

**STATE NEED GRANT
AND
COLLEGE BOUND SCHOLARSHIP
PROGRAM MANUAL
2016-17**

APRIL 2016

Washington Student Achievement Council

Student Financial Assistance Staff

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**STATE NEED GRANT AND COLLEGE BOUND SCHOLARSHIP
PROGRAM MANUAL
2016-17 UPDATES & REMINDERS**

UPDATES

♦ **College Bound Scholarships for All Terms of Enrollment, Including Summers**

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

Institutions should review their data to predict the numbers of CBS students who will enroll for all terms throughout the 2016-17 year—including summer. See Chapter 2 to review the information on how to award and report Summer 1 (“header” institutions) awards versus Summer 2 (“trailer” institutions) awards.

♦ **Higher SNG and CBS Summer 1 Award Amounts for Public Four-Year Colleges**

If your institution is a four-year public, refer to Chapter 2 to determine awarding procedures for summer 1 awards for summer 2016.

♦ **Expanded Use of Applied Baccalaureate Designation**

Beginning in 2016-17, the Applied Baccalaureate designation can be used by any college that primarily offers associate degrees, but also offers bachelor’s degrees. Students pursuing bachelor’s degrees with CSAW records designated as Applied Baccalaureate will not get the “can’t offer a 2nd associate’s degree within 5 years” edit.

REMINDERS

♦ **Timely Reporting of State Aid Repayments for Publics**

Ensure that all repayments are recorded in the WSAC Portal immediately after the repayment is calculated. Students who are in repayment must display as ineligible on the SNG Archive and CBS Cruncher, whether the debt is being collected at the college or by WSAC. See more information in Chapter 5 for non-real time colleges, and Chapter 6 for real-time reporting colleges.

♦ **Accurate Reporting**

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

◆ **Former Foster Care Youth Priority**

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

◆ **CSAW 2.0 and File Format Changes to Accommodate Passport to College Scholarship Awards**

Be sure to review carefully the changes made to CSAW 2.0 and the file format that now accommodates all Passport to College Scholarship awards. In addition, institutions may designate individual term awards as either semester based or quarter based if they differ from the institution's default term type.

◆ **Students Needing Repayment Status Information**

Students with repayments incurred in 1998 or later wanting information about the status of their repayments should be instructed to call Washington Student Achievement Council's billing service, ECSI at 1-888-549-3274. When calling, the students should reference school code "2H."

Students with repayments incurred during or before 1997, should instead be instructed to contact WSAC staff at 1-888-535-0747.

◆ **Changes to Self-Help Requirements**

- Elimination of the SNG self-help requirement for all eligible CBS Scholars.
- May waive the SNG self-help requirement for SNG eligible students at institutions that have reduced their cost of attendance (COA) for all students by at least 25 percent below the Washington Financial Aid Association (WFAA) student budgets.
- May reduce the SNG self-help requirement to 12 percent for other SNG eligible students with reduced living expenses ("at-home" students).
- SBCTC Opportunity Grant and Educational Training Vouchers (ETV) are now considered self-help for SNG.

◆ **Changes to Washington State Residency Determination for Tuition and Financial Aid Purposes**

Students with federal Deferred Action for Childhood Arrivals (DACA) status may now qualify for resident tuition pursuant to the requirements detailed in [RCW 28B.15.012\(2\)\(a\)-\(d\)](#).

State Need Grant and College Bound Scholarship programs use the same statute to define residency and as a result students with DACA status who meet Washington State residency requirements may now be considered for both programs.

State Need Grant

Students with DACA status may now be considered Washington State residents under certain conditions. Washington State residency for SNG is defined as meeting one of the five conditions detailed in RCW 28B.15.012(2)(a)-(e).

Please note that:

- If the student is a U. S. Citizen or has federal DACA status, residency is determined using RCW 28B.15.012(2)(a)-(d).
- If the student is a non-U.S. Citizen and does not have federal DACA status, residency is determined using RCW 28B.15.012(2)(e).

Students meeting this requirement are sometimes referred to as “1079” eligible if they meet the provisions of HB 1079, first established in 2003.

College Bound Scholarship

Students with DACA status who meet residency requirements under RCW 28B.15.012(2)(a)-(d) and who applied for the College Bound Scholarship program as 7th or 8th graders are also now eligible for the CBS program if they meet all other program requirements including enrollment requirements outlined in Chapter 1.

◆ Elimination of the SNG Transfer Fund

Beginning in the 2015-16 year, the held-aside for SNG transfer funds was eliminated. Institutions may hold a portion of their final SNG allocation for anticipated transfer students, but are not required to do so.

◆ More Information on the ReadySetGrad Website

For more information on **state financial aid** information please visit www.readysetgrad.org.

For specific information on the Washington **State Need Grant**, visit www.readysetgrad.org/college/state-need-grant

For specific information on the **College Bound Scholarship**, visit www.readysetgrad.org/college/college-bound-scholarship-program

State Need Grant and College Bound Scholarship History and Operation

- 1969:** State Need Grant (SNG) program was established.
- 1976:** Legislative intent noted to offset tuition/fees for low-income students.
- For every dollar increase in tuition, 24 cents in aid provided, above previous levels.
 - Reflected the portion of undergraduates on aid at that time.
 - Policy inferred that the state needs to “give back” to needy students when increasing tuition.
 - Students were nominated, then ranked together according to need.
 - Grants were one-third of the difference between budget costs and family contribution.
- 1980:** For-profit institution participation was authorized.
- 1988:** Grant amounts changed from flat grant to variable in order to reflect Cost of Attendance differences supporting student choice.
- 1989:** Part-time students authorized.
- 1991:** A “fair share” fund distribution model was adopted creating campus “reserve funds” based on percentage of campus-eligible students divided by all eligible students.
- 1993:** Revised the eligibility and cost model to use MFI as a result of change in federal needs analysis – 50 percent MFI used initially.
- 1995:** MFI increased to 65 percent via budget process.
- 1996:** MFI decreased to 40 percent via budget process.
- 1998:** Award amounts based on public tuition rates.
- 2001:** MFI increased to 55 percent via budget process.
- 2005:** MFI increased to 65 percent via budget process.
- 2005:** Less-than-half-time eligibility pilot with 10 campuses.
- 2006:** Less-than-half-time eligibility pilot expanded to all.
- 2007:** Legislature established the College Bound Scholarship Program, allowing eligible 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.
- 2014:** The Legislature enacted the REAL Hope Act, granting SNG eligibility determination for 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 be considered for in-state tuition and for State Need Grant and College Bound Scholarship eligibility 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.

SNG & CBS REPORT AND FUNDING REQUEST TIMELINE

May 2016	Request from WSAC for institutions to update their "Institutional Agreement to Participate"
July 8, 2016	Final Year End Interim Reports (Reconciliation) due for 2015-16 year. Institutions can begin requesting funds for summer (1st term) and fall terms.
August 2016	SNG Archive updated with 2015-16 award data available on Portal*
October 2016	Washington Application for State Financial Aid (WASFA) available for the 2017-18 academic year
November 4, 2016	Fall Interim Reports due
February 3, 2017	Winter Interim Reports due
March 2017	SNG Supplemental Allocations determined (if applicable)
May 5, 2017	Spring Interim Reports due
April 2017	State financial aid training and updates workshops
June 30, 2017	Final date that 2016-17 WASFA form may be processed
July 7, 2017	Final Year End Interim Reports (Reconciliation) due
August 2017	Archive updated with 2016-17 awards available on Portal*

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

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2016-17 PROGRAM MANUAL**

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CHAPTER 1

STATE NEED GRANT (SNG) AND COLLEGE BOUND SCHOLARSHIP (CBS)

ELIGIBILITY DETERMINATION AND MONITORING

ELIGIBILITY DETERMINATION

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

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

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

Third: If the student is not an eligible College Bound Scholar, determine the student’s eligibility only for the SNG program. Institutional gift equity polices and self-help requirements do apply.

Initial Criteria for SNG and CBS for Eligibility Determination		
STUDENTS MUST:	SNG	CBS
Meet HS Graduation Requirements	☐ HS graduation or GED	☐ Graduate from High School (HS) with a 2.0 GPA or higher ☐ No felony convictions before HS graduation
Meet College Enrollment Deadline	☐ N/A	☐ Within one year of HS grad. (Typically the fall term a year after a June HS graduation)
Submit an Approved Application	☐ FAFSA or WASFA	☐ FAFSA or WASFA
Be a Washington Resident	☐ Meet residency requirements according to RCW 28B.15.012(2)(a)-(e) - Includes students with Deferred Action for Childhood Arrival (DACA) status that meet 28B.15.012(2)(a)-(d) requirements - Includes non-U.S. Citizens who meet 28B.15.012(2)(e), also known as “1079,” requirements	☐ Meet residency requirements according to RCW 28B.15.012(2)(a)-(d) - Includes students with DACA status that meet 28B.15.012(2)(a)-(d) requirements
Meet family income eligibility based on Median Family Income (MFI) level	☐ 70% MFI or less	☐ 65% MFI or less
NOT Exceed Maximum Term Usage	☐ 15 quarters/10 semesters	☐ 12 quarters/8 semesters
NOT Exceed Eligibility Window	☐ N/A	☐ 5 year usage window from year of HS graduation

Shared SNG/CBS Eligibility Areas
ALL SNG and ALL CBS SCHOLARS MUST: ☐ Demonstrate financial need. ☐ Be undergraduate students. ☐ Enroll in at least 3 credits per term. ☐ Enroll in eligible programs at eligible institutions. ☐ Meet the definition of a 'disadvantaged student,' 'needy student,' or be a former foster care youth. ☐ Be matriculated working towards a degree at that institution.
ALL SNG and ALL CBS SCHOLARS CANNOT: ☐ Exceed 125 percent of established program length. ☐ Exceed maximum term usage. ☐ Be in unsatisfactory progress or denied status. ☐ Owe a repayment to any state or federal program. ☐ Be pursuing a second associate degree within five years of earning an associate degree after using more than three quarters or two semesters of SNG and/or CBS funds. ☐ Be pursuing a second bachelor's degree. ☐ Be pursuing a degree in Theology.

Financial Need and Income Cutoff

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

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

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

Undergraduate Student

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

Enrolled for at Least Three Credits per Term

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

Eligible Program

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

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

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

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

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

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

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

Disadvantaged Student

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

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

Needy Student

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

Former Foster Youth

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

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

125 Percent of Program Limit

State aid may not be awarded to a student who has exceeded 125 percent of the published length of his or her program. A financial aid administrator (FAA) may exercise professional judgment to individual student situations when applying the 125 percent limit. These exceptions shall follow the flexibility granted to the FAA in applying the federal 150 percent limitation.

While the 125 percent limit cannot be changed, other circumstances can be recognized.

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

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

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

Maximum Terms of Eligibility

State aid recipients have a lifetime maximum of terms they can receive. Remaining eligibility is described as Quarters of Eligibility Remaining (QER).

A SNG recipient may receive the grant for a maximum of five years. **Five (5) years** means ten semesters, fifteen quarters, or the equivalent combination of the two at a full-time rate of enrollment.

CBS recipients may receive CBS funds for a maximum of four years. **Four (4) years** means: 12 quarters; 8 semesters; or the equivalent combination of the two at a full-time rate of enrollment.

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

For example: Students who graduated from high school in 2014-2015 must begin their college enrollment by fall 2016, and have through the summer term of 2020 to receive scholarship funding. When five years have expired, the Cruncher field will no longer show Ok to Award or Ok to Pay.

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

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

Satisfactory Academic Progress (SAP)

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

Unsatisfactory Progress or Denied Status

Unsatisfactory progress means that in a previous term, the student failed to complete at least one-half (50 percent) of the minimum number of credits or clock hours for which state aid was received and has not yet earned reinstatement. **Denied status** may also refer to a student's status when the student has not met the institution's qualitative standard or maximum timeframe policy. See Chapter 3 for more information.

Refund/Repayment

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

Second Associate Degree

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

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

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

Note: Due to a delay between when associate degrees are conferred and WSAC receives data from institutions to update the archive, it is expected that colleges will work with other departments on campus to identify their own associate degree recipients to prevent awarding state aid to ineligible students.

Certificates are not included in this limitation.

Previous Bachelor's Degree

SNG recipients and CBS Scholars who have already earned a bachelor's degree, including foreign bachelor's degrees, are not eligible to receive additional SNG or CBS awards.

Theology Degree

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

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

Resident for State Aid Purposes

Residency definitions vary by financial aid program.

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

Aid administrators must be able to distinguish between a resident determined eligible in the (a)-(e) category vs. the (a)-(d). Students qualifying under (e), also known as "1079" requirements, are eligible only for State Need Grant and not for the College Bound Scholarship.

Washington Resident for State Need Grant

Determine residency for State Need Grant recipients using [RCW 28B.15.012\(2\)\(a\)-\(e\)](#).

Students with Deferred Action for Childhood Arrivals (DACA) status that are determined to be residents under (a)-(d) may participate in the SNG program provided they meet all other program requirements. This could include students that do not meet "1079" requirements in provision (e).

Provision **(e)** includes additional residency requirement as follows:

- Have graduated from a Washington high school or obtained a GED®.
- Have lived in Washington for three years prior to, and continuously since, earning the high school diploma or equivalent.
- Sign an affidavit (written promise) to file an application to become a permanent resident of the United States when eligible to apply.

For public institutions, it is the same residency requirements implemented in 2003 for in-state tuition purposes, also known as “1079.” These students will be referred to as DREAMers throughout this manual.

Washington Resident for College Bound Scholarship

College Bound Scholarship Program (CBS) limits eligibility to students qualifying as resident students pursuant to RCW 28B.15.012(2)(a)-(d).

Students with DACA status that are determined to be residents under (a)-(d) may participate in the CBS program provided they meet all other program requirements.

Students (including DREAMers without DACA status) that are determined to meet residency under (e) (also known as “1079” students) are not eligible to participate in the CBS program.

Washington Residents Whose Parent(s) Move Out-of-State

Based on the state’s residency statutes (RCW 28B.15.012 (2) (d), a dependent student who:

- spent at least 75 percent of both his or her junior and senior years in high schools in Washington State; and
- whose parents or legal guardians were domiciled in Washington State for a period of at least one year within the five-year period before the student graduated from high school; and
- who enrolled in college within six months of leaving high school,

may continue to be considered a Washington resident for state financial aid purposes for as long as the student remains continuously enrolled for at least three quarters or two semester per calendar year.

If there are additional questions on an individual student’s residency, they may be sent to sng@wsac.wa.gov

Washington Resident for Tuition, but not for State Aid

Since 1994, the Legislature has classified the four specific groups that appear below as Washington residents for public tuition and fee purposes at public institutions.

This legislation DID NOT make individuals from the four groups below eligible for state financial aid programs. If individuals from these groups have established a domicile in Washington State, however, according to RCW 28B.15.012 (2) (a) through (d) for CBS and (a) through (e) for State Need Grant, then those individuals do meet the residency requirements for funding from state financial aid programs.

These four groups are:

1. **American Indians** - from Washington, and Washington area tribes whose permanent residence is in Oregon, Idaho, or Montana.
2. **Military personnel, their spouse and dependents, or National Guard.**
3. **E-3, H-1, or L visa holders, their spouse and dependents**
4. **Students on exchange programs**

Conflicting Information

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

DREAMers shall be treated the same as other SNG applicants when resolving conflicting information and performing other verification activities.

Approved Applications – FAFSA and WASFA

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

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

Instructions for students to complete the WASFA can be found at:

www.readysetgrad.org/WASFA.

Access to information for WASFA students that have applied to your institution can be found in Access Group's "Need Access" application tool. Features there include:

- Web-based application for students
- Online and direct access for FAAs
- Federal EFC calculations
- Data corrections within system
- File extracts of applicant data
- Customized reports

Contact WSAC staff at sng@wsac.wa.gov, to request a login to the Need Access system.

Ability to Benefit – Applies only to SNG Students

The "Ability to Benefit" option only applies to SNG students. CBS students must graduate high school with a cumulative 2.0 or higher GPA. Ability to Benefit and GEDs do not qualify as meeting the high school requirements for CBS students.

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

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

Fraudulent Information

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

Consistent Policies

Institutional policies shall apply consistently to state aid recipients and federal aid recipients, except when in conflict with state aid regulations (such as maximum time frame).

ELIGIBILITY MONITORING FOR SNG AND CBS

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

The institution is required to verify student eligibility by:

- ❑ Checking the WSAC SNG **Archive** report (for SNG and CBS students)
- ❑ Confirming OK to Pay status in the CBS **Cruncher** (for CBS students only)
- ❑ Monitoring SAP status (Refer to Chapter 3)

Washington Student Achievement Council Archive Report for SNG

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

- ❑ Has exhausted or is approaching the five year limit of SNG eligibility. The archive lists students who are within two years of meeting the five year maximum, and displays the number of quarters of eligibility remaining (QER).
- ❑ Owes a repayment on a previously disbursed state aid award.
- ❑ Has received a prior associate degree within the past five years and prior to that degree received more than two semesters or three quarters of SNG. The student's next eligible year and term are shown.
- ❑ Due to lag time in associate degree information updated to the WSAC system, financial aid offices are expected to collaborate with other departments on campus to ensure that students that earn associate degrees at their institution are not awarded future SNG awards.

It is the institution's responsibility to ensure that all students who receive a SNG have been checked against the final archive based on the three conditions listed above.

Here is an example of Archive results:

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

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

Here is the downloadable file format.

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

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

- Awards made to students attending institutions using the Real Time reporting method
- Updated repayment receivables information
- Quarterly associate degree updates

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

The CBS Eligibility “Cruncher” for College Bound Students and Recipients

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

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

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. FAFSAs are matched daily, while WASFA applications are matched weekly.

As soon as this match is made, the student's data is uploaded to the Cruncher. CBS Students who file the FAFSA or WASFA are notified by WSAC that their CBS application was successfully matched to their financial aid application. See an example of this email communication at the end of this chapter.

Using the **CBS Eligibility Cruncher**, institutions shall compare their student data against the database. Campuses are presented with a list of CBS students who matched to an incoming FAFSA or WASFA.

Note that the CBS Eligibility Cruncher does not determine all CBS eligibility criteria.

The CBS Cruncher checks for:

- Complete and valid CBS application on file with WSAC
- High school graduation with a 2.0 or higher GPA
- That a student has enrolled within one year of high school graduation
- Within 5-year eligibility window
- Within 12 quarter or 15 semester usage limit
- Outstanding repayments
- Associate degrees

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

College Bound Scholarship Processing Timeline

Month	Institution Action	Explanation
October and beyond	N/A	Students notified by the Washington Student Achievement Council that their CBS application is matched to FAFSA or WASFA*
November and beyond	Use "CBS Cruncher" to identify eligible students for awarding.	Campuses upload ready-to-award student SSNs into the CBS Cruncher in the WSAC Portal to identify valid CBS applicants. The "OKtoAward" column will be marked <u>Yes</u> .
	Continue identifying and awarding students	Campuses continue to upload lists of students to the Cruncher frequently in order to: • Identify new students added to the Cruncher • Determine students whose status may have changed using the Watchlist located in the Cruncher
July and beyond	Confirm eligibility for awarded students prior to disbursement by viewing "OKtoPay"	WSAC updates the Cruncher to reflect HS graduation data received from OSPI.
		Students who attended private schools or were home schooled must be validated individually by either the WSAC or the institution.
August/September	Real-Time Reporting campuses include CBS awards in CSAW	CSAW includes a field for the CBS award amount.
Fall and as needed	Request payment from WSAC	Campuses will request payment for CBS via CSAW.
		Campuses will not receive an initial CBS allocation – funds will be added to reserves on a funds-requested basis.
November, February, May, July	Submit Interim Reports	Campuses will upload SNG and CBS data simultaneously via the file format and address edits for both programs.

CBS Cruncher Layout and Code Descriptions

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

High School Graduation Year

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

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

High School Requirements Met

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

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

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

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

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

- The CBS Student inquires and is able to provide a final transcript verifying they met the requirements, including for students who attended a private high school.
- To expedite the process: Four-year campuses are encouraged to review their admissions information to determine if students met the high school requirements. This may be more expedient to verify graduation and GPA than the WSAC data match with OSPI.
- The CBS Student was home schooled: Campuses are asked to verify that the high school graduation requirement has been met for home schooled students in alignment with their admissions and financial aid policies.

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

Enrollment Deadline

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

Adult Basic Education and **Running Start** courses count towards meeting the college enrollment deadline—even if taken while in high school. For example: A College Bound Scholar who graduated high school in the spring of 2015, would need to enroll in college by the fall term of 2016.

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

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

An example of this is if a student attended an out-of-state college within the one year window of time. In that case, the institution could later verify this attendance based on a review of the student’s academic transcript from the previous college.

Students Who Do Not Appear in the Cruncher

Students who inform the institution that they submitted the College Bound Scholarship application and received a College Bound certificate in middle school but are not in the Cruncher should be referred to WSAC outreach staff. College Bound outreach staff will determine whether the student had a valid application on file.

WASFA applicants can be more difficult to match due to the SSN not always being available and different naming conventions on the CBS application and the WASFA.

Contact WSAC outreach staff to inquire if the student has a valid CBS application. If has a valid application, WSAC staff will work to find and match the two applications so the student will appear in the Cruncher.

Campus Systems Preparation Instructions

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

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

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

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

CBS Cruncher Instructions

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

Select 'College Bound' from the Programs drop down



Welcome to the WSAC portal.

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

Click on the Cruncher menu item.



Welcome to the WSAC portal.

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

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



CBS Eligibility Cruncher

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

The CBS Cruncher does NOT determine income and some other eligibility criteria. [i](#)

Search by Name	Search by SSNs or SIDs	Search by File Upload						
Search by full or partial name <table><tr><td> </td><td> </td><td> </td></tr><tr><td>first</td><td>last</td><td>mi</td></tr></table> Search CSV						first	last	mi
first	last	mi						

Searching the Cruncher

Searching by Name

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

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

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

Search by full or partial name

first: last: mi:

Show SIDs for this institution:

Showing 1-2 of 2 results

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

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

Searching by SSNs

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

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

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

Show SIDs for this institution:

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

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

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

123456789
987654321
[REDACTED]

Show SIDs for this institution:
[REDACTED]

☒ include SSNs/SIDs in my watch list

Search CSV

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

Showing 1-1 of 1 results

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

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

Searching by File Upload

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

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

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

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

Show SIDs for this institution:
[REDACTED]

Search CSV

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

Showing 1-1 of 1 results

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

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

Proceed to the next section to learn how to interpret CBS Cruncher search results.
Note: Refer to the CBS Cruncher Layout and Code Descriptions.

Interpreting the Search Results

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

Those matched records are then matched with FAFSA and WASFA data to provide colleges with eligibility information for students who have both successfully applied for College Bound AND filed a FAFSA or WASFA.

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

Students who are later confirmed to have met the requirements will then be listed by WSAC as "OK to Pay." This confirmation occurs via data matches occurring between June and November 15.

Students who have valid applications but are not included in the OSPI match must submit their final transcript to WSAC or the campus for determination. Either the institution or WSAC can change the HS Req Met field after verifying the students GPA and graduation.

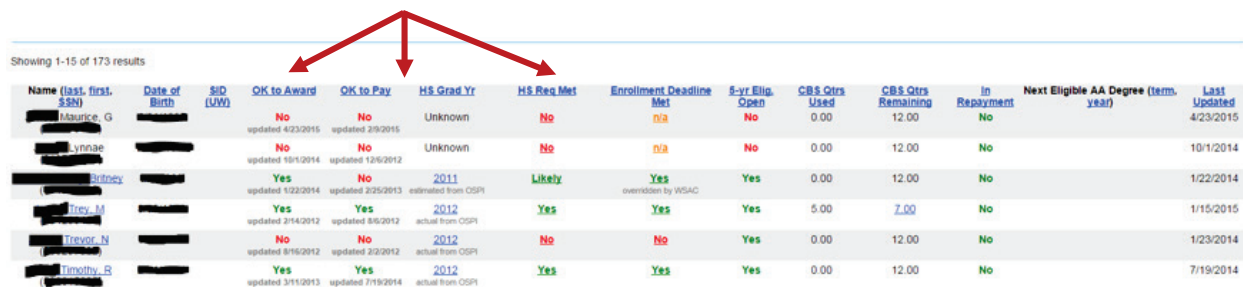
The Associate degree (AA*) fields will display as indicated:

AADegreeEligible	Yes No
NextAAEligibleYear	4-digit number OR n/a
NextAAEligibleTerm	Summer 1 Fall Winter Spring Summer 1 n/a

*AA degrees refer to all associate degrees, including AAS.

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

Showing 1-15 of 173 results



Name (last, first, SSN)	Date of Birth	SID (UW)	OK to Award	OK to Pay	HS Grad Yr	HS Req Met	Enrollment Deadline Met	5-yr Elig. Open	CBS Qtrs Used	CBS Qtrs Remaining	In Repayment	Next Eligible AA Degree (term, year)	Last Updated
Lynnae, G			No	No	Unknown	No	N/A	No	0.00	12.00	No		4/23/2015
Lynnae, G			No	No	Unknown	No	N/A	No	0.00	12.00	No		10/1/2014
Ridney, [redacted]			Yes	No	2011	Likely	Yes	Yes	0.00	12.00	No		1/22/2014
Trey, M			Yes	Yes	2012	Yes	Yes	Yes	5.00	7.00	No		1/15/2015
Trevor, N			No	No	2012	No	No	Yes	0.00	12.00	No		1/23/2014
Timothy, R			Yes	Yes	2012	Yes	Yes	Yes	0.00	12.00	No		7/19/2014

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

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

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



Name (last, first, SSN)	Date of Birth	SID (UW)	OK to Award	OK to Pay	HS Grad Yr	HS Req Met	Enrollment Deadline Met	5-yr Elig. Open	CBS Qtrs Used	CBS Qtrs Remaining	In Repayment	Next Eligible AA Degree (term, year)	WASFA Student	Last Updated
Lynnae, G			No	No	Unknown	No	N/A	No	0.00	12.00	No		No	10/1/20
Ridney, [redacted]			Yes	No	2011	Likely	Yes	Yes	0.00	12.00	No		No	1/22/20
Trey, M			Yes	Yes	2012	Yes	Yes	Yes	5.00	7.00	No		No	1/15/20
Trevor, N			No	No	2012	No	No	Yes	0.00	12.00	No		No	1/23/20
Timothy, R			Yes	Yes	2012	Yes	Yes	Yes	0.00	12.00	No		No	7/19/20

Communication to CBS Students when their first FAFSA or WASFA is received

CBS students are sent one of the following two emails from WSAC the first time that a FAFSA or WASFA matches up with their CBS application.

Email Communication to CBS students after FAFSA matches CBS application

2016-17 Academic Year Email



Your recently submitted Free Application for Federal Student Aid (FAFSA) has been successfully matched with the College Bound Scholarship (CBS) application you submitted in middle school. This application match is the first step toward your eligibility to receive the scholarship. In order to receive the scholarship, you must:

- Graduate from a Washington State high school or complete a home school program with a cumulative GPA of at least 2.0 on a 4.0 scale (GED recipients do not qualify).
- Meet the [income eligibility requirement](#), as determined by the financial aid office at your college.
- Enroll in an [eligible college](#) within one year of high school graduation. For example, if you graduate high school by August 2016, you have until fall 2017 to begin college.
- Have no felony convictions.

NEXT STEPS

1. Review your Student Aid Report

- After you submit your FAFSA, the U.S. Department of Education sends a Student Aid Report, also called a SAR. Your SAR summarizes the information you provided on your FAFSA and tells you whether or not your FAFSA is complete.
- Read all the information on the SAR. Is it correct and complete? Did you list all the colleges you are considering? If your SAR has errors, logon to your FAFSA at www.fafsa.gov and make the necessary corrections. Common errors include missing signatures, incorrect Social Security Number, or incorrect Date of Birth.
- If you filed your FAFSA before you or your parents filed their taxes, be sure to logon to your FAFSA and make any necessary adjustments.

2. Complete College Admissions and Financial Aid Forms

- In addition to filing your FAFSA, you must apply for admission to each college you hope to attend and complete the colleges' individual financial aid forms. If a college requests additional information from you, DON'T DELAY! Not responding could cost you admission or valuable financial aid dollars.
- If you need help keeping track of deadlines, use our application timeline at www.readyssetgrad.org/#12th-grade/ready/timeline

REMINDERS

1. The priority deadline for filing the FAFSA is February 1. ***This does not mean you shouldn't submit a FAFSA after February 1.*** Some types of financial aid are awarded on a first-come, first-served basis and filing by February 1 may give you priority.
2. You must file a FAFSA each year that you are in college.
3. You must meet your college's Satisfactory Academic Progress (SAP) requirements.
4. College Bound is a four-year scholarship (8 semesters or 12 quarters) that must be used within five years of high school graduation. This means that it will only pay for four academic years in the first five years after you graduate. If you take longer to finish your program or degree, College Bound will not pay for it.
5. Stay informed. Join the College Bound email listserv for updates and reminders at www.collegebound.wa.gov.

Please note: Guidance for College Bound Scholarship students for the 2017-18 academic year will be to file the FAFSA as soon as possible after October 1, but for students to follow their college(s) of choice's specific deadlines.

Email Communication to CBS students after WASFA matches CBS application

2016-17 Academic Year Email



Your recent Washington Application for Student Financial Aid (WASFA) has been successfully matched with the College Bound Scholarship application you submitted in middle school.

Recent changes in Washington State now allow students with DACA (Deferred Action for Childhood Arrivals) status who meet all other College Bound criteria, including residency requirements, to receive the scholarship.

If you do not meet the College Bound Scholarship requirements or do not have DACA status, you may still be eligible for Washington's State Need Grant or other scholarships. Visit www.readysetgrad.org/wasfa for more information.

COLLEGE BOUND SCHOLARSHIP REQUIREMENTS FOR STUDENTS WITH DACA STATUS

- Live in Washington for at least one year and graduate from a Washington State high school or home school program (GED recipients do not qualify) with a cumulative GPA of at least 2.0 or higher on a 4.0 scale.
- Meet the [income eligibility requirement](#), as determined by the financial aid office at your college.
- Enroll in an [eligible college](#) and earn college credit(s) within one year of high school graduation. For example, if you graduate high school by August 2016, you have until fall 2017 to begin college.
- Have no felony convictions.

NEXT STEPS

1. If you meet the College Bound Scholarship requirements and have DACA status, contact your college's financial aid office. You will need to provide your college with a copy of your "I-797, Notice of Action" before you can receive the scholarship.
2. Your college may have additional financial aid forms you need to file. Ask your financial aid office and be sure to submit forms and provide any information your college requires by their deadlines. Not doing so may result in losing your financial aid award.

REMINDERS

1. The priority deadline for filing the WASFA is February 1. ***This does not mean you shouldn't submit a WASFA after February 1.*** Some types of financial aid are awarded on a first-come, first-served basis and filing by February 1 may give you priority.
2. You must file a WASFA each year that you are in college.
3. You must meet your college's Satisfactory Academic Progress (SAP) requirements.
4. College Bound is a four-year scholarship that must be used within five years of high school graduation. This means that it will only pay for four academic years in the first five years after you graduate. If you take longer to finish your program or degree, College Bound will not pay for it.
5. Stay informed. The College Bound email listserv sends periodic updates and reminders. Join at www.collegebound.wa.gov.

Please note: Guidance for College Bound Scholarship students for the 2017-18 academic year will be to file the FAFSA as soon as possible after October 1, but for students to follow their college(s) of choice's specific deadlines.

CHAPTER 2

CALCULATING SNG AND CBS AWARDS

All Eligible College Bound Scholars Must Receive Maximum State Need Grant Funding

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

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

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

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

The following are examples of what institutional policies could look like for awarding SNG students not eligible to receive CBS funding. **Priority for Awarding SNG Funds to Eligible SNG Applicants (non-eligible CBS Scholars):**

Example 1

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

Example 2

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

MAXIMUM MEDIAN FAMILY INCOME LEVELS

This chart includes the MFI levels that determine eligibility and award amounts for the SNG and CBS programs. The maximum MFI level for CBS student is 65%. The maximum MFI level for SNG students is 70%.

Median Family Income (MFI) Levels for 2016-17 State Need Grant and College Bound Scholarship Program Eligibility					
Family Size	50%	55%	60%	65% (CBS Maximum)	70% (SNG Maximum)
1	\$22,000	\$24,500	\$26,500	\$28,500	\$31,000
2	\$29,000	\$32,000	\$34,500	\$37,500	\$40,500
3	\$35,500	\$39,500	\$43,000	\$46,500	\$50,000
4	\$42,500	\$47,000	\$51,000	\$55,500	\$59,500
5	\$49,500	\$54,000	\$59,000	\$64,000	\$69,000
6	\$56,000	\$61,500	\$67,500	\$73,000	\$78,500
7	\$57,500	\$63,000	\$69,000	\$74,500	\$80,500
8	\$58,500	\$64,500	\$70,500	\$76,500	\$82,000
9	\$60,000	\$66,000	\$72,000	\$78,000	\$84,000
10	\$61,000	\$67,500	\$73,500	\$79,500	\$85,500
11	\$62,500	\$68,500	\$75,000	\$81,000	\$87,500
12	\$64,000	\$70,000	\$76,500	\$83,000	\$89,500
13	\$65,000	\$71,500	\$78,000	\$84,500	\$91,000
14	\$66,500	\$73,000	\$79,500	\$86,000	\$93,000
15	\$67,500	\$74,500	\$81,000	\$88,000	\$94,500
16	\$69,000	\$75,500	\$82,500	\$89,500	\$96,500
17	\$70,000	\$77,000	\$84,000	\$91,000	\$98,000
18	\$71,500	\$78,500	\$85,500	\$93,000	\$100,000
19	\$72,500	\$80,000	\$87,000	\$94,500	\$102,000
20	\$74,000	\$81,500	\$89,000	\$96,000	\$103,500

Note that 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.

Adjustment for More Than One Family Member in College

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

Determining Income for MFI Levels

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

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

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

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

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

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

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

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

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

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

EXPECTED FAMILY CONTRIBUTION (EFC)

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

COST OF ATTENDANCE (COA)

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

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

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

The WFAA student budgets for 2016-17 include four categories:

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

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

NEED AMOUNT

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

Professional Judgment

The aid administrator may, using “professional judgment”, adjust the resources up or down to more accurately reflect the family’s financial situation during the year. In general, adjustments shall be consistent with changes made for federal aid. The aid administrator shall document the reason for the variance in the student’s file. The aid administrator may consider assets when assets aren’t being considered for EFC computations (e.g. auto zero EFCs and simplified EFCs) for the purposes of SNG eligibility.

Family Income Change of 3 Percent or Less

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

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

College Bound Scholarship and State Need Grant Coordination

Every eligible CBS Scholar must receive a maximum SNG award based on eligibility per the directive in the 2015 Legislative operating budget. The CBS amount is determined after SNG and any other state grant or scholarship aid has been awarded.

SNG AND CBS AWARD AMOUNTS, BY SECTOR, FOR 3 QUARTERS/2 SEMESTERS FOR STUDENTS ENROLLED FULL-TIME FOR ALL TERMS

2016-17 Maximum Award Amounts to Eligible College Bound Scholars for 3 Quarters/2 Semesters**									
Institution/Sector	Median Family Income (MFI) Levels								
	Total Maximum SNG and CBS to Eligible College Bound Scholars (up to 65% MFI)	0% - 50%		>50% - 55%		>55% - 60%		>60% - 65%	
		SNG Max	CBS Max	SNG Max	CBS Max	SNG Max	CBS Max	SNG Max	CBS Max
University of Washington	\$10,499	\$9,348	\$1,151	\$6,544	\$3,955	\$6,076	\$4,423	\$5,609	\$4,890
Washington State University	\$10,260	\$9,369	\$891	\$6,558	\$3,702	\$3,090	\$4,170	\$5,621	\$4,639
Central Washington University	\$6,913	\$6,293	\$620	\$4,405	\$2,508	\$4,090	\$2,823	\$3,776	\$3,137
Eastern Washington University & CTC Applied Bachelor's Degree Programs	\$6,453	\$5,947	\$506	\$4,163	\$2,290	\$3,866	\$2,587	\$3,568	\$2,885
The Evergreen State College	\$6,825	\$6,268	\$557	\$4,388	\$2,437	\$4,074	\$2,751	\$3,761	\$3,064
Western Washington University	\$7,031	\$6,495	\$536	\$4,547	\$2,485	\$4,222	\$2,809	\$3,897	\$3,134
Private Four-year	\$11,904	\$8,517	\$3,387	\$5,962	\$5,942	\$5,536	\$6,368	\$5,110	\$6,794
WGU Washington	\$6,280	\$5,619	\$661	\$3,933	\$2,347	\$3,652	\$2,628	\$3,371	\$2,909
Community/Technical Colleges*	\$4,300	\$3,541	\$759	\$2,479	\$1,821	\$2,302	\$1,998	\$2,125	\$2,175
Private Career	\$4,467	\$2,823	\$1,644	\$1,976	\$2,491	\$1,835	\$2,632	\$1,694	\$2,773
Dependent Care Allowance***	\$906	\$906		\$634		\$589		\$544	

*Includes Northwest Indian College and Perry Technical Institute

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

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

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

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

CBS Maximum Award Amounts to Disburse

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

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

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

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

- **State Need Grant** – due to 100 percent coordination requirements, all CBS recipients must receive a maximum State Need Grant.
- **Passport to College Promise Scholarship** – a state scholarship program for current and former foster youth (students who receive Passport funds will likely have their maximum CBS award met with a combination of State Need Grant and Passport scholarship funds).
- **Opportunity Scholarship** – A private/public program administered by the College Success Foundation to help low- and middle-income Washington residents earn bachelor’s degrees in science, technology, engineering, mathematics, and health care fields of study.
- **SBCTC Opportunity Grant** – The Opportunity Grant helps low-income adults train for high-wage, high-demand careers. It is administered by the State Board for Community and Technical Colleges.
- **SBCTC Worker Retraining Funds** – Workers who are unemployed or have been notified by their employers that they are about to be laid off may be eligible for these funds administered by the State Board for Community and Technical Colleges.
- **American Indian Endowed Scholarship** – A scholarship for financially needy students with close social and cultural ties to an in-state American Indian community, for pursuing undergraduate and graduate studies.

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

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

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

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

Uneven SNG Disbursements Permitted to Students Not Receiving CBS funding

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

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

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

Minimum Awards

The minimum CBS award amount is one dollar (\$1.00) per term. If the CBS award amount is very small, however, and the student wishes to decline the award, the institution must maintain a written record of the award amount that is declined. This may occur when a student wishes to retain flexibility for future terms of CBS eligibility.

The minimum SNG award amount is also one dollar (\$1.00) per term.

Circumstances relevant to gift equity packaging policies, part-time enrollment, and other factors may reduce a student’s SNG to a very low level. The Financial Aid Administrator may issue SNG awards as low as \$1.00 per term, but is not required to make a State Need Grant disbursement to a student if the total SNG award is less than \$100 per term. This also may be done to retain flexibility for future terms of SNG eligibility for the student.

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

2016-17 Maximum State Need Grant Award Amounts for 3 Quarters/2 Semesters					
Institution/Sector	Median Family Income				
	0% - 50% (full award)	51% - 55% (70% of full award)	55% - 60% (65% of full award)	61% - 65% (60% of full award)	66%-70% (50% of full award)
University of Washington	\$9,348	\$6,544	\$6,076	\$5,609	\$4,674
Washington State University	\$9,369	\$6,558	\$6,090	\$5,621	\$4,685
Central Washington University	\$6,293	\$4,405	\$4,090	\$3,776	\$3,147
Eastern Washington University & CTC Applied Bachelor's Degree Programs	\$5,947	\$4,163	\$3,866	\$3,568	\$2,974
The Evergreen State College	\$6,268	\$4,388	\$4,074	\$3,761	\$3,134
Western Washington University	\$6,495	\$4,547	\$4,222	\$3,897	\$3,248
Private Four-year	\$8,517	\$5,962	\$5,536	\$5,110	\$4,259
WGU-Washington	\$5,619	\$3,933	\$3,652	\$3,371	\$2,810
Community & Technical Colleges*	\$3,541	\$2,479	\$2,302	\$2,125	\$1,771
Private Career	\$2,823	\$1,976	\$1,835	\$1,694	\$1,412
Dependent Care Allowance	\$906	\$634	\$589	\$544	\$453

*Includes Northwest Indian College and Perry Technical Institute

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

Dependent Care Allowance (DCA) Option for Eligible SNG Recipients

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

The allowance is \$906 for a full-time student attending for three quarters or two semesters, and is adjusted by MFI category and enrollment status, regardless of the number of qualifying dependents. Yearly DCA awards should be distributed evenly between terms.

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

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

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

ADJUSTING MAXIMUM AWARD AMOUNTS

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

Part-Time Students

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

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

Attendance Less Than 3 Quarters or 2 Semester

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

Clock Hour Schools

Additional information on awarding students enrolled in clock hour programs appears in Chapter 6. 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 are paid as full-time students for each term. Once students successfully complete 300 hours, they may be eligible for additional term payments.

Institutional Gift Equity Policies

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

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

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

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

State Need Grant Self-Help Requirement

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

The two exceptions are:

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

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

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

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

- 12 percent of a student's Cost of Attendance if the institution is using an "at home" Cost of Attendance for a student. In most cases this will mean using a "living with parent" budget for the student.
- 25 percent of the student's Cost of Attendance if the student's total annual cost is \$13,860 or less.
- \$3,465 if the student's Cost of Attendance is greater than \$13,860.

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

Note: The \$3,465 amount has been determined by WSAC. This assumes that a student could have earnings of at least the value of a minimum wage job (minus Social Security and Medicare taxes) for 12 hours per week for 33 weeks during the year.

The 2016 minimum wage is \$9.47 per hour (minus \$0.72 per hour in taxes) equals net wages of \$8.75 per hour x 12 x 33 = \$3,465.

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

Self-Help includes:

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

Self-Help does not include programs such as:

- Federal PELL Grants
- Federal SEOG Grants
- Institution need-based grants

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

Consider whether the level of effort to earn the source of aid equates to the kind of effort necessary to earn other sources, such as a merit scholarship based on a substantial period of academic achievement.

As in other areas of professional discretion, aid administrators are encouraged to be both thoughtful and rigorous in their determinations and to document their judgments.

Reduce the SNG award accordingly if the self-help requirement cannot be achieved.

OTHER AWARDING CONSIDERATIONS

Fourth Quarter/Third Semester Awards

It is possible for a student to receive terms of SNG and/or CBS, in addition to the typical 3 quarters/2 semesters, within the same year. For students earning academic credits, they may enroll and receive payments for up to four quarters or three semesters during the year. For students earning clock hours, students may be able to enroll and receive up to five quarter payments per year (for more information on clock hours, see Chapter6).

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

Summer Awarding of CBS and SNG

- **Award All Eligible CBS Students Enrolling in Summer 2016**
 - All eligible College Bound students enrolling in summer 2016 must receive their full eligibility in both CBS and SNG.
 - SNG and CBS award amounts for public CTCs and private institutions are identical for 2015-16 and 2016-17, therefore the CBS and SNG award amounts will be the same whether an institution makes Summer 2 (“trailer”) awards or Summer 1 (“leader”) awards.
 - Public four-year colleges (including Bachelor’s degree programs at CTCs) must make both (2015-16) Summer 2 or (2016-17) Summer 1 awards using 2015-16 charts.
- **Additional Information and Options When Awarding SNG to Eligible CBS Students in (2015-16) Summer 2**
 - Award all eligible CBS students who have complete files with your school by June 1 with CBS and SNG from your 2015-16 SNG allocation.
 - If you have CBS students whose files are completed between June 1 and August 1, who enroll in your summer term, contact WSAC for payment instructions if you don’t have remaining SNG 2015-16 funds to award.
 - No Summer 2 CBS or SNG awards should be made to students whose files are complete after August 1.
 - Be sure your 2015-16 allocation is fully spent and reported to WSAC by July 8 on your final Interim Report.

- **Awarding SNG to non-CBS students during (2015-16) Summer 2 or (2016-17) Summer 1**
 - If required by your institution's policy to do so, and funds are available, make the SNG award.
 - Summer 2 awards are part of an institution's 2015-16 SNG allocation.
 - Use the 2015-16 award chart if an award is made.
 - Report eligible SNG students as unserved if funds are not available.
 - Summer 1 awards are part of an institution's 2016-17 SNG allocation.
 - Use either the 2015-16 or 2016-17 award chart.
 - Report eligible SNG students as unserved if funds are not available.

Financial Aid Over-Award

State aid, combined with other aid meeting need, may not exceed the student's calculated need. However, a student will not be considered over-awarded if additions to the initial award exceed his or her financial need by \$200 or less by the end of the year.

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

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

Examples:

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

If the aid administrator can reduce the award disbursements for future terms, however, and not repay funds already disbursed, that is permissible. The SNG award needs also to be reviewed to be sure the award is not over need, for example. Because this is an eligible CSB Scholar, however, no changes in the SNG award would need to be made with regards to self-help or gift equity policy of the institution.
- A SNG funded student (who is not an eligible CBS Scholar) receives additional aid, the MFI level changes, or the need changes. The aid administrator must review the award to make sure that the student is still eligible for the SNG amount originally awarded. This would include making sure that the required minimum self-help amount was still in place, that the gift aid equity policy (if applicable) was being followed, and that the proper MFI award amount was in place if there were changes in the family income or family size.

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

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

Retroactive Awards and Payments for Previous Terms for Eligible CBS Scholars

Retroactive SNG and CBS awards and payments **MUST** be made to eligible CBS Scholars for a prior term(s) as long as they are for the current 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 (must be at least 3 credits) determined by the institution at the end of the term(s).

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

Retroactive SNG awards and payments **MAY** be made to eligible SNG students (who are not also eligible CBS Scholars) for a prior term(s) as long as they are for the current 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 (must be at least 3 credits) determined by the institution at the end of the term(s).

Late Applicants

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

Award Rounding

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

Concurrent Award at Two Institutions

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

If an institution exercises this option, it should do so with the knowledge and cooperation of the second institution.

Fractional Last Term

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

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

Fractional award conversion examples:

QER = Quarters of eligibility remaining

SER = Semesters of eligibility remaining

QER x Full-time Award amount within MFI category

Quarter SNG Institution Example:

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

The calculation is:

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

Semester Institutions:

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

SER x Full-time Award amount within MFI category

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

Semester SNG Institution Example:

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

.38	/	1.5	=	.26
QER		Semester Divider		SER

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

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

AWARDING PRACTICES NOT PERMITTED

Single Parents and Part-Time Students

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

Under-Awarding

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

CHAPTER 3

SATISFACTORY ACADEMIC PROGRESS

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

There are differences between state and federal SAP requirements including:

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

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

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

Unserved SNG Students and Satisfactory Academic Progress

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

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

Maximum Timeframe

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

Quantitative Standard for Students in Quarter and Semester Credit Programs

To meet minimum satisfactory academic progress standards, a student must complete at least one-half (50%) of the original minimum number of credits for which the aid was calculated and disbursed.

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

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

- Three-quarter time enrollment – 9 credits
- Half-time enrollment – 6 credits.
- Less than half-time enrollment – 3 credits.

Warning Status¹

Warning Status for state aid recipients is triggered when a student completes 50 percent, or more, but less than all of the credits for which the aid was calculated and disbursed.

- For a full-time student at 12 credits, this means that if the student successfully completes 6 to 11.5 credits, the student is to be placed in a warning status for the following term.
- For a three-quarter time student at 9 credits, a student must successfully complete 4.5 to 8.5 credits to be placed on warning status
- For a half-time student at 6 credits, a student must successfully complete 3 to 5.5 credits to be placed on warning status.
- For a less than half-time student at 3 credits, a student must successfully complete 1.5 to 2.5 credits to be placed on warning status.

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 to a student who is in warning status.

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

Denied Status

Denied Status means that the student completed less than one-half of the minimum number of credits for which aid was disbursed. It also means that a student has remained in warning status for more terms than the institution's policies allow.

Each institution's policy must deny further disbursements of state aid beyond the conclusion of any term in which the student fails to complete at least 50 percent of the minimum number of credits for which the grant was disbursed or has exceeded the number of terms on warning status.

Quantitative Standard for Students in Clock Hour Programs

Students enrolled in Clock Hour programs must enroll as full-time students and complete 300 hours for each term to meet the quantitative standard before being eligible for the next term disbursement. Since all hours from the previous payment period must be earned before making additional payments, there is no routinely recognized warning status for clock-hour students. A school however, may petition WSAC to allow a warning status.

Qualitative Standard

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

Other Conditions of SAP Policy

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

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

Professional Judgment/Appeals

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

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

Reinstatement

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

STUDENT WITHDRAWALS/REPAYMENT CALCULATIONS

See Chapter 5 for required repayment policy information.

CHAPTER 4

REPORTING REQUIREMENTS

Participating institutions are required to submit eligible SNG and CBS student details via quarterly interim reports, including a year-end submission for reconciliation purposes, and an annual unit record report. Please refer to the Unit Record Report manual for details regarding that report.

INTERIM REPORT

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

- Eligible “*served student*” awarded the SNG.
- Eligible “*unserved SNG student*” who has not been awarded the SNG due to lack of funding.
- Eligible awarded CBS student.

WSAC uses interim reports to manage funding, redistribute de-obligated monies, and program evaluation. Data reported on the interim reports also provides the basis for SNG allocation determinations and CBS funding projections.

DUE DATES

Report	Due Dates
Fall Interim Report	November 4, 2016
Winter Interim Report	February 3, 2017
Spring Interim Report	May 5, 2017
Final Interim Report*	July 7, 2017

****The final Interim Report also serves as the year-end reconciliation and is due July 7, 2017.***

RECORD LAYOUTS

All institutions will use the College Bound/SNG Award Warehouse (CSAW) to fulfill the Interim Reporting requirement. The layout for 2016-17, which includes optional fields for Passport to College Scholarships and term type, is located at the end of this chapter.

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

ELIGIBLE AWARDED SNG AND CBS STUDENTS

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

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

UNSERVED SNG STUDENTS

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

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

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

It is important that all students included in the unserved population be validated as “eligible” and reported to the Council via CSAW based on **attempted** credits.

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

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

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

Unserved student data should be carefully vetted for eligibility and accuracy before submitting data to the Council. If institutions are unable to verify the accuracy of the unserved data, a confidence factor shall be provided to the Council prior to reconciliation.

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

- Incomplete file
- Not enrolled
- Ineligible program
- Not eligible due to a prior associate degree received
- MFI increase caused ineligibility
- Unsatisfactory Academic Progress or Denied Status*
- Not a Washington resident

**Note: Unserved SNG Students and Satisfactory Academic Progress*

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

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

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

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

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

SNG STUDENTS WHO ARE BOTH SERVED AND UNSERVED

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

For example, a student who received the SNG for the fall and winter quarters, but did not receive the grant while enrolled in spring term, should be listed as unserved for spring term if the student was fully eligible for SNG funding but the institution's allocation was not sufficient to fund the student.

INSTRUCTIONS

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

Edits

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

Reporting Enrollment Status

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

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

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

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

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

- If a student received a full refund of tuition charges, the student's CSAW record must be updated so that it shows as not enrolled for that term. In addition, if the student had received SNG or CBS funds for that term, those funds must be returned to SNG or CBS.
- If a student received a partial refund and the SNG or CBS award was decreased, the enrollment status must also be updated (e.g. the student's original disbursement was based on 12 credits and the student's enrollment status was reported as full-time. Later tuition for 6 credits was fully refunded and the SNG award was adjusted to half-time. The SNG for the term and enrollment status must be updated to show half-time enrollment and the appropriate amount of SNG.)

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

Secure Data Transmission

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

Security of Information

All institutions are expected to treat information on the Council Portal in accordance with the Electronic Agreement contained in the Institutional Agreement to Participate.

Institutions and individuals are granted access to data with the expectation that they protect the confidentiality of this information with the same level of care as they do any other student aid document.

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

Each institution must have one or more financial aid administrator(s) with a Council-assigned password. If you have forgotten your password, please click on the “forgot your password” link on the Portal login page.

RECONCILIATION REPORT BALANCE SHEET

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

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

SNG/CBS Interim Report Complete List of Edits

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

Common Overrides that can be Addressed with Data Correction Instead of Overriding

Edit Name	Sample Incorrect Override Reason	Correct Data Change
Award Exceeds Max Award Amount	Eligible at time of disbursement-or-Enrolled FT	Update enrollment status to the status at time of disbursement
Award Exceeds Max Award Amount	Pursuing bachelor's degree	Check the AB box on each term the student is enrolled in AB courses
Cannot Pursue Another AA Degree	Pursuing bachelor's degree	Check the AB box on each term the student is enrolled in AB courses
Cannot Pursue Another AA Degree	Received AA degree at end of winter	Delete subsequent unserved terms (i.e. spring and summer)
Award Amount Exceeds Max, Most Likely Because of MFI Issue	Awarded on original income reported on FAFSA	Change the income reported for the student to reflect what was used to award
Combined Enrollment Status Cannot Exceed Full-time	No aid was disbursed	Remove unserved records if you know student is not attending
Combined Enrollment Status Cannot Exceed Full-time	No FA aid my institution	Remove unserved records if you know student is not attending
Student is OK to Pay But Not Awarded CBS	MFI too high	Update income – the income being reported shows them within 65%

CSAW FILE UPLOAD LAYOUT FOR ALL INSTITUTIONS

A sample .csv file is also located at <http://www.wsac.wa.gov/FAA-resources>. The file layout can be submitted in a different order if you choose to, but the header names must be identical to the sample file and are case insensitive.

Please note that the Passport and Term Type fields are optional for 2016-17.

CSAW File Upload Layout

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

CSAW File Upload Layout (Cont.)

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

CSAW File Upload Layout (Cont.)

Field	Valid Inputs	Remarks
SpringEnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement or the enrollment at the census date for SNG unserved students. If left blank, this will be set to Not Enrolled.
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.
SpringCBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid.
SpringSNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA.
SpringSNGDCA	Number up to two decimal places	DCA amount, if awarded DCA.
SpringSNGAwardIsServed	('true' or 'y') ('false' or 'n')	Indicate whether this award is served or unserved. Leave blank if not eligible.
SpringPTCAwardAmount	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand.
Summer2EnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement or the enrollment at the census date for SNG unserved students. If left blank, this will be set to Not Enrolled.
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.
Summer2CBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid.
Summer2SNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA.
Summer2SNGDCA	Number up to two decimal places	DCA amount, if awarded DCA.
Summer2SNGAwardIsServed	('true' or 'y') ('false' or 'n')	Indicate whether this award is served or unserved. Leave blank if not eligible.
Summer2PTCAwardAmount	Number up to two decimal places	If left blank, will assume all Passport students are being entered by hand.

Remarks

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

CHAPTER 5

SNG AND CBS PAYMENTS, REPAYMENTS, AND REPORTING FOR NON REAL-TIME REQUEST INSTITUTIONS

Procedures for Payment Requests, Student Repayments, and Reconciliation

*NOTE: This chapter applies only to public CTC institutions not using **the real-time payment request method**. Public institutions and private institutions using the real-time payment request method should refer to Chapter 6.*

All institutions referred to in this chapter are expected to generate their own checks or deposits to individual student accounts for state aid recipients.

All CTC institutions will be required to use the real-time payment request method for the 2017-18 year.

PAYMENT REQUESTS

- Institutions must submit monthly payment requests online for both SNG and CBS via CSAW in the WSAC Portal.
- The amount of funds requested must be disbursed to students within 30 days of receiving the funds.
- Funds will be delivered to the institution within two weeks of receiving the request.

For instructions on how to request SNG and CBS funds, visit the [Common/Messages and Files/Files, Forms, and Memos](#) area of the Portal.

The aid director at each institution must monitor which institutional staff has permission to submit cash requests. SNG and CBS funds can be requested at the same time on the Request Funds page in CSAW.

For instructions on using the Portal to request funds, visit the Messages and Files area of the secure Portal.

Each institution is expected to utilize all initial funds by the end of June of each year. **Any funds not disbursed are to be returned to the Council prior to June 30, or as soon as possible during the reconciliation period.**

Deobligations and Supplemental Requests for SNG Funds

Deobligations of SNG reserves or unused CBS funds can be accepted throughout the year. The sooner in the year funds are deobligated, the easier they are to redistribute to institutions that need them. **Late academic year deobligations are strongly discouraged.**

Supplemental SNG funds are disbursed on a funds available basis in rounds via a distribution model to make sure institutions receive a proportionate share. The distribution process takes into account the number of served and unserved eligible students reported on the last completed reconciliation report.

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

If students withdraw for a term without earning at least 3 credits, no additional SNG or CBS payments may be made to the students for that term on or after a student's official withdrawal date.

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

Retroactive Awards and Payments for Previous Terms for Eligible CBS Scholars

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

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

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

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

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

ARCHIVE CHECK REPORT

SNG Archive in the WSAC Portal

Institutions are provided an interface to the SNG Archive page in the WSAC Portal to view records or download a CSV file. When opting to download a CSV file, it will be in the following format:

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

"AA Degree" refers to all types of associate degrees.

DISBURSEMENT PROCEDURES

The institution may disburse state aid funds by either providing the student with a direct payment, or by crediting the student's account. Public institutions are expected to follow the same disbursement policy that they use for federal aid.

Enrollment

Disbursements may be made only after the institution confirms enrollment. Awards must be consistent with enrollment status at the time of disbursement.

Conditions of Award

Prior to the first disbursement of state aid each year, the institution must inform each state aid recipient of his or her responsibilities to the program(s) through a "Conditions of Award" statement. A sample statement is located in Chapter 7.

The statement must be presented annually or delivered to the student through paper or electronic means. The conditions of award statement does not need to be signed by the student as long as the institution can provide assurances to the Council that the terms of the award were presented to the student. It is the institution's responsibility to maintain documentation that the conditions were presented to the student.

Power of Attorney Disbursements

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

Unclaimed Property

Washington Student Achievement Council has determined that all state student aid awards that have been disbursed¹ and remain unclaimed after three years for private institutions and two years for public institutions, shall be remitted to the state of Washington Department of Revenue, Unclaimed Property Section.

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

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

REPAYMENT OF UNUSED STATE AID FUNDS

Repayment is a student responsibility. If a state aid recipient fails to earn the funds he or she receives, the student is required to repay those funds according to the Council's universal repayment policy. ***The State Grant Repayment Policy Requirements are mandatory for all participating institutions.*** A copy of the policy is below.

The institution is responsible for notifying students that they are in repayment. Repayments of less than \$50 shall not be referred to the Council. All repayment obligations for deceased students are forgiven.

SNG & CBS REPAYMENT POLICY REQUIREMENTS

General

State aid recipients, who withdraw from the institution, are expelled, or otherwise complete zero credits in any given term, must repay state grants and the College Bound Scholarship, on a prorated basis. For this section "state grant" refers to all state grant and scholarship programs.

¹ Disbursed state student aid awards include those funds accepted and received by a student in the form of check or deposit to the student account, as part of the student's financial aid package.

For the purposes of this policy, "Award" is the amount of state grant or College Bound Scholarship for which the student was eligible during the enrollment period—after the institution made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

Authority

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

Known Last Date of Attendance

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

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

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

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

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

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

Unknown Last Date of Attendance

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

No-Show Repayments

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

General Repayment Policies:

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

Public institutions may choose from the following options:

- Return the repayment amount directly to the Council and collect from the students.
- During the current academic year, the institution may collect student repayments and deposit them into their institutional State Grant funds to be awarded to other eligible students.
- Refer students directly to the Council.

Repayment Referrals for Public Institutions

As soon as the institution is aware that a student owes a state aid repayment, a repayment record must be entered into the WSAC Portal using the Submit Transmittal feature.

There are two types of repayment accounts: *In Repayment* or *Institution to Bill*.

For instructions on how to record repayment obligations in the Portal, visit the [Common/Messages and Files/Files, Forms, and Memos](#) area of the Portal.

In Repayment

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

If students contact the institution regarding their repayment after it has been referred to the Council, the institution shall direct students to Council’s contracted billing service, ECSI, at 888-549-3274. If the debt was *incurred before the 1997 year, refer the student to the WSAC Receivables Coordinator at 360-753-7632 or repayment@wsac.wa.gov.*

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 at the time a repayment obligation is determined. Doing so prevents students in repayment status from receiving aid at another institution by placing them on the SNG Archive and flagging them on the CBS cruncher.

The institution 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; however, the institution shall not accept payments from the student past June 30, of the current year, and shall refer the balance to the Council for billing no later than August 31, after the close of the academic year.

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

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

Re-award or Return of Repayments

All funds received at the Council for referred repayments for the current academic year will be added onto the overall SNG available funds for redistribution, and will not go back to individual institutions' reserves.

All funds collected at the institution from student repayments may be re-awarded to other eligible students within that program, if repayments are received in the same academic year as disbursed. If the student has an In Repayment account at the Council, but the institution accepts funds, the institution must cancel the account by using the Submit Transmittal feature so that the student will no longer be billed.

Institutions should not accept funds from students after the close of the academic year for state aid repayments. Students that owe state funds should be referred to the Council's contracted billing service, ECSI.

For instructions on referring and managing SNG and CBS repayment accounts, visit the Messages and Files section of the Portal. (LINK?)

FINAL INTERIM REPORT - RECONCILIATION OF RECORDS

SNG and CBS records must be reconciled at year end at the time the Final Interim Report is submitted. For reconciliation, the institution must submit a data report detailing each student's receipt of aid on a term-by-term basis. The reconciliation record layout is the same as the layout used for the quarterly Interim Reports. The reporting details may be found at the end of the "Reporting Requirements" chapter.

Deadlines

The year-end Reconciliation of Records report and any unexpended funds must be received by the Council no later than July 7, 2017. This reconciliation deadline is necessary for the Council to generate the final Archive Report for the following year.

CHAPTER 6

SNG AND CBS PAYMENTS, REPAYMENTS, AND REPORTING FOR REAL-TIME REPORTING INSTITUTIONS

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

All private institutions must use the Electronic Fund Transfer (EFT) reimbursement method for paying students, and are required to front monies to eligible students and then request reimbursement from the Council.

Public institutions using real-time reporting will also use this process for reporting and payments, but are not required to have previously disbursed funds to eligible students.

ELECTRONIC FUND TRANSFER (EFT) REQUEST PROCEDURE

Payment Requests

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

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

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

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

NOTE: The clock hour school payment request calendar also is located at the end of this chapter.

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

SSN
Tax ID Number (TIN)
9-digit Need Access 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 participation agreement is approved, all institutions are fully reconciled for the prior year, and the archive is completely updated. EFT payment requests will be processed within 24 hours of receipt whenever possible.

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

SNG and ARCHIVE CHECK REPORT

SNG Archive in the WSAC Portal

Institutions are provided an interface to the SNG Archive page in the WSAC Portal to view records or download a CSV file. When opting to download a .CSV file, it will be in the following format:

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

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

ASSOCIATE DEGREES RECEIVED AT PRIVATE INSTITUTIONS

Any private institution that grants associate's degrees must report new degree recipients to the Council at the end the term the degrees were earned. Institutions are to report all new associate degrees, not just those who received SNG or CBS funds. Files must be sent through the secure email function of the WSAC Portal to the SNG@wsac.wa.gov.

Excel or CSV File Format:

Field 1	SSN	9 Characters
Field 2	YYYY	4 Characters
Field 3	TERM	1 Character (one of the following)
		Summer1 1 Fall 2 Winter 3 Spring 4 Summer 5
Field 4	INST CODE	4 Characters

DISBURSEMENT PROCEDURES

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

If a student does not enroll, withdraws from a program, reduces the enrollment rate, or does not claim funds within the 30 day period, institutions must adjust the student's award in CSAW. By reducing the award amount in CSAW, those funds will be freed up to award to other students.

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

NOTE: If you do not have reimbursements to offset your reduced awards by reconciliation, you must return the under-spent amount to the Washington Student Achievement Council.

Student Disbursement Options at Private Institutions

At private institutions, each student must have the opportunity to receive an institution check that may be deposited at his or her own bank or to request that the state aid funds be applied to his or her student account at the institution. This is not required at public colleges.

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

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

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

Retroactive Awards and Payments for Previous Terms for Eligible CBS Scholars

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

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

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

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

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

Required Student Directive for Private Institutions

Private institutions must use the Council's Student Directive Form to record a student's decision on where to apply their financial aid payment. The student's financial aid payment can be deposited directly into a student's account or disbursed in the form of a check based on their choice on the directive. For a copy of the student directive, see Chapter 7.

- ☐ 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.

Conditions of Award Statements

Prior to disbursement, the institution must inform the state aid recipient of his or her responsibilities to the program through a "Conditions of Award" statement. A copy of this statement is located in Chapter 7.

The statement must be presented or delivered to the student through paper or electronic means each year. The Conditions of Award does not have to be signed by the student as long as the institution can provide assurances to the Council that the terms of the state aid awarded were presented to the student. It is the institution's responsibility to maintain documentation that the conditions were presented to the student.

Power of Attorney Disbursements

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

UNCLAIMED PROPERTY

Washington Student Achievement Council has determined that all state student aid awards that have been disbursed¹² and remain unclaimed after three years for private institutions and two years for public institutions, shall be remitted to the state of Washington Department of Revenue, Unclaimed Property Section.

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

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

STUDENT REPAYMENTS

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

The State Grant Repayment Policy Requirements are Mandatory for all Participating SNG Institutions.

Private institutions are responsible for repaying the Council for overpayments resulting from calculation error and for student repayments. Institutions shall reduce the student's award to reflect the amount the student was eligible to receive. Private institutions collect funds back from the student and cannot transfer collection to the Council.

An institution can re-award student repayments to other students if the repayments and awards fall within the current academic year. If repayments are for a prior year, the institution must send a check to the Council.

All repayments for deceased students are forgiven.

¹ Disbursed state student aid awards include those funds accepted and received by a student in the form of check or deposit to the student account, as part of the student's financial aid package.

SNG AND CBS REPAYMENT POLICY REQUIREMENTS

General

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

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

All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

Authority

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

Known Last Date of Attendance

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

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

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

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

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

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

Unknown Last Date of Attendance

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

No-Show Repayments

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

General Repayment Policies:

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

Private institutions should return state grant repayments directly to the Council and collect from the students.

Public institutions may choose from the following options:

- Return the repayment amount directly to the Council and collect from the students.
- During the current academic year, collect student repayments and deposit the funds into institutional State Grant funds to be awarded to other eligible students.
- Refer students directly to the Council.

Repayment Referrals for Public Institutions Using Real-Time Reporting

As soon as the institution is aware that a student owes a state aid repayment, a repayment record must be entered into the WSAC Portal using the Submit Transmittal feature. There are two types of repayment accounts: ***In Repayment*** or ***Institution to Bill***.

For instructions on how to record repayment obligations in the Portal, visit the [Common/Messages and Files/Files, Forms, and Memos](#) area of the Portal.

In Repayment

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

If students contact the institution regarding their repayment after it has been referred to the Council, the institution shall direct students to Council’s contracted billing service, ECSI, at 888-549-3274. If the debt was ***incurred before the 1997 year, refer the student to the WSAC Receivables Coordinator at 360-753-7632 or repayment@wsac.wa.gov.***

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 at the time a repayment obligation is determined. Doing so prevents students in repayment status from receiving aid at another institution by placing them on the SNG Archive and flagging them on the CBS cruncher.

The institution 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; however, the institution shall not accept payments from the student past June 30, of the current year, and shall refer the balance to the Council for billing no later than August 31, after the close of the academic year.

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

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

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. Payments will be made for 300 clock hour increments within a quarter term payment schedule.
2. Payments may be requested once every ten weeks for individual students. The eligible student may receive up to five payments in one academic year.
3. Additional payments shall not be disbursed until the previous payment's clock hours have been earned/completed. Exceptions may be made based on the institution's probationary policy (see Chapter III), if that policy was approved as part of the Institutional Agreement to Participate.
4. For a full-time, three-term (900 clock hours) student in good standing, the school is required to submit payment requests for at least three payment periods (equivalent to three quarterly payments). Institutions have the option of distributing more than three payments within an academic year.

Program Lengths

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

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

Remainder Hours – Award Percentages

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

Academic Year Cross-Over Programs

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

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

Clock Hour Payment Request Calendar

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

Assign the payment based on when the majority of the enrollment will occur.

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

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

CHAPTER 7

CONDITIONS OF AWARD AND DIRECTIVES

Forms Used to Provide Required Notification to Students

Conditions of Award – Applies to Students at All Institutions Each Year

Prior to the first disbursement of state aid every year, each institution must inform all state aid recipients of their responsibilities to the program through a "Conditions of Award" statement. A template for the statement is located below.

The statement must be presented annually or delivered to the student through paper or electronic means. The conditions of award statement does not need to be signed by the student as long as the institution can provide assurances to the Council that the terms were presented to the student each year. It is the institution's responsibility to maintain documentation that the conditions were presented to the student.

Washington State Aid – Conditions of Award

The State of Washington is offering you financial assistance to help support your education expenses. Please visit www.opportunitypathways.wa.gov to receive more information about financial aid, scholarships, work study, and student loans.

In order to receive this financial assistance you will need to comply with the following conditions. If you have questions or find that you cannot comply with these conditions, please contact your institution's financial aid office.

1. You do not owe a repayment to any federal or state grant or scholarship nor are you in default on a state or federal student loan.
2. You must meet the minimum eligibility requirements for the program(s) awarded.
3. If you do not attend or if you withdraw from your classes, you may owe a repayment of all or part of any state grant or scholarship you have received.
4. The offer of this financial assistance is subject to, and conditioned upon, the availability of funds. Washington Student Achievement Council and the institution through which the grant, scholarship, or work study is awarded, reserve the right to withdraw, reduce, or modify the awards due to funding limitations or due to changes in circumstances which affect your eligibility for the program(s).
5. You must maintain academic progress standards following your institutions policies for state aid programs. You must not pursue a degree in theology or, if you are a state grant or scholarship recipient, hold a bachelor's degree.

You may choose to voluntarily make financial contributions to Washington Student Achievement Council 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 Council's Student Directive Form which follows 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.

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 state 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 directly 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 8

INFORMATION FOR INSTITUTIONS

INSTITUTIONAL ELIGIBILITY

To be eligible to participate in state aid programs a school must:

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

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

Such facilities must be either:

- A separately accredited institution; or
- Operated as a nonprofit college or university delivering on-site classroom instruction to at least seven hundred full-time equivalent students for a minimum of 20 consecutive years within the state of Washington.

2. Be approved by one of the following WSAC approved accrediting associations:
 - a. Northwest Commission on Colleges and Universities
 - b. Middle States Association of Colleges and Schools, Commission on Higher Education
 - c. New England Association of Schools and Colleges
 - d. North Central Association of Colleges and Schools
 - e. Southern Association of Colleges and Schools
 - f. Western Community College and Junior College Commission
 - g. Western Senior Colleges and Universities Commission
 - h. Accrediting Bureau of Health Education Schools
 - i. Accrediting Council for Continuing Education and Training
 - j. Accrediting Commission of Career Schools and Colleges of Technology (AKA Accrediting Commission of Career Schools and Colleges)
 - k. Accrediting Council for Independent Colleges and Schools
 - l. National Accrediting Commission of Cosmetology Arts and Sciences (AKA National Accrediting Commission of Career Arts and Sciences)
3. Participate in the federal Title IV student aid programs.
4. Demonstrate a continuing administrative capability to administer financial aid programs.
5. Sign the "Agreement to Participate" and have it endorsed by WSAC.

AGREEMENT TO PARTICIPATE

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

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

Student Maintenance Budgets

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

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

Repayment Policy

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

Satisfactory Academic Progress Policy

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

An institution may submit an alternative approach to evaluating academic progress that includes a plan for improved student retention and comparison data to ensure state funds are used efficiently. WSAC will initially determine whether to approve the alternative policy, then evaluate it over a specified timeframe, then determine whether the policy may continue to be approved.

Notifications

WSAC must be notified within thirty days of material changes at sites or branches that may impact students eligible for state aid. 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 RECORD RETENTION

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

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

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

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

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

Records Retention

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

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

WASHINGTON STATE NEED GRANT PROGRAM

INSTITUTION CODES

2016-17

1010	University of Washington	4430	Olympic College
1020	*Washington State University	4440	Peninsula College
		4370	Pierce College
		4450	Seattle Central College
2030	Central Washington University	4480	Shoreline Community College
2040	Eastern Washington University	4490	Skagit Valley College
2050	The Evergreen State College	4420	South Puget Sound Community College
2060	Western Washington University	4470	South Seattle College
		4500	Spokane Community College
		4510	Spokane Falls Community College
		4520	Tacoma Community College
3080	Antioch University	4530	Walla Walla Community College
3090	Bastyr University	4540	Wenatchee Valley College
3100	*Cornish Institute	4550	Whatcom Community College
3310	*DigiPen Institute of Technology	4560	Yakima Valley College
3120	*Gonzaga University		
3110	*Heritage University		
3130	*Northwest University - Kirkland	5700	Bates Technical College
3240	*Northwest College of Art - Poulsbo	5710	Bellingham Technical College
3140	*Pacific Lutheran University	5720	Clover Park Technical College
3150	*Saint Martin's University	5730	Lake Washington Institute of Technology
3160	Seattle Pacific University	5740	Renton Technical College
3170	Seattle University	5750	Seattle Vocational Institute
3190	*University of Puget Sound		
3200	Walla Walla University		
3210	*Whitman College	6820	Art Institute of Seattle
3220	*Whitworth University	6890	*Paul Mitchell School of Richland
3500	*Western Governors University - WA	6740	*Divers Institute of Technology
		6780	*Gene Juarez Academy
		6970	Glen Dow Academy
4300	Bellevue College	6750	International Air & Hospitality Academy
4310	Big Bend Community College	6710	ITT Technical Institute
4580	Cascadia College	6840	Perry Technical Institute
4320	Centralia College		
4330	Clark College		
4340	Columbia Basin College		
4350	Edmonds Community College		
4360	Everett Community College		
4380	Grays Harbor College		
4390	Green River College		
4400	Highline College		
4410	Lower Columbia College		
4460	North Seattle College		
4570	Northwest Indian College		

*Semester payment institutions

CHAPTER 9

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

- [28B.92.005](#) Financial aid application due dates and information—Notification.
- [28B.92.010](#) State need grant program established—Purpose.
- [28B.92.020](#) State need grant program—Findings—Intent.
- [28B.92.030](#) Definitions.
- [28B.92.040](#) Guidelines in performance of duties.
- [28B.92.050](#) Powers and duties of office.
- [28B.92.060](#) State need grant awards.
- [28B.92.065](#) State need grant awards—Effect of reduction in tuition levels.
- [28B.92.070](#) Persian Gulf veterans—Limited application of RCW [28B.92.060](#).
- [28B.92.080](#) Eligibility for state need grant.
- [28B.92.082](#) Enhanced need grants—Eligibility.
- [28B.92.084](#) Eligibility of opportunity internship graduates.
- [28B.92.085](#) Part-time students—Review of financial aid policies and procedures.
- [28B.92.086](#) Dual credit programs—Review of financial aid policies and programs.
- [28B.92.090](#) Aid granted without regard to applicant's race, creed, color, religion, sex, or ancestry.
- [28B.92.100](#) Theology student denied aid.
- [28B.92.110](#) Application of award.
- [28B.92.120](#) Office to determine how funds disbursed.
- [28B.92.130](#) Grants, gifts, bequests, and devises of property.
- [28B.92.140](#) State educational trust fund—Deposits—Expenditures.
- [28B.92.150](#) Rules.

NOTES: *Financial aid counseling curriculum for institutions with state need grant recipients: RCW [28B.76.502](#).*

CHAPTER 250-20 WAC

STATE STUDENT FINANCIAL AID PROGRAM—NEED GRANT AND THE FEDERAL PROGRAM FOR STATE STUDENT INCENTIVE GRANT PROGRAM TITLE 45, CODE OF FEDERAL REGULATIONS CHAPTER 1, PART 192

WAC Sections

- [250-20-001](#) Applicability of rules.
- [250-20-011](#) Student eligibility.
- [250-20-013](#) Institutional eligibility.
- [250-20-015](#) Application and agreement to participate.
- [250-20-021](#) Program definitions.
- [250-20-031](#) Student application procedure.
- [250-20-037](#) Reserve of funds.
- [250-20-041](#) Award procedure.
- [250-20-051](#) Grants disbursement and repayment.
- [250-20-061](#) Program administration and audits.
- [250-20-071](#) Appeal process.
- [250-20-081](#) Suspension or termination of institutional participation.
- [250-20-091](#) Eligibility of reciprocity students.

CHAPTER 250-18 WAC

RESIDENCY STATUS FOR HIGHER EDUCATION

WAC Sections

- [250-18-010](#) Purpose and applicability.
- [250-18-015](#) Definitions.
- [250-18-020](#) Student classification.
- [250-18-025](#) Classification procedure.
- [250-18-030](#) Establishment of a domicile.
- [250-18-035](#) Evidence of financial dependence or independence.
- [250-18-045](#) Administration of residency status.
- [250-18-050](#) Appeals process.
- [250-18-055](#) Recovery of fees for improper classification of residency.
- [250-18-060](#) Exemptions from nonresident status.

CHAPTER 28B.118 RCW

COLLEGE BOUND SCHOLARSHIP PROGRAM

Sections

- [28B.118.005](#) Intent—Finding.
- [28B.118.010](#) Program design.
- [28B.118.020](#) Duties of the office of the superintendent of public instruction.
- [28B.118.030](#) Duty of school districts—Notification.
- [28B.118.040](#) Duties of the office of student financial assistance.
- [28B.118.050](#) Grants, gifts, bequests, and devises.
- [28B.118.060](#) Rules.
- [28B.118.075](#) Caseload estimate.
- [28B.118.080](#) Advising resources—Identification of officials, resources, programs, and students.
- [28B.118.090](#) Transmitting data to the education data center.
- [28B.118.095](#) Program evaluation by Washington state institute for public policy.

CHAPTER 250-84 WAC

COLLEGE BOUND SCHOLARSHIP RULES

WAC Sections

- [250-84-010](#) Purpose.
- [250-84-020](#) Definitions.
- [250-84-030](#) Eligible applicant.
- [250-84-040](#) Program promotion to eligible students.
- [250-84-050](#) Tracking of scholars.
- [250-84-060](#) Eligibility for receipt of college bound scholarships.
- [250-84-070](#) Scholarship award.
- [250-84-080](#) Appeals.
- [250-84-090](#) Grant disbursement to institutions.
- [250-84-100](#) Program administration and audits.