



BEHAVIORAL HEALTH CONDITIONAL SCHOLARSHIP

**PROGRAM MANUAL FOR
FINANCIAL AID ADMINISTRATORS
2026-27**

Washington Student Achievement Council | PO Box 43430 | Olympia, WA 98504-3430

www.wsac.wa.gov

Washington Student Achievement Council

Career Pathways Staff

***BEHAVIORAL HEALTH CONDITIONAL SCHOLARSHIP OPERATIONS –
AWARDING, PAYMENTS, REPORTING, AND REPAYMENT***

Isabel Hernandez	Phone	(360) 515-3319
Program Manager	Email	bhcs@wsac.wa.gov
María Perez	Phone	360-485-1210
Program Coordinator	E-mail	bhcs@wsac.wa.gov
Neesha Griffiths	Phone	(360) 753-7632
Receivables Coordinator	Email	neeshag@wsac.wa.gov

***MANAGEMENT – POLICY
ISSUES***

Inez Olive	(360) 485-1147
Director of Adult Pathways	inezo@wsac.wa.gov
Nicole Witty	(360) 485-1083
Assistant Director	nicolew@wsac.wa.gov

Washington Student Achievement Council

1500 Jefferson Street SE

Olympia, WA 98501

www.wsac.wa.gov

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

FAA Certification Portal

WSAC Toll Free Line: (888) 535-0747 (option 7)

WSAC Local Number: (360) 753-7800

Contents

2026-27 ACADEMIC YEAR UPDATES & REMINDERS.....	3
Updates.....	3
General Reminders	3
BEHAVIORAL HEALTH CONDITIONAL SCHOLARSHIP PROGRAM OVERVIEW.....	4
Eligibility:.....	4
RISKS:.....	5
AWARD CALCULATION	5
2026-27 Maximum Award	6
CERTIFICATION	9
VERIFICATION.....	14
PAYMENT	15
STUDENT DIRECTIVE for PRIVATE INSTITUTIONS.....	15
REPAYMENT	16
REPORTING	17
APPENDIX A. DEFINITIONS.....	18
APPENDIX B. STUDENT DIRECTIVE FOR PRIVATE INSTITUTIONS	22
APPENDIX C. Update to State Satisfactory Academic Progress (SAP) Policy	23

2026-27 ACADEMIC YEAR UPDATES & REMINDERS

Thank you for taking the time to review the Financial Aid Administrator (FAA) Program Manual for the Washington Health Corps Behavioral Health Conditional Scholarship Program. In this FAA program manual, you will be able to learn about the certification and verification process we use at WSAC to administer the Behavioral Health Conditional Scholarship. More information such as reminders, annual updates, and key program details will be outlined throughout the program manual. We appreciate your support and diligence in submitting these forms and ensuring we are properly awarding applicants throughout their academic program.

We created the program according to statute and internal policy procedures established for Conditional Scholarships. If interested, please review our statute to understand how we align procedures with the legislature.

Updates

(Information will be added each time there is an update)

DATE	SECTION	TOPIC/REASON
09/01/2026	Disbursement Method	- Starting 2026-2027 AY, payments will be sent in a one-lump sum instead of term-by-term. - This provides further flexibility for the FAA to find a better fit for BHCS recipients
09/01/2026	Maximum Award Amounts	- Starting 2026 AY Maximum awards are \$41,000 for 2- or 3-year graduate programs \$10,000 for associate students in 2- or 3-year programs 2025 Graduate recipients are grandfathered in at \$51,000

General Reminders

- **Certification request $\neq$ an award offer.** Please do not award students with certification requests. We require certification for non-awarded applicants because we use their financial needs as part of the scoring process.
- Please reach out to the WSAC BHCS team if you have questions about who has been selected to receive BHCS at your institution or who is on the pending offer list, if that will help.
- Beginning with the 2024-2025 academic year, WSAC will align the State SAP policy with the Federal SAP policy.
- Recipients awarded in the 2025-2026 AY are grandfathered into the full \$51,000 across their program length if in a two- or three-year program and \$25,500 if in a one-year program.
- Awards are distributed across program lengths

BEHAVIORAL HEALTH CONDITIONAL SCHOLARSHIP PROGRAM OVERVIEW

The 2024 legislative session HB 1946 established the creation of the Behavioral Health Conditional Scholarship (BHCS). The conditional scholarship aims to address the behavioral health workforce shortage across Washington State through serving as a recruitment and retention tool for post-secondary education students. Due to the disproportionate lack of opportunities and mental health resources, preference is held for students that have lived, volunteered, worked, or indicate interest in fulfilling their service obligation (PGSO) in a rural or tribal area.

The Behavioral Health Conditional Scholarship (BHCS) provides financial assistance for students pursuing a degree that will result in a certification or licensure in the mental health field. In exchange for accepting the scholarship, a post-graduation employment service obligation (PGSO) between 3-5 years at an approved employment location site. A list can be located on the BHCS website under eligible location sites. Recipients cannot exceed 5 years when fulfilling their PGSO per Washington State statute. The conditional scholarship covers tuition and fees at approved colleges in Washington.

If selected, recipients must be pursuing an eligible program, maintain enrollment in an eligible institution, and meet Satisfactory Academic Progress (SAP) standards. To ensure students are meeting standards, a certification will be requested from the institution's Financial Aid Administrator (FAA) annually. It is the responsibility of the recipient to communicate with their Financial Aid Administrator in regard to changes in their enrollment levels, SAP appeals, and disbursement concerns such as how the conditional scholarship may impact other aid in their award package. Recipients that change institutions must notify WSAC staff immediately.

Those interested are encouraged to reach out to their education office for further information on the impact of receiving the scholarship or WSAC

Eligibility:

- Submit the current year's FAFSA/WASFA financial aid application for each academic year, they receive the conditional scholarship.
- Meet SAP standards for their program indicated on their application.
- Maintain satisfactory academic progress (SAP) towards an eligible program.
- Contact WSAC for any changes in their name, address, institution, enrollment, location site, including any other pertinent information that may affect their ability to fulfill their requirements.
- Attend an approved institution and fulfill their post-graduation service obligation in Washington State.
- Provide services from which they attained a degree from in an eligible site upon graduation.
- Serve for no less than three years and no longer than five years at an eligible health clinic site listed on the WSAC website.
- Provide proof of employment status while serving their post-graduation service obligation (PGSO).

RISKS:

Recipients cannot do the following without risking breaching their contractual obligations:

- Hold an unsatisfactory standing with SAP or institution policies
- Owe a repayment to any state program
- Be in default on a state loan
- Fulfill their post-graduation service obligation in a site that is not listed as an eligible location site per WHC website
- Not owe an obligation for health professional service to the federal government, state, or other entity unless that obligation will be completely satisfied prior to the beginning of service under this program.

AWARD CALCULATION

Award amounts CANNOT:

- Exceed the student's cost of attendance (COA)
- Exceed COA when combined with all other public and private grants, scholarships, and waiver assistance the student receives;
- Result in reduction of a participant's federal or other state financial aid.
- Allowable uses of a conditional scholarship include the costs of attendance, such as tuition, room, board, and books.
- Their award is calculated based on unmet need and disbursed in one lump sum.
- The award must fit in with the students' financial aid package.

2026-27 Maximum Award

Beginning 2026-27 Academic Year (AY), award amounts were reduced to \$10k across each program levels for dedicated funding to advanced training for recipients. Starting 2027 AY, new recipients will be required to participate in advanced training in addition to completing their post-graduation service obligation in exchange for receiving the Conditional Scholarship.

Graduate recipients awarded in the 2025-2026 AY are grandfathered into the full \$51,000 across their program length if in a two- or three-year program and \$25,500 if in a one-year program.

Starting 2026-27 AY, the maximum award is as follows:

Graduate programs	
Enrollment/program status	Maximum award
Two- or three-year graduate program	\$41,000
One-year advanced-standing graduate program	\$15,500
One year remaining in graduate program	\$15,500

Certificate programs	
Enrollment/program status	Maximum award
Two- or three-year program	\$10,000
One year remaining	\$5,000

Maximum award ≠ guaranteed award

Per program guidance, recipients may receive up to the maximum, and the award may change annually according to their financial need. Their award is budgeted to spread across their program length.

Graduate Award Distribution Example 1: A recipient certification reflects a need of 30,500 and is in a two-year program. BHCS has allocated \$41,000 to the recipient. Because they have a need of \$30,500, they are qualified to receive \$20,500 for their first AY. They will have the remaining \$20,500 for their next AY, IF they have a need above \$20,500 and it fits in their financial aid package.

Graduate Chart Example 1: Jane Doe enrolled in a two-year graduate program and is a 2026 recipient of BHCS. 2026 recipient maximum is \$41,000 across their program length.

9-Month Cost of Attendance (COA)	\$33,884
Estimated Financial Assistance (EFA)	0
SAI	-1500
Unmet COA	\$35,384
Total 1st AY Award	= \$20,500

Remaining budget		= \$20,500
Annual Disbursement	2026 AY Award \$20,500	2027 AY Estimated Award \$20,500

Graduate Award Distribution Example 2: A recipient certification certifies the student is enrolled in a three-year program. The \$41,000 is divided into three years. The maximum in a three-year program, IF it does not exceed the COA and they show need, can receive is \$13,666 per year.

Graduate Chart Example 2: Jane Doe enrolled in a three-year graduate program and is a 2026 recipient of BHCS. 2026 recipient maximum is \$41,000 across their program length.

9-Month Cost of Attendance (COA)		\$59,841
Estimated Financial Assistance (EFA)		\$12,000
SAI		0
Unmet COA		\$47,841
Total 1st AY Award		= \$13,666
Remaining budget		= \$27,334
Annual Disbursement	2026 AY Award \$13,666	ESTIMATED 2027 & 2028 AY Award \$13,666 \$13,666

Graduate Award Distribution Example 3: A recipient certification reflects a program length of one year. Their maximum award will be \$15,500 and will be distributed in one lump sum.

Graduate Chart Example 3: John Doe enrolled in one year or has one year remaining in their graduate program and is a 2026 recipient of BHCS. 2026 recipient maximum is \$15,500 across their program length.

9-Month Cost of Attendance (COA)		\$56,956
Estimated Financial Assistance (EFA)		\$25,750
SAI		-823
Unmet COA		\$32,029
AY Award		= \$15,500
Remaining budget		= 0
Annual Disbursement	2026 AY Award \$15,500	

Certificate Award Distribution Example 1: A recipient is enrolled in a one-year program OR has one year remaining. Their maximum award, if it does not exceed COA and demonstrates need, will receive the maximum award of \$5,000.

9-Month Cost of Attendance (COA)	\$16,253
Estimated Financial Assistance (EFA)	\$3,105
SAI	-1500
Unmet COA	\$14,648
Total Award	= \$5,000
Remaining budget	= 0

Certificate Award Distribution Example 2: A recipient is enrolled in a two-year program. Their maximum award, if it does not exceed COA and demonstrates need, will receive the maximum award of \$10,000 across their two AYs. Their first year we will disburse \$5,000 and if the following year, they continue to demonstrate need and if it fits their FA package, they may receive another \$5,000.

Generally, if their unmet need is above their program maximum, they are likely to receive the maximum amount.

9-Month Cost of Attendance (COA)	\$16,253
Estimated Financial Assistance (EFA)	\$3,105
SAI	-1500
Unmet COA	\$14,648
Total 1st AY Award	= \$5,000
Remaining budget for next AY	= 5,000

Guidance for Common Recipient Concerns: Scholarship amounts are likely to vary throughout the recipient's program length due to changes in their financial aid need and room in their financial aid package. A recipient can qualify for the maximum amount of their first academic year and because of a reduced financial need, can receive less of BHCS in their following academic year. We encourage FAAs to refer recipients to their promissory note where we explain this possibility and on our program website. Award amounts are not guaranteed – it is based on need and room in their financial aid package without exceeding their COA.

CERTIFICATION

Certification is a process where institutions certify the information provided by the applicant to WSAC. In the certification we primarily look for institutions to corroborate the applicant's acceptance into the institution and their enrollment levels for the academic year. After the recipient is certified and awarded, they will enter the ongoing verification list which is like certification. Financial aid administrators can access this form through WSAC's secure portal.

The certification requires financial aid administrators to:

- Certify their acceptance into the university by selecting if they are or will be attending the university
- Certify the applicant is meeting SAP
- Provide information on their anticipated enrollment levels for the entire academic year
- Provide information about how many years remaining is left in the applicant's program
 - Example: Jane Doe is in her second year of the program and is in a three-year program. Her certification should reflect one year remaining
 - Example: John Doe is in their first year and is in a three-year program, his certification should reflect two year remaining
 - Example: Jane Doe is an incoming first year applicant and in a two-year program. Her certification should reflect two years remaining and meeting SAP.
- Provide values for Cost of Attendance, Tuition & Fees from COA, Student Aid Index, Total Aid from Fed
 - All incoming students to the university are automatically meeting SAP

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

Certification Process:

Step 1. Enter your credentials to the secure portal. If you are a new FAA and do not have permission, please email us for access at BHCS@wsac.wa.gov.

Welcome to the Washington Health Corps web portal. For more information, visit: [Washington Health Corps](#).

Please choose an option:

a. Select the new and ongoing verification option

2. Seek the applicant's name and click on "View" to review their certification form

Washington Health Corps

Behavioral Health Verification

In order for the following Behavioral Health Conditional Scholarship applicants to be eligible for awarding, you must certify that the information on each of their applications is correct.

University			
Initial Verifications			
	submitted 02/23/2026	Awaiting verification	View →
	submitted 01/14/2026	Verified correct	View →
	submitted 01/22/2026	Verified correct	View →
	submitted 01/24/2026	Verified correct	View →
	submitted 02/22/2026	Verified correct	View →
	submitted 02/24/2026	Verified incorrect	View →
	submitted 02/24/2026	Verified incorrect	View →

The three colors reflect the status of the certification or verification submitted to the applicant.

Blue means it is pending submission from an FAA

Green means the FAA has completed the form and the data aligns with the information provided by the applicant (Attending institution, Program length, and meeting SAP)

Yellow means one of the three first questions does not align with the application. We follow up directly with applicants if the certification is "verified incorrect"

3. Answer according to the institution's knowledge at the time of receiving the certification request

Verify applicant:

SSN: ***-**-****

Please adjust the student's data to match current values and enrollment.

Does this student attend Bastyr University?

- ☒ Yes
☐ No

How many years does the student have remaining in their program?

- ☐ 1 year
☒ 2 years
☐ 3 years

Is this student maintaining Satisfactory Academic Progress?

- ☐ Yes
☐ No

3a. If there is conflicting information with the certification and the application from the student, the form will show a yellow tab with "Verified Incorrect" This does not mean the FAA has completed the form wrong. This is a tool for our team to find certifications with conflicting data and be able to reach out to the applicant to clarify their enrollment status, program length, or to notify the applicant of their unsatisfactory academic progress.

4. Submit the enrollment levels for the applicant

4a. Based on the academic calendar, enrollment will start with either Summer 1 or Fall for a leader institution. If the institution is a trailer, the enrollment section will start with Fall and end in Summer 2.

4b. Input expected enrollment for the academic year. If the student's enrollment is not known for the academic year, please provide an estimate based on past and current enrollment. There will be opportunities to adjust the enrollment during the academic year.

4c. We request the total credits completed and required because we budget their award based on program length and allow us to keep track of their pending graduation date.

Enrollment

Summer 1 enrollment



Fall enrollment



Winter enrollment



Spring enrollment



Note: If a student is not enrolled for a term, please select "0 credits".

Total credits completed

Total credits required

Total credits completed refers to the total number of credits a student has received at the time of the current verification. For incoming students, set this value to 0.

Total credits required refers to the program's minimum credit requirement for graduation, not the number of remaining credits a student needs to graduate.

5. Submit the Financial Aid data for the applicant

Financial Aid	
Total cost of attendance	Cost of tuition and fees
Work study	Loans
Total aid from federal grants	Total aid from federal or state waivers
Total aid from need-based state grants and/or scholarships	Total aid from non-need-based state grants and/or scholarships
Institutional aid	Student Aid Index (SAI)
Total aid	Estimated yearly need
\$0.00	\$0.00
Is this Financial Aid final, estimated, or other (if other, please explain)?	
☐ Final	
☐ Estimated	
☐ Other	
Comment	
✕ Cancel	Submit verification & continue →

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

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

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

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

Is this Financial Aid final, estimated, or other (if other, please explain)?

- ☐ Final
☐ Estimated
☐ Other

Comment

✕ Cancel

Submit verification & continue →

7. Add important comments related to the student's financial aid information, enrollment, SAP status, or any other pertinent information. WSAC will follow up, as needed
8. Select "Submit verification & continue" to submit the completed form

VERIFICATION

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

Follow these steps to complete the verification:

1. Select a student who needs to be verified.
2. If a student needs to be verified, the word "Awaiting Verification" will appear in the next to their name.
3. Adjust any of the information that has changed since the student's record was certified.
4. Select "Submit verification & continue" to submit the completed form.

if you are reporting any changes to enrollment, please update the "Financial Aid" section to align values for the enrollment you are reporting.

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

PAYMENT

Lump-Sum Payments For the Behavioral Health Conditional Scholarship awards are paid to institutions in one lump sum. These payments must be applied to the student's account as soon as possible and are meant to be paid out as a one-time, lump-sum payment. The funds can be used for costs of attendance, such as not limited to tuition, fees, room, and board. If the funds are not going to be paid out at one time, lump sum, please notify WSAC of the timing of payments and the reason. You will not be able to access the 2026-27-year funds until all funds due to WSAC are received and processed, and your 2026-2027 Participation Agreement Renewal has been approved. **REQUIRED DIRECTIVE FORM FOR STUDENTS AT PRIVATE INSTITUTIONS**

STUDENT DIRECTIVE for PRIVATE INSTITUTIONS

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

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

In addition, institutions:

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

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

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.

General Policy

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

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

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

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

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

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

Examples:

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

- a. **Action:** The FAA completes a verification (see Verification section) to notify WSAC of the change within 10 business days.
 - b. **Result:** If there is a change in the students' tuition and fees, the student may qualify for a larger award amount. WSAC will recalculate the award amount and notify the FAA of any changes.
4. The student enters leave of absence for their program
 - a. **Action:** The FAA notifies WSAC via email within 10 business days. The school returns the funds within 30 days.
 - b. **Result:** After the school returns the funds, the student is not responsible for paying back the award amount. If the school does not return the funds, the student is responsible for paying back the award amount.

General Repayment Policy

A conditional scholarship may be converted to a loan if any of the following scenarios occur:

- Recipient falls below continuous enrollment of at least half-time while enrolled in their eligible program type for BHCS
- Recipient does not complete the intended educational program or does not earn an approved licensure type within the maximum allowed time
- Recipient does not obtain a qualified behavioral health employment position
- Recipient ceases to provide behavioral health services prior to fulfilling the entire service obligation

REPORTING

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

All Behavioral Health recipients must be reported on the yearly and interim [Unit Record Reporting \(URR\)](#). Some recipients may not be receiving any other state or federal aid but must be included in the URR.

Certification

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

Conditional Scholarship

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

Cost of Attendance

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

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

Enrollment

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

Estimated Financial Assistance (EFA)

The total amount of aid from:

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

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

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

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

Student Aid Index (SAI): The Student Aid Index (SAI) is an eligibility index that is used to determine how much federal student aid a student would receive if they attended the school.

Institutional Aid

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

Do not include institutional loans.

Loans

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

Satisfactory Academic Progress (SAP)

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

Service Obligation

The service obligation begins after completing their program study for a minimum of three years and a maximum of five years as a licensed practitioner at one of our eligible service sites.

Total Aid from Federal Grants

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

Total Aid from Federal and/or State Waivers

Example includes the 3% waiver capacity at public institutions that are awarded based on need.

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

Total Need-Based State Grants and/or Scholarships

Include total awarded WA College Grant (WCG), WCG Apprenticeship (WCG-A), College Bound Scholarship (CBS), Passport to College Scholarship (PTC), Passport to College Incentive Grant, Paraeducator (also known as Paraeducators Conditional Scholarship), Teacher Shortage Conditional Scholarship, Teacher Grant Programs (Student Teaching Grant and the Teacher Endorsement And Certification Help program), WSOS BA Scholarship (formerly Opportunity Scholarship), WSOS Career Technical Scholarship, WSOS Graduate Scholarship, and SBCTC Opportunity Grant.

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

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

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

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

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

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

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

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

Tuition & Fees from COA

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

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

Verification

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

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

Work Study

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

Years of Eligibility

Length of time the participant can receive program funds.

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



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

To: All Financial Aid Administrators

Date: April 17, 2024

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

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

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

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

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

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

Thank you for your cooperation and support of Washington students!

Sincerely,



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