with W2s) to the financial aid office.
- I am NOT required to file a 2013 U. S. Income Tax Return. I will provide W2s and have listed my income below.  
Total 2013 income \$ \_\_\_\_\_

By signing this Verification Statement, I (we) certify that all information reported is complete and accurate. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

    X      
Student Signature

\_\_\_\_\_  
Date

    X      
Student's Spouse or Parent Signature

\_\_\_\_\_  
Date







R. V6 Verification Form



Arkansas State University-Newport  
 Financial Aid & Scholarships  
 2014-15 V6 Verification Form

To verify correct information was provided, the financial aid office must compare the FAFSA information submitted by the student with the information on this worksheet and other required documents. If there are differences, the FAFSA information may need to be corrected. The school may ask for additional information.

Student Name (Last name, first name)						
ASUN ID number			Cell phone number			

List people in the household, including:

1. You (the student), your spouse/parent(s), and children\* (biological and/or court adopted) born after 1/1/1990.
  2. Other individuals in the household financially supported and who will continue to be supported by the household (must provide at least half of the support for the person) from July 1, 2014 through June 30, 2015. (Additional documentation may be required).
- \*A student under age 24 must provide at least half of support for their child in order to be considered independent.

Full Name	Age	Birthdate	Relationship to Student	College (if applicable)	Enrolled at Least Half-Time (if applicable)
Janet Jones	22	03/01/1991	Sister	Central University	Yes
			Self		

**Student Tax Information:**

(Check one box only)

- I used the FAFSA IRS Data Retrieval Tool to electronically transfer 2013 tax information on the FAFSA.
- I am unable or choose not to use the IRS Data Retrieval Tool on the FAFSA. I am submitting a copy of my 2013 IRS Tax Return Transcript.
- I filed an amended 2013 tax return or an extension and will submit my 1040X or IRS 4868 form (with W2s) to the financial aid office.
- I am NOT required to file a 2013 U. S. Income Tax Return. I will provide W2s and have listed my income below.

Total 2013 income \$ \_\_\_\_\_

**Parent/Step-Parent or Student's Spouse Tax Information:**

(Check one box only)

- I used the FAFSA IRS Data Retrieval Tool to electronically transfer 2013 tax information on the FAFSA.
- I am unable or choose not to use the IRS Data Retrieval Tool on the FAFSA. I am submitting a copy of my 2013 IRS Tax Return Transcript.
- I filed an amended 2013 tax return or an extension and will submit my 1040X or IRS 4868 form (with W2s) to the financial aid office.
- I am NOT required to file a 2013 U. S. Income Tax Return. I will provide W2s and have listed my income below.

Total 2013 income \$ \_\_\_\_\_

(continued)

## S. Conditional Admission Form



### Request for Conditional Admission

1. ASU-Newport believes all students should seek to complete a high school education or obtain a GED. Assistance is available in our Adult Education program within the ASU-Newport service area.
2. Students granted conditional admission **must take** all developmental courses during their first 15 semester hours of classes.
3. Students requesting conditional admission for transfer that **do not have** a 2.00 GPA will be placed on Academic Probation. Failure to maintain a minimum 2.00 GPA will result in Academic Suspension.

I understand ASU-Newport's policy and request conditional admission:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

1. Transfer students must provide a copy of ALL transcripts.
2. New applicants must provide a copy of placement scores (ACT or COMPASS)

Approval: \_\_\_\_\_

Disapproval: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Disapproval:

T. Intent to Graduate Form



Date Received:

Anticipated Completion Date \_\_\_\_\_

If your anticipated completion date changes, you must submit a new Intent to Graduate form.

Name \_\_\_\_\_  
as you want it to appear on your diploma

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ ASUN ID # \_\_\_\_\_

At which campus will you complete your program?

Newport  Marked Tree  Jonesboro

Major \_\_\_\_\_

What type of degree did you earn? \_\_\_\_\_

Associate's Degree

Technical Certificate

Certificate of Proficiency

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Deadline to submit form**

Fall Completion:

September 1

Spring / Summer Completion:

April 1

8-Week Program Completion:

First week of program

Office Use Only

First Time  
Confirmed

Transfer  
Date Conferred

Part Time

Full Time

Race \_\_\_\_\_  
Diploma Printed

GPA \_\_\_\_\_

## U. Name Change Form



ARKANSAS STATE UNIVERSITY - NEWPORT  
NEWPORT • JONESBORO • WAFKED TREE

### NAME CHANGE REQUEST

Instructions: This form is used to change your name on student records. Once this form is completed, submit it with required documents to the Office of Admissions/Registrar. If you are receiving financial aid, a copy of this request will be forwarded to the Financial Aid office.

Reason for Name Change:  Marriage  Divorce  Other legal  Correction

You must provide a copy of *each* of the following documents with this request.

- Driver's License
- Social Security Card, Marriage License, or Court Order

Do you receive Financial Aid? YES or NO

Student ID Number

\_\_\_\_ \_ 00 \_\_\_\_ \_

Social Security Number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ \_

#### NEW NAME

First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Old Name

\_\_\_\_\_ FIRST MIDDLE LAST

Telephone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Signature (REQUIRED)

\_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Routing:</b>	
Financial Aid	_____
Business Office	_____
Library	_____
POISE /Reg Records	_____
Computer Services	_____

ASUN Office of Admissions/Registrar \* 7648 Victory Blvd \* Newport, AR 72112  
t: (870) 512-7725 \* f: (870) 512-7825 \* www.asun.edu



## V. Petition for Immediate Readmission Form



### Petition for Immediate Readmission

Students who have been academically suspended are encouraged to postpone enrollment for one semester (Fall or Spring).

A student who has been suspended for poor scholarship may petition for IMMEDIATE readmission by following the protocol below.

1. Complete Petition for Immediate Readmission form.
  2. Attach an official transcript. Please visit the Office of Admissions/Registrar to obtain an official transcript.
  3. Attach a typed letter which clearly articulates
    - the *circumstances* that contributed to a cumulative grade point average below 2.00
    - *what has changed* to allow academic success if allowed to immediately re-enroll
  4. Present the Petition for Immediate Readmission (with official transcript and letter) to the Dean of Enrollment Services.
  5. If immediate readmission is granted, meet with a Retention Counselor.
- 

When a decision has been made regarding your petition, you will be notified by email.

Name: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

List courses you would take if immediately readmitted:

Course Index: *Example HIST 1013* Course Title: *Example World Civilization to 1600*

Course Index: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Index: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Index: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Index: \_\_\_\_\_ Course Title: \_\_\_\_\_

**W. Status of Enrollment Request Form**



**Status of Enrollment Request**

Name: \_\_\_\_\_ ID/SSN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Information to be verified**

\_\_\_\_\_ Academic Standing \_\_\_\_\_ Include GPA

\_\_\_\_\_ Enrollment Status for: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II Year \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Address to Mail, E-mail or Fax: \_\_\_\_\_

*If there is a form to be filled out please attach it to this form.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

X. VA Enrollment Certification Form



## VA Enrollment Certification

Incomplete forms will not be processed

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_  
\*VA File Number: \_\_\_\_\_ \*Social Security Num: \_\_\_\_\_  
\*Address: \_\_\_\_\_  
City State Zip Code  
\*Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
\*Chapter: 30 33 35 1606 1607  
GI-Bill Post9/11 Dependents Nat'l Guard Nat'l Guard  
\*Guest Student: Yes No \*If yes, Primary School: \_\_\_\_\_  
\*Degree Intent: \_\_\_\_\_ \*Major: \_\_\_\_\_  
(Tech Certificate, Associates, Certificate of Proficiency) (Liberal Arts, HVLT, Nursing, etc...)  
\*Term/Year (i.e. Fall, Spring, etc...): \_\_\_\_\_ \*Hours enrolled: \_\_\_\_\_  
\*How many hours are online courses: (for Ch. 33 students ONLY) \_\_\_\_\_

Remedial courses are only paid for one time by the VA. Please list all remedial courses you are taking and the term you will be taking them in.

\_\_\_\_\_  
\_\_\_\_\_

Repeated courses are only paid for if the student made a failing grade in the course the first time. Please list all repeated courses and the term you are taking them.

\_\_\_\_\_  
\_\_\_\_\_

I certify that the above is correct. I understand that if I drop/withdraw from a course I must inform the VA Certifying Official on the ASU-Newport Campus, as soon as possible.

\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

Y. Withdrawal Form



Withdraw from Course(s)

\*Students receiving financial aid should contact financial aid personnel BEFORE withdrawing from ANY course(s).\*

Name: \_\_\_\_\_ ID/SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Term: Fall, Fall Mini-Term, Spring, Spring Mini Term, Summer I, Summer II (circle one) Year: \_\_\_\_\_

<b>Drop/Withdraw from: (ex: Math 1023: College Algebra)</b>	
Course: _____	Course: _____
Course: _____	Course: _____
Course: _____	Course: _____
Course: _____	Course: _____
Course: _____	Course: _____

After your form is received you will be withdrawn from your course(s). Any forms received after the last day to withdraw from a class **will not be processed.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax request to: 870-512-7825 to insure receipt please call 870-512-7877

Mail to: ASU-Newport, Admissions Office, 7648 Victory Blvd., Newport, AR 72112

<b><u>Office Use Only</u></b>	
Date Received: _____	Registrar's Office: _____
Copy to Financial Aid Date: _____	

## Z. Enrollment Verification Form

Enrollment Verification for Arkansas State University-Newport  
ASUN FICE CODE: 042034 00

To Whom It May Concern:

This document certifies that \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Account Number or Last 4 of SSN: \_\_\_\_\_

See only those items checked:

\_\_\_\_ Is / Was enrolled as a full-time student for the \_\_\_\_\_ semester.  
Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date: \_\_\_\_/\_\_\_\_/\_\_\_\_ in \_\_\_\_\_ credit hours.

\_\_\_\_ Is / Was enrolled as a part-time student for the \_\_\_\_\_ semester.  
Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date: \_\_\_\_/\_\_\_\_/\_\_\_\_ in \_\_\_\_\_ credit hours.

\_\_\_\_ Is / Was enrolled as a full-time student for the \_\_\_\_\_ semester.  
Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date: \_\_\_\_/\_\_\_\_/\_\_\_\_ in \_\_\_\_\_ credit hours.

\_\_\_\_ Is / Was enrolled as a part-time student for the \_\_\_\_\_ semester.  
Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date: \_\_\_\_/\_\_\_\_/\_\_\_\_ in \_\_\_\_\_ credit hours.

\_\_\_\_ Is in good academic standing with ASUN.

\_\_\_\_ Grade Point Average is a \_\_\_\_\_ on a 4.00 scale.

\_\_\_\_ Was awarded a(n) [ ] Certificate of Proficiency [ ] Technical Certificate [ ] Associate Level Degree  
in \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_ Anticipates completion of academic program on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_ OTHER:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*This certification is valid only when signed below by an authorized official in the Office of the Registrar.*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

\_\_\_\_ Suzanne Blackburn,  
Admissions Counselor

\_\_\_\_ Susan Clay,  
Admissions Counselor

\_\_\_\_ Candace Gross,  
Dean of Enrollment Services

\_\_\_\_ Christopher Pitts,  
Admissions Counselor

\_\_\_\_ Charlene Stapleton,  
Admissions Counselor

\_\_\_\_ Phyllis Worthington,  
Admissions Counselor

### **3. Acronyms Used throughout the Manual**

ASU – Arkansas State University  
ASUN – Arkansas State University – Newport  
ED – Department of Education  
USDOE – Department of Education  
CPS – Central Processing System  
EDE – Electronic Data Exchange  
COD – Common Origination and Disbursement  
NSLDS – National Student Loan Data System  
FAFSA – Free Application for Federal Student Aid  
ISIR – Institutional Student Information Record  
SAR – Student Aid Report  
FAO – Financial Aid Office  
MIL – Missing Information Letter (also MDL missing document letter)  
ANL – Award Notification Letter  
DRT – Data Retrieval Tool  
SAP – Satisfactory Academic Progress  
NASFAA – National Association of Student Financial Aid Administrators  
SWASFAA – Southwest Association of Student Financial Aid Administrators  
COA – Cost of Attendance  
ADHE – Arkansas Department of Higher Education  
FWS – Federal College Work-Study (also W/S)  
FSEOG – Federal Supplemental Educational Opportunity Grant  
Pell – Federal Pell Grant  
DL – William D. Ford Federal Direct Loan Program  
OIG - Office of Inspector General  
HEA - Higher Education Act  
LON – Letter of Notification for new programs