# Davis Technical College
# Student Financial Aid - Electronic Processing Policy

**Effective Date: 1 July 2024**

### 1.  Purpose

**1.1.**    This policy is established in compliance with federal regulations to promote institutional integrity in the administration of the federal financial aid programs. Specifically, this policy addresses the College's compliance with administrative capability requirements regarding electronic processes.

### 2.  References

**2.1.**    Federal Student Aid Handbook Volume 2, Chapter 7

**2.2.**    Code of Federal Regulations, 34 CFR 668.16

**2.3.**    Federal Student Aid Handbook Volume 4, Chapter 2

### 3.  Definitions

**3.1.    Central Processing System (CPS)**:  The US Department of Education's software which processes the Federal Application for Federal Student Financial Aid (FAFSA) and produces the Institutional Student Information Report (ISIR) for the 2023-2024 year and prior.

**3.2.    FAFSA Partner Portal (FPP)**: The US Department of Education's software which processes the Federal Application for Federal Student Aid (FAFSA) and produces the Institutional Student Information Report (ISIR) for the 2024-2025 year and going forward.

**3.3.    Common Origination and Disbursement (COD):** System used by the Department of Education for originating and disbursing Federal Student Aid.

**3.4.    Fiscal Operations Report and Application to Participate (FISAP):** Year-end reconciliation report of all campus-based funding due October 1 of each year.

**3.5.    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.

**3.6.    TDClient**: Department of Education software that allows institutions to send, receive and manage Federal Student Aid files electronically.  Files are transmitted via TDClient over the Student Aid Internet Gateway (SAIG) mailbox between CPS and COD and institution's financial aid management systems.

### 4.  Policy

**4.1.**    The College will import, correct, transmit, and retrieve ISIRs from the US Department of Education using a financial aid management system that meets the electronic requirements of the US Department of Education, via TDClient software. The software and financial aid management system will also comply with requirements for reporting, tracking, and reconciling federal aid programs.

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

**4.3.**    The College will comply with federally mandated minimum software specifications as

defined in the Federal Student Aid Handbook Volume 2.

**4.4.**      The College will report program update information to the Department of Education via the electronic application website known as "E-app."

**4.5.**      The Director of Scholarships and Financial Aid or designee will submit the FISAP report annually by October 1 using the format preferred by the US Department of Education.

    **4.5.1.** The FISAP and records supporting the data used to create the FISAP will be kept for a minimum of three years.

**5.**      **Procedures**

**5.1.** The College will import/export ISIR data each business day using the Department of Education's TDClient software and financial aid management systems.

**5.2**. The College will report origination and disbursement data to COD within appropriate timeframes using the TDClient software and financial aid management systems.

**6.**      **Approvals and Notes**

Expanded President's Council Approval:  10 June 2024
Revised:  30 July 2018
Reviewed:  14 February 2014
Effective Date:  1 July 2003
President's Council Approval:  26 April 2003