

CHAPTER 9

AWARDING AND PACKAGING

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

9.1

PACKAGING PHILOSOPHIES & PRIORITIES OUR POLICIES and PROCEDURES

Imperial Valley
College

- **FIRST COME, FIRST SERVED PACKAGING MODEL**
 - Financial aid awards are made as applications are completed until funds are exhausted.
- **PHILOSOPHY**

The philosophy of Imperial Valley College is:

 - Every eligible applicant should receive a combination of financial aid based on the student's qualifications, financial need, student's academic and family situation, and criteria developed annually by the Financial Aid Office for equitable distribution of grant aid and self-help aid.
 - The Financial Aid Office has the right to modify awards subject to the availability of funds.
- **PRIORITY DEADLINES**
 - IVC's priority deadlines used in the awarding of financial aid:
 - For students not enrolled in Summer school, the deadline to complete a file with IVC Financial Aid Office is the date of the last scheduled instructional day for the spring term.
 - For students enrolled in Summer school, the deadline to complete a file with the IVC Financial Aid Office is the date of the last scheduled instruction day for the summer term.

NOTE: Federal Pell-Grant: Deadline dates to apply, to submit corrections to the processor, and to have a valid ISIR on file with the Financial Aid Office are established annually by the federal government.
- **EXCEPTIONAL NEED DEFINITION**

Exceptional need is defined as PELL Grant eligible and EFC of zero.
- The Banner system will calculate need (Cost of Attendance – EFC = Need).
- Aid is awarded based on an awarding hierarchy.

PRIORITIES FOR AWARDING

- After awarding any Board of Governors Waiver, Pell Grant, Cal Grant, or other outside resources for which the student qualifies, campus funds will be offered to the student.
- **Initial Awards**
 - Campus-Based Aid: Awards are made to students with completed files at the time of the first Fall packaging run. Within that group:
 - FSEOG: Funds will be awarded first to Pell eligible students with the greatest need.
 - FWS: Funds will be awarded to those students who have indicated interest in a FWS position on the FAFSA.
- **Remaining Funding**
 - FSEOG: Funding will be awarded to mid-year (Spring Semester) students; the same criteria apply.
 - FWS: Funding will be offered to interested students on the waiting list until all available positions are filled.

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9.2

DETERMINING AVAILABLE FUNDING & PACKAGING PARAMETERS OUR PROCEDURES

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AVAILABLE FUNDING

- The process to derive final figures available to be spent by program (including matching funds and institutional programs):
 - Federal SEOG: Based on allocation and 25% transfer to Federal Work-Study program
 - Federal Workstudy: Based on allocation and 25% transfer from FSEOG.

PROJECTING EXPENDITURES

- To project upcoming expenditures, we review prior utilization.

PACKAGING PARAMETERS

- Program minimum and maximum amounts for packaging are determined in this way:
 - FSEOG – based on total funding and historical awards
 - FWS – based on estimating 200 hours per semester

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9.3

CALCULATING AWARDS & PACKAGING OUR POLICIES and PROCEDURES

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IVC POLICIES

- All awards will be made up to total of a student's need or to maximum allowed under packaging policies.

AWARD AMOUNTS

- Our institutional policy limits awards for the following programs to:
 - FSEOG: \$400 award per award year, prorated based on enrollment status
 - FWS: \$5000 maximum initial award (may be increased if eligible.)

AWARDING SEQUENCE

- Aid is awarded based on an awarding hierarchy.
 - All federal and state grants which rely on the Unmet Need formula (Need – Award) will be awarded and disbursed in the following order:
 1. California College Promise Grant
 2. Pell Grants
 3. Cal Grants
 4. Student Success Completion Grants
 5. Supplemental Education Opportunity Grants
 6. Federal Work-Study
 7. Chaffee Grants
- Our packaging process is automated via Banner. IVC has a very technical sequence listing in Banner procedures, but since we don't have any institutional aid, the sequence is very simple.
 - We award Pell first,
 - then Cal Grant and Student Success Completion Grant if they are on the roster
 - then campus based aid (which we usually run out of during the first packaging cycle of the year) and
- The system uses built in edits to check for file completion, SAP, no Holds, program limits.

ENROLLMENT STATUS - UNIT LOAD

- All students are initially awarded based on fulltime status.
- Verification of enrollment will be made prior to each disbursement.

Awards for Less Than Half-Time Students

- Students who drop below 6 units will have their FWS cancelled.

SUMMARY: PACKAGING BY PROGRAM

FSEOG

- Initial FSEOG awards are made as part of the initial Fall packaging run. Students eligible for award must have a completed file, be a Pell Grant recipient, and have a zero EFC.
- Remaining funding will be awarded to mid-year (Spring Semester) students, the same criteria applies.
- Awards will be \$400 per award year and prorated based on enrollment status.
- Students must be enrolled in a minimum of 12 units to qualify.

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FWS

- The initial FWS award for the year will be \$5000 (may be less if remaining need is less than 5000).
- Students must be enrolled in a minimum of 6 units to qualify

FEDERAL PELL-GRANT

- **Special Pell Packaging Considerations**
 - **Transfer Students** Refer to: CHAPTER 16.1 FEDERAL PELL GRANT – *Calculating Awards*
 - **Summer Awards** Refer to: CHAPTER 9.6 AWARDING AND PACKAGING - *Summer Packaging*
 - **Maximum Time** Refer to: CHAPTER 16.4 PELL - *Duration of Eligibility (PLEU)*
 - **Recalculations** Refer to: CHAPTER 9.8 AWARDING AND PACKAGING - *Pell Grant Recalculations*

OUTSIDE RESOURCE AWARDS

- Outside resources must be incorporated into a student's package to avoid potential overawards.
- If student has a record on file, enter outside award information on other resource screen in Banner

PRIVATE EDUCATIONAL LOANS

- Imperial Valley College does not currently participate in any of the federal student loan programs, however, general information regarding private educational loans is available upon request.
- Imperial Valley College will not certify a private educational loan without a current aid year FAFSA on record and all federal and state grant aid eligibility determined and processed.
- Students are informed on the IVC Website that they may be eligible for federal student loans at institutions that participate in those programs.

BOARD OF GOVERNORS (BOG) FINANCIAL ASSISTANCE PROGRAM

CAL GRANT B, CAL GRANT C

FULL TIME STUDENT SUCCESS GRANT

CHAFEE GRANT

Refer to: CHAPTER 17 CALIFORNIA STATE PROGRAMS

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9.4

ESTIMATED FINANCIAL AID & TREATMENT OF OTHER RESOURCES OUR PROCEDURES

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ESTIMATED FINANCIAL ASSISTANCE (EFA)

- Financial Aid coordinates information on resources that qualify as EFA.
- **We are notified of OUTSIDE RESOURCES AND AWARDS in these ways:**
 - **School Scholarships:** monthly report from Foundation Office
 - **Outside Scholarships:** monthly report from Foundation Office and student self reporting
 - **State Grants:** Financial Aid has direct access to eligibility information in CSAC WebGrants
 - **AmeriCorps:** Awards are made by Financial Aid Office
 - **BIA Grants:** Reported on monthly report from Foundation Office
 - **Employer-Provided Educational Assistance:** reported by student
 - **Voc Rehab:** Payments posted by Business Office posted on resource page

9.5

RETROACTIVE AWARDS OUR PROCEDURES

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RETROACTIVE DISBURSEMENTS FOR COMPLETED PERIODS

- PELL may be awarded and disbursed retroactively based on packaging occurring after the semester has ended.
- Petitions approved prior to the end of the term but not awarded until after the term may have the prior semesters aid awarded.
- Disbursements will be based on units completed (including earned F's)

CHANGE IN STUDENT'S ELIGIBILITY STATUS

Prior Default Resolved

- Students who have defaulted on a loan and resolve the defaulted loan may receive Pell Grant for the term in which the default was resolved.
- Pell Grant may not be paid to a prior term in which the student was in default unless the default was resolved in that prior term.

CHANGE IN PROGRAM'S ELIGIBILITY STATUS

- If notified of a newly eligible academic program, we would retroactively award students enrolled in that program.

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9.6

SUMMER PACKAGING OUR POLICIES and PROCEDURES

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- For Pell, summer will be considered a trailer and the student will be awarded only remaining eligibility for the current aid year.
- Students do not have to be enrolled in Fall or Spring to get Summer Pell.

SUMMER AID AND SAP

- To be eligible for a summer Pell award, a student must not be in Disqualified Status as of the end of the Spring semester.

SUMMER PACKAGING

- IVC has Banner procedures. After our second 50% disbursement in Spring, we run a process to determine how much aid the student was paid for fall and spring.
- If there is any remaining eligibility, we then package for summer.

CROSS-OVER PERIODS

- IVC does or does not process crossover period awarding.

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9.7

AWARD NOTIFICATIONS & REVISIONS OUR POLICIES and PROCEDURES

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ENROLLMENT STATUS REVISIONS

- If a student changes enrollment status after beginning attendance in all his or her classes recalculation is not required.
 - We do NOT make award revisions when enrollment status changes after the publicized FREEZE date.
 - **Exception:** If the student was waitlisted for a course prior to the freeze date and later becomes enrolled in the course, an adjustment will be made.

COST OF ATTENDANCE REVISIONS

- When COA changes during an award year, we are not required to recalculate Pell, unless the change is due to an enrollment status change.
 - When COA changes between payment periods, it is or is NOT our policy to review and adjust the offer.
- Revisions will or will not be made to the cost of attendance within a payment period after an award has been made unless it is in error.

AWARD NOTIFICATIONS

- Award letters are generated electronically and made available in WEBSTAR.
- Students are notified via email that the award letter is available

FINANCIAL AID SHOPPING SHEET

- The shopping sheet is made available in WEBSTAR.

REVISIONS

- Officers make revisions as required or at student request
- Students are notified via email that a new award letter is available in WEBSTAR

EFC Revisions

- When corrections, updating or adjustments change the EFC, the Pell award changes.
- Our process for recalculating Pell: If a revision results in a FM EFC change, the system recalculates and the change is sent to CPS for revision and update and automatically comes in.

Enrollment Status Revisions

- **When enrollment status changes between terms, our process to recalculate Pell is:**
 - System reviews the student's enrollment status before disbursing Pell funds and will only disburse the amount for which the student is eligible based on his or her enrollment at the time of disbursement calculated at the freeze date.
- **If a student does not begin all classes within a term, we recalculate Pell.**
 - We determine that a student has not started a class via the No Show report based on registration data

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9.8

OVERAWARDS OUR PROCEDURES

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OVERAWARDS

AN OVERAWARD EXISTS WHEN A STUDENT'S AID PACKAGE EXCEEDS HIS OR HER NEED.

- We identify these situations through a report in Banner.
- While we take care not to overaward a student when packaging his or her aid, circumstances may change after packaging that result in an overaward.
 - **EXAMPLE:** Student may receive a scholarship or grant from an outside organization.
- When an overaward situation arises, we may be required to adjust the Federal Student Aid (FSA) in the student's package to eliminate the overaward.

AN OVERAWARD EXISTS WHENEVER:

- School awards aid either to a student who is ineligible for a specific program or to a student who is ineligible for any FSA program assistance;
- Student's award in an individual program exceeds the regulatory maximum, the annual limit on FSEOG awards or a Pell award based on the wrong payment schedule/enrollment status;
- Student's aid package exceeds his or her need, including when the student's EFC is revised upward after initial packaging;
- Student's award exceeds his or her COA; and
- Student is receiving Pell Grant at multiple schools for same period.

OVERAWARDS MAY BECOME OVERPAYMENTS.

- An overpayment exists when some or all the funds that make up an overaward have been disbursed to the student before a school can correct it.
- In general, unless a school is liable, a student is liable for any overpayment made to him or her.

OVERAWARD TOLERANCE

We are not required to take any action if the amounts by which a student's resources exceed need falls within a certain tolerance, established by regulation.

- **Campus-Based:** \$300 overaward tolerance-threshold is:
 - Allowed only if an overaward occurs after Campus-Based aid has been packaged.
 - Does not allow a school to deliberately award Campus-Based aid that, in combination with other, exceeds the student's financial need.

RESOLUTIONS BY PROGRAM

PELL GRANTS

- Determined by using Pell Payment Schedule appropriate for student's enrollment status, EFC and COA.
- Correctly determined Pell Grant is never adjusted to consider other forms of aid.
 - We eliminate the overaward by reducing other aid that we control.
- An incorrectly determined Pell Grant is an overaward and must be corrected.
 - **EXAMPLE:** A Pell Grant awarded to an ineligible student or a grant based on an enrollment status greater than that for which the student is enrolled

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CAMPUS-BASED PROGRAMS

- If we determine that student received aid that was not included in calculating student's eligibility for aid from Campus-Based programs and that assistance resulted in student's total financial assistance exceeding financial need by more than \$300, we take steps to resolve the overpayment by eliminating the amount of overpayment that exceeds the \$300 threshold..

FWS PROGRAM

- Student cannot be required to repay wages earned.
- We can only adjust FWS by reducing hours a student can work in future.
- We can continue to employ the student, but the student can't be paid from FWS funds.
- If we have already adjusted all other federal aid and institutional aid, and there is still an overaward, funds must be reimbursed to the FWS program