

## Davis Technical College Student Financial Aid Offers and Packaging Policy

Effective Date: 12-12-2022

### 1. Purpose

- 1.1. The College acting as a steward of public funds is dedicated to maintaining the highest degree of integrity in the administration of its financial aid program. This policy is established to ensure that federal funds are made available to eligible students in compliance with federal regulations.

### 2. References

- 2.1. FSA Aid Handbook Volume 1 and Volume 3
- 2.2. Davis Technical College Financial Aid Verification Policy
- 2.3. Davis Technical College Financial Aid Professional Judgment Policy
- 2.4. Davis Technical College Financial Aid Cost of Attendance Policy
- 2.5. Davis Technical College Financial Aid Ability to Benefit Policy
- 2.6. Davis Technical College Financial Aid Satisfactory Academic Progress Policy and Procedure
- 2.7. Utah System of Higher Education (USHE) Determination of Resident Status – R512
- 2.8. Utah Promise Program Utah Code Title 53B

### 3. Definitions

- 3.1. **Financial Aid Offer:** Notification to the student from the Financial Aid Office of the amount available from each fund source and expected disbursement dates for each.
- 3.2. **Central Processing System (CPS):** The Department of Education facility that processes the Free Application for Federal Student Aid (FAFSA) and produces the Institutional Student Information Record (ISIR).
- 3.3. **Crossover Period:** A payment period that overlaps two aid years, typically when a student starts prior to July 1<sup>st</sup> using the next year's federal eligibility.
- 3.3. **Expected Family Contribution (EFC):** The amount a student and his/her family are expected to contribute to their own education based on federal methodology determined by the FAFSA.
- 3.4. **Federal Supplemental Education Opportunity Grant (FSEOG):** Campus-based grant aid provided under Title IV of the Higher Education Act. Funds are 75% federal and 25% institutional.
- 3.5. **Federal Work Study:** Federal Campus-Based program which allows a student to work

and earn compensation to help pay for their education. Funds are 75% federal and 25% institutional.

- 3.6. **Utah Promise Grant:** A Utah State Educational campus-based grant program.
- 3.7. **Institutional Student Information Record (ISIR):** The electronically produced report used by the US Department of Education to report a student's eligibility for aid to the school.
- 3.8. **Pell Grant:** Primary federal need-based grant to assist students through higher education.
- 3.9. **Supplemental Grants:** Grants are primarily used to supplement Pell Grant funds, specifically, the FSEOG and Utah Promise grants.

#### 4. Policy

- 4.1. **Offer Letter:** The College participates in Pell Grant, Federal Work Study, FSEOG, and Utah Promise Grant. Per federal and state regulations, the office may only offer funds from these programs to students that have an ISIR from CPS on file in the financial aid office. Davis Technical College does not participate in federal student loan programs and will only certify private student loans for students with a valid ISIR for direct school costs plus an amount not to exceed the cost of attendance.

**4.1.1. Priority Dates:** The financial aid office will use an objective process for establishing priority dates

- 4.2. **Packaging:** Students in Pell eligible certificate programs must be enrolled before they can receive their financial aid offer. This is necessary because an offer cannot be established without a start date.
- 4.3. **Priority for Supplemental Grants:** Priority for FSEOG will be given to students with the lowest Expected Family Contribution (EFC), beginning with 0. Students eligible for Pell Grant will always be given priority consideration for SEOG. Students with equal eligibility will receive an offer based on timing of packaging.

**4.3.1. Utah Promise Grant:** Priority for Utah Promise Grant will be given to students based on financial need and Utah residency.

- 4.4. **Crossover Offers:** Crossover offers cannot be made until after July 1<sup>st</sup> of the fiscal year used for the offer.

#### 5. Procedure

- 5.1. **Financial Aid Offer:** Offers will be made once the student is enrolled and has provided all documentation as required. Priority deadlines will be established based on receipt of this documentation.
- 5.2. **Frequency:** Once a file is complete, offers will be given a priority date and packaged on a first-come, first-served basis. Every effort will be made to make offers within a reasonable time frame not to exceed 60 calendar days.

**5.2.1. Availability of Supplemental Grants:** Fund balances will be monitored, and offers will cease when balances in fund accounts are projected to be exhausted. In the event that student attrition makes funds available, offers will be made to students using priority dates (5.3).

**5.3. Establishing Priority Dates:** A file is determined to be complete once all documentation as defined in the College Financial Aid Verification Policy has been received in the Financial Aid Office and all Department of Education edits and conflicts have been resolved. If this occurs before the student's first day of attendance, the priority date established will be the student's start date. Otherwise, the priority date will be the date the file was determined to be complete.

**6. Approvals and Notes**

President's Council Approval Date:	08-23-2011
Effective Date:	08-24-2011
Revised:	11-23-2011
Reviewed:	01-31-2014
Reviewed:	07-20-2014
Revised:	08-06-2018
Revised:	06-27-2022
Revised:	12-22-2022