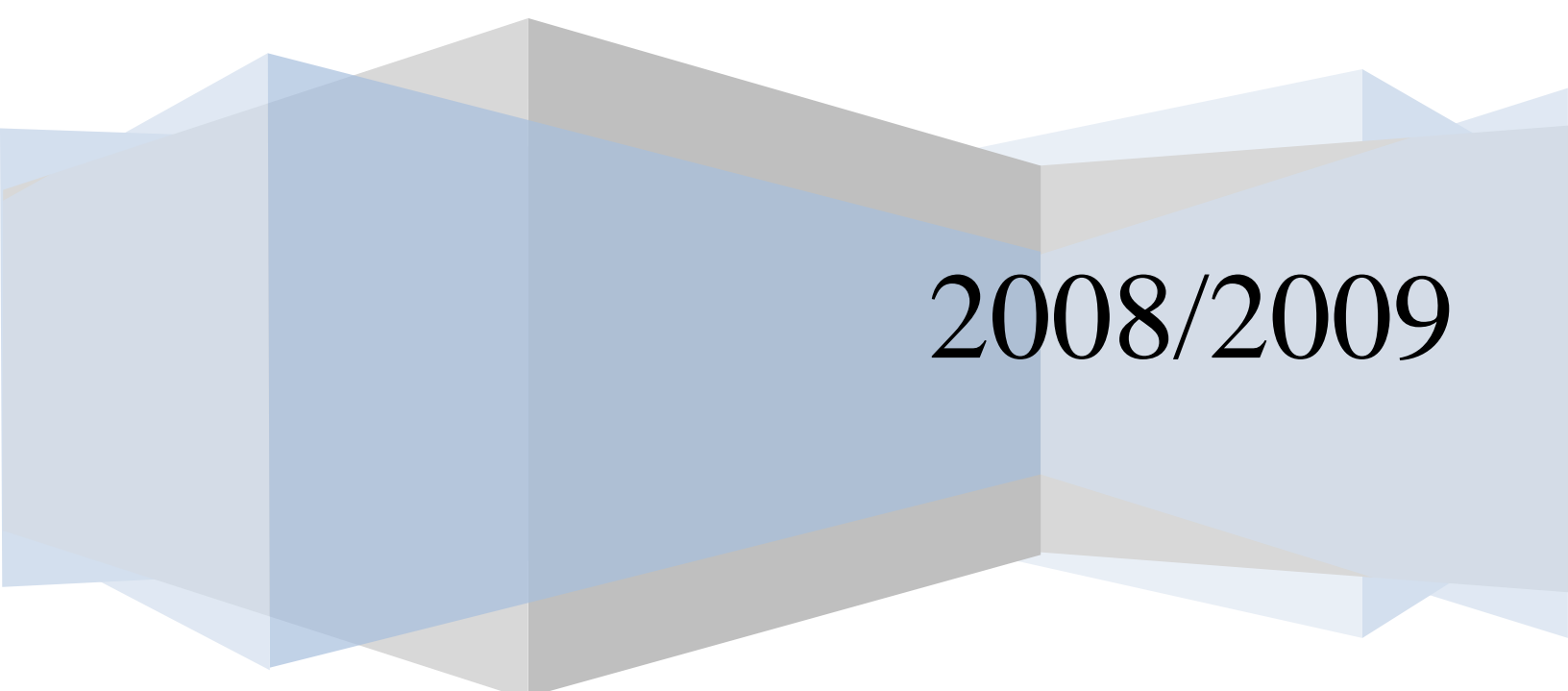


**New Mexico Highlands University**

# **Office of Financial Aid & Scholarship**

**Policies and Procedures Manual**

**2008/2009**



**Institutional Eligibility**  
**Citation: 34 CFR Part 600 Subpart A 600.4**

**Institution of Higher Education**

New Mexico Highlands University is a public educational institution legally authorized to provide an educational program beyond secondary education under New Mexico Laws 1889, Chapter 138, Section 15.

New Mexico Highlands University is located in the State of New Mexico.

**Regular Student**

NMHU admits as regular students only persons who have a high school diploma, have the recognized equivalent of a high school diploma, or are beyond the age of compulsory school attendance in the State of New Mexico. Admission requirements are defined in the NMHU catalog and the NMHU educational centers bulletin (Rio Rancho, Santa Fe, Eastern New Mexico – Roswell, San Juan College – Farmington and Raton).

**Accreditation**

NMHU is fully accredited by the North Central Association of College and Secondary Schools (documentation located in the Office of Academic Affairs); and other accrediting associations.

**Standards for Participation in Title IV, HEA Programs**  
**Citation: 34 CFR Part 668**

**Eligible Program**

NMHU provides Title IV, Higher Education Act (HEA) program assistance only to students enrolled in an educational program offered by NMHU that leads to an associate, bachelor, professional, or graduate degree, or a certificate or other recognized credential that prepares a student for gainful employment in a recognized occupation. All eligible programs are listed in the NMHU Catalog and the NMHU educational center bulletin.

Exceptions to Eligible Program Requirement

There are two exceptions under which students do not have to be enrolled in a program leading to a degree in order to receive Direct or FFEL Loans. Those exceptions are:

1. Students enrolled as non-degree doing prerequisite coursework, and
2. Students enrolled as non-degree working on teacher certification or recertification.

See the **Non-Degree** section of this manual for further information.

**Certification**

NMHU was recertified as eligible to participate in federal student aid (FSA) programs from October 1, 2006, through September 30, 2009. The Institutional Eligibility Notice is located in the Director's office.

## **Program Participation Agreement**

NMHU possesses a fully authorized Program Participation Agreement which is located in the Director's office.

### **Standards of Administrative Capabilities**

NMHU administers Title IV, HEA programs in accordance with all statutory provisions of, or applicable to, Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all special arrangement, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA.

NMHU has designated a capable individual to be responsible for administering all Title IV, HEA programs in which it participates and for coordinating those programs with NMHU's other Federal and non-Federal FSA programs. NMHU provides an adequate number of qualified persons to administer the Title IV, HEA programs in which NMHU participates.

All information regarding a student's eligibility for financial assistance from any source is communicated to the Student Financial Aid Office.

### **Separation of Functions**

NMHU has a system in place which provides internal checks and balances and which designates the function of authorizing payments of FSA program funds to the Student Financial Aid Office and disbursement of funds to the NMHU Business Office. These functions are separated organizationally within NMHU's management structure: the Business Office is part of the Division of Business and Finance, and the Student Financial Aid Office is in the Division of Student Affairs.

### **Financial Aid Office Structure & Position Responsibilities**

#### Director

- Oversight of all operations and functions of Financial Aid and Scholarships
- Budget development and authorization
- Overall compliance
- Major reporting – FISAP and DEAR reports
- Major audits
- Liaison for internal affairs

#### Associate Director

- Stipends
  - Social Work
  - Student Support Services
  - Rehab Counseling
- Miscellaneous Aid
- Special Circumstances Collection/Processing
- Professional Judgment Collection/Processing
- Accounting/Reconciliation of Above Funds
- Satisfactory Academic Progress Appeals
- Return to Title IV

NMHU Financial Aid Office Policy and Procedure Manual

- Policy and Procedure Maintenance (Office & Aid Manuals)

Assistant Director

- Athletic Awards
- Academic Affairs Sub Committee
- Accounting/Reconciliation
- Pell / COD
- Special Audit Request for Information
- Departmental Time Sheets
- Co-Chair for Satisfactory Academic Progress Appeals

Administrative Assistant

- Responsible for Overall Management of Front Office Area
- Assigns Work Study Students to Areas Needed
- Collection and Delivery of Mail
- Maintain Log of Checks Received
- Equipment/Supplies
- Mass Mailings to Students
- Schedule Personnel for Lunch Coverage

Financial Aid Advisors

- Verification of all application data
- Packaging of all enrolled students
- Compliance in Verification and Awarding
- Consortium Agreements
- Tribal Needs Analysis
- Corrections
- Student Advising

Loan Coordinator

- Overall Management of All Loan Programs
- Maintenance of all Loan Related Reports, Applications, and responses
- Correspondence Regarding all Loan Programs
- Loan Compliance
- Reconciliation FFELP, Direct, Perkins, CHE, Alternative Loans, Alaska Loans

Scholarship Coordinator

- Scholarships
  - 3% scholarships
  - Institutional scholarships
  - New Mexico Legislative Lottery
  - Foundation
- Maintenance of all Scholarship Applications and Correspondence
- Maintenance of all Scholarship Files (Filing System)
- Correspondence to all Constituents with Interest in Scholarships

Data Entry Coordinator

- Importing all CPS Data
- Maintenance of all Files
- Daily Data Collections/Verification

## **Computer Software**

The Student Financial Aid Office uses the SCT BANNER system and compatible PC applications consistent with University business and administrative practice. Software needs are identified by Student Financial Aid Office management, and applications are developed both internally and with NMHU's Computer and Information Resource Technology support.

## **Financial Aid Management System**

The Financial Aid Management (BANNER) System, and SCT software product, is the operating system for the Student Financial Aid Office. The BANNER system interfaces with other University databases, including the Financial Reporting System, the Billing and Receivables System, various student databases, and the Human Resources System, thus providing access to financial, demographic, and academic information.

BANNER program specifications are coded on the following BANNER forms for the specific award year: GLRSLCT, RORRULE, ROAINST, RORPOST, and others.

## **Student Consumer Information**

NMHU provides reliable information to current and prospective students regarding its academic programs, facilities, financial assistance programs, campus safety, Drug-Free Campus policy, educational costs, etc., on the NMHU WEB site. NMHU's WEB address is <http://www.NMHU.edu>. This information is also available in various publications including school catalogs, the Schedule of Classes, and brochures from the Student Financial Aid Office, Recruitment Office, NMHU Police Department, and others.

## **Academic Year**

An academic year at NMHU is defined as 32 weeks in length. NMHU uses the same academic year for calculating all FSA awards for students attending a particular program and for all other FSA purposes. Within an academic year, a full-time undergraduate student is expected to complete a minimum of 24 credit hours and a full-time graduate or professional student is expected to complete a minimum of 18 credit hours.

## **University Policies**

In addition to the policies defined in this manual, the Student Financial Aid Office is governed by all applicable University-wide policies as defined by the Regents or University administration. This includes, for example, policies concerning personnel, travel, purchasing, etc., published in the NMHU Business Policies and Procedures Manual.

**Financial Aid Programs**

**Grants**

**Federal Pell Grant**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor’s or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

To determine eligibility, the U. S. Department of Education uses a standard formula, established by Congress, to evaluate the information provided on the Free Application for Federal Student Aid (FAFSA). The formula produces an Expected Family Contribution (EFC) number. The student receives a Student Aid Report (SAR) which contains the EFC. NMHU receives the EFC electronically from the Central Processor.

The maximum award for 2008/2009 is \$4,731 (See Pell Charts). To determine a student’s award amount, the cost of attendance is calculated, and matched with the EFC. Cost of attendance for students attending at least half-time (6 hours fall/spring, 3 hours summer) includes the following:

- Tuition/Fees
- Room/Board
- Books/Supplies
- Transportation
- Miscellaneous
- Child Care

Cost of attendance for students attending less than half-time includes the following:

- Tuition/Fees
- Books/Supplies
- Transportation
- Child Care

The cost of attendance figures are entered on screen ROARMAN (Budget).

Enrollment status (full-time, three-quarter time, half-time, less than half-time) is determined as follows:

**Standard Term:**

At NMHU fall and spring semesters are considered to be standard terms. According to Federal Regulation 34 CFR 668.2, full-time for a standard term is defined as 12 hours; three-quarter time is 9 – 11 hours; half-time is 6 – 8 hours, and less than half-time is 1 – 5 hours.

**Non-Standard Term:**

NMHU’s summer session is defined as a non-standard term 8 weeks in length. Therefore, enrollment status is determined as follows:

Credit hours in standard academic year	X	<u>Weeks of instructional time in the nonstandard term</u>
		Weeks of instructional time in definition of academic year
24	X	8 = 6 hours is full-time
		32

Less than full-time status for summer session (a non-standard term) is determined by using the following formula:

Credit hours student takes in the non-standard term  
Credit hours required for full-time status in the non-standard term

The resulting fraction is then matched with the appropriate less than full-time status classification. The fraction must equal or exceed the enrollment status classification. For example, two-thirds would correspond to a half-time enrollment status.

$$\frac{5 \text{ hours}}{6 \text{ hours}} = .83 = \frac{3}{4} \text{ time}$$

$$\frac{4 \text{ hours}}{6 \text{ hours}} = .66 = \frac{1}{2} \text{ time}$$

$$\frac{3 \text{ hours}}{6 \text{ hours}} = .50 = \frac{1}{2} \text{ time}$$

$$\frac{2 \text{ hours}}{6 \text{ hours}} = .33 = < \frac{1}{2} \text{ time}$$

$$\frac{1 \text{ hour}}{6 \text{ hours}} = .16 = < \frac{1}{2} \text{ time}$$

To calculate the Pell amount, use the following formula:

$$\frac{\text{Pell amount} \times \text{number of weeks for which the student is enrolled}}{32 \text{ (number of weeks in standard academic year)}} = \text{Pell Award}$$

Prior to awarding a Pell Grant, the following conditions must be met:

1. "Pell Elig Flag" on screen 307 must indicate "Y."
2. Student must not have a bachelor's or professional degree. (Screen 308 – Appendix B)
3. Student must have passed Pell and Title IV audits. (Screen 315 – Appendix B)
4. Student must be enrolled in a degree-granting college. (Screen 312)
5. Student must meet SAP requirements. (Screen 313 – Appendix B)

At NMHU, summer is currently considered to be the first semester of the academic year for financial aid purposes. Therefore, students enrolled in the summer, who are Pell eligible, must receive an award for Summer semester. See SUMMER AID section of this manual.

#### Non-Standard Term:

NMHU's summer session is defined as a non-standard term 8 weeks in length. Therefore, enrollment status is determined as follows:

The BANNER system calculates Summer Pell Grant eligibility at 20 percent of the student's maximum eligibility for the academic year based on enrollment status.

Prior to awarding a Pell Grant, the BANNER system performs all required federal edits:

6. Student must not have a bachelor's or professional degree. (ROARMAN—App. Data)
7. Students must have passed the Packaging/Disbursement edits. (ROARMAN (Status-Packaging/Disbursement Requirements Complete date not null)
8. Student must be enrolled in a degree-granting college. (SGASTDN)
9. Student must meet SAP requirements. (Eligibility Satisfactory Academic Progress)

Effective with the 2000/2001 Award Year, the summer term was changed from a trailer to a leader term. At NMHU, summer is currently considered to be the first semester of the academic year for financial aid purposes. Therefore, students enrolled in the summer, who are Pell eligible, must receive an award for Summer semester. See SUMMER AID section of this manual.

### **Federal Supplemental Educational Opportunity Grant**

A Federal Supplemental Educational Opportunity Grant (SEOG) is for undergraduates with exceptional financial need – that is, students with the lowest Expected Family Contribution (EFC) – and gives priority to students who receive Federal Pell Grants.

The U. S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students. However, there is no guarantee every eligible student will be able to receive an SEOG. Eligible students are awarded based on the availability of funds. Therefore, NMHU has established a priority date for applying for financial aid of March 1. This means that students whose applications for financial aid are received at the Central Processor after March 1 may not be awarded SEOGs. We have a very limited amount of those funds, and priority is given to students who meet the March 1 priority date and program requirements. Once students who met the March 1 priority date are awarded, we will continue to award SEOGs until funds are exhausted.

In order to receive an SEOG, a student must meet the criteria listed under **Pell Grants** on the preceding page. The maximum award is \$2000. Award amounts are determined based on EFC using the following table:

Single Parent with a zero EFC	\$2000
Other students with a zero EFC	\$1200
EFC between 1 – 999	\$1000
EFC between 1000 and 4041	\$ 600

The award is prorated for three-quarter and half-time. Students attending less than half-time, are not awarded an SEOG. Students may not receive both an SEOG and an SSIG during the same term.

### **State Student Incentive Grant**

The State Student Incentive Grant (SSIG) is funded by both the federal and state governments, with the majority of the funds provided by the State of New Mexico. The objective and purpose of the SSIG program is to provide aid for undergraduate students with substantial financial need who are attending public and selected private non-profit postsecondary institutions in New Mexico. The criteria for awarding SSIG funds to students is the same as that for the SEOG program, with the exception that students must be New Mexico residents.



**Federal Student Loans**

**Federal Perkins Loan Program (formerly NDSL)**

A Federal Perkins Loan is a low-interest (5 percent) loan for both undergraduate and graduate students with exceptional financial need. NMHU is the lender. The loan is made with federal funds, with a share contributed by NMHU. The loan must be repaid to NMHU. Our Perkins (NDSL) Loan servicer is the New Mexico Educational Assistance Foundation aka New Mexico Student Loans.

Perkins Loan funds are limited, and are awarded first to students who meet the March 1 priority date. Once students who met the priority date are awarded, we will continue to award Perkins Loans until funds are exhausted. Funding is determined by a projection of repayments collected during that fiscal year. Prior to awarding Perkins Loans, the following conditions must be met:

1. Student must be enrolled at least half-time.
2. Student must have passed Packaging/Disbursement edits (ROARMAN - Status)
3. Student must be enrolled in a degree-granting college. (SGASTDN)
4. Student must meet SAP requirements. (ROARMAN – Eligibility)
5. Student must have requested loans on their FAFSA (Loan preference 1 – ROARMAN – App Data)

Award amounts for full-time students are as follows. Awards for students attending less than full-time are prorated.

	<b>Undergraduate/2<sup>nd</sup> Bachelor/Licensure Award Amount</b>	<b>Graduate/Professional Award Amount</b>
	\$3000	\$5000

The maximum aggregate amount an undergraduate may borrow is \$27,500. The maximum aggregate a graduate student may borrow is \$60,000 (including undergraduate aggregate).

**Direct Stafford Loans**

Direct Stafford Loans are the Department of Education’s major form of self-help aid. Direct Stafford Loans are available through the William D. Ford Federal Direct Loan (Direct Loan) Program. Under the Direct Loan program, the funds for students’ loans are sent to NMHU, to be credited to students’ accounts, directly by the U.S. government.

Direct Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. Students are not charge any interest before repayment begins or during authorized periods of deferment. The federal government subsidizes the interest during those periods.

An unsubsidized loan is not awarded on the basis of need, but may be used to replace the Expected Family Contribution (EFC). Students are charged interest from the time the loan is disbursed until it is paid in full. If students allow the interest to accumulate, it will be capitalized – that is, the interest will be added to the principal amount of the loan, and additional interest will be based upon the higher amount.

**Federal Family Education Stafford Loans (FFEL)**

Federal Stafford Loans are a major form of self-help aid. Federal Stafford Loans are available through private lenders and the New Mexico Student Loan or Texas Guaranteed. Under the Federal Loan program, the funds for students’ loans are sent to NMHU, to be credited to students’ accounts, directly from the lender.

Federal Stafford Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. Students are not charge any interest before repayment begins or during authorized periods of deferment. The federal government subsidizes the interest during those periods.

An unsubsidized loan is not awarded on the basis of need, but may be used to replace the Expected Family Contribution (EFC). Students are charged interest from the time the loan is disbursed until it is paid in full. If students allow the interest to accumulate, it will be capitalized – that is, the interest will be added to the principal amount of the loan, and additional interest will be based upon the higher amount.

The maximum amount a student may borrow for the Direct Loan Program or the FFELP, not to exceed budget is as follows:

Amount students can borrow each year for subsidized and unsubsidized Stafford loans depends on their grade level and on whether they are [dependent students](#) or [independent students](#).

	<b>Dependent student</b>	<b>Independent student<sup>2</sup></b>
<b>1st-year undergraduate</b>	\$3,500 / \$2,000 <sup>2</sup>	\$3,500 / \$6,000 <sup>2</sup>
<b>2nd-year undergraduate</b>	\$4,500 / \$2,000	\$4,500 / \$6,000
<b>3rd- and 4th-year undergraduate</b>	\$5,500 / \$2,000	\$5,500 / \$7,000
<b>Graduate/professional</b>	NA	\$8,500 / \$12,000



Grade levels for undergraduate students are determined by their total credits earned, as follows:

Freshman	0 – 32
Sophomore	33 – 63
Junior	64 – 95
Senior	96+

The amount a student can borrow is also limited by the student's school costs, other financial aid the student may receive, and (in the case of subsidized loans) the student's [expected family contribution](#).

These are the aggregate (total) limits for all subsidized and unsubsidized Stafford loans, whether solely from the Direct Loan Program or in combination with FFEL Stafford loans:

- \$31,000 for a dependent undergraduate student (no more than \$23,000 may be subsidized)
- \$57,500 for an independent undergraduate student<sup>1</sup> (no more than \$23,000 may be subsidized)
- \$138,500 for a graduate or professional student (no more than \$65,500 may be subsidized; includes loans for undergraduate study)

With a PLUS loan, a graduate/professional student or the parent of a dependent student can borrow up to the cost of the student's education minus other financial aid the student receives.

Students are automatically packaged with a Loan eligibility estimate for both subsidized and/or unsubsidized. Students need to submit a separate Loan Request Form (See Forms).

## **Loan Counseling**

All first-time borrowers at NMHU must complete a Loan Counseling session before their funds may be disbursed to them. The counseling session must be completed on-line on the following web sites:

FFEL	<a href="http://www.mapping-your-future.org">www.mapping-your-future.org</a>
DIRECT	<a href="http://www.dl.ed.gov">www.dl.ed.gov</a>

### **Entrance and Exit Direct or FFEL Loan Counseling**

#### **Counseling Students**

Schools participating in the Direct or FFEL Loan Program are required by law to provide entrance and exit loan counseling. Exit counseling is for all student borrowers; entrance counseling is only for first-time student borrowers [at NMHU]. The school must maintain documentation in each student borrower's file substantiating the school's compliance with entrance and exit counseling regulations.

#### **Entrance Counseling**

Schools must ensure a student has done the entrance counseling before making the first disbursement of a Direct or FFEL Subsidized or Unsubsidized Loan. Counseling may be conducted via internet. A person knowledgeable about FSA programs must be available to answer borrowers' questions after the counseling session.

At NMHU, entrance counseling must be completed before a loan is certified, a "INTERV" mnemonic is manually entered in BANNER onto screen ROARMAN (Tracking).

#### **Exit Counseling**

Schools must conduct exit counseling for Direct/FFEL Subsidized or Direct/FFEL Unsubsidized Loan borrowers before they cease at least half-time study, except

- ◆ in the case of a correspondence program, schools must mail borrowers written counseling materials within 30 days after the borrowers complete the program; and
- ◆ if borrowers withdraw without a school’s prior knowledge or fail to attend exit counseling sessions as scheduled, schools must mail written counseling materials to the borrowers’ last known addresses within 30 days after learning the borrowers have withdrawn or failed to attend the scheduled session.

The Office of Student Financial Aid runs a report every 25 days of students who have dropped to less than half-time or withdrawn. All students who are withdrawing, must have their withdrawal form signed by the financial aid associate director. The financial aid associate director calculates the return to title IV amounts and processes necessary adjustments to the students account. Those students who have borrowed under the FFELP or Direct Loan Program are mailed instructions as to how to conduct the exit counseling via the internet.

One month prior to the end of each semester, a report is run of graduating students who have borrowed under the FFELP or Direct Loan Program. Those students are sent a letter informing them of the requirement for exit counseling along with an exit counseling schedule. Students who do not attend a counseling session are mailed an exit packet.

At the time exit packets are mailed to students, an “EXIT” mnemonic is placed on the ROARMAN screen (Tracking).

**Work-Study Programs**

**Federal Work-Study**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need. The Federal Work-Study salary is at least the current federal minimum wage, but it may be higher, depending on the type of work performed.

Work-Study funds are limited, and are awarded first to students who meet the March 1 priority date and indicate on their FAFSA that they wish to be considered for work-study. Students’ aid preference is indicated on screen ROARMAN—App Data, as follows:

Loans (yes)	2
Work-Study (yes)	1

Once students who met the priority date are awarded, we will continue to award work-study until funds are exhausted. Prior to awarding work-study, the following conditions must be met:

1. Student must be enrolled at least half-time.
2. Student must have passed Packaging/Disbursement edits. (ROARMAN--Status)
3. Student must be enrolled in a degree-granting college. (SGASTDN)
4. Student must meet SAP requirements. (ROARMAN--Eligibility)

Award amounts are as follows, not to exceed need:

Grade Level	Fall/Spring	Summer
Undergraduate	Freshmen \$3300/Other \$4400	\$1040
Graduate	\$4400	\$1040

For detailed information regarding the work-study program, refer to the Work-Study section of this manual.

## State Work-Study

The State Work-Study Program provides jobs for undergraduate and graduate students who are New Mexico residents with or without financial need. The State Work-Study salary is at least the current federal minimum wage, but it may be higher, depending on the type of work performed.

Work-Study funds are limited, and are awarded first to students who meet the March 1 priority date. Once students who met the priority date are awarded, we will continue to award work-study until funds are exhausted. Prior to awarding work-study, the following conditions must be met:

1. Student must be a New Mexico resident. (SGASTDN)
2. Student must be enrolled at least half-time.
3. Student must have passed Packaging/Disbursement edits. (ROARMAN - Status)
4. Student must be enrolled in a degree-granting college. (SGASTDN)
5. Student must meet SAP requirements. (ROARMAN - Eligibility)

Award amounts are as the same as the federal amounts stated above.

## Establishing Eligibility and Awarding Procedures

1. In order to establish eligibility for need-based and non-need-based work-study, students must complete the Free Application for Federal Student Aid (FAFSA) and submit it to the Central Processor. The FAFSA may be completed in paper form or on the WEB.

In addition, students must be admitted into a degree-granting college at NMHU before any determination of eligibility will be made.

2. The Student Financial Aid Office (SFAO) determines students' eligibility for need-based work-study by the following formula:

$$\begin{array}{r} \text{Cost of Attendance} \\ -\text{Expected Family Contribution (EFC)} \\ -\text{Other Financial Aid} \\ \hline =\text{Work Study Eligibility*} \end{array}$$

\*The maximum need-based work-study award is generally limited to \$4400 for the academic year. Exceptions may be made by the Director or Associate Director.

Non-need-based work-study is determined by the following formula:

$$\begin{array}{r} \text{Cost of Attendance} \\ -\text{Other Financial Aid} \\ \hline =\text{Work-Study Eligibility**} \end{array}$$

\*\*The maximum no-need work-study award is generally limited to \$4400. Exceptions may be made by the Director or Associate Director.

Although the New Mexico Higher Education Department allows for a portion of New Mexico work-study funds to be used as no-need, NMHU's Director of Financial Aid has elected to limit no-need awards to 20% of the annual allocation for main campus.

3. The Federal Work-Study program does not allow work-study funds to be awarded to students with no need. Therefore, only students who are New Mexico residents, and are, therefore, eligible to receive a State Work-Study award, may be considered for no-need work-study.
4. Awards are made first to students who met the SFAO priority date of March 1. Funds are awarded to students who apply after March 1 in order of application date, and to the extent funds are available.

An exception is made to the priority date for areas at the University which have been determined to be critical to student recruitment: Recruitment, Admissions, and Student Financial Aid.

5. Once a work-study award has been made, a financial aid award letter is mailed giving the amount of the award. It is the student's responsibility to secure work-study employment. All work-study position openings are posted with the Human Resources Office.
6. Approximately mid-point of Fall semester, a determination is made of the number of students who have been awarded work-study who are actually working. Students who are not working are contacted to determine whether or not they plan to seek work-study employment. Work-study awards are canceled for those who are not employed or not seeking employment. Depending on earning patterns, released funds may be awarded to students who have not yet been awarded.

### **Off-Campus Employment**

The NMHU Work-Study Program also offers Work-Study contracts to off-campus, non-profit organizations. Organizations must hire students to perform community service types of positions. The contract is sent to the organization for completion along with a schedule indicating the period of allocation, the number of students the organization may hire, and all applicable federal regulation information (see sample contract and schedule at end of this section.) The contract and schedules are returned to the Financial Aid Office for signature of the Director of Student Financial Aid, and a copy is returned to the organization for their records and also to the Human Resources Office.

Work-Study awards are made for qualified students by Financial Aid Officers. Students are first awarded who met NMHU's March 1 priority date. Awards are made to students who did not meet the priority date to the extent funds are available. Once a student is awarded, they may apply for jobs authorized by the Human Resource Office. Work-Study positions are posted with the Human Resource Office.

### **Department Requests for Positions**

Prior to requesting Work-Study students, departments check their budgets to determine the number of positions, and pay rates for those positions, that their budget will allow.

Departments then submit to the Human Resource Office a posting request which includes the following:

1. a complete job description
2. job qualifications, if applicable,
3. pay rate,

4. number of hours per week,
5. contact person,
6. telephone number,
7. and any other applicable information

## **Job Postings**

When the position is cleared, it is posted.

The Financial Aid Office will print Student Hire Forms the week prior to the first day of classes for students to obtain to begin seeking a work-study position. The student must pick up this hire form from the Human Resource Office in the Rogers Administration Building. The student and department meet and go over the job duties and any other applicable information, such as dress code or specific work hours. If the student is chosen to fill the position, the department signs the hire form and returns it to the Human Resource Office.

## **Hiring**

The Human Resource Office will be responsible for collecting and disseminating all necessary documentation:

1. W-4 form
2. I-9 form (driver's license and social security card, driver's license and birth certificate, US Passport, and or Alien Registration Card, are just some of the documents normally seen to verify employment eligibility).  
Note: If the student has been employed within the last 90 days at NMHU, a new I-9 is not required.
3. Direct Deposit form, if student chooses to have their payroll check automatically sent to their checking or savings account.
4. Pay Schedule

## **Payroll Periods**

NMHU has a two-week payroll period. As students work, they keep a log of their hours by entering their time on a time slip or by clocking a time card.

At the end of the payroll period, the time keeper at the department transfers the time from the time slip or clock, to a Work-Study time sheet. This timesheet is submitted with all necessary signatures to the Human Resource Office.

Effective July 1, 2008, the department account is billed for 40% of the student wages, for hours covered under the Work-Study Program and the Work-Study Program is charged 60% for hours covered under the program. (The 50/50 split is subject to change depending upon availability of funds in different award periods, not to exceed the current Federal maximum of 25/75.)

The payroll procedure is repeated every two weeks throughout the earnings period.

## **Termination of Employment**

Reasons that a Work Study Student may be terminated are as follows:

- ◆ They have not met SAP

- ◆ They withdraw from classes or reduce their enrollment below half-time
- ◆ The student did not work out during the 8-week probationary period
- ◆ Self-termination
- ◆ Other activities justifying termination by department
- ◆ Award year has ended
- ◆ Student has met award limit
- ◆ Student has received other aid and is now an overaward

The Human Resource Office and the Financial Aid Office must be notified in the event that the student self terminates. The Financial Aid Office will notify the Human Resource Office when that award has been terminated by the FAO.

### **NEW MEXICO LOAN FOR SERVICE**

The award is based on need, and will be prorated if the student is attending less than full-time. The interest rate is 7% unless the student does not provide service after graduation. It then increases to an 18% interest rate. The maximum award is \$12,000, and students are selected by a committee chosen by the New Mexico Higher Education Department (NMHED).

In order to be considered for a Loan for Service, students must meet the following criteria:

1. Be a US citizen
2. Be a resident of New Mexico
3. Demonstrate financial need
4. Declare their intention to practice in an underserved area of New Mexico

In addition, students must complete the NM Student Loan for Service Application and submit it to the Financial Aid Office for documentation of need. The student then must submit the completed Application to NMHED by the July 1 deadline.

### **SCHOLARSHIP PROGRAMS**

NMHU offers the following scholarship program:

LEGISLATIVE GOLD  
LEGISLATIVE SILVER  
KEN & SUE CRIMMINS MEMORIAL  
LEVEO V. DE SANCHEZ  
VICTORIA D. DE SANCHEZ  
NEW MEXICO COMPETITIVE SCHOLARSHIP  
NEW MEXICO SCHOLARS  
NMHU ZIA  
ROAD TO SUCCESS  
AIM FOR THE LOTTERY  
NEW MEXICO LOTTERY SUCCESS  
NEW MEXICO LEGISLATIVE ENDOWED  
GENERAL MOTORS  
HOPE SCHOLARSHIP



**PRESIDENTIAL SCHOLARSHIP**

**OTHER NMHU FOUNDATION SCHOLARSHIPS**

The requirements are described on the attached brochure. Academic progress is reviewed at the end of each semester. Students who do not meet the renewal requirements are suspended from scholarship support and provided an opportunity to petition. NOTE: pre-Lottery scholarships are not eligible for appeal – the qualifying semester is not appealable.

**EXEMPTIONS AND THIRD PARTY CONTRACTS**

Tuition and Room/Board Waivers are processed as 'EXEMPTIONS' and are treated as a resource for financial eligibility. Listings of students eligible for a specific waiver are provided to the Business Office for processing. A copy of the list is also provided to the Office of Financial Aid.

'Third Party Contracts' are processed through the Business Office and are treated as a resource for financial aid eligibility. Copies of Third Party Contract authorization forms are provided to the Office of Financial Aid.

**NON-DEGREE**

**EXCEPTION FOR PREPARATORY COURSEWORK**

The Higher Education Technical Amendments of 1987 established an exception to the requirement that a federal student aid recipient be a regular student. Under this exception, a student may be eligible for certain forms of Title IV aid if he or she is taking courses that are necessary for the student to enroll in a program leading to a degree or certificate. The student must be enrolled at least half-time to qualify for this exception; receipt of aid under this provision is limited to one 12-month period.

This exception applies only to the FFELP and Federal Direct Loan programs. For a student pursuing admission to an undergraduate program, first-year undergraduate limits apply. For a student pursuing admission to a graduate or professional program, fifth-year undergraduate limits apply.

The courses in which the student is enrolled must be part of an eligible program otherwise offered by the institution. The 12-month period is consecutive, and begins on the first day of the loan period for which the student is enrolled.

In order to verify that students meet the requirement for the preparatory coursework exception, they must submit a completed Verification of Credit Hours for Preparatory Coursework for Non-Degree Students form to our office. (See form on following page.)

**EXCEPTION FOR TEACHER CERTIFICATION**

Another exception to the requirement that the student be enrolled as a regular student in an eligible program involves the FFEL, the Direct Loan, the Perkins Loan, and the FWS programs. This exception allows eligibility for a student who is enrolled at least half-time in a required teacher certification program, even though the teacher certification program does not lead to a degree or certificate awarded by the school (for example, the certificate may instead be granted by the state).

The program must be required for elementary or secondary teacher certification or recertification in the state where the student plans to teach or in the state where the student is completing the program. This exception is not intended to cover optional courses that the student elects to take for professional recognition or advancement. Nor does the exception cover courses that the school recommends but that are not required for certification or recertification.

The school should document that the courses are required by the state for teacher certification. For purposes of the FFEL and Direct Loan programs, a student who is considered eligible under this exception is considered a fifth-year undergraduate; therefore, the loan limit is \$10,500.

In order to verify that classes students are taking are required for teacher certification, students must have the Verification of Credit Hours for Teacher Certification for Non-Degree Students form completed and returned to the Financial Aid Office. (See form on following page.)

## **SECOND BACHELOR'S DEGREE**

Students who are pursuing a second Bachelor's degree must provide documentation from the college in which they are enrolled of their grade level. (See form on following page.)

## **Professional Judgment**

Adjustments in need analysis – whether in the student expense budget or the determination of family contribution – may result in either an increase or decrease in the student’s need. If the aid administrator is satisfied that the adjustment is based on verifiable information, and may be justified as reasonable on grounds of professional judgment, the resulting need figure should be valid for all forms of aid.

Effective with the 1993-94 award year, the Federal Methodology formula must be used for determining eligibility for federal student financial aid programs. These procedures are specified in Part F of Title IV of the Higher Education Act, as revised in 1992. The law, however, does not preclude adjustments in need analysis. Indeed, the Higher Education Act provides that discretionary judgments may be employed by aid administrators on a case-by-case basis for students or families with unusual circumstances.

In addition, the Conference Report that accompanied the Higher Education Amendments of 1992 noted that:

The conferees intend that financial aid administrator discretion be extended to four areas that were previously included as part of the formal financial aid application. These include: (1) private elementary and secondary education expenses, (2) dislocated worker status, (3) displaced homemaker status, and (4) unusual medical and dental expenses. ... the conferees expect financial aid administrators to take positive action for students and families whenever the need is warranted in any and all of these areas.

In developing the Free Application for Federal Student Aid, the Department of Education recognized the role of professional judgment by noting in the form that aid applicants should contact their financial aid administrator in situations cited in the preceding paragraph as well as in other situations in which “unusual circumstances not covered in this form. ... would affect [their] eligibility for student financial aid.”

NASFAA Monograph Number 10 -- Professional Judgment in Eligibility Determination and Resource Analysis

At NMHU, authority to make adjustments based on professional judgment is restricted to the following:

Director, Associate Director, Assistant Director or Financial Aid Officer

Students who are requesting an adjustment to their EFC based on a special circumstance must complete a Special Circumstances Form (see forms at end of this section).

If it is determined that the student is eligible for an adjustment to their information based on a special circumstance, the Professional Judgment Change is made and documented on RHACOMM by the financial aid officer and the changes electronically to the Central Processor. Once the Central Processor returns the corrected transaction to the Financial Aid Officer, the student’s award(s) is adjusted based on the new information.

## Cost of Attendance

“The Higher Education Amendments of 1992, signed into law on July 23, 1992, define the cost of attendance components for all Title IV programs effective with the 1993-94 academic year. ...

Under the law, expenses may cover only the semester ... or academic year of attendance and may not include expenses incurred during periods of non-enrollment ...

Expenses which are not related to completing the student’s course of study at the school are not to be included in the student expense budget. Examples include licensing examinations for a profession ..., or the other various kinds of expenses that senior encounter as they approach graduation, e.g., job search costs which could include resume printing and interview travel costs.”

### Directly Related Educational Expenses

#### Room, Board, Transportation

Three categories are allowed, based on the student’s place of residence, as prescribed in the Higher Education Amendments of 1992:

1. Living with parents
2. Living in institutional housing
3. Living off-campus

“... For dependent or independent students who live in institutional-owned housing facilities, the expense budget includes a standard housing allowance based upon the institution’s normal contract price of housing for the period in which the student is enrolled ...

Following the institutional housing model, allowances for single independent students without dependents can be based on typical costs for rent and utilities for an apartment shared with at least one roommate ...

Housing expenses for dependents of independent students are not included in the student’s expense budget because such costs are allowed as expenses against the student’s income via the Income Protection Allowance in the Federal Methodology. ... Financial aid administrators may appropriately decide to include the costs of food and shelter for dependents (other than a spouse) of independent students in cases where the family demonstrates that its income is insufficient to cover basic maintenance costs. ... While each case would not require documentation, the amount of the allowance would be determined on an individual basis, based upon items such as the negative difference between the student’s income and the Income Protection Allowance.”

NASFAA Monograph, Constructing Student Expense Budgets, April 1993, Number 9

## **Satisfactory Academic Progress**

### **General**

Every school participating in the Student Financial Aid Programs must monitor its FSA recipients to ensure that they are meeting satisfactory progress standards. Each school must develop reasonable standards for measuring academic progress, which must contain elements specified in the regulations.

A school's satisfactory progress policy for students receiving FSA funds must be at least as strict as the policy used for students who do not receive FSA funds. The policy must be applied consistently to all FSA recipients within identifiable categories of students. Note that the school's satisfactory progress policy must include both a qualitative measure (such as the use of cumulative grade point average) and a quantitative measure (such as a maximum time frame for completion of the student's progress).

At NMHU, the Standards of Satisfactory Academic Progress are mailed with every award letter. The NMHU Catalog will also contain the Standards. When students fail to meet the Standards, or are close to failing the maximum time frame, a letter is mailed to them.

Satisfactory Progress is reviewed at the end of each semester for all students enrolled in Associate, Bachelors, Graduate, and Professional programs or Certificate programs. The Screen ROARMAN (Eligibility) is updated by the system with the appropriate Satisfactory Progress status.

Students who have failed to meet the Standards of Satisfactory Academic Progress are coded on Screen ROARMAN (Eligibility). They receive a letter informing them they have failed to meet the Standards, along with a copy of the Standards, and a Petition for Exception to Standards of Satisfactory Academic Progress form. Students wishing to do so, complete the Petition form and return it to our office with the necessary documentation. (See Appeal form at end of this section.)

Students who have failed the maximum time frame component of the Standards are also sent a Degree Summary form (see form at end of this section) to have completed and returned with their Petition.

Students who submit incomplete Petitions are sent a form letter informing them of the missing documentation (see letter at end of this section).

Petitions are reviewed by a Financial Aid Officer, Assistant or Associate Director or the Financial Aid Director. If the FA staff determines the petition must be reviewed by the Financial Aid and Scholarship Committee, the petition is sent to committee for a decision. The student is notified of the decision on their petition with a copy of their petition detailing the conditions of reinstatement or denial. If the decision is unfavorable, the student is provided a final opportunity for a personal appeal before the committee. The committee decision is final.

Students may be placed on probation without a contract or on a Financial Aid contract. There are two types of contracts:

1. Satisfactory Academic Progress Contract to Graduate, and
2. Satisfactory Academic Progress Contract.

If students fail to meet the terms of the Contract which they signed, they lose their financial aid eligibility for the subsequent semester(s). If they wish to do so, they may re-petition for an exception to the Standards.

## Dependency Status

The U.S. Congress and Department of Education determine the criteria to be used in determining students' dependency status. Students who answer "Yes," to a least one question in Section Two of the 2008/2009 FAFSA are considered to be independent, and do not provide parents' information when applying for financial aid. Students who answer "No," to all questions in Section Two of the 2008/2009 FAFSA are considered to be dependent for financial aid purposes.

The questions are:

1. Were you born before January 1, 1985?
2. At the beginning of the 2008-09 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?
3. As of today, are you married? (Answer yes if you are separated, but not divorced.)
4. Do you have children who receive more than half of their support from you?
5. Do you have dependents other than children/spouse who live with you and who receive more than half of their support from you, now and through June 30, 2009?
6. Are (a) both of your parents deceased, or (b) are you (or were you until age 18) a ward/dependent of the court?
7. Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
8. Are you a veteran of the U.S. Armed Forces?

Students who do not answer "Yes," to at least one of these questions above, but still feel there are extenuating circumstances which might warrant their being considered independent of their parents, may explain those circumstances in a petition to their Financial Aid Officer. (See Professional Judgment Appeal Form)

If the student's petition is approved, and the student has already applied for financial aid as a dependent student, the Financial Aid Officer completes the "Overrides" section of the Professional Judgment/Correction Form (see form at end of this section), and submits it to the Processing section for a dependency override. If the student has not yet applied for financial aid, the Officer completed the "School Use Only" box on the FAFSA, which the student submits to the Central Processor.



## **Resources and Overawards**

### **Need-Analysis Formulas**

The Higher Education Act of 1965 (HEA), as amended, provides a single methodology for determining the Expected Family Contribution (EFC) and cost of attendance (COA) for all Federal Student Aid (FSA) programs.

Before awarding aid from campus-based programs, the financial aid administrator must take into account aid the student will receive from other FSA programs. The administrator must also take into account other resources that the school makes available to its students, resources about which he or she knows, or resources that the administrator can reasonable anticipate at the time aid is awarded to the student. An aid administrator may not award or disburse aid from a campus-based program if that aid, when combined with all other resources, would exceed the student's need.

$$\text{Maximum aid from campus-based programs} = \text{Financial need} - \text{Aid from other FSA programs/resources}$$

If, at any time during the award period, the student receives additional resources that were not considered in calculating the student's eligibility for campus-based aid, and if these resources combined with the expected financial aid will exceed the student's need, the amount in excess of the student's need is considered an overaward.

### **Resources**

Resources, as defined by the campus-based regulations, include but are not limited to:

- ◆ Funds a student is entitled to receive from a Federal Pell Grant,
- ◆ William D. Ford Federal Direct Loans and FFEL,
- ◆ Long-term loans made by the school, including Federal Perkins Loans (short-term emergency loans are not considered to be a resource),
- ◆ Grants, including Federal Supplemental Educational Opportunity Grants, and state grants,
- ◆ Scholarships, including athletic scholarships,
- ◆ Waivers of tuition and fees,
- ◆ Fellowships or assistantships,
- ◆ Veterans educational benefits,
- ◆ Income from insurance programs that pay for the student's education, and
- ◆ Net income from need-based employment.

### **Overawards**

A financial aid administrator may not award or disburse aid from a campus-based program if that aid, when combined with all other resources, would exceed the student's need. If a student who has already been awarded a financial aid package later receives additional resources that cause his or her financial aid package to exceed his or her need, the amount in excess of the student's need is considered an overaward. There is now a \$300 overaward threshold for all campus-based programs. The \$300 threshold is allowed only if an overaward

occurs after campus-based aid has been packaged. The threshold does not allow a school to deliberately award campus-based aid that, in combination with other resources, exceeds the student's financial need.

### **Steps to Take if the Resources Exceed Need**

If a school learns that a student has received additional resources that were not included in calculating the student's eligibility for aid from the Direct Loan, FFEL, Perkins Loan, FWS, or FSEOG Program that would result in the student's total resources exceeding his or her financial need by more than \$300, the school must take the following steps:

1. If the school determines before Direct Loan or FFEL funds are delivered to the student that the student will receive an overaward, the school must take certain steps to eliminate the overaward. There is no overaward tolerance for Direct Loans or FFEL. However, if a student's financial aid package also contains campus-based aid there is a \$300 overaward tolerance. (For purposes of determining eligibility for a tolerance, SSIG **does NOT** count as campus-based aid.)
2. If the student's Work-Study award is unrealistically high, and the student will not be able to earn the amount awarded, reduce the award to a reasonable amount the student can be expected to earn.
3. If the overaward still exceeds \$300, subsequent disbursements of the Direct Loan or FFEL can be canceled or reduced.
4. If reducing or canceling subsequent disbursements does not eliminate the overaward, disbursements already made will have to be reduced or canceled, and the funds returned to the Department of Education. At NMHU, NMHU's funds are returned to the Department of Education. Therefore, the student is not in an overpayment situation, and is not prevented from receiving federal financial aid at a later date.
5. Remember, if a student is receiving **ONLY** Direct Loans or FFEL, there is **NO** tolerance.
6. **PELL GRANTS ARE NEVER REDUCED OR ELIMINATED TO CLEAR AN OVERAWARD.**

At NMHU, **ALL** internal awards are considered to have been made before or during the time of packaging. Therefore, if a student has been overawarded by any type of NMHU award, the overaward must be eliminated.

If all FSA funds have been delivered to a student prior to their being overawarded by an outside source, the student is not considered to be in an overaward situation.

Financial Aid Officers receive a weekly overaward report. When a student has been identified as being an overaward, they are contacted by letter or email requesting they see their Financial Aid Officer to determine if any adjustments can be made to the cost of attendance or EFC. If the student does not respond to the letter or email within a reasonable period of time (e.g., one month), the overaward is corrected, and the student receives a revised award letter.

## **Confidentiality**

The Office of Student Financial Aid abides by the confidentiality regulations as set forth in the Family Educational Rights and Privacy Act of 1974 (FERPA).

Students wishing to give access to their records to other persons must submit the Financial Aid Records Release form which is at the back of this section.

The Release form is logged onto screen ROARMAN (Tracking), and a note is entered onto screen RHACOMM indicating to whom the student has given permission to release information.

## **Disbursement of Funds to Students**

### **Responsibility and Authority**

The Student Financial Aid Office is responsible for authorizing the disbursement of financial aid to students. The Business Office is responsible for the disbursement of these funds.

### **Business Office**

All financial aid except payroll checks earned through a student employment program is disbursed to students by the Business Office. The Business Office ensures compliance with financial aid regulations and policies, as instructed by the Student Financial Aid Office, and deducts outstanding accounts receivable from financial aid prior to releasing any funds to students.

### **Student Financial Aid Office**

The Student Financial Aid Office's responsibilities and functions within the disbursement process may be summarized as follows:

- ◆ Process student applications for financial aid, make awards based on federal and state law and institutional policy, and authorize payment to students
- ◆ Interpret financial aid regulations and ensure compliance
- ◆ Coordinate and maintain records of all student financial aid activity, regardless of the source of the funds
- ◆ Account for and maintain stewardship of financial aid funds

No financial aid may be issued to students without the involvement of the Student Financial Aid Office. All financial aid checks received from outside sources must be routed initially to the Student Financial Aid Office.

### **Scheduling of Financial Aid Disbursement**

Financial aid is posted to the student's account beginning with on Tuesday prior to the first day of the semester and disbursed to students the Friday prior to the first day of the semester. After the start of the semester, disbursements are run either on-line on a daily basis or posted in batch to the student's account every Tuesday and Thursday. Students may receive their financial aid reimbursement at the Business Office.

If students wish, they may request the Cashiers to mail their disbursement to them. Excess funds to which the student is entitled must be released to the student within 14 days of the date credited or the first day of classes, whichever is later.

Students receive one disbursement each semester for each type of FSA funds they are receiving, with the exception of work-study earnings. Student employees are paid every other week.

### **Enrollment Requirements at the Time of Disbursement**

Each financial aid fund has specific enrollment conditions. Funds requiring full-time enrollment will not disburse if the student is not enrolled in a full-time status. Other federal and state financial aid programs will be prorated by BANNER for less than full-time enrollment status. Less than half-time status will prevent disbursement with the exception of Pell Grant which is automatically prorated by the system for less than full-

time. The RSRENRL job is run after each batch disbursement run which updates ROARMAN (Eligibility—Financial Aid Enrollment status) with the hours the student was enrolled for at the time of disbursement.

### **Consortium Agreements**

A consortium agreement, which can exist between eligible schools only, can apply to all the FSA programs. Under such a written agreement, students may take courses at a school other than the “home” institution (the school where the student expects to receive a degree or certificate) and have those courses count toward the degree or certificate at the home school.

There is no limit on the portion of the eligible program that may be provided by eligible schools other than the home school. The Department does not dictate the format of the agreement or where the agreement is kept.

The agreement becomes effective for the payment period in which it is signed; however, it can be retroactive to a previous payment period if the payment period is in the same award year. Thus, if an agreement is signed in the middle of the spring semester, the student can be paid for the entire award year, including the preceding fall semester.

Once the completed Consortium Agreement has been submitted to the Office of Student Financial Aid, the Officer enters the number of credits for which the student is registered at the Host School and for which he/she will receive credit towards their NMHU degree plus NMHU credits, on screen ROARMAN (Eligibility—Financial Aid Enrollment Status) checking off the consortium flag.

Once the student’s financial aid has credited their account for the semester covered by the Consortium Agreement and prior to running the satisfactory progress job, a batch process is run setting the SAP status on ROARMAN (Eligibility—Satisfactory Academic Progress) to ‘CSORT’ to prevent subsequent semester’s financial aid from disbursing until the student has submitted a copy of their grade transcript to their Officer for the period covered by the Agreement.

If the student withdrew, failed, or received a grade in a class which prevents those credit hours from transferring to NMHU, the Officer manually calculates the student’s Satisfactory Academic Progress to determine their continued eligibility.

The Consortium Agreement is kept in the student’s file in the Office of Student Financial Aid.

A student must be enrolled at least half-time at NMHU for the student to be eligible to participate in a Consortium arrangement. Exceptions are reviewed on a case by case basis. Students receiving a scholarship must be enrolled full-time at NMHU and may only participate in a Consortium arrangement if the credits the student is registered at the Host School are above the minimum of 12 NMHU credits for the semester. Student receiving the New Mexico Lottery Success Scholarship or the New Mexico Scholars Scholarship may participate in a Consortium arrangement if he/she meets the minimum half-time NMHU enrollment requirement.

## **Extension and Correspondence Courses**

A student enrolled in a correspondence course is ineligible for FSA funds unless the course is part of a program leading to an associate, a bachelor's, or a graduate degree.

There are two types of courses offered through NMHU Distance Education for which students may receive financial aid: extension and special programs.

To determine in which type of course a student is enrolled, access the SFAREGQ form. If the student is enrolled in an extension course, the course(s) will be displayed. These courses are treated just like regular coursework; they count towards the student's degree. Special Programs courses are ineligible for FSA funds.

## Summer Financial Aid

NMHU's summer session is defined as a non-standard term 8 weeks in length. Therefore, enrollment status is determined as follows:

The BANNER system calculates Summer Pell Grant eligibility at 20 percent of the student's maximum eligibility for the academic year based on enrollment status.

Prior to awarding a Pell Grant, the BANNER system performs all required federal edits:

10. Student must not have a bachelor's or professional degree. (ROARMAN—App. Data)
11. Students must have passed the Packaging/Disbursement edits. (ROARMAN (Status-Packaging/Disbursement Requirements Complete date not null)
12. Student must be enrolled in a degree-granting college. (SGASTDN)
13. Student must meet SAP requirements. (Eligibility (Satisfactory Academic Progress))

Effective with the 2000/2001 Award Year, the summer term was changed from a trailer to a leader term. At NMHU, summer is currently considered to be the first semester of the academic year for financial aid purposes. Therefore, students enrolled in the summer, who are Pell eligible, must receive an award for Summer semester.

When awarding summer financial aid do the automatic packaging for fall and spring aid, then manually adjust Budget costs for enrollment period and make summer awards. Generally, summer financial aid is limited to Pell Grant, work-study, and Direct/FFEL Loans.

**RETURN TO TITLE IV POLICY FOR STUDENTS WHO WITHDRAW OFFICIALLY OR UNOFFICIALLY**

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

***Worksheets and software***

The Department of Ed has developed worksheets and software to assist schools in implementing the Return regulations (see R2T4 worksheets).

The University uses the Return of Title IV funds formula to calculate return of funds.

***Order of return of Title IV funds***

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Direct Stafford loans (other than PLUS loans).
4. Subsidized Direct Stafford loans.
5. Federal Perkins loans.
6. Federal PLUS loans.
7. Direct PLUS loans.
8. Federal Pell Grants for which a return of funds is required.
9. Academic Competitiveness Grants for which a return of funds is required.
10. National Smart Grants for which a return of funds is required.
11. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

**REFUND POLICY FOR STUDENTS WHO DROP HOURS**

If a reduction in hours for which a student was previously registered results in a tuition refund, the refund will be applied to any financial aid programs from which the student received funding. The financial aid will be adjusted accordingly.

**REFUND POLICY FOR STUDENTS WHO CHANGE FROM CREDIT TO AUDIT**

Students who change a course from credit to audit after FSA funds have disbursed will have their eligibility recalculated. Any funds the student received for which they are no longer eligible for must be repaid. The student's account will reflect the amount that must be repaid.



## Processing

### ISIR Comment Codes

ISIR comments appear on RNIMS09.

The following comment codes initiate action on our part as indicated below:

### SAR C Codes

The SAR C code is set on a student's record based on his or her eligibility conditions. The following is a complete list of 2008-2009 comments that are associated with the SAR C code:

10, 20, 30, 33, 38, 39, 41, 42, 43, 46, 53, 54, 56, 57, 58, 63, 64, 65, 66, 67, 77, 79, 86, 90, 100, 101, 102, 105, 107, 109, 115, 116, 124, 132, 133, 134, 135, 136, 138, 141, 142, 144, 146, 162, 173, 180, 240, 241, 242, 243, 244, 246, 254, 255, 256, 260, 261, 262, 263, 264, 265, and 266.

### Verification

Verification is the process which requires an applicant to provide all documents necessary to verify the accuracy of data related to the calculation of their EFC.

### Selection of Applications to be Verified

NMHU verifies all applications selected by the Department of Education through use of the Department's Verification Worksheets (see copies at end of this section). In addition, NMHU verifies all data items indicated in the table above.

## Returned Mail

Missing Information letters (MILs), Award letters, Promissory notes (Perkins and Direct/FFEL), and memos sent to students are returned to us for a number of reasons. When we receive them back we must do the following things.

- A. Award Letters
  - 1. If forwarding address label attached, place in new envelope and send to address listed.
  - 2. If not, check on screens RPAIDEN and ROARMAN (APPL DATA) to see if another address is listed.
  - 3. If neither 1 or 2 yield an address, go to screen ROARMAN (Tracking) and log RTRN and on RHACOMM place a note stating that it was returned and will be placed in student's file.
- B. MIL's and memos.
  - 1. Check screen ROARMAN (Tracking) to see if requested information has been turned in. If so, discard letter. (*NOTE: Sometimes it is necessary to check screen RHACOMM in order to find out what information is needed.*) If not, follow steps in section A. 1-3.
- C. Promissory Notes
  - 1. Perkins
    - a. Go to screen ROARMAN (Tracking)
      - i. If promissory notes have been accepted, it will be complete. If not, follow steps in section A. 1-3.
  - 2. Direct/FFEL
    - a. Check screen RPALORG/RPAELAP to see if completed prom. notes have already been received and/or dispersed. If so, discard letter. If not, follow steps in section A. 1-3.

## Record Retention

We will retain a record for a period of seven (7) years. If the student has borrowed a student loan, we must retain the promissory note until the loan is paid in full. Once we receive the PIF, we must retain the record for an additional three (3) years.

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## APPENDIX A

## NMHU 2008-2009 Budgets (Main) Fall 2008 / Spring 2009

<b>UG RES-HOME-MAIN (UGINOF)</b>		
	<b>Sem</b>	<b>Year</b>
Tuition/Fees	1344	2688
Books/Supplies	397	794
Room/Board	1730	3460
Personal	874	1748
Transportation	791	1582
<b>TOTALS</b>	<b>5136</b>	<b>10272</b>

<b>UG RES-ON CAMPUS MAIN (UNRON)</b>		
	<b>Sem</b>	<b>Year</b>
Tuition/Fees	1344	2688
Books/Supplies	397	794
Room/Board	4006	8012
Personal	874	1748
Transportation	1087	2174
<b>TOTALS</b>	<b>7708</b>	<b>15416</b>

<b>UG RES-OFF-MAIN (UNROFF)</b>		
	<b>Sem</b>	<b>Year</b>
Tuition/Fees	1344	2688
Books/Supplies	397	794
Room/Board	4013	8026
Personal	874	1748
Transportation	1141	2282
<b>TOTALS</b>	<b>7769</b>	<b>15538</b>

<b>UG NR-ON-MAIN (UGOSON)</b>		
	<b>Sem</b>	<b>Year</b>
Tuition/Fees	2016	4032
Books/Supplies	397	794
Room/Board	4006	8012
Personal	874	1748
Transportation	1196	2392
<b>TOTALS</b>	<b>8489</b>	<b>16978</b>

<b>UG NR - OFF-MAIN (UGOSOF)</b>		
	<b>Sem</b>	<b>Year</b>
Tuition/Fees	2016	4032
Books/Supplies	397	794
Room/Board	4013	8026
Personal	874	1748
Transportation	1196	2392
<b>TOTALS</b>	<b>8496</b>	<b>16992</b>

<b>GRAD - RES - MAIN (GRINOF)</b>		
	<b>FALL</b>	<b>Year</b>
<b>*Tuition/Fees</b>	1080	2160
Books/Supplies	397	794
Room/Board	4013	8026
Personal	1359	2718
Transportation	1141	2282
<b>TOTALS</b>	<b>7990</b>	<b>15980</b>

<b>GRAD-NR-MAIN (GROSOF)</b>		
	<b>FALL</b>	<b>TOTAL</b>
<b>*Tuition/Fees</b>	1588	3176
Books/Supplies	397	794
Room/Board	4013	8026
Personal	1359	2718
Transportation	1196	2392
<b>TOTALS</b>	<b>8553</b>	<b>17106</b>

**\*Graduate tuition  
based on 9 hours**

Updated April 2008

