



Financial Aid Office

Policies and Procedures Manual

Revised date: October 2024

Table of Contents

Introduction to Financial Aid Policies and Procedures	1
The Financial Aid Office (FAO)	1
Purpose and Philosophy of the Financial Aid Office	2
Policies and Procedures Development Responsibilities	3
Responsible Personnel	4
Documents & Methods	4
Section 1: Administrative Capability	5
1.1 Adequate Number of Qualified Person(s) to Administer the Title IV Programs	5
1.1.1 Accommodations for Disabilities	6
1.1.2 Appointments with Staff	7
1.2 Adequate Checks and Balances	7
1.2.1 Responsibilities of Institutional Offices	7
1.2.2 Separation of Duties	7
1.2.3 Documents and Methods	8
1.2.4 Confidentiality of Student Records.....	8
1.2.5 Securing of Student Financial Aid Records	8
1.2.6 Electronic Processes.....	9
1.2.7 Records	9
1.2.8 Record Management and Retention	10
1.2.9 Information Sharing and the Family Educational Rights and Privacy Act	11
1.2.10 Information Discrepancies	11
1.2.11 Authorization to Release Information Form.....	12
1.2.12 Cohort Default Rates	12
1.3 Satisfactory Academic Progress	13
1.3.1 Process Overview and Responsibilities	13
1.3.2 Quantitative Measure	14
1.3.3 Qualitative Measure	17
1.3.4 Statuses for Students Not Making SAP	18
1.3.5 SAP Appeal Process	19
1.3.6 Academic Year Definition	20
1.4 Fiscal Reports, Financial Statements, and Cash Management	21
1.5 Financial Aid Counseling	22
1.5.1 Types of Sources of Financial Aid	22
1.5.2 Eligibility for Title IV Funding	29
1.5.3 High School Diploma Validity	30
1.5.4 Changes to Marital Status.....	30
1.5.5 Student Borrower Entrance Counseling.....	31

1.5.6 Exit Counseling	31
1.5.7 Parent PLUS Loan Counseling.....	32
Section 2: Institutional Eligibility	34
2.1 General Requirements	34
2.1.1 Program Eligibility	34
2.1.2 Maintaining Institutional Eligibility	35
2.1.3 Evaluation of New Programs	35
2.2 Updating Application Information	36
2.3 Admission Policy	37
2.4 State Authorization	38
2.4.1 State Authorization – Wyoming Community College Commission.....	38
2.4.2 State Authorization and Reciprocity Agreement	38
2.4.3 Complaint Process.....	38
Section 3: General Provisions	40
3.1 Certification	40
3.1.1 Certified Additional Locations.....	40
3.1.2 Renewal of Certification	40
3.2 Title IV Refunds	41
3.2.1 Process Overview and Applicability.....	41
3.2.2 Withdrawals and Return of Title IV Federal Aid	41
3.2.3 Formula Calculation.....	42
3.2.4 Student Information Required for the R2T4 Calculation.....	44
3.2.5 R2T4 withdrawal exemptions	44
3.2.6 Return of Title IV Funds: Consumer Information.....	46
3.3 Compliance Audits and Audited Financial Statements	46
3.3.1 Compliance Audits.....	46
3.3.2 Audited Financial Statements	47
3.4 Consumer Information Requirements	47
3.4.1 Federal Student Consumer Information Requirements	47
3.4.2 Financial Aid Information.....	47
3.4.3 Institutional Information	47
3.4.4 Completion of Graduation Rates.....	48
3.4.5 Annual Security Report	49
3.4.6 Drug-Free Schools and Communities Act	49
3.4.7 Student Athlete Completion or Graduation Rates	49
3.4.8 Athletic Program Data	49
3.4.9 Voter Registration	50
3.4.10 Code of Conduct/Conflict of Interest	50
3.5. Verification	51

3.5.1 Selection of Applicants to be Verified	51
3.5.2 Acceptable Documentation and Forms	52
3.5.4 Verification Results	53
3.5.5 Conflicting and Inaccurate Information	54
3.5.6 Verification Exclusions	55
3.5.7 Database Matches, Reject Codes & C – Flags Code Clearance.....	55
3.5.8 Review of Subsequent ISIR Transactions – Post Screening	55
3.6 Professional Judgement and Dependency Overrides	56
3.6.1 Professional Judgement Authority & Individuals Who May Exercise It....	56
3.6.2 Circumstances Where Professional Judgment May be Used and Possible Actions	56
3.6.3 Request for Professional Judgement Procedure and Consideration	57
3.7 Misrepresentation	57
3.7.1 Nature of Educational Programs	57
3.7.2 Nature of Financial Charges	59
3.7.3 Employability of Graduates.....	59
3.8 Documentation	60
3.9 Secondary Confirmation	60
Section 4: Federal Work-Study (FWS) Program and Job-Location and Development Program	61
4.1 Selection and Awarding of FWS Students	61
4.2 Securing FWS Jobs	61
4.3 FWS Fiscal Procedures and Records	62
Section 5: Federal Supplemental Educational Opportunity Grant (FSEOG) Program	64
5.1 Selection and Awarding of Students	64
5.1.1 Selection of Students	64
5.1.2 Awarding of Students	64
5.2 FSEOG Fiscal Procedures and Records	65
Section 6: Federal Pell Grant Program	66
6.1 Calculating Federal Pell Grant Awards	66
6.1.1 Fractions and Rounding.....	67
6.1.2 Pell Formula 1: Credit-Hour Programs Using Standard Terms With At Least 30 Weeks of Instructional Time	67
6.2 Federal Pell Grant Required and Optional Recalculations	68
6.3 Fiscal records and disbursement requirements for Pell Grants	69
6.4 Disbursement for Books and Supplies	69
6.5 Year-Round Pell Grant	70
Section 7: Federal Direct Loan Program	72

7.1 Borrower eligibility for Federal Direct/PLUS Loan	73
7.2 Counseling Borrowers	74
7.3 Payment of a Refund or Return of Title IV	74
7.4 Administrative and Fiscal Control	75
7.4.1 National Student Loan Data System (NSLDS)	76
7.4.2 National Student Clearinghouse	77
Appendices	78
Appendix A: Acronyms and Common Terms	78
Appendix B: Job Descriptions	81
Appendix C: EWC Board Policies and Administrative Regulations	99

Introduction to Financial Aid Policies and Procedures

The Financial Aid Office (FAO)

Eastern Wyoming College (EWC), a state-approved public institution of higher education, is approved by the U.S. Department of Education (ED) to participate in the federal student financial aid programs. Scholarships and state student funding programs are also available to assist students in paying for their education. The EWC Financial Aid Office (FAO) is organized under the Vice President of Student and Academic Services with direct oversight by the Executive Dean of Student Services and the Financial Aid Director. EWC offers services to students in various modes and at multiple locations. The department is responsible for: campus operations, Title IV packaging, awarding, reconciliation/compliance, financial aid operations, quality control, and the scholarship and outreach activities. The department staff delivers front-facing student services at the Torrington campus and also at the Douglas Campus. The FAO can be reached at a specific campus via phone number or by emailing inquiries to a secure email address financialaid@ewc.wy.edu or by appointment. Both campuses are open Monday – Friday from 8:00 a.m. – 5:00 p.m., (excluding holidays which are designated on the academic calendar.)

Torrington Campus

3200 West C Street

Torrington, WY 82240

307-532-8224

Fax: 307-532-8222

Douglas Campus

800 South Wind River Drive

Douglas, WY 82633

307-624-7007

Fax: 307-624-7007

**Additional sites are provided on the Program Participation Agreement but FAO does not have a physical presence at those sites. EWC services the students at those sites virtually.

FAO offers multiple methods of communication options for students. The centralized FAO phone number is: 307-532-8224 and it is answered by FAO staff during normal business hours. The Fax number to the Torrington Campus' FAO is (307) 532-8222 and the Fax number to the Douglas Campus' Financial Aid Office is (307)307-624-7007.

Website: <https://ewc.wy.edu/admissions-financial-aid/financial-aid/#gsc.tab=0>

This manual is intended to introduce the EWC Financial Aid Office and identify the policies and administrative regulations (AR) EWC must meet for Title IV regulatory requirements. EWC may have more detailed procedures for specialized processes located outside of this document but are shared with FAO staff for training purposes. This document will be reviewed annually and updated, as necessary, to maintain compliance with Federal guidance.

Purpose and Philosophy of the Financial Aid Office

The Financial Aid Office (FAO) operates as an integral part of Eastern Wyoming College (EWC), dedicated to supporting the college's mission, vision, and strategic goals. Our primary purpose is to facilitate access to education by providing students with essential financial resources and guidance.

We are committed to creating policies and administrative regulations that prioritize student service while ensuring compliance with all applicable laws and regulations. By fostering strong collaborative relationships with other departments, the FAO works to effectively meet the regulatory requirements of the programs we oversee, ultimately enhancing the student experience.

Through our efforts, we aim to contribute to EWC's goals of ensuring student success, developing sustainable resources for the future, and cultivating a culture of organizational excellence. Our focus remains on empowering students to achieve their educational aspirations and succeed in their lifelong learning journeys.

Eastern Wyoming College's Mission and History: <https://ewc.wy.edu/about-ewc/our-story/#gsc.tab=0>

Mission: Student success is our first priority; as a learning community, we provide opportunities that enable students to achieve their goals and enrich our unique region through work, partnerships, and student achievement.

Vision: Eastern Wyoming College will be an innovative learning environment for academic excellence and community enrichment that champions student success.

Strategic Goals: EWC's 2020-2025 Strategic Plan has identified the following strategic goals.

- Strategic Goal #1: Ensuring Student Success
- Strategic Goal #2: Developing and Sustaining Resources for the Future
- Strategic Goal #3: Creating a Culture of Organizational Excellence

For more information: <https://ewc.wy.edu/wp-content/uploads/2023/11/ewc-strategic-plan-2020-2025-2.pdf>

The mission of the EWC FAO is to provide sustainable financial pathways and educational opportunities that support student life-long learning success. The vision of the EWC FAO is to enhance students' lives and our community by providing a culture that is aimed at student success and organizational excellence while ensuring responsible stewardship of all financial aid funds.

Policies and Procedures Development Responsibilities

All modifications and additions to the administration of Title IV programs and scholarships policy are reviewed by all FAO personnel, approved by the Director of the FAO or designee, and then submitted to the EWC Board of Trustees for final approval of Board Policies. The College President approves the Administrative Regulations.

Responsible Personnel

Administrative Capability and Title IV compliance is a shared responsibility at EWC. Collaboration throughout the institution is important to ensure that EWC adheres to Title IV regulations. The College President and administration will ensure cross-departmental meetings are regularly scheduled to communicate the changes in state or federal regulations, laws, and U.S. Department of Education (ED) policy guidance.

It is the responsibility of all FAO personnel to submit regular updates to the information contained in the policy and procedures manual. The Financial Aid Office Policies and Procedures Manual will be updated, at minimum, on a yearly basis.

Documents & Methods

EWC uses multiple sources of information to maintain financial aid regulations, laws and Department of Education (ED) policy guidance. ED publications and guidance is kept by electronic means and staff are encouraged to subscribe to the FSA Partner Connect Knowledge Center Updates that provides daily or weekly emails to participants regarding: Dear Colleague Letters, Electronic Announcements, and Federal Registers. All staff have access to the FSA Partners site and keep abreast of all Title IV statutory or regulatory changes and any new ED guidance. Additionally, FAO staff have access to multiple Associations of Student Financial Aid to ensure staff have access to training and conferences. Some of the associations and resources are listed below:

- National Association of Student Financial Aid Administrators
- Rocky Mountain Association of Student Financial Aid Administrators
- Community College Business Officers
- ED's Knowledge Center
- Federal Registers
- Federal Student Aid Handbook
- Electronic Announcements
- Wyoming Association of Student Financial Aid Administrators

Section 1: Administrative Capability

The EWC Financial Aid Office reports to the Vice President of Student and Academic Services. The College administers Title IV programs in accordance with all applicable statutory and regulatory provisions. EWC maintains compliance with the administrative capability requirements of [34 CFR 668.16](#).

The FAO structure is based on an integrated office function with multi-campus functions. The Torrington campus office staff are responsible for the program management of systemic operations, federal student aid reporting, and development of processes and procedures. The campus operations are responsible for student facing functions, such as counseling students regarding financial aid, scholarships and processing of appeals for Satisfactory Academic Progress, Professional Judgement appeals, verification and financial aid tasks that require resolution such as c-flags, etc. Outreach is facilitated by FAO personnel.

Personnel policies and administrative regulations are outlined by EWC's Human Resources Department. All policies and administrative regulations are available through EWC's website at: <https://ewc.wy.edu/wp-content/uploads/2023/11/Board-Policy-3.0-Personnel-Human-Resources.pdf>.

The Director of the Financial Aid Office is responsible for administering and coordinating the institution's financial aid programs. The College's Financial Aid Office has three staff members who administer the Title IV programs and two additional administrators who provide administrative support to the office (please see Appendix B for job descriptions).

1.1 Adequate Number of Qualified Person(s) to Administer the Title IV Programs

Following is the Financial Aid Office contact information:

Address:	3200 West C Street Torrington, WY 82240
Phone:	(307) 532-8224

Fax: (307) 532-8222
Financial Aid general email: financialaid@ewc.wy.edu

Hours of Operation: Monday – Friday from 8:00 am – 5:00 pm

Open for student traffic: Monday - Thursday, 8:00 am - 3:00 pm, Friday, 8:00 am - 12:00 pm

Essential Financial Aid Staff:

Director of Financial Aid: Rebecca McAllister (Torrington Campus)
Financial Aid Specialist: Terri Hauf (Torrington Campus)
Financial Aid Technician: Holly West (Torrington Campus)

Students may email the Financial Aid general email address financialaid@ewc.wy.edu and those emails will be reviewed and action taken, as soon as possible during regular business hours.

Students can access important information and deadlines at:

Financial Aid: <https://ewc.wy.edu/admissions-financial-aid/scholarships-grants/#gsc.tab=0>

Scholarships and Grants: <https://ewc.wy.edu/admissions-financial-aid/scholarships-grants/#gsc.tab=0>

1.1.1 Accommodations for Disabilities

FAO follows guidance set forth by EWC in serving students with disabilities in compliance with the Americans with Disabilities Act (ADA). In addition, FAO works closely with the Office of Student Services to refer students for assistance with accommodations. Students can review the “Accommodations” page: <https://ewc.wy.edu/student-resources/campus-life/accommodations/#gsc.tab=0> for additional information.

1.1.2 Appointments with Staff

FAO staff are available to meet with students and help them apply, understand, and stay on track to remain eligible for financial aid. While students can drop-in to meet with a member of the FAO staff during regular business hours, it is preferred that students email financialaid@ewc.wy.edu to schedule an in-person or virtual appointment. This will guarantee availability at a designated time. Additional information about contacting the office can be found here: <https://ewc.wy.edu/admissions-financial-aid/financial-aid/#gsc.tab=0>.

1.2 Adequate Checks and Balances

1.2.1 Responsibilities of Institutional Offices

The Financial Aid Office is responsible for determining financial aid eligibility, authorization of payment of Title IV programs, state aid, and scholarships, and the disbursement to the student's account.

The Business Office is responsible for the application of funds to outstanding charges and the delivery of Title IV funds to the student if there are excess funds. The Business Office is responsible for the cash portion of the Title IV transactions including but not limited to reconciling disbursements and refunds to determine what amount should be drawn down from G5. The Human Resources Office is responsible for payroll functions pertaining to Federal Work Study wages. The Financial Aid Office is responsible for hiring functions pertaining to Federal Work Study Employment. The Eastern Wyoming College Foundation, Incorporated, is responsible for scholarship fundraising and donor relations.

1.2.2 Separation of Duties

Administrative regulations for the federal student aid (FSA) programs at EWC include an adequate system of internal checks and balances. This system

separates the functions of authorizing payment and disbursing or delivering funds so that no one person or office exercises both functions to any student receiving FSA funds. These two functions are performed by individuals who are independent of each other, not members of the same family, and who do not exercise control over the institution.

1.2.3 Documents and Methods

FAO staff properly disseminate and process written and electronic correspondence sent and received by the department. Documents that must be submitted to the FAO can be submitted by the student using either US Mail service, fax, or dropped off in person. Email submission is discouraged as EWC cannot control the security of external email servers. Scholarship applications are submitted electronically and processed through NextGen, a secure third-party site that facilitates the scholarship eligibility data.

1.2.4 Confidentiality of Student Records

FAO operates in accordance with the established rules outlined by FERPA regulations with regard to the disclosure of information to third parties. FAO retains all financial aid documents and related student records electronically and, where applicable, physically. Electronic records are stored securely and all records are purged according to the FAO document retention schedule (See Sec. 1.2.8 for additional details).

1.2.5 Securing of Student Financial Aid Records

Electronic student financial aid records are maintained in a secure drive on the college network. This drive is restricted and controlled by the IT department. Access to this drive must be approved by the Vice President of Student and Academic Services and the Financial Aid Director. When documents are scanned, hard copies are currently maintained for the duration of the document retention period. The hard copies are kept in a secure location. Hard copies

received at campus locations are scanned and uploaded to the shared drive using the standard document management protocol, and the hard copies disposed of in a secure bin. Hard copies that need to be transported between locations are transported in secure folders.

1.2.6 Electronic Processes

FAO relies heavily on the Ellucian Colleague system for essential processing functions. The Colleague system is supported by the IT department to ensure essential security and the Ellucian organization ensures the system operates in a manner that is compliant with federal regulation. Processes completed within the Colleague system are outlined in Standard Operating Procedures and are designed to be administratively capable of participating in federal student aid programs. It is the responsibility of the Director of the Financial Aid Office to ensure compliance with the administrative capability requirements.

FAO has a team that works closely with the EWC Business Office and EWC IT Services to continuously improve and enhance automation of FSA programs to remain in compliance with Title IV requirements.

1.2.7 Records

In accordance with federal regulation, EWC FAO maintains any application the institution submitted for FSA program funds. Program records include:

- Program Participation Agreement (PPA).
- Fiscal Records maintained on a current basis such as financial records that reflect each FSA program transaction, general ledger control accounts.
- Institutional Student Information Report(s) (ISIR) submitted by each applicant.
- Application data submitted to ED, lender or guaranty agency by the school on behalf of the student or parent.
- Documentation of student's or parent's borrower's eligibility for FSA program funds.

- Documentation of all professional judgment decisions.
- Financial aid history information for transfer students via NSLDS.
- Cost of attendance.
- Documentation of a student's Satisfactory Academic Progress (SAP) Appeal.
- Data used to establish student's admission, enrollment status, and period of enrollment.
- Data regarding student's program of study and the courses in which the student was enrolled.
- Documents used to verify applicant data, student certification statements and supporting documents to resolve conflicting information.
- Data regarding the amount of each grant, loan, or federal work study award; its payment period; its loan period, if appropriate; and the calculations used to determine the amount of grant, loan, or the federal work study award.
- Disbursement date and amount of grant and loan funds, payment date of federal work study wages.
- Data regarding the amount, date and basis of the Return of Title IV (R2T4) calculation of any refunds, returns or overpayments due to or on behalf of the student.
- Data regarding the completion of entrance or exit loan counseling.
- Scholarship advertisement, application and award data.

1.2.8 Record Management and Retention

FAO maintains all student federal data and documents required for completion of a student's federal aid file for a minimum of three years after separation plus the award year as established by the college retention policy based on Board Policy (BP) 2.16: Records Management and Retention and its accompanying AR.

1.2.9 Information Sharing and the Family Educational Rights and Privacy Act

FAO abides by the conditions set forth by federal law on the disclosure of personal information from records maintained by the institution in accordance with EWC's BP 5.7: Family Educational Rights and Privacy Act and its accompanying AR 5.71.

1.2.10 Information Discrepancies

FAO actively identifies and resolves discrepancies in all FSA related information received by any EWC office. FAO staff reserve the right to request information from the student to clarify any conflicting information regarding any piece of the student's institutional record that appears inconsistent with other information provided to the College or to ED. If the student refuses to provide information to clarify conflicting information that exists, Title IV aid cannot be disbursed or the student will be reported as having received an overpayment if the disbursement had already been made before the conflicting information was discovered. Resolution includes the review of a file and pertinent information to determine what is correct and documenting the discrepancy in the student's record.

FAO reviews all student aid applications, needs analysis documents, MRRs, POPs, COD reports, admission/program changes, and eligibility notification documents presented by or on behalf of each applicant. This includes documents of federal income tax returns collected through the FAO. This also includes any other information submitted or normally available to the school regarding a student's citizenship, previous educational experience, documentation of the student's social security number or other factors relating to the student's eligibility for funds under FSA programs.

EWC refers credible information indicating that a Title IV aid applicant, school employee, or third-party servicer may have engaged in fraud or other criminal misconduct in connection with an aid application to the Office of Inspector General (OIG) for investigation.

1.2.11 Authorization to Release Information Form

EWC may release information, if a consent form is received for the release of a Student's Educational Records in writing and contains the following information:

- Signature of the Student
- Date of the Release
- Specific records to be Released
- Person(s) to whom the records are to be Released
- Purpose of the Release
- Duration of the Release (not to exceed one year)

Authorization to Release information forms may be found online at <https://ewc.wy.edu/admissions-financial-aid/financial-aid/> or obtained in person from the Registrar or the Financial Aid Office. Only the Educational Records specifically stated in the student's written release form may be released to the designated recipient.

1.2.12 Cohort Default Rates

EWC's Financial Aid Office adheres to federal regulation and requires all Federal Direct Loan borrowers to complete entrance loan counseling before they are eligible to receive a loan disbursement. Exit loan counseling is strongly recommended but not mandated. All loan counseling is completed on the www.studentaid.gov website and has been provided by the Department of Education in an effort to prevent loan default. The FAO sends multiple email reminders and a letter mailed via USPS to remind students of their obligation to complete exit loan counseling. This process is done proactively for students who have applied for graduation but communications are reactive when students withdraw from EWC.

1.3 Satisfactory Academic Progress

1.3.1 Process Overview and Responsibilities

The U.S. Department of Education mandates the establishment and enforcement of a Satisfactory Academic Progress (SAP) Policy for all institutions participating in Federal Title IV aid programs. Federal Title IV aid programs include Pell Grant, FSEOG, Direct Student/Parent Loans, and Work Study. The regulations require the measurement of cumulative GPA, rate of progression, and maximum time frame. Student's program changes do not prompt an immediate recalculation of SAP but are factored into the subsequent calculation after the upcoming spring semester.

All EWC students enrolled in a degree-seeking, Title IV eligible program are monitored for financial aid satisfactory academic progress (SAP) at the end of each spring semester. Students who reach or exceed the maximum time frame and/or have less than a 2.00 cumulative GPA and/or have less than a 66.6667% completion rate are no longer eligible for federal Title IV financial aid and any state or institutional awards that require SAP. Students with Title IV aid are notified via email they are not eligible for federal financial aid. The email includes information about how to regain eligibility and the appeal process.

Transfer students with transfer credits that, at a minimum, total the number of credits needed to complete their chosen degree or certificate must submit a SAP Appeal when the Free Application for Federal Student Aid (FAFSA) is received to complete the financial aid process. This is done to ensure that the student's credits required for the degree/certificate can be completed within the maximum time frame. Students who cannot complete within the maximum timeframe are placed on Probation with an Academic Plan for the estimated number of terms needed to complete the degree/certificate.

Both quantitative and qualitative standards are used to evaluate the cumulative results of all periods of students' enrollment, including those semesters or payment periods during which they did not receive Title IV funds or other types of financial assistance. Thus, a student who has not previously received Title IV aid may be ineligible to do so at initial application.

The SAP standards apply to the following types of Title IV aid:

- Federal Pell Grant (Pell)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Student Loans (Subsidized and Unsubsidized)
- Federal Parent Loan for Undergraduate Students (PLUS)

The College also administers other types of financial assistance which may include but are not limited to - scholarships (which may require a higher grade point average than the minimum in the SAP standards), VA benefits, athletic scholarships and state grants. Academic progress (and other) requirements for non-Title IV aid are described in the eligibility criteria for those forms of assistance.

1.3.2 Quantitative Measure

EWC students are making SAP if they:

- Maintain a cumulative GPA of at least 2.00.
- Complete 66.6667% of attempted credits.*
- Do not meet or exceed 150% of the total number of credits required for their chosen degree or certificate. Students enrolled in multiple programs will be reviewed using the length of their longest program.

*Attempted credits are any credits for which the student enrolled, whether or not the student received federal financial aid. Attempted credits include withdrawn, incomplete, failed, remedial, and repeated coursework.

The completion percentage is derived by dividing the total number of earned credits by the number of attempted credits. The percentage in the policy is extended to four places so no rounding will be needed. Colleague calculates the completion percentage to four places so if a student's completion percentage is 66.6666%, they will not be meeting the SAP standards.

Transferred credits accepted by EWC are included in both the cumulative attempted and completed credits.

The table below illustrates how graded courses are treated in the Financial Aid SAP calculation:

GRADE	Cumulative GPA	Attempted Credit	Completed Credit
A – D	Yes	Yes	Yes
F	Yes	Yes	No
S	No	Yes	Yes
X, U, W	No	Yes	No
Repeats**	Most Recent Grade	Yes	Yes
Transferred and accepted by EWC	No	Yes	Yes

** When the course is either completed or the student receives an F grade due to failure to complete the coursework as required, the new grade is used to calculate SAP when calculated at the end of the spring semester. The updated letter grade is treated per the table above when SAP is recalculated.

If a student is enrolled in courses that do not count toward their degree, those courses cannot be used to determine financial aid enrollment status unless they are eligible remedial courses. These courses are included in the totals of attempted and earned credits, however.

Remedial/developmental credit courses are considered below college level but may be needed as prerequisites for required courses within a program. Students may receive Federal Title IV aid funding for a maximum of 30 credits of remedial/developmental coursework.

Remedial/developmental courses count toward attempted credits and are included in the pass rate and maximum time frame SAP measurements. If a letter grade A – F is received, the grade is included in the GPA calculation. If a pass/fail, S or U, grade is received, the grade is not included in the GPA calculation per the above chart.

Students may not receive Federal Title IV aid for non-credit courses or for any courses taken for audit. Audited and non-credit courses are not included in the SAP calculations.

Maximum Timeframe Calculation

The total number of credits attempted, including those from outside transcripts which have been evaluated and applied to the student's academic record, will be limited to 150% of the credits required to complete the student's program of study.

Maximum Time Frame = Number of credits needed to graduate from the student's program multiplied by 150%.

Attempted credits = The number of credits that the student has attempted.

If the number of attempted credits is less than the maximum time frame the student has not exceeded maximum timeframe:

- An associate program of 60 credit hours: students must obtain a degree within 90 attempted credits hours ($60 \times 1.50 = 90$).
- A certificate program requiring 24 credits hours: students must obtain a certificate within 36 attempted credits hours ($24 \times 1.50 = 36$).

If a student is unable to complete a degree or certificate program within the 150% timeframe calculation, the student is ineligible for financial aid as the student is not capable of completing the requirements within the regulatory guidelines. Students otherwise in good standing may have the ability to appeal the maximum timeframe policy.

Identifying Students in Danger of Reaching Maximum Timeframe

Effective with the Fall 2024 academic term, students may become ineligible for Title IV aid at the point when they have attempted 75% of the maximum time frame.

A student enrolled in a 60 credit hour program with a 90 credit maximum timeframe will be identified once they have attempted 67.5 credits ($90 \times 75\%$) and their degree audit will be carefully reviewed. If it is uncertain that they will be

able to complete their program within the maximum timeframe, they will be determined to be ineligible for subsequent aid until they can submit an appeal and are counseled to utilize academic support and required to adhere to a specific academic plan.

When evaluating an appeal to remain eligible, the FAO or Academic Advisor will consider the remaining number of credits needed, as outlined in their Degree Audit, to graduate when making an eligibility determination.

Student's Program and Catalog of Record

The 150% maximum timeframe is calculated by using both the student's active program of study and the catalog of record in the student information system (Colleague).

- Each credit program at the College is defined by the number of credits a student must complete prior to graduating.
- The 150% maximum timeframe calculation is completed and entered into Colleague as the 'Maximum Program Credits'. This total is used in the SAP calculation to determine a student's progress.

1.3.3 Qualitative Measure

A student must maintain a cumulative grade point average (GPA) of 2.0. The GPA calculation includes credits taken at EWC. The GPA does not include credits from other regionally accredited colleges and universities that have been evaluated by the Registrar and applied to the student's academic record. GPA credits are those with grades of A, B, C, D, or F. Grades of S or U are not counted in the qualitative measurement of SAP.

The numbers that result from the qualitative calculation are not rounded, they are truncated. For example, if the GPA is 1.99999 it is truncated to 1.99 and not rounded to 2.00. Thus, a student's GPA must be equal to or above the minimums cited in the SAP standard without rounding.

1.3.4 Statuses for Students Not Making SAP

Financial Aid Suspension Status: Students that are not meeting cumulative SAP standards and have not successfully appealed (or failed to meet conditions of approved appeal) and/or have violated timeframe rules will be placed or remain on suspension status. Students on financial aid suspension are not eligible for Title IV aid but may appeal their suspension.

Financial Aid Probation Status: Students who fail to reach all of the SAP standards and are therefore not in satisfactory academic standing are only eligible to receive further Title IV funding if they enroll using their own resources until they meet cumulative SAP standards or submit a SAP appeal (as below) and be approved by the SAP appeals committee or college designee.

Students who submit an appeal that is approved will be placed on probation and must take only courses required for their program of study. During a probationary semester the student must pass 100% of attempted courses in the semester with a minimum 2.00 term GPA or meet the cumulative SAP standards, in which case the student has achieved Good Standing. Students who fail to meet either conditions of the probationary semester will be suspended from further Title IV funding.

A suspended student may submit a second appeal (as below, that reflects new extenuating circumstances). If approved, a student may be reinstated Title IV aid if all other eligibility requirements are met. Students are also required to meet the College's academic standards during any probationary semester.

Students who lost eligibility or have a probation status are monitored at the end of each academic term of enrollment to determine if they are now making SAP or adhering to the terms of their probation. Students with a FAFSA on file are notified via email of their newly calculated SAP status. The student's most recent SAP status is also viewable on the EWC Website under the tab MyEWC then Self Service and on the Financial Aid tab.

1.3.5 SAP Appeal Process

Students have the right to appeal their SAP status if they have mitigating or unusual circumstances they believe prevented them from maintaining or achieving SAP. Mitigating circumstances include, but are not limited to: illness, death in the family, family emergency, catastrophic incidents, divorce, births, etc. The student may submit a letter of appeal (SAP Appeal Form) and relevant supporting third-party documentation to the Financial Aid Office for review. Appeals without appropriate third-party documentation (death certificate, hospital bill, etc.) will be denied.

Appeals may be submitted:

IN PERSON: Financial Aid Office – EWC Student Services – Activities Center

BY MAIL: ATTN: Financial Aid Office
3200 West C Street
Torrington WY 82240

BY FAX: 307-532-8222

BY EMAIL: financialaid@ewc.wy.edu

If the appeal is denied, the student may remain enrolled by self-paying for the billed charges and can regain financial aid eligibility by meeting the SAP requirements at some point while they are still degree-seeking. The student will remain on ineligible status for future terms until the SAP requirements are met. Students with an ineligible status who are also exceeding the maximum time frame credit allowance cannot regain Title IV financial aid eligibility without an appeal.

If the appeal is approved, the student will be required to follow their degree audit and must successfully complete all attempted credits and earn a term GPA of 2.0 or higher. Students with a Probation with an Academic Plan status remain eligible for financial aid as long as they continue to meet the stated standards. The student will be monitored at the end of each semester and will be moved to Good Standing if the student meets SAP before the student reaches 75% of the maximum timeframe. Unless the student regains good standing, the student will

continue on Probation with an Academic Plan as long as they do not reach maximum timeframe.

Students on Probation with an Academic Plan who fail to meet SAP at the end of the semester AND fail to meet the requirements of their Academic Plan are not eligible for federal financial aid. Students may also appeal for an extension due to meeting or extending the maximum time frame. Mitigating circumstances may include changing of the academic program. A student's appeal for an extension must include an Academic Plan. If approved, the student will receive an Extension SAP status. Students with an Extension status must adhere strictly to the Academic Plan. Deviation from the Academic Plan will put the student on Maximum Time Frame SAP status and the student will not be eligible for Federal Title IV financial aid.

PLEASE NOTE: The Financial Aid SAP policy may differ from the academic standing policy of Eastern Wyoming College. While a student may be considered in "good standing" with EWC, they may not necessarily be making Financial Aid SAP.

1.3.6 Academic Year Definition

EWC offers credit-bearing programs that are offered at a minimum of 16 weeks of instructional and examination time. Certificate programs requiring less than a 52 weeks of instructional time are not approved for Title IV funding and only programs that are a minimum of one year or more are eligible for Title IV funding. In each of the approved programs, the academic year includes a minimum of 30 weeks of instructional time.

Credit Hours in an Academic Year

For undergraduate educational programs, as required by the law and regulations set, EWC adheres to the minimum standards for coursework earned by a full-time student in an academic year:

- 24 semester credit-hours for a program measured in credit-hours.

1.4 Fiscal Reports, Financial Statements, and Cash Management

EWC has internal accounting and administrative controls which reasonably assure financial transactions are accurate, reliable, and conform to Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Statements (GASB Statements); and reflect the underlying realities of the accounting transaction. The EWC Board of Trustees charges the College President with this responsibility.

System operations are organized into cost centers that develop and execute strategic and tactical plans to carry out the EWC's mission and achieve its objectives. These units obtain and utilize resources, the financial impact of which is accumulated and summarized in EWC's financial records and statements. Financial records and statements are an important management tool, used to both measure and monitor the acquisition and use of resources for operations.

The EWC Business Office manages all cash-related activities of externally funded projects and associated match/cost share at EWC. The goal is to maintain appropriate levels of cash flow and timely submission of all payments on sponsored projects while at the same time ensuring financial compliance with federal regulations, sponsor requirements, and EWC policies.

Essential Cash Management processes include:

- Prepare and perform funding, cash and expenditure reconciliations.
- Process receipts of sponsor payments and ensure they are credited to the correct award and invoice.
- Monitor sponsored project receivables and initiate collection process.
- Manage Sponsored Programs bank account and perform monthly bank reconciliation activities.

1.5 Financial Aid Counseling

1.5.1 Types of Sources of Financial Aid

Following are the various types of Federal aid and amounts of each type of aid awarded by EWC:

- Federal Pell Grants are available to students with Pell eligibility using the eligibility thresholds and income compared to the Federal Poverty Level, as determined by the Department of Education, using data submitted on the FAFSA. Awards ranges are established by the Department of Education and vary from year to year. The annual amount for which a student is eligible is prorated based on actual enrollment. Federal Pell Grants may also be available to students enrolling in summer semester, depending on eligibility. Students are limited to 12 full-time semesters (or its equivalent) of lifetime Pell Grant eligibility. Students may log on to Student Aid using their FSA ID to view your Lifetime Eligibility Used (LEU). The LEU will be found on the My Aid page. A student may not receive Pell Grant payments concurrently from more than one school.
- Federal Supplemental Educational Opportunity Grant (FSEOG) is a federal financial aid grant program with limited funding availability. Priority is given to students with at or below \$0 Student Aid Index (SAI) as determined by the FAFSA. Award amounts range from \$100 minimum – \$800 maximum and awards are prorated based on actual enrollment.
- Federal Work Study is a need-based federal financial program with limited funding availability. The student is employed in an on-campus part-time position and paid wages. These wages are subsidized by the federal government and aren't subject to Social Security (FICA) or Medicare taxes. To be eligible, students must be accepted, registered as degree-seeking at EWC, and meet eligibility requirements as established in the EWC Satisfactory Academic Progress Policies for Financial Aid. Because Federal Work Study is a need-based program, students must complete the FAFSA to determine eligibility.
- Federal Direct loans are available to students and parents of dependent students. Students must be enrolled at least half-time, six (6) credits per semester, to qualify. These fixed interest rate loans are guaranteed by the Federal government and have generous forgiveness, deferment and forbearance provisions as well as flexible repayment options. The FAFSA is the application for Federal Direct Loans. Loans are offered as part of the financial aid package and must be actively accepted by students that wish to borrow the funds. The aid is disbursed to the student

accounts each semester after the drop/add period. First-time borrowers must also complete Loan Entrance Counseling and a Master Promissory Note before receiving the loan.

Parents interested in Parent Direct PLUS Loans may apply for the loan online. Parent Loans are subject to a credit decision.

Following are the types of state aid awarded and the amount of each aid awarded by EWC:

Hathaway Scholarship

Initial Eligibility Requirements

According to the Wyoming Department of Education, in addition to the requirements listed in the sections below, "... a student is not eligible for Hathaway if the student:

- Has not demonstrated Wyoming residency;
- Has not graduated from an eligible Wyoming high school; • Is not a United States citizen or a permanent resident alien who meets the definition of an eligible non-citizen under federal Title IV requirements; • Has not complied with United States Selective Service system requirements for registration, providing the requirements are applicable to the student (should a student be eligible to begin receiving funds for the scholarship prior to age 18 for any reason, the student must register as soon as he is eligible to do so or the student would lose eligibility);
- Is in default on a federal Title IV education loan;
- Owes a refund under a federal Title IV student financial aid program or a subsequently enacted similar federal student aid program;
- Is incarcerated; or
- Has been convicted of a felony in this state or another jurisdiction and has not been granted an exception by WDE."

Application and Initiation Deadlines

Students wishing to utilize the Hathaway Scholarship must apply prior to certain dates. Please see the following information:

- High school students: students must apply for the scholarship within four (4) years of the date of graduation and begin using the scholarship for the next available program term.
- Home-schooled students: students completing a home-based educational program must apply prior to age 21.
- HSEC students: generally students receiving a high school equivalency certificate must wait to apply until their ninth (9) grade cohort graduates, but no later than four (4) years of the date of graduation for their ninth (9) grade cohort.

Students must submit all application materials prior to the first day of classes for the term they wish to initiate the scholarship. Applications received after the first day of classes will be considered for the following term.

GPA/HSEC, Test Score, and Curriculum Requirements

GPA/HSEC requirements are included in the first row, by level. ACT/Test Scores are included in the second row. Please note: each school district has to approve specific courses that meet Hathaway curriculum requirements. High School Diploma Requirements: GPA, Test Score, Curriculum. Home School Requirements: Test Score, Curriculum. High School Equivalency Requirements: HSEC Score, Test Score.

Honors

- 3.5+ GPA
 - 170 GED
 - 16 HISET (average)
 - 600 TASC
- 25+ ACT
 - 1150 if SAT Only
- \$1680 per full-time semester
- Graduation Requirements
 - Language Arts (4 yrs)
 - Math (4 yrs)
 - Social Studies (3 yrs)
 - Science (4 yrs)
 - Foreign Language
 - 2 (1 HS level course before 9th grade allowed)
 - Additional Requirements

- 2 years of either fine arts, career and technical education, or additional foreign language (non-sequenced) (9-12 grade only)

Performance

- 3.0+GPA
 - 164 GED
 - 14 HiSET (average)
 - 570 TASC
- 21+ ACT
 - 990 (if SAT only)
- \$1260 per full time semester
- Graduation Requirements
 - Language Arts (4 yrs)
 - Math (4 yrs)
 - Social Studies (3 yrs)
 - Science (4 yrs)
 - Foreign Language
 - 2 (1 HS level course before 9th grade allowed)
 - Additional Requirements
 - 2 years of either fine arts, career and technical education, or additional foreign language (non-sequenced) (9-12 grade only)

Opportunity

- 2.5+ GPA
 - 157 GED
 - 12 HiSET (average)
 - 530 TASC
- 19+ ACT
 - 910 (if SAT only)
- \$840 per full time semester
- Graduation Requirements
 - Language Arts (4 yrs)
 - Math (4 yrs)
 - Social Studies (3 yrs)
 - Science (4 yrs)
 - 2 yrs of one of the following electives
 - Fine and performing arts

- Career/Technical Education
- Foreign Language (must be sequenced)

Provisional Opportunity

- 2.5+ GPA
 - 157 GED
 - 12 HiSET (average)
 - 530 TASC
- 17+ ACT
 - 830 (if SAT only)
- \$840 per full time semester
- Graduation Requirements
 - Math -2 of following
 - Algebra 1
 - Geometry
 - Algebra II
 - Language Arts
 - Current High School Graduation Requirements
 - Science
 - Current High School Graduation Requirements
 - Social Studies
 - Current High School Graduation Requirements
 - Sequenced Electives-2 years of the following electives:
 - Fine and performing arts
 - Foreign Language (must be sequenced)
 - Career/Technical Education

Kickstart Wyoming's Tomorrow Scholarship

Kickstart Wyoming's Tomorrow is a new state-funded scholarship program for adults enrolling at one of Wyoming's eight community colleges, or the University of Wyoming, to pursue a degree or certificate. Students can receive up to \$1,800 per semester if enrolled in 12 credit hours or more, for up to four full-time academic terms.

The Wyoming's Tomorrow Scholarship program and its initial endowment fund contribution of \$10M was established by the 2022 Wyoming State Legislature. Currently, the scholarship program endowment fund is only partially funded so

the 2023 Legislature set aside \$1.25M to “kickstart” the scholarship program until its endowment fund reaches the required \$50M and the scholarship is fully funded. By kickstarting the scholarship program, scholarship funds are available now, rather than later, to assist those that want to pursue their degree or certificate at a Wyoming college or university.

Students may be eligible if:

Student has been a Wyoming resident for no less than one (1) year immediately preceding application or not less than a total of three (3) years at any time prior to application; the student is twenty-four (24) years of age or older when they begin school; they’ve completed and filed a Free Application for Federal Student Aid (FAFSA) for the academic year for which they are applying for a scholarship and have unmet financial need; Students must agree to register with the Wyoming Department of Workforce Services by completing a new account registration at wyomingatwork.com.

Students may not be eligible if:

Students are currently receiving a scholarship under the Hathaway Scholarship program; Are not a United States citizen or a permanent resident alien who meets the definition of an eligible noncitizen under federal Title IV requirements, or requirements of a subsequent similar federal enactment; Owe a refund under a federal Title IV student financial aid program, or a subsequently enacted similar federal student financial aid program, or a student financial aid program administered through the state; are incarcerated; or previously received a scholarship under this scholarship program of four (4) full-time academic terms or a total of seven thousand two hundred dollars (\$7,200) in scholarships for unmet financial need.

Wyoming Works

Wyoming Works is a state grant program and resources targeted at adult students to advance their skills in areas that lead to secure employment.

Wyoming Works Standard Grant will be up to \$1,680 per academic year.

Wyoming Works Critical Grant will be up to \$3,360 per academic year.

A student's grant amount will be limited to their remaining financial need after all other grants and scholarships are considered.

Eligibility for a Wyoming Works Grant

- Must complete the FAFSA form, showing financial need.
- Must be a US citizen or a permanent US resident who meets the definition of an eligible non-citizen under federal financial aid requirements.
- Must be a Wyoming resident.
- Must maintain satisfactory academic progress in the program.
- Must maintain continuous enrollment in an eligible program.
- A student may transfer from one approved program to another while maintaining continuous enrollment at EWC, or transfer to another Wyoming community college and enroll in an approved program at the transfer institution immediately after transfer.
- A student may be eligible for this grant for no more than six semesters.

Who is Not Eligible for a Wyoming Works Grant?

- Cannot be currently receiving or eligible to receive the Hathaway scholarship.
- Cannot be currently in default on a federal Title IV education loan.
- Cannot owe a refund under a federal Title IV student financial aid program or a subsequently enacted similar federal student financial aid program, or a student financial aid program administered through the State of Wyoming.

Below please find the current list of eligible programs eligible for Wyoming Works funding at Eastern Wyoming College.

- Beef Production
- Business Administration DL (Distance Learning)
- Business Administration
- Certified Nursing Assistant
- Child Development DL
- Child Development

- Corrections
- Corrections DL
- Criminal Justice
- Farm and Ranch Management
- Human Services
- Veterinary Tech
- Commercial Driver's License
- Agriculture – Precision Agriculture
- Gunsmithing
- Welding

1.5.2 Eligibility for Title IV Funding

The FAO utilizes multiple sources of information received from the Department of Education's FAFSA Processing System (FPS) for financial aid applications and the National Student Loan Data System (NSLDS) to determine the eligibility of the student.

Students must meet the following criteria at a minimum in order to be eligible for Title IV funding at EWC. (Additional or differing eligibility criteria exists for individual federal/state programs that are outside Title IV funding.)

- Be enrolled as a regular student in an eligible program
- Not be enrolled simultaneously in elementary or another secondary school unless a consortium agreement is on file.
- Have a valid Social Security Number with the Social Security Administration, if required.
- Be a U.S. citizen or eligible non-citizen.
- Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements.
- Not be liable for an overpayment of a Title IV grant or Federal Perkins Loan or, if liable, have made satisfactory repayment arrangements.
- Must be in compliance with SAP requirements.

- Not have property which is subject to a judgment lien for a debt owed to the U.S. or, if subject to a judgment lien, have made satisfactory repayment arrangements.

And meet one of the following academic criteria:

- Have a high school diploma or its recognized equivalent.
- Homeschooled, and,
 - Obtain a secondary school completion credential for home schooling provided by the student's home state, if one is offered, or
 - Have completed a secondary school education in a home school setting that qualifies as an exemption from compulsory attendance requirements under state law.

1.5.3 High School Diploma Validity

EWC does not require a high school diploma or High School Equivalency (HSE) diploma to apply for admission. However, a high school diploma or equivalency may be required for admission to certain programs such as Nursing.

A valid high school diploma or High School Equivalency (HSE) diploma is required to be eligible for federal financial aid.

1.5.4 Changes to Marital Status

EWC may be able to accept a marital status change for dependency purposes after the initial FAFSA filing date. Per the ED Application and Verification Guide, financial aid administrators “may update either dependency status or family size, even if the update is due to a change in the student's marital status, if you deem it necessary to address an inequity or to reflect more accurately the student's ability to pay. Such a decision must be on a case-by-case basis”. All applicants selected by the Department or a school for verification of household size or number in college must update those numbers to be correct as of the date of verification unless the update is due to a change in the student's marital status. Documenting household size or number in college is not required in a subsequent verification in the same year if the information has not changed”. (<https://fsapartners.ed.gov/knowledge->

[center/fsa-handbook/2024-2025/application-and-verification-guide/ch4-verification-updates-and-corrections\)](https://fsa-handbook/2024-2025/application-and-verification-guide/ch4-verification-updates-and-corrections)

- Dependent and Independent students cannot change their marital status after the initial FAFSA filing date, but can work with the FAO to determine if Professional Judgment is warranted.
- Parents of dependent students can provide an updated household size only during the verification process.
- Inequities may be addressed via a professional judgment determination on a case by case basis.

1.5.5 Student Borrower Entrance Counseling

Entrance counseling is required of all first-time borrowers at EWC. This is a federal requirement to help the student understand their rights and responsibilities as a borrower. The student will learn what a Direct Loan is and how the loan process works, how to manage education expenses and about other financial resources to consider to help pay for their education while reducing their debt. They receive information on loan terminology, interest rates and average student indebtedness.

To complete counseling, the student must provide standard demographic information as well as the names, addresses and phone numbers of three references.

Information about this requirement is provided with student award offers in the student portal and rules are in place throughout the student information system to prevent loans from disbursing until the student has completed the requirement.

1.5.6 Exit Counseling

Exit counseling is required of students who borrowed loans who are nearing graduation, have left school or dropped below half-time enrollment (six credits).

This is also a federal requirement to emphasize the student's rights and responsibilities as a borrower, plus it provides information on a grace period before repayment begins, loan repayment, payment plans available, and collects updated borrower information. The student receives information on loan consolidation, consequences of defaulting on a loan and deferment and forbearance options available to them.

To complete counseling, the student must provide standard demographic information, including an updated permanent address, as well as the names, addresses and phone numbers of three references.

Both entrance and exit counseling are completed at StudentLoans.gov. Students who meet one of the following criteria are notified through a series of five emails to the student's preferred email address and one physical mailing to their permanent address that they must complete exit counseling:

- Students who have dropped below 6 credit hours
- Students who formally withdraw from the institution
- Following the census day of each term, The Financial Aid Director obtains a list of all non-returning, non-graduating students who did not formally withdraw
- Students who apply for graduation through MyEWC Self Service

1.5.7 Parent PLUS Loan Counseling

PLUS Credit Counseling is offered to aid students and parents so they understand the obligations associated with borrowing a PLUS loan.

Counseling is provided to assist them in making careful decisions about taking on student loan debt. PLUS Credit Counseling is required if the U.S. Department of Education has informed the parent that they have an adverse credit history and has obtained an endorser or documented extenuating circumstances to the satisfaction of the U.S. Department of Education.

PLUS Credit Counseling may be completed voluntarily at any time. If PLUS Credit Counseling is completed voluntarily and the parent is determined to have an adverse credit history by the U.S. Department of Education within 30 days of

PLUS Credit Counseling completion, their PLUS Credit Counseling requirement will be considered to be fulfilled.

To complete counseling, the parent must provide the following information:

- Verified FSA ID.
- Details on their income, financial aid, and living expenses.

Section 2: Institutional Eligibility

2.1 General Requirements

Eastern Wyoming College is eligible to participate in Title IV programs meeting the definition of an institution of higher education as defined by the US Department of Education. EWC received state authorization as an institution of higher education in the state of Wyoming in 1967.

The EWC President is responsible for signing the Program Participation Agreement (PPA) and that document is housed in the EWC President's Office. A copy of the PPA is also maintained in the FAO.

The Director of the Financial Aid Office is responsible for submitting the FISAP each year. Supporting documentation for the completion of the FISAP is maintained in FAO. The Director of the FAO is also responsible for submitting a timely and complete Eligibility and Certification Approval Report (ECAR) to the U.S. Department of Education. Information is collected from the Chief Academic Officer's files to be reported on the ECAR. The FAO Director keeps a copy of the E-App, supporting documentation and date the E-App was submitted.

Documentation that substantiates EWC's eligibility to participate in Title IV programs is located in the Financial Aid Office, Torrington campus. The college's Title IV programs are administered under the Program Participation Agreement (PPA). The PPA, which is signed by the College President and requires that the college comply with all the Title IV regulations, without exception.

The Director of the Financial Aid Office or designee is responsible for updating information contained in EWC's eligibility application, track the expiration of the PPA and coordinate the recertification process.

2.1.1 Program Eligibility

EWC offers a range of courses across academic and technical subjects. Students can take credit hour courses to earn a degree or certificate. Additional

information regarding programs offered by EWC can be found in the catalog at https://catalog.ewc.wy.edu/?_gl=1*2h172q*_ga*MTcyODA0MTA3My4xNzlwMDMwMjAw*_ga_YJNYTPJ74F*MTcyOTg4NDA2My4xMi4xLjE3Mjk4ODQwODEuNDluMC4w. As stated in this manual, all certificate programs eligible for Title IV aid are listed individually on the PPA as well as all approved degree-granting program types.

2.1.2 Maintaining Institutional Eligibility

EWC endeavors to remain in good standing with the U.S. Department of Education. Efforts to monitor these areas are an institutional responsibility along with the Higher Learning Commission, which has been the College's institutional accreditor since 1976.

- The 50% limit on students without a high school diploma or equivalent, the two-year rule 34 CFR 600.5(a)(7) and (b), 600.6(a)(6) and (b) Conditions of institutional ineligibility 34 CFR 600.7 Volume 2—School Eligibility and Operations 2020–2021 FSA HB February 2021 2–18 Glossary CFR DCL.
- The incarcerated student limitation (25%), or
- The correspondence course limitation (50%) or correspondence student limitation (50%).

EWC must demonstrate compliance with these limitations, and its calculations must be attested to by an independent auditor. Under certain circumstances, waivers are available for each limitation. FAO is aware the school must notify the Department of a failure to meet any of these requirements. See also 34 CFR 600.7(h).

2.1.3 Evaluation of New Programs

New programs and program modifications must go through the new program and modification process. Once the program has been vetted through the new program and modification process it must be approved by the EWC Curriculum and Learning Committee and (CLC) Executive Leadership Team. FAO is a

standing committee member of the EWC CLC. The EWC CLC controls the evaluation of new and existing program processes.

2.2 Updating Application Information

The College, as an eligible institution, shall report to the U.S. Secretary of Education, in a manner prescribed by the Secretary no later than 10 days after the change occurs, any change in the following areas:

- Its name, the name of a branch, or the name of a previously reported location.
- Its address, the address of a branch, or the address of a previously reported location.
- Its establishment of an accredited and licensed additional location at which it offers or will offer 50 percent or more of an educational program if the institution wants to disburse title IV, HEA program funds to students enrolled at that location, under the provisions in paragraph (d) of this section.
- Except as provided in 34 CFR 668.10, the way it measures program length (e.g., credit hours).
- The individual designated by the institution under 34 CFR 668.16(b)(1) as its Title IV, HEA Program administrator.
- The closure of a branch campus or additional location that the institution was required to report to the Secretary.
- The governance of a public institution.
- For any program that is required to provide training that prepares a student for gainful employment in a recognized occupation—
 - Establishing the eligibility or reestablishing the eligibility of the program;
 - Discontinuing the program's eligibility;
 - Ceasing to provide the program for at least 12 consecutive months;
 - Losing program eligibility under § 600.40; or
 - Changing the program's name or CIP code.
- Its addition of a second or subsequent direct assessment program.

- Its establishment of a written arrangement for an ineligible institution or organization to provide more than 25 percent of a program pursuant to 34 CFR 668.5(c).
- Its establishment or addition of an eligible prison education program at an additional location as defined under § 600.2 at a Federal, State, or local penitentiary, prison, jail, reformatory, work farm, juvenile justice facility, or other similar correctional institution that was not previously included in the institution's application for approval as described under § 600.10.

The Director of FAO shall work with the EWC President to submit any responses to the Secretary in regard to any reported changes that affect the institution's eligibility, and the effective date of that response.

2.3 Admission Policy

The EWC Board of Trustees' Board Policy 5.0.1: Admission of Students states that EWC, as an open enrollment institution, shall grant admission to individuals who are degree-seeking or non-degree seeking. This admission pertains to the four types of students:

- Degree or Certificate Seeking Students.
- Non-degree Seeking Students - those taking credit courses but not working toward a degree or certificate.
- High School Concurrent or Dual Students - high school students in EWC's service area taking credit courses concurrently or through dual credit agreements; and
- Non-Credit Students.

The Board requires EWC to have an admission/enrollment procedure for each of these groups, which may include placement testing for advising purposes.

2.4 State Authorization

2.4.1 State Authorization – Wyoming Community College Commission

EWC is authorized under the State of Wyoming to legally operate as a public, two-year institution of higher education. The College reports to the Wyoming Community College Commission (WCCC), as promulgated pursuant to W.S. 21-18-202(d), W.S. 21-18-202(c)(viii), W.S. 21-18-310, W.S. 21-18-312, and W.S. 21-18-407(b)(ii). The College received authorization to operate as an institution of higher education in the state of Wyoming in 1967.

2.4.2 State Authorization and Reciprocity Agreement

As per the WCCC, the [State Authorization and Reciprocity Agreement \(SARA\)](#), “is a legislatively mandated program administered by the Commission. The purpose of SARA is to allow resident institutions of Higher Education to join a consortium of like institutions in states nationwide, whereby those participating institutions recognize each other's accreditation, financial stability and veracity of all online distance education courses delivered by that institution, and thereby allows that institution to deliver its online coursework within the state of Wyoming without further licensure, in the same way Wyoming institutions that are members of SARA are allowed to deliver online education in those member states.”

EWC is authorized by its accreditor, the Higher Learning Commission, to offer distance education in all fifty states and Puerto Rico.

<https://ewc.wy.edu/academics/distance-learning/>.

2.4.3 Complaint Process

EWC adheres to the Wyoming Statutes 21-2-401 through 21-2-407; and WDE Rules and Regulations Chapters 1, 18, and 30 that information shall be made public on the institution’s webpage, in its publications, (catalog, student

handbook, etc.) regarding filing a student complaint. The process is available on the [Wyoming Department of Education's](#) website and EWC's Board Policy

5.13.2 Student Complaints and Grievances and the Administrative Regulation detail EWC's processes.

Administrative Regulation Title: Student Grievance Procedure

Regulation Number: 5.13.2

The student grievance procedure provides a process for resolving certain student disputes with employees, decisions, and defined processes and procedures of the college. This procedure applies to all student issues, including but not limited to academic issues, student services, or administrative concerns. <https://ewc.wy.edu/about-ewc/leadership/policies/administrative-regulation-title-student-grievance-procedure/>

Administrative Regulation Title: Student Grade Appeal Process

Regulation Number: 5.13.3

Students who wish to appeal final course grades should follow the Grade Appeal Process defined in Administrative Regulation 5.13.3. <https://ewc.wy.edu/about-ewc/leadership/policies/administrative-regulation-title-student-grade-appeal-process/> Students have the opportunity to appeal a final grade but must adhere to the following criteria (a) be initiated by the student no later than 30 calendar days after grades are posted in the student information system, (b) conclude within one semester (excluding summer) following the assignment of the final grade, (c) Follow the prescribed final grade appeal process, including use of the final grade appeal form (available from the Academic Services Office). The final grade for a course may be appealed (individual assignment or examination grades may not be appealed). An appeal may be initiated if the student is able to demonstrate that an inappropriate final grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error or assignment of a final grade that was inconsistent with those assigned to other students.

Section 3: General Provisions

3.1 Certification

EWC has been certified to participate in the Title IV, HEA programs since 1966 as it has demonstrated that it qualifies as an eligible institution under 34 CFR part 600, meets the standards of this subpart and 34 CFR part 668, subpart L, and satisfies the requirements of paragraph (a)(2) of this section. The effective dates of participation are from 8/04/2020 to 06/30/2026.

3.1.1 Certified Additional Locations

The Secretary has certified additional locations of the institution that meets the requirements of § 668.13(a)(1)(i) as a branch if it satisfies the definition of “branch” in 34 CFR 600.2. Those locations are the EWC-Douglas Campus and the EWC – Newcastle Outreach Center, although the Newcastle Center site does not offer full services.

3.1.2 Renewal of Certification

EWC has identified the following process to ensure that a renewal of certification is completed at least 90 days prior to the expiration of the current period of participation.

Each year, the internal auditor requests a copy of the current Participation Agreement. At this time, the Director of the FAO confirms the expiration date to ensure it is known and identified as the date is within the upcoming academic year. In addition, ED begins sending advanced notification of expiration approximately six months prior to the expiration date.

At the time of notification, the Director will complete the thorough review and make all necessary updates in COD to ensure full completion at least 90 days prior to the expiration. The PPA must be physically signed by the President and, often, new information must be collected to fulfill current requirements. For

these reasons, the Director begins the process as soon as notification is received.

3.2 Title IV Refunds

3.2.1 Process Overview and Applicability

As required by 34 CFR § 668.22; DCL GEN-11-14, EWC's Board Policy 5.2: The Financial Aid Office and the accompanying administrative regulation identifies the means by which students who withdraw from the College are subject to a R2T4 calculation when they withdraw (officially or unofficially) from all courses during an award period.

The calculation may result in Title IV aid being charged or a post withdrawal disbursement.

3.2.2 Withdrawals and Return of Title IV Federal Aid

To maintain federal financial aid eligibility during the semester, a student is expected to attend class and complete required coursework for the full scheduled term. According to federal regulations, if a student officially withdraws from all classes, stops attending classes (unofficial withdrawal), receives all "F" grades, or otherwise does not successfully complete classes during a semester, the Financial Aid Office is required to determine the percentage of federal aid the student earned based on the percentage of time attended during the term. A student may be required to repay a portion of the federal aid s/he received but did not earn for the semester.

The date of a student's official withdrawal or the last date of attendance or participation in an academically related activity during the semester is used to calculate how much aid a student earned during a semester and how much unearned aid may need to be returned to the appropriate federal aid program. A student who completes one module course but does not successfully complete any full semester course may also be subject to Return of Title IV regulations. A

student who never begins attendance in one or more classes may be subject to a recalculation of aid based on enrollment status.

A student's last date of attendance (LDA) is reported to the Department of Education, loan servicers, and/or lenders, and subsequent loan disbursements may be canceled. The last date of attendance is defined as follows: for students who unofficially withdraw by ceasing attendance, faculty are required to provide a last date of documented educational activity when reporting the failing grade. These dates are used to determine the LDA. For students who officially withdraw from the College by completing the College Withdrawal form, the LDA will be identified as the date the student submitted their completed form. As a non-attendance-taking institution, it is not required that the FAO obtain attendance documentation from faculty and will, therefore, use the date that the College became aware of the student's intent to withdraw - the day the form is submitted. Please note: EWC does not have a formal Leave of Absence policy.

3.2.3 Formula Calculation

The amount of assistance that a student earns is determined on a pro-rata basis by multiplying the percentage of the term attended by the Title IV aid received. That is, if a student completed 30 percent of the payment period, s/he earned 30 percent of the assistance s/he was originally scheduled to receive. Since aid is typically disbursed near the beginning of a semester, the student may be responsible for repaying unearned aid s/he has already received to the appropriate federal program. Once the student has completed more than 60 percent of the payment period, s/he is considered to have earned 100% of his/her federal assistance.

After the amount of Title IV aid to be returned is calculated, a determination of how much must be returned by the institution and how much must be returned by the student is made. Repayments are applied to the appropriate programs in this order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan

4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. Other federal aid programs

If EWC is required to repay any portion of a federal education loan, the student or parent borrower is then responsible for repaying those funds to EWC. The student or parent borrower is responsible for the remainder of the loan in accordance with the terms of the Master Promissory Note. If the student is responsible for returning grant funds, the student must make arrangements with EWC and possibly also the Department of Education to return the funds. Any amount that the student has to return directly to the Department is considered a grant overpayment.

If a student receives a grant overpayment notification from the Financial Aid Office, s/he must repay those funds to EWC within 45 days of the notice. Failure to make the payment within that time frame results in the referral of the overpayment to the Department of Education for collection and the student's subsequent inability to receive future federal assistance from EWC or any other post-secondary institution until the overpayment is resolved. Any funds returned by EWC on the student's behalf must be repaid by the student to EWC prior to registering for subsequent terms. The requirements for returning Title IV program funds are separate from EWC's refund policy. Therefore, students may also owe funds to EWC for unpaid institutional charges.

Students who withdraw prior to receiving federal aid may be eligible to receive a "post-withdrawal disbursement" of earned funds to help pay for remaining institutional charges. The Financial Aid Office notifies students of amounts owed and aid earned but not disbursed within thirty days of performing the refund calculation. Post-withdrawal disbursements of federal grants are applied automatically to a student's balance; post-withdrawal loan eligibility requires a student's permission (or parent's, in the case of PLUS loans) to use toward outstanding tuition, fee, room and/or meal plan charges.

Additional information and written examples of return of funds calculations are available in the Financial Aid Office upon request.

3.2.4 Student Information Required for the R2T4 Calculation

The R2T4 calculation for standard and non-standard term programs consists of federally mandated steps and is completed through both the Common Origination and Disbursement (COD) and within the Ellucian Colleague system to confirm the calculation. The steps completed and the calculation are identical but, due to the significant change in aid operations through FAFSA Simplification, the FAO believes it is appropriate to validate the calculation using both systems for the time being. To perform the calculation the FAO must collect and input essential student data.

1. Date of School Determination

- The date the school became aware that the student is ceasing (or has ceased) enrollment.

2. The last date of attendance (LDA)

- Official withdrawals require a form to be completed and signed by each faculty member. On that form, the LDA is reported and used in the calculation.
- Unofficial withdrawals utilize faculty-reported LDA when F or W grades are submitted in Self-Service.

3. The Withdrawal Date (See Sec. 3.2.2)

- #### 4. While attendance is not required at EWC, faculty are expected to reach out to the Executive Dean of Student Services when there are concerns about excessive absences. Academic advisors then reach out to the student to counsel them on either resuming attendance or withdrawing.

3.2.5 R2T4 withdrawal exemptions

Under the September 2, 2020 final regulations, the Department established withdrawal exemption criteria which, if met, allows a student who has withdrawn or otherwise ceased attendance to NOT be considered a withdrawn student for Title IV purposes, which means that no R2T4 calculation is required for that student. Prior to conducting an R2T4 calculation for a student who has ceased

attendance during a payment period or period of enrollment, the College will review the student's circumstances to see if the student qualifies for any of the R2T4 withdrawal exemptions.

The withdrawal exemption categories are as follows:

1. Withdrawal exemption for graduates/completers.
 - A student who completes all the requirements for graduation from his or her program before completing the days in the period that he or she was scheduled to complete is not considered to have withdrawn.
 - This exemption applies to all types of programs (including those with or without modules).
2. Withdrawal exemptions for programs offered in modules.
 - A student is not considered to have withdrawn if the student successfully completes one module that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules.
 - A student is not considered to have withdrawn if the student successfully completes a combination of modules that cumulatively contain 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules.
 - A student is not considered to have withdrawn if the student successfully completes coursework equal to or greater than the coursework required for the institution's definition of a half-time student under 34 CFR 668.2(b) for the payment period.

These withdrawal exemptions apply to all degree-seeking students as long as the student and program meet the underlying exemption criteria (i.e., the program is offered in modules, the students are graduates, etc.). Finally, a student only needs to meet one of the withdrawal exemptions to be exempt from R2T4.

3.2.6 Return of Title IV Funds: Consumer Information

As required by 34 CFR §668.43(a)(2 through 4), EWC provides information to the consumer on the Return of Title IV Funds. That link is found at:

<https://ewc.wy.edu/consumer-information/>.

3.3 Compliance Audits and Audited Financial Statements

3.3.1 Compliance Audits

Per Policy Title 1.6: Audit of College Funds

EWC completes an annual financial and compliance audit using independent auditors selected by the College District. Auditors selected shall conduct the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the provisions of the Single Audit Act, the audit requirements of Subpart F of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); U.S. Office of Management and Budget (OMB) Compliance Supplement; applicable Wyoming Statutes; and recognized industry standards (including the guidance provided in the audit guide titled Compliance Supplement for Audits of Institutions of Higher Learning and other Non-Profit Institutions issued by the National Association of College and University Business Officers' Publication, College and University Business Administration and the Governmental Accounting Standards Board). Auditors shall further adhere to reporting requirements of cognizant funding agencies, National Association of College and University Business Officers (NACUBO), Wyoming Community College Commission (WCCC), and Wyoming Department of Audit.

3.3.2 Audited Financial Statements

EWC, as per the 34 CFR 668.23(d), follows required procedures to ensure that it submits, to the extent requested by the Secretary, a set of financial statements for its latest complete fiscal year, as well as any other documentation the Secretary deems necessary to make a determination of financial responsibility.

3.4 Consumer Information Requirements

3.4.1 Federal Student Consumer Information Requirements

EWC has several departmental leaders across the college that provide consumer information as required by federal regulation. Consumer information is reviewed and updated each year prior to the beginning of the academic year. Information may be found at <https://ewc.wy.edu/consumer-information/>.

3.4.2 Financial Aid Information

EWC's Financial Aid Office provides current and prospective students information about financial aid programs available, the eligibility requirements, procedures to obtain financial aid, award information, terms and conditions for the various programs, disbursement dates, and continued eligibility requirements regarding Satisfactory Academic Progress. This information is available online to all at <https://ewc.wy.edu/admissions-financial-aid/financial-aid/>, and also sent to students through their EWC email address each October.

3.4.3 Institutional Information

EWC provides general information concerning the institution on its website and publications, such as its catalog, course schedule, handbooks, etc. The Registrar's Office, Academic Services, Business Office and Institutional Research Office provide information such as:

- The names of associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs, and the procedures by which a student may receive a copy for review of the school's accreditation, licensure, or approval.
- Information about any refund policy with which the school must comply.
- Information concerning the degree programs, training, and other education offered.
- Information about the availability of a GED program, and that EWC does not require a high school diploma or equivalency for admission.
- Information concerning the instructional, laboratory, and other physical plant facilities associated with the academic programs.

EWC also provides information concerning the special facilities and services available to disabled students.

The Financial Aid Office provides:

- Information concerning the costs of attending EWC (tuition and fees, books and supplies, room and board, and applicable transportation costs).
- The requirements for the return of FSA program funds when a student withdraws from school.
- Information concerning whom to contact for information on student financial aid.

3.4.4 Completion of Graduation Rates

Information is made available through the Student's Right-To-Know disclosures provided by EWC and also available at <https://ewc.wy.edu/consumer-information/>.

3.4.5 Annual Security Report

EWC maintains compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act as evidenced by Board Policy 2.1: Campus Crime and Security. The annual report is available at

<https://ewc.wy.edu/wp-content/uploads/2024/10/EWC-Campus-Security-and-Fire-Safety-2024-Annual-Report-combined.pdf>

3.4.6 Drug-Free Schools and Communities Act

EWC maintains compliance with the Drug Free Schools and Communities Act as evidenced by Board Policy 2.14 Alcohol and Controlled Substance Free Campus. Information on the Drug Free Schools and Communities Act Biennial Drug Review may be found at <https://ewc.wy.edu/consumer-information/>.

3.4.7 Student Athlete Completion or Graduation Rates

EWC provides the student athlete completion and graduation rates through the Student Right-to-Know document available for all students at <https://ewc.wy.edu/consumer-information/>. The report provides information on the graduation and transfer rates for various sports by gender and ethnic groups. The most recent report was prepared for the 2019-2020 cohort and may be found at <https://ewc.wy.edu/wp-content/uploads/2023/12/Student-Right-to-Know-2022-2.pdf>.

3.4.8 Athletic Program Data

EWC provides the Equity in Athletics Survey (EADA) information on varsity sport participation (including athletes and coaches), broken out by sport and gender for the College. In addition, the report provides budget sections to report revenues, expenditures, athletically-related student aid and recruiting expenses. The report is available at <https://ewc.wy.edu/consumer-information/>.

3.4.9 Voter Registration

EWC is committed to expanding access to voter registration and election information. Under section 487(a)(23) of the Higher Education Act of 1965, as amended in 2021, EWC shall “make a good faith effort to distribute a mail voter registration form, requested and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make such forms widely available to students at the institution.” As approved, under [“Voter Registration”](#) in Volume 2, Chapter 6 of the [2021-22 Federal Student Aid Handbook](#) EWC does provide outreach via electronic messages devoted exclusively to voter registration and contains an acceptable voter registration form or an internet address where that form can be downloaded.

3.4.10 Code of Conduct/Conflict of Interest

Public confidence in the integrity of public officials and employees demands that such individuals demonstrate the highest ethical standards at all times. Those who serve the people of the communities of the College as employees should do so with integrity and honesty and should discharge their duties in an independent and impartial manner. Any effort to realize personal gain through official conduct, other than as compensation set through established processes, or disclosure of confidential information, is a violation of the public trust. External obligations, financial interests, and activities of each employee of the College must be conducted so there is no real or perceived conflict or interference with the employee’s primary obligation and commitment to the College.

College employees are expected to meet the highest standards of integrity and ethical behavior and to act in the best interest of the College which includes avoiding conflicts of interest. Board Policy 3.10: Employee Code of Ethics and the accompanying administrative regulations identify acceptable behavior.

3.5. Verification

3.5.1 Selection of Applicants to be Verified

Verification is the process schools use to confirm that the data reported on a student's FAFSA is accurate. The Department of Education's FAFSA Processing System (FPS) will select students at their discretion and give schools the authority to request documentation that supports the information reported on the FAFSA as described in [34 CFR 668.51-61](#).

EWC fully complies with federal and state guidelines regarding verification. The College provides a consistent verification process for all eligible federal and state financial aid programs. EWC verifies those students who were selected by FPS and reviews every Institutional Student Information Record (ISIR) resultant from the FAFSA, to identify any discrepant information that needs to be resolved. EWC has the authority to verify financial aid application items, or other related data contained on the admission application, and other documents that may have been submitted to EWC. EWC may select students for verification based on the following criteria:

- Resolution of conflicting information that cannot be resolved by standard practice. Conflicting Information: When conflicting information is found in a student's application, the financial aid office will contact the student to request additional documentation to resolve the discrepancies.
- Dependency discrepancies between aid years.
- Homeless-at-Risk Review, based on frequent Quality Control findings of incorrect responses as allowed by 34 CFR 668.54(a)(3).
- Any other student that we have reason to believe provided incorrect information on their FAFSA or other application material.

Once all documentation has been submitted and determined to be complete, the verification process generally takes 5-14 business days, depending on the documentation that is required. During peak processing times, this process may take longer.

An applicant may be required to provide documentation to verify or validate FAFSA application information. This process may be required if the application is selected for verification in the federal processing and edit systems; if the Financial Aid Office has reason to believe that any application information critical to the calculation of the Student Aid Index (SAI) is inaccurate; or if application information is in conflict with other information.

If an application is selected for verification, the FAO will notify the applicant through frequent emails. The notice will direct them to their MyEWC (Self Service) Portal, where they will find a list of all required documentation and details related to each document. The emails include instructions related to the verification process. The notice will also specify the time period the applicant has to provide the required documentation; failure to comply within the specified period will result in consequences which are also outlined in the notice. The time period granted to the applicant for completion of required documentation may vary with the complexity of the requirements and with the time remaining in the school term for which funding is sought.

If the verification documents reveal inaccuracies in the application, the student's FAFSA will be corrected electronically for reprocessing. If incomplete or inadequate verification documents are submitted, the applicant is notified of deficiencies and instructed on how to correct them.

3.5.2 Acceptable Documentation and Forms

EWC does not currently provide a secure location for the submission of verification documents. While the EWC website makes documents widely available, students must either mail, fax or submit in person all documents for the purposes of verification, c-flag resolution, Satisfactory Academic Progress Appeals, Professional Judgment Appeals and any forms requiring resolution of conflicting information. Students are encouraged not to submit documents via email as the safety of this method cannot be guaranteed.

3.5.3 Data Elements to be Verified

The data elements verified by EWC will be dependent on the verification code, identified by ED.

- Verification track V1 requires confirmation of non-FTI tax-related data as well as family size submitted on the FAFSA
- Verification track V4 requires confirmation of the student's identify
- Verification track V5 requires confirmation of everything from both V1 and V4 tracks

C-flag resolution and resolution of conflicting information will require documentation specific to the data that needs to be confirmed. This will be managed in the Colleague system based on codes provided by ED as well as the items identified in the ISIR review process. The FAO staff may choose to require full verification, as prescribed by ED or restrict the documentation to only the item that presents as conflicting.

3.5.4 Verification Results

Once all requested documents have been submitted, they are reviewed and compared against data submitted on the FAFSA. Verification may result in FAFSA corrections, which may change the SAI, at which point the student will be notified of any possible SAI changes via an updated SAR. The College will also send an updated offer letter reflecting any changes to the student's Title IV eligibility as a result of the verification process.

Should review of an application for Title IV student aid indicate the applicant may have engaged in fraud or other criminal misconduct in connection with his/her application, the Financial Aid Office must refer the student for investigation of all relevant information to the Office of the Inspector General of the United States Department of Education. Examples of such information include but are not limited to: false claims of independent student status; false claims of citizenship; use of false identities; forgery of signatures or certificates; and false statements of income.

To review EWC's verification process please visit the online [FAO](#) pages.

3.5.5 Conflicting and Inaccurate Information

Conflicting information exists when EWC has information from another source which contradicts or conflicts with information a student provided on their FAFSA, in which case EWC must verify the data and resolve the conflict per 34 CFR 668.54(a)(2). Conflicting information must be resolved before disbursing FSA funds or performing a Professional Judgement.

Examples of conflicting information, include but are not limited to:

- Dependency status difference between aid years.
- Program of Study/Intent, students expressing different education intent than their coded program of study.
- Students who incorrectly answer the degree question on the FAFSA, indicating they do (or do not) have a Bachelor's degree or higher.

Examples of non-conflicting information, according to guidance received from the U.S. Department of Education (ED):

- Low income or zero income by itself is not conflicting information. Schools are not required to verify exceptionally low income if there is no conflicting information.
- Age or relationship alone does not constitute conflicting information when verifying household size. Unless, other sources of information conflict directly with data items provided on FAFSA.

FSA guidance indicates a married person filing as head of household is not considered conflicting information. The FSA Handbook stated schools are required to know what correct tax filing status should be, but it does not require schools to assume that everyone who is married and filed as head of household filed their taxes incorrectly. Tax filing status is not a verification data element and does not require review or resolution unless there is conflicting information.

FAFSA information that is determined to be in error must be corrected by the student on the FAFSA itself, i.e. missing parent information, missing signature, etc. The student will be notified via MyEWC emails/text recommending that the student and parent make corrections.

3.5.6 Verification Exclusions

Verification exclusions offered to institutions during the years of Covid have all been sunsetted. However, there are several verification exclusions that are still available:

- Death of the student
- Student is not receiving federal or state aid if their lack of aid is for a reason other than not completing verification
- Verification was completed by another school
- The period of enrollment is over

3.5.7 Database Matches, Reject Codes & C – Flags Code Clearance

The College provides secure interactive web forms to facilitate the submission of documents required to review and resolve NSLDS database matches, C-flag resolution, accessible through the student's MyEWC portal. These requirements are reviewed by FAO personnel on a daily basis.

3.5.8 Review of Subsequent ISIR Transactions – Post Screening

The Financial Aid Office reviews subsequent ISIRs on a daily basis. During the review of the subsequent ISIR, it is determined if any conflicting information exists that may need to require additional review. If so, the highest ISIR is made active in the Colleague system and additional information is requested. All disbursements are put on hold until documentation is received and reviewed. Students receive multiple email reminders of their missing documentation.

3.6 Professional Judgement and Dependency Overrides

EWC adheres to the requirements of the U.S. Department of Education (ED) regarding the Title IV programs for post-secondary students. However, Section 479A of the HEA gives an institution's FAA the authority to use "professional judgment" and "unusual circumstance review" to adjust, on a case-by-case basis, the cost of attendance or the values of the items used in calculating the SAI to reflect a student's unusual circumstances. There may be occasions that require the EWC Financial Aid Administrator(s) to exercise discretion or exhibit professional judgment, as per the HEA, when dealing with a student who requires individual attention.

3.6.1 Professional Judgement Authority & Individuals Who May Exercise It

The Financial Aid Administrator responsible for the awarding of aid, is authorized to exercise professional judgment. Professional judgment will be exercised after the student financial aid file has been verified, if selected, and after any conflicting or inconsistent information has been resolved. Professional judgment will not be used to change the need analysis formula, change a student status from independent to dependent, or to add post-enrollment costs to a student's budget. The decision of the professional staff member is final and cannot be appealed to ED.

3.6.2 Circumstances Where Professional Judgment May be Used and Possible Actions

Students may require individualized assistance due to their unique circumstances and issues, as determined on a case-by-case basis. EWC has identified when professional judgment may need to be exercised, such as, but not limited to:

Special circumstances related to financial need:

- Loss or reduction of income earned from work experienced by the student, spouse or parent, if dependent.

- Loss of benefits or other income such as child support, social security benefits, unemployment, or one-time income.
- High medical/dental/or other unusual costs.
- Loss of income or benefits due to death or divorce.

Dependency override circumstances:

- Abandonment by parents.
- Abusive family environment that threatens the student's health or safety.
- Student is unable to locate parents.

3.6.3 Request for Professional Judgement Procedure and Consideration

EWC has a detailed process for how a student may request, in writing, that professional judgment be considered when calculating financial need and aid eligibility.

3.7 Misrepresentation

Per federal regulations (Chapter 34, Part 668, Subpart F), Eastern Wyoming College will practice ethical and appropriate communication and will not provide any false, erroneous or misleading statements, directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary. A misleading statement includes any statement that has the likelihood or tendency to deceive.

3.7.1 Nature of Educational Programs

Eastern Wyoming College's Board of Trustees Board Policy 4.1: Academic Program Compliance identifies the types of degrees and certificates the Board of

Trustees confers upon graduates of Eastern Wyoming College. It defines the types of and purpose for the degree/certificates offered by EWC. The Board mandates the College President to implement administrative processes to develop and maintain programs that comply with this policy.

The College is authorized to offer the following degrees and certificates:

- Associate of Arts: – A degree designed for students pursuing the arts, humanities, social sciences, and related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in the humanities, social sciences, arts and liberal arts.
- Associate of Science: A degree designed for students pursuing science, technology, engineering, mathematics, business, and related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in mathematics, natural sciences, engineering, business and/or other related disciplines.
- Associate Degree in Nursing: This degree is primarily a technical degree that allows the graduate to apply to take the National Council Licensure examination for registered nursing (NCLEX-RN). This degree will also transfer to some four-year schools for students wishing to complete a BSN.
- Associate of Applied Science: A degree designed for students planning to enter the workplace upon degree completion. This degree has substantial applied coursework associated with the field of study.
- Skills Proficiency Certificates: These certificates are given in various occupational areas and require completion of a defined group of courses.

Board Policy 4.4: Transfer Credit and the accompanying administrative regulation identify the method by which credit is accepted to fulfill requirements in an academic program, but also the verification that credit earned at EWC shall transfer.

3.7.2 Nature of Financial Charges

EWC complies with 34 CFR § 668.73(a-g) and does not misrepresent the nature of financial charges. Misrepresentation concerning the nature of an eligible institution's financial charges, or the financial assistance provided includes, but is not limited to, false, erroneous, or misleading statements concerning:

- Offers of scholarships to pay all or part of a course charge.
- Whether a particular charge is the customary charge at the institution for a course.
- The cost of the program and the institution's refund policy if the student does not complete the program.
- The availability, amount, or nature of any financial assistance available to students from the institution or any other entity, including any government agency, to pay the costs of attendance at the institution, including part-time employment, housing, and transportation assistance.
- A student's responsibility to repay any loans provided, regardless of whether the student is successful in completing the program and obtaining employment.
- The student's right to reject any particular type of financial aid or other assistance, or whether the student must apply for a particular type of financial aid, such as financing offered by the institution; or
- The amount, method, or timing of payment of tuition and fees that the student would be charged for the program.

3.7.3 Employability of Graduates

EWC complies with 34 CFR 668.74 and does not misrepresent information to current or potential students regarding the employability of EWC's graduates. This includes, but is not limited to, false, erroneous, or misleading statements concerning:

- The institution's relationship with any organization, employment agency, or other agency providing authorized training leading directly to employment.

- The institution's knowledge about the current or likely future conditions, compensation, or employment opportunities in the industry or occupation for which the students are being prepared.
- Government job market statistics in relation to the potential placement of its graduates.
- Actual licensure passage rates.
- Actual employment rates.

Upon request, EWC shall furnish to the Secretary documentation and other information used to calculate the institution's employment rate calculations.

3.8 Documentation

EWC is authorized under federal law to enroll non-immigrant students. Board Policy 5.9: Admission of International Students and AR 5.9.1: Admission of International Students identifies the procedures and documentation international students must provide in order to be admitted to EWC.

3.9 Secondary Confirmation

The College shall comply with 34 CFR § 668.135. Should secondary confirmation be requested, EWC shall, within the mandated 10 business days after receiving the documentary evidence of immigration status submitted by a student required to undergo secondary confirmation, the FAO will:

- a) Complete the request portion of the INS Document Verification Request Form G-845.
- b) Copy front and back sides of all immigration-status documents received from the student and attach copies to the Form G-845; and
- c) Submit Form G-845 and attachments to the INS District Office

Section 4: Federal Work-Study (FWS) Program and Job-Location and Development Program

4.1 Selection and Awarding of FWS Students

The Federal Work-Study and Institutional Employment programs at EWC provide part-time work positions for students. To be eligible, students must be accepted, registered as degree-seeking at the College, and meet eligibility requirements (Section 1.5.2 of this handbook) as established in the EWC Satisfactory Academic Progress Policies for Financial Aid. Because Federal Work-Study is a need-based program, students must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility.

EWC awards FWS employment opportunities based on financial need (as determined by completion of the FAFSA) to assist students with living expenses while attending college. Students may NOT work when they have scheduled classes and are encouraged to obtain a job that is related toward their degree or certificate program. An hourly rate, reviewed annually, is established based on funds available, work to be performed and industry-standard. Detailed information on the College's FWS opportunities is available at <https://ewc.wy.edu/work-study/>.

4.2 Securing FWS Jobs

Students eligible to participate in the FWS program may be eligible for employment at both on-campus and off-campus. This includes:

- Off-campus agreements
- Community Service
- FWS Students as Tutors
- Family Literacy

Openings are maintained on the EWC website, <https://ewc.wy.edu/work-study/>, and students are encouraged to complete an application with the FAO in order to express interest in a particular position.

4.3 FWS Fiscal Procedures and Records

Any EWC student that is selected for FWS or Institutional Employment opportunities must adhere to the Student Employee Handbook, which is located at <https://ewc.wy.edu/work-study/> and details the expectations of student employees, hiring procedures, work awards and policies and procedures that must be adhered to.

As detailed in Section 1.2 of this manual, there are adequate checks and balances to ensure that an internal control system of checks and balances is utilized to ensure that no office can authorize payments and disburse funds to students. EWC has a records management and retention process, as detailed in Section 1.2.8 in this handbook.

Several departments at Eastern Wyoming College contribute to ensuring that fiscal records and all student employment policies adhere to federal standards.

- Timesheets are maintained and submitted electronically on a monthly basis. Supervisors are responsible to confirm the hours worked match the hours reported on each timesheet. In addition, supervisors are required to collect a copy of each student employee's schedule to ensure that the student is not working during times when they are scheduled to be in class.
- Students who work off campus in community service locations are supervised by coordinators at each location. These coordinators sign an annual agreement with EWC in which they commit to ensure the accuracy of reported earnings.
- The Payroll Office facilitates all student payroll. As with permanent College employees, students receive pay advice that provides thorough information related to the earnings included in the pay period. These records are maintained as part of the College's payroll records.
- All payroll records from the prior academic year are gathered and reviewed for inclusion on the annual Fiscal Operations Report and Application to Participate (FISAP). Monthly earnings are recorded in the Colleague system and reports are utilized to accurately complete the FISAP.

Any student earning funds through the Federal Work Study program will be paid through the EWC payroll process. EWC adheres to the Federal policy that restricts FWS earnings from being garnished.

Section 5: Federal Supplemental Educational Opportunity Grant (FSEOG) Program

5.1 Selection and Awarding of Students

5.1.1 Selection of Students

Individuals who wish to be considered for federal aid must complete the Free Application for Federal Student Aid (FAFSA) online at StudentAid.gov every year. Supplemental Educational Opportunity Grant funds are awarded to the highest need students until funds have been exhausted. For that reason, students are urged to complete the FAFSA as soon after it opens each year.

The FAO will review the FAFSA results received directly from the federal processor and follow federal regulations in determining eligibility and awarding federal aid. Submitting all information requested by the FAO quickly ensures timely processing of aid. Students will receive notification of aid eligibility. Processing time may take up to 30 days or more, depending on when application(s) are completed and/or all required documentation is received. Students whose family's financial situation has recently changed because of death, separation or divorce, or loss of job or benefits, should contact the FAO to discuss options for additional assistance.

Students must meet the general eligibility requirements for Federal Aid (See Section 1.5.2 of this handbook.)

5.1.2 Awarding of Students

The FSEOG is awarded to undergraduate students who have exceptional financial need and meet the same federal general eligibility requirements as that of a Pell Grant recipient, which includes but is not limited to all financial aid requirements to be complete and the file to be certified. The Student Aid Index (SAI) determines the student's financial need and is calculated from the information provided in the FAFSA.

Due to the limited amount of FSEOG funding EWC receives, primary consideration for this grant is provided to students who file the FAFSA early and who demonstrate exceptional financial need which is based on the SAI calculation. The selection process is completed on a first-come, first-served basis.

Students who are enrolled full-time (12 credit hours or more) the funding amount could be as much as \$800 per award year. If a student is enrolled less than full-time the award will be prorated down based on these enrollment levels: $\frac{3}{4}$ time, halftime, and less than halftime.

5.2 FSEOG Fiscal Procedures and Records

As detailed in Section 1.2 of this manual, an internal control system of checks and balances is utilized to ensure that no office can authorize payments and disburse funds to students. EWC has a records management and retention process, as detailed in Section 1.2.8 in this handbook. Section 1.5 of this handbook details the financial aid counseling available to EWC students, although no counseling requirements exist for FSEOG recipients.

Each month, as part of Title IV funds reconciliation, the Financial Aid Director accesses a report of all FSEOG funds disbursed onto the student accounts during the prior month. This is compared to the records held within the Business Office. Once the disbursements are approved by ED, per HCM2 requirements, the Business Office draws down the FSEOG funds that were disbursed to the tuition accounts.

The Colleague system has reports available to support the submission of the FISAP. All FSEOG awarded during an academic year will be included in the report and will ensure accurate completion and submission of the annual requirement.

Section 6: Federal Pell Grant Program

Pell Grants are available to students who meet the eligibility requirements, as determined by the FAFSA. Historically, Pell Grants were tied directly to the Expected Family Contribution (EFC) but, effective with the 2024-25 academic year, this connection no longer exists and eligibility for Pell Grants is now related to household income and the Federal Poverty Level. Each FAFSA record identifies whether or not a student is eligible for a Pell Grant. Award amounts, set by Congress annually, currently range from \$750 – \$7,395 per academic year for full-time enrollment. The amount is prorated based on actual enrollment, defined as enrollment intensity. Pell Grants may also be available to students enrolling in summer semester, depending on eligibility. Students are limited to 12 full-time semesters (or its equivalent) of lifetime Pell Grant eligibility and can log on to Student Aid using your FSA ID to view the current Lifetime Eligibility Used (LEU). The LEU will be found on the My Aid page. A student may not receive Pell Grant payments concurrently from more than one school.

A note about Pell Grant recipients: the Iraq/Afghanistan Service Grant (IASG) is no longer awarded. Students who meet the qualifications for this award, however, will automatically receive maximum Pell Grant, once eligibility is confirmed by the FAO. Prior to 2024-25, these were separate awards but going forward, students eligible for IASG will simply be known as Pell Grant recipients, even if they did not initially qualify for Pell but only qualified as a result of their eligibility for IASG.

6.1 Calculating Federal Pell Grant Awards

Each year, ED determines the percentage of the Federal Poverty Level that will be compared to family income in determining Pell Grant eligibility. The Colleague system is able to calculate this as well, based on the information delivered on the ISIR. Colleague calculates the full time, full-year award at the time of packaging, as long as the initial package is created prior to the first day of the term, but then student's actual enrollment is evaluated on the first day of class and on census day to ensure that Pell Grants are awarded correctly. Students are notified when they view their offer letter that their award amounts are

calculated assuming full time enrollment and that enrollment less than full time may have an impact on award eligibility.

6.1.1 Fractions and Rounding

As required by the 2023-2024 FSA Handbook, the College adheres to the fractions and rounding rules along with Pell Formulas 1-5, as found at <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2023-2024/vol7/ch4-calculating-annual-awards-using-pell-grant-formulas> to properly calculate and award Pell Grants.

6.1.2 Pell Formula 1: Credit-Hour Programs Using Standard Terms With At Least 30 Weeks of Instructional Time

Due to the structure of the EWC curriculum, all Federal Pell Grants are calculated using Formula 1. The conditions to which EWC adheres include:

- Measure academic progress in credit hours.
- Be offered in semesters, trimesters, or quarters.
- Define full-time enrollment for each term in the award year as at least 12 credit hours; and
- Use an academic calendar providing at least 30 weeks of instructional time that meets either of the following sets of requirements:
 1. The academic calendar consists of two semesters or trimesters (fall and spring) or three quarters (fall, winter, and spring), none of which overlap any other term in the program (including a summer term, which need not meet the definition of a standard term); or
 2. The academic calendar consists of any two semesters or trimesters or any three quarters where—
 - The school starts the terms for different cohorts of students on a periodic basis (e.g., monthly);

- The program is offered exclusively in semesters, trimesters, or quarters; and
- Students are not allowed to be enrolled simultaneously in overlapping terms and must stay with the cohort in which they start unless they withdraw from a term (or skip a term) and re-enroll in a subsequent term.

For Formula 1, the term is the payment period, and you divide the student's annual award by the number of terms in the program's academic year. Modules are combined into a standard term that meets the requirements for Formula 1 and the same formula is used for all programs and all payment periods in an award year.

6.2 Federal Pell Grant Required and Optional Recalculations

See Sec. 6.1 for additional information. Students are only permitted to use Title IV aid for courses that are required for their active program. Colleague calculates the number of Pell credits each semester and aid is disbursed based on the credits in which students are enrolled at the time of disbursement. For students packaged prior to the first day of the semester, Pell Grants are awarded assuming full time enrollment since students may not be registered at the time awards are calculated. On the first day of class, Pell, and other awards, are recalculated based on actual enrollment but since schedules are still fluid, awards are recalculated one final time on the Pell Recalculation Date, which is the Census Day for each semester. At that time, the number of eligible credits for which a student is registered will control their Pell Grant amount.

Two exceptions apply to the Pell Recalculation Date and each student's Pell Grant may be recalculated later in the term if:

- a student does not begin attendance in a Block B course, the Pell Grant will be recalculated at the add/drop deadline for the Block B courses and will be adjusted due to non-attendance.
- a student does submit their initial FAFSA until after the Pell Recalculation Date. Pell eligibility will be calculated based on eligible credits in which the student is registered whenever they are initially packaged.

6.3 Fiscal records and disbursement requirements for Pell Grants

Except for funds received by a school for administrative expenses, funds received by a school under the Federal Student Aid (FSA) programs are held in trust for the intended student beneficiaries. As a trustee of those funds, a school must have procedures in place that ensure FSA funds are used as intended.

Section 1.4. of this handbook identifies EWC's fiscal reports, financial statements and cash management.

EWC complies with the Pell Grant disbursement requirements. Pell Grants are awarded annually with disbursements scheduled to occur each semester, as long as the student has remaining eligibility. In order to confirm eligibility, aid is not disbursed to the student's account until after Census Day (Pell Recalculation Day) but then every effort is made to transmit funds as quickly as possible once eligibility is confirmed.

Generally, students are awarded Pell, and other aid, for the fall and spring semesters unless a different enrollment pattern is known, such as a planned withdrawal or anticipated graduation. For students who begin attendance or gain Title IV aid eligibility in the spring, all aid will be calculated only for the spring term. Once registration occurs for the summer term, student's aid will be recalculated and awarded based on actual summer enrollment.

6.4 Disbursement for Books and Supplies

In accordance with federal regulations, EWC includes as part of the annual Cost of Attendance an allowance for books and supplies. This does not guarantee that financial aid will be awarded in such an amount that funds will cover these costs but that it is possible for students to receive enough financial aid to cover direct costs, including tuition and mandatory fees and housing, if living on campus and still have funds available for indirect costs. Since the EWC Bookstore is independently owned and operated, students who anticipate a credit balance from their financial aid (total financial aid will exceed the amount

of billed charges) may be eligible to charge their books in the bookstore prior to their aid disbursing on their account.

Students are required to complete an annual authorization, giving EWC permission to make their financial aid available for indirect costs. Once this is on file, students may 'charge' their bookstore purchases during a specific charge period, which is generally a 3-week window of time at the beginning of each term.

The FAO determines the anticipated credit amounts that will be available. Depending on the anticipated credit, students can receive up to:

- \$750 per term for 12+ credit enrollment
- \$563 per term for enrollment in 9-11 credits
- \$375 per term for enrollment in 6-8 credits
- \$188 per term for enrollment up to 5 credits

Each semester, the FAO will send a list to the bookstore that contains the students who signed the authorization form and have an anticipated balance. These students will be permitted to obtain books and course-related supplies up to the available credit amount indicated. The amount utilized for books and supplies will then be deducted from the refund they receive once aid is disbursed following Census Day.

6.5 Year-Round Pell Grant

As previously indicated, the Iraq/Afghanistan Service Grant (IASG) is no longer awarded. Students who qualify for this award, however, will automatically receive maximum Pell Grant. Prior to 2024-25, these were separate awards but going forward, students eligible for IASG will simply be known as Pell Grant recipients even if they did not initially qualify for Pell but only qualified as a result of their eligibility for IASG.

Students may be eligible to receive up to 150% of their Pell Grant for an award year. This provision is called "Year-Round Pell" or "Additional Pell". Students eligible for Year-Round Pell awards are subject to the normal duration of eligibility rules and LEU limits.

Year-Round Pell allows students who have already exhausted their Scheduled Award in the fall and spring semesters to continue receiving Pell funds for the summer trailer term. A student's Year-Round Pell eligibility is certified by the "Additional Eligibility Indicator," or AEI, in COD.

Eligible students may receive up to one additional standard disbursement of Pell Grant funds in the summer payment period (semester). They receive the same amount as was normally calculated for a payment period based on their enrollment status, Cost of Attendance, and Pell eligibility, for an annual award amount of up to 150% of their calculated Scheduled Award.

For example, a student has a Pell Grant Scheduled Award of \$5,000 for 2024-25. The student attends fall and spring semesters, during which he receives disbursements of \$2,500 for each semester, which equals the total \$5,000 amount of the Scheduled Award. The student then begins attendance in the summer 2025 term, enrolled in six credits. Without Year-Round Pell, the student's Pell eligibility would be exhausted, but the Year-Round Pell provision allows him to receive additional Pell funds for the summer term. In this example, since the student is enrolled in and has begun attendance in six credits, his Pell Grant is \$1,250 for the summer semester.

Section 7: Federal Direct Loan Program

Students who have applied to and been accepted by EWC and those who anticipate enrollment in the upcoming year are urged to complete the Free Application for Federal Student Aid (FAFSA) in order to determine their eligibility in all aid programs. It is EWC's policy to include all loans for which a student is eligible, including parent loans, in the financial aid package. That does not mean students are encouraged to borrow but should carefully consider all resources made available for funding their education. The FAO provides information for all federal financial aid programs, some state programs and all EWC scholarship and grant programs at <https://ewc.wy.edu/federal-aid/>.

Direct Subsidized and Direct Unsubsidized Loan Programs

Direct Subsidized Loan: A student loan offered to undergraduate students who demonstrate financial need to help cover educational costs. The US Department of Education pays the interest on a Direct Subsidized loan when the student meets certain criteria. The subsidized loan is offered to students up to the annual loan limit if the student demonstrates need and availability in the cost of attendance after grant and scholarship awards are exhausted.

Direct Unsubsidized Loan: Direct Unsubsidized Loans are available to undergraduate and graduate students without the requirement to demonstrate need. The Unsubsidized Loan is offered to students up to the annual loan limit if the student has availability in the cost of attendance after grant, scholarship, and Subsidized Loan awards are exhausted.

Federal PLUS Loan program

Federal PLUS Loan: A Direct PLUS Loan is commonly referred to as a Parent PLUS loan. The student's parent must initiate the loan by completing the Request for a Direct PLUS Loan request, including a credit check at www.studentloans.gov. If the parent meets requirements and is approved for the loan the parent may request a loan up to the cost of attendance after grant and

scholarship awards are exhausted. If the parent does not meet requirements and is denied the loan, the student may request an additional Unsubsidized Loan.

Alternative/Private Loan

Alternative or private loans are non-federal loans, made by a lender such as a bank, credit union, state agency, or a school. EWC will package this type of loan only after the student requests the loan and the student completes the Private Loan Certification Form. Each lender has the ability to set its own terms and conditions for their loan and students are encouraged to do sufficient research to determine which loan might best meet their needs. The FA is prohibited from making any recommendations of a lender or loan.

7.1 Borrower eligibility for Federal Direct/PLUS Loan

Direct loans are available to students and parents of dependent students. Students must be enrolled at least half-time, 6 credits per semester, to qualify. Students and parents must meet the general federal student aid eligibility requirements covered in Volume 1 of the Federal Student Aid Handbook and in Section 1.5.2 of this handbook.

These fixed interest rate loans are guaranteed by the Federal government and have generous forgiveness, deferment, and forbearance provisions as well as flexible repayment options. The FAFSA is the application for Federal Direct Loans. Loans are received at the beginning of each semester after the drop/add period. First-time borrowers must also complete Loan Entrance Counseling and a Master Promissory Note before receiving the loan.

Parents interested in PLUS Loans may apply for the loan online. Parent Loans are subject to a credit decision.

The FAO utilizes multiple sources of information received from the Department of Education's FAFSA Processing System (FPS) for financial aid applications and

the National Student Loan Data System (NSLDS) to determine the eligibility of the student.

7.2 Counseling Borrowers

Students can learn more about Federal Direct Loans such as the difference between subsidized and unsubsidized loans, annual and aggregate loan limits, current interest rates and fees, and repayment information via <https://ewc.wy.edu/federal-aid/>. In addition to online assistance, students receive financial aid counseling as discussed in Section 1.5 of this handbook.

All students who utilize Federal Direct Loans are prohibited from receiving any loan disbursements until they have completed Entrance Loan Counseling. They are also repeatedly notified of the requirement to complete Exit Loan Counseling at the point of separation from EWC. These sessions provide additional information and loan payment calculators to prepare for repayment. The FAO is available during published business hours to provide additional in-person information as students make decisions about borrowing.

7.3 Payment of a Refund or Return of Title IV

EWC complies with the Return of Title IV funds, as stated in Section 3.2 of this handbook.

The FAO has a standard process that is completed at least weekly to notify students of their loan disbursements and their right to cancel. This process identifies all disbursements that occurred within the last week, including disbursements of PLUS loans, and sends an email out of Colleague, reminding them of their rights and responsibilities as a borrower.

EWC is not considered an attendance-taking institution but requires all faculty to complete roster verification at the point of census. Faculty will identify whether or not each student in their course began attending. This information is then provided to the Registrar, who updates student's enrollment to reflect whether or not they began each course. This information is passed along to the FAO, who

then recalculates aid, if necessary. Due to the enrollment patterns of EWC students, it is the school's policy to not disburse any financial aid until after this process of roster verification has been completed. This ensures that the amount of aid disbursed to students aligns with the Pell Recalculation Date and the final eligibility of the term.

Once an institutional withdrawal has been identified, the FAO completes the R2T4 calculation and returns any funds owed back to ED. If there has been an overpayment, the student then owes funds to EWC and cannot register for subsequent semesters until this has been resolved.

The R2T4 calculations are completed both in the Colleague system, set up to adhere to federal regulations, and the COD system to ensure both calculations agree. The order in which aid is returned to ED is strictly aligned with federal mandates to ensure that students benefit from grants and that loans are returned first.

Following the completion of the R2T4 process, students are notified of their revised financial aid eligibility and also receive a supplemental notification from the Business Office with an updated account statement, reflecting the amount of aid that was returned to ED and the balance owed to EWC.

7.4 Administrative and Fiscal Control

As discussed in Section 1.4: Fiscal Reports, Financial Statements, and Cash Management and also in Section 1.2.7: Records and Section 1.2.8: Records Management and Retention, the College has identified and adheres to specific administrative and fiscal controls.

EWC adheres to the following procedures to ensure that administrative regulations are upheld:

- The Data Analyst completes all enrollment reporting to the National Student Clearinghouse using enrollment records maintained by the Registrar. Reports in Colleague are utilized to support this process and

follows the reporting calendar to ensure that this process is completed at least every 60 days.

- Currently, students wanting to drop or withdraw from any courses must complete a course drop form, signed by all relevant offices, in order that everyone can be made aware of the change in enrollment. When the FAO signs the course drop or withdrawal form, they will review the student's status as an aid recipient to determine if they should be reported to the Clearinghouse as a withdrawn student or if they need to receive Exit notification
- Colleague utilizes disbursement rules which review award requirements at the time of disbursement. If a student doesn't pass the rule, the system will not allow the aid to be transmitted. For federal loans, rules evaluate the following:
 - Is the student enrolled at least 6 credit hours (after roster verification)?
 - Did the student complete entrance counseling?
 - Does the student have a valid Master Promissory Note on file?
 - Is the student in a degree-seeking program?
 - Is the student in good standing for SAP purposes?
- Students are required to report their current permanent address when they apply for graduation. This ensures that any subsequent mailings can be sent to the correct address. If a student moves during their enrollment at EWC, they are instructed to go to the Registrar's Office to provide this updated information.

7.4.1 National Student Loan Data System (NSLDS)

FAO personnel as well as other authorized individuals in other college departments are provided access to NSLDS. It is the responsibility of the

Director of the Financial Aid Office to review and ensure each employee maintains access to the system. NSLDS is used to review financial aid history.

NSLDS records are imported in EWCs Student Information System (SIS), Colleague, when an ISIR record is received by the institution and files are assigned for review by campus staff through the Financial Aid Master Report on a daily basis.

7.4.2 National Student Clearinghouse

EWC's Institutional Research Office is responsible for reporting student enrollment history and reviewing and resolving any subsequent reporting errors with the National Student Clearinghouse at least every 60 days. The Board Policy 5.2. Withdrawal from Individual Classes and College, is available at <https://ewc.wy.edu/wp-content/uploads/2023/11/UPDATED-5.0-Students-11-7-23.pdf>.

Appendices

Appendix A: Acronyms and Common Terms

ADA – Americans with Disabilities Act

AR – Administrative Regulations (Eastern Wyoming College)

ATB – Ability To Benefit

BP – Board Policy (Eastern Wyoming College’s Board of Trustees)

CFR – Code of Federal Regulations

CIP – Classification of Instructional Programs

CLC – Curriculum and Learning Council

COA – Cost of Attendance

CPS – Central Processing System

DL – Direct Loan

EADA – Equity in Athletics Disclosure Act

E-App – Electronic Application

ECAR – Eligibility and Certification Approval Report

ED – U.S. Department of Education

EFC – Expected Family Contribution

EWCC – Eastern Wyoming College

FAFSA – Free Application for Federal Student Aid

FAO – Financial Aid Office

FERPA – Family Educational Rights and Privacy Act

FFR – Federal Financial Report

FICA – Federal Insurance Contributions Act

FISAP – Fiscal Operations Report and Application to Participate

FPS – FAFSA Processing System

FSA – Financial Student Aid

FSEOG – Federal Supplemental Educational Opportunity Grant (FSEOG) Program

GAAP – Generally Accepted Accounting Principles

GAO – General Accounting Office

GASB – Governmental Accounting Standards Statements

GED – General Educational Development

GPA – Grade Point Average

HB – House Bill

HEA – Higher Education Act

HiSET – High School Equivalency Test

IASG – Federal Iraq and Afghanistan Service Grant

INS – Immigration and Naturalization Service

ISIR – Institutional Student Information Report

LDA – Last Day of Attendance

LEU – Lifetime Eligibility Used

LOC – Letter of Credit

MRRs – Multiple Reporting Record

NSLDS – National Student Loan Data System

NCLEX-RN – National Council Licensure Examination for Registered Nurses

OIG – Office of Inspector General

PLUS – Parent Loan for Undergraduate Students

POPs COD – Potential Overaward Process Common Origination and Disbursement

PPA – Program Participation Agreement

R2T4 – Return of Title IV Funds

SAI – Student Aid Index

SAP – Satisfactory Academic Progress

SAR – Student Aid Report

SARA – State Authorization and Reciprocity Agreement

TASC – Test Assessing Secondary Completion

VA – Veterans Administration

WCCC – Wyoming Community College Commission

WDE – Wyoming Department of Education

Concurrent/Dual students: High school students that are attending college courses and earning both high school and college credit.

Appendix B: Job Descriptions

- VP of Student and Academic Services
- Executive Dean of Student Services
- Financial Aid Director
- Financial Aid Outreach Specialist
- Financial Aid Clerk



EWC
Job Description
Position Duties & Responsibilities

Job Title:	Vice President for Academic and Student Services	Classification:	Executive Administrator
Department:	Academic Services/Student Services	Duration:	12 month, At-will employment
Primary Location:	Torrington, WY	FLSA Status:	Exempt
Position Number:	124-23	DBM/Level:	E82

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Vice President for Academic Services and Student Services is responsible for EWC's academic and student services programs in a six-county service area. The Vice President directs planning, evaluation, and implementation of academic programs, occupational programs and related support services to meet the needs of students, faculty, and community partners. The position ensures that the delivery of educational services will fulfill immediate and forecasted academic requirements of the college and its students. The position plays a key role in the development and implementation of revenue generating initiatives. The Vice President is responsible for creating and maintaining an environment of collegiality and inclusiveness for students, employees, and the general public through role-modeling and wide-ranging, senior-level personal leadership. The Vice President oversees all Student Services areas with an objective to welcome and nurture a diverse student body. The Vice President leads and supervises all areas of non-academic student life to include planning, organizing, and directing the operations and activities of the College's student development programs and services.

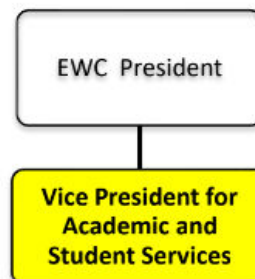
This position is a member of the President's Cabinet, President's Leadership Team, and multiple committees. The Vice President is involved in strategic planning and decision-making for the College. The position requires competent, inspiring, decisive and energetic leadership to meet EWC's commitment to student learning and success. The position must always seek continuous improvement of academic and student services.

The Vice President is a full-time, minimum 40 hours weekly, 12-month, at-will contract, FLSA exempt, benefited, position located at the Main Campus in Torrington. The typical workweek is Monday through Friday, 8:00 am to 5:00 pm, although work may often extend into expanded daily hours and occasional weekends to fulfill the requirements of the position. The position requires monthly travel within the College Service Area and Wyoming and infrequent national travel outside.

Organizational Relationship: *Title of position's supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Vice President for Academic Services and Student Services is supervised by the College President and receives annual performance evaluations in accordance with Board Policy and Administrative Rule provisions. There is no second level supervisor. The supervisory chain is depicted at right.

The Vice President formally supervises and evaluates the performance of numerous administrative, classified and professional staff in accordance with the organizational structure. The position may also supervise the work performance and actions of one or more contracted, part-time employees, and EWC-enrolled Work Study students.



Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Master's degree in Education, Public Administration, or related field from an accredited institution
- A minimum of seven (7) years of experience in academic leadership roles, with a focus on student services, academic services, and institutional advancement
- Commitment to student success and student-centered learning environment
- Demonstrated experience in innovative and creative student development models
- Recognized team builder with the demonstrated ability to coach, develop, motivate and inspire employee talent effectively
- Advanced oral, written, and interpersonal communications
- Deep understanding of the higher education landscape, including emerging trends and challenges
- Proven expertise in budget development, fiscal management, revenue generating initiatives, and strategic planning
- Demonstrated experience in supervision and evaluation of personnel
- Working knowledge of applicable federal laws and regulations including but not limited to Title IX, the Clery Act, the Violence Against Women Reauthorization Act, and related policy guidance
- Commitment to the CARE Team, Student Success Center, and enrollment management, persistence and completion
- Demonstrated record in managing and resolving conflict
- Previous work experience in a multi-cultural environment
- Effective computer proficiency and skill
- Current and valid state-issued driver's license

Preferred Qualifications:

- Earned doctorate degree in Education, Public Administration, or related field from an accredited institution
- Previous senior administrative or Vice President experience in higher education
- Full-time teaching experience at the community college level
- Prior administrative experience in Wyoming Community College system
- Experience working on CEO/President's Cabinet or Senior Leadership/Advisory Team
- Three years of faculty classroom/laboratory instruction experience in higher education
- Two years Division Chair, Department Head, or Dean experience in higher education

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **EXEMPT**, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

BROAD FUNCTIONS/DUTIES

To perform successfully in this position, an individual must be able:

- Develop and implement strategic plans for academic and student services aligning with the College's mission and vision
- Oversee the processes, staff, and faculty associated with developing and enhancing academic programs, curricula, and student services to ensure high standards of education and student satisfaction
- Collaborate with the President, Executive Dean, the EWC Foundation and other college leaders to identify, develop, and implement revenue generating initiatives supporting institutional needs, academic services, and student services

- Provide leadership and guidance to Academic Services and Student Services, ensuring that their teams are effective, motivated, well-trained, and have the resources necessary to accomplish their tasks
- Develop and implement strategies for persistence, retention and graduation of students
- Lead, cultivate, and inspire an organizational culture of ethical behavior, positivity, professionalism, employee satisfaction, productivity and diversity
- Effectively implement and assist organizational change and development
- Represent the College externally to government entities, the public, and industry, and internally to staff and students
- Develop and manage budgets for academic and student services, ensuring the allocation of resources aligns with strategic objectives
- Maintain a thorough understanding of trends, challenges, and opportunities in higher education to drive innovation and improvement
- Develop, update, implement, and enforce College policies, rules, and procedures
- Accurately use and apply the Wyoming state funding formulae to forecast revenue and expenses and to maximize revenue
- Focus on emerging student development concepts and issues that impact community college students throughout the six-county Service Area
- Be responsive and accessible to provide on-site leadership within 15 minutes of notification of emergency
- Perform all other duties as may be assigned to include acting on behalf of the President when tasked

ACADEMIC SERVICES FUNCTIONS/DUTIES

- Oversee instructional programs across entire Service Area
- Supervise and evaluate staff responsible for teaching, instructional administration and support services, community education, and office support services
- Assess instructional programs and performance of instructional personnel including dual and concurrent enrollment
- Manage the creation and maintenance of articulation agreements to facilitate/support student transfers
- Direct curriculum development for new programs and courses; update current programs and courses; identify and terminate programs and course deemed obsolete or unnecessary
- Lead and conduct strategic planning as directed
- Ensure current, accurate syllabi and curricula for Catalog listed courses and update annually or as needed
- Chair and lead, co-chair, or serve on various committees (e.g. ALT, CLC, DLC, PDC) to include the state-level Academic Advising Council
- Advise the President on Academic Services related policy, rule, and procedure matters
- Prepare and report, regularly, information to the President and other entities on needs, accomplishments and current issues within Academic Services
- Review and recommend individuals for instructional employment, advancement, tenure, and retention
- Supervise and direct the preparation and development of class schedules

STUDENT SERVICES FUNCTIONS/DUTIES

Leadership

- Provide visionary leadership for Student Services and its programs that develop and embrace a diverse body of students and employees who are multi-culturally aware
- Provide continuous leadership and direction to staff concerning student discipline, supervision and administration of the Student Code of Conduct, and serve as Title IX Coordinator for student inquiries
- Advise and direct the activities of the Campus Assessment Response and Education (CARE) Team

- Supervise and evaluate personnel
- Arrange systematic professional growth and development opportunities, within available resources, for Student Services employees
- Work collaboratively to ensure student learning outcomes, service area outcomes, and positive program reviews
- Encourage and maintain a student-centered atmosphere focused on serving students and their success
- Serve as the primary resource person for students, employees, and community members regarding the College's student development programs which include GEAR UP and Student Success Center
- Create and implement inclusive, data-driven, results-oriented decision-making practices within Student Services
- Lead involvement and participation with the Higher Learning Commission and accreditation process
- Develop plans and procedures for continuous improvement and evaluation of services to students
- Strategically develop and initiate annual budgets for student developmental programs and activities
- Maximize enrollment management planning and serve as the College's Principal Designated School Official as it pertains to the enrollment of international students
- In cooperation with Student Services staff, help sponsor the Student Senate and oversee/assist the Senate in sponsoring activities such as service projects and dances
- Chair and participate in College and community committees, task force related duties with participation, and support of the accreditation process
- Coordinate campus safety related activities and issue weather related/campus safety warnings for the Main and Douglas campuses
- Provide consumer reporting and Website updates as required and needed
- Maximize the use of technology to enhance the efficient delivery of student services and programs

Knowledge, Skills, and Abilities (KSA): *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of federal, state, and local statutes and rules pertaining to the College's general operations
- Broad institutional perspective, excellent budget and planning skills, and proactive leadership style that encourages student/employee teamwork and interaction
- Ability to develop and implement College initiatives that include data-driven policies, practices, and decisions which support completion and persistence
- Competence and ability to use assessment tools to monitor project/program progress and meet goals
- Ability to make decisions and solve problems through the utilization of participative decision-making
- Visioning skills and the ability to realize outcome through participative work teams
- Skill and ability to organize and complete projects on-time and within established deadlines
- Excellent skills of listening, verbal and written communications, and interpersonal rapport
- Ability to maintain interest in a wide range of campus matters and affairs
- Skill and ability to work and engage in multiple projects simultaneously
- Ability to work autonomously and with minimal supervision and respond to emergent situations
- Ability to engage in enrollment management initiatives that promote student recruitment and retention
- Ability to create and maintain a high level of visibility at College functions and with student leaders
- Skill and ability be a key advocate for a safe and healthy campus climate
- Effective and experienced educator adept at applying best practices to student learning and development initiatives
- Knowledge and ability to examine and handle student academic records and files, and to maintain confidentiality as required by law

- Skill and ability to work tactfully and diplomatically with a diverse population of students, employees, and community members
- Ability to mentor and train employees individually or in groups on College policies, rules, and processes
- Ability to develop and deliver effective presentations in public and private

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Regular and repetitive motions of reaching, standing, walking, pointing/fingering, grasping, feeling, talking, hearing, and seeing
 - Exert up to 20 pounds of force occasionally and/or a negligible amount of force (<10 pounds) frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Safe and independent motor vehicle operations and mobility to travel
 - Occasional early, late, and weekend work and the ability to sit for long periods of time
 - Ability to hold and keep a valid driver license and insurability under the College's vehicle policy
 - Ability to handle high stress periods resulting from assigned duties and varied expectations
 - Recognition that position has significant visible presence and may be in the public eye on controversial or high-impact issues
 - Perform standard office tasks and operate associated office equipment for long periods of time
 - Maintain a broad, student-centric and future-oriented perspective when making decisions
-

Job Title:	Executive Dean Student Services	Classification:	Dean
Department:	Student Services	Duration:	12 months, At-will
	Contract		
Primary Location:	Torrington, WY	FLSA Status:	Exempt
Position Number:	102-23	DBM/Level:	D72

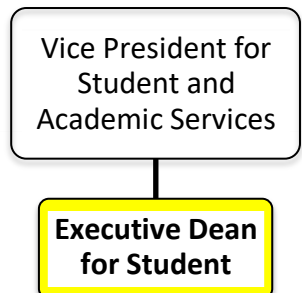
Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Executive Dean for Student Services is a 12-month, at-will contract, full-time, 40 hours weekly, FLSA exempt, benefitted, decision band method D72 position located at the Main Campus. Under the leadership and direction of the Vice President for Student and Academic Services, the Dean directs all Student Services areas to welcome and nurture a diverse student body. The Executive Dean is responsible for creating and maintaining an environment of collegiality and inclusiveness for students, employees, and the general public. The Dean is responsible to lead and supervise all areas of non-academic student life to include planning, organizing, and directing the operations and activities of the College's student development programs and services. This position is a member of the President's Cabinet, President's Leadership Team, several committees, and is involved in strategic planning and decision-making for the College. This position requires occasional travel to locations nationally, state-wide, and across the College's six-county Service Area.

Organizational Relationship: *Title of position's supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Executive Dean is supervised by the Vice President for Student and Academic Services and receives annual performance evaluations in accordance with Board Policy and Administrative Rule provisions. The supervisory chain is depicted at right.

The position is a catalyst and support mechanism for student success and must provide executive-level leadership and direction in the administration of a comprehensive range of services, policies, and procedures. The Executive Dean formally supervises and completes annual performance evaluations for benefitted employees, including: Enrollment Management Director, Financial Aid Director, Residence Life Director, Student Success Director, GEAR UP Director, and the Registrar. Areas of reporting include Student Life, Residence Life, Veterans Services, and International Student Program. The Executive Dean supervises other employees as needed and work study students. The position also oversees Food Services.



Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Master's degree from an accredited institution
- Five years of progressively responsible senior management and leadership experience in student development or related field
- Working knowledge of applicable federal laws and regulations including but not limited to Title IX, the Clery Act, the Violence Against Women Reauthorization Act, and related policy guidance
- Commitment to student success and student-centered learning environment

- Commitment to the CARE Team, Student Success Center, and enrollment management, persistence and completion
- Demonstrated experience in innovative and creative student development models
- Recognized team builder with ability to coach and develop employee talent effectively
- Verified creation of a positive communications culture at all organizational levels with outstanding oral, written, and interpersonal communication skills
- Proven expertise in budget development, fiscal management, and strategic planning
- Effective computer proficiency and skill
- Demonstrated record in managing and resolving conflict with competency in the development of integrity, trust, and loyalty
- Previous work experience in a multi-cultural environment
- Current and valid state-issued Driver License

Preferred Qualifications:

- Earned doctorate degree
- Previous senior administrative experience in higher education
- Prior experience in leading student success initiatives and effective services on a residential campus; successful enrollment management experience and community college experience
- Prior administrative experience in Wyoming Community College system
- Experience working on CEO/President's Cabinet or senior Leadership/Advisory Team

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **EXEMPT**, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

Organizational and Personal Leadership (50%)

- Provide visionary leadership for Student Services and its programs that develop and embrace a diverse body of students and employees which are multi-culturally aware
- Provide continuous leadership and direction to staff concerning student discipline, supervision and administration of the Student Code of Conduct, and serve as Title IX Coordinator for student inquiries
- Advise and direct the activities of the Campus Assessment Response and Education (CARE) Team
- Arrange systematic professional growth and development opportunities, within available resources, for Student Services employees
- Overall responsible to plan, staff, supervise, and deliver student services and related programs
- Work collaboratively with the Vice President of Student and Academic Services to ensure student success
- High engagement in the College and community organizations to enhance the institution's presence and visibility and cultivate external partnerships and resources
- Must be responsive and accessible to provide on-site leadership within 15 minutes of notification
- Attend and serve as EWC's representative at appropriate local, state, and regional and national conferences concerning student development
- Lead, cultivate, and inspire an organizational culture of ethical behavior, positivity, professionalism, employee empowerment, satisfaction, productivity and ensures diversity included programming

Program Administration (25%)

- Encourage and maintain a student-centered atmosphere focused serving students and their success

- Serve as the primary resource person for students, employees, and community members regarding the College's student development programs which include GEAR UP and Student Success Center
- Responsible to create and implement inclusive, data-driven, results-oriented decision-making practices within Student Services
- Develop plans and procedures for continuous improvement and evaluation of services to students
- Effectively implement and assist in adapting to organizational change and development
- Strategically develop and initiate annual budgets for student developmental programs and activities
- Maximize enrollment management planning and serve as the College's Principal Designated School Official as it pertains to the enrollment of international students
- In cooperation with Student Services staff, help sponsor the Student Senate and oversee/assist the Senate in sponsoring activities such as service projects and dances
- Chair and participate in college and community committees, task force related duties with participation, and support of the accreditation process
- Coordinate campus safety related activities and issue weather related/campus safety warnings for the Main and Douglas campuses; provide consumer reporting and Website updates as required and needed

Innovative Practices (25%)

- Maximize the use of technology that enhances the efficient delivery of student services and programs to include using Student Services specific computer applications and programs
- Focus on emerging student development concepts and issues that impact community college students throughout the six-county Service Area
- Identify, research, and pursue alternative funding sources
- Perform all other duties as may be assigned

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of federal, state, and local statutes and rules pertaining to the College's general operations
- Broad institutional perspective, excellent budget and planning skills, and proactive leadership style that encourages student/employee teamwork and interaction
- Ability to engage in enrollment management initiatives that promote student recruitment and retention
- Ability to develop and implement community college initiatives that include data-driven policies, practices, and decisions which support completion and persistence
- Ability to create and maintain a high level of visibility at college functions and with student leaders
- Skill and ability be a key advocate for a safe and healthy campus climate
- Research and use assessment tools to evaluate strategies and meet goals
- Effective and experienced educator adept at applying best practices to student development initiatives
- Ability to make decisions and solve problems through the utilization of participative decision-making
- Visioning skills and the ability to realize visions through participative work teams
- Knowledge and ability to examine and handle academic records/files and keep confidentiality per law
- Skill and ability to work tactfully and diplomatically with a diverse population of students, employees, and community members

- Ability to mentor and train employees individually or in groups on college policies, rules, and processes
- Ability to develop and deliver effective presentations in public and private
- Ability to organize and complete projects on a timely basis and within established deadlines
- Excellent listening and verbal/written communications ability in person or by telephone; effective interpersonal rapport skills
- Ability to maintain interest in a wide range of campus matters and affairs
- Ability to work and engage in multiple projects simultaneously during the course of the semester
- Ability to work autonomously and with minimal supervision and respond to emergent situations

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Safe and independent motor vehicle operations and mobility to travel
 - Occasional early, late, and weekend work and the ability to sit for long periods of time
 - Ability to hold and keep a valid driver license and insurability under the College's vehicle policy
 - Ability to handle high stress periods resulting from assigned duties and varied expectations
 - Local visible presence and may be in the public eye on controversial or high-impact issues
 - Perform standard office tasks and operate associated office equipment for long periods of time
 - Maintain a broad, student-centric and future-oriented perspective when making decisions
-



EWC
Job Description
Position Duties & Responsibilities

Job Title: Financial Aid Director
Department: Student Services
Primary Location: Torrington, WY
Position Number: TBD

Classification: Administrative Director
Duration: 12 Months
FLSA Status: Exempt
DBM/Level: D62

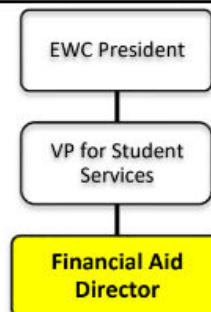
Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Financial Aid Director is a full-time, benefitted, professional staff position located at the Torrington campus. The Director serves as chief administrator for the Office of Financial Aid and student employment (Work Study) services and administers a student financial aid program consisting of federal, state, and institutional funds. The Director supervises the receipt, evaluation, and approval of requests for all programs, establishes procedures for and keeps records on transactions with students, ensures effective and efficient use of automated financial aid management systems, prepares or supervises the preparation of all required and ad hoc reports related to the operation of the Office of Financial Aid and establishes procedures and policies in compliance with applicable federal and state regulations and institutional guidelines. Strong communication, organization, instruction, and managerial skills are needed to meet mission requirements. The Financial Aid Director typically works Monday through Friday, 8:00 am to 5:00 pm; during peak operations the Director may work evenings, holiday breaks, and weekends. The position does require occasional travel within the six-county service area and Wyoming to perform special presentations and events that occur in off business hours.

Organizational Relationship: *Title of position's supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Financial Aid Director is supervised by the Vice President for Student Services (VPSS) and receives annual performance evaluations after the conclusion of the one-year probationary period. The second level supervisor is the College President. The supervisory chain is depicted at right.

The Financial Aid Director formally supervises and evaluates three full-time, benefitted employees. This position may supervise and/or monitor the actions of part-time employees and EWC-enrolled Work Study students.



Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Bachelor's degree in public or business administration, accounting, guidance or counseling, or related field from an accredited college or university
- Three years of full-time work experience in financial aid or in higher education as a program/project manager of related student support area (e.g. retain, enroll, counsel, advise, residence life)
- Demonstrated talent in student database management and reporting
- Proven effective communications and personal leadership
- Strong computer work station and MS Office applications use capability
- Current and valid state-issued Driver License

Preferred Qualifications:

- Master's degree in public or business administration, accounting, guidance or counseling, or related field from an accredited college or university
- Five years of full-time work experience in financial aid or in Student Affairs/Services

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **EXEMPT**, i.e. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Responsible for maintaining Title IV Participation Agreement with the U.S. Department of Education; submit new programs for approval of funding and ensure compliance with Title IV aid programs
- Support and actively participate in the College's major initiatives for process improvement in financial aid and enrollment management objectives by recommending data-driven financial aid strategies within the framework of federal and state regulations that are consistent with those objectives and by administering financial aid, scholarship, and student employment programs that support student recruitment and retention
- Advise students, parents, staff, high school counselors, other college personnel, and off-campus agencies on all aspects of student financial aid
- Manage annual budget process for department; approve and monitor office expenditures
- Take appropriate action to maximize usage of grant funds and to prevent over awards
- Administer satisfactory academic appeal evaluation and oversee appeal process for students seeking reinstatement of financial aid eligibility
- Monitor enrollment reports to identify students subject to return of Title IV aid policy; calculate aid earned, make necessary adjustments, and notify students and accounts receivable of outcome
- Oversee and ensure that the College's veteran's benefits process is efficient, timely and accurate; ensure compliance with VA regulations, monitor student progress and update records for reporting
- Attend internal and external meetings and conferences, and report changes to program requirements
- Prepare, write, and file required state and federal reports; answer questions and provide information during audits and official reviews to justify policies, procedures, and variances
- Supervise, train, and evaluate department staff; work with staff to assign responsibilities, determine department priorities and procedures, and ensure cross-training occurs.
- Maintain open and effective communication through the use of staff meetings, ad hoc meetings, email, and one-on-one meetings with Office of Financial Aid Staff
- Perform all other duties of a similar nature or level as assigned

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of.....
 - Program management principles, practices, and techniques
 - Advanced principles and practices of testing, retention, academic success, and program/project management
 - Applicable federal, state, and local laws, rules, regulations, and/or statutes
 - Research and statistical documentation/recording methods
 - Effective coordination, communication, and presentation principles and practices
 - Policy and procedure development practices
 - Budgeting principles and work assignment techniques
 - Successful supervisory principles and practices
 - The use of integrated software systems and Microsoft applications
- Skill and Ability to.....
 - Successfully manage programs, make program-wide decisions, and assess program outcomes
 - Plan, coordinate, and implement program components and activities

- Research, analyze, and apply relevant information to create organizational and program processes
- Interpret and analyze applicable laws, rules, and regulations
- Ensure individual and program compliance with applicable internal/external requirements
- Prepare a variety of reports
- Monitor and maintain program budgets
- Monitor and evaluate the work/performance of assigned, lower level staff
- Communicate effectively (orally and in writing) info, data, and opinions to inform, influence, and/or persuade a wide variety of individuals/audiences
- Establish and maintain effective working relationships with students, co-workers, and general public
- Facilitate and model a quality customer service orientation
- Use integrated software systems and Microsoft applications
- Work effectively with an ethnic, cultural, and diverse student population
- Think innovatively to lead, direct, and manage in a positive and inclusive manner

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Bend, balance, reach, stand, walk, grasp, finger, feel, talk, listen/hear, see and repetitive motions
- Exert up to 40 pounds of force infrequently, and/or up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to lift, carry, push, pull, or move objects
- This position does involve some sedentary work and at times sitting for much of the day; walking and standing are required occasionally-to-frequently
- Continually balance student needs with available program and College resources
- Ability to read and understand written instructions / operating materials
- Maintain a programmatic and student-centric perspective when performing assigned tasks
- Occasional travel within Wyoming and the service area for training or student support/retention efforts



EWC
Job Description
Position Duties & Responsibilities

Job Title:	Financial Aid/Outreach Specialist	Classification:	Professional
Department:	Financial Aid	Duration:	12 Months (July 1 – June 30)
Primary Location:	Torrington, WY	FLSA Status:	Exempt
Position Number:	1135	DBM/Level:	B32

Job Summary:

The Financial Aid/Outreach Specialist is a full-time, 12 months annually, FLSA Exempt, fully benefitted, Professional staff, B32 categorized position located at the Main campus. The Financial Aid/Outreach Specialist is directly responsible to the Director of Financial Aid and Vice President for Student Service for the execution of complex financial aid functions relating to the EWC Financial Aid office. The Financial Aid/Outreach Specialist will also provide assistance in admissions/enrollment with coverage and back-up for recruitment and outreach financial aid assistance to our 6 county service area when needed. This professional will join an office that offers a challenging and supportive work environment. Engaged and dedicated staff members within the office collaborate to improve the educational experience of all EWC students. The work itself is extraordinarily rewarding; it is multi-faceted, always evolving, and meaningful. This position will work directly with students, families, financial aid staff and other college personnel.

Organizational Relationship:

The Financial Aid/Outreach Specialist is supervised by the Director of Financial Aid and receives annual performance evaluations after the conclusion of a one year Probationary Period. The second level supervisor is the Vice President for Student Services. The supervisory chain is depicted at right.

The Financial Aid/Outreach Specialist does not formally supervise or evaluate any EWC full-time or part-time employees. The position does assign tasks and monitor the actions and work of part-time employees, EWC-enrolled Work Study students and volunteers.



Education and Experience Requirements:

Minimum Qualifications:

- Associate's degree
- Two years' experience in student services or financial aid
- Demonstrated exceptional interpersonal and public communication skills
- Proven ability to seek out and communicate with individuals from varied backgrounds
- Validated strong computer skills
- Current and valid state-issued Drivers License

Preferred Qualifications:

- Bachelor's degree
- Three to five years experience in student services or financial aid
- Familiarity with higher education marketing and financial aid
- Proven ability to seek out and communicate with individuals from varied backgrounds
- Validated strong computer skills
- Current and valid state-issued Driver's License with willingness to travel

Essential Functions/Duties:

- Process Title IV Federal Financial Aid in compliance with all laws and regulations
- Process Wyoming State financial assistance and scholarships in compliance with all laws and regulations
- Process institutional aid in accordance to institutional policies
- Assist students in all aspects of the financial aid process by delivering accurate, up-to-date information
- Follow up with prospective and continuing students via e-mail, telephone, and various other communication methods
- Perform complex financial aid processes, such as creating estimated award letters, clearing C-Codes, performing verifications, and dealing with overlapping loans period, transfer credits, repackage aid for a new award year, determine student eligibility, etc.
- Acquire, enter, edit, and update student data in various internal and external systems
- Counsel students and parents on financial aid opportunities and processes
- Assist students by answering financial aid questions
- Collect documentation from students and families
- Assist students with completing the FAFSA (on the web and in person)
- Prepare a variety of correspondence
- Update and maintain student financial aid information on the college computer system
- Loan default management
- Assist with gathering data and files for annual audit
- Attend required training sessions
- Participate on various institutional committees
- Provide back-up/assistance to recruiting, enrollment on occasion
- Provide outreach financial aid assistance to a 6 county service area with willingness to travel
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of...
 - Program coordination principles, practices, and techniques
 - Program planning principles
 - Research and reporting methods
 - Public presentation principles and practices
 - Basic budgeting principles
 - Fundamentals of supervisory principles and practices
- Skill and Ability to...
 - Plan, coordinate, and implement program components and activities
 - Analyze processes and make recommendations for improvement
 - Research, analyze, and apply relevant information to help develop work center/department processes and programs
 - Ensure compliance with applicable internal and external program requirements
 - Prepare a variety of reports
 - Monitor and maintain an assigned program/project budget
 - Troubleshoot and solve program issues
 - Monitor and assess the work of lower level staff
 - Prioritize and assign work

- Communicate verbally, and in writing, info, data, and opinions to inform, influence, and persuade a wide variety of individuals and audiences
- Knowledge, skill, and ability to operate and ensure the security of standard modern office equipment to include a computer work station and associate programs, copy/fax machine, telephone, and file cabinets

Physical/Mental Demands & Special Requirements:

- Frequent and repetitive motions of reaching, standing, walking, pointing/fingering, grasping, feeling, talking, hearing, and seeing
- Exert up to 30 pounds of force occasionally and/or a negligible amount of force (<10 pounds) frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body
- Recurring office work when not travelling involves sitting much of the time; walking and standing are required daily to give tours, coordinate with co-workers, and attend meetings and/or events

EWC is an AA, EEO and E-Verify Employer

Eastern Wyoming College

Job Description

TITLE: Financial Aid Clerk
STAFF DESIGNATION: Technical Clerk – Level 3
REPORTS TO: Director of Financial Aid
STATUS: Full-time, 12 month

The Financial Aid Clerk is directly responsible to the Director of Financial Aid and indirectly responsible to the Dean of Students for the execution of complex clerical functions relating to the EWC Financial Aid Office. This position will work directly with students, families, the financial aid staff, and other college personnel.

Characteristic Duties and Responsibilities:

- Greet students
- Assist students in answering basic financial aid questions
- Collect documentation from students and families
- Assist students with completing the FAFSA (on the web and in person)
- Follow up with Prospective and Continuing Students via e-mail, telephone, and various other communication methods
- Prepare correspondence for:
 - Document Request Letters
 - Award Letters
 - Loan Certification Letters
 - Scholarship Award Letters
 - Satisfactory Academic Progress Letters
 - Abandon Class Request Letters
 - Petition Response Letters
 - Delinquent Loan Letters
 - Scholarships from Donors Update Letters
 - Return to Title IV Notification Letters
 - Correspondence to high school counselors in service area (FA Nights and EWC Honor Scholarship nominations)
- Update and maintain student financial aid information on the college computer system
- Create, revise and maintain various required financial aid forms
- Submit new and revised forms to Webmaster for posting to EWC website
- Assist with the management of the work-study program:
 - Create, open, close positions on the EWC website
 - Collect payroll and employment forms
 - Respond to work-study emails
 - Create work-study employment files
 - Manage time sheet processing

- Update scholarship website
- Collect documents from veterans for VA processing
- Assist with default management
- Assist in posting and distributing advertising on campus for various financial aid opportunities
- Prepare materials for financial aid workshops
- Open, screen, and route mail
- Assist with collection of academic material needed to administer Hathaway Scholarship and new Title IV Federal Programs
- Work with other financial aid staff in tracking the continuing eligibility, and use of eligibility by Hathaway scholars
- Assist with tracking Hathaway scholars' eligibility appeal petitions that are required to be filed with the State Department of Education
- Assist with the gathering of data and required reports associated with the Hathaway Scholarship Program
- Assist with gathering data and files for annual audit
- File petitions and appeals in appropriate notebooks
- Other duties as assigned

Basic Job Requirements:

- Exhibit a professional demeanor, maintaining confidentiality of matters involving financial aid in an appropriate manner.
- Strong interpersonal communication skills (written and verbal)
- Strong organizational skills
- Computer proficiency in word processing, spread sheet, email, internet, and other relevant software and integrated administrative computing software. (Microsoft Word, Excel, WordPerfect, Adobe)
- Occasional travel

Physical Requirements:

- Ability to sit for prolonged periods of time at the computer.
- Ability to provide financial aid counseling to diverse populations.
- Ability to maintain concentration and complete tasks in the face of constant interruption.
- Good physical mobility, i.e. frequent need to move about making copies, acquire supplemental materials from file drawers, bend, reach, push, and ability to access all areas of the college.
- Ability to actively listen and respond to students and their families.
- Must be able to lift heavy boxes of forms and files.

Appendix C: EWC Board Policies and Administrative Regulations

<https://ewc.wy.edu/about-ewc/leadership/policies/>

Board Policy 1.6 - Audit of College Funds

Board Policy 2.1 - Campus Crime and Security

Administrative Regulation 2.1.2 - Clery Act and Annual Reporting

Board Policy 2.14: Exceptions to the No Alcohol Use on Campus Policy

Board Policy 2.18 - Alcohol and Controlled Substance Free Campus

Administrative Regulation 2.18.1 - Drug Free Schools and Communities

Board Policy 2.16 - Records Management and Retention

Administrative Regulation 2.16.1 - Records Management and Retention

Administrative Regulation 2.16.2 - Request for Public Records (Under review)

Board Policy 3.10 - Employee Code of Ethics

Administrative Regulation 3.10.1 - Code of Ethics – General Principles

Administrative Regulation 3.10.4 - Conflict of Interest

Administrative Regulation 3.10.5 - Conflict of Commitment

Board Policy 4.1 - Academic Program Compliance

Administrative Regulation 4.1.1 - Faculty Handbook

Board Policy 4.4 - Transfer Credit

Administrative Regulation 4.4.2 - Accepting Transfer – Alternative Credit

Board Policy 5.0 - Admission

Board Policy 5.2 - Withdrawal from Individual Classes and College

Administrative Regulation 5.2.1 - Withdrawal from Individual Classes and College

Board Policy 5.7 - FERPA

Administrative Regulation 5.7.1 FERPA

Board Policy 5.13 - Student Grievance and Student Complaint

Administrative Regulation 5.13.1 - Student Complaint Procedure

Administrative Regulation 5.13.2 - Student Grievance Procedure

Board Policy 5.1 - Financial Aid and Scholarships

Administrative Regulation 5.1.1 - Satisfactory Academic Progress

Administrative Regulation 5.1.2 - Return of Title IV

Administrative Regulation 5.1.3 - Consumer Information (in progress)

Administrative Regulation 5.1.5 - Professional Judgment

Board Policy 5.9 - Admission of International Students

Administrative Regulation 5.9.1 - Admission of International Students

Board Policy - Financial Statements - (In progress)

Administrative Regulation for Financial Statements - (In progress)