

# CHAPTER 1 INTRODUCTION AND INSTITUTIONAL OVERVIEW

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

## Policy and Procedure Manual 2019 - 2020

### FOREWORD

This Financial Aid Policy and Procedure Manual is intended to act as a guide for financial aid administration at Imperial Valley College essential in achieving equity and efficiency in the allocation of financial aid resources to eligible students.

Imperial Valley College has established financial aid programs and services that are specifically outlined throughout the remainder of this manual.

### PRINCIPLES OF FINANCIAL AID ADMINISTRATION

The basis of financial aid administration is the belief that students and their parents have the primary responsibility for meeting educational costs. The amount of the contribution expected from students and their family is determined by careful analysis of family financial strength, taking into consideration taxable and non-taxable income, household size, allowable expenses and assets. The U.S. Department of Education, in cooperation with Congress and educational institutions, has established procedures which are used in making an evaluation of the amount families can be expected to contribute.

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### INSTITUTIONAL OVERVIEW

Imperial Valley  
College

Sources: <a href="http://www.imperial.edu">www.imperial.edu</a> <a href="#">College Navigator</a>	IMPERIAL VALLEY COLLEGE (IVC)
<b>OPE ID</b>	00121400 IPEDS ID: 115861
<b>Address</b>	380 E. Aten Road, Imperial, California 92251-0158
<b>Phone Number</b>	760-352-8320
<b>School Website</b>	<a href="http://www.imperial.edu">www.imperial.edu</a>
<b>Type</b>	2-year, public
<b>Carnegie Classification</b>	Associate's Colleges: High Transfer-High Traditional
<b>Awards Offered</b>	<ul style="list-style-type: none"> <li>▣ Less than one-year certificate</li> <li>▣ One but less than two years' certificate</li> <li>▣ Associate's degree</li> </ul>
<b>Total Enrollment</b>	Approximately 8500 undergraduates annually

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### GENERAL OFFICE ADMINISTRATION FINANCIAL AID *Institutional Overview*

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#### FINANCIAL AID OFFICE MISSION STATEMENT

The Financial Aid Office at Imperial Valley College is comprised of a team of dedicated professionals committed to supporting student success by providing assistance with educational expenses to all eligible students. We strive to provide students and their families with courteous and efficient service while complying with all federal and state regulations as well as college policies. We encourage teamwork, cooperation, and innovation as well as continual professional development.

#### FINANCIAL AID PROGRAM SCOPE

IVC offers a full array of financial aid programs: grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. We have financial aid available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare.

Every year Imperial Valley College awards over \$20 million dollars to students, all in the form of grants or scholarships that do not have to be paid back. An additional \$7 million in fee waivers assists students with tuition costs. Each year, over 80% of the students attending IVC receive some type of financial assistance in the form of grants, scholarships, work study, or fee waivers. Imperial Valley College does not participate in any of the federal student loan programs; however, general information regarding private education loans is available upon request.

#### Federal Programs in which our School Participates:

- Federal Pell
- Federal Work-Study
- Federal SEOG

#### ORGANIZATION AND STRUCTURE OF IMPERIAL VALLEY COLLEGE FINANCIAL AID OFFICE

- All Financial Aid staff members report to the Director of Financial Aid.
- The Director of Financial Aid reports to the Dean of Student Affairs and Enrollment Services.
- The Dean reports to the Vice President for Student Services (CSSO).
- The Vice President reports to the Superintendent/President (CEO).

Changes in financial aid policy that have a potential of campus wide impact are recommended by the Director of Financial Aid to the Dean of Student Affairs and Enrollment Services and to the Vice President for Student Services.

The Director of Financial Aid makes major internal operational decisions relating to the administration of the financial aid programs. The Director of Financial Aid also makes routine internal operations decisions and develops internal policies relating to the administration of the programs in consultation with the Financial Aid staff members and other departments and agencies as appropriate.

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### IMPERIAL VALLEY COLLEGE FINANCIAL AID OFFICE STAFFING INFORMATION

■ **Job Titles and # of Positions:**

- Director of Financial Aid - #1
- Financial Aid Officer - #2
- Student Services Technician - #1
- Financial Aid Specialist - #5
- Student Services Specialist – Financial Aid - #1



Director of



Financial Aid



Student Services



Financial Aid



Student Services

Financial Aid Job DeOfficer Job Descript Technician Job Desc Specialist Job Descri Specialist Job Descri