

# CLARK ATLANTA UNIVERSITY

## Policy 8.10.16: Awarding Student Title IV Grants



<b>CLARK ATLANTA UNIVERSITY</b>		
<b>POLICY and PROCEDURE</b>	<b>Subject:</b> Awarding Student Title IV Grants	
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## **1.0 Policy Statement**

Clark Atlanta University (University) administers all Grant programs in accordance with applicable federal and state laws and regulations and University policy.

## **2.0 Procedure Narrative**

### **2.1 Awarding Federal Pell Grants**

The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post-baccalaureate students. A grant, unlike a loan, does not have to be repaid. Grant amounts are dependent on (a) the student's Expected Family Contribution (EFC), (b) the cost of attendance as determined by the University), (c) the student's enrollment status (full-time or part-time) for the term, and (d) whether the student attends for a full academic year or less.

The U.S. Department of Education determines the financial need using a standard formula, established by Congress, to evaluate the financial information reported on the Free Application for Federal Student Aid (FAFSA) and to determine the family EFC. The fundamental elements in this standard formula are the student's income (and assets if the student is independent), the parents' income and assets (if the student is dependent), the family's household size, and the number of family members (excluding parents) attending postsecondary institutions. Different assessment rates and allowances are used for dependent students, independent students without dependents, and independent students with dependents. After completing a FAFSA, the student receives a Student Aid Report (SAR), or the institution receives an Institutional Student Information Record (ISIR), which notifies the student if he or she is eligible for a Federal Pell Grant and provides the student's EFC.

If a student's EFC changes due to corrections, updating, or an adjustment and the change in the EFC affects the amount of the Pell award, the University recalculates the Pell award for the entire year.

If a student does not begin attendance in all of his or her classes, resulting in a change in the student's enrollment status, the University recalculates the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility.

Pell Grants are generally awarded to undergraduate students who have not earned a bachelor's or a professional degree. (In some cases, however, a student enrolled in a post-baccalaureate teacher certification program may receive a Pell Grant.)

The University may credit the Federal Pell Grant funds to the student's school account, pay the student directly, or combine these methods. Students must be paid at least once per term.

A maximum award level is established each year. For example, the maximum Pell Grant award for the 2013-14 award year (July 1, 2013 to June 30, 2014) is \$5,645. The amount a

student receives depends not only on their financial need, but also on the cost to attend school, their status as a full-time or part-time student, and their plans to attend school for a full academic year or less.

The maximum award amount is given for any Pell Grant eligible student whose parent or guardian died as a result of military service in Iraq or Afghanistan after Sept.11, 2001. A student must be under 24 years old or enrolled at least part-time in college at the time of their parent's or guardian's death.

Students can only receive the Pell Grant for the equivalent of six years of Pell Grant Funding in pursuit of their first undergraduate degree only. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%.

CAU may apply Pell Grant funds to a student's school costs or pay the student directly or a combination of the two methods. The University informs students how much their award will be and how and when they will be paid. Students receive communications by e-mail and/or mail or they can check on Banner Web for the status of their Financial Aid award.

Students may not receive Federal Pell Grant funds from more than one school at a time.

### **Other Pell Grant Eligibility Requirements**

- Have a valid social security number
- Be a United States citizen or eligible non-citizen
- An applicant must be able to demonstrate that they will be able to benefit from enrolling at a postsecondary institution. A high-school diploma or General Education Developmental (GED) certificate will suffice. Other ways of establishing ability to benefit include showing evidence that the applicant has completed a high school education from within a state-approved homeschooling environment, or being able to show that they meet other state standards that are federally approved.
- Must be working towards a qualified, degree-oriented program.
- Make Satisfactory Academic Progress (SAP)
- Males between the ages of 18, and 25, must be enrolled with the Selective Service. This can be done when the FAFSA is completed
- Applicants may not be eligible for federal funding if they have a drug conviction that occurred while they were receiving federal student aid.
- Applicants must sign a statement that will certify that they will only use their aid for education-related purposes, that they are not currently in default for any federal student loans, and that they don't owe a refund for any federal education grants.

### **Pell Grant Recalculations**

- A student's Pell award is recalculated if the enrollment status changes between terms and/or if the cost of attendance changes during an award year. If the enrollment status changes within a payment period, the amount will remain as it was originally calculated and will not be recalculated. If a student does not begin attendance in all of his or her classes, resulting in a change in the student's enrollment status, the University recalculates the student's award based on the lower enrollment status. A

student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility.

- When a student's official EFC changes during the academic year, Pell amounts are recalculated for the entire award year based upon the final and correct EFC.

In cases where a student's enrollment status does not change during the term, but the cost of attendance does, their Pell will not be recalculated. The cost of attendance will remain as it was during the initial calculation and will not be changed.

## **2.2 Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) program provides need-based grants to low-income undergraduate students. In determining the priority order in which students are awarded FSEOG funds in any given award year, CAU must first choose those students with exceptional financial need—that is, those with the lowest Expected Family Contributions (EFCs) who will also receive Federal Pell Grants in that award year. If the school has FSEOG funds remaining after awarding FSEOG funds to the entire first selection group, the school must next award FSEOG funds to those eligible students with the lowest EFCs who will not receive Federal Pell Grants in that award year. Just like Pell Grants, the FSEOG does not have to be repaid.

CAU is required to keep the appropriate Pell Grant eligibility information on file and must confirm Pell Grant eligibility prior to disbursement of the FSEOG. If the University determines a student's Pell Grant eligibility by an approved method and disburses an FSEOG based on that determination but the FSEOG recipient does not actually receive a Pell Grant during the award year, the University is considered to have relied on the demonstrated eligibility in good faith and, thus, is not required to recover the FSEOG funds. If the student loses Pell Grant eligibility prior to disbursement of the FSEOG, the University must cancel the FSEOG award.

If a school's allocation of FSEOG funds is directly or indirectly based in part on the financial need demonstrated by its less-than-full-time or independent students, a school is required to offer a reasonable proportion of its FSEOG allocation to such students. A school cannot exclude less-than-half-time students from its definition of less-than-full-time students.

For a school that enrolls students as often as monthly or weekly, FSEOG funds can be reserved for use throughout that award year (on the basis of institutional experiences from previous periods), and selection practices can be applied in a manner that would assure a reasonable consistency over the entire award year. There is no requirement to reserve funds for late applicants although the school is not precluded from doing so.

Students approved for a FSEOG can receive between \$100 and \$4,000 a year, depending on when they apply, their financial need, the funding at the school they are attending and school policy. Students will either have their school account credited or be paid directly or a combination of these two methods. Students must be paid at least once per term.

FSEOG allocations are made to eligible institutions for the purpose of providing grants to needy undergraduate students attending the institution. Institutional allocations are based on institutional requests for program funding under a statutory formula. Institutions must typically contribute 25 percent of the funding. CAU applies for a waiver of this requirement annually. Students receive FSEOG awards after filing the Free Application for Federal Student Aid (FAFSA) to determine their financial need.

Students who have already earned an undergraduate degree are not eligible to receive a FSEOG to pursue an additional undergraduate degree.

### **FSEOG Eligibility Requirements**

To receive FSEOG, A student must meet the eligibility requirements for Pell Grants

### **2.3 Teacher Education Assistance for College and Higher Education (TEACH) Grants**

The TEACH Grant Program provides grants of up to \$4,000 a year to students who are completing or plan to complete course work needed to begin a career in teaching. As a condition for receiving a TEACH Grant, the student must sign a TEACH Grant Agreement to teach:

- a) in a high-need field; and
- b) at an elementary school, secondary school, or *educational service agency* that serves students from low-income families for at least four complete academic years within eight years after completing (or ceasing enrollment in) the course of study for which you received the grant.

**IMPORTANT NOTE:** If the student does not complete the service obligation, all TEACH Grant funds previously received will be converted to a Direct Unsubsidized Loan. When that occurs, the student must then repay this loan to the U.S. Department of Education, with *interest* charged from the date the TEACH Grant was disbursed (paid to the student or on the student's behalf).

### **Eligibility Requirements to receive a TEACH Grant.**

The student must:

- Meet the basic eligibility criteria for the federal student aid programs.
- Complete the Free Application for Federal Student Aid (FAFSASM).
- Be enrolled as an undergraduate, post baccalaureate, or graduate student at the University
- Be enrolled in a TEACH-Grant-eligible program.
- Meet certain academic achievement requirements (generally, scoring above the 75th percentile on one or more portions of a college admissions test or maintaining a cumulative GPA of at least 3.25). For specific information about the academic requirements, talk to the Student Financial Aid Office at your college or career school.
- Receive TEACH Grant counseling that explains the terms and conditions of the TEACH Grant service obligation. You must complete counseling each year that you receive a TEACH Grant.

- Sign a TEACH Grant Agreement to Serve.

### **2.4 Iraq and Afghanistan Service Grant**

If a student's parent or guardian died as a result of military service in Iraq or Afghanistan, the student may be eligible for an Iraq and Afghanistan Service Grant, providing:

- the student was not eligible for a Federal Pell Grant on the basis of Expected Family Contribution, but met the remaining Federal Pell Grant eligibility requirements;
- the student's parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11; and
- the student was under 24 years old or enrolled at the University at least part-time at the time of the death of student's parent or guardian.

The grant award is equal to the amount of a maximum Federal Pell Grant for the award year, but cannot exceed the student's cost of attendance for that award year.

### **3.0 Entities Affected By This Policy**

Current and prospective students and the Student Financial Aid Office are affected by this policy.

### **4.0 Definition of Key Terms**

**Ability to Benefit** - Students who apply for federal financial aid need to demonstrate an ability to study and learn at the college level. A high school diploma or a GED can be used to document the ability to benefit from college.

**Advanced Placement Courses (AP)** - High-level, quality courses in any of twenty subjects. The program is administered through the College Board to offer high school course descriptions equated to college courses and correlated to AP examinations in those subjects. High schools provide the courses as part of their curriculum to eligible students. Based on the composite score on an AP test, which ranges from 0 to 5, a college may award college credit or advanced placement to a participating student.

**Award Year** – The academic year for which financial aid is requested (or received).

**Cost of Attendance** – Cost of attendance is an estimate of how much money will be required to attend school for one year at that including all reasonable expenses.

**Eligible Noncitizen** - An eligible noncitizen is a U.S. permanent resident who has an I-151, I-551 or I-551C (Permanent Resident Card).

A person may also be an eligible noncitizen if they have an Arrival-Departure Record (I-94) from the U.S. Department of Homeland Security (DHS) showing

- "Refugee,"
- "Asylum Granted,"

- "Cuban-Haitian Entrant (Status Pending),"
- "Conditional Entrant" (valid only if issued before April 1, 1980),
- "Paroled" (must be paroled for at least one year), or
- Victim of human trafficking (T-Visa).

**Expected Family Contributions (EFC)** - The Expected Family Contribution is the amount of money that a family is expected to contribute to the student's education. This amount is used to determine the need for financial aid.

**Federal Pell Grant** - The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post baccalaureate students to promote access to postsecondary education. Pell Grants are grants, not loans and therefore are not repaid.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid.

**Free Application for Federal Student Aid (FAFSA)** - The first application to be completed when a student, prospective student or in some cases, a parent, is applying for most types of federal financial aid for higher education. This form is distributed and processed by the US Department of Education and is used to determine eligibility for federal financial aid.

**International Baccalaureate (IB) Diploma Program** - The International Baccalaureate (IB), formerly the International Baccalaureate Organization (IBO), is an international educational foundation headquartered in Geneva, Switzerland.

**Institutional Student Information Record (ISIR)** – The ISIR is the electronic version of the Student Aid Report (SAR). The ISIR is sent to colleges and universities the student entered on their FAFSA. The ISIR is also sent to state agencies that award state need-based aid.

**Local Education Agencies (LEAs)** – An LEA refers to a public school district, or in rural areas a body that oversees multiple schools. The responsibilities of a LEA may include operating the public school system, distributing grant money to school projects, and contracting for educational services.

**State Education Agencies (SEAs)** - A state education agency (SEA), or state department of education, is a formal governmental label for the state-level government agencies within each U.S. state responsible for providing information, resources, and technical assistance on educational matters to schools and residents.

**Satisfactory Academic Progress (SAP)** - the minimum level of academic performance financial aid recipients must achieve to remain eligible for financial aid. There are three components of academic progress that are used when evaluating SAP: (a) Qualitative - this component of academic progress relates to the grade point average which is calculated by dividing total quality points by attempted hours. earned grades; (b) Quantitative – This measure of academic progress

relates to the percentage of attempted hours successfully completed and (c) Time-frame - This measure of academic progress requires financial aid recipients to complete their program of study within 150% of the normal time-frame required for completion. See Financial Aid Policy 8.10.1 for more on SAP.

**Student Aid Report (SAR)** – The SAR is a summary of the FAFSA responses.

## 5.0 Desktop Procedures

<b>Step</b>	<b>Action</b>
1	Please see Packaging Procedures in Policy 8.10.14