

**UNIVERSITY of NORTH DAKOTA
FINANCE & OPERATIONS POLICY LIBRARY**

STUDENT FINANCIAL AID

Standards for Participation in Title IV, HEA Programs

Section 1, General

Policy 1.2, Student Financial Aid – Standards for
Participation in Title IV, HEA Programs

Responsible Executive: VP Finance and Operations

Responsible Office: Finance and Operations

Issued: April 10, 2008

Latest Review / Revision: October 29, 2008



POLICY STATEMENT

All University of North Dakota departments are required to contact the Student Financial Aid Office prior to an award of financial assistance to a University student, regardless of the source of funding, including but not limited to, scholarships, grants, stipends, fellowships, or employment.

REASON FOR POLICY

Federal regulations require that all information the University receives that might affect a student's Federal Student Aid eligibility must be communicated to the University's Student Financial Aid Office.

SCOPE OF POLICY

This policy applies to all members of the University community and should be read by:

- | | |
|---------------------------------------|-----------------|
| ✓ President | ✓ Faculty |
| ✓ Vice Presidents | ✓ All Employees |
| ✓ Deans, Directors & Department Heads | ✓ Students |
| ✓ Area Managers & Supervisors | Others _____ |

WEB SITE REFERENCES

This policy: <http://www.und.edu/dept/policyoffice/html/general.html>

Policy Office: <http://www.und.edu/dept/policyoffice/>

Vice President for Finance & Operations: www.und.edu/dept/vpfo

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RELATED INFORMATION

Federal Regulation Title 34 – Education Part 668 – Student Assistance General Provisions Subpart B – Standards for Participation in Title IV, HEA Programs Section 668.16 – Standards for Administrative Capability	Electronic Code of Federal Regulations: http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=a0780dbfe7894e8506f329956929c6d2&c=ecfr&tpl=%2Findex.tpl
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CONTACTS

General questions about this policy can be answered by your department’s administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone	E-Mail / Web Address
Policy Clarification	Finance & Operations	(701) 777-2015	financeandoperations@mail.und.edu
Policy Content/Format	Student Financial Aid Office	(701) 777-3121	http://www.financialaid.und.edu/sfa@mail.und.edu
Financial Aid Eligibility	Student Financial Aid Office	(701) 777-3121	http://www.financialaid.und.edu/sfa@mail.und.edu

DEFINITIONS

Code of Federal Regulations (CFR)	The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.
Higher Education Act (HEA)	The Higher Education Act of 1965 provided to strengthen the educational resources of colleges and universities and provide financial assistance to students in postsecondary and higher education.
Student Financial Aid	Funding intended to help students pay educational expenses including tuition and fees, room and board, books and supplies, etc., for education at a college, university, or private school. Examples of Student Financial Aid may include: scholarships, grants, stipends, fellowships, or employment.

PRINCIPLES

OVERVIEW – To participate in the Federal Student Aid (FSA) programs, a school must demonstrate that it is administratively capable of providing the education it promises and of properly managing the FSA programs, and coordinating aid from these programs, with all other aid received by students attending the school. To properly package and most effectively use the various types of student assistance (federal, school, state, private, etc.), the Student Financial Aid Office must be aware of all aid received by students attending the University of North Dakota, regardless of the source.

PROCEDURES

Title IV, Higher Education Act (HEA) Compliance

All University departments must contact the Student Financial Aid Office prior to an award of student financial assistance to a student, regardless of the source of funding, such as, but limited to, scholarships, grants, stipends, fellowships, or employment.

RESPONSIBILITIES

Student Financial Aid Office	<ul style="list-style-type: none">▪ Manage Federal Student Aid programs by properly packaging and effectively utilizing the various types of student assistance, regardless of the source of funding.
University Departments	<ul style="list-style-type: none">▪ Departments must contact the Student Financial Aid Office prior to the award of financial assistance to a student.

REVISION RECORD

04.10.08 – Policy Issued
10.16.08 – Revision – Changed index number
10.29.08 – Revision – Update to website links