

Davis Technical College

Student Financial Aid Offers and Packaging Policy

Effective Date: 11 August 2025

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 and state funds are made available to eligible students in compliance with federal and state 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 estimated disbursement dates for each.
- 3.2. **FAFSA Partner Portal (FPP):** The Department of Education software that processes the Free Application for Federal Student Aid (FAFSA) and produces the Institutional Student Information Record (ISIR) beginning with the 2024-2025 FAFSA.
- 3.3. **Crossover Period:** A payment period that overlaps two aid years, typically when a student starts prior to July 1st using the next year's federal eligibility.
- 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.
- 3.10. **Student Aid Index (SAI):** Eligibility index number that is calculated based on information provided by student/family on FAFSA. The SAI is used to determine how much financial aid a student may be eligible to receive.

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 a valid ISIR from FPP on file in the financial aid office. Davis Technical College does not participate in federal student loan or private loan programs.
 - 4.1.1. **Priority Dates:** The Office of Scholarships and Financial Aid 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 made without a start date.
- 4.3. **Priority for Supplemental Grants:** Priority for FSEOG will be given to students with the lowest Student Aid Index, beginning with -1500. A range will be used beginning with - 1500 and any SAI less than 0 will not be treated as a SAI of 0. Students must receive Pell Grant to be eligible for SEOG. Students with equal eligibility will receive an offer based on timing of packaging.
 - 4.3.1. **Utah Promise Grant:** Students must be Utah resident or have graduated from a Utah high school to be eligible for the Utah Promise Grant. Priority for the Utah Promise Grant will be given to students based on financial need and Pell grant recipients. A SAI range will be used to determine priority for the grant.
- 4.4. **Crossover Offers:** Crossover offers cannot be made until after July 1st of the fiscal year used for the offer.
- 4.5. **Change in Program:** if a student changes programs within 180 days from the last date of attendance of their original program, they will be treated as if they are transferring programs. This means that the existing Pell payment period must still be used when determining eligibility for the new program.
 - 4.5.1. Any Pell grant already used on the original program must be subtracted from the total amount of Pell grant the student may be eligible to receive in the new program. Any credit hours successfully completed will be added to the new program and the payment periods will be determined using the new program length.

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

Revised: 11 August 2025
Expanded President's Council Approval Date: 1
July 2024 Revised: 22 December 2022
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Revised: 6 August 2018
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President's Council Approval Date: 23 August 2011