

**Policies for the
Office of
Student Financial
Aid**

Subject

Corrections (D-2)

Office of Student Financial Aid/Scholarships

April 2024

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The Office of Student Financial Aid will perform needed corrections on FAFSA Submission Summary at the Financial Aid Administrator's discretion to correct any conflicting information supplied on the FAFSA Submission Summary.

The corrections are keyed in manually to the FPS by using FAFSA Partner Portal. Corrections can also be made within the FAM system. Jobs (RLRLOGG, REBCDXX, RERCRCR) can be ran to extract the corrections to be uploaded to FPS. The students' files are held in the office of the staff member performing the corrections until the corrections are received from the Department of Education.

The corrected FAFSA Submission Summary /ISIRS are downloaded from the Department of Education and imported into the FAM system on dates that the office is open, when permissible.

The staff member assigned to process the corrections upon receipt will monitor the time between the corrections being made and received from FPS. Through this process the staff member will ensure that corrections are being processed in a timely manner.

Once the corrections are received and verification is completed, the student's financial aid is ready to be processed and packaged for appropriate award programs, if all other paperwork has been completed.