

# **Davis Applied Technology College: A Utah College of Applied Technology Campus Student Financial Aid Electronic Processing Policy**

**Effective Date: 7/1/2003**

Admin Approval: 9/13/04

Reviewed 2/14/2014

## **1. Purpose**

This policy defines the methods used by the College to ensure compliance with the Department of Education's mandates for administrative capability with regard to required electronic processes.

## **2. References**

Federal Student Aid Handbook Volume 2  
Code of Federal Regulations, 34 CFR 668.16  
Dear Colleague Letter Gen-00-20 November 2000  
FSA Assessment Modules-<http://ifap.ed.gov/qamodule/InstitutionalEligibility/AssessmentApage4.html>

## **3. Definitions**

- 3.1 Campus Based Programs: Are those federal programs wherein the awards are made by the campus rather than identified in statute. Campus Based Programs normally require an institutional match. The College participates in both Federal Work Study and Federal SEOG.
- 3.2 Central Processor: The facility that processes the Federal Application for Federal Student Financial Aid (FAFSA) and produces the Institutional Student Information Report (ISIR).
- 3.3 Common Origination and Disbursement (COD): The office at the Department of Education who is responsible for providing payment on Pell disbursements, their website is located at: <https://cod.ed.gov/cod/LoginPage>
- 3.4 COD Origination Record: The record submitted to COD that provides notification of which students are being paid at the College.
- 3.5 COD Disbursement Record: The record submitted to COD that is subsequently used to determine available funds to draw-down into DATC accounts.
- 3.6 EdExpress: Software program provided by the Department of Education used for entering, correcting, printing, and tracking student ISIRs and COD data.
- 3.7 EdConnect: The Department of Education communication software used for transmitting applications and COD data via the Internet to the Central Processor.
- 3.8 FISAP: Campus based funding report submitted annually to reconcile and report prior year information and to apply for next year funding.
- 3.9 Information for Financial Aid Professionals: The Department of Education's website that provides all information necessary for administering aid programs on campus. <http://www.ifap.ed.gov/IFAPWebApp/index.jsp>
- 3.10 Institutional Information Report (ISIR): The electronic instrument used by the Department of Education to report a student's eligibility for federal aid to the College.
- 3.11 National Student Loan Data System (NSLDS): The Department of Education's national student loan data hub that assists students, lenders, schools, and guarantors in tracking information about students and their loans located at <https://www.nslsdfap.ed.gov/secure/logon.asp>.
- 3.12 Student Status Confirmation Report (SSCR): The Department of Education's loan default management tool for tracking student enrollment status at various colleges.

## **4. Policy**

4.1 The College will use the Department of Education's EdExpress software for importing, correcting, and printing ISIRs. EdExpress will also be used for reporting, tracking and reconciling COD origination and disbursement records.

4.2 The College will use the Department of Education's EdConnect software for transmitting and retrieving ISIRs from the Department of Education's Central Processor. EdConnect will also be used for transmitting COD origination and disbursement records.

4.3 The College will comply with federally mandated minimum hardware specifications as defined in the Federal Student Aid Handbook Volume 2.

4.4 The College will comply with federally mandated minimum software specifications as defined in the Federal Student Aid Handbook Volume 2.

4.5 The College will report SSCR information to the Department of Education via the National Student Loan Data System on a monthly basis.

4.6 The College will report program update information to the Department of Education via the electronic application website known as "E-app" located at the following web site: <http://www.eligcert.ed.gov/>.

4.7 The College financial aid staff and administrators will regularly access the Department of Education's Information for Financial Aid Professional's website to obtain information necessary for administering Federal Aid programs.

4.8 The Director of Financial Aid programs will submit the annual FISAP report by October 1, by use of the e-campus based system web site located at <http://www.cbfisap.ed.gov/CBSWebApp/welcome.jsp>.

## **5. Procedures**

5.1 Students applying for Federal Aid will be expected to submit a FAFSA. This process can be either completed on-line at the Department of Education's website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or by completing a paper FAFSA and sending it to the Central Processor via the mail.

5.2 The College will import student ISIR data no less than once every seven school days.

5.3 The College will export corrections to ISIRs no less than once every seven school days.

5.4 The College will report COD origination data within 20 calendar days following packaging.

5.5 The College will report COD disbursement data within 7 days prior to payment.