



ED's Bottom Line

- ❖ Your school must:
 - Deliver educational value
 - Comply with rules
 - Distribute the correct amount of financial aid to eligible students





School Responsibilities

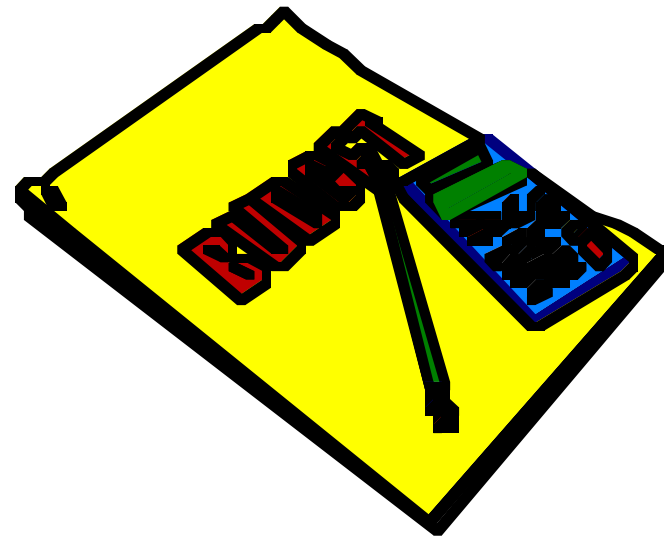
- ❖ Systems
- ❖ Schedules
- ❖ Policies
- ❖ Staffing





Major School Officials

- ❖ CEO/President
- ❖ Financial Aid Administrator
- ❖ Fiscal Officer





Your School

❖ **Who in your office is—or will be—responsible for:**

1) Handling internal communications

2) Providing external communications

3) Collecting and publishing student
consumer information

4) Counseling student aid recipients



Your School (cont'd)

- 5) Developing and updating student budgets _____
- 6) Processing applications/confirming eligibility _____
- 7) "Packaging" awards and issuing award letters _____
- 8) Disbursing and receiving funds,
receiving payments, and issuing refunds _____
- 9) Tracking academic progress _____



Your School (cont'd)

10) Maintaining audit trail

11) Reporting expenditures

12) Providing quality control



Session 4

School Responsibilities