

Session 1 - Introduction to the Workshop and Materials

By the end of this session, you will be able to:

- *recognize the main features of the workshop and*
- *use the workshop materials effectively.*

RESOURCES

- *Participant's Workbook*
- *The 1997-98 Federal Student Financial Aid Handbook, Chapter 1*
 - ♦ *The Federal Student Financial Aid Handbook (referred to as the Handbook) is considered the "bible" of financial aid. The Handbook explains the policies and procedures required to properly administer federal student financial assistance (SFA) programs.*
- *The 1997-98 Student Guide*
 - ♦ *The Student Guide explains the federal SFA programs and how to apply for them. This resource is mostly used by students, their parents, and high school personnel.*

SESSION CONTENTS

1. Need to Know
 - ♦ Student Financial Aid Reference Publications from ED
 - ♦ Title IV Financial Aid Programs
 - ♦ Using Financial Aid Consultants and Servicers
2. Back at the Office

NEED TO KNOW

Student Financial Aid Reference Publications from ED

- the *Verification Guide*
- the *ED/PMS Recipient's Guide*
- the *Title IV School Code List*
- the *Current Regulation Compilation*
- the *Blue Book* (July 1995)
- the *Audit Guide* (December 1996)
- the *1997-98 EFC Formula Book*
- *Higher Education Opportunities for Minorities and Women*
- the *1997-98 Counselor's Handbook* (high school edition)
- *Ayuda Federal Para Estudiantes* (Federal Aid for Students)
- the *Spanish FAFSA*

See also Appendix C of this Workbook for useful information on these and other resources.

The Federal Student Aid Information Center provides single copies of these publications:

Address:

Federal Student Aid Information Center
P.O. Box 84
Washington, DC 20044

Toll-Free Telephone Number

1-800-4-FED-AID
(1-800-433-3243)

NEED TO KNOW (cont'd)

Title IV Financial Aid Programs

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)
- Federal Work-Study Program (FWS)
- Federal Perkins Loan Program
- Federal Subsidized Loan Program
- Federal Unsubsidized Stafford Loan Program
- Federal PLUS Loan Program
- Federal Direct Subsidized Loan Program
- Federal Direct Unsubsidized Loan Program
- Federal Direct PLUS Loan Program

NEED TO KNOW (cont'd)

Using Financial Aid Consultants and Servicers

Parts 668, 682, and 690 in the federal regulations, have requirements about third-party servicers performing any function relating to federal student aid programs regarding responsibilities, audits, and contracts with institutions. "Dear Colleague" Letter GEN-95-13, published February 1995, deals with institutional reporting requirements about third-party servicers to ED.

The Federal Student Aid Information Center provides single copies of these documents (see address and telephone number listed on page 2).

Also, the National Association of Student Financial Aid Administrators (NASFAA) has a pamphlet called "On Choosing, Using, and Appraising a Student Financial Aid Consultant." You can order a copy directly from NASFAA.

NASFAA
1920 L Street, NW
Suite 200
Washington, DC 20036
(202) 785-0453

BACK AT THE OFFICE

This section appears at the end of every session. It's designed to serve as a reminder checklist once you're back in the office. Session 1 suggests that when you get back to your school you:

- Review the list of ED's specialized reference publications (listed on page 2 and in Appendix C).
- Order reference publications from ED (address and telephone listed on page 2).
- Continue developing financial aid skills by reading the *Handbook* and other publications.
- Take part in financial aid training opportunities.
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- _____
- _____

If you are using a financial aid consultant:

- Review the law (listed on previous page).
- Make sure an on-site employee attends training.
- Contact NASFAA for its pamphlet on using a financial aid consultant (address on previous page).
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