NATIONAL GUARD
POSTSECONDARY EDUCATION GRANT

PROGRAM MANUAL FOR
FINANCIAL AID ADMINISTRATORS
2022-23

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Washington Student Achievement Council

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Contents

2022-23 ACADEMIC YEAR UPDATES & REMINDERS

WELCOME to the Washington National Guard Postsecondary Education Grant (NGG) Program Manual for Financial Aid Administrators.

The guidance in this manual is updated to reflect SHB 1642, which amended RCWs 28B.103.010 and 28B.103.020. Programmatic guidance also reflects program rules for the Washington Administrative Code, WAC 250-21 – Washington College Grant.

To search for a specific topic or key word, press "Ctrl-F" on your keyboard, then type in the word or topic you are looking for. This will direct you to all occurrences located within the manual.

Manual Updates

Program Manual Revisions *(Information will be added each time there is an update)*

DATE	SECTION	TOPIC/REASON

New for 2022-23

- **Expansion of Eligibility for NGG**
  SHB 1642 expands NGG eligibility to any Washington National Guard service member in good standing, who is enrolled in courses or a program that leads to a postsecondary degree or certificate. NGG previously restricted award eligibility to those who had not achieved a baccalaureate degree.

- **Award Calculation Changes**
  SHB 1642 now specifies that NGG award amounts cannot exceed the student's cost of attendance (COA), when combined with all other public and private grants, scholarships, and waiver assistance the student receives; and cannot result in reduction of a participant's federal or other state financial aid. Previously, award amounts were based on the difference between tuition and fees, less federal and state aid.

  Additionally, WSAC has worked with the National Guard to determine awarding priorities, as it is assumed that demand for funding will be more than the state appropriation of $625,000. In general, NGG Maximum Base Awards will be around half the value of a Washington College Grant for the institution attending. For example: $1,500 for student attending full-time, full-year at a community college, plus a one-time $500 allowance for books and supplies.

- **Guidance on Need-Based and Non-Need-Based Estimated Financial Assistance**
  We have updated our guidance to align more with Federal Student Aid with regards to calculating Estimated Financial Assistance. Additional guidance has been provided over what types of aid are reported in each of the FAA Certification and Verification fields for NGG.

Reminders

- **FAA Certification & Verification:** Thank you for taking the time to ensure proper certification and verification of a service member's financial aid. FAAs play a very important role in getting a service member's award offer accurate, for which they are committing to one-year of service. We appreciate your diligence in working through our requests to try to avoid over-awarding students.

  We recognize that NGG recipients can have very nuanced situations and want to remind FAAs to send an email to nationalguard@wsac.wa.gov with any questions or suggestions for improvement to the WSAC NGG Portal. We are working to identify ways we can improve the NGG Portal for FAAs.

NATIONAL GUARD POSTSECONDARY EDUCATION GRANT PROGRAM OVERVIEW

The National Guard Grant (NGG) helps eligible, actively participating members of the Washington National Guard get an undergraduate degree or certificate. The program provides educational opportunities to qualified service members, and serves as an incentive to extend their National Guard service.

Participants commit to serving one year in the Washington National Guard in exchange for each year of grant funding. Combined with state and federal aid, grants can cover tuition and fees at approved colleges in Washington, as well as a portion of books and supplies.

Those interested are encouraged to reach out to their education office or recruiter for more information on good standing with the Washington National Guard. The Washington National Guard may select applicants to meet certain recruitment needs.

This grant was created in 2020, replacing a prior scholarship for Guard members.

Eligibility

ALL NGG Recipients MUST:
- Be enrolled in courses or a program that lead to a postsecondary degree or certificate.
- Be an active drilling member in good standing of the Washington National Guard.
- Have completed the current year's FAFSA or WASFA financial aid application.
- Attend an accredited higher education institution in Washington State, or a Washington institution that provides training under the Montgomery GI Bill®[1], approved by WSAC.

ALL NGG Recipients CANNOT:
- Exceed maximum term usage.
- Be in unsatisfactory progress or denied status.
- Owe a repayment to any state program.
- Be in default on a state student loan.
- Be pursuing a degree in Theology.

Application Process

Eligible students can apply online by visiting the application website. The award is first-come, first-served. It is recommended students submit their NGG application as soon as they have applied for financial aid with their institution. A new application is required for each academic year that a student plans on attending and for which they would like to receive grant funding.

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[1] GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at www.benefits.va.gov/gibill.

Award Calculation

Beginning with the 2022-23 application cycle, NGG allows for a Maximum Base Award up to the [Washington College Grant (WCG)](#) as defined in RCW 28B.92.030, plus a $500 allowance for books and supplies.

Award amounts cannot exceed the student's cost of attendance, when combined with all other public and private grants, scholarships, and waiver assistance the student receives; and cannot result in reduction of a participant's federal or other state financial aid. WSAC does not have enough program funding to award the statutory allowable maximum calculation for 2022-23. WSAC staff worked with the National Guard to determine annual maximums by institution type. See award chart for more information.

The annual amount of each grant may vary but may not exceed the annual cost of undergraduate tuition, fees, and services and activities fees at the University of Washington, plus an allowance for books and supplies. Awards are subject to program funding and are not guaranteed.

For students who receive any amount of need-based aid, Maximum Base NGG Awards need to demonstrate an Unmet Need, which is defined as Cost of Attendance (COA), less Expected Family Contribution (EFC), less Estimated Financial Assistance (EFA):

> Cost of Attendance (COA)
> - Expected Family Contribution (EFC)
> - Estimated Financial Assistance (EFA)
> = Unmet Need

For students not receiving any need-based aid, the Maximum Base NGG Awards are first determined by Cost of Attendance (COA), less combined Estimated non-need based Financial Assistance (EFA):

> Cost of Attendance (COA)
> - Estimated Financial Assistance (EFA)
> = Non-Need Differential

After a student's "Unmet Need" or "Non-Need Differential" is determined, Maximum Base NGG Awards will be calculated *up to* maximum allowable 2022-23 Maximum Base NGG Award, plus a $500 allowance for books and supplies (unless otherwise adjusted due to limited appropriations). See below for more information specific to 2022-23.

For students who have an "Unmet Need" or "Non-Need Differential" less than the WCG, total award amounts cannot exceed the determined "Unmet Need" or "Non-Need Differential."

2022-23 Maximum Base NGG Award

For the 2022-23 Academic Year, WSAC worked with the National Guard to determine awarding priorities. It is assumed that demand for funding will be more than the state appropriation of $625,000. The National Guard's TAG appointed board of directors and administrators in coordination with WSAC decided to balance award amounts based on enrollment and level of academic program. Applications will continue to be processed on a first-come, first-served basis—in anticipation of being able to serve a similar number of students statewide as the 2021-22 academic year.

The 2022-23 NGG awards calculation will be based on the following Maximum Base NGG Award table, plus a one-time $500 allowance for books and supplies.

Institution Type	Maximum Base NGG Award
2-Year, Private	$1,500
2-Year, Community & Technical Colleges	$1,500
4-Year, Public Comprehensive/Regional	$3,500
4-Year, Private	$5,500
4-Year, Public Research	$5,500

Example 1: If a recipient is a full-time student attending Western Washington University for three (3) quarters with an Expected Family Contribution (EFC) of $5,861, Pell Grant award of $1,045, Washington College Grant award of $1,800, and other Federal, State, and Institutional Aid of $19,000, the award will be calculated as follows:

9-Month Cost of Attendance (COA)	$30,650
Expected Family Contribution (EFC)	- $5,861
Estimated Financial Assistance (EFA)	- $21,845
Unmet Need	= $2,944
Maximum Base NGG Award	$2,444
Book Allowance	+ $500
Total Award	**= $2,944**

Disbursement	Fall Term Grant Award: $815 +Book Allowance: $500 =$1,315	Winter Term Grant Award: $815	Spring Term Grant Award: $814

Example 2: If a recipient is a full-time student attending Western Governors University for two terms with $4,000 Army National Guard Federal Tuition Assistance (counts towards EFA), and $3,663 in Chapter 1606 Montgomery GI Bill benefits (does not count towards EFA), the award will be calculated as follows:

12-month Cost of Attendance (COA)	$14,840
Estimated financial Assistance (EFA)	- $4,000
Non-Need Differential	= $10,840
Maximum Base NGG Award	$5,500
Book Allowance	+ $500
Total Award	**= $6,000**

Disbursement	Fall Term Grant Award: $2,750 +Book Allowance: $500 =$3,250	Spring Term Grant Award: $2,750

Example 3: If a recipient is a full-time student attending Central Washington University for only the Fall and Winter terms, but has defaulted on Federal Student Loan and is not receiving need-based aid.

6-month Cost of Attendance (COA)	$17,719
Estimated Financial Assistance (EFA)	- $0
Non-Need Differential	= $17,719
Maximum Base NGG Award (Prorated)	$2,333
Book Allowance	+ $500
Total Award	= $2,833
Disbursement	Fall Term Grant Award: $1,167 +Book Allowance: $500 =$1,667	Winter Term Grant Award: $1,166

Please note: The NGG should not result in reduction of a student's federal or other state financial aid or other scholarship funds that do not require a service obligation.

MILITARY BENEFITS

Guidance provided in the 2022-23 FSA Handbook Volume 3 and Appendix A and "Guidance on Federal Veterans' Education Benefits for Purposes of the Title IV Student Assistance Programs" should be followed when calculating an NGG award.

Example 1: If a student is receiving the Montgomery GI Bill (Chapter 1606) benefits for their participation in the military, these benefits should not be included in federal aid reported for NGG.

Example 2: If a student is receiving benefits under the Army, Navy, or Air Force Senior Reserve Officer Training (ROTC) programs, these benefits should not be included in federal aid reported for NGG.

Example 3: If a student is receiving benefits under the Washington National Guard Senior Reserve Officer Training (ROTC) programs, these benefits should be included in the non-need-based state grants and/or scholarships for NGG.

Example 4: If a student is receiving Army National Guard Federal Tuition Assistance, these benefits should be included in the total non-need-based state grants and/or scholarships for NGG.

INSTITUTIONAL CERTIFICATION & VERIFICATION PROCESSES

Certification

Once WSAC has verified an applicant's good standing status with the National Guard, WSAC will send a certification request to the applicant's institution using WSAC's secure Portal. The certification requires Financial Aid Administrators (FAAs) to:

- Certify the student's enrollment at the selected institution.
- Certify the student is meeting Satisfactory Academic Progress (SAP).
- Provide values for Cost of Attendance (COA), Tuition & Fees from COA, Expected Family Contribution (EFC), Total Aid from Federal Grants, Total Aid from Federal and/or State Waivers, Total State Grants and/or Scholarships, Institutional Aid, Work Study, and Loans for the academic year (unless it is known that the student will only be attending less than an academic year).
- Provide student's enrollment for the entire academic year (unless it is known that the student will attend less than entire academic year).
- Submit any relevant comments pertinent to the awarding process.

Please note: All students must certify that they do not owe a refund or repayment for any state student financial aid programs. The student may not be in default on a loan made through a state loan program.

Follow these steps to complete the certification:

1. Select a student who needs to be certified. If a student needs to be certified, the word "Certification" will appear in the "Action Required" column.

2. Indicate if the student attends their selected institution. Select Yes or No.

3. Indicate if the student is maintaining Satisfactory Academic Progress (SAP) according to your institution's policy. Select Yes or No. If a student is currently in an appeals process or there is another important issue that pertains to SAP, please select "No" and provide appropriate details in the Comments at the bottom of the page

4. Input the required financial aid values. To prevent the reduction of federal or state aid.

Please ensure all financial aid values align with enrollment terms (i.e., 6-month enrollment for Fall quarter and Winter quarter only should have 6-month financial aid values).

For Certification: The financial aid values need to align with the anticipated enrollment terms for the academic year that you are reporting in the "Enrollment" section. If your institution has a trailer Summer 2 term and there is nothing to indicate a history, intent, or need for a student to enroll for the summer, please report "Not Enrolled" and align values here accordingly.

For Verification: If you are reporting any changes to the enrollment terms (i.e., Winter or Spring terms) in the "Enrollment" section, please align financial aid values (COA, tuition and fees, EFC, and EFA for the same period) with the new enrollment terms.

For example, if you initially provided 9-month enrollment and financial aid values (for Fall, Winter, Spring quarters), but student did not attend the Spring quarter, you need to update the financial aid values to reflect 6-month enrollment.

Values entered in these fields will automate a need-based calculation.

Cost of attendance (COA): The budget used by the FAA to reflect the student's cost for the period of time (the months in need duration) for which the financial aid is being awarded. COA generally includes tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses.

The value of the COA entered in this field should accurately reflect the period of time that represents the enrollment terms reported in the enrollment section. (Example: If the FAA is reporting enrollment over three terms (fall, winter, spring), the COA should reflect a 9-month enrollment.)

If an institution has a trailer Summer 2 term and there is nothing to indicate a history, intent, or need for a student to enroll for the summer, the FAA should report "Not Enrolled" and align values for COA accordingly.

If the FAA makes changes to the enrollment terms, thereby adjusting the period of time for which financial aid is being awarded, the FAA needs to adjust this value accordingly.

Tuition and fees from cost of attendance: The cost a student pays to attend classes and earn credit toward a degree.

Input the value of the Tuition and fees separated out from the (COA). Please ensure that this value corresponds with the period of time (number of months in need duration) reported in the "Enrollment" section. Therefore, if changes are made to terms of "Enrollment" section, please update this value.

Prorated expected family contribution (EFC): The amount that a student or the student's family (if dependent) is expected to contribute to the cost of attendance based on federal methodology. The EFC is initially based on the information submitted on the FAFSA or WASFA. In some cases, the EFC may be adjusted by the Financial Aid Administrator through a professional judgment decision. These must be submitted on a corrected FAFSA/WASFA.

EFC is used to determine the unmet need for need-based students.

For purposes in a need-based calculation, the value entered in this field should match the period of time (the months in need duration) for which financial aid will be awarded.

Total aid from federal grants: Values other than "0" entered in this field will automate a need-based calculation. Include total awarded Federal Pell Grant and Federal SEOG.

Do not include Federal TEACH Grants, Federal Nursing Scholarships, McNair Postbaccalaureate Achievement Program awards, Iraq & Afghanistan Service Grants (these grants are not considered EFA for packaging purposes), Federal Work Study, Federal Tuition Assistance, or Federal Loans.

Total aid from federal and/or state waivers: Values other than "0" entered in this field will automate a need-based calculation. For example, the portion of the 3% waiver capacity at public institutions that are awarded as tuition waivers based on need.

Do not include Veteran's programs that do not affect the need calculation (i.e. Chapter 31 and 33). Do not include Army National Guard Federal Tuition Assistance in this need-based field (report in "Total non-need-based state grants and/or scholarships").

Total need-based state grants and/or scholarships: Values other than "0" entered in this field will automate a need-based calculation. Include total awarded WA College Grant (WCG), WCG Apprenticeship (WCG-A), College Bound Scholarship (CBS), Passport to College Scholarship (PTC), Passport to College Incentive Grant, Paraeducator (also known as Paraeducators Conditional Scholarship), Teacher Shortage Conditional Scholarship, Teacher Grant Programs (Student Teaching Grant and the Teacher Endorsement And Certification Help program), WSOS BA Scholarship (formerly Opportunity Scholarship), WSOS Career Technical Scholarship, WSOS Graduate Scholarship, and SBCTC Opportunity Grant.

Include any need-based institutional grants and/or scholarships that factor in a need-based calculation.

Do not include National Guard Grant, Federal TEACH Grant, State Work Study programs.

Total non-need-based state grants and/or scholarships: This includes any education-related assistance provided to a student that is not based on standard need-based financial aid calculation.

Examples include but are not limited to: Non-need tuition waiver, athletic scholarship, Passport Incentive, Foundation Emergency grant, vocal music scholarship, and orchestra scholarship, Workforce Training Funds, Early Achievers, Washington Achievement for Vocational Excellence (WAVE) Scholarship, and American Indian Endowed Scholarship (AIES).

Include any Army National Guard Federal Tuition Assistance and Washington National Guard Senior Reserve Officer Training (ROTC) benefit awards.

Include AmeriCorps awards or post-service benefits, Federal TEACH Grants, McNair Postbaccalaureate Achievement Program awards, and Federal Nursing Scholarships.

Do not include Veteran's programs that are not counted as part of Estimated Financial Assistance under section 480(c) of the HEA (including Chapter 31, Chapter 33, and Chapter 1606). Do not include the National Guard Grant award.

Institutional aid: Report any other non-need-based institutional scholarships, grants, and waivers awarded. Include scholarships funded by the institution's foundation or endowment that are not need-based.
Do not include institutional loans.

Work-Study: Values entered in this field do not factor into Estimated Financial Assistance (EFA). Please list any Federal, State, or Institutional Work-Study.
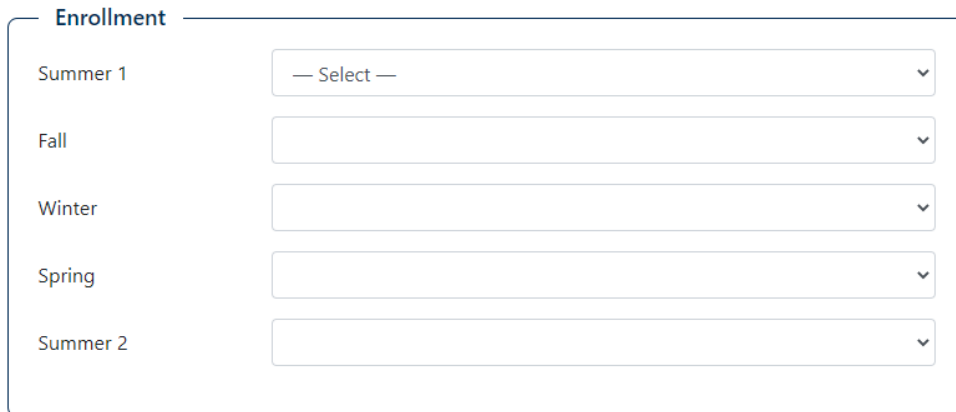
Loans: Values entered in this field do not factor into Estimated Financial Assistance (EFA). Please list any Federal, State, or Institutional Loans.

5. Enter enrollment levels for the academic year. Enrollment in a course is to be reported for any course that a student attended at least one day of the course, even if the course was dropped thereafter.
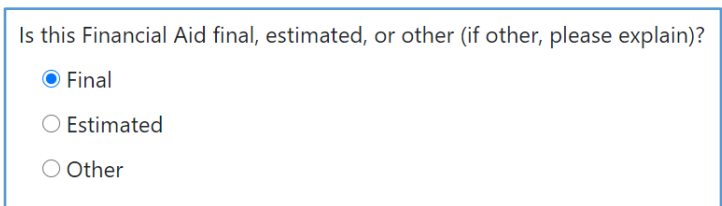
> **For Certification:**
> - If the student's enrollment is not known for the academic year, please provide financial aid values that reflect the terms the student's federal and state aid is based on. In general, match the student's COA and EFC with the enrollment terms. These values will need to be updated during Verification.
> - For terms that do not correspond with your institution's academic calendar, use "Not Enrolled."
> - If your institution has a trailer Summer 2 term and there is nothing to indicate a history, intent, or need for a student to enroll for the summer, please report "Not Enrolled" and align values in the "Financial Aid" section accordingly as explained above to ensure the COA, assistance received, and enrollment period information are for the same duration.
>
> **For Verification**: if you are reporting any changes to enrollment, please update the "Financial Aid" section to align values for the enrollment you are reporting.

6. Indicate the student's enrollment level from the dropdown selections.

7. Indicate if the financial aid information provided in the first section is final, estimated, or other. If Other, please explain in the Comments section at the bottom of the page. WSAC will follow up to finalize the award, as needed.

Is this Financial Aid final, estimated, or other (if other, please explain)?
- ● Final
- ○ Estimated
- ○ Other

8. Check the student's estimated award to their unmet need in your records. If something seems wrong, please add a comment and/or contact us (nationalguard@wsac.wa.gov). Once you have finalized the student's award, please provide the updated information via the Verification process.

9. Add important comments related to the student's financial aid information, enrollment, SAP status, or any other pertinent information. WSAC will follow up, as needed.

10. Select the "Submit" button to certify the completed form.

Verification

Each term, WSAC will send a link to FAAs requesting verification of recipients' financial aid and enrollment. If changes have occurred since the initial certification, the verification process will allow for FAAs to communicate those changes to WSAC and adjust awards accordingly.

Please note: If a student's enrollment or aid changes at any point during the academic year, please update the Portal immediately using the verification screen. This is critical to ensuring accurate payments and preventing overawards/repayments.

For example, if a student was initially reported with 9-month enrollment for Fall, Winter, and Spring quarter, but graduates after the Winter term, the "Financial Aid" values need to correlate with a 6-month period of time (the months in need duration) for Fall and Winter quarters only.

The verification screen is like the certification screen. Follow these steps to complete the verification:

1. Select a student who needs to be verified. If a student needs to be verified, the word "Verification" will appear in the "Action Required" column.

2. Adjust any of the information that has changed since the student's record was certified.

3. Select "Verify" to submit the completed form.

Action Required? ⇕
Verification
Verification
Certification

Links

Portal Certification and Verification Homepage

WSAC Resources for Financial Assistance Administrators

PAYMENT

For NGG, WSAC disburses term-by-term payments based on enrollment after initial certification and then after subsequent term verifications are completed. Payments are sent via electronic funds transfer to the institution's business office. Notification will be sent to the FAA and business office contacts on file when payments are sent.

Payments must be applied to the student's account as soon as possible and for the term indicated in the payment confirmation email. The $500 allowance for books and supplies is to be disbursed for the first term that the student receives any NGG award. For example, funds disbursed for fall quarter need to be applied in fall quarter. The funds should be applied toward costs of attendance, such as but not limited to tuition, fees, room, and board. The $500 allowance for books and supplies and all other NGG payments can be applied to cost of attendance.

If a student is over awarded, changes should made by the FAA to the student's record by completing a verification form for the student via WSAC's Portal. Funds need to be returned within 30 days unless an agreement is made between WSAC and the institution.

SERVICE OBLIGATION

The service obligation is an agreement to continue actively participating in the Washington National Guard for one year for each academic year for which a service member receive funds from the NGG.

The year of service begins after the last term in the academic year for which funds were awarded. Even if funds are not awarded for an entire academic year, a full year of service is still required for each academic year in which grant funding is received.

Example 1: If a participant receives grant funding for fall and winter quarters only, the service year begins the first of the month following the end of winter quarter (e.g., April 1).

Example 2: If a participant receives grant funding for fall, winter, and spring quarters, the service year begins after the end of spring quarter (e.g., July 1).

Service obligations can run concurrently with servicemembers' Military Service Obligation (MSO). In some circumstances, an extension will be required for the servicemember to fulfill the one-year obligation for receiving the NGG.

REQUIRED DIRECTIVE FORM FOR STUDENTS AT PRIVATE INSTITUTIONS

Private institutions must use the WSAC Student Directive Form (see Appendix C) to record a student's decision on where to apply their state financial aid payment(s) each term.

The student's financial aid payment can be deposited directly into a student's account or disbursed in the form of a check based on their choice on the directive.

In addition, institutions:

- Must not coerce or influence the student's choice on where to apply their financial aid payment.
- Will keep the directive in effect for the duration of the student's continuous enrollment at the institution, excluding approved leaves of absence and summer terms. A new directive is required if the student is not continuously enrolled.
- Must allow students to change their minds at any time, prior to disbursement, and always follow their current directives.
- Must remind students once a year that their current directive is still in place and that they may change it.

The student must sign and date the directive. The signature can be either a wet or an electronic signature. For electronic signatures, the institution must have assurances that only the student can access their signature page, likely through a portal that is name and password protected.

REPAYMENT

General Policy

Students who attend classes at the enrollment level their award was calculated for do not owe a repayment, regardless of if the student withdraws during or after the tuition refund period. Instead, these students owe service or loan repayment as part of the requirements of the conditional scholarships.

Students who fail to attend classes, who withdraw or reduce enrollment levels prior to the start of the term, fail to commence attendance in all classes for which their enrollment level/award amount are based on, or who receive funding based on fraudulent information will be required to repay funds to match enrollment and will have their service obligation adjusted accordingly.

Students who change enrollment status prior to the first day of the term, must have their eligibility recalculated to reflect their enrollment status as of the start of the term.

Students who fail to commence attendance in all classes for which their enrollment level/award amount is based must have their eligibility recalculated to reflect only their enrollment level for those classes they attended.

The student who decreases enrollment status prior to the first day of the term may owe a repayment in addition to service if there is an overpayment when eligibility is recalculated.

Students who increase enrollment status during the term are entitled to a recalculation of conditional scholarship funds. Students are subject to completion of satisfactory academic progress requirements outlined under WAC 250-21-010 (16) (a-e).

Examples:

1. The student attends at least one class, but drops the class after attending:
   a. **Action:** No action from school necessary, regardless of when the student drops the class during the term. Student can keep the NGG award.
   b. **Result:** Student will owe a repayment to WSAC if they do not fulfill their service obligation to the National Guard.   They are subject to the satisfactory academic progress requirements mentioned above.
2. The student does not attend any classes and withdraws from the term:
   a. **Action:** The FAA completes a verification (see Verification section) to notify WSAC of the change within 10 business days. The school sends the award for that term back to WSAC within 30 days.
   b. **Result:** Student may be eligible to receive the NGG award in a future term if they meet the school's criteria for Satisfactory Academic Progress. For any funds received, the student will owe a repayment to WSAC if they do not fulfill their service obligation to the National Guard.
3. The student adds classes:
   a. **Action:** The FAA completes a verification (see Verification section) to notify WSAC of the change within 10 business days.
   b. **Result:** If there is a change in the student's tuition and fees, the student may qualify for a larger award amount. WSAC will recalculate the award amount and notify the FAA of any changes.

REPORTING

WSAC may request reports from institutions necessary to the administration and evaluation of a specific program. In general, institutions will be expected to respond to report requests within 30 days.

All National Guard Grant recipients must be reported on the yearly and interim Unit Record Reporting (URR). Some recipients may not be receiving any other state or federal aid but must be included in the URR.

APPENDIX A. DEFINITIONS

Certification

This is the initial certification completed by a Financial Aid Administrator (FAA) once WSAC has selected potential recipients. WSAC will send the certification request to the applicants' institution using WSAC's secure Portal. The certification provided by the FAA will be used to generate a NGG award offer to the recipient, if the recipient is eligible.

Conditional Scholarship

The scholarship amount is forgiven when the participant fulfills their service obligation. Failure to complete their service obligation will result in the student having to repay their scholarship, prorated based on the amount of service completed.

Cost of Attendance

The budget used by the FAA to reflect the student's cost for the period of time (the months in need duration) for which the financial aid is being awarded. COA generally includes tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses.

The value of the COA entered in this field should accurately reflect the period of time that represents the enrollment terms reported in the enrollment section. (Example: If the FAA is reporting enrollment over three terms (fall, winter, spring), the COA should reflect a 9-month enrollment.)

Enrollment

The quarters or semesters a student is enrolled at their reported institution. A student's enrollment should be reported for the entire academic year. Enrollment in a course is to be reported for any course that a student attended at least one day of the course, even if the course was dropped thereafter. If an institution has a trailer Summer 2 term and there is nothing to indicate a history, intent, or need for a student to enroll for the summer, the FAA should report "Not Enrolled" and align values for COA, tuition and fees, EFC, and EFA accordingly.

Estimated Financial Assistance (EFA)

The total amount of aid from:
- Total aid from federal grants (Need-Based)
- Total aid from federal and/or state waivers (need-based)
- Total need-based state grants and/or scholarships (including need-based institutional aid)
- Total non-need-based state grants and/or scholarships
- Institutional aid (non-need-based)

The values reported by the FAA in the above "Financial Aid" fields for FAA Certification and Verification are totaled to determine a student's EFA. The EFA is then used to determine a student's unmet need (for need-based students) or non-need differential (non-need-based students).

For Washington National Guard Service Members, EFA should not include:

- Veteran's programs that are not counted as part of Estimated Financial Assistance under section 480(c) of the HEA (including Chapter 31, Chapter 33, and Chapter 1606)
- The Iraq & Afghanistan Service Grant does not count towards EFA for packaging purposes.
- Do not include the National Guard Grant award.

Please note: Army National Guard Federal Tuition Assistance and Washington National Guard Senior Reserve Officer Training (ROTC) benefit awards do count towards EFA, but need to be reported as non-need-based aid in the 2022-23 NGG FAA Certification and Verification.

Expected Family Contribution (EFC)

The amount that a student or the student's family (if dependent) is expected to contribute to the cost of attendance based on federal methodology. The EFC is initially based on the information submitted on the FAFSA or WASFA. In some cases, the EFC may be adjusted by the Financial Aid Administrator through a professional judgment decision. These must be submitted on a corrected FAFSA/WASFA.

EFC is used to determine the unmet need for need-based students.

Institutional Aid

Report any other non-need-based institutional scholarships, grants, and waivers awarded. Include scholarships funded by the institution's foundation or endowment that are not need-based.

Do not include institutional loans.

Loans

The money a student borrows from the federal government or a private lender to help pay for the costs of college including tuition, supplies, books, and living expenses. Loans are not factored into the EFA calculation for 2022-23.

Satisfactory Academic Progress (SAP)

Satisfactory academic progress policies may be specific to state aid recipients and must meet the provisions of WAC 250-21-010(16). An institution may submit an alternative approach to evaluating academic progress that includes a plan for improved student retention and comparison data to ensure state funds are used efficiently. WSAC will initially determine whether to approve the alternative policy, then evaluate it over a specified timeframe, then determine whether the policy may continue to be approved.

Service Obligation

The service obligation is an agreement to continue actively participating in the Washington National Guard for one year for each academic year for which a recipient receives funds from the NGG.

Total Aid from Federal Grants

Values other than "0" entered in this field will automate a need-based calculation. Include total awarded Federal Pell Grant and Federal SEOG.

Do not include Federal TEACH Grants, Federal Nursing Scholarships, McNair Postbaccalaureate Achievement Program awards, Iraq & Afghanistan Service Grants (these grants are not considered EFA for packaging purposes), Federal Work Study, Federal Tuition Assistance, or Federal Loans.

Total Aid from Federal and/or State Waivers

Values other than "0" entered in this field will initiate a need-based calculation. For example, the 3% waiver capacity at public institutions that are awarded based on need.

Do not include Veteran's programs that do not affect the need calculation (i.e. Chapter 31 and 33). Do not include Army National Guard Federal Tuition Assistance in this need-based field (report in "Total non-need-based state grants and/or scholarships").

Total Need-Based State Grants and/or Scholarships

Values other than "0" entered in this field will initiate a need-based calculation. Include total awarded WA College Grant (WCG), WCG Apprenticeship (WCG-A), College Bound Scholarship (CBS), Passport to College Scholarship (PTC), Passport to College Incentive Grant, Paraeducator (also known as Paraeducators Conditional Scholarship), Teacher Shortage Conditional Scholarship, Teacher Grant Programs (Student Teaching Grant and the Teacher Endorsement And Certification Help program), WSOS BA Scholarship (formerly Opportunity Scholarship), WSOS Career Technical Scholarship, WSOS Graduate Scholarship, and SBCTC Opportunity Grant.

Include any need-based institutional grants and/or scholarships that factor in a need-based calculation.

Do not include National Guard Grant, Federal TEACH Grant, State Work Study programs.

Total non-need-based state grants and/or scholarships

This includes any education-related assistance provided to a student that is not based on standard need-based financial aid calculation.

Examples include but are not limited to: Non-need tuition waiver, athletic scholarship, Passport Incentive, Foundation Emergency grant, vocal music scholarship, and orchestra scholarship, Workforce Training Funds, Early Achievers, Washington Achievement for Vocational Excellence (WAVE) Scholarship, and American Indian Endowed Scholarship (AIES).

Include any Army National Guard Federal Tuition Assistance and Washington National Guard Senior Reserve Officer Training (ROTC) benefit awards.

Include AmeriCorps awards or post-service benefits, Federal TEACH Grants, McNair Postbaccalaureate Achievement Program awards, and Federal Nursing Scholarships.

Do not include Veteran's programs that are not counted as part of Estimated Financial Assistance under section 480(c) of the HEA (including Chapter 31, Chapter 33, and Chapter 1606). Do not include the National Guard Grant award.

Tuition & Fees from COA

The cost a student pays to attend classes and earn credit toward a degree.

Input the value of the Tuition and fees separated out from the (COA). Please ensure that this value corresponds with the period of time (number of months in need duration) reported in the "Enrollment" section. Therefore, if changes are made to terms of "Enrollment" section, please update this value.

Verification

Each term, WSAC will send a link to FAAs requesting verification of recipients' financial aid and enrollment. If changes have occurred since the initial certification, the verification process will allow for FAAs to communicate those changes to WSAC and adjust awards accordingly. This is crucial to ensure that students are not over-awarded and/or do not result in a repayment.

If a student's enrollment terms change, the values reported in the "Financial Aid" section need to correlate to the period of time (number of months in need duration) that the student is enrolled.

Work Study

Federal, state, or institutional-funded program that is need based and helps students with financial needs through on and off-campus jobs relevant to a student's major or career interest. Although it is needs-based, work study programs are not factored into the EFA calculation for 2022-23.

Years of Eligibility

Length of time the participant can receive program funds.

APPENDIX B. NGG PARTICIPATING INSTITUTIONS

Washington National Guard Postsecondary Education Grant - Participating Institutions

Public Four-Year/Research
University of Washington
Washington State University

Public Four-Year/Comprehensive
Central Washington University
Eastern Washington University
The Evergreen State College
Western Washington University

Independent/Private Four-Year Nonprofit
Antioch University
Bastyr University
City University of Seattle
Cornish College of the Arts
Gonzaga University
Heritage University
Northwest University
Pacific Lutheran University
Saint Martin's University
Seattle Pacific University
Seattle University
University of Puget Sound
Walla Walla University
WGU Washington
Whitman College
Whitworth University

Independent/Private Four-Year For-Profit
DigiPen Institute of Technology
Northwest College of Art and Design
Seattle Film Institute

Private Two-Year Career Colleges Nonprofit
Perry Technical Institute

Private Two-Year Career Colleges For-Profit
Divers Institute of Technology
Embry-Riddle Aeronautical University
Evergreen Beauty College-Everett/Renton
Gene Juarez Academy
Glen Dow Academy
International Air & Hospitality Academy
Paul Mitchell - The School (Richland)
Stylemasters College of Hair Design

Community & Technical Colleges
Bates Technical College
Bellevue College
Bellingham Technical College
Big Bend Community College
Cascadia College
Centralia College
Clark College
Clover Park Technical College
Columbia Basin College
Edmonds College
Everett Community College
Grays Harbor College
Green River College
Highline College
Lake Washington Institute of Technology
Lower Columbia College
North Seattle College
Olympic College
Peninsula College
Pierce College
Renton Technical College
Seattle Central College
Shoreline Community College
Skagit Valley College
South Puget Sound Community College
South Seattle College
Spokane Community College
Spokane Falls Community College
Tacoma Community College
Walla Walla Community College
Wenatchee Valley College
Whatcom Community College
Yakima Valley College

Tribal Colleges
Northwest Indian College

NGG List-Revised 9/22

APPENDIX C. STUDENT DIRECTIVE FOR PRIVATE INSTITUTIONS

State of Washington
Student Achievement Council
STUDENT DIRECTIVE FOR DISBURSEMENT OF STATE AID

Return this form to the _**NAME of Institution**_ Financial Aid Office as soon as possible.

Student Name (please print): _____ ID#: _____

You have been awarded financial aid from the State of Washington. Your designation and signature on this form will document your choice for funds to be applied directly into your student account or to be given to you in the form of a check. A state grant or scholarship recipient has the following two choices:

- Choosing to have the funds deposited to your student account permits the aid to be automatically credited toward expenses you may owe to the institution. This option allows faster processing of any refunds of financial aid proceeds that may be due you.

- Choosing to have state financial aid funds given directly to you means that state student aid will not be automatically available to pay for tuition and fees. You are responsible for using the funds to pay for educational expenses including any expense you owe to the institution.

Please choose one of these options:

_____   I choose to have state aid funds applied directly to my student account and automatically credited toward expenses I owe _**NAME of Institution**_.

OR

_____   I wish to have state aid funds given directly to me (not credited to my student account). I understand that I am responsible for all outstanding balances on my student account at _**NAME of Institution**_.

Your choice will stay in effect as long as you are enrolled at this institution. However, you may change your directive for a future term by informing your Financial Aid Office in writing.

_____   _____
Student Signature   Date

Make sure you check one of the options above and return this form to:

**NAME of Institution**
Address
Address
Address