

STUDENT FINANCIAL AID

UA Cossatot will participate in federal, state, and local financial assistance programs that are deemed to be in the best interests of the College and students. In all cases, the College will adhere to the guidelines set forth for those programs. Records of financial aid activities will be audited along with the normal College records.

The Financial Aid Office will disseminate information on the types of financial aid available and the requirements for each. In addition, the Financial Aid Office will prepare a Financial Aid Procedures Manual detailing procedures for administering the financial aid program.

For the purpose of determining financial aid eligibility for Title IV programs, twelve semester hours is considered to be full time.

HLC Criterion: 2A.2; 2B.1

Policy History:

January 12, 2015 January 1, 2011
July 30, 2001

OFFICIAL ENROLLMENT (CENSUS) DATE AND DISBURSMENT OF TITLE IV FUNDS

Student's financial aid awards are based on the official enrollment (census) date. In order to better serve our students, the following procedures have been set.

1. The (census) date is the eleventh (11th) class day for fall and spring terms and the fifth (5th) class day for the summer term.
2. The Poise enrollment system will be locked, by the Registrar, each semester on the official (census) date. All departments will be notified by e-mail when the Registrar will lock down.
3. The Registrar will inform the Business Office, who will then lock the Poise financial system.
4. The Registrar will provide the Financial Aid Office and the Business Office with a copy of the census day report.
5. The Business Office will order Title IV funds and disburse Title IV refund checks to students within fourteen (14) calendar days from the official census date.

Procedure History:

September 2016

WORKFORCE SCHOLARS PROGRAM

The Workforce Scholars Program provides an opportunity for participating companies to increase an employee's skills levels and not incur expense until the employee has successfully completed the course(s). It is also a means for employees of participating companies to enter courses and programs at UA Cossatot with minimum costs. It is UA Cossatot's procedure:

1. The employee secures an authorizing certificate from the designated plant official, and completes it with appropriate information and signatures
2. The employee completes UA Cossatot's standard admission/registration process
3. The employee presents the authorizing certificate to an account receivables representative for verification as a Workforce Scholar
4. Upon verification, an account receivables representative provides the student with a copy of the authorizing certificate and instructions to present the certificate to Educational Resource Center (ERC) personnel for course materials
5. Account receivables personnel maintains the original authorizing certificate, sets up a student account, and forwards a copy of the authorizing certificate to the financial aid department.
6. Financial Aid personnel document the employee as a Workforce Scholar
7. At the end of the semester, when grades are assigned, account receivables personnel sends a list of Workforce Scholar Program participants to the Registrar requesting a copy of the transcript for each Workforce Scholar
8. The Registrar sends a copy of the transcript for each Workforce Scholar
9. Account receivables personnel match each transcript with an authorizing certificate and bills the applicable company if the student fulfilled the program criteria.

Procedure History:

September 2016
