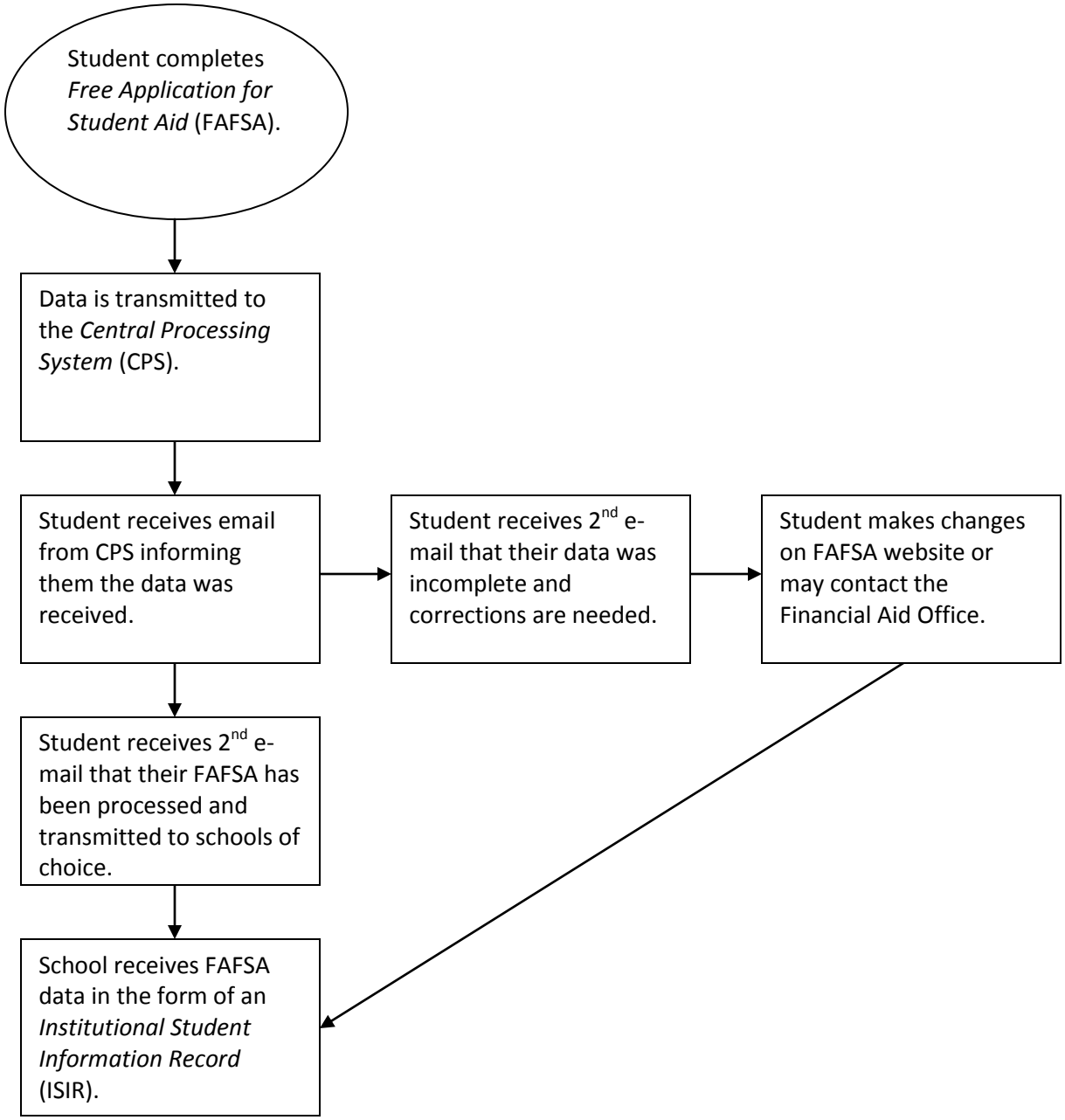
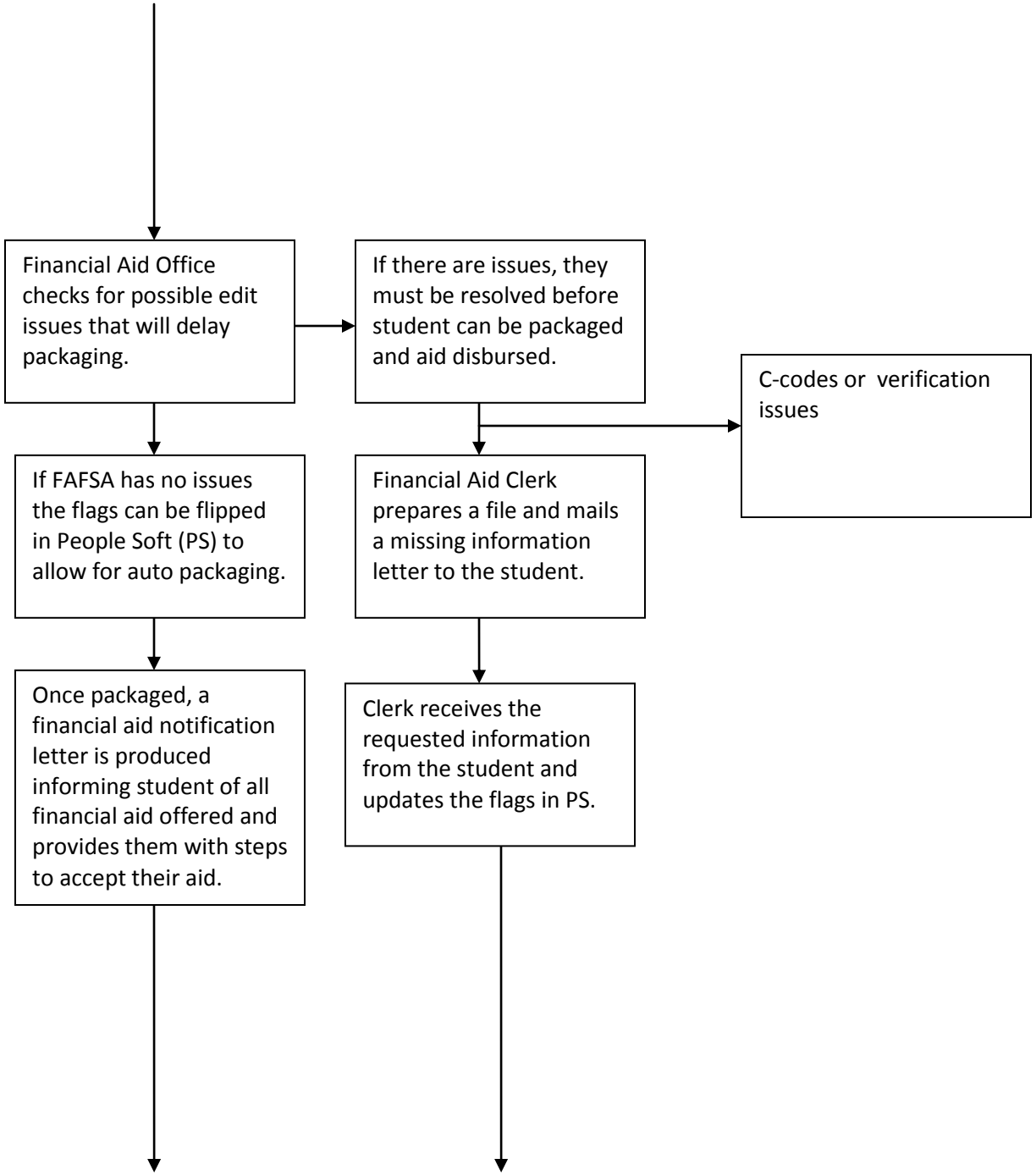
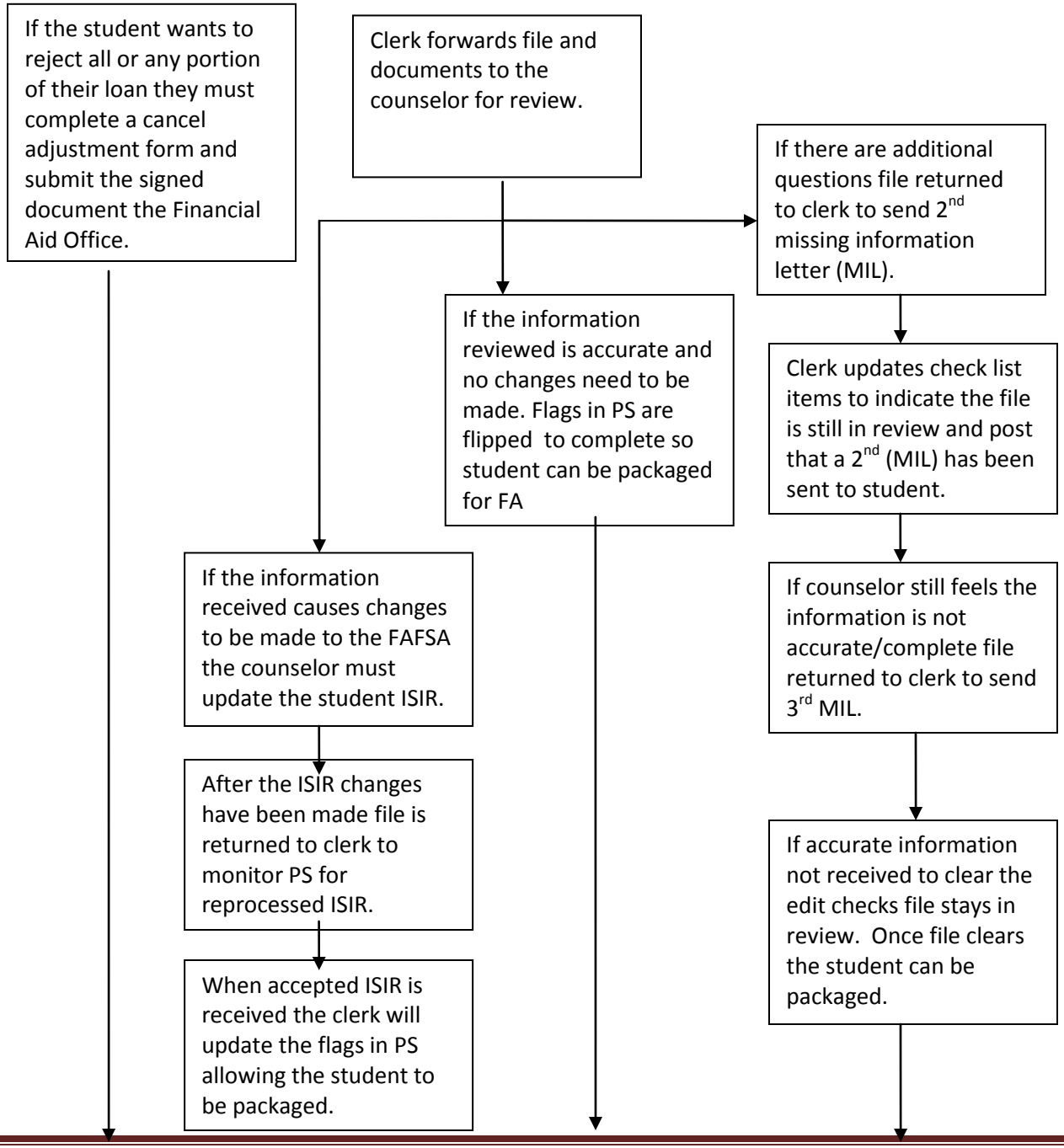
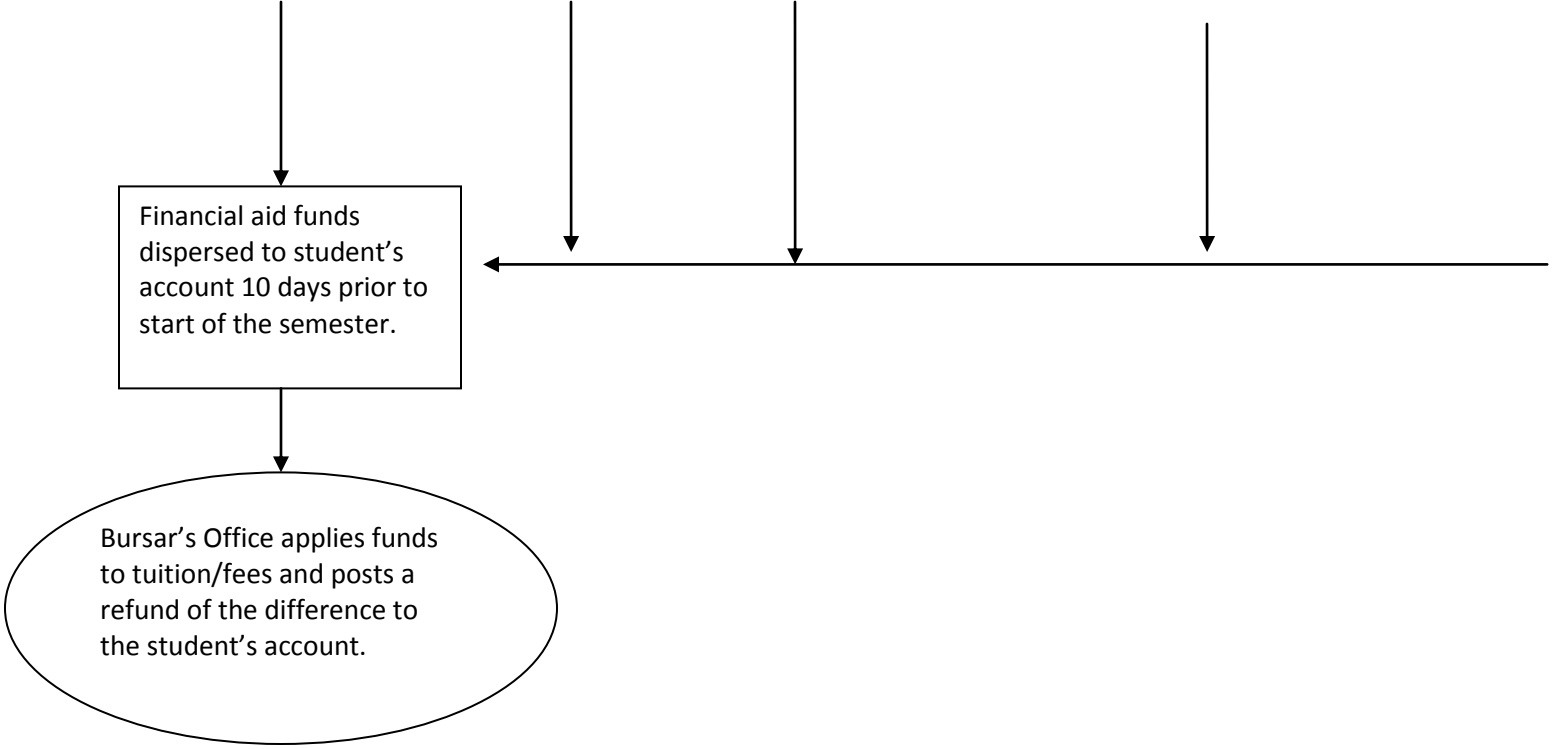

Student completes *Free Application for Student Aid* (FAFSA).
Data is transmitted to the *Central Processing System* (CPS).
Student receives email from CPS informing them the data was received.
Student receives 2nd e-mail that their data was incomplete and corrections are needed.
Student makes changes on FAFSA website or may contact the Financial Aid Office.
Student receives 2nd e-mail that their FAFSA has been processed and transmitted to schools of choice.
School receives FAFSA data in the form of an *Institutional Student Information Record* (ISIR).


Financial Aid Office checks for possible edit issues that will delay packaging.
If there are issues, they must be resolved before student can be packaged and aid disbursed.
C-codes or verification issues
If FAFSA has no issues the flags can be flipped in People Soft (PS) to allow for auto packaging.
Financial Aid Clerk prepares a file and mails a missing information letter to the student.
Once packaged, a financial aid notification letter is produced informing student of all financial aid offered and provides them with steps to accept their aid.
Clerk receives the requested information from the student and updates the flags in PS.


If the student wants to reject all or any portion of their loan they must complete a cancel adjustment form and submit the signed document the Financial Aid Office.
Clerk forwards file and documents to the counselor for review.
If there are additional questions file returned to clerk to send 2nd missing information letter (MIL).
If the information reviewed is accurate and no changes need to be made. Flags in PS are flipped to complete so student can be packaged for FA
Clerk updates check list items to indicate the file is still in review and post that a 2nd (MIL) has been sent to student.
If the information received causes changes to be made to the FAFSA the counselor must update the student ISIR.
If counselor still feels the information is not accurate/complete file returned to clerk to send 3rd MIL.
After the ISIR changes have been made file is returned to clerk to monitor PS for reprocessed ISIR.
If accurate information not received to clear the edit checks file stays in review. Once file clears the student can be packaged.
When accepted ISIR is received the clerk will update the flags in PS allowing the student to be packaged.


Financial aid funds dispersed to student's account 10 days prior to start of the semester.
Bursar's Office applies funds to tuition/fees and posts a refund of the difference to the student's account.