WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE (WAVE)

Program Manual For Financial Aid Administrators 2024-25

July 2024

Washington Student Achievement Council

Student Financial Assistance Staff

WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE OPERATIONS – AWARDING, PAYMENTS, REPORTING, AND REPAYMENT		
Jessica Murillo-Davis Program Manager	Phone E-mail	(360) 485-1998 wave@wsac.wa.gov
Neesha Griffiths Receivables Coordinator	Phone E-Mail	(360) 753-7632 repayment@wsac.wa.gov repayment@wsac.wa.gov
MANAGEMENT – POLICY ISSUES		
Inez Olive Director of Adult Pathways	Phone E-mail	(360) 485-1147 InezO@wsac.wa.gov

Washington Student Achievement Council

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

www.wsac.wa.gov
Portal: https://portal.wsac.wa.gov

WSAC Toll Free Line: (888) 535-0747 (option 8)
WSAC Local Number: (360) 753-7800

Contents

2024-25 ACADEMIC YEAR UPDATES & REMINDERS

WELCOME to the Washington Award for Vocational Excellence (WAVE) Program Manual for Financial Aid Administrators. This version of the manual is specific for the Fall 2024 implementation. Guidance will be updated as the WAVE WSAC Portal is developed.

The guidance in this manual is based on RCW 28B.76.760.

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

Manual Updates

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

DATE	SECTION	TOPIC/REASON
2/13/24	Eligibility	Updated 3.0 GPA clarity
2/13/24	Fall 2023-2024 Institutional Certification	Clarity on First Year/Time enrollment

WASHINGTON AWARD FOR VOCATIONAL EXCELLENCE (WAVE) PROGRAM OVERVIEW

The Washington Award for Vocational Excellence (WAVE) Scholarship, a **merit-based** award, was relaunched in Spring 2022. WAVE is administered in partnership with the Workforce Training Board (WTB) and the Washington Student Achievement Council (WSAC). Awardees are selected via the WTB process and WSAC has been disbursing funds since Fall 2022.

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

Award values for Full-Time Equivalency (FTE) differs for each WAVE recipient cohort. WAVE pays up to two years (six quarters or four semesters) – but recipients have up to three (3) years to begin using the award.

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

For more information on the award amount for each WAVE recipient cohort, visit https://wsac.wa.gov/WAVE

Eligibility

ALL WAVE Recipients MUST:
- Attend a postsecondary institution, which can include independent institutions and licensed private vocational schools, located in the state of Washington, approved by WSAC. A complete list of approved institutions can be found here: https://wsac.wa.gov/sfa-institutions
- Enter the postsecondary institution they want to use their award at within three (3) years of receiving award.
- Maintain a minimum 3.0 grade point average per academic year in a 4-year institution or
- Meet Satisfactory Academic Progress (SAP) at a Community & Technical College.

ALL WAVE Recipients CANNOT:

- Exceed maximum term usage of six (6) quarters or four (4) semesters, or the equivalent.
- Be in unsatisfactory progress or denied status.
- Owe a repayment to any state program.
- Be in default on a state student loan.
- Be pursuing a degree in Theology.

Updates for 2024-2025

- **Enrollment Intensity**

Beginning 2024-2025, undergraduate award calculation will include enrollment intensity (EI) over enrollment status. Please visit WSAC's FAA Resource page for more information.

- **2024-2025 SAP Update**
  WSAC will now align the State SAP policy with the Federal SAP policy beginning with the 2024-25 academic year. Please review Appendix B.

Accessing WAVE Award

For 2024-2025 cohort recipients, WSAC sent out an email with instructions to complete a form to provide their intended 2024-2025 enrollment. Recipients will routinely be asked to update their enrollment intentions until they have used their scholarship, or it expires.

2022-2023, 2023-2024, and 2024-2025 Full-Time Equivalent (FTE) Award Amounts

Institution Type	2022 – 2023 FTE Award Value	2023 – 2024 FTE Award Value	2024 -2025 FTE Awards Value*
2-Year, Community & Technical Colleges	$4,466	$4,500	$4,763
2-Year, Private Nonprofit or For-Profit Colleges	$4,466	$3,694	$3,694
2-Year, Private For-Profit Colleges	$4,466	$2,823	$2,823
Tribal Colleges (Northwest Indian College)	$4,466	$3,694	$3,694
CTC Applied Baccalaureate Programs	$7,161	$5,200	$6,768
WGU Washington	$5,619	$5,200	$5,619
Central Washington University	$7,553	$5,200	$6,768
Eastern Washington University	$7,095	$5,200	$6,768
The Evergreen State College	$7,613	$5,200	$6,768
Western Washington University	$7,781	$5,200	$6,768
4-Year Independent/Private Nonprofit Universities	$11,000	$5,200	$6,768
4-Year Independent/Private For-Profit Universities	$11,000	$5,200	$6,768
4-Year Public Research (UW, WSU)	$11,000	$5,200	$6,768

- Award amounts are following WCG's 24-25 Maximum Annual Award Amounts Table 1 (Washington College Grant Eligibility & Awards | WSAC)

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

Term-by-Term Award Distribution

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

Example 1: 2-Year, Community & Technical Colleges 2024-2025 Cohort

Fall Term	Winter Term	Spring Term	Total
$1,588 12 credits 1.0 QER Used	$1,588 14 credits 1.0 QER Used	$1,587 15 credits 1.0 QER Used	$4,763 3.0 QERs Used

Example 2: University of Washington 2024-2025 Cohort

Fall Term	Winter Term	Spring Term	Total
$2,256 16 credits 1.0 QER Used	$2,256 12 credits 1.0 QER Used	$2,256 18 credits 1.0 QER Used	$6,768 3.0 QERs Used

Enrollment Intensity Adjustments

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

Example 1: 2-Year, Community & Technical Colleges 2024-2025 Cohort

Fall Term	Winter Term	Spring Term	Total
$1,588 13 credits 1.0 QER Used	$523 4 credits 0.33 QER Used	$1,190 9 credits 0.75 QER Used	$3,301 2.08 QERs Used

Example 2: University of Washington 2024-2025 Cohort

Fall Term	Winter Term	Spring Term	Total
$2,256 17 credits 1.0 QER Used	$2,075 11 credits 0.92 QER Used	$1,872 10 credits 0.83 QER Used	$6,203 2.75 QERs Used

Summer Awards

Due to the selection process for recipients, WSAC receives information around the end of June at the latest. Because of this, CTC Award Recipients or Graduating High School Seniors who are enrolled in an institution with a Summer 1 Term must alert WSAC WAVE staff of their intent to enroll for Summer 1 and reach out to their institution to discuss their intent to use their WAVE award late.

It is noted that utilizing a Summer 1 or 2 term can impact QER usage timeline, therefore it is important that students are made aware of how many QERs they have left via the WAVE portal and through WSAC and FAA discussions.

Example 1: Summer 2, Full-Time Enrollment

Fall Term	Winter Term	Spring Term	Summer 2 Term	Total QER Remaining
15 credits 1.00 QER Utilized	18 credits 1.00 QER Utilized	17 credits 1.00 QER Utilized	16 credits 1.00 QER utilized	2.00 QER

2024-2025 INSTITUTIONAL CERTIFICATION

Before WSAC makes a payment for a WAVE Recipient for the Fall 2024 term, Financial Aid Administrators (FAAs) need to:

- Verify the student's enrollment at the selected institution.
- Verify if the student is meeting **federal** SAP or **annual** 3.0 GPA
  - Reminder: Requirements depends on the type of education sector
  - NOTE: First year/first time college students are able to receive the WAVE award as they do not have any records of SAP or GPA. Please be sure to select *Yes* related to this inquiry.
- Verify the student's enrollment intensity at the selected institution.
- Verify that there is room within the student's aid package for the award or modify the award so that it can fit within their aid package. **This includes Cost of Attendance along with Tuition & Fees.**
  - **NOTE: As a merit-base scholarship, FAAs are still able to disburse the WAVE scholarship even if the student's SAI is greater than COA. Please review FSA Handbook and your institution's method of merit-base awarding.**
- If a student has received WCG along with WAVE, it is up to the student to decide if they would like to hold off either one of these funding sources. WSAC highly encourages FAAs to provide conversation and guidance for students in this situation.

Follow these steps to complete the certification:

1. Log into the WSAC Portal and navigate to the WAVE Program. A list will display the student(s) that elected to use the WAVE Scholarship at your institution for the Fall 2024 term.

2. Click the "Certify" link in the "Action" column to select a student.

3. Certify the student's enrollment for the Fall 2024 term.

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

   ✗ If the student is not enrolled, select "No" and click the "Save Certification" button. This will lock a student's account and prevent payments from being made for the Fall 2024 term. You have completed the Certification for this student. Return to your list to complete certifications for any other student(s).

   Note: If the response needs to be changed after the certification has been submitted, please delete original certification, and add a comment before moving forward. If you have any follow-up questions, please contact wave@wsac.wa.gov.

Fall Term Certification

Last Name	Student
First Name	Test
SSN	
Academic Year	

Is the student enrolled for this term?

○ Yes

◉ No

Term	Enrollment	Awarded
Fall	**Full time**	**$1,489**
Winter	Full time	$1,489
Spring	Full time	$1,488
Summer 2		

💾 Save Certification

4. If the student is enrolled, an FAA will need to certify that WAVE would not impact other scholarships or grants (ie: Need-base awards) on the student's financial aid package for the award displayed. This is to confirm whether or not the student has any other aid that can be impacted by the WAVE scholarship. WSAC encourages FAAs to have a discussion with WAVE recipients if there is an impact on their current aid package.

   For students who are indicating less than full-year enrollment, their award offer should only reflect the terms that they have indicated to WSAC via their Intent to Enroll form.

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

Example: 2024-2025 WAVE certification for a 2022-2023 WAVE Recipient

Term	Enrollment	Awarded
Fall Term	14 credits	$3,667
Winter Term	6 credits	$1,833 (.50 of FTE Term Award of $3,667)
Spring Term	16 credits	$3,666

✓ If the award displayed "fits" within the student's financial aid package, select "Yes" and proceed to Step 5.

Fall Term Certification

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

Is the student enrolled for this term?
◉ Yes
○ No

Is there room in the student's aid package for this term's award?
◉ Yes
○ No

Edit Awards

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

Save Certification

✗ If the award displayed does not "fit" within the student's financial aid package, select "No" and proceed to Step 6.

Fall Term Certification

Last Name   Student

First Name   Test

SSN

Academic Year   2022-2023

Is the student enrolled for this term?

🔘 Yes

⚪ No

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

⚪ Yes

🔘 No

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

[💾 Save Certification]

[✏ Edit Awards]

Term	Enrollment	Awarded
Fall	**Full time**	**$1,489**
Winter	Full time	$1,489
Spring	Full time	$1,488
Summer 2		

5. If a WAVE recipient has not met their Federal SAP or Annual 3.0 GPA requirements, please select *No.* If a WAVE recipient has not met SAP requirements, they must work with their institution in order to return to good standing. If a WAVE recipient has not met their 3.0 GPA, they must reach out to the WSAC WAVE team to request an appeal.

   As a reminder, first year/first time students do not have a GPA, therefore please select *yes* when asked if they are meeting SAP requirements.

6. Please review that the "Enrollment" in the displayed award (i.e., "Full time" in the above example) for Fall 2024 reflects actual enrollment based on registration, or what their institutional financial aid package is based on if registration is not complete.

   ✓If the student's "Enrollment" for Fall 2024 accurately reflects their enrollment, click the "Save Certification" button. You have completed the Certification for this student. Return to your list to complete certifications for any other student(s).

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

   ✘ If the student's "Enrollment" for Fall 2024 does not accurately reflect their enrollment, proceed to Step 6. Awards are prorated based on enrollment intensity and impact Quarters of

Eligibility Remaining (QERs), so if a student's actual enrollment doesn't match, you will need to adjust the enrollment intensity.

Fall Term	Winter Term	Spring Term
6 Credit Enrollment 0.50 QER Utilized	12 Credit Enrollment 1.00 QER Utilized	9 Credit Enrollment 0.75 QER Utilized

7. For students with WAVE Awards that do not fit within their financial aid package or who have a different "Enrollment" for the Fall 2024 than originally reported, click the "Edit Awards" button, which is displayed above the award table. A new page will load for an FAA to adjust the enrollment and/or award values.

Adjusting Enrollment Values
Currently, our WAVE Portal functionality is limited. Changes to "Enrollment" will not automatically be reflected in the student's award that is displayed on the student's *Fall Term Certification* page. Therefore, we are most concerned about accurate enrollment intensity being reported for the Fall 2024 term at this time (even though an FAA can adjust enrollments for all terms).

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

Adjusting Award Values
The award values only need to be changed if the FTE award does not "fit" within the student's financial aid package.

For example, if a student at a CTC only has room for $4,200 (compared to the $4,500 FTE Award Value) in their financial aid package, an FAA should enter in $1,400 for the Fall term, Winter term, and Spring term (at a quarter school). Do not include Summer 1/2 enrollment and do not distribute an award to the Summer 1/2 term *unless* student has indicated to on their *Intent to Enroll* form.

Note: With WAVE being a merit-base scholarship, please note that the scholarship can be used towards other student success costs such as programs/training that increase COA, childcare, transportation or other means to be successful. Please review WTB's website for further information: www.wtb.wa.gov/WAVE

Fall Term Certification

Last Name   Student

First Name   Test

SSN

Academic Year   2022-2023

✖ Cancel   **💾 Save**

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

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

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

✖ When changing "Enrollment" intensity only, an FAA should <u>not</u> adjust the "Awarded" column – even if the adjusted value based on enrollment is not automatically displayed on the student's *Fall Term Certification* page.

For example: A Previously Prorated 2022-2023 Award with an FTE Award Value of $11,000 with adjustments to Half-Time Enrollment for all terms.

Term	Enrollment	FTE Award
Fall Term	18 Credits	$3,667
Winter Term	9 Credits	$2,750
Spring Term	16 Credits	$3,666

Changes to Enrollment ONLY:

Term	Enrollment	FTE Award
Fall Term	6 Credits	$3,667 [Do Not Adjust]
Winter Term	6 Credits	$2,750 [Do Not Adjust]
Spring Term	6 Credits	$3,666 [Do Not Adjust]

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

For example: A Previously Prorated 2024-2025 Award with an FTE Award Value of $6,768 needing to be adjusted to $4,000 with no changes to the Enrollment Levels.

Term	Enrollment	FTE Award
Fall Term	12 Credits	$1,500
Winter Term	9 Credits	$1,000
Spring Term	14 Credits	$1,500

Changes to FTE Award Value from $6,768 to $4,000 based on 1.0 FTE enrollment intensity:

Term	Enrollment	FTE Award
Fall Term	12 Credits	$1,500
Winter Term	9 Credits	$1,500 [Do Not Prorate]
Spring Term	14 Credits	$1,500

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

✓ Please *only* adjust Award Values to reflect an FTE Award (even if the initial award already reflected less than an FTE award based on enrollment levels OR if changes to the "Enrollment" levels were made) for the full academic year (excluding summer term), evenly divided over the terms an institution has in their academic calendar (excluding summer term). Again, adjustments to a WAVE Award will require the student to approve the change and may result in the student electing not to use their WAVE Award for this term or academic year. Adjustments to the FTE Award Value based on enrollment level certified will be applied after the FTE Award is certified, but will not be automatically displayed on the student's *Fall Term Certification Page*.

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

Term	Enrollment	FTE Award
Fall Term	12 Credits	$3,667
Winter Term	9 Credits	$2,750
Spring Term	12 Credits	$3,666

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

Term	Enrollment	FTE Award
Fall Term	6 Credits	$3,000 [Do Not Prorate]
Winter Term	6 Credits	$3,000 [Do Not Prorate]
Spring Term	6 Credits	$3,000 [Do Not Prorate]

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

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

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

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

Links

[Portal Certification and Verification Homepage](#)

[WSAC Resources for Financial Assistance Administrators](#)

[2024-2025 Federal Student Aid Handbook - Cost of Attendance (Budget)](#)

PAYMENT

For WAVE, WSAC disburses term-by-term payments based on enrollment after an FAA completes a term-by-term certification. Payments are sent via electronic funds transfer (EFT) to the institution's business office. Notification will be sent to the FAA and business office contacts on file when payments are sent.

If there have been changes on who should be sent FAA payment confirmation, please contact wave@wsac.wa.gov.

Payments must be applied to the student's account as soon as possible and for the term indicated in the payment confirmation email.

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

REQUIRED DIRECTIVE FORM FOR STUDENTS AT PRIVATE INSTITUTIONS

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

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

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

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

REPAYMENT

General Policy

Students who attend all classes at the enrollment level for which their award was calculated do not owe a repayment, regardless of if the student withdraws during or after the tuition refund period. Students who fail to attend classes, who withdraw or reduce enrollment levels prior to the start of the term, fail to commence attendance in all classes for which their enrollment level/award amount are based on, or who receive funding based on fraudulent information will be required to repay funds to match enrollment.

Students who change enrollment status prior to the first day of the term, must have their eligibility recalculated to reflect their enrollment status as of the start of the term. Students who fail to commence attendance in all classes for which their enrollment level/award amount is based must have their eligibility recalculated to reflect only their enrollment level for those classes they attended. The student who decreases enrollment status prior to the first day of the term may owe a repayment if there is an overpayment when eligibility is recalculated. Students who increase enrollment status during the term are entitled to a recalculation of conditional scholarship funds. Students are subject to completion of satisfactory academic progress requirements outlined under WAC 250-21-010 (16) (a-e).

Examples

1. The student attends at least one class, but drops the class after attending:
    a. **Action:** No action from school necessary, regardless of when the student drops the class during the term. Student can keep the WAVE award.
    b. **Result:** Student's Quarters of Eligibility Remaining (QERs) will be reduced accordingly. They are subject to the satisfactory academic progress requirements mentioned above.
2. The student does not attend any classes and withdraws from the term:
    a. **Action:** The FAA emails wave@wsac.wa.gov to notify WSAC of the change within 10 business days. The school sends the award for that term back to WSAC within 30 days.
    b. **Result:** Student will retain the QER value and may be eligible to receive the WAVE award in a future term if they meet the school's criteria for Satisfactory Academic Progress.
3. The student adds classes:
    a. **Action:** The FAA emails wave@wsac.wa.gov to notify WSAC of the change within 10 business days.
    b. **Result:** If there is a change in the student's tuition and fees, the student may qualify for a larger award amount. WSAC will recalculate the award amount and notify the FAA of any changes.

REPORTING

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

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

APPENDIX A. STUDENT DIRECTIVE FOR PRIVATE INSTITUTIONS

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

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

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

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

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

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

Please choose one of these options:

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

OR

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

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

_____   _____
Student Signature   Date

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

NAME of Institution
Address
Address
Address

APPENDIX B. Update to State Satisfactory Academic Progress (SAP) Policy

WASHINGTON STUDENT ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

917 Lakeridge Way Southwest
Olympia, Washington 98502
360.753.7800
wsac.wa.gov

To: All Financial Aid Administrators

Date: April 17, 2024

Subject: Update to State Satisfactory Academic Progress (SAP) Policy

We are pleased to inform you of the recent update to our SAP policy. The changes made to the policy are designed to enhance the efficiency of the Satisfactory Academic Progress process for all stakeholders. After collaborating with and receiving feedback from the SFA Workgroup, WSAC will now align the State SAP policy with the Federal SAP policy beginning with the 2024-25 academic year.

While institutions can implement this policy as early as the 2024-25 academic year, there is flexibility for institutions to adjust their policy to fit the needs of their student population: the minimum standard for the State SAP policy being the same as Federal SAP policy. This alignment of policy means the following changes to the existing 2023-24 policy:

- Institutions are allowed to move to an annual review of SAP for programs that exceed a year in duration.
- Assessment of SAP will transition from a minimum number of credits to complete to a percentage-based pace calculation with 67% being the minimum pace requirement.
- Students must be able to complete their program within 150% of the program length.

It is important to note that students have the right to appeal their SAP status. However, a student can never appeal to receive more than the maximum Quarters of Eligibility for a given program as these are mandated by statute. Note: The lifetime limit of quarters of eligibility beginning in 2024-25 is 18 maximum.

We believe that this update will streamline the SAP process and benefit all involved parties. We welcome any questions you may have regarding this updated policy. Please feel free to contact us should you require any further information.

Thank you for your cooperation and support of Washington students!

Sincerely,

Washington Student Achievement Council
Washington College Grant Team
888.535.0747
wcg@wsac.wa.gov | wsac.wa.gov/wcg