WASHINGTON STUDENT
ACHIEVEMENT COUNCIL
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WASHINGTON COLLEGE GRANT AND COLLEGE BOUND

PROGRAM MANUAL

For Financial Aid Administrators

2025-26

JUNE 2025

WASHINGTON STUDENT ACHIEVEMENT COUNCIL
STUDENT FINANCIAL ASSISTANCE STAFF

WCG OPERATIONS – AWARDING, PAYMENTS, REPORTING, AND REPAYMENT

CARLIE CURLEE Assistant Director	Phone E-mail	(360) 485-1201 wcg@wsac.wa.gov
LESLIE GONZALEZ Program Manager	Phone E-mail	(360) 753-7858 finaid@wsac.wa.gov
NEESHA GRIFFITHS Receivables Coordinator	Phone E-Mail	(360) 515-3008 repayment@wsac.wa.gov
VICTOR FERNANDEZ Customer Interface Manager	Phone E-Mail	(360) 753-7623 victorf@wsac.wa.gov

CBS OUTREACH & OPERATIONS – CBS APPLICATION STATUS

SARAH WEISS Director of College Access Initiatives	Phone E-mail	(360) 485-1003 sarahwe@wsac.wa.gov
CHRISTINA WINSTEAD Associate Director	Phone E-mail	(360) 485-1133 christinaw@wsac.wa.gov
KATHIE PHAM Program Associate	Phone E-Mail	(360) 485-1328 kathieP@wsac.wa.gov
RASHEL WISE Program Specialist	Phone E-Mail	(360) 515-3006 rashelw@wsac.wa.gov
PABLO RODRIGUEZ Program Associate	Phone E-Mail	(360) 485-1329 pabloro@wsac.wa.gov
SEAN MORAN Program Data Analyst	Phone E-Mail	(360) 485-1297 seanmoran@wsac.wa.gov

MANAGEMENT – POLICY ISSUES

SHANNON VENEZIA Director of Student Financial Assistance	Phone E-mail	(360) 485-1065 shannonv@wsac.wa.gov
CARLA IDOHL-CORWIN Senior Associate Director	Phone E-mail	(360) 485-1302 carlai@wsac.wa.gov
GABRIELE MATULL WORST Associate Director	Phone E-mail	(360) 522-2645 gabrielew@wsac.wa.gov

Fax number for high school transcripts for College Bound:	(888) 974-4217
WSAC Toll-Free Line:	(888) 535-0747
Students and Parents:	https://wsac.wa.gov/apply
Agency phone number:	(360) 753-7800
WSAC Portal:	https://portal.wsac.wa.gov
Financial Aid Counseling:	wsac.wa.gov/sfa-overview
Financial Aid Administrators:	wsac.wa.gov/FAA-resources

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2025-26 PROGRAM MANUAL
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2025-26 ACADEMIC YEAR UPDATES & REMINDERS

WELCOME to the Washington College Grant, and College Bound Program Manual for Financial Aid Administrators.

The guidance in this manual reflects program rules for the Washington Administrative Code, WAC 250-21 – Washington College Grant and WAC 250-84 – College Bound.

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	Chapter/Page	Topic/Reason

NEW FOR 2025-26:

♦ **SSB 5785: Amending the Washington College Grant and College Bound Scholarship** SSB 5785 made several changes to WA Grant and CBS programs:

Washington College Grant

- **Beginning with the 2025-26 Academic Year (AY)**, students with family incomes up to 60 percent of state MFI receive the maximum WCG award.

- For students attending private four-year not-for-profit higher education institutions, the maximum WCG award is 50 percent of the average of awards for the same academic year granted to students at the public research institutions, **beginning in the 2026-27 AY**.

- WCG awards for students attending two-year and four-year private for-profit institutions of higher education are eliminated, **beginning in the 2026-27 AY**.

- The maximum WCG award for students attending WGU is reduced to $4,150, **beginning in the 2026-27 AY.**

WA Grant for Apprenticeship

- **Beginning with the 2026-27 AY**, the maximum award for students attending apprenticeship programs is 50 percent of the maximum award for students attending public two-year institutions.

College Bound

- **Beginning in the 2025-26 AY**, the CBS award must be used within six years of receipt. Any unused scholarship tuition units revert to the Washington College Bound Account.

- **Beginning in the 2027-28 AY**, the following changes are made to CBS maximum award amounts:

  o For students attending WGU, the maximum award is reduced to $4,650.

  o For students attending private four-year not-for-profit higher education institutions, the maximum award is 50 percent of the average of awards for the same academic year granted to students at the public research institutions.

  o For students attending two-year and four-year private for-profit institutions of higher education, awards are eliminated.

  o For students attending two-year private not-for-profit schools, the award will be the average of the awards granted in the same academic year to students in the public community and technical colleges or the average in the 2014-15 Academic Year, whichever is greater.

♦ **Bridge Grants Eliminated Beginning 2025-26**

ESSB 5167, the 2025-2027 fiscal biennium operating budget bill, eliminated the Washington Bridge Grant as of the 2025-26 AY.

♦ **SB 5543: Providing Equity in Eligibility for the College Bound Scholarship**

Beginning with the 2025-26 AY, eligibility for CBS is expanded to students who have received a high school equivalency certificate as defined in RCW 25B.50.536. More detailed information about this expansion will be in a future/updated Program Manual.

Stay Tuned

♦ **Income Offsets are Required for MFI Calculations**

In the past, when calculating Median Family Income (MFI), income offsets were permissible as to whether colleges used them or not. However, **effective 2025-26**, colleges will be required to subtract the following allowable exclusions when calculating MFI:
- Taxable earnings from need-based employment programs such as Federal Work Study and need-based employment portions of fellowships or assistantships.
- Taxable student grant and scholarship aid reported to the IRS in the Adjusted Gross Income. This includes AmeriCorps benefits as well as grant and scholarship portions of fellowships and assistantships.
- Education tax credits under the American Opportunity and Lifetime Learning tax credits.

♦ **Implementation of 2SHB2214: Permitting beneficiaries of public assistance programs to automatically qualify as income-eligible for the purpose of receiving the Washington college grant.**

2SHB2214 from the 2024 legislative session expanded income eligibility for the Washington College Grant (WCG) to students in the 10th, 11th, or 12th grades whose families are recipients of Washington Basic Food (SNAP) or Washington Food Assistance programs **beginning in the 2025-26 AY**. It is anticipated that these students will begin entering post-secondary programs beginning with the 2026-27 AY.

Stay Tuned

More detailed information and official guidance about this expansion of WCG will be emailed out to the financial aid community when policy details are confirmed and will be in a future/updated Program Manual.

♦ **Full File Layout for Interim Reporting Discontinued for 2025-26**

The full file layout was phased out and replaced with the incremental file layout after the 2025 spring interim reporting period.

♦ **Requesting Funds Before the Start of a Term**

Colleges may request funds from WSAC through CSAW no earlier than 10 days prior to the start of a term. Previously WSAC allowed schools to request funds 30 days prior to the start of a term. Colleges should continue to request funds as soon as a student is determined eligible, and monthly at a minimum. Clock hour schools should continue to request funds based on the clock hour schedule provided in Chapter 5.

REMINDERS

♦ **Official Guidance**

WSAC's Student Financial Assistance team will periodically send out official guidance via email. All guidance documents are posted on https://wsac.wa.gov/FAA-resources.

♦ **CSAW Reconciliation**

Institutions are expected to regularly reconcile their system records **(including finance/ business office records, student accounts records, and financial aid management system records)** with CSAW records, and request funds prior to each interim reporting period. This is critical during all interim reports and especially for the final interim reporting period. Students who were disbursed state financial aid during the year at an institution, but not reported in CSAW, cannot be reported after the final interim period.

After the close of fiscal year-end, payments cannot be issued for any students whether they are reported in CSAW or not. This can result in institutions owing thousands of dollars that they will be required to return to WSAC, which could have negative fiscal impacts for institutions if these students are identified after the close of the Final Interim Report or during the Unit Record reporting period.

♦ **Crossover Awarding Not Permitted**

It is not permitted to use financial aid applications from multiple academic years to award state financial aid during a given academic year, nor use one year's financial aid application to award across multiple years, otherwise defined as a crossover period.

Disbursement of Washington State financial aid should be within a given academic year, using that corresponding academic year's financial aid application (WASFA or FAFSA). The cost of attendance, Student Aid Index (SAI), and financial aid should align with that same academic year as well.

Financial aid administrators (FAA) may use professional judgment to adjust data elements (which must be reprocessed for both FAFSA or WASFA) such as income or cost of attendance but may not use a prior academic year FAFSA or WASFA to award aid in the current academic year.

For example: A student is attending summer 1, fall, winter, and spring terms at a header school (or fall, winter, spring, and summer 2 terms at a trailer school) of the 2025-26 Academic Year. The 2025-26 WASFA or FAFSA will be used to determine financial aid for all terms in that academic year, as well the 2025-26 cost of attendance and SAI. FAAs may not use a 2023-24 or 2024-25 FAFSA/WASFA to award 2025-26 financial aid.

♦ **The FAFSA and WASFA Simplification (Chapter 2)**

Beginning with the 2024-25 Academic Year, the WASFA reflects FAFSA simplification changes.

The following changes have been implemented to align FAFSA and WASFA updates. FAQs can be found online at https://wsac.wa.gov/FAA-resources under "Program Guidance > 2024-25 Program Guidance."

- Enrollment Intensity
- Calculating Median Family Income (MFI)
  - NEW o Beginning 2025-26, income offsets are now a required part of the MFI calculation. Please see the "New for 2025-26" section.
- Number in College

♦ **Updated Language for College Bound**

Through feedback from students, WSAC has discovered that the word "scholarship" as associated with the College Bound program, caused confusion around awarding and the application process.

The College Bound team has transitioned to a framing for students that shares that the *commitment* of the College Bound program is that certain costs will be covered by state financial aid (usually mostly WA Grant) for eligible students enrolled in the program. The goal is to reaffirm that the commitment of funding is the important part. Therefore, you will see a transition of language for students from College Bound Scholarship to College Bound program.

Schools can continue to use College Bound Scholarship or CBS for awarding purposes.

♦ **WCG-C Awarding**

Need determinations for WCG-C recipients differ from the typical definition of financial need (COA – SAI = financial need). See Chapter 2 for more information.

♦ **Update To Satisfactory Academic Progress (SAP) Policy**

After collaborating with and receiving feedback from the State Financial Aid Advisory Workgroup, Washington Student Achievement Council (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 the Federal SAP policy.

See Chapter 3 for more on SAP policy.

- **2SHB 2214: Permitting beneficiaries of public assistance programs to automatically qualify as income-eligible for the purpose of receiving the Washington college grant (2025-26 AY)**

  2SHB 2214 is an expansion of HB 1835 that was passed during the 2022 Legislative Session. It expands the demonstration of financial need for Washington College Grant eligibility to include students who participate in Washington's Basic Food Program (SNAP) or the Food Assistance Program (FAP) in the 10th, 11th, or 12th grade, beginning the **2025-26** Academic Year.

- **ESHB 2019: Establishing A Native American Apprentice Assistance Program (2025-26 AY)**

  ESHB 2019 establishes the Native American apprentice assistance program for members of federally recognized Indian tribes whose traditional lands and territories included parts of Washington beginning in **2025-26 AY**. This program is separate from the Washington College Grant for Apprenticeship program but is administered by WSAC. More information can be found at https://wsac.wa.gov/naaap.

- **SSB 6053: Improving equitable access to postsecondary education**

  SSB 6053 requires the Washington Student Achievement Council (WSAC) to enter into data-sharing agreements with the Office of the Superintendent of Public Instruction (OSPI) to facilitate the transfer of high school student directory information for informing high school students of postsecondary financial aid and educational opportunities available in the state.

  Allows a nonpublic university, college, school, or institute in the state of Washington that is a member institution of an accrediting association recognized by rule of WSAC to enter into student data-sharing agreements with OSPI.

- **WSAC Approved Washington College Grant-Connect (WCG-C) Eligible Program**

  WSAC approved the Employment Security Department's Economic Security for All (EcSA) program as WCG-C eligible beginning in the 2023-24 AY. Students receiving this type of public assistance are considered income-eligible for WCG through WCG-C. The WCG-C Eligibility Checker was updated to include EcSA.

  NOTE: Approval for these programs is not part of 2SHB 1835/2SHB 2214. Dependents are not included as they would be for PWA, HEN, and ABD programs, which are outlined in statute.

  See Chapter 2 for details on policies and awarding WCG-C eligible students.

- **WCG-Connect Eligibility Checker (Chapter 1)**

  The "WCG-Connect Eligibility Checker" is a tool for Institutions to quickly identify students who are eligible for WCG under WCG-Connect. Students who are in one of the DSHS-qualified programs (ABD, HEN, PWA, or any other WSAC-approved program) meet income eligibility for WCG without having to complete a FAFSA or WASFA. See Chapter 1.

  The WCG-Connect Eligibility Checker is available in the WSAC Portal under Programs > WCG-Connect > Eligibility Checker.

♦ **HB 1232: Enhancing the College Bound Scholarship Program**

Beginning in the 2023-24 AY, HB 1232 required only College Bound (CBS) eligible students seeking direct admission to a public or private four-year institution of higher education to graduate from high school with at least a C grade point average.

Important: To accommodate the update to the 2.0 GPA requirement for students who are direct admits to a public or private four-year institution, WSAC has updated the CBS Eligibility Checker functionality.

♦ **Retroactive vs. Late Awarding (Chapter 2)**

To ensure students are receiving all financial aid they are eligible for and entitled to, WSAC has updated guidance on the difference between retroactively awarding students due to late applications versus late awarding due to institutional processing delays/errors. Please refer to Chapter 2.

♦ **CSAW Incremental File Upload (Chapter 4)**

The CSAW file for incremental uploads is available at: http://www.wsac.wa.gov/FAA-resources in the Program Manuals, MFI & Award Charts tab and on the upload page in the Portal and on the CSAW upload page in the portal. Colleges should be using this format as **the full file load option was phased out in late 2024-25.**

One new field (IsDelete) was added to the existing CSAW file layout to create the new incremental upload file. After loading a master file (all students reported on the incremental file layout with the IsDelete field blank), schools are able to upload change only files into CSAW. Uploading incremental student data will not affect any of the awards that are not included on the change file – it will not delete students like the full file load does.

NOTE: Incremental uploads will increase CSAW performance because edits are only run against data that was uploaded. Any edits that were addressed previously for students not on the change file will need no attention unless the award or enrollment has been adjusted. See Chapter 4 for more details.

♦ **Residency Requirement Change – Residency Affidavit**

In 2022, ESSB 5874 modified/clarified that students must have lived in Washington for a period of one year prior to **enrollment in higher education primarily for reasons other than educational.**

o The Washington residence must be primarily for purposes other than postsecondary education. This means that students who take more than six college credits (not including dual credit) in any one term after moving to Washington cannot count those terms as part of their 12 consecutive months of maintaining a primary residence. That is, unless they prove that postsecondary education was not their main reason for establishing a primary residence in Washington.

To qualify, the individual needs to have a high school diploma or equivalent and have lived in Washington for a period of one year prior to enrollment in higher education primarily for reasons other than educational. To qualify for CBS, students still need to have graduated from a Washington high school.

Students will need to complete the residency affidavit (previously referred to as the "1079" requirement) which is included as part of the WASFA. Students completing a WASFA should not be required to complete the paper affidavit.

This bill also modified residency for active-duty military members, National Guard, reservists, and their dependents. Please refer to https://wsac.wa.gov/student-residency for more detailed information or consult the Residency Officer at your institution.

Subscribe to WSAC's Residency Listserv administered by SBCTC:
https://lists.ctc.edu/mailman/options/ro_lists.ctc.edu

♦ **WCG Financial Need and Income Cutoff**

The student must demonstrate ***financial need***, as calculated by the institution, using the Federal Methodology (FM) formula (COA – SAI = financial need) 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 even if they have a qualifying MFI.

Beginning in 2024-25, Institutions were given permission to make professional judgment decisions using institutional methodology when awarding state aid. These PJ adjustments are not allowed to be submitted on the FAFSA due to FAFSA Simplification rules. The FAA will report the recalculated SAI (using institutional methodology) when used to award state aid and when submitting interim reports and the Unit Record Report.

In addition to having financial need, the student must also have a family income below a specified ***income cutoff.*** The cutoff equals a percentage of the state's Median Family Income and adjusts with the student's family size.

♦ **WCG Award Amounts**

Washington Student Achievement Council has completed an additional review of the existing RCW 28B.92 and WAC 250-21, related to the Washington College Grant in setting award amounts. As defined in statute, for students attending two- or four-year public institutions, the award amount is tuition and estimated fees for fifteen credit hours, or the equivalent as determined by the office. Fees include operating fees, building fees, and services and activities fees.

WSAC has defined award amounts based on actual tuition and estimated fees using a 15-credit tuition and fee amount. Adjustments are only required for less than full-time enrollment, as a result of need limitations, or quarters of eligibility restrictions.

However, note that students enrolled in Applied Baccalaureate programs at a community or technical college, who take a mixture of upper and lower-division courses must have their award amount calculated using the tuition calculator on the State Board for Community & Technical College website because students are charged different rates for upper and lower divisions course in those programs.

The Baccalaureate Tuition Calculator provided by the SBCTC is located at: https://www.sbctc.edu/colleges-staff/collegeaccess/baccalaureate-tuition-calculator.aspx

♦ **WG-Apprenticeship (WG-A) Award Amount Increase (Chapter 2)**

E2SSB 5764 aligns the WG-A maximum award for those in approved registered apprenticeships with the maximum award for full-time students attending two-year public institutions through AY 2025-26. This will be reduced in the 2026-27 AY based on SSB 5785 (refer to beginning of Chapter for more information) ,

In the Academic Year 2020-21, the Washington College Grant expanded to include approved apprenticeship programs under Chapter 49.04 RCW. This expanded apprenticeships outside of traditional academic programs.

For additional information please visit https://wsac.wa.gov/wcg-apprentices

- **Section 2** – Indicates intent for apprentices who receive related supplemental instruction through a CTC to be awarded WCG-A by the CTC. Requires SBCTC to implement fully by **2025-26 AY**. SBCTC to collaborate with WSAC to create a student IT interface.

- **Section 3** – Requires WSAC to contract with the William D. Ruckelshaus Center to conduct research. Some of the research includes (but this is not a complete list), evaluate paths to credential for apprentices, examine national best practices to award education credentials to apprentices, research apprentices' demand for degrees, review the current funding model within the CTC system, identify and remove barriers for apprentices to receive WCG-A.

- **Section 4** – Four-year public colleges must establish a policy for granting as many credits as possible for related supplemental instruction by the **2028-29 AY**.

♦ **Gift Equity Packaging Policy Update for Four Year Institutions (Chapter 2)**

Approved in the 2022 Legislative session, HB 1907 requires that postsecondary institutions that participate in state student financial aid programs have a gift equity packaging policy allowing for a student who receives a private scholarship to receive up to 100 percent of the student's unmet need before any of the student's federal, state, or institutional financial aid is reduced.

This provision does not apply to public community and technical colleges.

(See Chapter 2 for more information on gift equity packaging).

♦ **Requesting Funds**

Per WAC 250-21-051-3, institutions should submit anticipated awards and payment requests for eligible students once identified. Institutional payment requests may be made any time of the academic year and are encouraged to be **at least** monthly.

♦ **Accurate Reporting**

Ensure that all data on your Interim Reports are accurate. Correct or update changes to student enrollment as they occur. This data is critical to forecast program funding costs. Do not report students who were not eligible for aid (didn't meet SAP, didn't complete financial aid paperwork, pending residency, etc.)

♦ **College Bound and/or Washington College Grant for All Terms of Enrollment, Including Summer(s)**

Ensure that 100 percent of eligible CBS Scholars and/or WCG eligible students are awarded full Washington College Grant and/or College Bound for all periods of enrollment, including summer(s), subject to need limits.

See *Calculating Awards* (Chapter 2) to review the information on how to award and report Summer 1 ("header" institutions) awards versus Summer 2 ("trailer" institutions) awards.

No Summer 2 CBS and/or WCG 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 was approved to and offered any type of bachelor's degrees, including applied bachelor's degrees. 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 assessed tuition, service, and activity fees.

Colleges are encouraged to use the calculator provided by the State Board for Community and Technical Colleges (SBCTC) to calculate correct tuition and award amounts. You may experience an edit when requesting payments or completing interim reports that you will need to override, explaining that it is a BAS student enrolled in upper and lower division coursework.

The Baccalaureate Tuition Calculator provided by the SBCTC is located at: https://www.sbctc.edu/colleges-staff/collegeaccess/baccalaureate-tuition-calculator.aspx

♦ **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 contracted billing service, University Accounting Services (UAS), at 1-844-870-8701.

♦ **Washington Opportunity Scholarship & College Bound(Chapter 2)**

Washington State Opportunity Scholarship (WSOS) **is not** to be considered state aid when determining the College Bound(CB) state aid award commitment. It is however to be taken into account when calculating need for awarding purposes.

For a full list of state programs that must be subtracted from the total maximum CBS amount see Chapter 2.

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

A student receiving WCG or CBS must have the full assessed tuition amount included in the COA and the value of the waiver reported for each student in the Unit Record Report. More information is available in Chapter 2.

♦ **Information for Students:**

  □ This is the page students will land on if they click on the link in the *Washington State Aid Conditions of Award* (Chapter 6):   https://wsac.wa.gov/apply

  □ For specific information on the **Washington College Grant**: https://wsac.wa.gov/wcg

  □ For specific information on the **Washington College Grant – Connect**: https://wsac.wa.gov/wcg-connect

  □ For specific information on **College Bound**: www.collegebound.wa.gov

WASHINGTON COLLEGE GRANT AND COLLEGE BOUND
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 7th and 8th 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. Financial aid counseling curriculum for institutions with SNG recipients per SSB6121

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 WCG since 2014. Also permits residency to be determined using the DACA standard (see 2015) even if DACA is expired.

2019: Washington College Grant (WCG) program established, replacing the State Need Grant.

- Award amounts defined in statute for all sectors
- CBS students that meet WCG eligibility given WCG priority in statute.
- CBS sign-up is extended to 9th grade students who qualify for free or reduced-price lunch who were previously ineligible during the 7th & 8th Grade.
- Self-help requirement removed.
- Second associate degree restriction removed. Dependent care allowance eliminated.

2020: WCG guaranteed funding for all eligible students in statute.

- Award amounts defined in statute
- Increased eligibility threshold from 70 percent MFI to 100 percent MFI.
- Increased maximum awards up to 55 percent MFI
- Expands to include apprenticeship programs
- WCG WAC 250-21 created/repeal of SNG WAC 250-20

2021: Residency requirement changed RCW 28B.15.012 (e) to living in WA for 1 year prior to being admitted in college. Previously referred to as the "1079" Requirement.

2022: ESSB 5693: Washington Bridge Grant established for 2022-23 AY - $500 WA Bridge Grant for students who are receiving maximum WCG and are not CBS eligible students. Students must be enrolled in at least three credits and the grant is not prorated.

The grant is paid in either one lump sum in the first term of enrollment or awarded proportionally across terms, limited to need.

Increased maximum awards up to 60 percent MFI

E2SSB 5764: Aligns the WCG-A maximum award for those in approved registered apprenticeships with the maximum award for full-time students attending two-year public institutions.

HB 1907: Requires that postsecondary institutions that participate in state student financial aid programs have a gift equity packaging policy allowing for a student who receives a private scholarship to receive up to 100 percent of the student's unmet need before any of the student's federal, state, or institutional financial aid is reduced. This provision does not apply to public community and technical colleges.

ESSB 5874: Modifies/clarifies that students must have lived in Washington for a period of one year prior to enrollment in higher education primarily for reasons other than educational for residency purposes.

SSHB1835: Washington College Grant - Connect beginning in AY2023-24. Allows students (or a dependent of the student who is in 10th, 11th, or 12th grade) who are in one of the following types of public assistance to receive WCG without filing a WASFA or a FAFSA:

- Aged, blind, or disabled assistance benefits
- Essential needs and housing support program benefit
- Pregnant women assistance program financial grants

2023: ESSB 5187 Extends Washington Bridge Grant through 2024-2025 AY. Expands the Washington College Grant maximum award MFI range to 0-65% through 2024-2025 AY

HB 1232: Requires only College Bound Scholarship (CBS) eligible students seeking direct admission to a public or private four-year institution of higher education to graduate from high school with at least a C grade point average.

- Requires the Education research and Data Center to annually send CBS data that is submitted by institutions of higher education to the WSAC.
- Requires WSAC to submit an annual legislative report beginning Nov. 1, 2023, on CBS data.

SB 5079: OFM must calculate and transmit tuition operating fees to institutions by October 1st of each year for the following Academic Year

2024: ESHB 2019: Establishes the Native American apprentice assistance program for members of federally recognized Indian tribes whose traditional lands and territories included parts of Washington beginning in 2025.

2SHB 2214: Expands income eligibility for the WCG to students in the 10th, 11th, or 12th grade whose families are recipients of Washington Basic Food (SNAP) or Washington Food Assistance programs beginning the 2025-26 AY.

SB 5904: Extends and aligns the maximum time frame allowed to receive Washington College Grant, College Bound Scholarship (CBS), and Passport to Careers (PTC - Passport to College Promise Program and Passport to Apprenticeship Opportunity Program) – from five years or 125% to six years or 150% of a baccalaureate degree, or 18 full-time quarters/12 full-time semester, or the equivalent clock hours of full-time eligibility the published length of the program for which the student is enrolled or the credit or clock hour equivalent.

- Removes the 5-year eligibility window for CBS, after enrollment but keeps the one-year enrollment requirement from high school graduation.
- Removes the age restriction for PTC on the back end but still requires enrollment by age 22.

SSB 6053: requires WSAC to enter into data-sharing agreements with OSPI to facilitate the transfer of high school student directory information for informing high school students of postsecondary financial aid and educational opportunities available in the state. Allows a nonpublic university, college, school, or institute in the state of Washington that is a member institution of an accrediting association recognized by rule of WSAC to enter into student data-sharing agreements with OSPI.

2025: HB 1540: Expanding eligibility for the students experiencing homelessness and foster youth program to an accredited tribal college.

SB 5110: Providing tuition waivers for tribal elders at Washington's community and technical colleges.

ESSB 5167: Funding ended for Washington Bridge Grants after the 2024-2025 AY.

ESSB 5543: Eligibility for CBS is expanded to students who have received a high school equivalency certificate.

SSB 5785: Amends WCG and CBS in the following ways:

- Modifies eligibility for the maximum Washington College Grant award up to 60% of the median family income (MFI), beginning in Academic Year (AY) 2025-26.
- Modifies the maximum WCG for Apprenticeships award to 50% of the maximum award for students attending public 2-year institutions, beginning in AY 2025-26.
- Aligns the maximum WCG award at private four-year not-for-profit institutions with the average maximum WCG award at regional public baccalaureates, beginning in AY 2026-27.
- Eliminates private 2-year and 4-year for-profit institutions from being eligible for the WCG in AY 2026-27 and for CBS in AY 2027-28.
- Limits usage of a College Bound award to within six years of receipt, beginning in AY 2025-26.

WCG & CBS REPORT AND FUNDING REQUEST TIMELINE

June 15, 2025	Renewal materials due for institutions to apply for recertification of their "Institutional Agreement to Participate."
July 14, 2025	Final Year End Interim Reports (Reconciliation) due for the 2024-25 Academic Year.
July and August 2025	2024-25 Unit Record Report training webinars.
August 12, 2025	2024-25 Unit Record Report opens.
October 1, 2025	Washington Application for State Financial Aid (WASFA) available for the 2026-27 Academic Year.
October 14, 2025	2024-25 Unit Record Report due.
October 13, 2025	Fall Interim Report opens.
November 10, 2025	Fall Interim Reports are due.
January 12, 2026	Winter Interim Report opens.
February 9, 2026	Winter Interim Reports are due.
April 6, 2026	Spring Interim Report opens.
May 4, 2026	Spring Interim Reports are due.
May/June 2026	Annual Workshops – state financial aid training and updates.
June 30, 2026	Final date that 2025-26 WASFA form may be processed.
June 15, 2026	Final Interim Report opens.
July 13, 2026	Final Year End Interim Reports (Reconciliation) due; final date to request program funds.

CHAPTER 1

Washington College Grant and College Bound
Eligibility Determination and Monitoring

ELIGIBILITY DETERMINATION

- **First: Check to see if students appear in the WCG-Connect (WCG-C) Eligibility Checker**

  Students who appear in the WCG-Connect Eligibility Checker have been confirmed to be enrolled in one of three DSHS programs or other programs approved by WSAC, which allow students to meet the WCG income eligibility without needing to file a FAFSA or WASFA. Colleges may not require a WCG-C eligible student to file a FAFSA or WASFA in order to be considered for WCG. See Chapter 2 for information on how a program is approved by WSAC.

  Current programs:

  - Aged, Blind, or Disabled (ABD) program
  - Housing and Essential Needs (HEN) referral program
  - Pregnant Women Assistance (PWA)
  - Economic Security for All (ECSA)

  It is important to load all students who have been admitted to your college through the WCG-Connect Eligibility Checker to identify students who could be eligible for WCG but didn't complete a FAFSA or a WASFA. These students will not appear on any financial aid lists.

  WCG-C recipients should receive maximum WCG regardless of whether or not they completed a FAFSA or WASFA as long as all other eligibility requirements have been met such as residency, eligible program of study, high school diploma or equivalent, etc. This also means you may need to update a student's award if they did not meet the 60 percent MFI based on the information submitted on their financial aid application.

- **Second: Determine if the student is an eligible College Bound Scholar**

  College Bound students are identified through the CBS Eligibility Checker located in the WSAC portal. CBS students who meet all high school eligibility requirements are considered College Bound Scholars.

  College Bound students who meet all income and program requirements for that year must be considered for CBS funding and are identified throughout this manual as eligible College Bound Scholars or CBS eligible.

  Students who meet the maximum WCG eligibility under Washington College Grant – Connect (WCG-C) are not CBS eligible unless the student has filed a FAFSA or WASFA showing that they meet the CBS 65% MFI eligibility.

- **Third: If the student is an eligible College Bound Scholar, determine the amounts of funding the student is eligible to receive from both the WCG and CBS programs.**

    NOTE: In some cases, eligible College Bound students may not receive CBS funding. An example is a CBS eligible student who receives sufficient WCG and other state aid funding to meet the amount required for the College Bound commitment for CBS eligible students to receive. Gift equity policies do not apply to CBS/WCG awards.

- **Fourth: If the student is not an eligible College Bound Scholar, determine the student's eligibility only for the WCG program.**

    CBS-eligible students who exceed the 65 percent MFI and up to 100 percent MFI are to be awarded WCG based on their MFI level.

INITIAL CRITERIA FOR WCG AND CBS FOR ELIGIBILITY DETERMINATION

STUDENTS MUST:	WCG	WCG-C	CBS
Meet High School (HS) Graduation Requirements	□ High School graduation or GED/equivalent	□ High School graduation or GED/equivalent	□ Graduate from a Washington High School through a Washington state CTC program (like Running Start) an approved homeschool program, or obtain an approved high school equivalency* certificate ▪ Students seeking direct admission to a public or private four-year institution are required to graduate with at least a C grade point average. □ No felony convictions before HS graduation
Meet College Enrollment Deadline	□ N/A	□ N/A	□ Within one year of HS graduation. (Typically, the fall term a year after June HS graduation).
Submit an Approved Application	□ FAFSA or WASFA each year	□ Confirmed to be in one of three DSHS programs: ABD, HEN, or PWA or other WSAC-approved programs	□ FAFSA or WASFA each year

*High school equivalency is effective after July 27, 2025 – more details to come.

INITIAL CRITERIA FOR WCG AND CBS FOR ELIGIBILITY DETERMINATION (CONTINUED)

STUDENTS MUST:	WCG	WCG-C	CBS
Be a Washington Resident*	☐ Meet residency requirements according to RCW 28B.15.012(2)(a)-(e). ▪ Includes non-U.S. Citizens and students with Deferred Action for Childhood Arrival (DACA) status who meet 28B.15.012(2)(e), by completing the Residency Affidavit. DACA can be expired at the time of residency determination. ▪ Both U.S. citizens and non-citizens may be eligible to meet residency requirements. ▪ At public institutions, residency officers determine if and how a student meets residency requirements. Financial aid officers at public institutions should ask their residency officer if student meets this requirement. ▪ Financial aid administrators at private institutions should use this handbook to make residency decisions. For additional residency information see: https://wsac.wa.gov/student-residency	☐ Meet residency requirements according to RCW 28B.15.012(2)(a)-(e). ▪ Includes non-U.S. Citizens and students with Deferred Action for Childhood Arrival (DACA) status who meet 28B.15.012(2)(e), by completing the Residency Affidavit. DACA can be expired at the time of residency determination. ▪ Both U.S. citizens and non-citizens may be eligible to meet residency requirements. ▪ At public institutions, residency officers determine if and how a student meets residency requirements. Financial aid officers at public institutions should ask their residency officer if student meets this requirement. ▪ Financial aid administrators at private institutions should use this handbook to make residency decisions. For additional residency information see: https://wsac.wa.gov/student-residency	☐ Meet residency requirements according to RCW 28B.15.012(2)(a)-(e). ▪ Includes non-U.S. Citizens and students with Deferred Action for Childhood Arrival (DACA) status who meet 28B.15.012(2)(e), by completing the Residency Affidavit. DACA can be expired at the time of residency determination. ▪ Both U.S. citizens and non-citizens may be eligible to meet residency requirements. ▪ At public institutions, residency officers determine if and how a student meets residency requirements. Financial aid officers at public institutions should ask their residency officer if student meets this requirement. ▪ Financial aid administrators at private institutions should use this handbook to make residency decisions. For additional residency information see: https://wsac.wa.gov/student-residency
Meet family income eligibility based on MFI level	☐ 100% Median Family Income (MFI) or less	☐ Automatically considered to meet 60% Median Family Income (MFI)	☐ 65% MFI or less
Maximum Full-Time Term Usage	☐ 18 quarters/12 semesters/or Equivalent	☐ 18 quarters/12 semesters/or Equivalent	☐ 18 quarters/12 semesters/or Equivalent

*See expanded information in this chapter for more details regarding residency

Shared WCG / CBS Eligibility Areas
ALL WCG and ALL CBS STUDENTS MUST:
☐ Meet Washington resident tuition requirements according to RCW 28B.15.012(2)(a)-(e).
☐ Demonstrate financial need as defined under RCW 28B.92.030.
☐ Be undergraduate students.
☐ Enroll in at least 3 credits per quarter or the equivalent.
☐ Enroll in eligible programs at eligible institutions; or
☐ Be enrolled in an approved apprenticeship program (WCG only).
ALL WCG and ALL CBS STUDENTS CANNOT:
☐ Exceed maximum term usage.
☐ Be in unsatisfactory progress or denied status.
☐ Owe a repayment to any state program.
☐ Be in default on a state student loan.
☐ Have received a bachelor's degree or higher or its foreign equivalent.
☐ 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 100 percent of the state's MFI for Washington College Grant and 65 percent for College Bound award recipients. CBS eligible recipients with family incomes between 66-100 percent will only receive WCG. State aid must fit within the student's calculated need after counting all other need-based resources. Chapter 2, Calculating WCG 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. Students who have fulfilled degree requirements, but have not yet been conferred the degree, are no longer eligible for State financial aid.

There are instances where a degree is awarded after a student has had aid disbursed for a given term. For students in this situation, please follow the guidance below:

- If a financial aid office is aware that the student has completed the credits required for their degree or has made a request for a degree evaluation for the current term to graduate, then the student is not eligible, and repayment must be made.

- If a financial aid office is **not** aware that the student has completed the credits required for their degree or is **not** aware that the student requested a degree evaluation for the current term to graduate, at the time of disbursement for the term, then the student would not need to repay. The school must document the decision and ensure future disbursements are not made.

We encourage financial aid offices to coordinate with their academic office/s to ensure funds are not disbursed to students who have fulfilled degree requirements for their degree. If your school determines that the student did complete a bachelor's program (regardless of whether or not it is conferred), then the student is no longer eligible to receive state financial aid.

Enrolled for at Least Three Credits per Quarter or the Equivalent

A student must be enrolled in a course load of at least three credits per quarter or the equivalent at a participating postsecondary institution to receive state aid. Apprenticeship requirements are defined in the WA Grant for Apprenticeship (WG-A) Program Manual, which is posted at https://wsac.wa.gov/FAA-resources.

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 an associate, baccalaureate, 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. The programs must be listed on the institution's approved Title IV Program Participation Agreement for short-term programs.

   NOTE: It is permissible to count needed remedial coursework toward the state aid enrollment requirement (but they do not count in the program length requirement mentioned above). They are also counted in the quarters of eligibility.

Eligible Apprenticeship Program – Apprenticeships qualifying as eligible programs must be a registered apprenticeship program approved under Chapter 49.04 RCW. See separate WG - Apprenticeship Program Manual.

Remedial Coursework – Up to one academic year's worth of remedial coursework may count in the student's enrollment status. For the purpose of this limit, that is 30 semester or trimester hours, 45 quarter hours, or 900 clock hours. Please note students are still subject to the maximum full-time term usage limits.

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.

Maximum Terms of Eligibility

WCG 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 WCG recipient may receive the grant for a maximum of 18 quarters, 12 semesters, or the equivalent combination of the two at a full-time rate of enrollment. This includes combined usage under the apprenticeship program option and academic programs.

- CBS recipients may receive CBS funds for a maximum of 18 quarters, 12 semesters, or the equivalent combination of the two at a full-time rate of enrollment.

CBS may be awarded provided the student meets their initial enrollment deadline (within one year of high school graduation) and can be received for up to a maximum of six years from the first term of enrollment. Even though students have six years to receive CBS, they cannot exhaust the 18 quarter/12 semester maximum.

In order to meet the enrollment deadline, students must be enrolled and attending college or have been enrolled in Running Start. Registering for a future term does not meet the enrollment deadline. Transcripted courses verify the enrollment deadline was met.

For example, students with a high school graduation year of 2025, must begin their college enrollment by fall 2026.

If CBS students exhaust their CBS funding, they may continue to receive WCG funding as long as they meet all other WCG requirements. Likewise, if CBS students exhaust their WCG funding, they may continue to receive full funding through CBS only. Please see Chapter 2 for more information on coordinated awarding.

The CBS Eligibility Checker and the College Bound/Washington College Grant Award Warehouse (CSAW) system will track individual student's eligibility.

Satisfactory Academic Progress (SAP)

Institutions are responsible for monitoring and responding to changes in student eligibility. WSAC aligned the State SAP policy with the Federal SAP policy beginning with the 2024-25 Academic Year.
While this policy was implemented in the 2024-25 Academic Year, there is flexibility for institutions to adjust their policy to fit the needs of their student population with the minimum standard for the State SAP policy being the same as Federal SAP policy.

Chapter 3 discusses SAP changes in student status that occur after receipt of an award and more about SAP policy.

Denied Status

Denied status refers to a student's status when the student has not met the institution's quantitative standard, qualitative standard, and/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 student financial aid programs. The student may not be in default on a loan made through a state loan program. A student regains their eligibility for future terms once they have repaid any balance owed. If the student repays in the middle of the term, they regain eligibility for that term and future terms. If the student repaid the balance in between terms, they are eligible to receive state financial aid in future terms.

Previous Bachelor's or Professional Degree

WCG and CBS recipients who have already earned a bachelor's or professional degree, including foreign bachelor's degrees, are not eligible to receive WCG 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

State law prevents students pursuing a degree in theology from receiving state financial aid. 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.

Resident for Washington College Grant and College Bound Purposes

Residency requirements are the same for both programs. Students must meet one of five resident tuition requirements as outlined in RCW 28B.15.012(2)(a)-(e)

- □ **For public institutions:** Residency officers determine if a student meets residency requirements for tuition. Residency officers should indicate which part of the residency RCW a student meets so that financial aid officers know which financial aid programs may be available to the student.

  Financial aid officers at public institutions should coordinate with their residency officers to ensure consistent residency determinations for tuition and financial aid.

- □ **For private institutions:** Private institutions do not have residency officers so financial aid officers may use the WSAC website listed below as a guide to help determine if a student has met financial aid residency requirements. If there are any questions, please email wcg@wsac.wa.gov.

- □ Additional residency information is available at https://www.wsac.wa.gov/student-residency.

- □ Residency Officer listserv: https://lists.ctc.edu/mailman/options/ro_lists.ctc.edu

There are different requirements that can qualify a student for residency depending on the student's citizenship or immigration status.

Requirements for students with any citizenship or immigration status:

- Earn a high school diploma, GED, or diploma equivalent before their first term at the college determining residency.
- Maintain a primary residence in Washington for at least 12 consecutive months immediately before their first term at the college determining residency.
  - The Washington residence must be for purposes other than college. If a student takes any courses at another Washington college during the prior 12 months, they cannot have taken more than six credits in any given term. Students exceeding that limit must prove that they have a Washington residence for non-college reasons.
- Sign an affidavit saying they meet the above requirements and that one of the following is true:
  - They will file an application to become a permanent resident of the United States (green card) as soon as they are eligible to apply. And that they are willing to engage in activities designed to prepare them for citizenship, including citizenship or civics review courses or
  - They are a U.S. citizen, U.S. national, or U.S. permanent resident.

The first two requirements can be done at the same time or at different times, as long as they are both completed before starting at the college determining residency.

If a student does not qualify under the requirements above and has a qualifying immigration status such as those below, there may be other ways for the student to qualify. Please visit see RCW 28B.15.012(2)(a)-(d) **to see if they meet the requirements for residency through the requirements for students with a qualifying immigration status.**

- Current or expired Deferred Action for Childhood Arrivals (DACA) status
- A current Employment Authorization Document (EAD)
- Temporary Protected Status (TPS)
- Refugee
- Asylee
- Pending Adjustment of Status (applied for green card)
- One of the following visa statuses: A, DV, E, G, H-1B, H4, I, K, L1, L2, N, NATO, O, Q, R, S, T, U, or V
- Special Immigrant Juvenile (SIJ) status or Special Immigrant Visa (SIV) status
- Withholding of Removal status or Withholding of Deportation status
- Citizen of the Federated States of Micronesia, Marshall Islands, and Palau
- Violence Against Women Act (VAWA) status
- Canadians who qualify for permanent residence under the Jay Treaty
- Cuban-Haitian Entrants, Conditional Entrants, and Parolees
- US citizen, US national, or US permanent resident (green card)
- Other non-citizens may be in this group. Contact your college's residency officer (public colleges) or financial aid office (private colleges) for more information.

Other Washington Residents

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 WCG and CBS, unless they meet the residency requirements outlined above; however, they do meet residency requirements for other state aid programs - Passport to College, State Work Study, the American Indian Endowed Scholarship, and the National Guard Postsecondary Education Grant

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 https://www.wsac.wa.gov/student-residency.

2. **Certain military personnel or Washington National Guard members, as well as their spouse(s) and dependent(s)**. More information is found at https://wsac.wa.gov/student-residency.

3. **Oregon residents who reside (or recently resided) in counties that border Washington and attend an institution in a Washington county that borders Oregon.**

See https://wsac.wa.gov/student-residency for more information.

If you are unable to determine residency for a student, you are encouraged to seek legal counsel. Please email wcg@wsac.wa.gov **for general guidance**. Please be aware that the final decision lies with the school.

Conflicting Information

All applicants for state aid, regardless of the application filed, must resolve conflicting information. Institutions should follow their standard review policy regarding the resolution of conflicting information for any applicant.

WASFA applicants are not automatically selected for verification like FAFSA applicants are through the US Department of Education's processing systems. This may mean that you need to collect different documentation to reconcile conflicting information; however, institutions may not require an applicant to file a federal tax return if they are electing to apply only for state aid, regardless of whether they file the FAFSA or WASFA.

Financial Aid Administrators are strongly encouraged to advise students accordingly, who may be otherwise eligible for federal aid to proceed with and complete their taxes to be considered for federal aid but may not require this for state aid only applicants. In lieu of a federal tax return, applicants may submit other forms of documentation to resolve conflicting information.

WSAC requires institutions to resolve any conflicting residency information between their financial aid, admissions/residency office, and registration offices.

WSAC will periodically compare residency-related data reported on the FAFSA or WASFA (such as mailing address, state of legal residence, and driver's license state) and request that institutions either confirm eligibility or resolve conflicting information.

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 the Washington Application for State Financial Aid (WASFA).

Students who are eligible to complete the FAFSA, but chose not to apply for federal student aid, can complete the WASFA instead. If a student chooses to file the WASFA, it is important they understand that they will be considered only for state financial aid.

> *NOTE: Students who income-qualify for state aid, through approved legislation or a WSAC determined means-tested, program will qualify without needing to complete a financial aid application through the WCG-Connect (WCG-C) pathway.*

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: https://wsac.wa.gov/wasfa.

Access to information for WASFA students who have applied to your institution can be found in the WSAC Portal under Programs >WASFA and should be checked for new applications on a consistent basis parallel with processing FAFSA applications. Aid administrators must be granted WASFA permissions by their institutional administrator 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 SAI calculations
- WASFA Residency report

Contact your institution's Portal administrator (usually your Financial Aid Director) to request WASFA access in the WSAC Portal.

Ability to Benefit – Applies only to WCG Students
Ability to Benefit does not qualify as meeting the high school requirements for CBS students. CBS students must graduate from a Washington high school or earn a high school equivalency certificate under RCW 25B.50.536.

NOTE: Students with direct admission to a public or private four-year institution are required to graduate with at least a 2.0 cumulative GPA.

WCG recipients must have a high school diploma or its equivalent, or for those without a high school credential, meet the ability to benefit option. Equivalent standards include a general education development certificate or a certificate of completion of home-based instruction under chapter 28A.200 RCW.

For a student without a high school diploma or its equivalent, a school may accept:

a) A recognized ability to benefit test as defined by federal financial aid regulations;

b) Completion of at least six college-level credits towards an eligible program of study;

c) Alternate state equivalent approved by the U.S. Department of Education; or

d) Co-enrollment in Washington state's Integrated Basic Education and Skills Training Program (I-BEST) and High school+ (HS+) programs that include an eligible program of study as defined in WAC 250-21-010(18).

Institutions determine if a student has met Ability to Benefit requirements and must document what the determination is based on in the student's file.

Incarcerated Student Eligibility

Incarcerated students enrolled in an eligible program of study at an eligible institution as defined for financial aid purposes AND who meet all eligibility criteria for the WCG are eligible for WCG.

Students enrolled in Second Chance Pell Experimental Sites and/or Prison Education Programs (PEP) are eligible. PEP sites must be approved by the WA State Department of Corrections, the authorized accreditor, the US Department of Education, and WSAC.

These factors include:

- Completes the FAFSA or WASFA
- Has demonstrated financial need and unmet need
- Meets Median Family Income requirements
- Maintains academic progress
- Enrolled in an eligible program at an eligible institution as defined for financial aid purposes
- Enrolled in a minimum of 3 credits per term
- Funds are paid to the institution on behalf of the student for costs incurred by the student. The institution requests the funds through the standard awarding/disbursement process for all WCG.

NOTE: The cost of attendance elements for incarcerated students are essentially tuition, fees, books, and supplies. Other funds received must be considered, such as Pell. This may mean that an individual's eligibility limits the amount of the WCG award.

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, academic progress requirements, or if there are specific references to state aid processing (such as the frequency of term payments for clock hour schools).

ELIGIBILITY MONITORING FOR WCG 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 offer when the student's state aid award changes.

The institution is required to verify student eligibility for all students by:
- ☐ Checking the WSAC WCG Archive report for Quarters of Eligibility Remaining (QER)
- ☐ Checking the WSAC Repayment Checker to ensure the student does not owe a repayment on a previously disbursed state aid award
- ☐ Checking the WCG-C Eligibility Checker to ensure any WCG-C eligible students are awarded maximum WCG
- ☐ Monitoring SAP status (Refer to Chapter 3)
- ☐ Confirming OK to Pay status in the CBS Eligibility Checker (for CBS students only)

Washington Student Achievement Council Archive Report

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

- Has exhausted or is approaching the 18 quarter/12 semester limitation for WCG eligibility. The archive lists students who are within six quarters of meeting the 18 quarter/12 semester maximum and displays the number of quarters of eligibility remaining (QER).
  - If a CBS student has exhausted WCG eligibility, but still has CBS eligibility remaining, the institution shall award the student an award using CBS funds only.
    - For example: if a student is PTC eligible, the funds would be awarded in PTC first and then the remainder in CBS, up to the CBS state aid commitment (see Chapter 2 for more information).

- Owes a repayment

  NOTE: *The Archive will display only students that* owe a repayment or have 5 or less QER – it does not display all students from your file.

  It is the institution's responsibility to ensure that all students who receive WCG have been checked against the archive at <u>both the time of awarding and time of disbursement.</u>

Maximum QER increased on July 1, 2024 for 2024-2025 programs.						
SSN	**Name (last, first, MI)**	**In Repayment**	**Quarters Used**	**Quarters Remaining**	**Initial Archive Date**	
		No	16.000	2.000		8/20/2021
		No	13.080	4.920		8/16/2024
		No	15.750	2.250		8/16/2024
		No	13.000	5.000		8/16/2024
		No	14.000	4.000		8/16/2024
		No	**18.000**	**0.000**		11/4/2021

Please note: *Archive report currently contains Repayment data in the CSV that may not be correct, please use the Repayment Checker for the most accurate information. QERs in the archive may be used as a guide for award planning but they are only updated intermittently. CSAW provides real time information.*

The report sample images will be updated in the manual as technology is modified.

☐ **Archive results example –** The final archive is available each year in mid-August. It contains updated information on the prior year's WCG recipient exceptions. Institutions can upload data on their ready-to-award students to WSAC's Portal: https://portal.wsac.wa.gov/. 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.

The archive is updated at the end of the fiscal year to reflect updated repayment information. CSAW is real-time and contains the most up-to-date information for repayments and QERs.

NOTE: *Check the archive before submitting any payment requests. Access can be requested by contacting your institutional administrator (usually the Financial Aid Director at each institution).*

Repayment Checker

Use the Repayment Checker to determine if a student owes a repayment on a previously disbursed state aid award. Continue to use the Archive for Quarters of Eligibility Remaining (QER). Real-time information is also available in CSAW.

SSN ⇕	First Name ⇕	Last Name ⏷	Program ⇕	Status ⇕	Date ⇕	Debt ⇕	Balance ⇕	Year ⇕	Institution ⇕	Term ⇕
			WCG	Uncollectable	1/9/2014	$308.00	$308.00	2013-2014	Seattle Central	Fall
			WCG	Sent to Collection Agency	12/27/2018	$525.43	$525.43	2018-2019	Edmonds	Fall
			WCG	Uncollectable	2/7/2003	$95.55	$95.55	2001-2002	Clover Park	Fall

The Washington College Grant Connect (WCG-C) Eligibility Checker

The Eligibility Checker is available in the [WSAC Portal](#) under Programs > WCG-Connect Eligibility Checker.

Use the WCG-Connect Eligibility Checker to determine which students are eligible for WCG without needing to complete a FAFSA or WASFA. Colleges may not require a WCG-C eligible student to file a FAFSA or WASFA in order to be considered for WCG. Students who qualify under WCG-C are eligible to receive the maximum WCG award provided they meet all other program eligibility such as residency, high school diploma or equivalent, eligible program of study, etc.

The institution will need to check residency, QER, and repayment status prior to awarding. If the student shows as CBS eligible, they will be required to complete a FAFSA or WASFA to meet the CBS eligibility.

If a student shows that they are eligible under WCG-C and has already completed or subsequently completes a FAFSA or a WASFA, ensure that the student is being awarded WCG at the maximum award amount, regardless of what their income shows on the FAFSA or WASFA. This may require an update to the students' awards.

Students are income eligible for WCG under WCG-C regardless of calculated need, as long as it is awarded within the cost of attendance. The exception to this is if there is $1 or more of federal or state need-based aid awarded and then it may not exceed unmet need.

If any amount of federal or state need-based financial aid is awarded ($1 or more), need should be factored into the awarding of WCG for WCG-C eligible students. Need is defined as Cost of Attendance (COA) – Student Aid Index (SAI) – (Other Financial Assistance (OFA). See Volume 3, Chapter 7 of the FSA Handbook for more information.

***NOTE:** It is important to note that the WCG-C Eligibility Checker is updated monthly, so there may be students who meet eligibility under WCG-Connect but aren't currently in the checker. If a student self-identifies, WSAC can verify their enrollment in one of the approved programs through DSHS or EcSA program staff. Please send a secure message to WSAC through the portal with a copy of the client benefit letter or the following information:*
- ☐ SSN
- ☐ DSHS Client ID
- ☐ First and Last Name
- ☐ Date of Birth
- ☐ Address
- ☐ Program (HEN, PWA, ABD, and EcSA currently)
- ☐ Start Date in Program

Students may bring, or agencies may send, copies of a student's client benefit letter directly to the financial aid office. Please check the WCG-C Eligibility Checker to determine if the student is already listed.
- If the student appears in the Checker, simply file the documentation in the student's record—no further action is needed.
- If the student is not listed, please follow the steps outlined above.

Once WSAC is able to verify the student, they will be added to the WCG-C Eligibility Checker.

The WCG-Connect Eligibility Checker looks at:
- ☐ WCG-C eligibility
- ☐ Available QERs
- ☐ CBS eligibility – check to ensure student has FAFSA/WASFA on file before awarding CBS
- ☐ Outstanding Repayment
- ☐ When student was reported to WSAC

The campus determines all other program eligibility criteria, such as residency, need, enrollment, eligible program, academic progress, etc.

Search for students by:
- ▪ Name – requires first name, last name, **and** date of birth
- ▪ Social Security Number List Search
- ▪ Social Security Number file upload

WCG-Connect - Eligibility Checker

| Selected year | 2024-2025 ▾ | ● Agency search |

Enter a list of SSN's separated by commas on each line:

[comma separated SSNs]

● Name search

● **SSN LIST SEARCH**

[Search] [Reset] [⬇ Download Selections]

● SSN file upload search

‹ 1 … 5 6 7 8 **9** 10 11 12 13 … 4280 ›

Last Name ▲	First Name ⇕	MI	SSN ⇕	Birth Date ⇕	WCG-C Eligible Year ⇕	WCG QER ⇕	CBS ⇕	In Repayment ⇕	Last Report Month ⇕	Agency ⇕
			👁 •••-••		2024-2025	15			Jan 2024	DSHS
			👁 •••-••		2024-2025	15			Jan 2024	DSHS
			👁 •••-••		2024-2025	14.25 ☑		Yes $	Jan 2024	DSHS
			👁 •••-••	·	2024-2025	11.75 ☑	Eligible		Mar 2024	ESD

The CBS Eligibility Checker for College Bound Scholars

Campuses will need to verify eligibility using the CBS Eligibility Checker **at the time of awarding and again prior to each disbursement**.

The CBS Eligibility Checker is located in the Portal. From the main menu, select Programs, then College Bound, then CBS Eligibility Checker. Step-by-step instructions for using the CBS Eligibility Checker are found in this chapter.

Important: WSAC will update the program manual if any other changes occur during the year.

Name ⇕	SSN ⇕	Birth Date ⇕	SID ⇕	OK to Award ▾	OK to Pay ⇕	HS Grad Year ⇕	HS 2.0 GPA ⇕	Enrolled By Deadline ⇕	Elig. Open ⇕	CBS Qtrs Used ⇕	CBS Qtrs Remaining ⇕	In Repayment ⇕	Last Updated ⇕
👁 •••-••-				2-Year/Transfer updated 02/04/2025	2-Year/Transfer updated 07/31/2024	2024 actual from OSPI	No	Yes	Yes	3.00	15.00	No	06/06/2025
👁 •••-••				Yes updated 02/04/2025	Yes updated 08/22/2023	2022 actual from OSPI	Yes	Yes	Yes	6.00	12.00	No	06/06/2025
👁 •••-••-				No updated 02/04/2025	No updated 01/01/2025	2023 actual from OSPI	Yes	No	No	0.00	18.00	No	06/06/2025

Example of CBS Eligibility Checker

Please note: Institutions must check for repayments and QERs. QERs in the CBS Eligibility Checker should be used only as a guide.

The CBS Eligibility Checker and CSAW are both located in the WSAC portal. However, CSAW provides the most timely and accurate QER data, as QERs are updated upon any change to a student's term in CSAW. Please rely on the CSAW data for the most accurate QERs.

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.

Institutions shall compare their student data against the CBS Eligibility Checker 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 Checker does not determine all CBS eligibility criteria.

The CBS Eligibility Checker checks:
- That there is a complete and valid CBS application on file with WSAC
- High school graduation status
  - High school graduation with a 2.0 or higher GPA for students seeking **direct** admission to a public or private four-year institution.
  - High school equivalency obtained as defined in RCW 28B.50.536*
- That the student enrolled and attended college within one year of high school graduation
  - NOTE: if yours is the first institution the student is attending, their enrollment will not update until their award is entered into CSAW.
- That the student is within the six-year eligibility maximum.
- That the student is within the 18 quarter or 12 semester (or equivalent) usage limit.
- That the student has no outstanding repayments.
- That the student has no felony conviction before high school graduation.

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

*Effective after July 27, 2025 – more details to come.

College Bound 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 Eligibility Checker to identify eligible students for awarding	Campuses upload ready-to-award student SSN/WASFA IDs into the CBS Eligibility Checker to identify valid CBS applicants. Students eligible for awarding will show a <u>YES</u> in the "OKtoAward" column.
	Continue identifying and awarding students	Campuses continue to upload lists of students to the CBS Eligibility Checker frequently in order to: • Identify new students added to the CBS Eligibility Checker. • Determine students whose status may have changed. Can also use Watchlist located in the CBS Eligibility Checker to monitor changes.
July and beyond	Confirm eligibility for awarded students prior to disbursement by viewing "OKtoPay"	WSAC updates the CBS Eligibility Checker 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 should request payment for CBS via CSAW on at least a monthly basis .
November, February, May, July	Submit Interim Reports on or before published deadline	Campuses will upload WCG, PTC, and CBS data simultaneously via the file format and address edits for all programs.

*CBS Eligibility Checker Layout and Code Descriptions - **NOTE**: WSAC will update this section if any changes are made to the CBS Eligibility Checker layout or Code Descriptions. WSAC will update the Program Manual and send out additional guidance if any technical details change after the initial release of this Program Manual.*

Data that is entered only in the first year an eligible CBS student files a FAFSA/WASFA	
SSN	9-digit number
LastName	Up to 75 characters
FirstName	Up to 50 characters
DOB	**Date of Birth** Date format –mm/dd/yyyy
HSGradYear*	**4-digit number** – OSPI data **Ineligible HS, or not graduated** – The HS Grad Year is unknown or has been overridden to "Ineligible HS, or not graduated **Verify** – WSAC doesn't have information, the student has graduated from a non-Washington State high school, was home-schooled, WSAC has information that the student exited school prior to graduation, the graduation date is estimated, the student graduated from a non-GPA based school, or the student obtained a high school equivalency.**
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 has not met other CBS requirements **2-Year/Transfer** – Student meets requirements at a two-year institution or as a transfer student only **Verify** – Student has been awarded the last of their QERs, but not all have paid
OKtoPay	**Yes** – Student confirmed to have met all program requirements **No** – Student did not meet program requirements **2-Year/Transfer** – Student meets requirements at a two-year institution or as a transfer student only **Verify** – Student has been awarded the last of their QERs, but not all have paid
2.0 GPA*	**Yes** – Student achieved a 2.0 GPA **No** – Student did not achieve a 2.0 GPA **Verify** – WSAC doesn't have GPA information
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. **Verify** – One year has not passed since graduation.
EligibilityWindowOpen	**Yes –** Student is within in the six-year maximum eligibility time frame **No –** Student is not within the six-year maximum eligibility time frame **Verify –** Update CBS eligibly checker
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
LastUpdated	The most recent date that *any* of the columns have been changed Date format: d/m/yyyy h:m:s [AM|PM]

*In some instances, college financial aid staff may override, please see the following sections on HS Grad Year, HS 2.0 GPA, and Enrollment Deadline Met. 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 CBS Eligibility Checker field.

**High school equivalency will be effective after July 27, 2025 – more details to come.

Please note: The sections below have not been updated yet to include specific information about high school equivalency and how it will show up in the CBS Checker. A revised manual will be released once this has been implemented, to provide specific information.

HS Grad Year
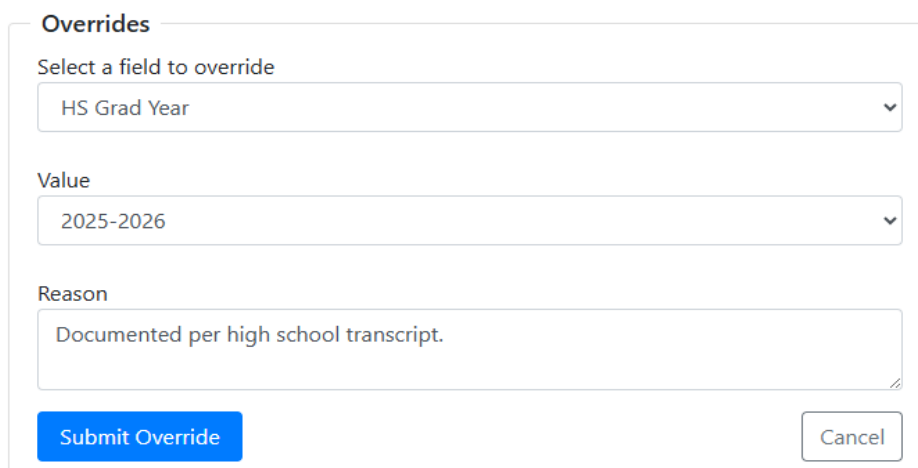
The anticipated year of high school graduation is noted for reference. Campuses do not need to review the "HS Grad Year" field for continuing CBS students previously determined eligible. However, the CBS Eligibility Checker will still need to be reviewed for the purpose of quarters of eligibility remaining and outstanding repayments.

CBS students who are verified to have graduated early may be awarded College Bound but must still enroll in college within the one-year timeframe.

CBS students who did not graduate from a Washington State public high school, were home-schooled, or graduated from a non-GPA-based school have "Verify" listed in the "HS Grad Year" field. Students with "Verify" in this column will not be eligible to receive CBS until their high school information is verified. Students may submit a copy of their final high school transcript (official or unofficial) to WSAC or campus financial aid staff, to have the "HS Grad Year" field overridden.

Important Note: Please do not update HS Grad Year for home-schooled students, students graduating from a non-GPA-based school, or students graduating from a non-Washington State high school. Contact collegebound@wsac.wa.gov for assistance.

Campuses should override the response to the "HS Grad Year" for students who graduated from a public or private Washington high school by entering the student's graduation date if they have an official or unofficial high school transcript. In the reason field, indicate how that information is known. 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.

Students who did not graduate high school, as well as those who attended out of state do not qualify for College Bound. If the student did not graduate high school, please override the HS Grad Year to "Ineligible HS, or not graduated."

Important Note: *Please do not update HS Grad Year for home-schooled students, students graduating from a non-Washington State high school, or graduating from a non-GPA based school. Contact collegebound@wsac.wa.gov for assistance.*

HS 2.0 GPA

To be eligible for CBS, students must graduate from a Washington high school (public or approved private institutions) or receive home-based instruction under RCW 28A.200. Students who are directly admitted to a four-year institution must graduate with at least a 2.0 cumulative GPA.

Important Note: *Please do not update GPA for home-schooled students, students graduating from a non-Washington state high school, or graduating from a non-GPA based school. Contact collegebound@wsac.wa.gov for assistance.*

High School Requirements (HS Grad Year and HS 2.0 GPA)

To expedite the process: Four-year campuses are encouraged to review their students' admissions information to determine if students met the high school graduation and GPA requirements and then update the CBS Eligibility Checker. This may be a more expedient way to verify graduation and GPA information than the WSAC data match with OSPI. This also may expedite the process in the case of students who attended private schools.

*NOTE: Both GPA **and** graduation date must be confirmed for students who have direct admissions to a public or private four-year institution. Please document both the GPA and HS Grad Year in the override screen when updating the CBS Eligibility Checker.*

Campuses should verify high school requirements (HS Grad Year and HS 2.0 GPA) under these circumstances:

- ☐ Students are OK to award CBS, but not OK to pay in CSAW/on the CBS Eligibility Checker file.
- ☐ The CBS student inquires and can provide a final transcript (official or unofficial) verifying they met the requirements, including for students who attended a private high school.
- ☐ If 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 or 888-535-0747, opt. 1.
- ☐ If the CBS Student graduated from a non-Washington high school: Campuses and/or students are asked to verify that the high school graduation requirement has been met for any non-Washington high school students by contacting College Bound program staff at collegebound@wsac.wa.gov or 888-535-0747, opt. 1.

Campuses that verify high school graduation must change the "HS Grad Year" and "GPA" field, or an edit will be triggered when requesting reimbursement or processing interim reports.

Enrolled By Deadline

College Bound students must enroll and attend 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 student, who graduated high school in the spring of 2025, would need to enroll and attend college by the fall term of 2026. Please note that if yours is the first institution the student is attending, their enrollment will update once their award is entered into CSAW.

NOTE: Financial Aid Administrators may review students who don't meet the enrollment deadline on a case-by-case basis and may grant a professional judgment exception for students who have unexpected circumstances that prevented their enrollment such as extenuating medical conditions, etc. All use of professional judgment shall be applied judiciously and shall be documented in the student's file.

Adult Basic Education and ***Running Start*** courses count towards meeting the college enrollment deadline—even if taken while in high school. College in the High School and CTE dual credits also may count towards meeting the college enrollment deadline if a college transcript is generated.

College Bound Scholars who do not enroll and attend college or have funds disbursed within a year of high school graduation are not eligible to receive CBS. However, if the college has knowledge that the student attended college within the one-year window, but the CBS Eligibility Checker does not show "Yes" in the "Enrollment Deadline Met" column, the college should update this column to "Yes." Documentation (i.e., college transcript) needs to be 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 that is transcripted in order for it to be counted as having met the one-year enrollment deadline.

Eligibility Open (Elig. Open)
Beginning in 2025–26, students will have six years of CBS eligibility **starting from the term in which they first receive CBS**, provided they meet the enrollment deadline (within one year of high school graduation).

- **Example 1**: A student graduates in June 2025 and enrolls in Summer 1 2025 — their eligibility runs through Summer 1, 2031.
- **Example 2**: A student graduates in June 2025 and enrolls in Fall 2026 — their eligibility runs through Fall 2032.

Please note that the CBS Eligibility Checker is still being updated. Additional guidance will be communicated via email and technical information will be updated in a future/revised Program Manual.

Students Who Do Not Appear in the CBS Eligibility Checker
Students who inform the institution that they submitted a College Bound application and received a College Bound certificate in middle school who cannot be located in the CBS Eligibility Checker should be referred to WSAC at collegebound@wsac.wa.gov. College Bound outreach staff will determine whether the student has a valid application on file.

WASFA applicants can be more difficult to identify through the Checker 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.

If a valid application is found, WSAC staff will match the application so the student will appear in the CBS Eligibility Checker.

Campus Systems Preparation Instructions

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

1. Prepare a file to upload SSNs into the CBS Eligibility Checker in the 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 Eligibility Checker 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 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).

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 Eligibility Checker Instructions

To accommodate the update to the 2.0 GPA requirement for students who are direct admits to a public or private four-year institution, WSACupdated the CBS Eligibility Checker functionality.

Log on to the Portal at https://portal.wsac.wa.gov/

Select 'College Bound' from the Programs drop-down menu
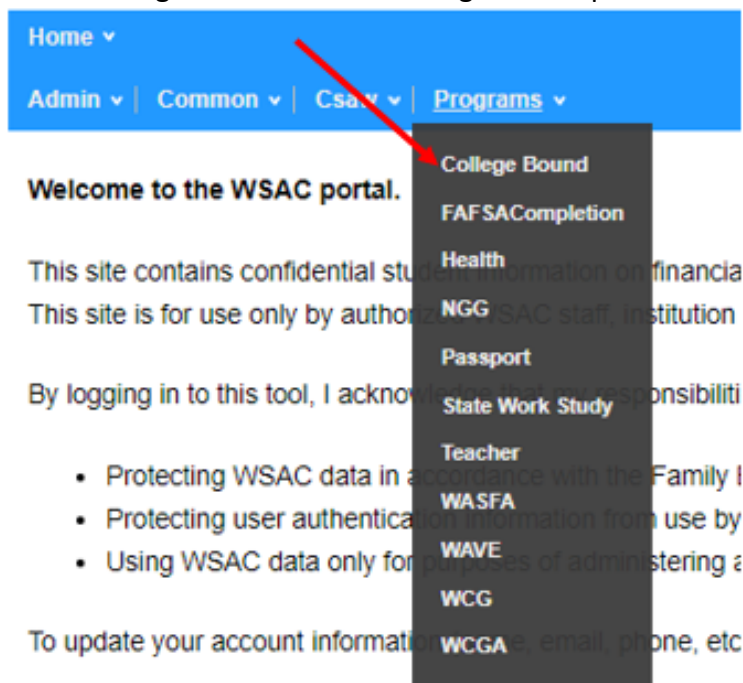
Click on the 'CBS Eligibility Checker' menu item.
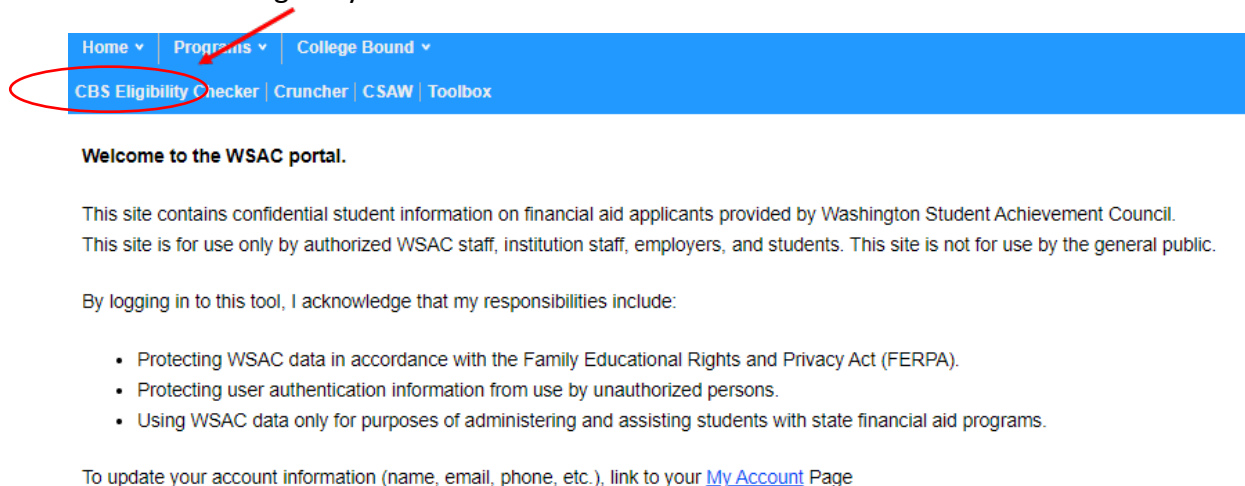
A copy of the file download option will be at the top of the CBS Eligibility Checker page, for integrating the results into institution's systems.

CBS Eligibility Checker

The excel download option will give you a csv file useful for integrating into your own systems. You can download an example of the csv headers here

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

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

CBS Eligibility Checker

The excel download option will give you a csv file useful for integrating into your own systems. You can download an example of the csv headers here

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

Show SIDs for this institution

[▼]

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

Enter at least one SSN or SID. Separate a list by commas or white space (tabs, spaces, or new lines)

[   ]

☐ Include SSNs/SIDs in my watch list

[Search]

Searching the CBS Eligibility Checker

▪ **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.

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

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

Name (full or partial)

[First name]   [Last name]   [Middle initial]

Date of birth

[mm/dd/yyyy   📅]

[Search]

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

- **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.

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

NOTE: *Refer to the CBS Eligibility Checker Layout and Code Descriptions provided earlier in this chapter.*

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 most 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 who are likely to meet the requirements during the packaging period and designates them 'OK to Award.' This preliminary data from OSPI includes the student's 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 (official or unofficial) to WSAC or the campus for determination. Either the institution or WSAC can change the HS Grad Year and HS 2.0 GPA field after verifying the student's GPA and graduation. If relying on the student's high school transcript, the campus must retain that documentation.

Important Note: *Please do not update HS Grad Year or HS 2.0 GPA for home-schooled students, students graduating from a non-GPA based school, or students graduating from a non-Washington state high school. Contact* collegebound@wsac.wa.gov *for assistance.*
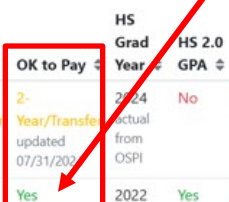
Here is a preview of what your search results will look like full screen. You can sort results by any category by clicking on the black column heading.

Name ⇕	SSN ⇕	Birth Date ⇕	SID ⇕	OK to Award ▾	OK to Pay ⇕	HS Grad Year ⇕	HS 2.0 GPA ⇕	Enrolled By Deadline ⇕	Elig. Open ⇕	CBS Qtrs Used ⇕	CBS Qtrs Remaining ⇕	In Repayment ⇕	Last Updated ⇕
	👁 •••-••-			2-Year/Transfer updated 02/04/2025	2-Year/Transfer updated 07/31/2024	2024 actual from OSPI	No	Yes	Yes	3.00	15.00	No	06/06/2025
	👁 •••-••			Yes updated 02/04/2025	Yes updated 08/22/2023	2022 actual from OSPI	Yes	Yes	Yes	6.00	12.00	No	06/06/2025
	👁 •••-••			No updated 02/04/2025	No updated 01/01/2025	2023 actual from OSPI	Yes	No	No	0.00	18.00	No	06/06/2025

In the example above, all the students with a **YES** in the OK to Award column can be packaged for College Bound Scholarship along with the Washington College Grant, as long as they meet all of the eligibility 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 ⇕	SSN ⇕	Birth Date ⇕	SID ⇕	OK to Award ▾	OK to Pay ⇕	HS Grad Year ⇕	HS 2.0 GPA ⇕	Enrolled By Deadline ⇕	Elig. Open ⇕	CBS Qtrs Used ⇕	CBS Qtrs Remaining ⇕	In Repayment ⇕	Last Updated ⇕
👁 •••–••-				2-Year/Transfer updated 02/04/2025	2-Year/Transfer updated 07/31/202	2024 actual from OSPI	No	Yes	Yes	3.00	15.00	No	06/06/2025
👁 •••–••				Yes updated 02/04/2025	Yes updated 08/22/2023	2022 actual from OSPI	Yes	Yes	Yes	6.00	12.00	No	06/06/2025
👁 •••–••				No updated 02/04/2025	No updated 01/01/2025	2023 actual from OSPI	Yes	No	No	0.00	18.00	No	06/06/2025

Students who have 2-Year/Transfer in OK to Pay can be awarded and disbursed funds at any two-year school or if they are a transfer student at a four-year school. Students receive this status when HS 2.0 GPA is either at **NO** or **Verify**. As a reminder, students are not required to achieve a 2.0 GPA at 2-year institutions, however, they must achieve a 2.0 GPA in order to receive CBS if they are a direct admit to a four-year public or private institution.

Verify Status in the CBS Eligibility Checker

The "Verify" status occurs in the CBS Eligibility Checker when an institution needs to collect documentation to verify information by overriding a field or an indication to check information before a student can be awarded and paid CBS. If the student has "OK to Award" at "Yes" the student should be awarded CBS even if additional documentation is needed.

In the case where HS Grad Year and/or HS 2.0 GPA are at "Verify", the school must collect a high school transcript (official or unofficial) to verify that information. Once collected, if the student graduated from a Washington state high school the institution should override the fields accordingly (see above **HS Grad Year** and **HS 2.0 GPA** sections). This will update the "OK to Award" and "OK to Pay" fields.

If the student graduated from home school, graduated from a non-GPA based school, or graduated from a non-Washington state high school. Contact collegebound@wsac.wa.gov for assistance. Please note that the student should be awarded CBS still until a determination is made by the College Bound team.

When "OK to Award" and "OK to Pay" are at "Verify" it is an indication that the last of a student's QERs have been awarded, but not yet paid.

When "Verify" is in Enrolled By Deadline, it indicates that one year hasn't passed since the student's high school graduation. Having this field at "Verify" will not delay an institution's ability to be paid, provided all other fields are confirmed. Institutions may verify enrollment by overriding this field in the CBS Eligibility Checker (see above **Enrolled by Deadline** section) or it will be updated a year after the documented high school graduation year.

CBS Status in CBS Eligibility Checker 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 WCG awards on the student's award offer if the student meets all other CBS eligibility criteria.

This status will also occur when a student is likely eligible for CBS but needs their HS Grad Year and/or HS 2.0 GPA information verified in the CBS Eligibility Checker. An official or unofficial high school transcript will need to be collected (if not already on file) and the CBS Eligibility Checker updated with high school information to allow CBS to be OK to Pay.

You also will want to indicate that the CBS award is tentative until your institution receives verification that the student graduated from high school (with at least a 2.0 GPA for students that direct admit to a public or private four-year institution). Institutions must verify student eligibility before disbursing funds.

CBS Status in CBS Eligibility Checker is: HS Grad Year or HS 2.0 GPA = Verify

This status will occur when a student is likely eligible for CBS but needs their HS Grad Year and/or HS 2.0 GPA information verified in the CBS Eligibility Checker. An official or unofficial high school transcript will need to be collected (if not already on file) and the CBS Eligibility Checker updated with high school information to allow CBS to be OK to Pay.

If an institution is unable to verify high school information by May 1 of a given academic year, they may override the HS Grad Year to the following: "Transcript requested, but not received" in the CBS Eligibility Checker. In the "Reason" box, please indicate how and when the student was contacted. For example, for the 2025-26 Academic Year, if the college has not received the requested transcript by May 1, 2026, they can use this option.

If a student does turn in a transcript, the institution must update the CBS Eligibility Checker. If the student is CBS eligible, the student must be awarded CBS for that academic year.

> **NOTE:** This override is only available in the checker from May 1, through the end of August each year.

Calculating Washington College Grant (WCG), Washington College Grant-Connect (WCG-C), and College Bound (CBS) Awards

The Commitment to Eligible College Bound Scholars

Washington has made a commitment that each eligible College Bound Scholar will receive state scholarship and/or grant assistance to cover the average cost of tuition (at public college rates), plus 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 WCG Funding

All eligible College Bound Scholars must first receive maximum WCG awards, as part of their CBS maximum award, and receive funding for all enrolled terms - including summer terms.

Every eligible CB Scholar must first receive a maximum WCG award before being considered for CBS funding. See page 34, for students who have exhausted their WCG funding, but still have eligibility remaining for CBS. The CBS amount is determined after WCG, and any other state grant or scholarship aid has been awarded. For a full list, see page 38 under Subtraction of State Gift Aid for Determining Eligibility for CBS Award Amounts.

When a student's CBS amount is met with other state grants and/or scholarships, the student may receive a reduced or no CBS award. In this instance, report the student as having need met.

> *Notes:*
> - *The aid administrator must award WCG funds to all eligible CB Scholars to ensure 100 percent coordination between CBS and WCG is achieved for all terms, including summer.*
> - *If a CBS student has exhausted WCG eligibility, but still has CBS eligibility remaining, the institution shall award the student an award using CBS funds only.*

A student's maximum WCG and CBS award amounts vary based on the institution attended, the student's enrollment, and the student's Median Family Income (MFI) level. WCG award amounts may not be reduced for eligible CBS students due to institutional awarding policies such as gift equity policies.

MAXIMUM MEDIAN FAMILY INCOME LEVELS

The MFI chart in this chapter includes the MFI levels that determine eligibility and award amounts for the WCG and CBS programs.

- The maximum MFI level for CBS student eligibility is 65 percent.
  - CBS students with MFI levels from 66 – 100% will not receive CBS but must receive WCG.

- The maximum MFI level for WCG students is 100 percent.

Determining Income for MFI Levels

In most cases, use the income reported on the FAFSA or WASFA. Adjustments may be made through verification reviews and through professional judgment decisions of a Financial Aid Administrator. These must be submitted on a corrected FAFSA/WASFA.

Students who are confirmed in the WCG-Connect Eligibility Checker will automatically be considered to have met income eligibility to receive a maximum WCG award, regardless of whether they submitted a FAFSA or WASFA or not. **This does not meet College Bound (CBS) income or Passport to Careers (PTC) eligibility requirements**. In order for a student to receive CBS or PTC, they must have a valid FAFSA or WASFA on file.

In 2025, through legislative changes to the statute, SSB 5785 expanded the maximum award MFI range from 0-55 percent MFI to 0-60 percent MFI. The maximum award range had previously been 0-65% through budget proviso language in 2023-24 and 2024-25.

When calculating family income for a "**dependent**" student, count the parents' Adjusted Gross Income (AGI) and non-taxable income. Also, beginning in 2025-26, income offsets must be taken into account. See information below. 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). Also, beginning in 2025-26, income offsets must be taken into account. See information below.

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. There may be no income reported on a student's ISIR for non-tax filers and in this case, institutions may assume $0 income, unless your institutional policy is to verify zero income.

Under the FAFSA Simplification Act, effective with the 2024-25 award year, only the following forms of untaxed income that are included on the federal tax return will be included on the FAFSA:

- Untaxed portions of Individual Retirement Arrangement (IRA, or Individual Retirement Account) distributions (withdrawals);
    - **NOTE:** Do not include any rollover amounts from untaxed IRA distributions.
        - *The net effect of IRA rollovers cannot be negative.*
            - For example, if an IRA distribution is $5,000, the rollover noted in the manual income section cannot be more than $5,000.

- Untaxed portions of pension and annuity distributions (withdrawals);
    - **NOTE:** Do not include any rollover amounts from untaxed pension and annuity distributions.
        - *The net effect of pension rollovers cannot be negative.*
            - For example, if a pension distribution is $5,000, the rollover noted in the manual income section cannot be more than $5,000.

- IRA deductions and payments to self-employed SEP, SIMPLE, and qualified plans;

- Tax-exempt interest; and Foreign Earned Income Exclusion

For 2025-26, continuing in alignment with federal aid, untaxed income no longer includes:

- Untaxed payments to tax-deferred pension and retirement saving plans represented by codes D, E, F, G, H, and S in Box 12 of IRS Form W-2 (which are not on the tax return);
- Housing, food, and other living allowances paid to members of the military, clergy, and others;
- Veterans' benefits;
- Workers' compensation;
- Other untaxed income not reported elsewhere on the FAFSA, like Black Lung Benefits, Refugee assistance, Railroad Retirement Benefits, Workforce Innovation and Opportunity Act (WIOA) benefits; or
- Cash support or any money paid on the student's behalf, except funds provided by the student's parents to the dependent student.

In the past, when calculating Median Family Income (MFI), income offsets were permissible as to whether colleges used them or not. However, effective 2025-26, colleges will be required to subtract the following allowable exclusions when calculating MFI:

- 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.
- Education tax credits under the American Opportunity and Lifetime Learning tax credits.

NOTE: *If there is conflicting information provided, the college will need to resolve the conflict before awarding.*

The family size for 2025-26 can be located on several fields on FAFSA or WASFA ISIRs. Schools should refer to Appendix C of the 2025-26 FAFSA Pell Eligibility and SAI Guide for more information about determining family size. Only if all of the ISIR fields have no data, WSAC has guided schools to use the following assumptions to determine family size:

Family Type	Family Size Assumption
Dependent Student; 2 Parent Contributors	3
Dependent Student; 1 Parent Contributor	2
Independent Student; Not Married	1
Independent Student; Married	2
Independent Student; Not Married w/Dependents	2

If schools have additional documentation that provides clarification regarding family size, they may use that in determining the award. Schools will want to retain the documentation they based the family size on and may be required to add that information if an edit is generated when submitting award/payment information. The family size on the FAFSA/WASFA should be updated to reflect the correct family size that awarding is based on.

Median Family Income (MFI) Levels for 2025-2026
Washington College Grant and College Bound Program Eligibility

Family Size	60%	65% (CBS Maximum)	70% (WCG only)	75% (WCG only)	100% (WCG only - Maximum)
1	$41,000	$44,500	$47,500	$51,000	$68,000
2	$53,500	$58,000	$62,500	$67,000	$89,000
3	$66,000	$71,500	$77,000	$82,500	$110,000
4	$78,500	$85,000	$91,500	$98,500	$131,000
5	$91,000	$99,000	$106,500	$114,000	$152,000
6	$104,000	$112,500	$121,000	$129,500	$173,000
7	$106,000	$115,000	$124,000	$132,500	$177,000
8	$108,500	$117,500	$126,500	$135,500	$181,000
9	$111,000	$120,000	$129,500	$138,500	$185,000
10	$113,000	$122,500	$132,000	$141,500	$188,500
11	$115,500	$125,000	$135,000	$144,500	$192,500
12	$118,000	$128,000	$137,500	$147,500	$196,500
13	$120,500	$130,500	$140,500	$150,500	$200,500
14	$122,500	$133,000	$143,000	$153,500	$204,500
15	$125,000	$135,500	$146,000	$156,500	$208,500
16	$127,500	$138,000	$148,500	$159,000	$212,500
17	$129,500	$140,500	$151,500	$162,000	$216,000
18	$132,000	$143,000	$154,000	$165,000	$220,000
19	$134,500	$145,500	$157,000	$168,000	$224,000
20	$137,000	$148,000	$159,500	$171,000	$228,000

Washington Student Achievement Council analysis of 2022 American Community Survey data as published by the federal Low-Income Home Energy Assistance Program. All figures have been rounded to the nearest $500 income range.

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

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.

Veterans' 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.

STUDENT AID INDEX (SAI)

The "Student Aid Index (SAI)" replaced the Expected Family Contribution (EFC) as a formal evaluation of a student's approximate financial resources to contribute toward their postsecondary education for a specific award year.

The SAI is initially based on information submitted on the FAFSA or WASFA. In some cases, SAI may be adjusted by the Financial Aid Administrator through a professional judgment decision. These must be submitted on a corrected FAFSA/WASFA.

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. Information regarding the WG Apprenticeship COA will be issued in a separate manual.

The COA includes tuition and fees, books and supplies, housing and food, 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 the 2025-26 academic year includes three categories:
1. Dependent, living with parent
2. Dependent/Independent, off campus
3. Not living with parent on campus

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 WCG or CBS must have the full-assessed tuition amount included in their COA. This COA amount must be reported when the Unit Record Report (URR) is submitted.

In addition, all tuition waivers received by WCG 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. The tuition waiver is then reported as a resource as described above.*

If a student receives other need-based assistance but does not receive WCG 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 Student Aid Index (SAI) is subtracted from the student's Cost of Attendance (COA) to determine the need amount. Please note that beginning in 2024-25, the SAI value could be negative and for need purposes, should be treated as a zero.

Need-based aid, such as WCG, CBS, and Passport must be within the need amount and cannot exceed the need amount, even if a student has a qualifying MFI. This means you cannot award a student with a qualifying MFI if they do not have unmet need.

Professional Judgment

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

The aid administrator shall document the reason for the variance in the student's file. The FAA may consider assets when assets aren't being considered for SAI computations (e.g., students who auto-qualify for Maximum Pell, etc.) for the purposes of WCG eligibility.

Beginning in 2024 – 25, Institutions were given permission to make professional judgment decisions using institutional methodology when awarding state aid. These PJ adjustments are not allowed to be submitted on the FAFSA due to FAFSA Simplification rules. The FAA will report the recalculated SAI (using institutional methodology) on the edit when used to award state aid and when submitting interim reports and the Unit Record Report.

Family Income Change of 3 Percent or Less

A student who received WCG in the previous year and whose family income has increased by no more than 3 percent may be eligible to continue to receive WCG in the current year. Discretion is left to the FAA. This applies when the student's current family income increases slightly above the 100 percent maximum MFI level.

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

College Bound and Washington College Grant Coordination

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

If a CB student has exhausted their WCG eligibility, but still has CBS eligibility remaining, the institution shall award the student an award using CBS funds only. The student should receive what they would have received in total between WCG and CBS, even if it is only in CBS funding.

For example, if a student typically received $4,260 in WCG and $167 in CBS per term, but ran out of WCG QERs, they would receive the full $4,427 in CBS as long as they have CBS QERs.

When a student's CBS commitment is met with other state grants and/or scholarships, the student may receive a reduced or no CBS award. In this instance, report the student as having need met.

If a student is both CBS and PTC eligible, and has exhausted their WCG funds, their award cannot exceed the amount of the *"Total Maximum WCG and CBS to Eligible College Bound Scholars."* The award is also limited by need.

For example:
A student typically qualifies for $4,427 total in WCG ($4,260) + CBS ($167) for a given term. They have 0.25 QER remaining in WCG and qualify for $666 in PTC. The calculation would be:

WCG + CBS Maximum =	$4,427
.25WCG =	-$1,065
PTC =	-$666
CBS Award =	$2,696

AWARD AMOUNTS

In 2023-24, WSAC completed an additional review of the existing RCW 28B.92 and WAC 250-21, related to the Washington College Grant in setting award amounts.

As defined in statute, for students attending two- or four-year public institutions, the award amount is tuition and estimated fees for 15 credit hours, or the equivalent as determined by the office. Fees include operating fees, building fees, and services and activities fees.

WSAC has defined award amounts based on actual tuition and estimated fees using a 15 credit tuition and fee amount. Adjustments are only required for less than full-time enrollment, as a result of need limitations, or quarters of eligibility restrictions. However, students enrolled in Applied Baccalaureate programs at a community or technical college, who take a mixture of upper and lower-division courses, must have their award amount calculated using the tuition calculator on the State Board for Community & Technical College website because students are charged different rates for upper and lower division courses in those programs.

The Baccalaureate Tuition Calculator provided by the SBCTC is located at:
https://www.sbctc.edu/colleges-staff/collegeaccess/baccalaureate-tuition-calculator.aspx

See the table on page 37 for WCG and CBS award amounts. Grant amounts can also be viewed in the WSAC Portal under CSAW/Grant Amounts.

Washington College Grant – Connect (WCG-C)

WCG-C was established during the 2022 Legislative Session through SSHB 1835. This bill allowed students in three specific public benefit programs to be considered meeting the income requirements and demonstrating financial need for maximum Washington College Grant funding without having to complete a FAFSA or WASFA. Colleges may not require a WCG-C eligible student to file a FAFSA or WASFA in order to be considered for WCG. This applies to **WCG only** and does not meet the eligibility requirements for College Bound (CBS) or Passport to Careers (PTC).

Additionally, WSAC has provided pathways for other programs to join WCG-C. There are three ways that a program may be deemed eligible:

1. Direct legislation where data is sent directly from an eligible program to WSAC and entered into the WCG-C Eligibility Checker.

   - Examples: HEN, PWA, ABD

2. Through an application process with WSAC where data is sent directly from an eligible program to WSAC and entered into the WCG-C Eligibility Checker.

   - Example: EcSA

3. Through a pilot program approved by completing the WSAC application process, whereas the institution has the student data and awards accordingly. WCG-C eligibility would be indicated during Interim and URR reporting.

All students admitted to your college should be uploaded into the WCG-C Eligibility Checker to see if they are categorically eligible to meet the WCG income eligibility. Financial aid offices may need to work in collaboration with their admissions office to help identify students that haven't completed a financial aid application.

Students who meet all residency and other program requirements that appear in the WCG-C Eligibility Checker should be awarded the maximum WCG award based on students' need.

If a student self identifies as being eligible for WCG-C but does not appear in the WCG-C Eligibility Checker, please email WSAC through the secure portal messaging. The school will need to either upload a copy of the student's acceptance letter from DSHS/Economic Security Department (ESD) or include the following information:

- SSN
- Client ID
- First and Last Name
- Date of Birth
- Address
- Program (HEN, PWA, ABD, and/or EcSA currently)

Once WSAC is able to verify the student, they will be added to the WCG-C Eligibility Checker.

NOTE: Refer to Chapter 1 for instructions on how to use the WCG-Connect Eligibility Checker

Awarding considerations:

- Students appearing in the WCG-Connect Eligibility Checker without a FAFSA or WASFA on file are to be considered as meeting the income eligibility for WCG and should be awarded based on meeting the 60% MFI and receiving the maximum WCG award.

   o Students that fall into this category are not eligible to receive CBS or PTC as these programs require FAFSA/WASFA.

- Students appearing in the WCG-C Eligibility Checker and have a FAFSA or WASFA on file should be awarded the maximum WCG award **regardless of their calculated MFI**. This means that you may need to adjust their award to maximum WCG if you already awarded on the actual MFI based on their FAFSA or WASFA.
    - Students that fall into this category may be eligible to receive CBS if they meet the 65% MFI requirement and/or PTC if they have verified need required by the program.
    - Students in this category are subject to need if there is $1 or more of federal or state need-based aid awarded. If any amount of federal or state need-based financial aid is awarded ($1 or more), need should be factored into the awarding of WCG.

2025-26 Maximum WCG and CBS Award Amounts for 3 Quarters/2 Semesters								
	Median Family Income							
	CBS Max	0 - 60%	0 - 60%	61 - 65%	61 - 65%	66 - 70%	71 - 75%	76-100%
Institution/Sector	WCG + CBS = Full CBS Award	Full WCG award (100%)	CBS Award	WCG (60% of full award)	CBS Award	WCG ONLY (50% of full award)	WCG ONLY (24.5% of full award)	WCG ONLY (10% of full award)
University of Washington	$13,280	$12,780	$500	$7,668	$5,612	$6,390	$3,131	$1,278
Washington State University	$12,787	$12,287	$500	$7,372	$5,415	$6,144	$3,010	$1,229
Central Washington University	$8,822	$8,322	$500	$4,993	$3,829	$4,161	$2,039	$832
Eastern Washington University	$8,271	$7,771	$500	$4,662	$3,609	$3,885	$1,904	$777
The Evergreen State College	$8,857	$8,357	$500	$5,014	$3,843	$4,179	$2,048	$836
Western Washington University	$9,010	$8,510	$500	$5,106	$3,904	$4,255	$2,085	$851
Private Four-year Non-Profit	$13,034	$9,739	$3,295	$5,843	$7,191	$4,870	$2,386	$974
Private Four-year For-Profit	$13,034	$8,517	$4,517	$5,110	$7,924	$4,259	$2,087	$852
WGU Washington	$8,800	$5,619	$3,181	$3,371	$5,429	$2,810	$1,377	$562
Community & Technical Colleges	$5,423	$4,923	$500	$2,954	$2,469	$2,462	$1,206	$492
CTC Applied Bachelor's	$8,365	$7,865	$500	$4,719	$3,646	$3,933	$1,927	$787
Private Two-Year Non-Profit	$5,423	$3,694	$1,729	$2,216	$3,207	$1,847	$905	$369
Private Two-Year For Profit	$5,423	$2,823	$2,600	$1,694	$3,729	$1,412	$692	$282
Northwest Indian College-Tribal College	$5,423	$3,694	$1,729	$2,216	$3,207	$1,847	$905	$369

CBS Maximum Award Amounts to Disburse

The value of the initial eligible CB Scholar award shall be the difference between the "Total Maximum WCG and CBS to Eligible College Bound Scholars" amount, minus the WCG Maximum, and minus the value of any other state funded grants or scholarships (gift aid – see list below) 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 WCG and CBS to Eligible College Bound Scholars" amount in determining the amount to fund from the CBS program:

- ➢ **Washington College Grant** – Due to 100 percent coordination requirements, all eligible CB Scholars must receive a maximum Washington College Grant award.

- ➢ **Passport to College Scholarship** – A state scholarship program for youth who experienced either foster care or unaccompanied homelessness.

  NOTE: Students who receive Passport funds will likely have their maximum CBS commitment met with a combination of Washington College Grant and Passport scholarship funds, and therefore will not receive a CBS award.

- ➢ **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 students having financial need with close social and cultural ties to an in-state American Indian community, for pursuing undergraduate and graduate studies.

Do not 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 CB Scholars will receive total state aid greater than the "Total Maximum WCG and CBS to Eligible College Bound Scholars" amounts.

An example of this is an eligible CBS student, who receives a WCG award and a Passport to College Scholarship award, which together may exceed the CBS maximum, but no CBS dollars are awarded to the student. Similar situations may also occur with combinations of WCG and SBCTC Opportunity Grant funding.

In these cases, the CB Scholar would not receive College Bound funding for the year, because the other awarded state gift aid exceeds the CBS Commitment amount. Report students as having CBS need met.

Gift Equity Packaging Policy Update for Four Year Institutions

HB 1907 (from 2022) requires that postsecondary institutions that participate in state student financial aid programs have a gift equity packaging policy allowing for a student who receives a private scholarship to receive up to 100 percent of the student's unmet need before any of the student's federal, state, or institutional financial aid is reduced. This provision does not apply to public community and technical colleges.

Uneven WCG Disbursements Permitted to Students Not Receiving CBS funding

Typically, WCG awards are disbursed evenly for all terms during the year if the student's enrollment status is the same each term. However, the Financial Aid Administrator may award a greater proportion of the student's WCG 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 WCG disbursements has been granted and what the disproportionate costs were by term. If the student receives a larger WCG disbursement in one term, but then does not attend the full year, the student will be considered overpaid and will owe a WCG repayment.

  NOTE: 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 WCG award amount is also one dollar ($1.00) per term. ****
  Circumstances relevant to part-time enrollment and other factors may reduce a student's WCG to a very low level. The FAA may issue WCG awards as low as $1.00 per term

**It is recommended that students be made aware of their ability to decline low award amounts if they wish to reserve QER for future use.

Declining CBS or WCG Awards

If a CBS or WCG awarded student wishes to decline a CBS or WCG 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.

If a WCG or CBS awarded student wishes to decline their CBS or WCG award, and/or return funds due to a credit enrollment decrease, and to have their quarterly award and QER usage reduced to reflect that lower amount, the student must notify the financial aid office in writing. The aid office must then recalculate their eligibility and return those funds received either due to a tuition refund and/or funds returned by the student to WSAC using the CSAW portal. The aid office must ensure they update the reporting in CSAW to reflect the lowered award amount and credit enrollment associated with that reduced award.

See the next table for the maximum Washington College Grant Awards for students enrolled full-time.

2025-26 WCG Only Amounts					
	Median Family Income				
Institution/Sector	0% - 60% (100% - full award)	61% - 65% (60% of full award)	66% - 70% (50% of full award)	71% - 75% (24.5% of full award)	76% - 100% (10% of full award)
University of Washington	$12,780	$7,668	$6,390	$3,131	$1,278
Washington State University	$12,287	$7,372	$6,144	$3,010	$1,229
Central Washington University	$8,322	$4,993	$4,161	$2,039	$832
Eastern Washington University	$7,771	$4,662	$3,885	$1,904	$777
The Evergreen State College	$8,357	$5,014	$4,179	$2,048	$836
Western Washington University	$8,510	$5,106	$4,255	$2,085	$851
Private Four-Year Non-Profit	$9,739	$5,843	$4,870	$2,386	$974
Private Four-Year For-Profit	$8,517	$5,110	$4,259	$2,087	$852
WGU Washington	$5,619	$3,371	$2,810	$1,377	$562
Community & Technical Colleges	$4,923	$2,954	$2,462	$1,206	$492
CTC Applied Bachelor's	$7,865	$4,719	$3,933	$1,927	$787
Private Two-Year Non-Profit	$3,694	$2,216	$1,847	$905	$369
Private Two-Year For-Profit	$2,823	$1,694	$1,412	$692	$282
Northwest Indian College - Tribal College	$3,694	$2,216	$1,847	$905	$369

Please note that annual awards may not be exceeded for 3 quarter/2 semester enrollments. If annual award amounts do not divide evenly, you must round up/down accordingly to ensure you do not exceed the annual limit.

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

ADJUSTING MAXIMUM AWARD AMOUNTS

The maximum WCG 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 Using Enrollment Intensity

Both CBS and WCG awards must be reduced for students enrolled in less than 12 credits based on their actual number of credits enrolled.

Beginning with the 2024-25 academic year, state aid aligned with federal aid related to enrollment intensity for calculating awards and quarters of eligibility used calculations. Therefore, calculations at a given enrollment are specific to the number of credits a student is enrolled in (if they are enrolled less than full-time).

Below are the enrollment intensity percentages at a given enrollment, as well as examples of what this would look like at a couple of institutions:

Quarter Institution Enrollment Intensity for Awards and Quarters of Eligibility Used Calculations (WCG Max Award)				
Credits Enrolled	Enrollment Intensity	Quarters of Eligibility Used	Award Amount at UW $12,780	Award Amount at CTC $4,923
12+	1	1	$4,260	$1,641
9.75	0.81	0.81	$3,451	$1,329
9.50	0.79	0.79	$3,365	$1,296
9.25	0.77	0.77	$3,280	$1,264
9.00	0.75	0.75	$3,195	$1,231
6.75	0.56	0.56	$2,386	$919
6.50	0.54	0.54	$2,300	$886
6.25	0.52	0.52	$2,215	$853
6.00	0.50	0.50	$2,130	$821
3.75	0.31	0.31	$1,321	$509
3.50	0.29	0.29	$1,235	$476
3.25	0.27	0.27	$1,150	$443
3.00	0.25	0.25	$1,065	$410

NOTE: Sample charts only. Comprehensive chart and amounts can be found at www.wsac.wa.gov/faa-resources or in CSAW > Grant Amounts.

Semester Institution Enrollment Intensity for Awards and Quarters of Eligibility Used Calculations (WCG Max Award)				
Credits Enrolled	Enrollment Intensity	Semesters of Eligibility Used	Award Amount at WSU $12,287	Award Amount at Private 2-Year For-Profit $2,823
12+	1	1.50	$6,144	$1,412
9.75	0.81	0.81	$4,977	$1,143
9.50	0.79	0.79	$4,854	$1,115
9.25	0.77	0.77	$4,731	$1,087
9.00	0.75	0.75	$4,608	$1,059
6.75	0.56	0.56	$3,441	$790
6.50	0.54	0.54	$3,318	$762
6.25	0.52	0.52	$3,195	$734
6.00	0.50	0.50	$3,072	$706
3.75	0.31	0.31	$1,905	$438
3.50	0.29	0.29	$1,782	$409
3.25	0.27	0.27	$1,659	$381
3.00	0.25	0.25	$1,536	$353

NOTE: Sample charts only. Comprehensive chart and amounts can be found at www.wsac.wa.gov/faa-resources or in CSAW > Grant Amounts.

Attendance Less Than 3 Quarter Credits or The Equivalent

A student enrolled in less than 3 quarter credits (or its equivalent) is not eligible to receive WCG or CBS.

Clock Hour Schools

Additional information on awarding students enrolled in clock hour programs appear 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

Institutional gift equity policies do not apply to eligible College Bound Scholars or Washington College Grant-eligible students. Eligible College Bound Scholars, including those with family income 66-100 percent, must receive the maximum WCG award for which they are eligible, even if they do not receive any CBS funds.

OTHER AWARDING CONSIDERATIONS:

Use of State Funds for Prior Year Charges

State financial aid is based on current year cost of attendance and more specifically tuition and fees. As such, state financial aid may not be used to pay a student's prior year charges in any amount.

Fourth Quarter/Third Semester Awards

It is possible for a student to receive summer term funding of WCG 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 quarter or three semester terms 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 quarter/2 semester terms, 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 usage limit more quickly than students engaged in the common three quarter/ two semester enrollment pattern. In this scenario, it is permissible to exceed the 3 quarter or equivalent grant amounts listed in the award charts to add the additional term of funding.

Summer Awarding of CBS and/or WCG

Award all eligible CBS and/or WCG students enrolling during Summer 2025.

If Summer 1 (2025-26):
- All eligible College Bound students and/or Washington College Grant students enrolling in summer 2025 (Summer 1) must receive their full eligibility in both CBS and WCG.

If Summer 2 (2024-25):
- Any Summer 2 (2024-25) funds awarded after submission of the final interim report, must be requested by August 1st. Contact WSAC if you later need to adjust your Final Interim Report.

Applied Baccalaureate Students Taking Mixed Course Levels

Students enrolled in Applied Baccalaureate programs at a community or technical college, who take a mixture of upper and lower-division courses must have their award amount calculated using the tuition calculator on the State Board for Community & Technical College website because students are charged different rates for upper and lower-divisions course in those programs.

The Baccalaureate Tuition Calculator provided by the SBCTC is located at: https://www.sbctc.edu/colleges-staff/collegeaccess/baccalaureate-tuition-calculator.aspx

Financial Aid Over-Award

State aid, combined with other aid meeting need, may not exceed the student's calculated need. Need is defined as the difference between an institution's cost of attendance (COA) and SAI. However, a student will not be considered over-awarded if additions to the initial award due to late reporting of scholarships exceed their 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 FAA must review the eligibility for WCG and/or CBS and, if necessary, readjust the awards.

Examples:

➢ A CBS funded student receives additional state aid (e.g., Passport to College Scholarship or SBCTC Opportunity Grant) 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 FAA can reduce the award disbursements for future terms; however, and not repay funds already disbursed, that is permissible in this limited instance. The WCG award needs to also be reviewed to be sure the award is not over need, for example. If the student fails to attend future terms the student would owe the funds.

➢ A WCG funded student (who is not an eligible CB Scholar) receives additional aid, the MFI level changes, or the need changes. The FAA must review the award to make sure that the student is still eligible for the WCG amount originally awarded. This would include making sure 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 completely withdraws for a term without earning at least 3 credits, no additional WCG or CBS payments may be made to the student for that term, on or after a student's official withdrawal date, unless it is determined to be a late award.

NOTE: State policy differs from the Federal policy on this issue of post-withdrawal disbursements.

Review Carefully

Retroactive Awards and/or Payments for Previous Terms for Eligible CBS, WCG, and PTC students

Retroactive awards are for when a student completes their financial aid application after the published deadline, has previously been enrolled, is currently attending, -AND- a school reviews a financial aid application after a term has passed or within a term.

Retroactive awards and/or payments **MUST** be made for all programs which a student is eligible for a prior term(s) as long as they are eligible for the current award 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 or the equivalent) determined by the institution at the end of the term(s). If a student is on state unsatisfactory or denied status, they would not be eligible for a retroactive award unless they appealed, and the appeal was approved by the institution.

If an institution retroactively awards WCG 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.

Examples:

➢ **Example 1:** Student completes FAFSA application in January but has attended since fall quarter. Student can receive a retroactive award for previous quarter/semester based on the number of credits they completed for that quarter. If they completed 10 credits, they would be awarded at 10 credits.

➢ **Example 2:** Student attended fall quarter but has since withdrawn from the school they were attending. They did not have a valid FAFSA or WASFA on file until winter quarter. This would not be a retroactive award since the student was ineligible for fall quarter (due to not having a valid FAFSA or WASFA on file (and did not complete 3 or more credits) and is not currently attending the same school.

➢ **Example 3**: Student attended fall and winter quarters but did not file a FAFSA or WASFA until spring quarter and graduated after winter. Since the student is no longer enrolled, they are not eligible for a retroactive award.

➢ **Example 4**: Student submits a FAFSA/WASFA after the school's published deadline. The award is based on based on a student's rate of satisfactorily completed credits (must be at least 3 credits or the equivalent) determined by the institution at the end of the term(s) or current enrollment if within an active term.

Review Carefully

Late Awards

Late awards are when:

1. College awards WCG in a timely manner and does not award CBS or Passport at the same time.

2. Student completes financial aid application by published deadline, but due to institutional delays is not awarded financial aid at the beginning of the term. These students may have dropped or withdrawn since but are entitled to their state aid eligibility at the time they should have been awarded (depending on the repayment option selected).

It is imperative that all awards are entered into the WSAC Portal at the same time. Schools that are not awarding all programs at the same time will be considered to be making late awards and are an institutional error. WSAC will be monitoring schools for late awarding practices.

To ensure students are held harmless, students should be awarded at the same level that the initial WCG award was made, regardless of number of credits completed or if the student is still enrolled.

The Financial Aid Administrator must ensure that 100 percent coordination between CBS and WCG is achieved for all terms, including summer.

Students that an institution is completing an initial award of any state aid must be enrolled at the time of the award and the aid would be based on that enrollment. If a student has withdrawn, they would not be eligible. Please note that if this is due to institutional error, the institution is encouraged to make the student whole.

If the student had received all the aid they were entitled to at the beginning of the term, it might have played an important role in their retention and success.

Examples:

➤ **Example 1:** School initially awards WCG, but student is also eligible for CBS at the time of awarding and is not awarded. School is completing the interim report for winter quarter and receives edit that CBS should have been awarded, but student did not maintain SAP after fall quarter. The student should still be awarded CBS as a late award since the student was *eligible at the time of awarding* and the award was missed due to institutional error. CBS is awarded at the same credit enrollment as the original WCG award.

➤ **Example 2:** Student attended fall quarter and was awarded WCG only. They were also eligible for CBS at the time of awarding. They attended at least one day of the quarter/semester but received 100% reversal of tuition and fees due to the school's refund policy. Since the student was eligible at the time, they received WCG, CBS must be awarded as a late award due to institutional error based on the enrollment at the time WCG was awarded.

➤ **Example 3:** Student attended fall and winter quarters and graduated after winter. During spring quarter, it was found that the student received WCG for fall and winter quarters but was also eligible for CBS and was not awarded. Even though the student is no longer enrolled at the time the misaward was found, they are eligible for a late award within the same fiscal year.

➤ **Example 4:** Student attends fall term and is not awarded an initial award of state financial aid. After the start of the quarter, they withdraw from all their courses but have attended at least one day in all of their courses. This student would not be eligible for any state financial aid awards since they have withdrawn before being awarded. If they did not receive any funding due to institutional error, the institution is encouraged to make the student whole.

➤ **Example 5:** A student completes their financial aid application by the school's published deadline, but due to institutional delays is not awarded financial aid until the student has started the term. The student enrolls in 12 credits, but by the time they are awarded, they have dropped to 6 credits. Since the delay is due to the institution, the student should be awarded at 12 credits.

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

It is permissible for two institutions or an institution and a WG-A apprenticeship program to disburse separate state aid awards to the same student during the same term. The state aid at each institution/apprenticeship program shall be calculated based on enrollment. The cost of attendance should be coordinated between institutions/apprenticeship program.

It is presumed that the student's maintenance costs are considered in the overall award at one institution and the second institution/apprenticeship program's award shall not exceed the cost it recognizes for tuition, fees, (operating, building, and services and activities) and books.

The institution must coordinate with the second institution or the apprenticeship program. One institution may fund the full COA and one can only fund tuition, fees, (operating, building, and services and activities) and books. It is important that you document this in the student's file. This information will be requested by WSAC via edits generated by payment requests and interim reporting.

Please note that the institution or program that awards and requests funds first will be able to fund the full COA, while the other institution or program will have to fund using adjusted COA.

Beginning with the 2025-26 academic year (AY) some CTCs will be awarding WG-A funds. WG-A funds are typically awarded on a lump sum basis, which differs from term-by-term awarding on the WCG side.

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.

Beginning with the 2024-25 academic year, state aid will align with federal aid related to enrollment intensity for calculating awards and quarters of eligibility used calculations.

Below are the enrollment intensity percentages at a given enrollment, as well as examples of what this would look like at a couple of institutions:

Quarter Institution Enrollment Intensity for Awards and Quarters of Eligibility Used Calculations (WCG Max Award)				
Credits Enrolled	Enrollment Intensity	Quarters of Eligibility Used	Award Amount at UW $12,780	Award Amount at CTC $4,923
12+	1	1	$4,260	$1,641
9.75	0.81	0.81	$3,451	$1,329
9.50	0.79	0.79	$3,365	$1,296
9.25	0.77	0.77	$3,280	$1,264
9.00	0.75	0.75	$3,195	$1,231
6.75	0.56	0.56	$2,386	$919
6.50	0.54	0.54	$2,300	$886
6.25	0.52	0.52	$2,215	$853
6.00	0.50	0.50	$2,130	$821
3.75	0.31	0.31	$1,321	$509
3.50	0.29	0.29	$1,235	$476
3.25	0.27	0.27	$1,150	$443
3.00	0.25	0.25	$1,065	$410

NOTE: *Sample charts only. Comprehensive chart and amounts can be found at* www.wsac.wa.gov/faa-resources *or in CSAW > Grant Amounts.*

Semester Institution Enrollment Intensity for Awards and Quarters of Eligibility Used Calculations (WCG Max Award)				
Credits Enrolled	Enrollment Intensity	Semesters of Eligibility Used	Award Amount at WSU $12,287	Award Amount at Private 2-Year For-Profit $2,823
12+	1	1.50	$6,144	$1,412
9.75	0.81	0.81	$4,977	$1,143
9.50	0.79	0.79	$4,854	$1,115
9.25	0.77	0.77	$4,731	$1,087
9.00	0.75	0.75	$4,608	$1,059
6.75	0.56	0.56	$3,441	$790
6.50	0.54	0.54	$3,318	$762
6.25	0.52	0.52	$3,195	$734
6.00	0.50	0.50	$3,072	$706
3.75	0.31	0.31	$1,905	$438
3.50	0.29	0.29	$1,782	$409
3.25	0.27	0.27	$1,659	$381
3.00	0.25	0.25	$1,536	$353

NOTE: *Sample charts only. Comprehensive chart and amounts can be found at* www.wsac.wa.gov/faa-resources *or in CSAW > Grant Amounts.*

Note: *You only need to perform this calculation if the student does not have enough Quarters of Eligibility Remaining (QER) to fully fund the enrollment status.*

For example, if a student at a quarter institution has .42 QER, but is only enrolled in 4 credits, the student will only use .33 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 WCG Institution Example:

Joe student has .42 QER. The full-time WCG quarter award amount within Joe's MFI category is $1,803.

The calculation is:

.42 x $1,803 = $757. Joe would be eligible for a $757 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 number 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 WCG Institution Example:

Maria student has .42 Quarters of Eligibility Remaining (QER). The full-time semester award amount within Maria's MFI category is $4,292. The calculation is:

.42 / 1.5 = .28
QER Semester Divider SER

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

.28 x $4,292 = $1,202. Maria would be eligible for a $1,202 final semester award.

EMERGENCY AID

WSAC will align with the updated federal policy which states that *"emergency financial assistance provided to the student for unexpected expenses that are a component of the student's cost of attendance, and not otherwise considered when the determination of the student's need is made, shall not be treated as other financial assistance"* (OFA). Components of the cost of attendance would include unexpected expenses for food, housing, materials, etc. Colleges must have a policy and process for students to request emergency financial assistance (EFA) and document the request including the unexpected expense for each student. The expenses must not already be included in one of the student's COA components. Volume 3, Chapter 3 of the 2025-26 Federal Student Aid Handbook provides additional guidance.

Funding utilized as EFA for students is not to be factored into need-based aid calculations. When completing the Unit Record Report, the award code/type will be reported as non-need-based, not considered when determining need-based aid eligibility.

For those campuses that participate in the Passport to Careers program and receive Passport Student Support Funds (PSSF), these funds could be used in this manner. Institutions are allowed to use PSSF as emergency financial assistance (EFA) funds and would need to document it like any other EFA funding. However, if PSSF are utilized as other financial assistance (OFA), standard need rules apply. The EFA funds would be reported as not subject to need, but OFA funds would need to be included.

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 their access to state aid.

CHAPTER 3

SATISFACTORY ACADEMIC PROGRESS

SATISFACTORY ACADEMIC PROGRESS (SAP)

Institutions are responsible for monitoring each recipient's ***Satisfactory Academic Progress,*** as outlined in [WAC 250-21-010(16)](#) of the WCG rules, and in the institution's WSAC-approved institutional SAP policy.

The SAP policy is applicable to all state aid grant programs, including the Washington College Grant (WCG), , College Bound (CBS) , and Passport to College Scholarship (PTC).

WSAC aligned the State SAP policy with the Federal SAP policy beginning with the 2024-25 Academic Year . Please see Volume 1, Chapter 1 in the FSA Handbook for more information on Federal SAP policy.

While institutions could implement this policy in the 2024-25 Academic Year , there remains 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:

- 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 (QER) for a given program as these are mandated by statute. Note: The lifetime limit of quarters of eligibility was increased in the 2024-25 Academic Year to 18 maximum.

There are differences between state and federal SAP requirements including:

At the end of each term for programs that are less than a year in duration, or at the end of the year for programs longer than one year in duration, 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***[1] 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*.*

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[1]To avoid confusion with the federal definition of "probation," the term "warning" is used for state aid administration.

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 grant 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.

Maximum Usage Timeframe

As stated in Chapter 1, Washington College Grant and College Bound recipients may receive the equivalent of 6 full-time years of maximum usage (18 quarters, 12 semesters, or the equivalent). However, note that College Bound recipients must still enroll within 1 year of high school completion AND must use their eligibility within 6 years from the date of receipt. For example, a student that completes high school in June 2025, must enroll no later than September 2026 and then has 6 calendar years until Summer 2, 2032 to utilize up to 18 quarters, 12 semesters, or the equivalent of the College Bound. If the student enrolls in September 2025, they will have until Summer 2, 2031.

State SAP Policy

Institutions may continue to use the state SAP policy but note that beginning in 2024-25 WSAC allowed institutions to align their policy with Federal SAP. The information below contains the state SAP policy only. Federal SAP policy information can be found in Volume 1, Chapter 1 in the FSA Handbook.

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 the progress of state aid 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 WCG and CBS programs)

Note: 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 are considered the amount for which aid was calculated and disbursed even if the student enrolled for more than 12 credits.

Enrollment bands are to be used when calculating SAP. The following chart illustrates how enrollment bands work:

Enrollment Bands to be used for Calculating Satisfactory Academic Progress					
Credits Enrolled	Enrollment Intensity	WCG Award Amount at UW $12,780	WCG Award Amount at CTC $4,923	Warning Status Credits Completed	Denied Status Credits Completed
12+	1	$4,260	$1,641	6	5.5
11	0.92	$3,919	$1,510	4.5	4
10	0.83	$3,536	$1,362	4.5	4
9	0.75	$3,195	$1,231	4.5	4
8	0.67	$2,854	$1,099	3	2.5
7	0.58	$2,471	$952	3	2.5
6	0.5	$2,130	$821	3	2.5
5	0.42	$1,789	$689	1.5	1
4	0.33	$1,406	$542	1.5	1
3	0.25	$1,065	$410	1.5	1

Successful Completion of Credits

Coursework that counts towards successful completion of program or degree completion typically includes letter grades of A-D and Pass/Credit. Grades received of F, E, Fail/No Credit, Withdraw, Unofficial Withdrawal, and Incomplete do not count as successfully completed credits.

Warning Status[2]

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 - 11 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 - 8 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 - 5 credits, a student must successfully complete 1.5 to less than 3 credits to be placed on warning status.

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.

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[2]To avoid confusion with the federal definition of "probation," the term "warning" is used for state aid administration.

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 the student fails to complete at least one-half of the minimum number of credits within an enrollment band 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.

- For a full-time student at 12 credits, this means that if the student successfully completes less than 6 credits, the student is to be placed in a denied status beginning with the following term.

- For a three-quarter time student at 9 – 11 credits, a student must successfully complete less than 4.5 credits to be placed on denied status

- For a half-time student at 6 - 8 credits, a student must successfully complete less than 3 credits to be placed on denied status.

- For a less than half-time student at 3 - 5 credits, a student must successfully complete less than 1.5 credits to be place on denied status.

See chart above for enrollment band information.

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. However, a school 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 (differs from late award/payment as described in Chapter 2) 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 (FAA) 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 FAA 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 SAP 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 also must 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

SECURE 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 appointed institutional 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 appointed institutional administrator at your college (usually the Director of Financial Aid). The appointed institutional administrator will grant access to the appropriate programs and functions in the Portal using the 'Manage User' function.

To provide the highest level of security, the Washington Student Achievement Counsel (WSAC) has turned on two-factor authentication (2FA) for all WSAC portal user accounts. This added layer of security ensures that you are the only person who can access your account, even if someone finds your password. You will be required to enter a second time-based piece of information (authentication code) that only you will know,

To log in, you will enter your username (email) and password, and then you will be prompted to pick a method for receiving an authentication code. The methods are:

- **Email** – the code will be sent to your user email

- **Text** – the code will be sent via SMS to your phone as a text message (most common)

- **Voice** – the code will be spoken in a call to your phone*

- **Authenticator App** – the code can be retrieved from an app on your phone or tablet (if set up)

Currently, the default settings will send the access code to your email address that is attached to your portal account. If you want to have the option to receive security codes via text as well, please follow the instructions at the end of this chapter.

Once you have selected a method, you will be directed to a page to enter the code. On entry, you will then be logged in.

Portal user administration instructions for the institutional administrator to create and manage Portal accounts are located: https://wsac.wa.gov/FAA-resources, under Webinars.

If the institutional administrator is unable to add or remove an account, contact wcg@wsac.wa.gov for additional assistance.

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. College users will not be given access to Federal Tax Information (FTI)/Controlled Unclassified Information (CUI) imported into the WSAC portal from the FAFSA process in accordance with the confidentiality protections of Section 6103(l)(13) of the Internal Revenue Code, and in accordance with all applicable privacy laws, regulations, and policies.

Secure Data Transmission

No personally identifiable information (PII) 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.

Portal Training

Portal users have access to the portal training site: https://portaltraining.wsac.wa.gov/. It is a great way to get acquainted with CSAW functions. Information in the Training Portal updates and resets each night, allowing for training in a safe environment.

REQUIRED REPORTS

Participating institutions are required to submit eligible Washington College Grant, College Bound Scholars, and Passport to College 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 student awarded the Washington College Grant, College Bound Scholarships and Passport to College.

Data reported on the interim reports provides the basis for WCG, CBS, and PTC funding projections.

Interim Report Due Dates for the 2025-26 Academic Year

Report	Due Dates
Fall Interim Report	November 10, 2025
Winter Interim Report	February 09, 2026
Spring Interim Report	May 4, 2026
Final Interim Report*	July 13, 2026

*The final Interim Report for the 2025-26 academic year also serves as the year-end reconciliation and is due July 13, 2026

Record Layouts

FAFSA simplification changes dictated that Controlled Unclassified Information/Federal Tax Information (CUI/FTI) cannot be reported, so some fields and values have been updated to the record layout beginning the 2024-25 AY.

Columns in the file that previously asked for CUI/FTI will remain in the file layout for the 2025-26 AY, so schools don't have to make changes to their systems until the 2026-27 AY. You will be asked to leave these fields blank/null. See **CSAW File Upload Layout for All Institutions** section for detailed updates.

Columns that previously indicated WA Bridge Grant awards will also remain in the file layout for the 2025-26 AY. Please leave these fields blank as WA Bridge Grant was eliminated through the 2025 legislative process, making 2024-25 the last year awards were funded.

All institutions will use the CBS-WCG Award Warehouse (CSAW) to fulfill the Interim Reporting requirement.

The CSAW file for incremental file uploads is located on the upload page in the Portal, and at: http://www.wsac.wa.gov/FAA-resources in the Program Manuals, MFI & Award Charts tab. This file load allows for schools to indicate changed records only, utilizing the "IsDelete" column after loading in their initial master (full file) data. This will reduce the amount of edits the school will need to reprocess.

The full file layout was phased out during the 2024-2025 AY.

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. Please do not make any modifications to header names.

ELIGIBLE AWARDED WCG AND CBS STUDENTS

Eligible awarded **WCG** *students* refers to Washington College Grant students, who have either received a WCG payment or who have had WCG funds committed (student has received an award offer) 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, but not yet disbursed at the time of the report. CBS students must be awarded at the same time as WCG.

INSTRUCTIONS

For detailed interim report submission instructions, including how to upload a file and address edits, go to https://wsac.wa.gov/FAA-resources.

Edits

CSAW rejects data in the form of edits. All edits must be addressed individually, except informational edits. Although no action is needed on informational edits, it is highly recommended that student awards are reviewed to confirm correct awarding.

A complete list of edits is located in the instructions at the end of this chapter.

Reporting Enrollment Intensity Status

In general, each student's credits (enrollment intensity) should reflect the funding the student was eligible to receive for a given term.

- Report the student's credits (enrollment intensity) for each term as of the date WCG,CBS, and/or PTC was disbursed, unless the student changed enrollment prior to the start of the term, or the census date is being used for satisfactory academic progress and repayment.

- If the student wasn't considered eligible for aid for a term, do not report them.

   Exceptions:
   Applies to both WCG and CBS Recipients.

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

   Reminder: Be sure to update each student's enrollment intensity for the term on each of the Interim Reports. We have found some institutions that have updated the term award amounts but failed to update the enrollment intensity. This is very important as enrollment intensity for each term impacts the student's QER usage.

Secure Data Transmission

No personally identifiable information (PII) shall be transmitted to WSAC via email. All institutions must send information to WSAC via the secure email function or using CSAW under Common > Messages And Files > Inbox. Click on ✉ Create a new secure message to WSAC located on the upper right-hand corner of your screen.

Security of Information

All institutions are expected to treat information in 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. **The institution's Financial Aid Administrator (FAA) is required to immediately notify WSAC in the event of any breaches or potential breaches of data.**

Information contained in these files are 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 wcg@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 must have their own account and password.

CSAW RECONCILIATION AND FINAL INTERIM REPORT

Institutions are encouraged to regularly reconcile their system records **(including finance/business office records and financial aid management system records)** with CSAW records. This is critical during all interim reports and especially for the final interim reporting period. Students who were disbursed state financial aid during the year at an institution, but not reported in CSAW cannot be reported after the final interim period.

After the close of fiscal year-end, payments cannot be issued for any students whether they are reported in CSAW or not. This can result in institutions owing thousands of dollars that they will be required to return to WSAC which could have negative fiscal impacts for institutions if these students are identified during the Unit Record reporting period.

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 wcg@wsac.wa.gov.

Review Carefully

Note: This does not mean that you are cross balanced with your institution's financial records. That is a critical step you need to complete at the campus level before submitting your final interim report. This means comparing your student-level detail data in CSAW with the records in your financial aid management system and with your finance/student accounts/accounting department records. You can download student-level detail records from CSAW to compare your data.

Any remaining balance of WCG, CBS, or PTC 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 and will be booked with the state due-to/due-from accounting records.

WSAC prefers to receive any funds returned by check, due to the turnaround time associated with EFT payments, unless there has been an unusual delay in the return of funds by a college, in which case an EFT will be required. Should an institution choose to return funds through EFT, proper documentation must be submitted prior to the EFT being initiated.

The documentation needed to be provided with a check or prior to an EFT being initiated should specify the following:

1. Student Name
2. Last 4 digits of Social Security Number
3. Term
4. Program name (WCG, CBS, PTC)

Important: Please email WSAC at repayment@wsac.wa.gov ***and*** wcg@wsac.wa.gov ***as soon as you have initiated the EFT payment. WSAC has a very short turnaround time to process the EFT payment.***

For complete instructions on how to complete the WCG-CBS-PTC interim report, go to https://wsac.wa.gov/FAA-resources.

Interim Report Complete List of Edits

Edit Description	Overridable
CBS student has 3 or less QER	Informational only
Must award maximum WCG amount	Informational only
PTC student has 3 or less QER	Informational only
WCG student has 3 or less QER	Informational only
Age, per birthdate, seems unreasonable (under 10 or over 99)	Non-overridable
An ISIR or WASFA transaction must be between 1 and 99	Non-overridable
An ISIR or WASFA transaction number is required	Non-overridable
Applied baccalaureate is only allowed for Community and Technical colleges	Non-overridable
Birthdate is required for all students	Non-overridable
Birthdate is required for PTC student	Non-overridable
Cannot have awards for both summer terms at the same institution (except for clock-hour schools)	Non-overridable
CBS award cannot be less than zero	Non-overridable
CBS receivable balance cannot exceed the award amount	Non-overridable
CBS student is not OK to Pay	Non-overridable
Enrollment status cannot be "0 credits" unless all awards have been cancelled	Non-overridable
Enrollment status must be "0 credits" if no awards are reported	Non-overridable
Enrollment status must be "0 credits" if no awards are reported	Non-overridable
Invalid ISIR transaction number	Non-overridable
Student not eligible for CBS	Non-overridable
Student not eligible for WCG	Non-overridable
PTC award cannot be less than zero	Non-overridable
PTC Award requires FAFSA or WASFA on file	Non-overridable
PTC cannot be awarded to students attending less than half time	Non-overridable
PTC receivable balance cannot exceed the award amount	Non-overridable

Interim Report Complete List of Edits (continued)

Edit Description	Overridable
Student does not have any CBS QER for this award	Non-overridable
Student does not have any WCG QER for this award	Non-overridable
Student does not have enough PTC QER for this award	Non-overridable
Student does not have a FAFSA/WASFA on file	Non-overridable
Student does not meet eligibility requirements for PTC	Non-overridable
Student has unpaid receivables for a prior term	Non-overridable
Total PTC awards for year cannot exceed $2 of maximum	Non-overridable
Total WCG awards for year cannot exceed $2 of maximum	Non-overridable
WCG award cannot be less than zero	Non-overridable
WCG receivable balance cannot exceed the award amount	Non-overridable
CBS award exceeds maximum eligible amount	Overridable
CBS student is not OK to Pay (Summer 1)	Overridable
CBS students must receive maximum WCG award	Overridable
Combined enrollment status cannot exceed full-time for a single term	Overridable
Must award the maximum CBS amount	Overridable
PTC award exceeds maximum eligible amount	Overridable
PTC Student must enroll prior to age 22	Overridable
PTC students must receive maximum WCG award	Overridable
Student is eligible for PTC but hasn't been awarded	Overridable
Student is OK to award, not OK to pay, and hasn't been awarded CBS	Overridable
Student is OK to pay but hasn't been awarded CBS	Overridable
The student has been awarded WCG and WG-A in the same academic year	Overridable
Total CBS awards for year cannot exceed $2 of maximum	Overridable
WCG award exceeds maximum eligible amount	Overridable
WCG, CBS, and PTC repayments must be referred at the same time	Overridable
WCG-C eligible student must be awarded max WCG	Overridable

Many edits can be resolved by correcting the data in the data fields. Correcting the data in CSAW will make the edit no longer appear. Overrides should be used when data cannot be corrected.

Non-overridable Edits to be Addressed with Data Correction

Edit Name	Reason	Correct Data Change
Student does not have a FAFSA/WASFA on file	The ID number the student is awarded on in CSAW does match the ID number on their FAFSA or WASFA, following the data hierarchy of SSN > ITIN > WASFA ID for WASFA filers.	Review the student's ISIR to make sure number is correct in CSAW. Edit the number to match the correct ID and data hierarchy in CSAW.
Student does not have a FAFSA/WASFA on file	The wrong transaction number is reported	Update the transaction number to match the number they are awarded on in our system.
CBS student is not OK to Pay	Student needs their HS Grad Year and/or HS 2.0 verified.	The fall – spring interim reports can be submitted with this edit in place, until documentation has been received.
CBS student is not OK to Pay	Student is not eligible for CBS.	Cancel CBS award in CSAW.

Common Edits to be Addressed with Data Correction Instead of Overriding

Edit Name	Sample Incorrect Override Reason	Correct Data Change
Combined Enrollment Status Cannot Exceed Full-time	No aid was disbursed	Remove student award records if you know student is not attending or is ineligible. Do not report as 'need met'.
Combined Enrollment Status Cannot Exceed Full-time	No financial aid at my institution	Remove student award records if you know student is not attending or ineligible. Do not report as 'need met'.
Student is OK to Award, Not OK to Pay, and Hasn't Been Awarded CBS	Waiting for HS Transcript	CBS should be awarded but not paid until documentation is collected.
Student is OK to Pay But Not Awarded CBS	Out of MFI range	Update award to match MFI level.
Student is OK to Pay But Not Awarded WCG/CBS/PTC	Need met	Enter $0 in award amount

*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

The CSAW file for incremental (change) file is available at: http://www.wsac.wa.gov/FAA-resources and on the upload screen in the Portal. The file layout can be submitted in a different order; however, **the header names must be identical to the sample file** and are not case-sensitive.

The incremental file upload added one field (IsDelete) to the legacy CSAW file layout (full file). After initially loading all students on your first file load, institutions are able to upload incremental change-only files into CSAW. Uploading incremental student data will not affect any of the awards that are not included on the change file. Please note that it will not delete students like the full file load did, unless there is a 'Y' in the 'IsDelete' column. This allows the institution to add or update student records as few as one at a time.

Incremental uploads will increase CSAW performance because edits are only run against data that has been uploaded. Any edits that were addressed previously for students not on the change file will not need attention unless the award or enrollment has been adjusted.

The full file upload was phased out in the 2024-25 AY after the spring interim reporting period.

Please Note:
- Including the Passport and Term Type fields in the CSAW file upload are strongly encouraged to ensure timely awarding and accurate reporting. **Do not report Student Support Funds on this file.**
- Winter term fields are not required for Semester institutions.
- The SchoolCode field is an optional field. It may be completed or left blank.
- The WCG, CBS, and/or PTC AwardAmount fields should be left blank if the student is not enrolled for that term.
- Enrollment intensity will be calculated by CSAW based on the number of credits reported each term.
- All Enrollment Status and Boolean data type (yes/no) fields are not case-sensitive.
- The WcgApprenticeship fields are not applicable and should be left blank. This field will be removed from the file layout with other file changes coming in the 2026-27AY.
- When using the incremental file, to delete student awards from CSAW, the school would need to list the student on the change file with input value of 'Y' in the 'Is Delete' column. CSAW will then delete/cancel their awards.
- Enter $0 award for students who have their full need met by other aid. This will prevent you from receiving an edit for the student. **If a student has no award of any type, is ineligible, or is not enrolled, do not enter $0, please remove them from your reporting.**

2025-26 CSAW File Upload Layout

Field	Valid Inputs	Remarks
IsDelete	('true' or 'y')	Optional, leave blank if not deleting or cancelling an award.
Ssn	Numbers and hyphens	9-digit student identifier. SSN, ITIN, 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. Must match name on financial aid application.
FirstName	Any characters	Required. Must match name on financial aid application.
MiddleInitial		Optional
FamilySize	Leave blank	Not Required. Leave blank.
NumberInCollege	Leave blank	Not Required. Leave blank.
FamilyIncome	Leave blank	Not Required. Leave blank.
BirthDate	mm/dd/yyyy	Required. 10byte max, requires slashes. Leading zeros on month and day not required.
IsirWasfaTransactionNumber	Integer 1-99	ISIR or WASFA Transaction number used to award student. Leading zero on 1-9 is optional. Leave blank if WCG-C student did not file FAFSA or WASFA.
Summer1EnrollmentStatus	Integer 0, 3-30 3.25, 3.50, etc	Report number of credits student enrolled in include partial credits such as .25; .50; .75 The credits reported that the student was eligible for at the time of disbursement or as of the first day of the term will calculate the enrollment intensity in CSAW. 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.

Field	Valid Inputs	Remarks
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.
Summer1BridgeAwardAmount	Leave blank	Not applicable. Leave blank
Summer1CbsAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid. '0' indicates "need met." Leave blank if not awarded.
Summer1PtcAwardAmount	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand. '0' indicates "need met."
Summer1WcgAwardAmount	Number up to two decimal places	Award amount. '0' indicates "need met". Leave blank if not awarded.
Summer1WcgApprenticeship	Leave blank	Not applicable. Leave blank.
Summer1WcgAwardIsServed	Leave blank	Not applicable. Leave blank.
FallEnrollmentStatus	Integer 0, 3-30 3.25, 3.50, etc	Report number of credits student enrolled in include partial credits such as .25; .50; .75 The credits reported that the student was eligible for at the time of disbursement or as of the first day of the term will calculate the enrollment intensity in CSAW. 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.
FallBridgeAwardAmount	Leave blank	Not applicable. Leave blank

Field	Valid Inputs	Remarks
FallCbsAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid. '0' indicates "need met." Leave blank if not awarded.
FallPtcAwardAmount	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand. '0' indicates "need met"
FallWcgAwardAmount	Number up to two decimal places	Award amount. '0' indicates "need met". Leave blank if not awarded.
FallWcgApprenticeship	Leave blank	Not applicable. Leave blank.
FallWcgAwardIsServed	Leave blank	Not applicable. Leave blank.
WinterEnrollmentStatus	Integer 0, 3-30 3.25, 3.50, etc	Report number of credits student enrolled in include partial credits such as .25; .50; .75 The credits reported that the student was eligible for at the time of disbursement or as of the first day of the term will calculate the enrollment intensity in CSAW. 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.
WinterBridgeAwardAmount	Leave blank	Not applicable. Leave blank
WinterCbsAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid. 0' indicates "need met". Leave blank if not awarded.
WinterPtcAwardAmount	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand. '0' indicates "need met"
WinterWcgAwardAmount	Number up to two decimal places	Award amount. '0' indicates "need met." Leave blank if not awarded.

Field	Valid Inputs	Remarks
WinterWcgApprenticeship	Leave blank	Not applicable. Leave blank.
WinterWcgAwardIsServed	Leave blank	Not applicable. Leave blank.
SpringEnrollmentStatus	Integer 0, 3-30 3.25, 3.50, etc	Report number of credits student enrolled in include partial credits such as .25; .50; .75 The credits reported that the student was eligible for at the time of disbursement or as of the first day of the term will calculate the enrollment intensity in CSAW. If left blank, this will be set to Not Enrolled.
SpringTermType	(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.
SpringBridgeAwardAmount	Leave blank	Not applicable. Leave blank.
SpringCbsAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid. '0' indicates "need met." Leave blank if not awarded.
SpringPtcAwardAmount	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand. '0' indicates "need met"
SpringWcgAwardAmount	Number up to two decimal places	Award amount. '0' indicates "need met." Leave blank if not awarded.
SpringWcgApprenticeship	Leave blank	Not applicable. Leave blank.
SpringWcgAwardIsServed	Leave blank	Not applicable. Leave blank.
Summer2EnrollmentStatus	Integer 0, 3-30 3.25, 3.50, etc	Report number of credits student enrolled in include partial credits such as .25; .50; .75 The credits reported that the student was eligible for at the time of disbursement or as of the first day of the term will calculate the enrollment intensity in CSAW. If left blank, this will be set to Not Enrolled.

Field	Valid Inputs	Remarks
Summer2TermType	(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.
Summer2BridgeAwardAmount	Leave blank	Not applicable. Leave blank
Summer2CbsAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid. '0' indicates "need met". Leave blank if not awarded.
Summer2PtcAwardAmount	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand. '0' indicates "need met"
Summer2WcgAwardAmount	Number up to two decimal places	Award amount. '0' indicates "need met". Leave blank if not awarded.
Summer2WcgApprenticeship	Leave blank	Not applicable. Leave blank.
Summer2WcgAwardIsServed	Leave blank	Not applicable. Leave blank.

- Winter term fields are not required for Semester institutions.

- The SchoolCode field is an optional field. It may be completed or left blank.

- The WCG, CBS, and/or PTC AwardAmount fields should be left blank if the student is not enrolled for that term.

- IsirWasfaTransactionNumber should be left blank for WCG-C students who did not file a financial aid application.

- All Enrollment Status and Boolean data type (yes/no) fields are not case-sensitive.

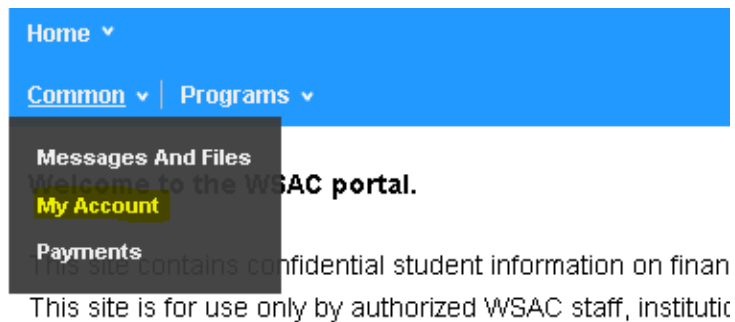**TWO-FACTOR LOGIN INFORMATION**

Currently, the default settings will send the access code to your email address that is attached to your portal account. If you want to have the option to receive security codes via text as well, please follow the instructions below.

Log in to the Portal https://portal.wsac.wa.gov.

1. Go to the "My Account" option on the "Common" menu.
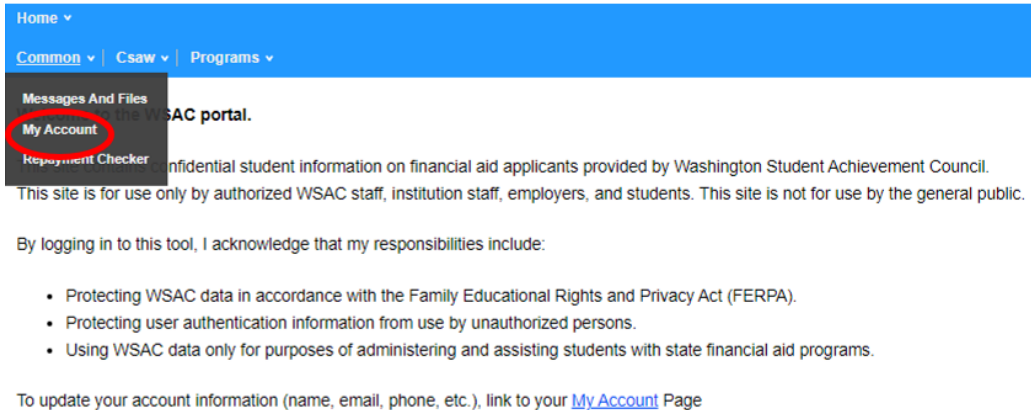
2. Click on the phone   "update" link to add a number.

CHAPTER 5

WASHINGTON COLLEGE GRANT (WCG) AND COLLEGE BOUND (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 provide 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 - WCG Award Warehouse) located in the Portal. Institutions upload their eligible student file into CSAW and manage awards from within the warehouse. Payments should be requested at minimum, on a monthly basis for all programs the student is eligible to receive aid.

The file layout specifications and instructions for requesting reimbursements in CSAW are located in Chapter 4.

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 Washington Application for State Financial Aid (WASFA) filers in the following order:

> SSN
>
> Tax ID Number (ITIN)
>
> 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, and the final interim report is reconciled for the prior year.

Schools may request payments up to 10 calendar days prior to the start of a given term.

Beginning with the 2024-25 academic year, colleges that owe funds back to WSAC for a prior year will be permitted to begin their Summer 1 (header) payment processing even if they have not returned all prior year funds. However, payments will not be processed for fall term and beyond until all prior year funds have been returned to WSAC programs. 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.

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 CBS Eligibility Checker, the Archive, and, if applicable, the WCG-C Eligibility Checker in the WSAC Portal to ensure student eligibility.

If a student does not attend, withdraws prior to the start of a term, or reduces credit enrollment prior to the start of the term or fails to commence attendance in all classes that their credit enrollment/award amount is based on, institutions must bill the student and report the repayment to WSAC.

If a student changes enrollment prior to the start of a term, institutions must adjust the student's award in CSAW. Institutions that choose to cover repayment amounts owed will return the funds via CSAW as an award cancellation/adjustment and not report the student in repayment.

Depending on an institution's chosen repayment option, there may be other instances in which an award must be reduced after the start of a term. More information can be found below in the "**STATE AID GRANT REPAYMENT POLICY REQUIREMENTS**" section.

Reducing a processed award will create a negative payment request for that student under the 'Request Funds' tab. Schools must submit negative payment requests for processing. WSAC will not send funds until positive awards are submitted to offset the reduced awards.

 Note: *If the institution does not have positive payments to offset any reduced awards after the final interim report is reconciled, the institution must return any owing funds to the Washington Student Achievement Council via check or EFT.*

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 WCG or CBS payments may be made to the students for that term on or after a student's official withdrawal date unless there is an institutional error discovered where late awarding is necessary. Please review the section below for more information about late and retroactive awards.

 Note: *State policy differs from the Federal policy on this issue of post-withdrawal disbursements.*

Retroactive and Late Awards and Payments for Previous Terms

Retroactive WCG, CBS, and PTC awards and payments **MUST** be made to **eligible students** for a prior term(s) as long as they are enrolled for the current academic year and other program rules are followed.

The value of the **retroactive awards** and payments must be based on a student's rate of satisfactorily completed credits (at least 3 credits) determined by the institution at the end of the term(s). If a student is on state unsatisfactory or denied status, they would not be eligible for a retroactive award unless they appealed, and the appeal was approved by the institution.

The value of the **late awards** and payments must be based on the amount of aid they were originally eligible to receive. Because late awards are considered institutional error, the student should receive the full amount they were eligible for, regardless of whether they are in good standing or now in SAP. This applies whether or not the student is currently enrolled or has already graduated.

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 or electronic payment, 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 to the institution.

Conditions of Award Statements

Prior to disbursement, the institution must inform the state aid recipient of their responsibilities to the program through a "Conditions of Award" statement. A copy of this statement is 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 their return to the institution for disbursement of state aid funds must assign a Power of Attorney to a responsible person to receive payments on their behalf. A copy of the Power of Attorney documentation must be kept in the student's file.

Institutional Repayments

If a student is awarded incorrectly due to institutional error, it is the institution's financial obligation to repay the funds. Schools may not enter a receivable for the student. Funds must be returned to WSAC immediately.

Student Repayments

Repayment is a student's responsibility if it is due to incorrect information provided by the student, failure to complete the term, or failure to commence attendance in all classes on which their credit enrollment/award amount is based.

If a grant recipient leaves an institution during an academic term in which they receive WCG, the student may be required to repay WCG funds.

Note: The Washington College Grant Repayment Policy Requirements are Mandatory for all Participating WCG Institutions.

Persian Gulf Veterans

Persian Gulf veterans are not required to repay the unused portions of grants received under state student financial aid programs.

Unclaimed Property

If a student fails to cash their WCG check or pick up any remaining funds by the close of the academic year, the funds shall be returned to the program at WSAC and treated as funds declined by the student. These funds shall no longer be referred to the state as unclaimed property.

If a student fails to cash a check in the full amount of their award, the student's QER will be restored once the funds are returned to WSAC. Student's QER will not be restored for partial awards being returned.

STATE AID GRANT REPAYMENT POLICY REQUIREMENTS

General

WSAC provides two repayment policy options for colleges to choose from:

- **Option 1**: If a student commences attendance in all classes for which they were enrolled and awarded for, they are considered to have earned their award.

  or

- **Option 2**: Using the institution's census date which is the date by which the student's enrollments are 'frozen' and upon which financial aid is disbursed.

Institutions will choose one option only. Colleges will make the choice with the 2025-26 annual participation renewal process.

WSAC no longer uses the last date of attendance to determine repayment. Students' award amounts are determined based on either option 1 or option 2. Students who fully withdraw are subject to institutional policies and Satisfactory Academic Progress (SAP) policies.

Fraudulent Student Repayment

Institutions must bill the student for all funds received based on fraudulent information. They must report the student to the US Dept of Ed OIG (if federal funds are involved) and to WSAC.

Typically, the institution writes a letter to the student and to WSAC outlining the terms and amounts of aid the student received that they were ineligible for and bills the student. The WSAC Repayment team will then need to create receivables for each of the terms/programs, and the student would begin being billed for prior academic years, or if for the current academic year, the institution would report the receivable in the portal.

If the fraud occurred as a result of identity theft and the fraud has been reported to local police and verified, the institution will not be held responsible for repayment. The institution must provide the police report and evidence that their Assistant Attorney General (AAG) has been consulted as well as any other documentation supporting the identity theft to WSAC.

In addition, the identify theft should be reported to the State Auditor's Office and the US Department of Education (if federal funds are involved.)

Prior to the start of a term (applicable to either repayment option):

Students who fail to attend every class for which they were enrolled, those who withdrew prior to the start of the term, or those who received funding based on fraudulent information will be required to repay 100% of the funds received.

Students who had their state aid funds *disbursed prior to the start of the term* and who changed enrollment status *prior to the first day of the term* must have their state aid eligibility recalculated to reflect their enrollment status as of the start of the term.

- □ If a student reduces enrollment, they may be responsible for any award differences between enrollment status changes.

- □ Students who increase enrollment status prior to the start of a term are entitled to additional funds for enrollment status increases.

Prior to Start of Term		
Owe 100%	**Adjust Award Up**	**Adjust Award Down**
• No Show Student • Complete Withdraw • Fraudulent Aid	• Student increased enrollment	• Student decreased enrollment ○ May owe back difference

Funds disbursed after the start of a term:

Option 1:

If a student commences attendance in all classes for which they were enrolled and awarded for, they are considered to have earned their award.

- □ If a student decreases their enrollment, they do not owe a repayment.

- □ Students who increase enrollment status throughout the term are entitled to additional funds for enrollment status increases. May not exceed need.

Students who make enrollment status adjustments (down) after disbursement and after the start of the term will be subject to completion of satisfactory academic progress requirements.

If a student's enrollment is adjusted during the tuition refund period and tuition is reduced, and the student failed to commence attendance in all classes for which their disbursement was made, the grant must be reduced to not exceed the cost of tuition and fees.

If a student attended at least one class for all classes for which their disbursement was made, the award is considered earned and no revision is necessary. The credit enrollment at which the student was paid should be what is reported in CSAW.

After the Start of Term		
Earned 100%	**Adjust Award Up**	**Adjust Award Down**
• A student who commenced attendance in at least one class for all courses for which they were awarded aid.*	• Student increased enrollment	• Student decreased enrollment and did not commence attendance in all classes for which their disbursement was made.

* Further decreases in enrollment could impact SAP.

Note: For this section, "state grant" refers to all state grant and scholarship programs.

Option 2:

Using the institution's census date, which is the date by which the students' enrollments are 'frozen' and upon which financial aid is disbursed.

- ☐ If a student decreases their enrollment before the census date, the award must be reduced to their enrollment as of the census date. Student owes the repayment and must be billed/reported accordingly, or school can return the funds.

- ☐ If a student decreases their enrollment after the census date, they do not owe a repayment provided they commenced attendance in the classes their aid was based on.

- ☐ Students who increase enrollment status prior to the census date are entitled to additional funds for enrollment status increases. Awards may not exceed need and the cost of tuition and fees.

- ☐ Students who increase enrollment after the census date are not entitled to additional funds for enrollment status increases.

Students who make enrollment status adjustments (down) after disbursement and after the established census date will be subject to completion of satisfactory academic progress requirements.

If a student's enrollment is adjusted during the tuition refund period and the student failed to commence attendance in all classes for which their disbursement was made, the grant must be updated to the new enrollment intensity and award adjusted accordingly, not to exceed tuition and fees.

The student's award should match the credit enrollment as of the census date. The credit enrollment at which the student was paid should be what is reported in CSAW.

After the Start of Term		
Earned 100%	**Adjust Award Up**	**Adjust Award Down**
• Aid awarded at the credit enrollment on the census date*	• Student increased enrollment prior to census date.	• Student decreased enrollment before the census date.

* Further decreases to enrollment could impact SAP.

REPAYMENT AND AWARD ADJUSTMENT EXAMPLES

Any practice other than in the examples provided below will require the institution to submit an alternate Repayment Policy to WSAC for consideration. WSAC will notify the institution if the alternate policy is approved or not. The alternate policy must be clear and ensure that students receive their maximum awards, prevent ineligible students from receiving awards, avoid initial disbursements in excess of tuition and fees based on the guidance stated above, and adjust remaining eligibility appropriately to not exceed QERS.

> *Note: It is permissible for students to decline a WCG award in part or in whole. This permissible declination is consistent with existing WSAC WCG guidance, although it is most common when a student has minimal need remaining and wishes to retain a full award for a future term. Students should be notified that this option is available to them and how it will affect them.*

Repayment Examples:

- **Example 1 - OPTION 1:** Student registers for full-time (12+ credits) and attends one class for each course they are enrolled in. Student has earned and been disbursed full state aid. Student then drops seven credits. No repayment is required but the student will complete the term with five credits which would put them on denied status for SAP if the school is utilizing state SAP policy. Additionally, the 12 credits would be used in calculating the student's pace which is newly aligned with the federal pace requirement.

  ACTION: No adjustment necessary; award and enrollment will be reported at full-time.

  RESULT: Student not meeting state SAP policy or pace is affected (if aligning with federal policy) but can appeal for aid reinstatement. One QER would be used unless repaid.

- **Example 2 - OPTION 1:** WCG calculated and disbursed at full-time and student attends at least one class for each course for which funds were disbursed but does not complete any classes**.**

  ACTION: No adjustment necessary; award and enrollment will be reported at fulltime.

  RESULT: Student will not owe a repayment, but the student will have used 1 QER and be impacted by state SAP or pace.

- **Example 1 - OPTION 2:** Student registers full-time (12+ credits) and begins attending the term. On the tenth day of the term, prior to the census date, student drops 7 credits.

  ACTION: Awards must be recalculated to 5 credits, and if funds were disbursed at full-time, the student will owe a repayment for the difference between full-time and 5 credit enrollment. There is no additional repayment policy, e.g., last day of attendance calculation, since, as of the census date, the state financial aid is determined to be earned provided the student commenced attendance in the 5 credits. The college has the option of returning the funds on behalf of the student, so no repayment is owed by the student, thus reducing barriers for future enrollment.

  RESULT: Student owes a repayment, unless returned by the college, but SAP will be based on 5 credit revised enrollment and will meet SAP requirements and is eligible for future financial aid if the debt is repaid. However, the repayment will prevent the student from receiving any further financial if the debt is not paid in full prior to the next enrollment period. .42 QER used. The student's pace would be calculated using 5 credits.

- **Example 2 – OPTION 2:** WCG calculated and disbursed at full-time for 13 credits, then the student withdraws from 6 credits after the census date. The student notifies the financial aid office that they wish to decline the refund and have the tuition refund returned to their WCG award and their award reduced to match their new credit enrollment/QER. This may involve the student returning funds to the school to be returned to WSAC via CSAW so that their award/credit enrollment reflects the lower amount. (e.g.,13 credits to 7 and aid returned to reflect 7 credits)

  ACTION: Adjust student's WCG award to the appropriate credit enrollment and return funds to WSAC via CSAW. Award and credit enrollment will be reported at 7 credits.

  RESULT: Student's WCG will reflect appropriate QER at awarded enrollment and student will remain in good standing for SAP (as long as all credits for which the award was adjusted are completed).

AWARD ADJUSTMENT EXAMPLES

Example – OPTION 1

- WCG is calculated at less than full-time and disbursed at less than full-time. Student adds classes at any point in the term which changes their credit enrollment to a higher level and the WCG award amount and tuition are increased.

  ACTION: WCG Award MUST be increased to the credit enrollment for which the student is enrolled—regardless of any alternative institutional policy or institutional census date. The award and credit enrollment will be reported at the higher level.

  RESULT: Student receives additional WCG funds and CSAW reporting is adjusted to reflect the higher credit enrollment.

Example 1 – OPTION 2

- WCG is calculated at less than full-time and disbursed at less than full-time. Student adds classes prior to census date which changes their credit enrollment to a higher level and the WCG award amount and tuition are increased.

  ACTION: WCG Award MUST be increased to the credit enrollment for which the student is enrolled. The award and credit enrollment will be reported at the higher level.

  RESULT: Student receives additional WCG funds and CSAW reporting is adjusted to reflect the higher credit enrollment.

Example 2 – OPTION 2

- WCG is calculated at less than full-time and disbursed at less than full-time. Student adds classes after census date which changes their credit enrollment to a higher level and tuition is increased.

  ACTION: No action is needed. Student is not entitled to increased funds.

  RESULT: Student's WCG funds remain at the level they were on census date.

Alternative Repayment Policy Option

Institutions may propose alternative policies to our office for review. WSAC will analyze alternative policies and may require adjustments to achieve consistent treatment of students in similar circumstances across campuses and support student success. Institutions will be notified if they are approved or require modifications.

Key considerations when developing alternative policies should include the following:

- Ensuring students receive their maximum awards

- Prevent ineligible students from receiving awards

- Avoid awards in excess of maximum tuition and fees

- Adjust remaining eligibility appropriately to not exceed QERs

Repayments for Deceased Students

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 under Transmittal using the Receivable 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 through CSAW for that student.

Institutions may choose from the following options:

1. **Institution to Bill (has 2 subcategories):**

     Calculation Pending: Under Institution to Bill, this allows you to flag a student in CSAW who has not met satisfactory academic progress and <u>may</u> 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.

     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 determined that a repayment is owed 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.

     Accounts are transferred to our billing service within a short period of time and actively collected on by our contracted billing service.

The following chart summarizes the different repayment actions and the timeframe for completing those actions. 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 **-OR-** 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 31st each year.

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 flagging them on the CBS Eligibility Checker (formerly named 'Cruncher').

The institution has two options under this category based on the timelines 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 student's record, 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.

Institutional refunds can be applied directly to student awards in the 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 31st each year. 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.

> *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.*

To refer a repayment account to WSAC for collection, select the In Repayment status in the 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.

> *Note: Repayments of less than $50 should not be referred to WSAC.*

If a student is a recipient of WCG, CBS, and/or PTC the repayments must be referred to WSAC simultaneously to ensure seamless and transparent billing to the student. If the student does not owe a repayment in all programs, please report the referral for that program as "referral amount is less than $50" and you won't receive an edit on 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 funds 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.*

For students that have been referred to WSAC and have entered collections, please have them contact Financial Asset Management Systems, Inc (FAMS) at 1-855-706-8200or at www.famspayonline.net.

Authority
Washington College Grant (WAC 250.21.051(7))

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.

The student is responsible for the repayment and will have used a quarter of eligibility. If the institution elects to return the funds in full on the student's behalf, the student's quarter of eligibility will be restored.

Institutional Errors
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. Once the institution returns the funds in full, the student's quarter of eligibility will be restored.

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 the 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 the WSAC Receivables Coordinator at 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.

Cancelation of repayments created more than one academic year before the current year must be done by contacting WSAC at 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

Clock Hour Institution Enrollment Intensity for Awards and Quarters of Eligibility Used Calculations (WCG Max Award)				
APPLIES TO CLOCK HOUR SCHOOLS ONLY				
Clock Hours	Credit Equivalency	Enrollment Intensity	Quarters of Eligibility Used	Award Amount at Private 2-Year For-Profit $2,823
300	12	1	1	$941
225 - 299	10	0.83	0.83	$782
150 - 224	7	0.58	0.58	$546
75 - 149	4	0.33	0.33	$311

Clock Hour Institution Enrollment Intensity for Awards and Quarters of Eligibility Used Calculations (CBS Award)				
APPLIES TO CLOCK HOUR SCHOOLS ONLY				
Clock Hours	Credit Equivalency	Enrollment Intensity	Quarters of Eligibility Used	Award Amount at Private 2-Year For-Profit $2,600
300	12	1	1	$867
225 - 299	10	0.83	0.83	$723
150 - 224	7	0.58	0.58	$506
75 - 149	4	0.33	0.33	$289

Academic Year Cross-Over Clock Hour 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 periods maximum.

PASSPORT STUDENT SUPPORT FUNDS (PSSF) PAYMENT REFUND POLICY SUMMARY

Passport to Careers Student Support Funds are provided to the postsecondary institution (by WSAC) or apprenticeship program (by a contracted third party) and are used for the recruitment and retention of Passport-eligible students.

Institutions with signed agreements and viable student support plans for 2025-26 will receive the same amount of campus student support funding as what was received in the 2023-24 academic year due to budget constraints. If you have any questions about student support fund amounts, please email passport@wsac.wa.gov.

Student Support Fund payments are usually valued at $500 per student per quarter or 300 clock hours, or $750 per student per semester. Student support payment amounts are reviewed annually and are subject to funds availability. Please note the information above regarding 2025-26 payments.

Student Support Fund Payment Process (for Postsecondary Institutions only):

1. Institution awards student scholarship in the portal.
2. Institution requests scholarship funds from WSAC, WSAC processes scholarship payment through CSAW.
3. Student Support Funds are automatically "posted" in the portal.
4. WSAC processes the Student Support Fund payment *after* the college submits their quarterly WCG/CBS/PTC interim report, it has been approved by program staff, and then PSSF funds will be sent to the institution.

Student Support Fund Refund Policy (WSAC only):

1. If the student enrolls, but does not attend, scholarship and Student Support Funds must be returned to WSAC by the institution.

2. If the student enrolls and attends classes, but withdraws, does not make SAP, or discontinues attendance and the institution has done their due diligence to recruit and support the student, WSAC will not require Student Support Funds to be returned. In these cases, the institution has upheld their agreement to participate through the Passport Addendum and has earned the Student Support Funds.

    Note: *Scholarship funds should be returned based on the state's repayment calculation policy and scholarship payments to the student are subject to repayment.*

Student Support Fund Repayment Process (Institutions only):

When a Passport student scholarship is returned in full, the institution should document the Student Support Fund returned to WSAC and provide the following payment information:

1. Student name

2. Year

3. Term for the refund

4. Type of funding (scholarship or incentive)

Student Support Fund payment refunds need to be submitted to WSAC within the fiscal year that they were paid for.

For example, if funds were paid in Fall 2025 and through the reconciliation process, the student scholarship portion was returned for non-enrollment, the Student Support Funds should also be returned at that same time and within the same fiscal year for that student.

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 strongly encourages institutions to inform students of their potential eligibility for the Supplemental Nutrition Assistance Program (SNAP) through the Department of Social and Health Services (DSHS).

Adding a statement to award letters is one way institutions can inform students that they may be eligible for Basic Food benefits.

Sample language you might consider incorporating into student communications:

College students who receive the Washington College Grant may be eligible for Basic Food benefits in Washington. For more information about Basic Food assistance and how to apply: https://www.dshs.wa.gov/esa/community-services-offices/basic-food

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

_____

Washington State Aid – Conditions of Award

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 state grant or scholarship nor are you in default on a state 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, 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 that 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 that affect your eligibility for the program(s).

10. If you fail to cash your check containing state funds or pick up any remaining funds by the close of the academic year, the funds shall be returned to the program at WSAC and treated as funds declined by you.

_____

The State of Washington is offering you financial assistance to help support your educational expenses. Please visit https://wsac.wa.gov/sfa-overview to review more information about financial aid, scholarships, work study, and student loans.

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 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 their 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 a national or regional accrediting association that is recognized by the council and the Secretary of the U.S. Department of Education and in alignment with WAC 250-61-050.

3. Participate in a fully certified status in the federal Title IV student financial aid programs including, at a minimum, the Federal Pell Grant program. Institutions not participating in a fully certified status will be evaluated on a case-by-case basis for continued participation and may have additional conditions imposed by the office in order to maintain their participation in state financial 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.

To meet general administrative capability requirements for WCG/CBS/PTC, institutions must demonstrate a separation of functions to ensure sound fiscal practices in the handling of Washington College Grant (WCG), College Bound (CBS), and Passport to Careers (PTC) awards.

The designated person who offers/authorizes aid must be separate from the designated person who is disbursing/delivering funds. No one individual may control both functions. Individuals must be organizationally independent, cannot be family members, and cannot exercise substantial control over the institution.

Additional administrative capability requirements for WCG include, but are not limited to:
- Ensuring implementation of practices relating to identity theft protection.
- Reporting suspected fraud.
- Resolving conflicting information in applications and records.
- Timely reconciliation and reporting of new awards, cancellation of awards and funds requests.
- Timely response to inquiries made by WSAC staff regarding program administration.
- Ensuring appropriate record keeping and retention practices meet standards.
- Completing contingency planning.
- Ensuring secure data access protocols are utilized and reporting security breaches.

AGREEMENT TO PARTICIPATE

The **Agreement to Participate** documents an institution's legal commitment to abide by all program statutes, rules, and guidelines. The agreement is designed for multiple years of use, typically for five years.

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

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 reviewed 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 maintenance budgets vary from this standard by more than 10 percent, the institution must provide an explanation justifying the variance.

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. Please refer to Chapter 6, Conditions of Award.

Statements must include the Opportunity Pathways link - 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.

FINANCIAL LITERACY

Per RCW 28B.76.502 institutions must take reasonable steps to ensure that each incoming student participates in a financial aid workshop including, but not limited to:

- An explanation of the WCG program rules including Satisfactory Academic Progress (SAP), repayment rules, and usage limits.
- Information on campus and private scholarships and work study opportunities including the application processes, and overview or student loan options, consequences of default and sample monthly repayment amounts.
- Overview of personal finance
- Average salaries for a wide range of jobs
- Financial education
- Contact information for local financial aid resources and the federal student aid Ombuds' office.

For full context please see RCW 28B.76.502

REPAYMENT POLICY

Schools must follow the state grant repayment policy as outlined in Chapter 5, Payments, Repayments, and Reporting. Please note that as of 2024-25 schools select from one of two options for their repayment policy:

- **Option 1**) the current repayment policy where the students' state financial aid is considered 'earned' when the student attends at least one class for each registered course for which their award is based on is attended.

  OR

- **Option 2**) by using the institution's census date which is the date by which the students' enrollments are 'frozen' and upon which financial aid is disbursed.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory academic progress policies may be specific to state aid recipients and must meet the provisions of WAC 250-21-010(16), and the Satisfactory Academic Progress Chapter (Chapter 3) 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 Washington College Grant, College Bound, Passport to College Scholarship, and State Work Study funds (if applicable). Policies must ensure that legislatively directed awarding policies are reflected, such as ensuring that each WCG-eligible student receives the maximum award for which they are entitled for all eligible terms and ensuring that WASFA applicants are treated equitably. Additionally, policies must reflect that institutional gift equity policies do not apply to WCG or CBS programs.

HB 1907 (2021-22 session) requires that postsecondary institutions that participate in state student financial aid programs have a gift equity packaging policy—allowing for a student who receives a private scholarship to receive up to 100 percent of the student's unmet need before any of the student's federal, state, or institutional financial aid is reduced. This provision does not apply to public community and technical colleges. (See Chapter 2 for more information on gift equity packaging).

NOTIFICATIONS

The campus designee responsible for signing the Program Participation Agreement (PPA) must notify WSAC 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.

WSAC must be notified immediately when a breach of information occurs (electronic, written, etc.). Note what steps are being taken to mitigate any impacts to the institution, its students, and WSAC systems.

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 and or changes for key financial aid professionals**
- Institutional ownership
- Third-party servicers

Material change notifications need to come from the President or their designee. If your President is new, please also forward their contact information. Notification should be sent to wcg@wsac.wa.gov.

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 electronically.

If the institution keeps its records electronically, it must maintain source documents supporting the electronic 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.

Reporting Fraudulent Information

Colleges must report any suspected instances of potential fake/fraudulent applications, received by the institution, to WSAC as soon as they are identified. WSAC will need to review for any potential or actual loss of state funds.

CHAPTER 8

LAWS AND AGENCY RULES

Revised Code of Washington (RCW) — A codification of current statutes (laws enacted and amended by the Legislature).

Washington Administrative Code (WAC) — The administrative rules and regulations by which state agencies operate to execute the Laws enacted by the Legislature.

CHAPTER 28B.92 RCW

STATE STUDENT FINANCIAL AID PROGRAMS

Sections

NOTES: *Financial aid counseling curriculum for institutions with Washington College Grant (formerly state need grant) recipients—Financial education workshops: RCW 28B.76.502*

CHAPTER 250-21 WAC

The guidance in this manual reflects the program rules for the Washington Administrative Code (WAC) 250-21 – Washington College Grant.

STATE STUDENT FINANCIAL AID PROGRAM—WASHINGTON COLLEGE GRANT

WAC Sections

CHAPTER 28B.15.012 RCW

CLASSIFICATION AS RESIDENT OR NONRESIDENT STUDENT – DEFINITIONS.

CHAPTER 250-18 WAC

RESIDENCY STATUS FOR HIGHER EDUCATION

WAC Sections

CHAPTER 28B.118 RCW

COLLEGE BOUND SCHOLARSHIP PROGRAM

Sections

CHAPTER 250-84 WAC

COLLEGE BOUND SCHOLARSHIP RULES

WAC Sections

Median Family Income (MFI) Levels for 2025-2026
Washington College Grant and College Bound Program Eligibility

Family Size	60%	65% (CBS Maximum)	70% (WCG only)	75% (WCG only)	100% (WCG only - Maximum)
1	$41,000	$44,500	$47,500	$51,000	$68,000
2	$53,500	$58,000	$62,500	$67,000	$89,000
3	$66,000	$71,500	$77,000	$82,500	$110,000
4	$78,500	$85,000	$91,500	$98,500	$131,000
5	$91,000	$99,000	$106,500	$114,000	$152,000
6	$104,000	$112,500	$121,000	$129,500	$173,000
7	$106,000	$115,000	$124,000	$132,500	$177,000
8	$108,500	$117,500	$126,500	$135,500	$181,000
9	$111,000	$120,000	$129,500	$138,500	$185,000
10	$113,000	$122,500	$132,000	$141,500	$188,500
11	$115,500	$125,000	$135,000	$144,500	$192,500
12	$118,000	$128,000	$137,500	$147,500	$196,500
13	$120,500	$130,500	$140,500	$150,500	$200,500
14	$122,500	$133,000	$143,000	$153,500	$204,500
15	$125,000	$135,500	$146,000	$156,500	$208,500
16	$127,500	$138,000	$148,500	$159,000	$212,500
17	$129,500	$140,500	$151,500	$162,000	$216,000
18	$132,000	$143,000	$154,000	$165,000	$220,000
19	$134,500	$145,500	$157,000	$168,000	$224,000
20	$137,000	$148,000	$159,500	$171,000	$228,000

Washington Student Achievement Council analysis of 2022 American Community Survey data as published by the federal Low-Income Home Energy Assistance Program. All figures have been rounded to the nearest $500 income range.

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.

2025-26 Maximum WCG and CBS Award Amounts for 3 Quarters/2 Semesters

Institution/Sector	Median Family Income							
	CBS Max	0 - 60%	0 - 60%	61 - 65%	61 - 65%	66 - 70%	71 - 75%	76-100%
	WCG + CBS = Full CBS Award	Full WCG award (100%)	CBS Award	WCG (60% of full award)	CBS Award	WCG ONLY (50% of full award)	WCG ONLY (24.5% of full award)	WCG ONLY (10% of full award)
University of Washington	$13,280	$12,780	$500	$7,668	$5,612	$6,390	$3,131	$1,278
Washington State University	$12,787	$12,287	$500	$7,372	$5,415	$6,144	$3,010	$1,229
Central Washington University	$8,822	$8,322	$500	$4,993	$3,829	$4,161	$2,039	$832
Eastern Washington University	$8,271	$7,771	$500	$4,662	$3,609	$3,885	$1,904	$777
The Evergreen State College	$8,857	$8,357	$500	$5,014	$3,843	$4,179	$2,048	$836
Western Washington University	$9,010	$8,510	$500	$5,106	$3,904	$4,255	$2,085	$851
Private Four-year Non-Profit	$13,034	$9,739	$3,295	$5,843	$7,191	$4,870	$2,386	$974
Private Four-year For-Profit	$13,034	$8,517	$4,517	$5,110	$7,924	$4,259	$2,087	$852
WGU Washington	$8,800	$5,619	$3,181	$3,371	$5,429	$2,810	$1,377	$562
Community & Technical Colleges	$5,423	$4,923	$500	$2,954	$2,469	$2,462	$1,206	$492
CTC Applied Bachelor's	$8,365	$7,865	$500	$4,719	$3,646	$3,933	$1,927	$787
Private Two-Year Non-Profit	$5,423	$3,694	$1,729	$2,216	$3,207	$1,847	$905	$369
Private Two-Year For Profit	$5,423	$2,823	$2,600	$1,694	$3,729	$1,412	$692	$282
Northwest Indian College - Tribal College	$5,423	$3,694	$1,729	$2,216	$3,207	$1,847	$905	$369

Please note that annual awards may not be exceeded for 3 quarter/2 semester enrollments.

If annual award amounts do not divide evenly, you must round up/down accordingly to ensure you do not exceed the annual limit.

2025-26 WCG Only Award Amounts					
Institution/Sector	0% - 60% (100% - full award)	61% - 65% (60% of full award)	66% - 70% (50% of full award)	71% - 75% (24.5% of full award)	76% - 100% (10% of full award)
University of Washington	$12,780	$7,668	$6,390	$3,131	$1,278
Washington State University	$12,287	$7,372	$6,144	$3,010	$1,229
Central Washington University	$8,322	$4,993	$4,161	$2,039	$832
Eastern Washington University	$7,771	$4,662	$3,885	$1,904	$777
The Evergreen State College	$8,357	$5,014	$4,179	$2,048	$836
Western Washington University	$8,510	$5,106	$4,255	$2,085	$851
Private Four-Year Non-Profit	$9,739	$5,843	$4,870	$2,386	$974
Private Four-Year For-Profit	$8,517	$5,110	$4,259	$2,087	$852
WGU Washington	$5,619	$3,371	$2,810	$1,377	$562
Community & Technical Colleges	$4,923	$2,954	$2,462	$1,206	$492
CTC Applied Bachelor's	$7,865	$4,719	$3,933	$1,927	$787
Private Two-Year Non-Profit	$3,694	$2,216	$1,847	$905	$369
Private Two-Year For-Profit	$2,823	$1,694	$1,412	$692	$282
Northwest Indian College-Tribal College	$3,694	$2,216	$1,847	$905	$369

Please note that annual awards may not be exceeded for 3 quarter/2 semester enrollments. If annual award amounts do not divide evenly, you must round up/down accordingly to ensure you do not exceed the annual limit.

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

WASHINGTON STATE AID PROGRAMS

PARTICIPATING INSTITUTION CODES 2025-26

1010	University of Washington
1020	*Washington State University

2030	Central Washington University
2040	Eastern Washington University
2050	The Evergreen State College
2060	Western Washington University

3080	Antioch University
3090	Bastyr University
3230	City University of Seattle
3310	*DigiPen Institute of Technology
3120	*Gonzaga University
3110	*Heritage University
3130	*Northwest University
3240	*Northwest College of Art
3140	*Pacific Lutheran University
3150	*Saint Martin's University
6889	Seattle Film Institute
3160	Seattle Pacific University
3170	Seattle University
3190	*University of Puget Sound
3200	Walla Walla University
3210	*Whitman College
3220	*Whitworth University
3500	*Western Governors University-WA

4300	Bellevue College
4310	Big Bend Community College
4580	Cascadia College
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

4430	Olympic College
4440	Peninsula College
4370	Pierce College
4450	Seattle Central College
4480	Shoreline College
4490	Skagit Valley College
4420	South Puget Sound Community College
4470	South Seattle College
4500	Spokane Community College
4510	Spokane Falls Community College
4520	Tacoma Community College
4530	Walla Walla Community College
4540	Wenatchee Valley College
4550	Whatcom Community College
4560	Yakima Valley College

5700	Bates Technical College
5710	Bellingham Technical College
5720	Clover Park Technical College
5730	Lake Washington Institute of Technology
5740	Renton Technical College

6740	**Divers Institute of Technology
6840	Perry Technical Institute
6884	**Stylemasters College of Hair Design
6887	**Evergreen Beauty College^
6890	**Paul Mitchell The School Richland
6892	**Paul Mitchell The School Spokane
6894	**Paul Mitchell The School Federal Way

*Semester payment institutions
**Clock Hour institutions

^Approved EBC sites: Bellingham, Everett, Mount Vernon, Olympia, Renton, and Yakima