

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

**STUDENT FINANCIAL AID**

Standards for Participation in Title IV, HEA Programs

Section 2, Finance

Policy 2.5, 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:



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**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.

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**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.

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**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 _____    |

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**WEB SITE REFERENCES**

This policy: [www.und.edu/dept/vpfo/html/policies.html](http://www.und.edu/dept/vpfo/html/policies.html)

Policy Office: tbd

Vice President for Finance & Operations: [www.und.edu/dept/vpfo](http://www.und.edu/dept/vpfo)

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## RELATED INFORMATION

<p><b>Federal Regulation</b>                  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</p>	<p>Electronic Code of Federal Regulations:  <a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=a0780dbfe7894e8506f329956929c6d2&amp;c=ecfr&amp;tpl=%2Findex.tpl">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=a0780dbfe7894e8506f329956929c6d2&amp;c=ecfr&amp;tpl=%2Findex.tpl</a></p>
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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:

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

## DEFINITIONS

<b>Code of Federal Regulations (CFR)</b>	The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.
<b>Higher Education Act (HEA)</b>	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.
<b>Student Financial Aid</b>	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**

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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

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

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## REVISION RECORD

04.10.08 – Policy Issued