



**STATE NEED GRANT  
AND  
COLLEGE BOUND SCHOLARSHIP  
PROGRAM MANUAL  
FOR FINANCIAL AID ADMINISTRATORS  
2018-19**

MARCH 2018

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**Washington Student Achievement Council**  
**Student Financial Assistance Staff**

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# STATE NEED GRANT AND COLLEGE BOUND SCHOLARSHIP 2018-19 PROGRAM MANUAL

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# 2018-19 Updates & Reminders

## **WELCOME to the State Need Grant and College Bound Scholarship Program Manual for Financial Aid Administrators.**

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.

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### **New for 2018-19**

#### **◆ Residency Requirements for State Need Grant and College Bound Scholarship (Chapter 1)**

For 2018-19, residency requirements are aligned between State Need Grant (SNG) and College Bound Scholarship (CBS).

Passed legislation (E3SHB 1488) includes two residency requirement changes:

- CBS Scholars may meet residency requirements using the “1079” standard, which has been in place for SNG since 2014.
- To meet residency requirements using the DACA standard, DACA status can be expired or unexpired.

Public colleges should coordinate with campus residency officers to ensure consistent residency determinations for tuition and financial aid.

#### **◆ Washington Opportunity Scholarship and College Bound Scholarship (Chapter 2)**

Washington State Opportunity Scholarship (WSOS) is to be considered state aid when determining the College Bound Scholarship (CBS) state aid award commitment. For a full list of state programs that must be subtracted from the total maximum CBS amount, visit Chapter 2.

#### **◆ SNG Self-Help Requirement (Chapter 2)**

The self-help requirement for SNG recipients (who are not eligible CBS Scholars) has been increased—from \$4,023 to \$4,205—due to an increase in the state minimum wage, which increased from \$11.00 per hour in 2017, to \$11.50 per hour in 2018. More information on this is available in Chapter 2.

◆ **Cost of Attendance (COA) and Tuition Waivers (Chapter 2)**

A student receiving SNG or CBS must have the full assessed tuition amount included in the COA. More information is available in Chapter 2.

◆ **Washington State Conditions of Award (Chapter 6)**

The Conditions of Award statement is included in Chapter 6. Institutions must provide this language (or a WSAC approved alternate) to students in the 2018-19 award year.

Conditions of Award statements must be provided to students on paper or electronically. Emailed Conditions of Award statements must display the Conditions language, in its entirety, in the body of the email unless the institution requires students to certify their acceptance by filing a signed form or otherwise verifying receipt of the Conditions language.

Institutions must maintain documentation that the state Conditions of Award were provided to awarded students.

◆ **State Aid Repayment Guidelines (Chapter 5)**

Colleges must report repayments to WSAC, per the prescribed timelines in Chapter 5, to better assist students, and to avoid the awarding of state aid to ineligible students.

Failure to report repayments by the established deadlines, whether being collected by the institution or WSAC, may result in repayment of funds to WSAC by the institution. Guidelines for reporting repayments to WSAC can be found in Chapter 5.

Please Note: In order to report a receivable or institution to Bill, you must have first reported awards and requested funds for that student.

◆ **Students Needing Repayment Status Information (Chapter 5)**

WSAC is using a billing service for repayments. Students with repayments wanting information about the status of their repayments should be instructed to call our billing service, Universal Accounting Services, at 1-844-870-8701.

## Reminders

### ◆ Funding Sources

Every eligible CBS Scholar must first receive a maximum SNG award before being considered for CBS Funding. The CBS amount is determined after SNG and any other state grant or scholarship aid has been awarded.

- CBS awards come directly from WASC and there are no allocations made to institutions.
- SNG award funding is allocated by WSAC to each institution. Any amounts awarded over the allocation are the responsibility of the institution. CBS eligible students must receive their full SNG from this same allocation for the entire year.
- Dependent Care Allowance is in addition to the SNG maximum grant amount and is from the institutions allocated SNG funds.

### ◆ Accurate Reporting

Ensure that all served and unserved records submitted on your Interim Reports are accurate. Correct or update future reports as changes to student enrollment occur. These data are critical to determine institutional funding levels and forecast program funding costs.

### ◆ Former Foster Care Youth Priority

Former foster care youth receive State Need Grant priority funding as long as they meet all eligibility criteria. Contact WSAC if you do not have sufficient funds in your regular SNG allocation to award these students. The foster youth fund should only be accessed if the institution has exhausted its SNG allocation at the time of award.

### ◆ College Bound Scholarships for All Terms of Enrollment, Including Summers

Continue to ensure that 100 percent of eligible CBS Scholars are awarded full State Need Grants and College Bound Scholarships for all periods of enrollment, including summers.

Institutions should review their data to predict the numbers of CBS students who will enroll for all terms throughout the 2018-19 year—including summer. Institutions are responsible for ensuring adequate funds are reserved to serve CBS Scholars. See Chapter 2 to review the information on how to award and report Summer 1 (“header” institutions) awards versus Summer 2 (“trailer” institutions) awards.

If you have CBS Scholars whose files are completed between June 1 and August 1, who enroll in your summer term, contact WSAC for payment instructions if you don’t have remaining SNG 2018-19 funds to award.

No Summer 2 CBS or SNG awards should be made to students whose files are complete after August 1. Contact WSAC if you later need to adjust your final Interim Report.

### ◆ **Expanded Use of Applied Baccalaureate Designation in CSAW**

In recent years, the Applied Baccalaureate designation could be used by any two-year college that primarily offered associate degrees, but also offered any type of bachelor's degrees, including applied bachelor's degrees.

Students at two-year colleges pursuing bachelor's degrees with CSAW records designated as Applied Baccalaureate will not get the "can't offer a 2nd associate's degree within 5 years" edit. However, the increased award amounts at the Applied Baccalaureate level only apply to students at the public community and technical colleges.

Students enrolled in a mixture of upper- and lower-division courses at two-year colleges may not receive an award in excess of tuition. This may require a manual calculation by the college.

### ◆ **Information for Students on the ReadySetGrad Website:**

Refer students to [www.readysetgrad.org](http://www.readysetgrad.org) for financial aid information and resources.

- This is the page students will land on if they click on the link in the *Washington State Aid Conditions of Award* (Chapter 6)  
<http://www.readysetgrad.org/college/financial-aid-101>
- For specific information on the Washington **State Need Grant**, visit  
<http://www.readysetgrad.org/college/state-need-grant>
- For specific information on the **College Bound Scholarship**, visit  
<http://www.readysetgrad.org/college/college-bound-scholarship-program> or  
[www.collegebound.wa.gov](http://www.collegebound.wa.gov)

## State Need Grant and College Bound Scholarship History and Operation

- 1969:** State Need Grant (SNG) program was established.
- 1976:** Legislative intent noted to offset tuition/fees for low-income students.
- For every dollar increase in tuition, 24 cents in aid provided, above previous levels.
  - Reflected the portion of undergraduates on aid at that time.
  - Policy inferred that the state needs to “give back” to needy students when increasing tuition.
  - Students were nominated, then ranked together according to need.
  - Grants were one-third of the difference between budget costs and family contribution.
- 1980:** For-profit institution participation was authorized.
- 1988:** Grant amounts changed from flat grant to variable in order to reflect Cost of Attendance differences supporting student choice.
- 1989:** Part-time students authorized.
- 1991:** A “fair share” fund distribution model was adopted creating campus “reserve funds” based on percentage of campus-eligible students divided by all eligible students.
- 1993:** Revised the eligibility and cost model to use MFI as a result of change in federal needs analysis – 50 percent MFI used initially.
- 1995:** MFI increased to 65 percent via budget process.
- 1996:** MFI decreased to 40 percent via budget process.
- 1998:** Award amounts based on public tuition rates.
- 2001:** MFI increased to 55 percent via budget process.
- 2005:** MFI increased to 65 percent via budget process.
- 2005:** Less-than-half-time eligibility pilot with 10 campuses.
- 2006:** Less-than-half-time eligibility pilot expanded to all.
- 2007:** Legislature established the College Bound Scholarship Program, allowing eligible 7<sup>th</sup> and 8<sup>th</sup> graders to sign up to receive scholarship support in college.
- Maximum MFI for SNG increased to 70 percent.
  - Maximum MFI level for CBS established at 65 percent.
- 2009:** SNG MFI ranges expanded from three to five categories for pro-rated awards via budget process.
- 2011:** SNG Awards for new students attending for-profit institutions reduced by half.
- 2011:** SNG Less-than-half-time eligibility pilot extended two years through the budget with the addition of a required outcomes study.
- 2012:** The first College Bound Scholarship students receive funding.
- 2014:** The Legislature enacted the REAL Hope Act, granting SNG eligibility determination for students who meet RCW 28B.15.012(2)(e) residency requirements, often referred to as “1079” requirements. This includes non-U.S. citizens, including undocumented students.
- 2014:** SNG Awards for students attending for-profit institutions restored to 100% level.
- 2015:** The Legislature required that all eligible CBS Scholars be awarded maximum SNG awards.
- The State Attorney General’s Office indicated that students with Deferred Action for Childhood Arrival (DACA) status may qualify for in-state tuition under RCW 28B.15.012(2)(a)-(r) , may meet the residency requirements for State Need Grant under RCW 28B.15.012(2)(a)-(e), and may meet the residency requirements for College Bound Scholarship under RCW 28B.15.012(2)(a)-(d).
  - SNG eligibility for less-than-half-time enrollment became permanent.
  - The Legislature reduced tuition for the 2015-16 year at public colleges through the biennium, while holding students attending private institutions harmless from reduced awards, keeping state aid award amounts the same at private institutions.
- 2017:** Legislature enacted separate award categories for 4-year for-profit and 4-year non-profit institutions.
- 2018:** Residency requirements were aligned for SNG and CBS. Students may meet residency requirements under RCW 28B.15.012(2)(a)-(e) for both programs. This permits CBS scholars to meet residency requirements using the “1079” standard that has been in place for SNG since 2014. Also permits residency to be determined using the DACA standard (see 2015) even if DACA is expired.

## **SNG & CBS Report and Funding Request Timeline**

<b>May 15, 2018</b>	Request from WSAC for institutions to update their “Institutional Agreement to Participate.”
<b>July 6, 2018</b>	Final Year End Interim Reports (Reconciliation) due for 2017-18 year.
<b>August 2018</b>	SNG Archive updated with 2017-18 award data available on Portal.* 2017-18 Unit Record Report training webinars.
<b>October 2018</b>	Washington Application for State Financial Aid (WASFA) available for the 2019-20 academic year.
<b>October 19, 2018</b>	2017-18 Unit Record Report due.
<b>November 9, 2018</b>	Fall Interim Reports are due.
<b>February 8, 2019</b>	Winter Interim Reports are due.
<b>February 2019</b>	SNG Supplemental Allocations determined (if applicable).
<b>May 10, 2019</b>	Spring Interim Reports are due.
<b>April/May 2019</b>	Annual Workshops – state financial aid training and updates.
<b>June 14, 2019</b>	Final date to request SNG Funds.
<b>June 30, 2019</b>	Final date that 2018-19 WASFA form may be processed.
<b>July 5, 2019</b>	Final Year End Interim Reports (Reconciliation) due.
<b>August 2019</b>	Archive updated with 2018-19 awards available on Portal.*

\*Contingent on receipt of completed Reconciliation of Records from institutions.

# CHAPTER 1 – State Need Grant and College Bound Scholarship Eligibility Determination and Monitoring

## ELIGIBILITY DETERMINATION

### ◆ **First: Determine if the student is an eligible College Bound Scholar.**

College Bound students are identified through the CBS “Cruncher” located in the WSAC portal. CBS students, who meet all high school eligibility, are considered College Bound Scholars. College Bound Scholars, who meet all income and program requirements for that year to be considered for CBS funding, are identified throughout this manual as **eligible College Bound Scholars** or **eligible CBS Scholars**.

### ◆ **Second: If the student is an eligible College Bound Scholar, determine the amounts of funding the student is eligible to receive from both the SNG and CBS programs.**

***Note:** In some cases, eligible College Bound Scholars may not receive CBS assistance. An example is an eligible CBS Scholar who receives sufficient SNG and other state aid funding to meet the amount required for eligible CBS Scholars to receive. Gift equity polices do not apply to CBS/SNG awards and self-help requirements are waived.*

### ◆ **Third: If the student is not an eligible College Bound Scholar, determine the student’s eligibility only for the SNG program.**

Institutional gift equity polices and self-help requirements do apply.

## Initial Criteria for SNG and CBS for Eligibility Determination

STUDENTS MUST:	SNG	CBS
Meet High School (HS) Graduation Requirements	<input type="checkbox"/> High School graduation or GED/equivalent	<input type="checkbox"/> Graduate from High School with a 2.0 GPA or higher (GED OK for certain former foster youth) <input type="checkbox"/> No felony convictions before HS graduation
Meet College Enrollment Deadline	<input type="checkbox"/> N/A	<input type="checkbox"/> Within one year of HS grad. (Typically the fall term a year after June HS graduation)
Submit an Approved Application	<input type="checkbox"/> FAFSA or WASFA each year	<input type="checkbox"/> FAFSA or WASFA each year
Be a Washington Resident	<input type="checkbox"/> Meet residency requirements according to RCW 28B.15.012(2)(a)-(e) <ul style="list-style-type: none"> <li>▪ Includes students with Deferred Action for Childhood Arrival (DACA) status who meet 28B.15.012(2)(a)-(e) requirements. DACA can be expired at the time of residency determination.</li> <li>▪ Includes students who meet 28B.15.012(2)(e), also known as "1079," requirements. This includes non U.S. Citizens.</li> </ul>	<input type="checkbox"/> Meet residency requirements according to RCW 28B.15.012(2)(a)-(e) <ul style="list-style-type: none"> <li>▪ Includes students with Deferred Action for Childhood Arrival (DACA) status that meet 28B.15.012(2)(a)-(d) requirements. DACA can be expired at the time of residency determination.</li> <li>▪ Includes non-U.S. Citizens who meet 28B.15.012(2)(e), also known as "1079," requirements</li> </ul>
Meet family income eligibility based on MFI level	<input type="checkbox"/> 70% Median Family Income (MFI) or less	<input type="checkbox"/> 65% MFI or less
Maximum Full-Time Term Usage	<input type="checkbox"/> 15 quarters/10 semesters	<input type="checkbox"/> 12 quarters/8 semesters
Eligibility Window to Receive Payments	<input type="checkbox"/> N/A	<input type="checkbox"/> 5 year usage window from year of HS graduation

### Shared SNG/CBS Eligibility Areas

#### ALL SNG and ALL CBS SCHOLARS MUST:

- Meet Washington residency requirements.
- Demonstrate financial need.
- Be undergraduate students.
- Enroll in at least 3 credits per term.
- Enroll in eligible programs at eligible institutions.
- Meet the definition of a 'disadvantaged student,' 'needy student,' or be a former foster care youth.
- Be matriculated working towards a degree at that institution.

#### ALL SNG and ALL CBS SCHOLARS CANNOT:

- Exceed 125 percent of established program length.
- Exceed maximum term usage.
- Be in unsatisfactory progress or denied status.
- Owe a repayment to any state or federal program.
- Be pursuing a second associate degree within five years of earning an associate degree after using more than three quarters or two semesters of SNG and/or CBS funds.
- Be pursuing a second bachelor's degree.
- Be pursuing a degree in Theology.



## **Financial Need and Income Cutoff**

The student must demonstrate *financial need*, as calculated by the institution, using the Federal Methodology (FM) formula based on the FAFSA or WASFA for the appropriate aid year. The student's state aid award, in combination with other forms of aid, may not exceed the calculated need.

The student must have a family income below a specified *income cutoff*. The cutoff equals a percentage of the state's median family income (MFI) and adjusts with the student's family size.

The income cutoff is 70 percent of the state's MFI for State Need Grant and 65 percent for College Bound Scholarship recipients. Chapter 2, *Calculating SNG and CBS Awards*, describes the income cutoff thresholds.

## **Undergraduate Student**

An **undergraduate student** is a student who has not received a baccalaureate or professional degree. An institution may withhold payment of state aid to a student who has earned sufficient credits for, but has not received, a first baccalaureate degree.

## **Enrolled for at Least Three Credits per Term**

A student must be enrolled in a minimum of three quarter credits or equivalent semester credits at a participating postsecondary institution to receive state aid.

## **Eligible Program**

An eligible program is a program at a location approved by the U.S. Department of Education for participation in the Title IV financial aid programs.

The student must be enrolled in an educational program that does one of the following:

1. Leads to a baccalaureate, associate, or undergraduate professional degree.
2. Leads to a postsecondary vocational certificate or degree in a program of at least 600 clock hours, 16 semester, or 24 quarter credit hours. Program completion must prepare the student for gainful employment in a recognized occupation.

**Note:** *It is permissible to count needed remedial coursework toward the state aid enrollment requirement.*

**Correspondence and Distance Education** – A student may not take more than half of their course load through correspondence courses. There are no restrictions on the number of electronically delivered (online) credits that a state aid recipient may enroll in from an eligible institution.

**Study Abroad Programs** – Study abroad students are eligible to be considered for state aid if one of the following is true:

- They are enrolled at an eligible institution for a Study Abroad program.
- The institution has agreed to administer the financial aid in conjunction with another institution running the Study Abroad program.

## **Disadvantaged Student**

A *disadvantaged student* is one who by reasons of adverse cultural, educational, environmental, experiential, or familial circumstance, is unlikely to aspire to, or enroll in, higher education.

This may include a dependent student whose parents have not attained a college education, and/or whose family income is substantially below the state's median income, and who is pre-determined to be disadvantaged by participating in a means tested early awareness program designed to prepare the student for postsecondary education.

## **Needy Student**

A *needy student* is a post high school student at an institution of higher education who demonstrates to the office the financial inability, either through the student's parents, family, and/or personally, to meet the total cost of board, room, books, tuition, and incidental fees for any semester or quarter.

## **Former Foster Youth**

A *former foster youth* is defined as someone at least eighteen years of age, but not more than twenty-four years of age, who was a dependent of the Washington State Department of Social and Health Services at the time he or she turned eighteen. The student must also demonstrate financial need and meet all other eligibility requirements.

SNG awarding policies cannot be altered in order to serve more SNG recipients with foster youth funds in an effort to stretch the regular SNG allocation further.

## **125 Percent of Program Limit**

No additional state aid may be awarded to a student once he or she has reached or exceeded 125 percent of the published length of his or her program as defined in WAC 250-20-011 (8)(b).

While the 125 percent limit cannot be changed, other circumstances can be recognized in determining if there are exceptions to the calculation of this limit.

These exceptions shall follow the flexibility granted to the FAA in applying the federal 150 percent limitation.

For example, the institution may do one of the following:

1. Choose the unit of measure that constitutes the published length of time.
2. Exclude remedial coursework up to 30 semester hours or 45 quarter hours.
3. Exclude English as a Second Language course work.
4. Re-start the timeframe after a change of program.
5. Consider other exceptional circumstances as documented by the student.

All use of professional judgment shall be applied judiciously, on a case-by-case basis, and shall be documented in the student's file.

## **Maximum Terms of Eligibility**

SNG and CBS recipients have a lifetime maximum number of terms they can receive for each program. Remaining eligibility is described as Quarters of Eligibility Remaining (QER).

A SNG recipient may receive the grant for a maximum of 15 quarters, 10 semesters, or the equivalent combination of the two at a full-time rate of enrollment.

CBS recipients may receive CBS funds for a maximum of 12 quarters, 8 semesters, or the equivalent combination of the two at a full-time rate of enrollment.

CBS scholarships may be received during any terms within a five year period following their high school graduation year, even if enrollment is not continuous. After five years, the scholarship is no longer available.

**For example:** Students with a high school graduation year of 2017, must begin their college enrollment by fall 2018, and have through the first summer term of 2022 to receive scholarship funding. When five years have expired, the CBS Cruncher field in the portal will no longer show that the students are 'Ok to Award' or 'Ok to Pay.'

If CBS Scholars exhaust their CBS funding, they may continue to receive SNG funding as long as they meet all other SNG requirements. In this case, however, the college would not be required to provide SNG funding since the student would no longer be considered an eligible CBS Recipient.

The CBS Cruncher, and the College Bound/State Need Grant Award Warehouse (CSAW) system will track individual students' eligibility.

## **Satisfactory Academic Progress (SAP)**

Institutions are responsible for monitoring and responding to changes in student eligibility. Chapter 3 discusses SAP changes in student status that occur after receipt of an award.

## **Unsatisfactory Progress or Denied Status**

**Unsatisfactory progress** means that in a previous term, the student failed to complete at least one-half (50 percent) of the minimum number of credits for which state aid was received and has not yet earned reinstatement. Students enrolled in clock hour programs are required to complete 300 hours per term before the next disbursement can be made. Please see the section on clock hours. **Denied status** may also refer to a student's status when the student has not met the institution's qualitative standard or maximum timeframe policy. See Chapter 3 for more information.

## **Refund/Repayment**

All students must certify that they do not owe a refund or repayment for any state or federal student financial aid programs. The student may not be in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan program, or a loan made through a state conditional loan program.

## **Second Associate Degrees**

A student pursuing a second associate degree is only eligible for additional state aid if five years have elapsed since the date the first associate degree was conferred. This limitation only applies if the student received more than three quarters or two semesters of state aid before the first degree was awarded. A student may earn two associate degrees concurrently.

Administrators may use professional judgment to determine if a student has met the associate degree standard even if the degree is not yet conferred.

The archive report is updated quarterly with student associate degrees. Check eligible students against the archive to confirm eligibility before disbursement. The archive is available on WSAC's Portal: <https://fortress.wa.gov/wsac/portal/>.

Certificates are not included in this limitation.

***Note:** Due to a delay between when associate degrees are conferred and WSAC receives data from institutions to update the archive, it is expected that colleges will work with other departments on campus to identify their own associate degree recipients to prevent awarding state aid to ineligible students. Institutions will be liable for any payments issued to students who received an associate degree at their own institution.*

## **Previous Bachelor's Degree**

SNG recipients and CBS Scholars who have already earned a bachelor's degree, including foreign bachelor's degrees, are not eligible to receive SNG or CBS awards. If a student provides documentation that the foreign degree is not equivalent to a bachelor's degree in the U.S., the institution may determine that the student does not have a bachelor's degree.

(**Note:** this is the same exception allowed for Federal Pell Grant administration).

## **Theology Degree**

Students pursuing a degree in theology are ineligible to receive state financial aid. Each institution must determine whether the student is pursuing this type of degree in light of Washington State Constitution, Article 1 § 11, that no "public money or property shall be appropriated for or applied to any religious worship, exercise or instruction."

To apply this constitutional prohibition, the institution may look to Washington Supreme Court decisions that interpret the constitutional provision as prohibiting "that category of instruction that resembles worship and manifests a devotion to religion and religious principles in thought, feeling, belief, and conduct; i.e., instruction that is devotional in nature and designed to induce faith and belief in the student."

## **NEW!** Resident for State Need Grant and College Bound Scholarship Purposes

Residency requirements are aligned between programs:

- State Need Grant = [RCW 28B.15.012\(2\)\(a\)-\(e\)](#)
- College Bound Scholarship = [RCW 28B.15.012\(2\)\(a\)-\(e\)](#)

This includes two changes:

- CBS Scholars may meet residency requirements using the “1079” standard that has been in place for SNG since 2014.
- To meet residency requirements using the DACA standard, DACA status can be expired or unexpired.

Public colleges should coordinate with campus residency officers to ensure consistent residency determinations for tuition and financial aid.

***US Citizens and eligible non-citizens*** – SNG and CBS residency requirements for U.S. Citizens and eligible non-citizens remain unchanged. In general, most students fall into one of these two categories:

### **1. Financially independent students**

These are students who pay their own tuition and living expenses and are not claimed on someone else’s taxes. They must have a domicile in the state for at least one year, for purposes other than educational, before their first term.

### **2. Financially dependent students**

These are students who do not pay their own tuition and living expenses or are claimed as a dependent on someone else’s taxes, regardless of age. Their parent(s) or legal guardian(s) must have a domicile in the state for at least one year immediately before the student’s first term. Undocumented parent(s) or guardian(s) are allowed to establish domicile in Washington.

**Note:** residency dependency differs from federal aid definition.

To be considered independent for residency purposes, a student must meet all of the following:

- Cannot be claimed as a dependent exemption on a tax return for the current and previous calendar years (calendar year means January – December).
- Cannot receive significant financial assistance for the current and previous calendar years from parents, relatives, legal guardians, or others.
- Must have used their own income—or financial aid awarded in their name—to pay their living and tuition expenses for the current and previous calendar years.

See [wsac.wa.gov/student-residency#financial-independence](https://wsac.wa.gov/student-residency#financial-independence) for more information about financial independence for residency purposes.

There are two other, not as common, ways to meet SNG and CBS residency requirements for U.S. citizens and eligible non-citizens:

1. **They may meet the “1079” standard described below.**
2. **Recent high school graduates whose parent(s) move out-of-state must meet the following:**
  - Student must have spent at least 75% of both junior and senior years in Washington high schools.
  - Student’s parent(s) or legal guardian(s) must have been domiciled for at least one year within the five-year period before student graduated high school.
  - Student must start college within six months of graduating high school.
  - Student may continue to meet residency requirements for state financial aid purposes for as long as the student remains continuously enrolled for at least three quarters or two semesters per calendar year.

***Undocumented students*** – There are two residency standards that undocumented students can meet:

1. **DACA** – If a student has been granted DACA status (can be expired or unexpired), residency is determined the same as a U.S. Citizen/eligible non-citizen.
  - a. A campus may, but is not required to, collect DACA verification through an I-797 or an Employment Authorization Document (work permit) with the code of C33 for the purposes of residency determination.

Once the institution has verified DACA status, the student’s residency status remains unchanged unless contrary evidence is presented or discovered.

2. **“1079”** – To meet this standard a student must meet the following:
  - Either:
    - Finish the full senior year of high school at a Washington high school and earn a diploma from a Washington high school.
    - Get a GED or equivalent.
  - Live in Washington for 36 continuous months immediately prior to earning high school diploma or equivalent.
  - Live in Washington after earning high school diploma or equivalent until being admitted to college.
  - Sign an affidavit (written promise) saying they meet the above requirements. Non-US Citizens must also promise that they will apply to become a permanent U.S. resident as soon as they are eligible. (The affidavit is included on the WASFA).

The “1079” requirements are the same residency requirements that allow eligible students to receive in-state tuition since 2003 and allow eligible students to be considered for SNG since 2014. These students now meet the residency requirements for CBS.

## **Non U.S. citizens**

Non U.S. citizens are also eligible to meet the “1079” residency standard. In addition, there are many immigration statuses that allow a student to meet residency requirements for College Bound Scholarship and State Need Grant. Residency officers at public institutions have information on eligible immigration statuses. Private institutions may email [sng@wsac.wa.gov](mailto:sng@wsac.wa.gov) if there are questions about a particular immigration status.

Send questions on an individual student’s residency to [sng@wsac.wa.gov](mailto:sng@wsac.wa.gov).

## **Washington Resident for Tuition, but not for State Aid**

The Legislature has classified the individuals from the groups below as Washington residents for tuition and fee purposes at public institutions.

This legislation DID NOT make these individuals eligible for SNG and CBS, unless they meet the residency requirements outlined above. However, they may be eligible for other state aid programs.

These groups are:

- 1. Members of certain federally recognized tribes** who were domiciled for one year in one or a combination of the following states: Idaho, Montana, Oregon, or Washington. More information, including the list of tribes, is found at [www.wsac.wa.gov/student-residency#federally-recognized-tribes](http://www.wsac.wa.gov/student-residency#federally-recognized-tribes).
- 2. Certain military personnel or Washington National Guard members, as well as their spouse(s) and dependent(s).** More information is found at [wsac.wa.gov/student-residency#military-veterans-dependents](http://wsac.wa.gov/student-residency#military-veterans-dependents)
- 3. E-3, H-1B, or L visa holders and their spouse(s) and dependent(s)** who ONLY meet resident tuition requirements through living in Washington for one year for purposes other than educational. Also includes those who ONLY meet resident tuition requirements because they hold or previously held one of these visa statuses and filed a green card application.
- 4. Students on exchange programs**
- 5. Oregon residents who reside (or recently resided) in counties that border Washington and attend an institution in a Washington county that borders Oregon.** See [wsac.wa.gov/student-residency#oregon-border-counties](http://wsac.wa.gov/student-residency#oregon-border-counties) for more information.

## **Conflicting Information**

WSAC requires institutions to resolve any conflicting residency information between their financial aid, admissions, and registration offices. WSAC will periodically compare residency-related data reported on the FAFSA or WASFA (such as mailing address, state of legal residence, driver’s license state) and request that institutions either confirm eligibility or resolve conflicting information.

Non-U.S. Citizens/WASFA filers shall be treated the same as other state aid applicants when resolving conflicting information and performing other verification activities.

## **Approved Applications – FAFSA and WASFA**

**No Application Fee** – No student shall be required to pay a fee to apply for state aid.

Students applying for state aid must file either the **Free Application for Federal Student Aid (FAFSA)** form, as approved by the U.S. Department of Education, or for those not eligible for Federal student aid, the **Washington Application for State Financial Aid (WASFA)**.

Institutions may also require that students complete an institutional aid application to collect additional information that is not available on the FAFSA or WASFA. If so, institutions must provide such applications to students on a timely basis if they receive FAFSA or WASFA information from students but have not received the required institutional application.

Instructions for students to complete the WASFA can be found at:  
[www.readyssetgrad.org/WASFA](http://www.readyssetgrad.org/WASFA).

Access to information for WASFA students that have applied to your institution can be found in the WSAC Portal under Programs>WASFA. Aid administrators must be granted WASFA permissions in the WSAC Portal to access WASFA applicant data.

Features on the site include:

- Applicant search with optional .csv download option
- WASFA applicant data views
- File extracts of applicant data in ISIR format
- Federal EFC calculations
- WASFA Residency report

Contact your institution's Portal administrator, or WSAC staff at [sng@wsac.wa.gov](mailto:sng@wsac.wa.gov), to request WASFA access in the WSAC Portal.

## **Former Foster Youth and CBS High School Requirement**

Beginning in the fall of 2017 (Senate Bill 5890), students who experienced foster care at any point between 7<sup>th</sup> grade and the age of 21, may be able to receive College Bound Scholarship after earning a high school equivalency certificate.

Students should contact program staff at [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov) or 888-535-0747, opt. 1 to discuss their specific situation and next steps, but generally:

- Students need to have been auto-enrolled into the College Bound Scholarship
- They will need to provide a copy of their high school equivalency certificate (currently in WA, this is the GED exam) to program staff
- Students will need to have earned the GED prior to their 21<sup>st</sup> birthday
- Students will need to enroll in college within one year of receiving their GED
- Students must not have been convicted of a felony
- Students also must be income-eligible, as determined by completing the FAFSA or WASFA



## **Ability to Benefit – Applies only to SNG Students**

Ability to Benefit and GEDs do not qualify as meeting the high school requirements for CBS students. CBS students must graduate high school with a cumulative 2.0 or higher GPA (except for some former foster youth who earn a GED – see Former Foster Youth and CBS High School Requirement section above).

SNG recipients must have a high school diploma or its equivalent such as the GED. Equivalent standards include a high school equivalency certificate or a certificate of completion of a home study program recognized by the student's home state.

For a student without a high school diploma or its equivalent, an institution may use assessment measures used to place students in college-level courses or satisfactory completion of six college credits applicable to a degree or certificate offered by a college.

## **Fraudulent Information**

Any student who obtains state aid by means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil and criminal penalties and repayment of all state aid funds received.

## **Consistent Policies**

Institutional policies shall apply consistently to state aid recipients and federal aid recipients, except when in conflict with state aid regulations (such as maximum time frame), or if there are specific references to state aid processing (such as the frequency of term payments for clock hour schools).

## **ELIGIBILITY MONITORING FOR SNG AND CBS**

Once a student receives a state aid award, the institution must monitor continued eligibility. The institution must issue the student a revised award letter when the student's state aid award changes.

The institution is required to verify student eligibility by:

- Checking the WSAC SNG **Archive** report (eligibility issues shown in the archive can affect both SNG and CBS students)
- Confirming OK to Pay status in the CBS **Cruncher** (for CBS students only)
- Monitoring SAP status (Refer to Chapter 3)

## Washington Student Achievement Council Archive Report for SNG

Use the archive to determine whether or not a SNG student:

- Has exhausted or is approaching the 15 quarter/10 semester limitation for SNG eligibility. The archive lists students who are within six quarters of meeting the 15 quarter/10 semester maximum, and displays the number of quarters of eligibility remaining (QER).
  - If a CBS student has exhausted SNG eligibility, but still has CBS eligibility remaining, the institution shall award the student an award using CBS funds only.
- Owes a repayment on a previously disbursed state aid award.
- Has received a prior associate degree within the past five years and prior to that degree received more than two semesters or three quarters of SNG. The student's next eligible year and term are shown.
- Due to lag time in associate degree information updated in the Archive, financial aid offices are expected to collaborate with other departments on campus to ensure that students that earn associate degrees at their institution are not awarded future SNG and CBS awards. The institution will be liable for any payments to ineligible students who earned degrees at their own institution.

**It is the institution's responsibility to ensure that all students who receive SNG have been checked against the final archive at both the time of awarding and time of disbursement based on the three conditions listed above.**

### Archive results example:

SSN	Name (last, first, MI)	In Repayment	Quarters Used	Quarters Remaining	Next Elig. AA Degree (term, year)	Initial Archive Date
		No	3.750	11.250	 Summer2 2019	8/27/2014
		No	12.000	3.000		8/18/2005
		No	13.000	2.000		 11/6/2013
		No	8.500	6.500	 Summer2 2020	 8/7/2015
		No	11.750	3.250		 11/7/2015
		No	15.000	0.000		 9/9/2005

The final archive is available each year in mid-August. It contains updated information on the prior year's SNG recipient exceptions. Institutions can upload data on their ready-to-award students to WSAC's Portal: <https://fortress.wa.gov/wsac/portal/>. Results are downloadable into Excel.

### Downloadable file format example.

In the period of time before WSAC finalizes the archive data, institutions shall use the most recent data available in the archive as a basis for offering awards to students to minimize the need for late repackaging. Throughout the year, the archive is updated to reflect:

- ❑ Updated repayment information
- ❑ Quarterly associate degree updates

**Note:** Check the archive before submitting any payment requests. Access can be requested by contacting your institutional administrator (usually the financial aid administrator at each institution) or WSAC staff at [sng@wsac.wa.gov](mailto:sng@wsac.wa.gov).

### The CBS Eligibility “Cruncher” for College Bound Scholars and Recipients

Similar to the SNG Archive Report, campuses will need to check eligibility using the CBS Cruncher at the time of awarding and again prior to each disbursement.

The CBS Cruncher is located in the Portal. From the main menu, select Programs, then College Bound, then Cruncher. Step-by-step instructions for using the CBS Cruncher are found in Chapter 4.

SSN	LastName	FirstName	InRepayment	UsedSNGQuarters	RemainingSNGQuarters	NextEligibleAADegreeYear	NextEligibleAADegreeTerm
999999999	Duck	Daffy	Yes	1	14		
888888888	Mouse	Minnie	No	3.5	11.5	2018	Winter

### Matching CBS Valid Applicants to FAFSA and WASFA Filers

Washington Student Achievement Council’s CBS valid applicant database is matched to incoming FAFSA and WASFA applications. FAFSA and WASFA data is matched daily.

Using the **CBS Eligibility Cruncher**, institutions shall compare their student data against the Cruncher database. After entering information for potentially eligible students, campuses are presented with a list of CBS students whose CBS application matched to an incoming FAFSA or WASFA.

**Note:** The CBS Eligibility Cruncher does not determine all CBS eligibility criteria.

#### The CBS Cruncher checks for:

- ❑ Complete and valid CBS application on file with WSAC
- ❑ High school graduation with a 2.0 or higher GPA
- ❑ That a student has enrolled within one year of high school graduation
- ❑ Within 5-year eligibility window
- ❑ Within 12 quarter or 8 semester usage limit
- ❑ Outstanding repayments
- ❑ Associate degrees
- ❑ No felony conviction before high school graduation
- ❑ WASFA filer

**The campus determines all other eligibility criteria, such as residency, income, enrollment, etc.**

## College Bound Scholarship Processing Timeline

Month	Institution Action	Explanation
October and beyond	N/A	Students notified by the Washington Student Achievement Council that their CBS application is matched to FAFSA or WASFA.
November and beyond	Use "CBS Cruncher" to identify eligible students for awarding	Campuses upload ready-to-award student SSN/WASFA IDs into the CBS Cruncher to identify valid CBS applicants. Students eligible for awarding will show a <u>YES</u> in the "OKtoAward" column.
	<b>Continue identifying and awarding students</b>	Campuses continue to upload lists of students to the Cruncher frequently in order to: <ul style="list-style-type: none"> <li>• Identify new students added to the Cruncher.</li> <li>• Determine students whose status may have changed. Can also use Watchlist located in the Cruncher to monitor changes.</li> </ul>
July and beyond	Confirm eligibility for awarded students prior to disbursement by viewing "OKtoPay"	WSAC updates the CBS Cruncher to reflect HS graduation data received from OSPI. Students who attended private schools or were home schooled must be validated individually by either WSAC or the institution.
August/September	Include CBS awards in CSAW	CSAW includes a field for the CBS award amount.
Fall and as needed	Request payment from WSAC	Campuses will request payment for CBS via CSAW. Campuses will not receive an initial CBS allocation – funds will be added to reserves on a funds-requested basis.
November, February, May, July	Submit Interim Reports	Campuses will upload SNG and CBS data simultaneously via the file format and address edits for both programs.

## CBS Cruncher Layout and Code Descriptions

Data that is entered only in the first year an eligible CBS student files a FAFSA or WASFA	
SSN	9-digit number
LastName	Up to 75 characters
FirstName	Up to 50 characters
HSGradYear**	4-digit number – estimated by CBS application or OSPI data OR Unknown
HSRequirementsMet*	Yes – Confirmed HS graduation requirements met Likely – Preliminary OSPI data indicates likelihood of meeting req. Unknown – WSAC doesn't know if HS requirements have been met Unlikely – Preliminary OSPI data indicates meeting HS req. unlikely No – Confirmed HS grad. requirements not met
Data that will continue to be updated for all CBS students	
OKtoAward	Yes – Student is likely to meet or has met CBS eligibility requirements No – Student's HS GPA is below 2.0 or has not met other CBS requirements Verify – WSAC doesn't have information to say Yes or No
OKtoPay	Yes – Student confirmed to have met all HS grad. requirements No – Student did not meet program requirements
EnrollmentDeadlineMet*	Yes – Student enrolled in college within one year of HS graduation No – Student does not appear to have enrolled in college within one year of HS. n/a – One year has not passed since graduation
FiveYearEligibilityWindowOpen	Yes – Student is within the 5 year eligibility window No – The student's 5 year eligibility window has passed
CBTermsUsed	Two Decimal places (e.g. 4.25, 6.00)
CBTermsRemaining	Two Decimal places (e.g. 4.25, 6.00)
InRepayment	No – Student is not in repayment Yes – Student is in repayment
NextEligibleAADegreeYear	(empty) or 4-digit number (The AA degree rule only applies to students that used more than 3 quarters of SNG/CBS funding to receive the first AA degree)
NextEligibleAADegreeTerm	(empty) or one of the following: Summer1; Spring; Fall; Summer2; Winter
LastUpdated	The most recent date that <i>any</i> of the columns have been changed Date format: d/m/yyyy h:m:s [AM PM]
*	Information in these fields may be overridden by college financial aid staff or by WSAC staff. Documentation must be kept on file by the institution that overrides to substantiate the override, and a history of the timing and source of updates is available in the Cruncher field.
**	College financial aid staff may not override, but may contact WSAC.

## High School Graduation Year

The anticipated year of high school graduation is noted for reference. Campuses do not need to review the “HS Requirements Met” field for continuing CBS Scholars previously determined eligible. However, the Cruncher will still need to be reviewed for the purpose of the scholarship timeframe criteria, quarters of eligibility remaining, repayments, etc.

CBS Scholars who are verified to have graduated early may be awarded the College Bound Scholarship, and the four-year award must be used within five years of their actual graduation year.

## High School Requirements Met

CBS Students must graduate from a Washington high school (public or approved private institutions) with at least a 2.0 cumulative GPA or receive home-based instruction under [RCW 28A.200](#), and not convicted of a felony before high school graduation\* to be considered as **College Bound Scholars**. The GED is not an allowable substitute for high school graduation, except for some former foster youth.

\*WSAC is responsible for assuring that CBS students do not have felony convictions before their high school graduation.

CBS Students below a 2.0 as of their junior year in high school are flagged as “unlikely” in the “HS Requirements Met” field. Students who were not enrolled in a public high school are flagged as “unknown” in the “HS Requirements Met” field. Students may submit a copy of their final high school transcript to WSAC or campus financial aid staff.

Campuses should update the response to the “HS Requirements” field if they have updated information regarding a student’s HS Requirements status. The system will note which individual and which institution changed the response and all campuses will be able to view and accept the data as valid. Campuses must retain this documentation for the standard record retention period.

Campuses may, but are not required, to verify high school requirements under these circumstances:

- The CBS Student inquires and is able to provide a final transcript verifying they met the requirements, including for students who attended a private high school.
- To expedite the process: Four-year campuses are encouraged to review their admissions information to determine if students met the high school requirements. This may be more expedient to verify graduation and GPA than the WSAC data match with OSPI.
- The CBS Student was home schooled: Campuses and/or students are asked to verify that the high school graduation requirement has been met for the home schooled student by contacting College Bound program staff at [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov) or 888-535-0747, opt. 1.

Campuses who verify high school graduation must change the “HS Requirements Met” field or an edit will be triggered when requesting reimbursement or processing interim reports.

## **Enrollment Deadline**

College Bound Scholars must enroll in college no later than the fall term (as defined by the institution), one academic year following the high school graduation year to be eligible for CBS consideration.

For example: A College Bound Scholar, who graduated high school in the spring of 2016, would need to enroll in college by the fall term of 2017.

**Adult Basic Education** and **Running Start** courses count towards meeting the college enrollment deadline—even if taken while in high school.

College Bound Scholars who do not enroll in college within a year of high school graduation are not eligible to receive CBS.

If the college has knowledge, however, that the student attended college within the one year window, but the Cruncher does not show “Yes” in the “Enrollment Deadline Met” column, the college should update this column to “Yes” as long as documentation is kept on file at the college.

An example of this is if a student attended an out-of-state college within the one year window of time. In that case, the institution could later verify this attendance based on a review of the student’s academic transcript from the previous college. In this case, and in the case of Running Start courses, there would need to be proof that the student had successfully completed at least one course to be counted as having met the one year enrollment deadline.

## **Students Who Do Not Appear in the Cruncher**

WASFA applicants can be more difficult to identify through the crunching process due to potential SSN/WASFA ID mismatches and different naming conventions on the CBS application and the WASFA. Some tips for searching manually for potential CBS students:

- On the “Search by Name” tab, enter the student’s date of birth only and look for their name
- Search on one part of a hyphenated last name, or search partial first or last names

Students who inform the institution that they submitted the College Bound Scholarship application and received a College Bound certificate in middle school who cannot be located in the Cruncher should be referred to WSAC at [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov). College Bound outreach staff will determine whether the student had a valid application on file.

If a valid application is found, WSAC staff will work to find and match the two applications so the student will appear in the Cruncher.

## Campus Systems Preparation Instructions

Campuses can take the following steps to identify and award eligible College Bound Scholars:

1. Prepare a file to upload SSNs into the CBS Cruncher in WSAC Portal. This is necessary to identify the potential CBS applicants prior to awarding.

Campuses can select one of three ways to communicate with WSAC Portal. *For questions regarding the REST web service or SFTP approach, please contact WSAC.*

- **Manually upload a file** via WSAC's Portal website: Any user with access may log into the CBS Cruncher and upload a text file containing SSNs (1 per row) to get the output on the page or via a CSV download file.
  - **HTTP REST Interface:** Systems capable of consuming web services may issue a HTTP POST request with a list of SSNs as the post data. This is expected to be authenticated using Basic Authentication through an SSL tunnel. WSAC staff would create an API user account with permissions and a hard password without an expiration date for this purpose.
  - **SFTP:** WSAC also can set-up an automated file transfer system. The campus would upload a file of SSNs and the WSAC would return a CSV data file.
2. Determine how to identify/flag potential CBS Awards in your system prior to awarding. The output can be viewed in the portal or downloaded as an Excel file.
  3. Review previously awarded students for a change in eligibility status (either by a separate SSN file upload or evaluating the output accordingly).
  4. Review the eligibility criteria in Chapter 2 to automate eligibility criteria where possible (such as 65 percent MFI and "gap fill" after other state aid).

## CBS Cruncher Instructions

Log on to the Portal at <https://fortress.wa.gov/wsac/portal/default.aspx>

Select 'College Bound' from the Programs drop down

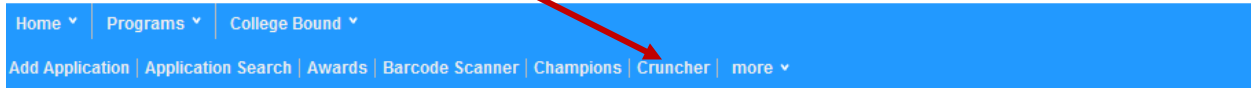


Welcome to the WSAC portal.

This website is for use only by authorized WSAC staff, institution staff, employers, and students. This site is not for use by the general public.



Click on the Cruncher menu item.



Welcome to the WSAC portal.

This website is for use only by authorized WSAC staff, institution staff, employers, and students. This site is not for use by the general public.

Click on the tab to choose a search method. Search by Name, SSNs, or Upload a File.



### CBS Eligibility Cruncher

The excel download option will give you a csv file useful for integrating into your own s

The CBS Cruncher does NOT determine income and some other eligibility criteria. ⓘ

Search by Name   Search by SSNs or SIDs   Search by File Upload

Search by full or partial name

first   last   mi

## Searching the Cruncher

- **Searching by Name**

Enter the full or partial first, last, and middle initial. Click Search. Note that the search boxes are ordered first name, THEN last name.

To download search results in Excel, click the CSV button.

Search by full or partial name

first last mi

Show SIDs for this institution:

Search CSV

Showing 1-2 of 2 results

Name (last, first, SSN)	Date of Birth	SID (UW)	OK to Award	OK to Pay	HS Grad Yr	HS Req Met	Enrollment Deadline Met
[REDACTED] [REDACTED]	[REDACTED]		No updated 8/16/2012	No updated 2/2/2012	2012 actual from OSPI	No	No
[REDACTED] [REDACTED]	[REDACTED]		Yes updated 1/29/2013	Yes updated 7/29/2013	2013 actual from OSPI	Yes	n/a

Otherwise, your results will display in list format below the search area.

- **Searching by SSNs**

You can perform a search with multiple SSNs by entering a list of SSNs, separated by commas, tabs, spaces, or new lines. If you have an Excel spreadsheet of SSNs, you can copy and paste the column of SSNs into the search box. Once you've entered your SSNs, click Search.

Enter a list of SSNs or SIDs, separated by commas or white space (tabs, spaces, or new lines)

123456789  
987654321  
999999999  
012345698

Show SIDs for this institution:

Search CSV

You are notified of SSNs that do not display results. Click the details link to see which SSNs did not match to a CBS application.

Search by Name Search by SSNs or SIDs Search by File Upload Watch List

Enter a list of SSNs or SIDs, separated by commas or white space (tabs, spaces, or new lines)

123456789  
987654321  
[REDACTED]

Show SIDs for this institution:  
[REDACTED]

include SSNs/SIDs in my watch list

Search CSV

1 entry(ies) were not found ([details](#))

Showing 1-1 of 1 results

Name (last, first, SSN)	Date of Birth	SID (UW)	OK to Award	OK to Pay	HS Grad Yr	HS Req Met	Enrollment Deadline Met
[REDACTED]	[REDACTED]	[REDACTED]	No	No	2012	No	No

The results for the SSNs that do have a CBS application on file with WSAC will display below.

### ▪ Searching by File Upload

You can upload a .csv or .txt file, with one SSN on each line. Click the Browse button, select your file, then click Search. Your results will display below.

Search by Name Search by SSNs or SIDs Search by File Upload

The file must have either .csv or .txt extension, and contain only SSNs, separated by commas or white space (tabs, spaces, or new lines)

Select a file to upload [REDACTED] Browse...

Show SIDs for this institution:  
[REDACTED]

Search CSV

1 entry(ies) were not found ([details](#))

Showing 1-1 of 1 results

Name (last, first, SSN)	SID (UW)	OK to Award	OK to Pay	CBS App Status	HS Grad Yr	HS Req Met	Enr
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

You are notified of SSNs that do not display results. Click the details link to see which SSNs did not match to a CBS application.

Proceed to the next section to learn how to interpret CBS Cruncher search results.

**Note:** Refer to the CBS Cruncher Layout and Code Descriptions.

## Interpreting the Search Results

WSAC depends on graduation and GPA data from the Office of the Superintendent of Public Instruction (OSPI), high school registrars, or transcripts provided by students, to determine if College Bound students met the program's high school graduation requirements. OSPI data includes students who attend public high schools.

All OSPI data on graduating seniors is preliminary until late summer/early fall since graduation and GPA data cannot be compiled from the high schools and confirmed until that time. Therefore, WSAC provides information to colleges on those students "likely" to meet the requirements during the packaging period and designate them "OK to Award." This preliminary data from OSPI includes the students GPA as of the end of their junior year.

Students who are later confirmed to have met the requirements will then be listed by WSAC as "OK to Pay." Students who have valid applications but are not included in the OSPI match must submit their final transcript to WSAC or the campus for determination. Either the institution or WSAC can change the HS Req Met field after verifying the students GPA and graduation. If relying on the student's high school transcript, the campus must retain that documentation.

Here is a preview of what your search results will look like full screen. You can sort results by any category by clicking on the blue column heading.

Showing 1-15 of 173 results

Name (last, first, SSN)	Date of Birth	S/O (L/W)	OK to Award	OK to Pay	HS Grad Yr	HS Req Met	Enrollment Deadline Met	5-yr. Elig. Open	CBS Ctrs Used	CBS Ctrs Remaining	In Repayment	Next Eligible AA Degree (term, year)	Last Updated
[REDACTED]	[REDACTED]	[REDACTED]	No	No	Unknown	No	NA	No	0.00	12.00	No		4/23/2015
[REDACTED]	[REDACTED]	[REDACTED]	No	No	Unknown	No	NA	No	0.00	12.00	No		10/1/2014
[REDACTED]	[REDACTED]	[REDACTED]	Yes	No	2011	Likely	Yes	Yes	0.00	12.00	No		1/22/2014
[REDACTED]	[REDACTED]	[REDACTED]	Yes	Yes	2012	Yes	Yes	Yes	5.00	7.00	No		1/15/2015
[REDACTED]	[REDACTED]	[REDACTED]	No	No	2012	No	No	Yes	0.00	12.00	No		1/23/2014
[REDACTED]	[REDACTED]	[REDACTED]	Yes	Yes	2012	Yes	Yes	Yes	0.00	12.00	No		7/19/2014

In the example above, all of the students with a YES in the OK to Award column can be packaged for College Bound Scholarship along with the State Need Grant, as long as they meet all of the requirements.

Students with a NO in the OK to Award column should not be packaged with CBS.

### Students cannot be paid CBS funds until there is a YES in the OK to Pay column.

Name (last, first, SSN)	Date of Birth	S/O (L/W)	OK to Award	OK to Pay	HS Grad Yr	HS Req Met	Enrollment Deadline Met	5-yr. Elig. Open	CBS Ctrs Used	CBS Ctrs Remaining	In Repayment	Next Eligible AA Degree (term, year)	WASFA Student	Last Updated
[REDACTED]	[REDACTED]	[REDACTED]	No	No	Unknown	No	NA	No	0.00	12.00	No		No	10/1/2014
[REDACTED]	[REDACTED]	[REDACTED]	Yes	No	2011	Likely	Yes	Yes	0.00	12.00	No		No	1/22/2014
[REDACTED]	[REDACTED]	[REDACTED]	Yes	Yes	2012	Yes	Yes	Yes	5.00	7.00	No		No	1/15/2015
[REDACTED]	[REDACTED]	[REDACTED]	No	No	2012	No	No	Yes	0.00	12.00	No		No	1/23/2014
[REDACTED]	[REDACTED]	[REDACTED]	Yes	Yes	2012	Yes	Yes	Yes	0.00	12.00	No		No	7/19/2014

### CBS Status in Cruncher is: OK to Award= Yes, and OK to Pay = No

This status will occur frequently for students who are either prospective students or new students. When awarding students with this status, be sure to include both CBS and SNG awards on the student's award letter if the student meets all other CBS eligibility criteria. You also will want to indicate that the CBS award amount is tentative until your institution receives verification from WSAC that the student graduated from high school with at least a 2.0 GPA. Institutions must verify student eligibility before disbursing funds.

## CHAPTER 2 – Calculating SNG and CBS Awards

### **The Commitment to Eligible College Bound Scholars**

Washington has made a commitment that each eligible CBS Scholar will receive state scholarship and/or grant assistance to cover the average cost of tuition (at public college rates), and some fees and a small book allowance during the periods of each student's eligibility. Information about how this works and what types of state aid count towards state scholarship/grant assistance are included in this chapter.

### **All Eligible College Bound Scholars Must Receive Maximum SNG Funding**

**All eligible College Bound Scholars** must first receive maximum SNG awards as part of their CBS maximum award, and receive funding for all enrolled terms—including either Summer 1 or Summer 2.

***Note:** The aid administrator must reserve SNG funds to serve all eligible CBS Scholars, to ensure 100% coordination between CBS and SNG is achieved for all terms, including summer.*

The maximum SNG and CBS award amounts vary based on the institution attended, the student's enrollment status, and the student's Median Family Income (MFI) level. SNG award amounts may not be reduced for eligible CBS Scholars due to self-help policies or other institutional awarding policies such as gift equity policies.

### **Deciding Which SNG-Eligible Students to Fund Who are not Eligible for College Bound Scholarship**

The maximum MFI level is 70% for SNG. When an institution can predict that they will not have sufficient SNG funds to fully award all eligible SNG students who are not eligible College Bound Scholars, the institution must have written policies that describe which SNG eligible students will be awarded, and which students will not be awarded.

The following are examples of what institutional policies could look like for awarding SNG students not eligible for CBS funding.

### **Priority for Awarding SNG Funds to Eligible SNG Applicants (non-eligible CBS Scholars)**

#### **Example 1:**

1. All students who meet the institution's on-time financial aid preference deadline.
2. Late students with MFI's of 50% or less – these will be awarded in date order until all SNG funds are committed.

#### **Example 2:**

1. All continuing SNG students who meet the institution's on-time financial aid preference deadline.
2. All new SNG students who meet the institution's on-time financial aid preference deadline also using the institutions approved gift equity policy.
3. All late students according to the dates their financial aid files were complete until all SNG funds are committed.

## MAXIMUM MEDIAN FAMILY INCOME LEVELS

This chart includes the MFI levels that determine eligibility and award amounts for the SNG and CBS programs.

- The maximum MFI level for CBS student eligibility is 65%.
- The maximum MFI level for SNG students is 70%.

Median Family Income (MFI) Levels for 2018-2019 State Need Grant and College Bound Scholarship Program Eligibility

Family Size	50%	55%	60%	65% (CBS Maximum)	70% (SNG Maximum)
1	\$23,000	\$25,000	\$27,500	\$30,000	\$32,000
2	\$30,000	\$33,000	\$36,000	\$39,000	\$42,000
3	\$37,000	\$40,500	\$44,500	\$48,000	\$52,000
4	\$44,000	\$48,500	\$53,000	\$57,000	\$61,500
5	\$51,000	\$56,000	\$61,500	\$66,500	\$71,500
6	\$58,000	\$64,000	\$69,500	\$75,500	\$81,500
7	\$59,500	\$65,500	\$71,500	\$77,500	\$83,000
8	\$61,000	\$67,000	\$73,000	\$79,000	\$85,000
9	\$62,000	\$68,500	\$74,500	\$80,500	\$87,000
10	\$63,500	\$69,500	\$76,000	\$82,500	\$89,000
11	\$64,500	\$71,000	\$77,500	\$84,000	\$90,500
12	\$66,000	\$72,500	\$79,000	\$86,000	\$92,500
13	\$67,500	\$74,000	\$81,000	\$87,500	\$94,500
14	\$68,500	\$75,500	\$82,500	\$89,500	\$96,000
15	\$70,000	\$77,000	\$84,000	\$91,000	\$98,000
16	\$71,500	\$78,500	\$85,500	\$92,500	\$100,000
17	\$72,500	\$80,000	\$87,000	\$94,500	\$101,500
18	\$74,000	\$81,500	\$89,000	\$96,000	\$103,500
19	\$75,500	\$83,000	\$90,500	\$98,000	\$105,500
20	\$76,500	\$84,500	\$92,000	\$99,500	\$107,000

*Note: A CBS Scholar could be eligible for College Bound Scholarship funding for some years, and not eligible for others, if the family's MFI level exceeded 65 percent in one or more years.*

### Adjust the Family Size for More Than One Family Member in College

Increase the family size by one for every family member who will be in college beyond the first, excluding parents (e.g. A family of five with two non-parents in college is treated as a family of six on the income MFI chart; a family of five with three non-parents in college is treated as a family of seven).

Information on family size typically comes from the FAFSA or WASFA.

## **Determining Income for MFI Levels**

In most cases, use the income reported on the FAFSA or the WASFA. Adjustments may be made through verification reviews and through professional judgment decisions of a financial aid administrator.

When calculating family income for a “dependent” student, count the parents’ adjusted gross income (AGI) and non-taxable income. Do not include the student’s income.

When calculating family income for an “independent” student, count the student’s AGI and non-taxable income and that of the spouse (if the student is married).

For both dependent and independent students, if the AGI is not present (i.e., parent/student is not a tax filer), use the sum of all taxable plus non-taxable income.

The financial aid administrator may (but is not required to) subtract the following allowable exclusions:

- Taxable earnings from need-based employment programs such as Federal Work Study and need-based employment portions of fellowships and assistantships.
- Taxable student grant and scholarship aid reported to the IRS in the AGI. This includes AmeriCorps benefits as well as grant and scholarship portions of fellowships and assistantships.
- Untaxed combat pay or special combat pay.
- Earnings from work under a cooperative education program offered by a college.

Title IV grant aid should be subtracted from the base income regardless of whether it was taxed or untaxed.

Child support income must be excluded from income calculations for less-than-half-time “independent” students, but not from other enrollment categories.

Veteran’s benefits are treated in the same manner as for the purposes of eligibility for Title IV financial aid.

**Note:** *In addition to having income qualify based on the MFI levels, state aid must fit within the student’s calculated need after counting in all other need-based resources.*

## **EXPECTED FAMILY CONTRIBUTION (EFC)**

The “expected family contribution” is the amount that a student or the student’s family is expected to contribute to the cost of attendance based on a federal computation. The EFC is initially based on information submitted on the FAFSA or WASFA. In some cases, EFC may be adjusted by the financial aid administrator through a professional judgment decision.

## **COST OF ATTENDANCE (COA)**

The “Cost of Attendance” is the budget used by the financial aid administrator to reflect the student’s cost for the period of time for which the financial aid is being awarded.

The COA includes tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses.

Each year the Washington Financial Aid Association (WFAA) publishes several standard budgets that include all amounts except for tuition and fees, which are determined by each institution.

The [WFAA student budgets](#) for 2018-19 include four categories:

1. Dependent, living with parent(s)
2. Independent, living with parent(s)
3. Not living with parent(s)
4. High-cost regions

WSAC requires that institutions submit the COA amounts each year during the participation renewal process. If the amounts used by institutions vary by more than 10 percent from the recommended WFAA standard budgets, institutions must submit their rationale to WSAC for review and approval for use when awarding state financial aid.

### **Cost of Attendance and Tuition Waivers**

A student receiving SNG or CBS must have the full assessed tuition amount included in his/her COA. This COA amount must be reported when the Unit Record Report (URR) is submitted.

In addition, all tuition waivers received by SNG and CBS recipients must be reported either as need-based institutional gift aid or as non-need-based institutional gift aid on the URR. [*Note: The full-assessed tuition amount is what the student is or would be assessed before any tuition waiver(s) have been applied.*]

If a student receives other need-based assistance, but does not receive SNG or CBS, WSAC requests that any tuition waiver(s) received by the student be reported as institutional gift aid and that the full assessed tuition amount be included in the COA, whenever possible, when the URR is submitted.

A student who receives non-need based tuition waiver(s), but does not receive any need-based financial assistance, is not reported on the URR.

## **NEED AMOUNT**

The expected family contribution (EFC) is then subtracted from the student’s cost of attendance (COA) to determine the need amount. Need-based aid, such as SNG and CBS, must be within the need amount, and cannot exceed the need amount.



### **Professional Judgment**

The aid administrator may, using "professional judgment," adjust the resources up or down to more accurately reflect the family's financial situation during the year. In general, adjustments shall be consistent with changes made for federal aid.

The aid administrator shall document the reason for the variance in the student's file. The aid administrator may consider assets when assets aren't being considered for EFC computations (e.g. auto zero EFCs and simplified EFCs) for the purposes of SNG eligibility.

### **Family Income Change of 3 Percent or Less**

A student who received SNG in the previous year and whose family income has increased by no more than three percent may be eligible to continue to receive SNG in the current year. Discretion is left to the aid administrator. This applies when the student's current family income increases slightly above the 70% maximum MFI level.

The SNG policy that permits awarding to continuing recipients whose MFI changed by 3 percent or less is not applicable to CBS Scholars, however, because the 65 percent MFI standard is statutorily required for CBS recipients.

### **College Bound Scholarship and State Need Grant Coordination**

Every eligible CBS Scholar must first receive a maximum SNG award before being considered for CBS funding. The CBS amount is determined after SNG and any other state grant or scholarship aid has been awarded.

The aid administrator must reserve SNG funds to serve all eligible CBS Scholars to ensure 100% coordination between CBS and SNG is achieved for all terms, including summer.

See the following page for SNG and CBS award amounts. You can also view grant amounts in the WSAC Portal under CSAW/Grant Amounts.

## AWARD AMOUNTS

### SNB and CBS Award Amounts for 3 Quarters/2 Semesters for Students Enrolled Full-Time for All Terms

Institution/Sector	Median Family Income									
	CBS Max  SNB + CBS = Full CBS Award*	0% - 50%  (full SNB award)	0% - 50%  CBS Amount	51% - 55%  (70% of full SNB award)	51% - 55%  CBS Amount	56% - 60%  (65% of full SNB award)	56% - 60%  CBS Amount	61% - 65%  (60% of full SNB award)	61% - 65%  CBS Amount	66% - 70%  SNB ONLY (50% of full award)
University of Washington	\$11,009	\$9,745	\$1,264	\$6,822	\$4,187	\$6,334	\$4,675	\$5,847	\$5,162	\$4,873
Washington State University	\$10,769	\$9,734	\$1,035	\$6,814	\$3,955	\$6,327	\$4,442	\$5,840	\$4,929	\$4,867
Central Washington University	\$7,383	\$6,560	\$823	\$4,592	\$2,791	\$4,264	\$3,119	\$3,936	\$3,447	\$3,280
Eastern Washington University	\$6,869	\$6,213	\$656	\$4,349	\$2,520	\$4,038	\$2,831	\$3,728	\$3,141	\$3,107
The Evergreen State College	\$7,312	\$6,540	\$772	\$4,578	\$2,734	\$4,251	\$3,061	\$3,924	\$3,388	\$3,270
Western Washington University	\$7,517	\$6,771	\$746	\$4,740	\$2,777	\$4,401	\$3,116	\$4,063	\$3,454	\$3,386
Private Four-year, Non-Profit	\$11,904	\$9,739	\$2,165	\$6,817	\$5,087	\$6,330	\$5,574	\$5,843	\$6,061	\$4,870
Private Four-year, For-Profit	\$11,904	\$8,517	\$3,387	\$5,962	\$5,942	\$5,536	\$6,368	\$5,110	\$6,794	\$4,259
WGU Washington	\$6,280	\$5,619	\$661	\$3,933	\$2,347	\$3,652	\$2,628	\$3,371	\$2,909	\$2,810
Community & Technical	\$4,516	\$3,694	\$822	\$2,586	\$1,930	\$2,401	\$2,115	\$2,216	\$2,300	\$1,847
CTC Applied Bachelor's	\$6,869	\$6,213	\$656	\$4,349	\$2,520	\$4,038	\$2,831	\$3,728	\$3,141	\$3,107
Private Two-Year, Non-Profit	\$4,516	\$3,694	\$822	\$2,586	\$1,930	\$2,401	\$2,115	\$2,216	\$2,300	\$1,847
Private Two-Year, For-Profit	\$4,467	\$2,823	\$1,644	\$1,976	\$2,491	\$1,835	\$2,632	\$1,694	\$2,773	\$1,412
<i>Dependent Care Allowance</i>		\$936		\$655		\$608		\$562		\$468

\*Eligible students will receive more than these amounts if enrolled for more than 3 quarters or 2 semesters.

\*\*Dependent Care Allowance is in addition to the SNB max. Recipients of CBS and DCA will exceed the Total Maximum SNB and CBS maximum.

Most award amounts are not divisible by both two and three. For institutions whose systems require even disbursements, the per term award may be rounded, up or down, by one dollar. This may not result in more than a two-dollar difference over a three quarter year. This procedure is also discussed in this chapter under "Award Rounding."

The base grant award shall not exceed the assessed tuition, service and activity fees included in the student's COA on an annualized basis by more than \$100. This \$100 variance is only allowed in circumstances where a student's credit or enrollment level would otherwise require an award adjustment to ensure that the award does not exceed the assessed tuition, service and activity fees included in the student's COA.

### **CBS Maximum Award Amounts to Disburse**

The value of the initial eligible CBS Scholar award shall be the difference between the “Total Maximum SNG and CBS to Eligible College Bound Scholars” amount, minus the SNG Maximum, and minus the value of any other state funded grants or scholarships (gift aid) the student has been awarded at the time of the CBS award decision.

The award shall be further reduced if total need-based aid is in excess of need or the student attends part-time. If additional state gift aid is awarded after the initial CBS award decision was made, the CBS award must be revised to reflect that additional state aid.

### **Subtraction of State Gift Aid for Determining Eligibility for CBS Award Amounts**

The following state programs must be subtracted from the “Total Maximum SNG and CBS to Eligible College Bound Scholars” amount in determining the amount to fund from the CBS program.

- **State Need Grant** – Due to 100 percent coordination requirements, all eligible CBS Scholars must receive a maximum State Need Grant award
- **Passport to College Promise Scholarship** – A state scholarship program for current and former foster youth (Note: Students who receive Passport funds will likely have their maximum CBS commitment met with a combination of State Need Grant and Passport scholarship funds, and therefore will not receive a CBS award).
- **Washington State Opportunity Scholarship** – A private/public program administered by Washington STEM to help low- and middle-income Washington residents earn bachelor’s degrees in science, technology, engineering, mathematics, and career connected learning.
- **SBCTC Opportunity Grant** – The Opportunity Grant helps low-income adults train for high-wage, high-demand careers. It is administered by the State Board for Community and Technical Colleges.
- **SBCTC Worker Retraining Funds** – Workers who are unemployed or have been notified by their employers that they are about to be laid off may be eligible for these funds administered by the State Board for Community and Technical Colleges.
- **American Indian Endowed Scholarship** – A scholarship for financially needy students with close social and cultural ties to an in-state American Indian community, for pursuing undergraduate and graduate studies.

Do not, however, subtract State Work Study or other institutional aid (including tuition waivers) because they are not considered as other state gift aid for this purpose.

***Note:** There may be cases where eligible CBS Scholars will receive total state aid greater than the “Total Maximum SNG and CBS to Eligible College Bound Scholars” amounts.*

*An example of this is an eligible CBS Scholar, who receives a SNG award and a Passport to College Scholarship award of \$4,500, which together may exceed the CBS maximum. Similar situations may also occur with combinations of SNG and Opportunity Scholarship funding.*

*In these cases the CBS Scholar would not receive College Bound Scholarship funding for the year, because the other awarded state gift aid exceeds the CBS Commitment amount.*

### **Uneven SNG Disbursements Permitted to Students Not Receiving CBS funding**

Typically, SNG awards are disbursed evenly for all terms during the year if the student's enrollment status is the same each term. The Financial Aid Administrator may, however, award a greater proportion of the student's SNG award in one term if the disbursement is justified by the student's costs in that same term, (i.e. extensive fees fall term that won't be charged the remainder of the year.)

If this exception is used, a statement shall be placed in the student's file acknowledging that an exception to uneven SNG disbursements has been granted. If the student receives a larger SNG disbursement in one term, but then not attend the full year, the student will be considered overpaid and will owe a SNG repayment.

Note that this uneven disbursement policy does not apply to those receiving CBS funding.

### **Minimum Awards:**

- **The minimum CBS award amount is one dollar (\$1.00) per term.**
- **The minimum SNG award amount is also one dollar (\$1.00) per term.**  
Circumstances relevant to gift equity packaging policies, part-time enrollment, and other factors may reduce a student's SNG to a very low level. The Financial Aid Administrator may issue SNG awards as low as \$1.00 per term, but is not required to make a State Need Grant disbursement to a student if the total SNG award is less than \$100 per term.

### **Declining CBS or SNG Awards**

If a CBS or SNG awarded student wishes to decline a CBS or SNG award, the institution must maintain a written record of the award amount that is declined and the reason it was declined. This may occur, for example, when a student is awarded a very small amount and wishes to retain flexibility for future terms of eligibility.

## Maximum State Need Grant Awards for Students Enrolled Full-Time for All Terms

2018-19 Maximum State Need Grant Award Amounts for 3 Quarters/2 Semesters*					
Institution/Sector	Median Family Income				
	0% - 50% (full award)	51% - 55% (70% of full award)	56% - 60% (65% of full award)	61% - 65% (60% of full award)	66%-70% (50% of full award)
University of Washington	\$9,745	\$6,822	\$6,334	\$5,847	\$4,873
Washington State University	\$9,734	\$6,814	\$6,327	\$5,840	\$4,867
Central Washington University	\$6,560	\$4,592	\$4,264	\$3,936	\$3,280
Eastern Washington University	\$6,213	\$4,349	\$4,038	\$3,728	\$3,107
The Evergreen State College	\$6,540	\$4,578	\$4,251	\$3,924	\$3,270
Western Washington University	\$6,771	\$4,740	\$4,401	\$4,063	\$3,386
Private Four-year - Non-Profit	\$9,739	\$6,817	\$6,330	\$5,843	\$4,870
Private Four-year - For-Profit	\$8,517	\$5,962	\$5,536	\$5,110	\$4,259
WGU-Washington	\$5,619	\$3,933	\$3,652	\$3,371	\$2,810
Community & Technical Colleges	\$3,694	\$2,586	\$2,401	\$2,216	\$1,847
CTC Applied Bachelor's	\$6,213	\$4,349	\$4,038	\$3,728	\$3,107
Private Two-Year Non-Profit	\$3,694	\$2,586	\$2,401	\$2,216	\$1,847
Private Two-Year For-Profit	\$2,823	\$1,976	\$1,835	\$1,694	\$1,412
Dependent Care Allowance**	\$936	\$655	\$608	\$562	\$468

\*Eligible students will receive more than these amounts if enrolled for more than 3 quarters or 2 semesters.

\*\*Dependent Care Allowance is in addition to the SNG max. Recipients of CBS and DCA will exceed the Total Maximum SNG and CBS maximum.

### **Dependent Care Allowance (DCA) Option for Eligible SNG Recipients**

The Dependent Care Allowance is an addition to the base State Need Grant. The student must be eligible to receive at least one dollar of a base State Need Grant in order to be considered for the DCA.

The allowance is \$936 for a full-time student attending for three quarters or two semesters, and is adjusted by MFI category and enrollment status, regardless of the number of qualifying dependents. Yearly DCA awards should be distributed evenly between terms.

The dependent must be living with the student and be someone other than the student's spouse. Care is defined as assistance provided to the dependent for which the student pays another person (someone outside of the student's household).

To receive the DCA, the student must provide documentation that dependent care expenses are needed. Students who have dependent care needs covered by another agency or entity are not eligible for dependent care through the SNG program. DCA may not exceed the amount the student is required to pay in expenses.

- ❑ If the student is married, with both student and spouse attending the same institution, only one DCA (or the equivalent split between them) may be awarded per family.
- ❑ Awarding the DCA is left to the discretion of the Financial Aid Administrator.
- ❑ DCA can be awarded as part of a 4th quarter or 3rd semester award.
- ❑ If a DCA is awarded to an eligible CBS recipient, the CBS award will be the same amount as the student would receive if the institution did not award a DCA.

## **ADJUSTING MAXIMUM AWARD AMOUNTS**

The maximum SNG and CBS awards for full-time students appearing in the charts in the previous pages must be reduced under the following two conditions:

### **Part-Time Students**

Both CBS and SNG awards, including DCA in the case of State Need Grant, must be reduced for part-time students based on their enrollment status:

- Students at  $\frac{3}{4}$  time are eligible for 75 percent of the maximum award
- Students at  $\frac{1}{2}$  time are eligible for 50 percent of the maximum award
- Students at  $\frac{1}{4}$  time are eligible for 25 percent of the maximum.

### **Attendance Less Than 3 Quarters or 2 Semester**

CBS and SNG students attending for fewer than 3 quarters or 2 semester will receive a pro-rated share of the total annual award, including the DCA. For example: A full-time student attending one of three quarters will receive one-third of the maximum award amounts shown in the charts.

### **Clock Hour Schools**

Additional information on awarding students enrolled in clock hour programs appears in Chapter 5. Students must receive at least twelve clock hours of instruction per week to be awarded state aid. Except for the final payment term, all students should be paid as full-time students for each term.

The first term payment should be made as soon as possible once the student is enrolled and has met all program requirements. Once the student has successfully completed 300 hours, the student may be eligible for the next term payment. Then for each additional 300 hours successfully completed, the student may be eligible for additional term payments.

## **Institutional Gift Equity Policies**

State Need Grant institutional gift equity policies do not apply to eligible College Bound Scholars. Eligible College Bound Scholars must receive the maximum SNG award for which they are eligible, even if they do not receive any CBS funds.

For all other SNG eligible students, the financial aid administrator may limit the student's State Need Grant award if receipt of the SNG, in combination with other gift aid, exceeds the institution's gift equity packaging policy.

The gift equity policy must be the same as that used to package aid for all other students and may not discriminate against SNG recipients. Institutions must send their policy to WSAC each spring for review and approval.

While academic rankings may be used in gift equity packages, athletic and other special talents such as music and theatre are not permissible.

## **State Need Grant Self-Help Requirement**

Except in the following two circumstances, all SNG students are required to have a calculated amount of self-help as part of their Cost of Attendance.

The two exceptions are:

1. The student is an eligible CBS Scholar. CBS Scholars must receive the maximum SNG award possible.
2. The student attends an institution whose standard published Cost of Attendance (for books & supplies, room & board, transportation and miscellaneous/ personal expenses) are 25 percent or less than the WFAA Student Budgets.

These students may be considered to have their self-help requirement met and may therefore have their self-help requirement waived. Any institution wishing to use this exception should request this in writing to WSAC.

### ***What is the self-help requirement for all other SNG students?***

The self-help contribution required for all other State Need Grant recipients is equal to the lesser of:

- 12 percent of a student's Cost of Attendance if the institution is using an "at home" Cost of Attendance for a student. In most cases, this will mean using a "living with parent" budget for the student.
- 25 percent of the student's Cost of Attendance if the student's total annual cost is \$16,820 or less.
- \$4,205 if the student's Cost of Attendance is greater than \$16,820.

**Note:** *Institutions may require higher self-help requirements than any of these items shown above (except for eligible CBS Scholars) if this is covered in their institutional gift equity policies submitted to WSAC for review and approval.*

**Note:** The \$4,205 self-help contribution amount has been determined by WSAC. This assumes that a student could have earnings of at least the value of a minimum wage job (minus Social Security and Medicare taxes) for 12 hours per week for 33 weeks during the year.

The 2018 minimum wage is \$11.50 per hour (minus \$0.88 per hour in taxes) equals net wages of \$10.62 per hour x 12 x 33 = \$4,205.

**When self-help is calculated for SNG students, what programs or items are considered as self-help?**

**Self-Help includes:**

- Parent & family contributions or expected family contribution (EFC)
- Work Study
- Loans
- Merit-based aid
- AmeriCorps benefits
- VA benefits and waivers
- Institutional & Private Scholarships
- Washington State Opportunity Scholarships(WSOS)\*
- SBCTC Opportunity Grants
- Education & Training Vouchers (ETV)
- Conditional Scholarship programs, including TEACH Grants (awarded as conditional loans or loan forgiveness in return for service after graduation)
- Governors' Scholarships for Foster Youth
- Passport to College Promise Scholarship
- Federal GEAR UP Grants
- Worker Retraining Funds
- Unmet need

**\*Note:** WSOS is administered by WA STEM.

**Self-Help does not include programs such as:**

- Federal PELL Grants
- Federal SEOG Grants
- Institution need-based grants
- Employee (or parent) tuition remission or benefits

**Tips for determining if a source not listed above should be considered as self-help**

- Consider whether the level of effort to earn the source of aid equates to the kind of effort necessary to earn other sources, such as a merit scholarship based on a substantial period of academic achievement.
- As in other areas of professional discretion, aid administrators are encouraged to be both thoughtful and rigorous in their determinations and to document their judgments.
- Reduce the SNG award accordingly if the self-help requirement cannot be achieved.



## **OTHER AWARDING CONSIDERATIONS:**

### **Fourth Quarter/Third Semester Awards**

It is possible for a student to receive terms of SNG and/or CBS, in addition to the typical 3 quarters/2 semesters, within the same year. For students earning academic credits, they may enroll and receive payments for up to four quarters or three semesters during the year. For students earning clock hours, students may be able to enroll and receive up to five quarter payments per year (for more information on clock hours, see Chapter 5).

For students exceeding 3 quarters/2 semesters, the value of the additional award is calculated as it would be for any regular term. Students receiving additional terms of aid will reach their maximum quarter limit more quickly than students engaged in the common three quarter/two semester enrollment pattern. In this scenario, it is permissible to exceed the grant amounts listed in the award charts.

### **Summer Awarding of CBS and SNG**

Award All Eligible CBS Students Enrolling in Summer 2018

If Summer 1 (2018-19):

- All eligible College Bound students enrolling in summer 2018 (Summer 1) must receive their full eligibility in both CBS and SNG.
- Colleges may use either the 2017-18 or 2018-19 SNG award amount for the summer 1 term.

If Summer 2 (2017-18):

- If you have CBS Scholars whose files are completed between June 1 and August 1, who enroll in your summer term, contact WSAC for payment instructions if you do not have remaining SNG 2017-18 funds to award.
- No Summer 2 (2017-18) CBS or SNG awards should be made to students whose files are complete after August 1. Contact WSAC if you later need to adjust your Final Interim Report.

### **Awarding SNG to non-CBS students during (2017-18) Summer 2 or (2018-19) Summer 1**

- If required by your institution's policy to do so, and funds are available, make the SNG award.
- Summer 2 awards are part of an institution's 2017-18 SNG allocation. Use the 2017-18 award chart if an award is made.
- Report eligible SNG students as unserved if funds are not available.
- Summer 1 awards are part of an institution's 2018-19 SNG allocation. Use either the 2017-18 or 2018-19 Award Chart.
- Report eligible SNG students as unserved in the 2018-19 year if funds are not available.
- No Summer 2 CBS or SNG awards should be made to students whose files are complete after August 1. Contact WSAC if you later need to adjust your final Interim Report.

## **Financial Aid Over-Award**

State aid, combined with other aid meeting need, may not exceed the student's calculated need. However, a student will not be considered over-awarded if additions to the initial award exceed his or her financial need by \$300 or less by the end of the year.

## **Changes in Need, MFI, or Other Aid Received that May Cause Award Revisions**

If any of these types of changes occur, the aid administrator must review the eligibility for SNG and/or CBS and if necessary readjust the awards.

### **Examples:**

- A CBS funded student receives additional state aid (e.g. Passport to College Scholarship, Opportunity Grant, or Opportunity Scholarship) after a student has been awarded CBS. In this case the CBS award must be revised. If a disbursement of the CBS has already been made, that award amount may need to be repaid to WSAC, either fully or partially, depending on the circumstances.

If the aid administrator can reduce the award disbursements for future terms, however, and not repay funds already disbursed, that is permissible. The SNG award needs also to be reviewed to be sure the award is not over need, for example. Because this is an eligible CSB Scholar, however, no changes in the SNG award would need to be made with regards to self-help or gift equity policy of the institution.

- A SNG funded student (who is not an eligible CBS Scholar) receives additional aid, the MFI level changes, or the need changes. The aid administrator must review the award to make sure that the student is still eligible for the SNG amount originally awarded. This would include making sure that the required minimum self-help amount was still in place, that the gift aid equity policy (if applicable) was being followed, and that the proper MFI award amount was in place if there were changes in the family income or family size.

## **Payments Cannot be Made to Students for a Current Term After Withdrawal**

If a student withdraws for a term without earning at least 3 credits, no additional SNG or CBS payments may be made to the student for that term on or after a student's official withdrawal date. *(Note: State policy differs from the Federal policy on this issue of post withdrawal disbursements.)*

## **Retroactive Awards and/or Payments for Previous Terms for Eligible CBS Scholars**

Retroactive SNG and CBS awards and/or payments **MUST** be made to eligible CBS Scholars for a prior term(s) as long as they are for the current year and other program rules are followed. The value of the retroactive awards and/or payments must be based on a student's rate of satisfactorily completed credits (must be at least 3 credits) determined by the institution at the end of the term(s).

If an institution retroactively awards SNG funds to a student who completed fewer credits for that term than they would have been awarded had the award been made at the beginning of the term, the student's CSAW enrollment status for the term must be updated to reflect the enrollment status for which the payment was actually made.

### **Retroactive Awards and/or Payments for Previous Terms for Other SNG Eligible Students**

Retroactive SNG awards and/or payments **MAY** be made to eligible SNG students (who are not also eligible CBS Scholars) for a prior term(s) as long as they are for the current year and other program rules are followed. The value of the retroactive awards and/or payments must be based on a student's rate of satisfactorily completed credits (must be at least 3 credits) determined by the institution at the end of the term(s).

If an institution retroactively awards SNG funds to a student who completed fewer credits for that term than they would have been awarded had the award been made at the beginning of the term, the student's CSAW enrollment status for the term must be updated to reflect the enrollment status for which the payment was actually made.

### **Late Applicants**

The Financial Aid Administrator must reserve SNG funds to serve all eligible CBS Scholars, to ensure that 100 percent coordination between CBS and SNG is achieved for all terms, including summer. Institutions may reserve SNG funds for late non-CBS Scholars, but are not required to do so.

### **Award Rounding**

Major rounding of awards is not permitted. When a calculated award cannot be evenly divided, award one dollar more or less than the desired even disbursement in one of the terms. Rounding by more than two dollars per year is not permitted.

### **Concurrent Award at Two Institutions**

While it is not encouraged, it is permissible for two institutions to disburse separate state aid awards to the same student during the same term. The state aid at each institution shall be calculated in the normal fashion. It is presumed that the student's maintenance costs are considered in the overall award at one institution and the second institution's award shall not exceed the cost it recognizes for tuition and books.

If an institution exercises this option, it must coordinate with the second institution. One institution may fund the full COA and one can only fund tuition and books. This information may be requested by WSAC via payment requests and interim reporting.

### **Fractional Last Term**

If a fraction of a term of eligibility is remaining for a student towards the end of their eligibility, a fractional award may be granted. Refer to the formulas below for award calculations, based on quarter institution or semester institution.

***Note:** You only need to perform this calculation if the student does not have enough Quarterly Eligibility Remaining (QER) to fully fund the enrollment status. For example, if a student at a quarter institution has .38 QER, but is only enrolled less than half-time, the student will only use .25 QER, and therefore, the fractional calculation is not yet necessary.*

***Fractional award conversion examples:***

QER = Quarters of eligibility remaining

SER = Semesters of eligibility remaining

QER x Full-time Award amount within MFI category

**Quarter SNG Institution Example:**

Joe student has .38 QER. The full time SNG quarter award amount within Joe’s MFI category is \$1,180.

The calculation is:

.38 x \$1,180= \$448. Joe would be eligible for a \$448 dollar final quarter award.

***Semester Institutions:***

QER / 1.5 = Semesters of Eligibility Remaining (SER)\*

SER x Full-time Award amount within MFI category

\*A semester is equal to 1.5 quarters, so for the first step of the formula you must convert the amount of QUARTERS remaining (QER) into SEMESTERS remaining (SER). Do this by dividing the QER by the semester multiplier of 1.5. Then multiply the SER by the full time award amount within the student’s MFI category.

**Semester SNG Institution Example:**

Maria student has .38 Quarters of Eligibility remaining (QER). The full time semester award amount within Maria’s MFI category is \$4,259. The calculation is:

$$\begin{array}{rcl}
 .38 & / & 1.5 \\
 \text{QER} & \text{Semester Divider} & \\
 & & = \\
 & & .26 \\
 & & \text{SER}
 \end{array}$$

Now, multiply the SER with the full-time SNG award amount within her MFI category.

.26 x \$4,259 = \$1,107 Maria would be eligible for a \$1,107 final semester award.

**AWARDING PRACTICES NOT PERMITTED:**

**Single Parents and Part-Time Students**

All eligible students in these groups must be treated equally. No group, such as single parents or part-time students, may be disadvantaged relative to any other group of recipients in its access to state aid.

**Under-Awarding**

Unless other awarding policies require reduced awards, it is not permissible to disburse less than 100 percent of an eligible student’s calculated award in an attempt to make limited funds stretch further.

## CHAPTER 3 – SATISFACTORY ACADEMIC PROGRESS

### SATISFACTORY ACADEMIC PROGRESS (SAP)

Institutions are responsible for monitoring each recipient's *Satisfactory Academic Progress*, as outlined in [WAC 250-20-021\(21\)](#) of the SNG rules, and in the institution's WSAC-approved institutional SAP policy.

The SAP policy is applicable to all state aid programs, including State Need Grant, College Bound Scholarship, State Work Study, and Passport to College Scholarship.

There are differences between state and federal SAP requirements including:

1. A maximum program length timeframe of 125% (state) versus 150% (federal).
2. A required **per term** SAP review for state aid.
3. A quantitative standard requiring that at least one-half of the credits enrolled, for which the aid was calculated and disbursed each term, are earned as compared to the federal "pace" requirement.

At the end of each term, participating institutions shall examine the progress of each state aid recipient and determine which of the following applies to the student:

- Is meeting *Satisfactory Academic Progress*.
- Is to be placed in *Warning Status*<sup>1</sup> and may be continued on state aid.
- Is to be placed in *Unsatisfactory or Denied Status* and therefore ineligible for state aid until the student meets the conditions of the institution's reinstatement policy.

### Unserved SNG Students and Satisfactory Academic Progress

Although unserved SNG students are not required to receive state Warning Status or Denied Status letters, if an institution reviews a student's academic progress at the end of each term and determines the student is not meeting state SAP, they cannot be reported as SNG unserved for subsequent terms.

For example, a student cannot be reported as a SNG unserved student for the next term if the student did not successfully complete at least half of the credits the student was enrolled for during the previous term.

### Maximum Timeframe

As stated in Chapter 1, aid recipients must have completed less than 125 percent of the maximum length of their program in order to remain eligible for additional state aid.

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<sup>1</sup>To avoid confusion with the federal definition of "probation," the term "warning" is used for state aid administration.

## **Quantitative Standard for Students in Quarter and Semester Credit Programs**

To meet “satisfactory academic progress” the student must successfully complete a minimum number of credit or clock hours for each term in which the grant was received.

Each school’s policy for measuring progress of State Need Grant recipients must define satisfactory as the student’s completion of the minimum number of credit or clock hours for which the aid was disbursed.

The minimum number of credits standard for enrolled students whose aid was calculated and disbursed as less than full-time students is:

- Full-time enrollment – 12 credits or 300 clock hours
- Three-quarter time enrollment – 9 credits or 225 clock hours
- Half-time enrollment – 6 credits or 150 clock hours
- Less than half-time enrollment – 3 credits or 75 clock hours [Only applies to SNG and CBS programs]

Note that the minimum number of credits for full-time enrollment is 12 credits per term for institutions that base their enrollment on a credit system. For these institutions, 12 credits is considered the amount for which aid was calculated and disbursed even if the student enrolled for more than 12 credits.

## **Successful Completion of Credits**

Coursework that counts towards successful completion of program or degree completion typically includes letter grades of A-D and Pass. Grades received of F, E, Fail, Withdraw, Unofficial Withdrawal, and Incomplete do not count as successfully completed credits.

## **Warning Status<sup>2</sup>**

**Warning Status** for state aid recipients is triggered when a student completes at least one-half, but less than all of the minimum number of credits for which the aid was calculated and disbursed, or otherwise fails to fulfill the conditions of the institution’s satisfactory progress policy.

- For a full-time student at 12 credits, this means that if the student successfully completes 6 to less than 12 credits, the student is to be placed in a warning status for the following term.
- For a three-quarter time student at 9 credits, a student must successfully complete 4.5 to less than 9 credits to be placed on warning status
- For a half-time student at 6 credits, a student must successfully complete 3 to less than 6 credits to be placed on warning status.
- For a less than half-time student at 3 credits, a student must successfully complete 1.5 to less than 3 credits to be placed on warning status.

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<sup>2</sup>To avoid confusion with the federal definition of “probation,” the term “warning” is used for state aid administration.

Since all clock hours from the previous payment period must be earned before making additional payments, there is no routinely recognized warning status for clock hour students.

In addition, WSAC expects institutions to have rigorous policies for measuring academic progress that limit the number of terms a student can continue to receive state aid while in warning status. The institution may make disbursements and continue a student on State Work Study to a student who is in warning status.

### **Denied Status**

**Denied status** requires that each school's policy must deny further disbursements of all state aid at the conclusion of any term in which he or she fails to complete at least one-half of the minimum number of credits or clock hours for which the aid was disbursed or otherwise fails to fulfill the conditions of the institution's satisfactory progress policy. This status also may be given to a student who has remained in warning status for more terms than the institution's policies allow.

### **Quantitative Standard for Students in Clock Hour Programs**

Students enrolled in Clock Hour programs must enroll as full-time students and complete 300 hours for each term to meet the quantitative standard before being eligible for the next term disbursement.

Since all hours from the previous payment period must be earned before making additional payments, there is no routinely recognized warning status for clock-hour students. A school however, may petition WSAC to allow a warning status.

### **Qualitative Standard**

The institution's satisfactory academic progress policy must contain a qualitative standard. For purposes of state aid programs, the qualitative standard used to comply with federal satisfactory academic progress standards is acceptable.

### **Other Conditions of SAP Policy**

The value of any retroactive financial aid payments shall be based on the student's rate of satisfactorily completed credits, determined by institution policy, at the end of the term. See Chapter 2 for more information regarding retroactive payments.

A student may be denied further state aid disbursements or awards if the student fails to fulfill any other conditions of the institution's WSAC-approved satisfactory academic progress policy.

### **Professional Judgment/Appeals**

The Financial Aid Administrator may, on a case-by-case basis, reinstate a student back into satisfactory academic progress in response to that student's extenuating circumstances. The FAA may choose to exercise professional judgment without a specific request to do so from the student.

For example, the Financial Aid Administrator may decide to grant a student continued access to state aid if failure in one term is countered by an extensive history of prior success. The student's file must include documentation related to the professional judgment decision.

### **Reinstatement**

Each institution's satisfactory academic progress policy shall state which conditions a denied status student must meet before state aid will be reinstated. For example, the student may have to attend the institution without state financial aid for a specific period of time or may have to show proof that credits have been made up within a designated time period.

### **Notifying Students of SAP Policies**

Institutions must make information available to state aid recipients of the state SAP policies that impact their students' ability to continue receiving state aid for future terms.

This must include information about how state Satisfactory Academic Progress is determined at the institution, how Warning Status and Denial Status are determined, and the institution's Reinstatement policy of state aid should the student go into Denial status.

The available information must also include when SAP reviews will take place and how and when students will be notified in writing should their state aid status change to Warning, Denial or Reinstatement.

This information may be included in institutional financial aid handbooks or other information made available to all students or all state aid recipients at each institution. It does not need to be sent individually to all state aid recipients.

## **STUDENT WITHDRAWALS/REPAYMENT CALCULATIONS**

See Chapter 5 for required repayment policy information.



## CHAPTER 4 – PORTAL ACCESS AND REPORTING REQUIREMENTS

### PORTAL ACCESS

Each financial aid administrator (FAA) is required to obtain their own Portal login to access functions and submit reports via the WSAC Portal. A universal account, or the account of another aid administrator, cannot be used to access the Portal for multiple aid administrators.

***It is the responsibility of each college's financial aid administrator to promptly remove Portal access for staff who should no longer have access, such as those who are no longer employed by the college or have moved to another department.***

To obtain an account, contact the financial aid administrator at your college. The financial aid administrator will grant access to the appropriate programs and functions in the Portal using the "Manage User" function. Portal user administration instructions for the director or aid administrator to create and manage Portal accounts are located in the Portal under the "Common" menu item. Select [Common/Messages and Files/Files, Forms, and Memos](#) .

### Security of Information

All institutions are expected to treat information on the WSAC Portal in accordance with the Electronic Agreement contained in the Institutional Agreement to Participate. Institutions and individuals are granted access to data with the expectation that they protect the confidentiality of this information with the same level of care as they do any other student aid document.

### Secure Data Transmission

No personally identifiable information shall be transmitted to WSAC via email. All institutions must send information to WSAC via the secure email function in the Portal or using CSAW

If the financial aid administrator is unable to add or remove an account, contact [sng@wsac.wa.gov](mailto:sng@wsac.wa.gov).

### REQUIRED REPORTS

Participating institutions are required to submit eligible SNG and CBS student details via quarterly Interim Reports, including a year-end submission for reconciliation purposes, and an annual Unit Record Report (URR). Please refer to the Unit Record Report manual for details regarding that report and the required deadlines for submission.

### Interim Report Definition

The ***Interim Report*** is a quarterly data submission that includes student details for every:

- Eligible "*served student*" awarded the SNG.
- Eligible "*unserved SNG student*" who has not been awarded the SNG due to lack of funding.
- Eligible awarded College Bound Scholars.

WSAC uses interim reports to manage funding, redistribute de-obligated monies, and for program evaluation. Data reported on the interim reports also provides the basis for SNG allocation determinations and CBS funding projections. If supplemental funds are available, they will be disbursed based on the fair share model used in the initial allocation process.

To warrant a supplemental disbursement, an institution's portion in the fair share model must be equal to at least one full award. If less than a full award amount, the college does not receive a supplemental allocation.

### Interim Report Due Dates

Report	Due Dates
Fall Interim Report	November 9, 2018
Winter Interim Report	February 8, 2019
Spring Interim Report	May 10, 2019
Final Interim Report*	July 5, 2019

*\*The final Interim Report also serves as the year-end reconciliation, and is due July 5, 2019.*

### Record Layouts

All institutions will use the College Bound/SNG Award Warehouse (CSAW) to fulfill the Interim Reporting requirement. The layout for 2018-19, which includes fields for Passport to College Scholarships and term type, is located at the end of this chapter.

A sample .csv file is also located at <http://www.wsac.wa.gov/FAA-resources>. Your file layout can be submitted in a different order but the header names must be identical to the sample file and are not case sensitive.

### ELIGIBLE AWARDED SNG AND CBS STUDENTS

**Eligible awarded SNG students** refers to State Need Grant “served students,” who have either received a SNG payment, or who have had SNG funds committed (student has received an award letter) but not yet disbursed at the time of the report.

**Eligible awarded CBS students** refers to eligible College Bound Scholars who have either received a CBS payment, or who have had CBS funds committed (student has received an award letter) but not yet disbursed at the time of the report.

### UNSERVED SNG STUDENTS

First, please note that there can be no reported eligible CBS unserved students. All College Bound Scholars that are eligible for CBS funds, and have room in their financial aid package, must be awarded CBS. In addition, eligible CBS Scholars cannot be unserved for SNG, as all eligible College Bound Scholars must be served with maximum State Need Grant awards.

**Unserviced SNG students** are those who are fully eligible to receive SNG and are enrolled, but cannot be awarded due to the institution's lack of SNG funds. This includes eligible students who enroll during a summer period but do not receive SNG.

If institutions provide institutional funds to eligible SNG students in place of SNG funds due to lack of SNG funding, these students should be reported as unserved SNG students.

It is important that all students included in the unserved population be validated as "eligible" and their enrollment status for each term be reported to WSAC via CSAW based on **attempted** credits.

**Unserviced student data contributes towards the amount of the SNG allocation an institution will receive in the upcoming year, therefore it is extremely important for institutions to accurately report all of their eligible, but unserved students.**

The institution must report every enrolled eligible SNG student who has not been awarded SNG due to lack of funding. This should include all eligible students with incomes up to 70 percent of the state's median family income.

**Enrolled SNG eligible students who are unserved or anticipated to be unserved for both current and future terms (Summer 1, Fall, Winter, Spring, and Summer 2) should be reported as unserved in all interim reports.**

Because institutions often project future term enrollments statuses for their unserved SNG students, it is important that enrollment statuses be updated each time an interim report is submitted reflecting changes to a student's enrollment status.

Here are examples or reasons why a student **should not** be reported as an unserved SNG student for any terms:

- Incomplete file
- Not enrolled or enrolled at more than one campus
- Initially enrolled, but later withdrew with a full refund of tuition
- Ineligible program or ineligible coursework
- Need met with other grants and/or scholarships
- Not eligible due to a prior associate degree received
- MFI increase caused ineligibility
- Student declined aid
- Student graduated
- Student will graduate at end of term (do not report as unserved for future terms)
- Unsatisfactory Academic Progress or Denied Status\*
- Not a Washington resident

**\*Note:** *Unserviced SNG Students and Satisfactory Academic Progress*

Although unserved SNG students are not required to receive state warning status or denied status letters, if an institution reviews a student's academic progress at the end of each term and determines the student is not meeting state SAP, they cannot be reported as SNG unserved for subsequent terms.

For example, a student cannot be reported as a SNG unserved student for the next term if the student did not successfully complete at least half of the credits the student was enrolled for during the previous term.

### **WSAC Review of Unserved SNG Students Not Included in the Unit Record Report**

Because unserved SNG students reported for one year impact the SNG funding for the next year, WSAC will compare an institution's unserved SNG students reported on the final interim report against their students reported on the institution's Unit Record Report (URR).

In most cases unserved SNG students will have received need-based aid from other sources and therefore be reported in the URR. If any reported unserved SNG students are found to have not actually enrolled during the year or were enrolled for lesser enrollment statuses than had been reported, a proportionate reduction in the institution's SNG allocation may be made.

### **SNG STUDENT WHO IS BOTH SERVED AND UNSERVED**

A SNG student may be both served and unserved within a year, but not for the same term.

For example:

- A student who received the SNG for the fall and winter quarters, but did not receive the grant while enrolled in spring term, should be listed as unserved for spring term if the student was fully eligible for SNG funding but the institution's allocation was not sufficient to fund the student.
- If a student is dually enrolled at 2 institutions and receives full aid at one institution, the other institution may not report the student as unserved.

### **INSTRUCTIONS**

For detailed interim report submission instructions, including how to upload a file and address edits, visit [Common/Messages and Files/Files, Forms, and Memos](#) area of the Portal.

### **Edits**

CSAW rejects data in the form of edits. All edits must be addressed individually, except informational edits. A complete list of edits is located in the instructions at the end of this chapter.

## Reporting Enrollment Status

In general, each student's term enrollment status should reflect the funding the student was eligible to receive, for both served and unserved students. The "census date" is the point of the term after which the grant awards are not adjusted for enrollment changes.

**Recipients:** Report the student's enrollment status for each term as of the date SNG or CBS was disbursed or the census date, whichever is later.

**SNG Unserved:** If the student had other financial aid disbursed that term, report the enrollment status as of the date the majority of other financial aid was disbursed or the census date, whichever is later.

If the student had no financial aid disbursed for that term, report the enrollment status as of the date that the majority of other SNG student's received their term disbursements.

**Exceptions:** *Applies to both SNG and CBS Recipients and SNG Unserved.*

- If a student received a full refund of tuition charges and the balance of funds were not disbursed to the student, the student's CSAW record must be updated to show as not enrolled for that term.

In addition, if the student had received SNG or CBS funds for that term, those funds must be returned to SNG or CBS.

- If a student received a partial refund and the SNG or CBS award was decreased, the enrollment status must also be updated (e.g. the student's original disbursement was based on 12 credits and the student's enrollment status was reported as full-time. Later tuition for 6 credits was fully refunded and the SNG award was adjusted to half-time.

The SNG for the term and enrollment status must be updated to show half-time enrollment and the appropriate amount of SNG.)

**Reminder:** Be sure to update each student's term enrollment status on each of the Interim Reports. We have found some institutions that have updated the term award amounts but failed to update the enrollment statuses. This is very important as the term enrollment statuses impact each institution's allocation of SNG funds.

## Secure Data Transmission

No personally identifiable information shall be transmitted to WSAC via email. All institutions must send information to WSAC via the secure email function or using CSAW.

## **Security of Information**

All institutions are expected to treat information on the WSAC Portal in accordance with the Electronic Agreement contained in the Institutional Agreement to Participate. Institutions and individuals are granted access to data with the expectation that they protect the confidentiality of this information with the same level of care as they do any other student aid document.

Information contained in these files is for the sole purpose of administering state aid programs. This information may not be used for research. If you have questions about the proper use of the information, please contact WSAC at [sng@wsac.wa.gov](mailto:sng@wsac.wa.gov)

Each institution must have one or more financial aid administrator(s) with a WSAC-assigned portal account. Each account user must have a separate unique password. If you have forgotten your password, please click on the “forgot your password” link on the Portal login page. Accounts and passwords are not to be shared among staff – each person needs his or her own account and password.

## **RECONCILIATION REPORT**

During the year-end reconciliation reporting period (Final Interim Report submitted in July), institutions have access to a balance sheet on the interim report tab in CSAW. Please ensure that your ending balance is zero. If you think your balance should be zero but it is not, contact program staff at [sng@wsac.wa.gov](mailto:sng@wsac.wa.gov).

Any remaining balance of SNG or CBS funds at the end of the institution’s reconciliation process need to be returned to WSAC in the form of a check or by EFT. Documentation must be provided with the check that specifies which program and dollar amount the funds are for.

**For complete instructions on how to complete the SNG-CBS interim report, go to Portal/Common/Messages and Files/Files, Forms and Memos.**

## SNG/CBS Interim Report Complete List of Edits

Edit Description	Overridable
CBS student has 3 or less QER	Informational only
PTC student has 3 or less QER	Informational only
SNG student has 3 or less QER	Informational only
Student is OK to award, not OK to pay, and hasn't been awarded CBS	Informational only
Applied baccalaureate is only allowed for Community and Technical colleges	Non-overrideable
Birthdate is required for PTC student	Non-overrideable
Cannot have awards for both summer terms at the same institution (except for clock-hour schools)	Non-overrideable
CBS award cannot be less than zero	Non-overrideable
CBS receivable balance cannot exceed the award amount	Non-overrideable
CBS student is not OK to Pay	Non-overrideable
Enrollment status cannot be "Not Enrolled" unless all awards have been cancelled	Non-overrideable
Enrollment status must be "Not Enrolled" if no awards are reported"	Non-overrideable
Family income exceeds 65% CBS MFI Threshold	Non-overrideable
Family income exceeds SNG MFI threshold	Non-overrideable
Family income information is required for SNG and CBS students	Non-overrideable
Family size must be between 1 and 20	Non-overrideable
Family size must be more than or equal to number in college	Non-overrideable
Number in college must be between 1 and 20	Non-overrideable
PTC award cannot be less than zero	Non-overrideable
PTC cannot be awarded to students attending less than half time	Non-overrideable
PTC receivable balance cannot exceed the award amount	Non-overrideable
SNG award cannot be less than zero	Non-overrideable
SNG receivable balance cannot exceed the award amount	Non-overrideable
Student does not have any SNG QER for this award	Non-overrideable
Student does not have any CBS QER for this award	Non-overrideable
Student does not have enough PTC QER for this award	Non-overrideable
Student has unpaid receivables for a prior term	Non-overrideable
Student is not eligible to receive PTC	Non-overrideable
Cannot pursue another Associate degree when one has already been awarded within 5 years of today	Overrideable
CBS award exceeds maximum eligible amount	Overrideable
CBS students must receive maximum SNG award	Overrideable
Combined enrollment status cannot exceed full-time for a single term	Overrideable
PTC award exceeds maximum eligible amount	Overrideable
PTC Student cannot be awarded or paid after age 27	Overrideable
PTC Student must receive first award prior to age 22	Overrideable
SNG award exceeds maximum eligible amount	Overrideable
SNG DCA exceeds maximum eligible amount	Overrideable
SNG, CBS, and PTC repayments must be referred at the same time	Overrideable
Student is eligible for PTC but hasn't been awarded	Overrideable
Student is OK to pay but hasn't been awarded CBS	Overrideable

Many edits can be resolved by correcting the data in the data fields. Correcting the data in CSAW will make the edit disappear. Overrides should be used when data cannot be corrected.

### Common Edits to be Addressed with Data Correction Instead of Overriding

Edit Name	Sample <u>Incorrect</u> Override Reason	<u>Correct</u> Data Change
Award Exceeds Maximum Eligible Amount	Eligible at time of disbursement-or-Enrolled FT	Update enrollment status to the status at time of disbursement
Award Exceeds Maximum Eligible Amount	Pursuing bachelor's degree	Check the App Bacc* box on each term the student is enrolled in upper-division BAS courses (applies to CTC sector only. NWIC and Perry Tech cannot exceed CTC award amounts for students in two-year programs)
Cannot Pursue Another Associates Degree	Pursuing bachelor's degree	Check the App Bacc* box for each term the student is enrolled in upper-division applied BAS courses (applies to CTC sector and to NWIC and Perry Tech.)
Cannot Pursue Another Associates Degree	Received AA degree at end of winter	Delete subsequent unserved terms (i.e. spring and summer)
Award Amount Exceeds Max, Most Likely Because of MFI Issue	Awarded on original income reported on FAFSA	Change the income reported for the student to reflect what was used to award
Combined Enrollment Status Cannot Exceed Full-time	No aid was disbursed	Remove unserved records if you know student is not attending or is ineligible
Combined Enrollment Status Cannot Exceed Full-time	No financial aid my institution	Remove unserved records if you know student is not attending or ineligible
Student is OK to Pay But Not Awarded CBS	MFI too high	Update income – the income being reported shows them within 65%

\*This applies only to students enrolled at institutions that are considered two-year degree institutions. BAS refers to students at those institutions who are enrolled in applied baccalaureate degree programs at those institutions.



## CSAW FILE UPLOAD LAYOUT FOR ALL INSTITUTIONS

A sample .csv file is also located at <http://www.wsac.wa.gov/FAA-resources>. The file layout can be submitted in a different order, but the header names must be identical to the sample file and are not case sensitive.

Please note that including the Passport and Term Type fields in the CSAW file upload are optional.

### CSAW File Upload Layout

Field	Valid Inputs	Remarks
SSN	Numbers and hyphens	Nine-digit student identifier. SSN, or TIN, or WASFA ID. Dashes will be removed and any 8-digit entries will be left-padded with a zero (this is applicable in cases where Microsoft Excel interprets SSN as a number and removes the leading zero).
SchoolCode	Any characters	Unique identifier for this student, for this institution
LastName	Any characters	Required
FirstName	Any characters	Required
MiddleInitial		Optional
FamilySize	Integer	Required
NumberInCollege	Integer	Required
FamilyIncome	Number up to two decimal places	Family income used to determine SNG eligibility and award amount
Summer1EnrollmentStatus	('Not enrolled' or '0') ( 'Full Time' or '1') ( 'Half Time' or '2') ( '3/4 Time' or '3') ( '< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement or the enrollment at the census date for SNG unserved students. If left blank, this will be set to Not Enrolled
Summer1TermType	(Quarter or '1') (Semester or '2'), optional	If left blank or excluded from file, will use the default term type
Summer1AppliedBaccalaureate	('true' or 'y') ( 'false' or 'n')	This only applies to students at CTCs and private colleges that primarily offer associate degrees. All other institutions should leave this blank. Determines whether this student is enrolled in a baccalaureate program for this term
Summer1CBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid
Summer1SNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA
Summer1SNGDCA	Number up to two decimal places	DCA amount, if awarded DCA
Summer1SNGAwardIsServed	('true' or 'y') ( 'false' or 'n')	Indicate whether this award is served or unserved. Leave blank if not eligible.
Summer1PTCAwardAmount	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand

## CSAW File Upload Layout (Cont.)

Field	Valid Inputs	Remarks
FallEnrollmentStatus	('Not enrolled' or '0') ( 'Full Time' or '1') ( 'Half Time' or '2') ( '3/4 Time' or '3') ( '< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement or the enrollment at the census date for SNG unserved students. If left blank, this will be set to Not Enrolled.
FallTermType	(Quarter or '1') (Semester or '2'), optional	If left blank or excluded from file, will use the default term type.
FallAppliedBaccalaureate	('true' or 'y') ( 'false' or 'n')	This only applies to students at CTCs and private colleges that primarily offer associate degrees. All other institutions should leave this blank. Determines whether this student is enrolled in a baccalaureate program for this term.
FallCBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid.
FallSNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA.
FallSNGDCA	Number up to two decimal places	DCA amount, if awarded DCA.
FallSNGAwardIsServed	('true' or 'y') ( 'false' or 'n')	Indicate whether this award is served or unserved. Leave blank if not eligible.
FallPTCAwardAmount	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand.
WinterEnrollmentStatus	('Not enrolled' or '0') ( 'Full Time' or '1') ( 'Half Time' or '2') ( '3/4 Time' or '3') ( '< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement or the enrollment at the census date for SNG unserved students. If left blank, this will be set to Not Enrolled.
WinterTermType	(Quarter or '1') (Semester or '2'), optional	If left blank or excluded from file, will use the default term type.
WinterAppliedBaccalaureate	('true' or 'y') ( 'false' or 'n')	This only applies to students at CTCs and private colleges that primarily offer associate degrees. All other institutions should leave this blank. Determines whether this student is enrolled in a baccalaureate program for this term.
WinterCBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid.
WinterSNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA.
WinterSNGDCA	Number up to two decimal places	DCA amount, if awarded DCA.
WinterSNGAwardIsServed	('true' or 'y') ( 'false' or 'n')	Indicate whether this award is served or unserved. Leave blank if not eligible.
WinterPTCAwardAmount	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand.

## CSAW File Upload Layout (Cont.)

Field	Valid Inputs	Remarks
SpringEnrollmentStatus	('Not enrolled' or '0') ( 'Full Time' or '1') ( 'Half Time' or '2') ( '3/4 Time' or '3') ( '< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement or the enrollment at the census date for SNG unserved students. If left blank, this will be set to Not Enrolled.
<b>SpringTermType</b>	(Quarter or '1') (Semester or '2'), optional	If left blank or excluded from file, will use the default term type.
SpringAppliedBaccalaureate	('true' or 'y') ('false' or 'n')	This only applies to students at CTCs and private colleges that primarily offer associate degrees. All other institutions should leave this blank. Determines whether this student is enrolled in a baccalaureate program for this term.
SpringCBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid.
SpringSNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA.
SpringSNGDCA	Number up to two decimal places	DCA amount, if awarded DCA.
SpringSNGAwardIsServed	('true' or 'y') ( 'false' or 'n')	Indicate whether this award is served or unserved. Leave blank if not eligible.
<b>SpringPTCAwardAmount</b>	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand.
Summer2EnrollmentStatus	('Not enrolled' or '0') ( 'Full Time' or '1') ( 'Half Time' or '2') ( '3/4 Time' or '3') ( '< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement or the enrollment at the census date for SNG unserved students. If left blank, this will be set to Not Enrolled.
<b>Summer2TermType</b>	(Quarter or '1') (Semester or '2'), optional	If left blank or excluded from file, will use the default term type.
Summer2AppliedBaccalaureate	('true' or 'y') ( 'false' or 'n')	This only applies to students at CTCs and private colleges that primarily offer associate degrees. All other institutions should leave this blank. Determines whether this student is enrolled in a baccalaureate program for this term.
Summer2CBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid.
Summer2SNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA.
Summer2SNGDCA	Number up to two decimal places	DCA amount, if awarded DCA.
Summer2SNGAwardIsServed	('true' or 'y') ( 'false' or 'n')	Indicate whether this award is served or unserved. Leave blank if not eligible.
<b>Summer2PTCAwardAmount</b>	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand.

### Remarks

- Winter term fields are not required for Semester institutions.
- Use the Applied Baccalaureate fields to signify if a student is enrolled in a baccalaureate program. This only applies to students at CTCs and private colleges that primarily offer associate degrees. All other institutions should leave this blank.
- The SchoolCode field is an optional field. It may be completed or left blank.
- The SNGAwardAmount fields may be left blank if the student is unserved for that term.
- All Enrollment Status and Boolean data type (yes/no) fields are not case-sensitive.

## CHAPTER 5

### SNG AND CBS PAYMENTS, REPAYMENTS, AND REPORTING

#### Procedures for Electronic Fund Transfer Payment Requests, Student Repayments, and Reporting

For the most efficient and timely processing of funds, colleges are strongly encouraged to use the Electronic Fund Transfer (EFT) method.

Private colleges are required to front monies to eligible students and then request reimbursement from WSAC.

Public institutions are not required to have previously disbursed funds to eligible students before requesting program funds

#### Electronic Funds Transfer (EFT) Request Procedure

##### Payment Requests

Once a student is identified as eligible and an award is calculated, the institution may begin the disbursement process.

Payment requests must be submitted through the use of CSAW (College Bound/SNG Award Warehouse) located in the Portal. Institutions upload their eligible student file into CSAW and manage awards from within the warehouse.

Instructions for requesting state aid funds are located in the [Common/Messages and Files/Files, Forms, and Memos](#) area of the Portal.

The file layout specifications and instructions for requesting reimbursements in CSAW are located at the end of this chapter.

**Note:** *The Clock Hour school payment request calendar is located at the end of this chapter.*

When submitting files, please populate the SSN field for undocumented students in the following order:

SSN  
Tax ID Number (TIN)  
9-digit WASFA Applicant ID number

Payment requests may be made any time from late-July through late-June of the academic year. Payments for a new year will not begin until the college's annual participation agreement is approved, all institutions are fully reconciled for the prior year, and the archive is completely updated. EFT payment requests will be processed within 24 hours of receipt whenever possible.

Please allow a minimum of five to six business days from the time a request is submitted until funds are received at your institution.

## SNG Archive in the WSAC Portal

Institutions must check for eligibility issues before awarding, and again before disbursement. Access the SNG Archive page in the WSAC Portal to view records that have eligibility issues or are nearing maximum term usage limits. Download a CSV file if desired.

When opting to download a .CSV file, it will be in the following format:

Column Name	Data Type	Description
SSN	Integer	9- digit integer (no dashes)
LastName	String	Up to 75 characters
FirstName	String	Up to 50 characters
InRepayment	Boolean	Either yes or no
UsedSNGQuarters	Decimal	Up to 3 decimal places
RemainingSNGQuarters	Decimal	Up to 3 decimal places
NextEligibleAADegreeYear	Integer	4-digit integer, or empty
NextEligibleAADegreeTerm	String	Either empty or one of the following: Summer1 Fall Winter Spring Summer2

*Note: AA degree refers to all types of associate degrees, not just Associate of Arts degrees.*

## Associate Degree Reporting

All institutions must report all earned degrees regardless if a student has a financial or other obligation on their student record.

When degrees are not properly reported, students may receive SNG for which they are not eligible. An institution that fails to properly report a degree may be liable for any payments made to ineligible students attending other institutions.

## Associate Degrees Received at Private Institutions

Any private institution that grants associate degrees must report new degree recipients to WSAC at the end of the term the degrees were earned.

Institutions are to report all new associate degrees, not just those who received SNG or CBS funds. Files must be sent through the secure email function of the WSAC Portal to the [SNG@wsac.wa.gov](mailto:SNG@wsac.wa.gov).

## Excel or CSV File Format:

<b>Field 1</b>	SSN/WASFA ID	9 Characters
<b>Field 2</b>	INST CODE	4 Characters
<b>Field 3</b>	GRAD DATE	8 Characters 12/31/18 ←-sample

## **Disbursement Procedures**

The institution must confirm that the student is still eligible and confirm enrollment status at the time of disbursement. In addition, the institution shall check the SNG Archive and the CBS Cruncher in the WSAC Portal to ensure student eligibility.

If a student does not enroll, withdraws from a program, or reduces the enrollment rate, institutions must adjust the student's award in CSAW. By reducing the award amount in CSAW, those funds will be made available to award to other students.

Reducing a processed award will create a negative payment request for that student under the 'Request Funds' tab. It is okay to only submit negative payment requests; however, WSAC will not send funds until you have submitted positive awards to offset the reduced awards.

***Note:** If the institution does not have reimbursements to offset any reduced awards after the final interim report is reconciled, the institution must return the under-spent amount to the Washington Student Achievement Council.*

## **Payments Cannot be Made to Students for a Current Term After They Withdraw**

If students withdraw for a term without earning at least 3 credits, no additional SNG or CBS payments may be made to the students for that term on or after a student's official withdrawal date. (***Note:** State policy differs from the Federal policy on this issue of post-withdrawal disbursements.*)

## **Retroactive Awards and Payments for Previous Terms for Eligible CBS Scholars**

Retroactive SNG and CBS awards and payments **MUST** be made to **eligible CBS Scholars** for a prior term(s) as long as they are for the current academic year and other program rules are followed. This applies whether or not the student is currently enrolled.

The value of the retroactive awards and payments must be based on a student's rate of satisfactorily completed credits (must be at least 3 credits) determined by the institution at the end of the term(s).

## **Retroactive Awards and Payments for Previous Terms for Other SNG Eligible Students**

Retroactive SNG awards and payments **MAY** be made to eligible SNG students (who are not also eligible CBS Scholars) for a prior term(s) as long as they are for the current academic year and other program rules are followed. The student does not have to be enrolled at the time the retroactive payment is made.

The value of the retroactive awards and payments must be based on a student's rate of satisfactorily completed credits (must be at least 3 credits) determined by the institution at the end of the term(s).

## **Required Student Directive for Private Institutions**

Private institutions must use WSAC's Student Directive Form to record a student's decision on where to apply their financial aid payment. 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. For a copy of the student directive, see Chapter 6.

- ❑ Institutions must not coerce or influence the student's choice on where to apply their financial aid payment.
- ❑ The directive remains 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.
- ❑ Institutions must allow students to change their minds at any time, prior to disbursement, and follow their current directives at all times.
- ❑ Institutions must remind students once a year that their current directive is still in place and that they may change it.

The institution may not withhold or delay the disbursement of state aid due to any student debt, including tuition, fees, or fines owed the institution.

## **Conditions of Award Statements**

Prior to disbursement, the institution must inform the state aid recipient of his or her responsibilities to the program through a "Conditions of Award" statement. A copy of this statement is located in Chapter 6.

The statement must be presented annually and can be delivered to the student through paper or electronic means each year. The statement must be provided in its entirety and is not satisfied by providing a link to the document or by attaching a copy of the document. The Conditions of Award does not have to be signed by the student as long as the institution can provide assurances to WSAC that the document was provided to the student each year.

It is the institution's responsibility to maintain documentation that the conditions were presented to the student.

WSAC may request a copy of the Conditions of Award statement that was presented to the student and documentation that it was presented to the student. WSAC's request for this documentation must be fulfilled within 5 business days.

## **Power of Attorney Disbursements**

A student whose off-campus program precludes his or her return to the institution for disbursement of state aid funds must assign a Power of Attorney to a responsible person to receive payments on his or her behalf. A copy of the Power of Attorney documentation must be kept in the student's file.

## **Unclaimed Property**

Washington Student Achievement Council has determined that all state student aid awards that have been disbursed, that the student was eligible to receive, and that remain unclaimed after three years for private institutions and two years for public institutions, shall be remitted to the state of Washington Department of Revenue, Unclaimed Property Section.

Unclaimed property includes state student aid refunds or balances, usually issued in the form of a check, which the student was eligible for but never cashed. Public institutions are expected to make reasonable attempts to locate the student for two years, private institutions for three years, before remitting to Department of Revenue.

The institution must cancel any checks issued to students that are not cashed and for which the student is determined ineligible to receive.

Note that the unclaimed federal student financial aid policy involves a different process than the state policy referenced here. The federal policy was established to ensure that federal student aid funds never revert to a state, institution or third party.

## **Student Repayments**

Repayment is a student responsibility. If a grant recipient leaves an institution during an academic term in which he or she receives SNG, the student is required to repay SNG funds according to WSAC's universal repayment policy.

***Note: The State Need Grant Repayment Policy Requirements are Mandatory for all Participating SNG Institutions.***

All colleges must perform repayment calculations following the State Aid Repayment Policy found later in this chapter. If a student has been awarded for multiple state programs, repayments to those programs should be calculated separately.

In the example of a CBS scholar with both SNG and CBS funds who requires a repayment:

Separate repayment calculations must be completed for SNG and CBS. The student will have two repayments to state aid.

## **STATE AID REPAYMENT POLICY REQUIREMENTS**

### **General**

State grant recipients, who withdraw from the institution, are expelled, or otherwise complete zero credits in any given term, must repay the SNG and CBS programs on a prorated basis.

For the purposes of this policy, "Award" is the amount of state grant or College Bound Scholarship for which the student was eligible during the enrollment period, after the institution made any required adjustments for need and enrollment level. For this section, "state grant" refers to all state grant and scholarship programs.



All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation. The institution must keep any records used to calculate the amount of the repayment. WSAC may request documentation of repayment information for a specific student(s) and must receive the requested information within five (5) business days.

An institution can re-award funds collected on student "Institution to Bill" repayments to other eligible students if the repayments and awards fall within the current academic year.

All repayments for deceased students are forgiven. Please forward proof of death for all In Repayment accounts to the Repayment mailbox using the secure email function in the Portal. WSAC will process the cancellation.

### **Timely Management of Repayment Referrals for Institutions**

Institutions must enter repayment accounts into the WSAC Portal using the Submit Transmittal feature within 10 business days of the date a student withdraws or the end of the term, whichever is earlier. There are two types of repayment accounts: ***Institution to Bill and In Repayment.***

Please Note: In order to report a receivable or institution to Bill, you must have first reported awards and requested funds for that student.

**Institutions** may choose from the following options:

#### **1. Institution to Bill (has 2 sub categories):**

**Calculation Pending:** Under Institution to Bill, this allows you to flag a student in CSAW who has not met satisfactory academic progress and may owe a repayment but for whom you have not yet completed the calculation. You must enter a date that indicates the last date of the term or the student's withdrawal, whichever is earlier.

This will ensure that the student does not receive additional state aid elsewhere. You must complete the calculation and enter the dollar amount or convert to In Repayment within 30 calendar days from the initial date of withdrawal/the end of the term, whichever is earlier as reported above.

**Calculation Completed/student owes:** This allows you to report the student as institution to bill with an attached dollar amount you are actively collecting on from the student. This prevents the student from receiving aid elsewhere while they are in a repayment status for state aid.

Institutions may re-award any funds repaid by the students to other needy students within that same academic year. **All Institution to Bill accounts not paid in full must be converted to In Repayment Status prior to submission of the Final Interim Report or the institution assumes liability and will have to repay the funds to the state aid programs.**

2. **In Repayment:** The institution has completed the calculation either within the initial 10 business day window or is updating the status from Institution to Bill as explained above within the 30 calendar days from the initial date you determined they were no longer attending as defined above.

Accounts are transferred to our billing service within a short period of time, and actively collected on by our contracted billing service. Funds collected within the current year for the same award year are re-allocated to all institutions using the fair share allocation model.

**Note:** *State Grant Repayment Calculator is available in the Portal under [CSAW, Receivables, Grant Repayment Calculator](#).*

The chart on the following page summarizes the different repayment actions and the timeframe those actions must be completed within. Detailed information is provided in the following pages of this chapter and in the [Common/Messages and Files/Files, Forms, and Memos](#) area of the Portal.

REPAYMENT ACTION		TIMEFRAME FOR COMPLETION		
	INSTITUTION TO BILL Under Review	INSTITUTION TO BILL Repayment Amount Known	IN REPAYMENT	
STATE AID REPAYMENT RECORD ENTERED INTO CSAW	10 business days from the end of the term or date of withdrawal; whichever is earlier; enter date	10 business days from the end of the term or date of withdrawal; whichever is earlier; enter amount (Summer 2 CANNOT BE ITB AND MUST BE IN REPAYMENT)	10 business days from the end of the term or date of withdrawal; whichever is earlier; enter amount	
REPAYMENT CALCULATED AND REPORTED TO WSAC	N/A – Repayment is under review and student is blocked from receiving additional funding	Immediately upon creating “ITB – Repayment Amount Known” record	Immediately upon creating “In Repayment” record	
LAST DAY TO CONVERT TO “INSTITUTION TO BILL REPAYMENT KNOWN” OR “IN REPAYMENT” ACCOUNT	Must convert to either “ITB Repayment Amount Known” or “In Repayment” within 30 calendar days from end of the term or date of withdrawal; whichever is earlier <b>-OR-</b> The Institution is liable for the funds to WSAC	N/A	N/A	
LAST DATE TO CONVERT “INSTITUTION TO BILL REPAYMENT AMOUNT KNOWN” INTO “IN REPAYMENT” ACCOUNT	N/A	Must convert to “In Repayment” prior to submission of your Final Interim Report Submission	N/A	
LAST DATE TO REFER TO WSAC	If not converted to “ITB Repayment Amount Known” or “In Repayment” within 30 calendar days of date outlined above, institution becomes financially liable and must return funds to WSAC	Must convert to “In Repayment” prior to submission of your Final Interim Report Submission	Already referred to WSAC	
LAST DATE TO ACCEPT PAYMENT FOR CURRENT YEAR “INSTITUTION TO BILL AMOUNT KNOWN” OR “IN REPAYMENT” ACCOUNT	N/A	Up to the date you convert them to “In Repayment” prior to the submission of your Final Interim Report	Never - Institutions are not permitted to accept payments once an account is referred to WSAC for collection.	
LAST DATE TO ACCEPT PAYMENT FOR PRIOR YEAR REPAYMENTS	N/A	N/A	Never – Refer student to WSAC	

**Note:** Summer 2/Trailer repayments may not be established as institution to bill, and must be reported as In Repayment in CSAW. All summer 2/Trailer repayments must be entered by August 31 each year, to ensure timely archive update.

### ***Institution to Bill Accounts***

The institution must create Institution to Bill records for accounts that the institution chooses to actively collect on during the academic year. Institution to Bill records shall be entered into the Portal within 10 business days of the student's withdrawal, or the end of the term, whichever is earlier. Doing so prevents students in repayment status from receiving aid at another institution by placing them on the SNG Archive and flagging them on the CBS cruncher.

The institution has two options under this category based on the time lines described above.

The institution may retain the repayment account within the academic year if it continues active collection procedures or if a student is making payments to the institution. Any remaining balance must be converted to In Repayment status prior to submission of your Final Interim Report. **The institution shall not accept payments from the student past the date you convert them to In Repayment.**

If the student repays the Institution to Bill obligation in full to the institution within the academic year, it is the institution's responsibility to remove the Institution to Bill account for that student as soon as possible after receipt of payment. **If the institution does not remove the record, then the "Institution to Bill" account will continue to appear on the archive and the student will be ineligible for further state aid disbursements.**

A reduction in the student award shall correspond with funds collected within the academic year for Institution to Bill accounts. Those funds may then be awarded to other eligible students at your institution.

Institutional refunds can be applied directly to student awards in Institution to Bill status and the award reduced in CSAW. Accounts that are In Repayment status require the institution to return the refunds directly to WSAC outside of the CSAW portal.

**Note:** *Summer 2/Trailer repayments may not be established as institution to bill and must be reported as In Repayment in CSAW. All summer 2/Trailer repayments must be entered no later than August 31, each year to ensure timely archive update. Students who withdraw must be reported within 10 business days as outlined above to ensure ineligible students do not continue to receive aid.*

### ***In Repayment***

If an institution does not want to actively collect from a student, refer accounts to WSAC to commence collection activity. Once funds are repaid to WSAC, they will be reallocated through the fair share model, which means the funds do not automatically get restored to the original institution's allocation.

**Note:** *Once an In Repayment account is created, it cannot be canceled. In Repayment may only be canceled when it was determined that the repayment was created in error and the student never owed. Contact WSAC Receivables Coordinator for further assistance at [repayment@wsac.wa.gov](mailto:repayment@wsac.wa.gov).*

To refer a repayment account to WSAC for collection, select the In Repayment status in the Submit Transmittal function on the Portal. If an Institution to Bill record exists for the repayment already, convert the original Institution to Bill account to an In Repayment account using the instructions at the link referenced above. **If a student is a recipient of both SNG and CBS, the repayments must be referred to WSAC simultaneously to ensure seamless and transparent billing to the student.**

**As noted above, institutions have a total of 30 calendar days. The initial reporting must be entered within 10 business days. Repayments not referred within the time frames above will become the financial responsibility of the institution for failure to report. Institutions will be required to return the funds to WSAC.**

Accounts that are In Repayment status require the institution to return the refunds directly to WSAC outside of the CSAW portal.

If students contact the institution regarding their repayment after it has been referred to WSAC, the institution **must** direct students to WSAC's contracted billing service, University Accounting Service (UAS), at 844-870-8701.

***Note:** Institutions must enter repayments into the Portal before sending communications to students that refer them to UAS or WSAC.*

## **Authority**

State Need Grant ([WAC 250.20.051\(4\)](#))

## **Known Last Date of Attendance**

- If a student's last date of attendance can be verified and is prior to or at 50 percent of the term, the state grant repayment will be based on the percent of the term **not** completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).
- If the last date of attendance occurs after **50 percent** of the term, the state grant award is considered 100 percent earned and no state grant repayment is due.

**State grant repayment formula: Known last date of attendance, prior to or on 50 percent of the term.**

1. The percentage of state grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percentage of state grant earned from 100 percent; this equals the percentage of unearned state grant.
3. Multiply the percentage of unearned state grant by the grant amount.
4. Multiply the amount from step 3 by 50 percent to determine the state grant repayment due.

**Example: Known last date of attendance, prior to or at 50 percent of the term:**

A student is awarded \$400 for a state grant and completed 20 percent of the term prior to withdrawal. The state grant repayment is calculated as follows:

1. The unearned percentage equals 80 percent (100 percent less 20 percent completed).
2. Unearned aid equals \$320 (80 percent of \$400 state grant award).
3. The repayment equals \$160 ( $\$320 \times 50$  percent reduction).

**Note:** *State Grant Repayment Calculator* is available in the Portal under [CSAW, Receivables, Grant Repayment Calculator](#).

**Unknown Last Date of Attendance**

If a student attends a portion of a term and withdraws with no verified last date of attendance, the state grant repayment will be 50 percent of the grant amount with no additional adjustments.

**No-Show Repayments**

If a state grant recipient never attends courses in the term for which they received a state grant award, the state grant repayment amount is 100 percent of the award. If an institution is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

**GENERAL REPAYMENT POLICIES:**

1. Repayments are based on the state grant award amount, including enrollment, and packaging adjustments.
2. Verified withdrawal dates after 50 percent of the term equate to 100 percent earned state grant.
3. Unofficial withdrawals/no known last date of attendance equate to repayment of 50 percent of the state grant award.
4. No shows are 0 percent earned and equate to repayment of 100 percent of the state grant.
5. Official withdrawals or verified last date of attendance repayment calculation: State grant award amount multiplied by the percent of unearned state grant multiplied by the 50 percent reduction equals the state grant repayment due.
6. The 50 percent reduction applied at the end of the repayment computation addresses un-reimbursable start up education costs and reduces the barrier for students intending to return to college.
7. Repayments of less than \$50 should not be referred to WSAC.
8. Institution repayment refund policy.

**Institutions** are responsible for repaying WSAC for overpayments resulting from calculation errors. Institutions shall reduce the student's award/s to reflect the amount the student was eligible to receive.

## **Canceling In Repayment Accounts**

Once an In Repayment account is created, it cannot be canceled. In Repayment may only be canceled when it was determined that the repayment was created in error and student never owed. Examples are proof of an updated last date of attendance, grade change, proof of high school diploma, etc.

Institutions may not accept any payment or apply tuition refunds for an In Repayment account and must forward all funds to WSAC. For further assistance, contact WSAC Receivables Coordinator for further assistance at [repayment@wsac.wa.gov](mailto:repayment@wsac.wa.gov).

If it is determined that a repayment was created in error and needs to be canceled in the Portal, the institution must enter a clear explanation for why the repayment has been canceled. Any funds the student has paid WSAC towards the repayment will be refunded to the student by WSAC.

Cancellation of repayments created more than one academic year before the current year must be done by contacting WSAC at [repayment@wsac.wa.gov](mailto:repayment@wsac.wa.gov).

## **INFORMATION FOR CLOCK HOUR PROGRAMS**

In order to equate the clock hour programs to the credit-hour programs, the following policy makes the annual award amount equitable for students attending both clock-hour and credit hour programs.

### **Payment Periods**

1. All clock hour students, except for their final term, must be reported as full-time students in CSAW. First payments are made at the beginning of the program for eligible students. Additional payments may be made for each 300 clock hours successfully completed and are reported within a quarter term payment schedule.
2. Additional payments shall not be disbursed until the previous payment's clock hours have been earned/completed.
3. For a full-time, two-term (600 clock hours) student in good standing, the student should be awarded for two payment periods (equivalent to two quarterly payments).
4. For a full-time, three-term (900 clock hours) student in good standing, the student should be awarded for three payment periods (equivalent to three quarterly payments).
5. For a full-time, four-term (1200 clock hours) student in good standing, the student should be awarded for four payment periods (equivalent to four quarterly payments).
6. For a full-time, five-term (up to 1500 clock hours) student in good standing, the student should be awarded for five payment periods (equivalent to five quarterly payments).

## Program Lengths

Clock hour programs must be at least 600 hours in length to qualify for state aid awards. The program must provide a minimum of twelve clock hours of instruction per week.

A final quarter payment request can be submitted for students nearing completion of their program who have between 75 and 299 remaining hours.

## Remainder Hours – Award Percentages

75 - 149 hours	=	25% of a full time award
150 - 224 hours	=	50% of a full time award
225 - 299 hours	=	75% of full time award
300+ hours	=	100% of full time award

## Academic Year Cross-Over Programs

If a payment falls in the cross-over between academic years, the school can select the academic year in which to request the payment.

Additional clock hours earned beyond a full disbursement that are clocked prior to July 1 of the next academic year may be carried over. For example, if a student earns 980 hours in one academic year and is awarded for two 450 hour terms, the 80 remaining hours may be carried into the next academic year.

## Clock Hour Payment Request Calendar

Payment periods are described as periods 1-5. Due to Portal limitations, the payment periods must still be referred to as Summer 1, Fall, Winter, Spring, and Summer 2 (in corresponding terms).

*Assign the term based on the dates when the majority of the student's enrollment for each 300 clock hour time period will occur.*

Payment Period	Date Range	Term
1	July 1 – September 11	Summer 1
2	September 12 – November 22	Fall
3	November 23 – February 5	Winter
4	February 6 – April 18	Spring
5	April 19 – June 30	Summer 2

*Based on ten-week minimum between payment periods, five payment period maximum.*



## **CHAPTER 6 – CONDITIONS OF AWARD AND DIRECTIVES**

### **Forms Used to Provide Required Notification to Students**

Prior to the first annual disbursement of state financial aid, institutions must inform students of the conditions associated with their state financial aid award(s) by providing them with the Washington State Aid – Conditions of Award below.

Conditions of Award statements must be provided to students on paper or electronically. Emailed Conditions of Award statements must display the Conditions language, in its entirety, in the body of the email, unless the institution requires students to certify their acceptance by filing a signed form or otherwise verifying receipt of the Conditions language. Institutions must maintain documentation that the state Conditions of Award were provided to awarded students.

WSAC values institutional flexibility in best meeting our shared student disclosure obligations. Institutions may propose alternative Conditions of Award language varying from the statement below during the annual participation renewal process. Alternative Conditions language must still convey the points included in the statement below and will be evaluated for approval accordingly.

Institutions may incorporate state Conditions of Award language into more comprehensive conditions statements that cover other forms of financial aid, subject to WSAC approval during renewal.

## **Conditions of Award Statement - Applies to Students at All Institutions Each Year**

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### **Washington State Aid – Conditions of Award**

The State of Washington is offering you financial assistance to help support your educational expenses. Please visit [www.opportunitypathways.wa.gov](http://www.opportunitypathways.wa.gov) to receive more information about financial aid, scholarships, work study, and student loans.

By accepting state financial aid, you agree to the conditions listed below. If you have questions or find that you cannot comply with these conditions, please contact your institution's financial aid office.

1. You must meet the requirements for Washington State residency.
2. You do not owe a repayment to any federal or state grant or scholarship nor are you in default on a state or federal student loan.
3. You must be enrolled in an eligible program and not be pursuing a degree in theology.
4. If you hold a bachelor's degree or the foreign equivalent, or in some circumstances if you are pursuing a second associate degree within five years of earning an associate degree, you are not eligible to receive state grant funds.
5. If you do not attend or if you withdraw from your classes, you may owe a repayment of all or part of any state funds you have received.
6. You must maintain the academic progress standards established by your institution in order to receive additional state aid.
7. There could be other circumstances which would require a repayment or reduction in your current award amounts.
8. You must meet all eligibility requirements for the state aid program(s) awarded.
9. The offer of this financial assistance is subject to, and conditioned upon, the availability of funds. Washington Student Achievement Council (WSAC) and the institution through which the grant, scholarship, or work study is awarded, reserve the right to withdraw, reduce, or modify the awards due to funding limitations or due to changes in circumstances which affect your eligibility for the program(s).

You may choose to voluntarily make financial contributions to WSAC in recognition of the assistance that you received. All voluntary contributions will be used to provide financial assistance to other students. Please contact [finaid@wsac.wa.gov](mailto:finaid@wsac.wa.gov) for more information.

## **Required Directive Form for Students at Private Institutions**

Private institutions must use the following WSAC Student Directive Form 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 follow their current directives at all times.
- 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 his/her signature page, likely through a portal that is name and password protected.

**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**

## CHAPTER 7 – INFORMATION FOR INSTITUTIONS

### INSTITUTIONAL ELIGIBILITY

To be eligible to participate in state aid programs an institution must:

1. Be a public university, college, community or technical college operated by the state of Washington; be a private institution whose home campus is located in the state of Washington and who is accredited by a Washington Student Achievement Council (WSAC) approved accrediting association; or be a nonprofit institution recognized by the state of Washington (as provided in RCW [28B.77.240](#)).

Certain branch campuses, extensions, or facilities operating within the state of Washington, and affiliated with an institution operating in another state, may participate under certain circumstances.

Such facilities must be either:

- A separately accredited institution; or
  - Operated as a nonprofit college or university delivering on-site classroom instruction to at least seven hundred full-time equivalent students for a minimum of 20 consecutive years within the state of Washington.
2. Be approved by one of the following WSAC approved accrediting associations:
    - a. Northwest Commission on Colleges and Universities
    - b. Middle States Association of Colleges and Schools, Commission on Higher Education
    - c. New England Association of Schools and Colleges
    - d. North Central Association of Colleges and Schools
    - e. Southern Association of Colleges and Schools
    - f. Western Community College and Junior College Commission
    - g. Western Senior Colleges and Universities Commission
    - h. Accrediting Bureau of Health Education Schools
    - i. Accrediting Council for Continuing Education and Training
    - j. Accrediting Commission of Career Schools and Colleges of Technology (AKA Accrediting Commission of Career Schools and Colleges)
    - k. Accrediting Council for Independent Colleges and Schools
    - l. National Accrediting Commission of Cosmetology Arts and Sciences (AKA National Accrediting Commission of Career Arts and Sciences)
  3. Participate in the federal Title IV student aid programs.
  4. Demonstrate a continuing administrative capability to administer financial aid programs.
  5. Sign the “Agreement to Participate” and have it endorsed by WSAC.

## **AGREEMENT TO PARTICIPATE**

The *Agreement to Participate* documents an institution's promise to abide by all program statutes, rules, and guidelines. The agreement is designed for multiple years of use, typically for five years. All participating institutions are required to complete and sign a new Agreement to Participate for 2018-19 state financial aid program participation purposes.

Each year all participating institutions must submit copies of their student maintenance budgets, Conditions of Award statements and delivery methods, state aid repayment, satisfactory academic progress, and packaging policies for WSAC approval and renewal of participation in the following fiscal year. Additional supporting documentation may also be required.

Additionally, for-profit and newly-admitted non-profit institutions are required to submit additional performance data including, but not limited to, their most recent federal composite score, graduation and placement rates as validated by the institution's accreditor, federal Cohort Default Rates, current enrollment levels and tuition costs, as directed by WSAC.

## **STUDENT MAINTENANCE BUDGETS**

Student budgets are examined to determine if the maintenance portion is within 10 percent of the Washington Financial Aid Association's (WFAA) maintenance budgets.

If the institution's student budgets vary from this standard by more than 10 percent, the institution must submit an explanation justifying the variance. Justification shall include evidence of institutional research documenting the variance in student costs from the WFAA standard.

## **STATE OF WASHINGTON CONDITIONS OF AWARD**

Prior to the first disbursement of state aid each year, institutions must inform state aid recipients of their responsibilities to the program(s) through a "State of Washington Conditions of Award" statement. Statements must include the Opportunity Pathways link [www.opportunitypathways.wa.gov](http://www.opportunitypathways.wa.gov) and must be presented or delivered to the student via paper or electronic means. The statement does not have to be signed by the student.

## **REPAYMENT POLICY**

Schools must follow the state grant repayment policy adopted in 2008. The required state grant repayment policy has been included at the end of the public payment and private payment chapters.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory academic progress policies may be specific to state aid recipients and must meet the provisions of [WAC 250-20-021\(21\)](#), and the Satisfactory Academic Progress Chapter of this manual.

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.

## **PACKAGING POLICIES**

Policies should reflect priorities for awarding State Need Grant, College Bound Scholarship, Passport to College Promise Scholarship and State Work Study funds (if applicable).

Policies must ensure that legislatively directed awarding policies are reflected, irrespective of institutional financial aid prioritization policies, such as ensuring that each eligible College Bound Scholar receives the maximum SNG award for which they are eligible at all times and ensuring the priority within SNG for former foster youth. Additionally, policies must reflect any gift equity policy applicable to state aid, and specifically to SNG.

## **NOTIFICATIONS**

WSAC must be notified within thirty days of material changes affecting the institution—including additional locations of the institution as applicable that may impact students eligible for state aid.

Material changes that must be reported to WSAC within thirty days include, but are not limited to:

- Participation status in Federal Title IV student financial aid programs
- Locations of main and/or branch campuses and other instructional sites
- Accreditation status
- Contact information for key financial aid professionals
- Institutional ownership
- Third-party servicers

Any findings (including preliminary ones) or discoveries resulting from an internal or external program review or audit shall be sent directly to WSAC.

## **PROGRAM AUDITS AND RECORDS RETENTION**

WSAC staff shall review institutional administrative practices to verify compliance with rules, regulations, and program guidelines. As outlined in the rules, the burden of proof for a grant recipient's eligibility lies with the institution.

Each participating institution must maintain intact and accessible records of student's application, receipt, and expenditure of state aid funds. This includes all accounting records, as well as the original and supporting documents verifying how the funds were spent.

The institution must be able to reconstruct the calculations and rationale for the student's eligibility and award, if requested by WSAC. An institution may keep records on microfilm or in a computerized format.

If the institution keeps its records in computerized format, it must maintain source documents supporting the computer data in either hard copy, imaging software or on microfilm.

If a program review or audit reveals that funds were improperly awarded and disbursed as a result of institutional error or failure to follow the appropriate rules and guidelines, the institution must repay the amount of the affected state aid funds to WSAC. The burden for repayment is on the institution, not the student.

### **Records Retention**

Records relating to the state aid programs must be maintained in accordance with RCW 40.14. This law requires all documentation substantiating a student's eligibility for, and receipt of, state aid be maintained for six years in accordance with the Washington State Record Retention Schedule.

Financial Aid Administrators at public institutions must coordinate their records retention plan and schedule with their institution's records officer.



**WASHINGTON STATE AID PROGRAMS**  
**PARTICIPATING INSTITUTION CODES 2018-19**

1010	University of Washington	4430	Olympic College
1020	*Washington State University	4440	Peninsula College
<hr/>		4370	Pierce College
2030	Central Washington University	4450	Seattle Central College
2040	Eastern Washington University	4480	Shoreline Community College
2050	The Evergreen State College	4490	Skagit Valley College
2060	Western Washington University	4420	South Puget Sound Community College
<hr/>		4470	South Seattle College
3080	Antioch University	4500	Spokane Community College
3090	Bastyr University	4510	Spokane Falls Community College
3100	*Cornish Institute	4520	Tacoma Community College
3230	City University	4530	Walla Walla Community College
3310	*DigiPen Institute of Technology	4540	Wenatchee Valley College
3120	*Gonzaga University	4550	Whatcom Community College
3110	*Heritage University	4560	Yakima Valley College
3130	*Northwest University - Kirkland	<hr/>	
3240	*Northwest College of Art - Poulsbo	5700	Bates Technical College
3140	*Pacific Lutheran University	5710	Bellingham Technical College
3150	*Saint Martin's University	5720	Clover Park Technical College
3160	Seattle Pacific University	5730	Lake Washington Institute of Technology
3170	Seattle University	5740	Renton Technical College
3190	*University of Puget Sound	<hr/>	
3200	Walla Walla University	6740	*Divers Institute of Technology
3210	*Whitman College	6750	International Air & Hospitality Academy
3220	*Whitworth University	6780	*Gene Juarez Academy
3500	*Western Governors University - WA	6840	Perry Technical Institute
<hr/>		6884	Stylemasters College of Hair Design
4300	Bellevue College	6887	Evergreen Beauty College-Everett/Renton
4310	Big Bend Community College	6890	*Paul Mitchell School of Richland
4580	Cascadia College	6970	Glen Dow Academy
4320	Centralia College		
4330	Clark College		
4340	Columbia Basin College		
4350	Edmonds Community College		
4360	Everett Community College		
4380	Grays Harbor College		
4390	Green River College		
4400	Highline College		
4410	Lower Columbia College		
4460	North Seattle College		
4570	Northwest Indian College		

\*Semester payment institutions