



Washington Award for Vocational Excellence (WAVE)

Fall 2022 Program Manual

**For Financial Aid Administrators
FALL 2022 ONLY**

Washington Student Achievement Council

Student Financial Assistance Staff

NATIONAL GUARD POSTSECONDARY EDUCATION GRANT OPERATIONS – AWARDING, PAYMENTS, REPORTING, AND REPAYMENT

| | | |
|---------------------|--------|--|
| Lyle Irimata | Phone | (360) 753-7850 |
| Program Manager | E-mail | wave@wsac.wa.gov |

| | | |
|-------------------------|--------|--|
| Neesha Griffiths | Phone | (360) 753-7632 |
| Receivables Coordinator | E-Mail | repayment@wsac.wa.gov |

MANAGEMENT – POLICY ISSUES

| | | |
|--|--------|--|
| Becky Thompson | Phone | (360) 485-1301 |
| Director Student Financial Assistance | E-mail | beckyt@wsac.wa.gov |

Washington Student Achievement Council

917 Lakeridge Way SW
PO Box 43430
Olympia, WA 98504-3430

www.wsac.wa.gov

Portal: <https://portal.wsac.wa.gov>

WSAC Toll Free Line: (888) 535-0747 (option 8)

WSAC Local Number: (360) 753-7800

Contents

| | |
|--|----|
| 2022-23 ACADEMIC YEAR UPDATES & REMINDERS..... | 3 |
| Manual Updates | 3 |
| WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE (WAVE) PROGRAM OVERVIEW | 4 |
| Eligibility..... | 4 |
| Accessing WAVE Award | 4 |
| 2022-2023 Full-Time Equivalent (FTE)Award Amounts..... | 5 |
| Term-by-Term Award Distribution | 5 |
| Enrollment Level Adjustments | 5 |
| Summer Awards | 6 |
| FALL 2022 INSTITUTIONAL CERTIFICATION..... | 6 |
| Links..... | 13 |
| PAYMENT | 13 |
| REQUIRED DIRECTIVE FORM FOR STUDENTS AT PRIVATE INSTITUTIONS..... | 13 |
| REPAYMENT | 14 |
| General Policy..... | 14 |
| REPORTING | 15 |
| APPENDIX A. STUDENT DIRECTIVE FOR PRIVATE INSTITUTIONS | 16 |

2022-23 ACADEMIC YEAR UPDATES & REMINDERS

WELCOME to the Washington Award for Vocational Excellence (WAVE) Program Manual for Financial Aid Administrators. This version of the manual is specific for the Fall 2022 implementation. Guidance will be updated as the WAVE WSAC Portal is developed.

The guidance in this manual is based on [RCW 28B.76.760](#).

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*)

| <i>DATE</i> | <i>SECTION</i> | <i>TOPIC/REASON</i> |
|-------------|----------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE (WAVE) PROGRAM OVERVIEW

The Washington Award for Vocational Excellence (WAVE) Scholarship was relaunched in Spring 2022. WAVE is administered in partnership with the Workforce Training Board (WTB) and the Washington Student Achievement Council (WSAC). Awardees are selected via the WTB process and WSAC will be disbursing funds starting Fall 2022.

WAVE recognizes high-performing career and technical education (CTE) students at both the high school and college level in each of the state's 49 legislative districts. For the 2021-22 application process, graduating high school senior applicants were required to have completed or (have been in the process of completing) their second course in a single CTE pathway. Community and technical college applicants were required to have completed (or be in the process of completing *before* the fall of the upcoming academic year) at least one year of a professional-technical program.

For the recipients selected in the 2021-22 application cycle, WAVE pays up to two years (six quarters or four semesters) of tuition and fees based on the Washington College Grant (WCG) tuition and fees award schedule – up to \$11,000 per year. Recipients have up to three (3) years to begin using the award.

For more information on the application and selection process, visit www.wtb.wa.gov/WAVE

Eligibility

ALL WAVE Recipients MUST:

- Attend a postsecondary institution, which can include independent institutions and licensed private vocational schools, located in the state of Washington, approved by WSAC.
- Enter the postsecondary institution they want to use their award at within three (3) years of high school graduation.
- Maintain a minimum 3.00 grade point average, or, at a technical college, an above average rating.

ALL WAVE Recipients CANNOT:

- Exceed maximum term usage of six (6) quarters or four (4) semesters, or the equivalent.
- 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.

Accessing WAVE Award

For 2021-22 cohort recipients, WSAC sent out an email with instructions to complete a form to provide their intended 2022-2023 enrollment. Recipients will routinely be asked to update their enrollment intentions until they have used their scholarship, or it expires.

2022-2023 Full-Time Equivalent (FTE) Award Amounts

| Institution Type | FTE Award Value |
|--|-----------------|
| 2-Year, Community & Technical Colleges | \$4,466 |
| 2-Year, Private Nonprofit or For-Profit Colleges | \$4,466 |
| 2-Year, Private For-Profit Colleges | \$4,466 |
| Tribal Colleges (Northwest Indian College) | \$4,466 |
| CTC Applied Baccalaureate Programs | \$7,161 |
| WGU Washington | \$5,619 |
| Central Washington University | \$7,553 |
| Eastern Washington University | \$7,095 |
| The Evergreen State College | \$7,613 |
| Western Washington University | \$7,781 |
| 4-Year Independent/Private Nonprofit Universities | \$11,000 |
| 4-Year Independent/Private For-Profit Universities | \$11,000 |
| 4-Year Public Research (UW, WSU) | \$11,000 |

The (Full-Time Equivalent) FTE Award Value is based on full-time, full-year enrollment. Award amounts will be prorated for students based on enrollment levels and enrollment terms other than the FTE.

Term-by-Term Award Distribution

The (Full-Time Equivalent) FTE Award Value will be evenly distributed across terms to determine the per-term value. For awards that result in partial dollar amounts, distributions will prioritize larger amounts first.

Example 1: 2-Year, Community & Technical Colleges

| Fall Term | Winter Term | Spring Term | Total |
|---|---|---|--------------------------|
| \$1,489 Full-Time Enrollment 1.0 QER Used | \$1,489 Full-Time Enrollment 1.0 QER Used | \$1,488 Full-Time Enrollment 1.0 QER Used | \$4,466 3.0 QERs Used |

Example 2: University of Washington

| Fall Term | Winter Term | Spring Term | Total |
|---|---|---|---------------------------|
| \$3,667 Full-Time Enrollment 1.0 QER Used | \$3,667 Full-Time Enrollment 1.0 QER Used | \$3,666 Full-Time Enrollment 1.0 QER Used | \$11,000 3.0 QERs Used |

Enrollment Level Adjustments

For students who change their enrollment level, the award adjustment will be applied on a term-by-term basis.

Example 1: 2-Year, Community & Technical Colleges

| Fall Term | Winter Term | Spring Term | Total |
|---|---|---|--------------------------|
| \$1,489 Full-Time Enrollment 1.0 QER Used | \$744 Half-Time Enrollment 0.5 QER Used | \$744 Half-Time Enrollment 0.5 QER Used | \$2,977 2.0 QERs Used |

Example 2: University of Washington

| Fall Term | Winter Term | Spring Term | Total |
|---|---|---|--------------------------|
| \$3,667 Full-Time Enrollment 1.0 QER Used | \$2,750 3/4-Time Enrollment 0.75 QER Used | \$2,750 3/4-Time Enrollment 0.75 QER Used | \$9,167 2.5 QERs Used |

Summer Awards

The WAVE Scholarship will begin with Fall 2022 Award Payments. CTC Award Recipients or Graduating High School Seniors who enrolled in an institution with a Summer 1 Term are not able to apply their scholarship to the Summer 2022 term.

Future Summer 2 Term awards may be considered on a case-by-case basis for students who have not used up the FTE value of their award (i.e., three (3) quarters, or two (2) semesters, or the equivalent clock hours). For example, a student who enrolls half time for Fall, Winter, and Spring Terms would have a portion of their annual award remaining that could be applied to a Summer 2 term:

| Fall Term | Winter Term | Spring Term | Summer 2 Term |
|---|---|---|---------------------|
| Half-Time Enrollment 0.50 QER Utilized | Half-Time Enrollment 0.50 QER Utilized | Half-Time Enrollment 0.50 QER Utilized | 1.50 QERs Remaining |

FALL 2022 INSTITUTIONAL CERTIFICATION

WSAC Portal Development for the WAVE Scholarship is currently ongoing. **This is specific guidance for the Fall 2022 term only.** We anticipate revisions to this manual will be implemented along with new additional features in the WSAC Portal for WAVE.

Before WSAC makes a payment for a WAVE Recipient for the Fall 2022 term, Financial Aid Administrators (FAAs) need to:

- Verify the student's enrollment at the selected institution.
- Verify the student's enrollment level at the selected institution.
- Verify that there is room within the student's aid package for the award or modify the award so that it can fit within their aid package.

Follow these steps to complete the certification:

1. Log into the WSAC Portal and navigate to the WAVE Program. A list will display the student(s) that elected to use the WAVE Scholarship at your institution for the Fall 2022 term.

2022-2023 Fall Recipients

View only recipients needing certification

Student 1-1 of 1 candidates

| First Name | Last Name | Award | Action |
|------------|-----------|---------|-------------------------|
| Test | Student | \$1,489 | Certify |

< 1 >

2. Click the “[Certify](#)” link in the “Action” column to select a student.
3. Certify the student’s enrollment for the Fall 2022 term.

✓ If the student is enrolled, select “Yes” and proceed to Step 4.

✗ If the student is not enrolled, select “No” and click the “Save Certification” button. This will lock a student’s account and prevent payments from being made for the Fall 2022 term. You have completed the Certification for this student. Return to your list to complete certifications for any other student(s).

Note: If the response needs to be changed after the certification has been submitted, please contact wave@wsac.wa.gov.

Fall Term Certification

Last Name Student

First Name Test

SSN

Academic Year 2022-2023

Is the student enrolled for this term?

Yes

No

| Term | Enrollment | Awarded |
|-------------|------------------|----------------|
| Fall | Full time | \$1,489 |
| Winter | Full time | \$1,489 |
| Spring | Full time | \$1,488 |
| Summer 2 | | |

[Save Certification](#)

4. If the student is enrolled, an FAA will need to certify that there is room in the student’s financial aid package for the award displayed. For students who are indicating less than full-year enrollment, their award offer should only reflect the terms that they have indicated to WSAC.

An FAA should apply their institution’s methodology for packaging financial aid to determine if there is room (i.e., unmet need) for the award.

Award values displayed will reflect adjustments made based on intended enrollment reported by the student (i.e., 50% of an FTE term award for a reported half-time enrollment for the Fall term).

| Term | Enrollment | Awarded |
|-------------|------------|--|
| Fall Term | Full-Time | \$3,667 |
| Winter Term | Half-Time | \$1,833 (50% of FTE Term Award of \$3,667) |
| Spring Term | Full-Time | \$3,666 |

✓ If the award displayed “fits” within the student’s financial aid package and does not exceed need, select “Yes” and proceed to Step 5.

Fall Term Certification

Last Name Student
First Name Test
SSN
Academic Year 2022-2023

Is the student enrolled for this term? [Edit Awards](#)

Yes
 No

Is there room in the student's aid package for this term's award?

Yes
 No

| Term | Enrollment | Awarded |
|----------|------------|---------|
| Fall | Full time | \$1,489 |
| Winter | Full time | \$1,489 |
| Spring | Full time | \$1,488 |
| Summer 2 | | |

[Save Certification](#)

✗ If the award displayed does not “fit” within the student’s financial aid package and exceeds their unmet need, select “No” and proceed to Step 6.

Fall Term Certification

Last Name Student
First Name Test
SSN
Academic Year 2022-2023

Is the student enrolled for this term? [Edit Awards](#)

Yes
 No

Is there room in the student's aid package for this term's award?

Yes
 No

| Term | Enrollment | Awarded |
|----------|------------|---------|
| Fall | Full time | \$1,489 |
| Winter | Full time | \$1,489 |
| Spring | Full time | \$1,488 |
| Summer 2 | | |

If there is insufficient room in the student's financial aid package, please edit the award to reflect the maximum per term award that will fit. Note: Adjustments made to a student's award will be offered to the student and may result in student declining to use the award at this time.

[Save Certification](#)

- Please review that the “Enrollment” in the displayed award (i.e., “Full time” in the above example) for Fall 2022 reflects actual enrollment based on registration, or what their institutional financial aid package is based on if registration is not complete.

✓ If the student’s “Enrollment” for Fall 2022 accurately reflects their enrollment, click the “Save Certification” button. You have completed the Certification for this student. Return to your list to complete certifications for any other student(s).

Note: If the student’s enrollment adjusts after you have completed Certification, please contact wave@wsac.wa.gov. Award amounts that are deemed overpaid will need to be sent back to WSAC.

✗ If the student’s “Enrollment” for Fall 2022 does not accurately reflect their enrollment, proceed to Step 6. Awards are prorated based on enrollment and impact Quarters of Eligibility Remaining (QERs), so if a student’s actual enrollment doesn’t match, you will need to adjust the enrollment.

| Fall Term | Winter Term | Spring Term |
|---|---|--|
| Half-Time Enrollment 0.50 QER Utilized | Full-Time Enrollment 1.00 QER Utilized | 3/4-Time Enrollment 0.75 QER Utilized |

- For students with WAVE Awards that do not fit within their financial aid package or who have a different “Enrollment” for the Fall 2022 than originally reported, click the “Edit Awards” button, which is displayed above the award table. A new page will load for an FAA to adjust the enrollment and/or award values.

Adjusting Enrollment Values

Currently, our WAVE Portal functionality is limited. Changes to “Enrollment” will not automatically be reflected in the student’s award that is displayed on the student’s *Fall Term Certification* page. Therefore, we are most concerned about accurate enrollment levels being reported for the Fall 2022 term at this time (even though an FAA can adjust enrollments for all terms).

Additionally, the award value in the “Awarded” column should not be adjusted by an FAA to reflect changes to the “Enrollment” levels, unless the FTE award value does not “fit” within the student’s financial aid package (see “Adjusting Award Values”). WSAC staff will make the adjustments after the FAA submits the information above.

Adjusting Award Values

The award values only need to be changed if the FTE award does not “fit” within the student’s financial aid package.

For example, if a student at a CTC only has room for \$4,200 (compared to the \$4,466 FTE Award Value) in their financial aid package, an FAA should enter in \$1,400 for the Fall term, Winter term, and Spring term (at a quarter school). Do not include Summer 2 enrollment and do not distribute an award to the Summer 2 term.

Fall Term Certification

Last Name Student
First Name Test
SSN
Academic Year 2022-2023

| Term | Enrollment | Awarded |
|----------|--------------|--------------|
| Fall | Full time | 1400 |
| Winter | Full time | 1400 |
| Spring | Full time | 1400 |
| Summer 2 | Not enrolled | Award amount |

If you need to report partial dollar amounts, distribute the larger amount(s) first:

| Total Award | Per Term Award | Fall Term | Winter Term | Spring Term | Total |
|---------------------------|----------------|-----------|-------------|-------------|---------|
| [Quarter School] \$2,500 | \$833.33 | \$834 | \$833 | \$833 | \$2,500 |
| [Semester School] \$1,111 | \$555.50 | \$556 | \$0 | \$555 | \$1,111 |
| [Quarter School] \$1,100 | \$366.67 | \$367 | \$367 | \$366 | \$1,100 |

✘ When changing “Enrollment” level only, an FAA should not adjust the “Awarded” column – even if the adjusted value based on enrollment is not automatically displayed on the student’s *Fall Term Certification* page.

For example: A Previously Prorated Award with an FTE Award Value of \$11,000 with adjustments to Half-Time Enrollment for all terms.

| Term | Enrollment | FTE Award |
|-------------|------------|-----------|
| Fall Term | Full-Time | \$3,667 |
| Winter Term | 3/4-Time | \$2,750 |
| Spring Term | Full-Time | \$3,666 |

Changes to Enrollment ONLY:

| Term | Enrollment | FTE Award |
|-------------|------------|--|
| Fall Term | Half-Time | \$3,667 [Do Not Adjust] |
| Winter Term | Half-Time | \$2,750 [Do Not Adjust] |
| Spring Term | Half-Time | \$3,666 [Do Not Adjust] |

✓ An FAA should only adjust Award Values if the FTE Award Value does not “fit” within the student’s financial aid package. Adjustments made to the “Awarded” column should reflect an FTE award value – even if the “Enrollment” level previously reflected less than full-time enrollment. Adjustments to a WAVE Award will require the student to approve the change and may result in the student electing not to use their WAVE Award for this term or academic year.

For example: A Previously Prorated Award with an FTE Award Value of \$11,000 needing to be adjusted to \$9,000 with no changes to the Enrollment Levels.

| Term | Enrollment | FTE Award |
|-------------|------------|-----------|
| Fall Term | Full-Time | \$3,667 |
| Winter Term | 3/4-Time | \$2,750 |
| Spring Term | Full-Time | \$3,666 |

Changes to FTE Award Value from \$11,000 to \$9,000 based on full-time enrollment:

| Term | Enrollment | FTE Award |
|-------------|------------|--------------------------|
| Fall Term | Full-Time | \$3,000 |
| Winter Term | 3/4-Time | \$3,000 [Do Not Prorate] |
| Spring Term | Full-Time | \$3,000 |

✗ When changing both the “Enrollment” level and the Award Value, an FAA should not adjust (prorate) award values to correspond with changes being submitted to enrollment level.

✓ Please *only* adjust Award Values to reflect an FTE Award (even if the initial award already reflected less than an FTE award based on enrollment levels OR if changes to the “Enrollment” levels were made) for the full academic year (excluding summer term), evenly divided over the terms an institution has in their academic calendar (excluding summer 2 term).

Again, adjustments to a WAVE Award will require the student to approve the change and may result in the student electing not to use their WAVE Award for this term or academic year. Adjustments to the FTE Award Value based on enrollment level certified will be applied after the FTE Award is certified, but will not be automatically displayed on the student’s *Fall Term Certification Page*.

For example: A Previously Prorated Award with an FTE Award Value of \$11,000 needing to be adjusted to \$9,000 with changes to enrollment level.

| Term | Enrollment | FTE Award |
|-------------|------------|-----------|
| Fall Term | Full-Time | \$3,667 |
| Winter Term | 3/4-Time | \$2,750 |
| Spring Term | Full-Time | \$3,666 |

Changes to FTE Award Value from \$11,000 to \$9,000 based on full-time enrollment with changes to enrollment being reported:

| Term | Enrollment | FTE Award |
|-------------|------------|--------------------------|
| Fall Term | Half-Time | \$3,000 [Do Not Prorate] |
| Winter Term | Half-Time | \$3,000 [Do Not Prorate] |
| Spring Term | Half-Time | \$3,000 [Do Not Prorate] |

- Once you have updated the Enrollment and/or Award Offer to reflect the full FTE award value that can “fit” within the student’s financial aid package, click the “Save” button.

You will be taken back to the student’s *Fall Term Certification* page. Changes made to a Student’s “Enrollment” and adjustments that are applied to an FTE Award for changes to “Enrollment,” may not be accurately reflected here. This is due to current limitations of the WAVE Portal. WSAC will adjust the awards and follow-up with the student, if needed.

Fall Term Certification

Last Name Student
First Name Test
SSN
Academic Year 2022-2023

Is the student enrolled for this term? Edit Awards

Yes
 No

Is there room in the student's aid package for this term's award?

Yes
 No

| Term | Enrollment | Awarded |
|-------------|------------------|----------------|
| Fall | Full time | \$1,400 |
| Winter | Full time | \$1,400 |
| Spring | Full time | \$1,400 |
| Summer 2 | | |

If there is insufficient room in the student's financial aid package, please edit the award to reflect the maximum per term award that will fit. Note: Adjustments made to a student's award will be offered to the student and may result in student declining to use the award at this time.

Save Certification

- Click the “Save Certification” Button. You have completed the Certification for this student. Return to your list to complete certifications for any other student(s).

Note: If the student’s enrollment adjusts after you have completed Certification, please contact wave@wsac.wa.gov. Award amounts that are deemed overpaid will need to be sent back to WSAC.

Links

[Portal Certification and Verification Homepage](#)

[WSAC Resources for Financial Assistance Administrators](#)

PAYMENT

For WAVE, WSAC disburses term-by-term payments based on enrollment after an FAA completes a term-by-term certification. Payments are sent via electronic funds transfer (EFT) 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.

If a student is over awarded, an FAA needs to email wave@wsac.wa.gov to inform WSAC. Funds need to be returned within 30 days unless an agreement is made between WSAC and the institution.

REQUIRED DIRECTIVE FORM FOR STUDENTS AT PRIVATE INSTITUTIONS

Private institutions must use the WSAC Student Directive Form (see [Appendix A](#)) 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 all classes at the enrollment level for which their award was calculated do not owe a repayment, regardless of if the student withdraws during or after the tuition refund period.

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.

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 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 WAVE award.
 - b. **Result:** Student's Quarters of Eligibility Remaining (QERs) will be reduced accordingly. They are subject to the satisfactory academic progress requirements noted above.
2. The student does not attend any classes and withdraws from the term:
 - a. **Action:** The FAA emails wave@wsac.wa.gov 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 will retain the QER value and may be eligible to receive the WAVE award in a future term if they meet the school's criteria for Satisfactory Academic Progress.
3. The student adds classes:
 - a. **Action:** The FAA emails wave@wsac.wa.gov 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 WAVE recipients must be reported on the yearly [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. 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