

Policies for the Office of Student Financial Aid

Subject

Operating (B-1)

Office of Student Financial Aid/Scholarships

January 2023

Page 1 of 2

1. The Office of Student Financial Aid and Scholarships (OSFA) is directly supervised by the Enrollment Manager and includes the Office of University Scholarships and Student Employment.
2. The Office of Student Financial Aid at Northwestern State University was established to coordinate all financial assistance offered by the school and to ensure that the principles stated are observed in the administration of student aid programs at the school.
3. All funds received for the administration of student aid programs shall be awarded by the OSFA. This is not limited to Federal Funds and can include scholarships, foundation funds, 3rd party, etc.
4. All students requesting Title IV financial aid must complete all required application information with the OSFA in accordance with the procedures established by the office and the U.S. Department of Education. Student must also agree to complete any related forms, such as financial statements, upon request from the financial aid administrator.
5. The OSFA will require the completion of the FAFSA (Free Application for Federal Student Aid) for each student who applies for federal funds. All forms are channeled through the OSFA.
6. Students receiving aid in excess of their need will receive an adjustment in their aid award as soon as the over award or over payment is discovered. The student shall be notified regarding changes to their account.
7. Aid that a student receives over and above institutional charges will be refunded to the student. Refunds to students are handled through the Business Affairs Office. The Business Affairs Office operates under their own set of Policies and Procedures and is a separate from the OSFA.
8. Information regarding the number of students receiving assistance, and the amount of funds administered can be found in the NSU Fact Book. The Fact Book, an official University document, is published annually by the Office of Institutional Research. (<http://oir.nsula.edu/>)
9. Public information required under CFR 668.41 – 47 can be located on the official Northwestern State University website, www.nsula.edu.
10. University admission criteria can be located online on the official Northwestern State University website, www.nsula.edu under Admission. Students must be admitted to the University in order to receive Federal Student Aid.
11. The Office of Student Financial Aid, in conjunction with the Business Affairs Office, will prepare the Financial Institution Shared Assessment Program (FISAP) annually. Once FISAP is prepared, it will then be submitted to the U.S. Department of Education.
12. If any type of financial aid fraud is found, the information will immediately be reported to the University Internal Auditor, University Police, and, if necessary, the U.S. Department of Education's Office of Inspector General (U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-1515, 1-800-MIS-USED)

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Page 2 of 2

13. The Eligibility and Certification Approval Report (ECAR) and the Program Participation Agreement Form (PPA) are updated as required by the U.S. Department of Education by the stated deadlines. The Director of Student Financial Aid and Scholarships is responsible for updating both participation forms in the event of change in administration, change in programs, and/or branch information; as well as for reapplication for participation in Title IV programs. All updates and changes are made through the U.S. Department of Education's Eligibility Certification website (<https://eligcert.ed.gov/eapp/owa/ppaecar>). Copies of the forms are stored in a secure filing system accessible by the Director and Associate Director of OSFA.
14. International Students are eligible for only scholarships and tuition waivers.
15. Students must maintain satisfactory academic progress.
16. Selection for students to receive federal financial aid will be made without regard to age, sex, race, color, religion, national origin, disability or marital status.
17. If, at any time, a financial aid officer obtains or discovers conflicting information, the officer has the responsibility to request documentation. This is necessary to clear the conflicting information, regardless of the student being selected for verification.
18. The University Police Department is responsible for preparing the Annual Security Report. This department is responsible for ensuring that all Institutional security policies and crime statistics are kept up-to-date in compliance with the CLERY Act. (<https://www.nsula.edu/universityaffairs/police/>)
19. The Registrar's Office maintains all permanent student records. The Registrar's office is also responsible for Enrollment Reporting via the Clearinghouse. (<https://www.nsula.edu/registrar/>)
20. The Athletic Department works closely with Scholarship personnel to ensure compliance regulations are met. The Athletic Department is also responsible for all reporting requirements for Athletes.
21. Information regarding Accommodations for Individuals with Disabilities can be found on the Department's website. (<http://studentaffairs.nsula.edu/disability-support/>)
22. Northwestern State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters and doctoral degrees.
23. Coursework completed prior to classes beginning cannot count towards future term Federal Aid Eligibility.
24. A student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under the FSA programs.
25. Program Integrity Rules effective July 1, 2011 prohibit including repeat coursework for more than one repetition of a passed class to be included when determining a student's enrollment for federal aid purposes. A student's repeated coursework for previously failed classes continue to be included.
26. The Academic Year begins with the Fall term and ends in the summer, therefore the summer term is the trailer for the academic year.