



USA Funds University

Student Eligibility

45th Annual NYSFAAA Conference
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General Eligibility Requirements

The U.S. Department of Education provides specific requirements that students, and their parents in some cases, must meet to be eligible for Title IV aid. Financial aid administrators must ensure that students meet these federal qualifications before funds are disbursed. Several Title IV aid programs have program-specific requirements; however, all aid recipients first must meet ED's general eligibility requirements. Some schools and states also impose their own eligibility criteria for certain types of aid.

School-Determined Eligibility

School-determined requirements are those that do not require information from ED. Schools must determine whether students meet the following eligibility requirements:

- ♦ Must be regular students in an eligible program.
- ♦ Cannot be enrolled in elementary or secondary school.
- ♦ Must meet one of the following academic qualifications*:
 - High school diploma or equivalent.
 - Completed homeschooling at the secondary level.
- ♦ Must make satisfactory academic progress.
- ♦ Must resolve any drug conviction issues.

Trainer's Tidbit

2013-2014 Federal Student Aid Handbook, Vol. 1, Ch. 1, p. 1-8.

* Effective with the 2012-2013 award year, "new students who do not have a high school diploma, or an equivalent such as a GED, and who did not complete secondary school in a homeschool setting are not eligible for Title IV funds. Such students can no longer become eligible by passing an approved "ability-to-benefit" test or by satisfactorily completing at least six credit hours or 225 clock hours of college work that is applicable to a degree or certificate offered by the student's postsecondary institution.

However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under either the ATB test or credit hour standards..."

Regular Students

34 CFR 600.2.
34 CFR 668.8.
34 CFR 668.32(a)(1).

For purposes of demonstrating eligibility for Title IV aid, "regular students" are those who are enrolled or accepted for enrollment in an eligible program offered by an eligible school.

- ♦ Eligible program: A legally authorized course of study that leads to a degree, certificate or other non degree recognized credential that prepares students for gainful employment in a recognized occupation. All eligible programs also must meet specific Title IV aid eligibility criteria.
- ♦ Eligible school: A postsecondary school approved by ED to participate in Title IV programs. ED and the school's accrediting or state agency may determine that some — but not all — academic programs offered by the school are considered eligible for Title IV aid. Students are not eligible to receive Title IV aid for coursework in an ineligible program or for enrollment at an ineligible school.

Additional restrictions apply to students who are conditionally or provisionally accepted to a school or program, students enrolled in remedial or ESL programs or courses, students enrolled in preparatory coursework or teacher certification programs and students with intellectual disabilities. For more information, see the *2013-2014 Federal Student Aid Handbook, Vol. 1, Student Eligibility*.

Enrollment in Elementary or Secondary School

34 CFR 668.32(b).

Students enrolled in elementary or secondary school are not eligible for Title IV financial aid, even if they are concurrently enrolled in college-level coursework. If the high school still considers the student to be enrolled, the postsecondary school must not award Title IV aid.

Students working toward a GED (not a high school diploma) are not considered to be enrolled in secondary school. Students cannot get aid for GED training, however they can receive aid for other college courses if they meet high school diploma or equivalent requirements or the homeschooling requirements.

Academic Qualifications/Ability to Benefit

HEA Sec. 484(d).
34 CFR 668.32(e).
Dear Colleague Letter GEN-12-01.

The Consolidated Appropriations Act, 2012 changed the ability-to-benefit criteria for students who first enroll in an eligible program of study on or after July 1, 2012. These students MUST have a high school diploma, recognized equivalent or have completed their secondary education in an approved homeschooling environment. The other methods to meet the ability-to-benefit requirement were eliminated for these students with the CAA.

Academic Qualifications/Ability to Benefit Criteria Used to Determine Title IV Aid Eligibility

For students first enrolled in an eligible program of study on or after July 1, 2012.

Criteria Met by Student	Title IV Eligible?	
	Yes	No
High school diploma or recognized equivalent.	✓	
Homeschool completion.	✓	
Passed an approved ability-to-benefit test.		✓*
Completed six semester, trimester or quarter credit hours, or 225 clock hours, toward a degree or certificate program.		✓*

*** Students who were enrolled in an eligible Title IV program of study prior to July 1, 2012, may also meet the ability-to-benefit requirement by way of one of these two alternatives.**

NOTES

High School Diploma or Equivalent

34 CFR 668.32(e).

The 2013-2014 *Federal Student Aid Handbook*, Vol. 1, Ch. 1, (p. 1-7) outlines several high school diploma equivalents:

- ♦ A GED certificate.
- ♦ Certificate indicating the student has passed a state-authorized test that is recognized as equivalent to a high school diploma.
- ♦ Transcript of completion for a minimum two-year program that is acceptable for full credit toward a bachelor's degree.
- ♦ High school transcript indicating the student has excelled in high school. If the student enrolls before graduating from high school the student must no longer be enrolled in high school, must satisfy the school's written policy for admitting such students, and must be starting a program that leads at least to an associate degree or its equivalent.

The financial aid office is not required to ask for documentation from students who self-certify on their Free Application for Federal Student Aid that they have a high school diploma or GED.

Trainer's Tidbit

34 CFR 668.16(b)(3).
34 CFR 668.16(f).
34 CFR 668.16(p).
34 CFR 668.58.

Other offices on campus may require students to document that they have a high school diploma or GED. This documentation could result in conflicting information within the student's records. The school must have in place a policy and process explaining how it will verify the validity of the high school diploma of any student the school or ED believes is not valid.

Homeschooled Students

34 CFR 668.32(e)(4).

Students who complete a homeschool secondary education program are eligible to receive Title IV aid as long as their education was in a school that is treated by state law as a home or private school. If a state issues a secondary-school-completion credential to homeschooled students, these students must obtain this credential to be eligible for Title IV aid.

Trainer's Tidbit

2013-2014 Federal Student Aid Handbook, Vol. 1, Ch. 1, p. 1-8.

"For students who finish homeschooling at a younger age, the Department considers them to be beyond the age of compulsory attendance if your school's state would not require them obtain a secondary completion credential as provided under state law, or if not required by state law, has completed a secondary school education in a home school setting that qualifies as an exemption from compulsory attendance under state law."

NOTES

Satisfactory Academic Progress

HEA Sec. 484(c).

34 CFR 668.16(e).

34 CFR 668.32(f).

34 CFR 668.34.

2013-2014 Federal Student Aid Handbook, Vol. 1, Ch. 1.

To receive Title IV financial aid, students must make satisfactory academic progress. Schools must determine equal time segments, or evaluation periods, to review a student's SAP progress. For programs of one year or less, the school must measure SAP at the end of each payment period; for all other programs, the school must measure SAP, at a minimum, on an annual basis. Schools are required to publish their SAP policy to current and prospective financial aid recipients. The policy must meet the minimum statutory and regulatory requirements; it must require both a qualitative and quantitative measure of students' progress and it must define Financial Aid Warning, Financial Aid Probation and Pace.

Enrollment Status

34 CFR 668.2.

34 CFR 668.20.

34 CFR 668.230.

For each eligible program of study, schools define the level and amount of courses, research and other study necessary for completion of the program. Requirements for the purposes of aid eligibility — which may differ from academic status, for term-based programs — must meet or exceed federally defined minimum requirements. For both aid eligibility and loan deferment, the school's definition of a full-time workload must be applied consistently to all students in the same program.

Enrollment Status Minimum Requirements

Status	Minimum Requirements
Full Time	<p>Undergraduate students must be carrying an academic workload of at least:</p> <ul style="list-style-type: none">♦ 12 semester, trimester, or quarter hours per academic term in a program using a semester, trimester or quarter system.♦ 24 semester hours or 36 quarter hours per academic year for a program using credit hours but not using a semester, trimester or quarter system, or the prorated equivalent for a program of less than one academic year.♦ 24 clock hours per week for a program using clock hours. <p>For graduate and professional students, schools must define what comprises full-time status for each graduate program based on standards developed by the school.</p>
Half Time	Carrying at least half the academic workload of a full-time student.
Less Than Half Time	Carrying less than half of the academic workload of a full-time student.

Title IV Aid Minimum Enrollment Requirements

Each Title IV aid program has minimum enrollment requirements a student must meet in order to qualify. State, institutional and private aid sources also may require specific minimum levels of enrollment.

Title IV Program	Half Time	Less Than Half Time
Pell Grant		X
TEACH Grant		X
SEOG		X
FWS		X*
Perkins Loan		X
Stafford Loan	X	
PLUS Loan	X	

*** Eligible students may earn FWS during periods of non-attendance as long as they are planning to enroll in the next period of enrollment and have financial need for that period. Net earnings must count as estimated financial assistance for the next period of enrollment.**

Trainer's Tidbit

Eligibility and Enrollment Status For Retaking Coursework

34 CFR 668.2(b).

2013-2014 FSA Handbook, Vol. 1, Ch. 1, p. 1-14.

"The regulatory definition for full-time enrollment status (for undergraduates enrolled in term-based programs) has been revised to allow a student to retake (one time only per previously passed course) any previously passed course. For this purpose, passed means any grade higher than an "F," regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course. This retaken class may be counted towards a student's enrollment status, and the student may be awarded Title IV aid for the enrollment status based on inclusion of the class.

"A student may be repeatedly paid for repeatedly failing the same course (normal SAP policy still applies to such cases), and if a student withdraws before completing the course that he or she is being paid Title IV funds for retaking, then that is not counted as his or her one allowed retake for that course. However, if a student passed a class once then is repaid for retaking it and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time. If your school has a policy that requires students to retake all of the coursework for a term in which a student fails a course, any courses retaken that were previously passed in this case are not eligible for Title IV aid.

"If a student withdraws from all Title IV eligible courses in the payment period or period of enrollment and continues to attend only the course(s) that he or she is completing or repeating for which he or she may not receive Title IV aid during that period, the student is a withdrawal for Title IV purposes. This is because a student is considered to be attending a Title IV eligible program only if he or she is attending one or more courses in that program for which the student is receiving Title IV, HEA program funds."

NOTES

Possession or Sale of Drugs

34 CFR 668.32(I).

34 CFR 668.40.

Applicants must indicate on the FAFSA if they have a federal or state conviction (but not a local or municipal conviction) for possessing or selling illegal drugs for an offense that occurred while receiving Title IV aid. If the student indicates “no” on the application, financial aid administrators do not need to confirm this answer unless they have conflicting information.

Students who answer “yes” will need to provide additional information to the financial aid office. Students completing an online FAFSA will be presented with a series of questions to determine their eligibility. Paper FAFSA filers will receive a worksheet with their SAR to complete and provide to the financial aid office to determine whether the conviction affects Title IV aid eligibility.

Students Convicted of Possession or Sale of Drugs

Students who have a federal or state conviction for possessing or selling illegal drugs for an offense that occurred while receiving Title IV aid are not eligible to receive additional Title IV funds. The period of ineligibility varies depending on the type of conviction (possession or sale) and the number and type of any prior offenses.

Period of Ineligibility		
	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	One year from date of conviction	Two years from date of conviction
2nd offense	Two years from date of conviction	Indefinite period
3rd or more offense	Indefinite period	N/A

Note: If the student has both conviction types, and one period of ineligibility is longer than another, the longer period will be enforced.

Adapted from the 2013-2014 Federal Student Aid Handbook, Vol. 1, Ch. 1, p. 1-15.

Students regain eligibility for Title IV funds the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program. Students who are in an indefinite period of ineligibility status must complete a rehabilitation program to regain eligibility. If a conviction is reversed, set aside or removed, the student’s eligibility for financial aid may change. When a student regains eligibility during the award year, you may award Pell Grant, TEACH, and campus-based aid for the current payment period and Direct Loans for the period of enrollment.

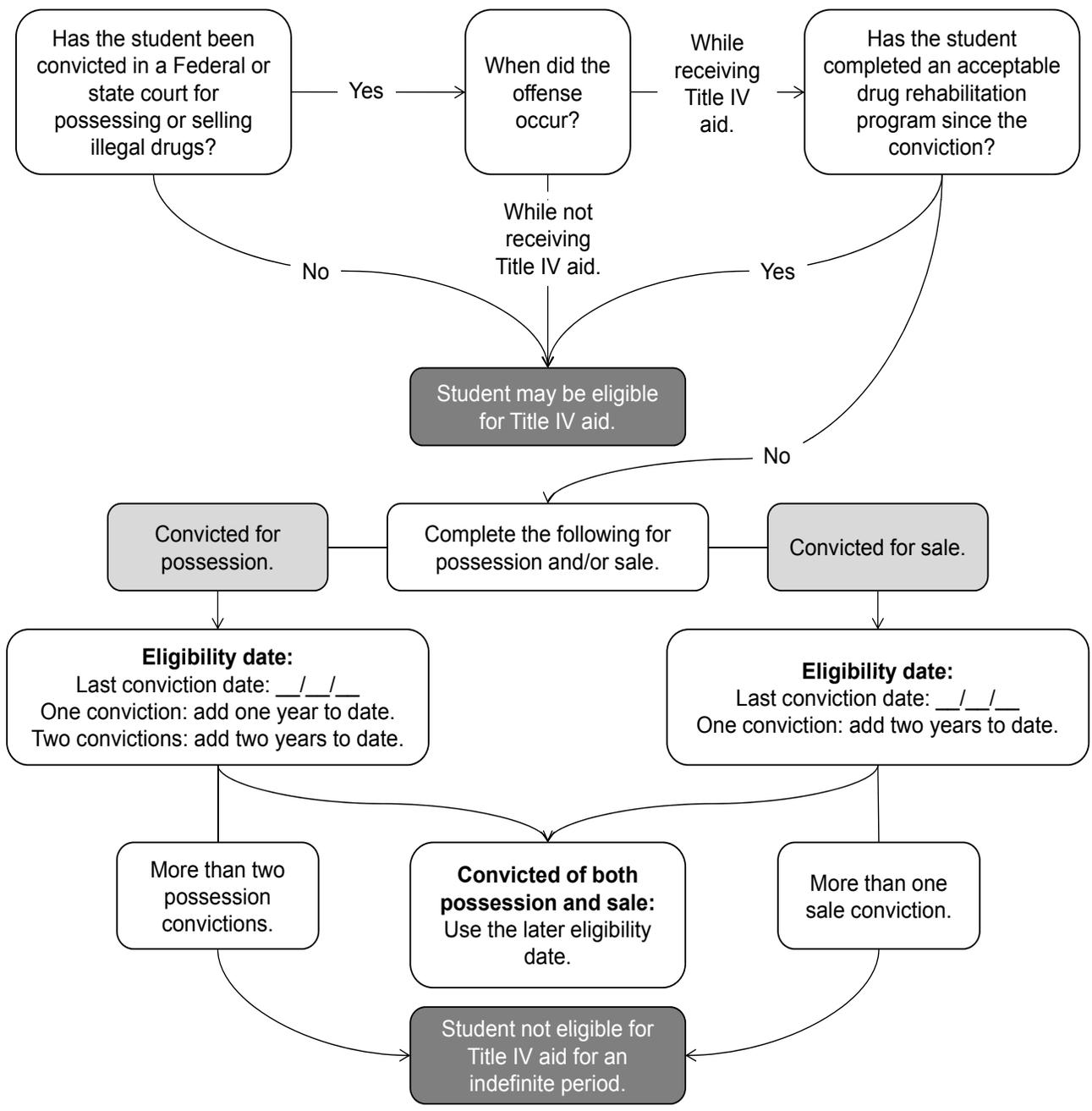
Trainer’s Tidbit

2013-2014 FSA Handbook, Vol. 1, Ch. 1, p. 1-15.

The school must provide to any student who loses eligibility for Title IV aid due to a drug conviction, a clear, written description of the loss of eligibility and the steps that the student may take to regain Title IV eligibility.

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Drug Offense Eligibility



Eligibility date is when the student potentially would regain eligibility for Title IV aid. Students who complete an approved drug rehabilitation program after their conviction(s) could have an earlier eligibility date.

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Case Study

Jeff received Title IV aid during the spring term (January 15-May 15). He was arrested for his first drug-related offense which occurred on March 2. After the spring term, Jeff decides not to attend school during the summer term (June and July) and is convicted in a state court on June 4. He wants to return to school and receive aid for the upcoming fall term (August-December).

Is Jeff eligible for aid due to the drug-related offense? If not, what would be his eligibility date if the offense was for possession? For sale?

Incarcerated Students

HEA Sec. 401(b)(8) and 484(b)(5).
34 CFR 600.2 and 668.32(c)(2).

Students are considered to be incarcerated if they are serving sentences in a federal, state or local penitentiary, prison, jail, reformatory, work farm or similar correctional institution. Students in halfway houses or in-home detention or who are required to serve only on weekends are not incarcerated for general eligibility purposes. A written statement from students stating they no longer are incarcerated is acceptable documentation for schools to award Title IV aid funds.

Trainer's Tidbit

2013-2014 Federal Student Aid Handbook, Vol. 1, Ch. 1, p. 1-16.

"Incarcerated students are not eligible for FSA loans but are eligible for FSEOG and FWS. They are also eligible for Pell grants if not incarcerated in a federal or state penal institution."

NOTES

Federally-Determined Eligibility

Just as there are school-determined eligibility requirements, there also are federally-determined eligibility requirements. To meet those requirements, students must:

- ◆ Be U.S. citizens or eligible noncitizens.
- ◆ Have valid Social Security numbers (with the exception of students from the Republic of the Marshall Islands, the Federated States of Micronesia and the Republic of Palau who might not have a SSN).
- ◆ Register with the Selective Service, if required.
- ◆ Have no defaulted loans, or have repaid or made satisfactory arrangements to repay any defaulted loans.
- ◆ Have not borrowed in excess of the applicable annual and aggregate loan limits.
- ◆ Have repaid or made satisfactory arrangements to repay any overpayments of Title IV funds.
- ◆ Not owe a repayment on fraudulently-obtained Title IV funds.
- ◆ Must not have property subject to a federal judgment lien for collection of a debt owed to the U.S. government.

Citizenship

34 CFR 668.32(d).

34 CFR 668.33.

Students must be U.S. citizens, U.S. nationals or eligible noncitizens to receive aid from Title IV aid programs. Eligible noncitizens must be in the United States for a reason other than a temporary purpose, with the intention of becoming citizens or lawful permanent residents, as shown by the U.S. Citizenship and Immigration Service (a division of the U.S. Department of Homeland Security).

Eligible Citizenship Statuses

A student must be one of the following to receive Title IV aid:

- ◆ U.S. citizen.
- ◆ U.S. national (includes natives of American Samoa or Swains Island).
- ◆ U.S. permanent resident who has a Permanent Resident Card (I-151, I-551 or I-551C).

If not in one of the previous categories, the student must have an Arrival-Departure Record (I-94 Form) from USCIS showing one of the following designations:

- ◆ Refugee.
- ◆ Asylum Granted.
- ◆ Cuban-Haitian Entrant, Status Pending.
- ◆ Conditional Entrant.
Valid only if issued before April 1, 1980.
- ◆ Victim of human trafficking, T-visa holder, or the student's parent is the holder of a T-1 visa.
- ◆ Parolee.

Must:

- Be paroled into the United States for at least one year.
- Be able to provide evidence from the USCIS in the United States for other than a temporary purpose.
- Intend to become a U.S. citizen or permanent resident.

Trainer's Tidbit

2013-2014 Federal Student Aid Handbook, pg. 1-39.

No FSEOG and FWS

"The Compact of Free Association Amendments Act of 2003, or the Compact Act, eliminates eligibility for citizens of the Republic of the Marshall Islands (RMI) and the Federated States of Micronesia (FSM) for FSEOG and FWS funds. To mitigate this loss, the Compact Act authorizes Supplemental Education Grants (SEGs) that may be awarded to the FSM and RMI. For more information, students of the FSM and RMI should contact their local education authority. Also under the Compact Act, students who are citizens of the Republic of Palau will continue to be eligible for FWS and FSEOG through the 2013-14 year."

Citizenship Confirmation Process

334 CFR 668.33(c)(1).

34 CFR 668.130 through 34 CFR 668.139.

U.S. Citizen or National

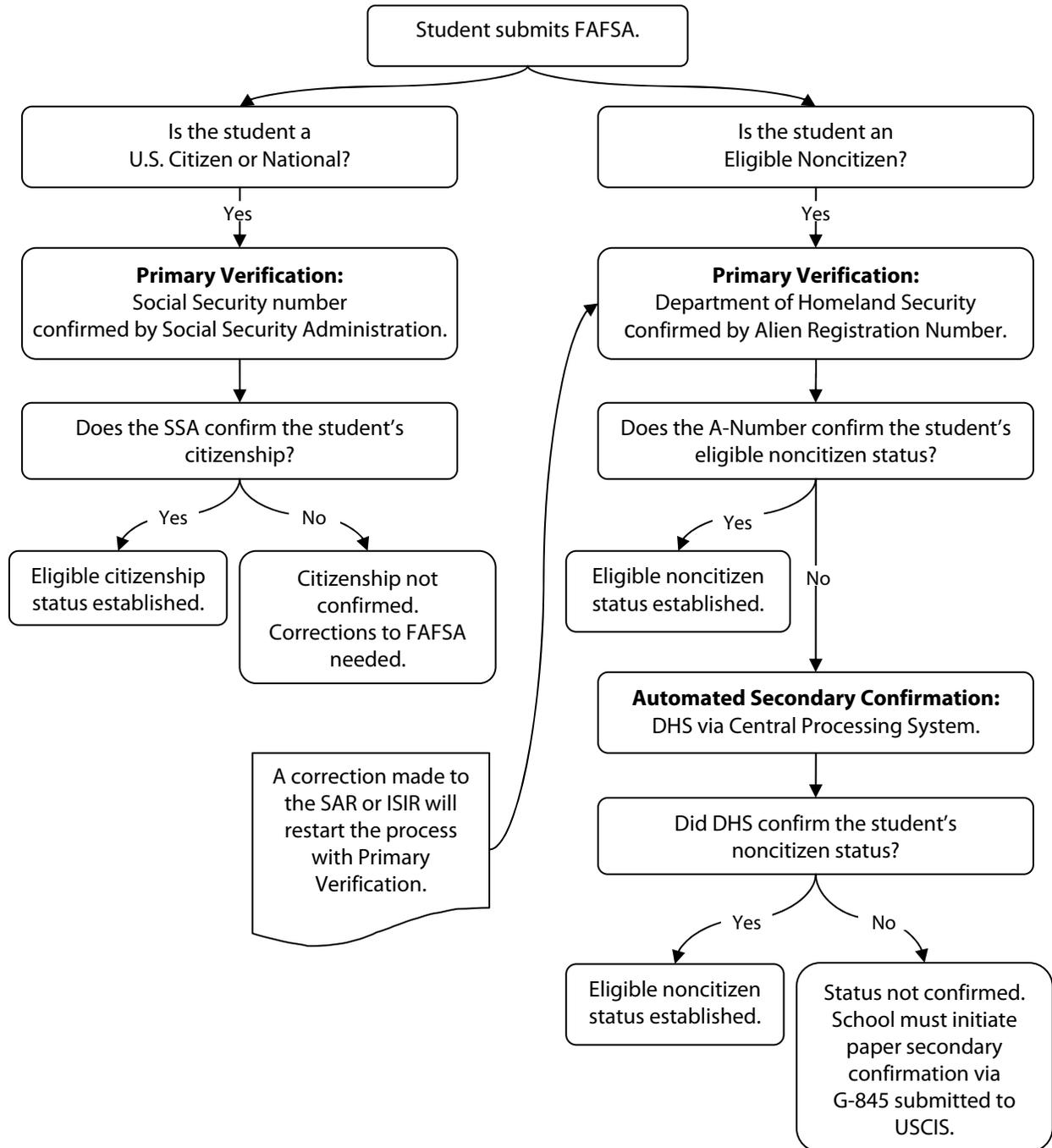
Students who indicate that they are U.S. citizens or nationals on the Free Application for Federal Student Aid will have their citizenship verified through a database match with the Social Security Administration. If this primary verification process fails to confirm the student's citizenship, the student must provide proof of U.S. citizenship to the school, and/or correct his FAFSA.

U.S. Permanent Resident or Other Eligible Noncitizens

Students who indicate that they are U.S. permanent residents or other eligible noncitizens on the Free Application for Federal Student Aid will have their citizenship verified through a database match with the U.S. Citizenship and Immigration Services of the Department of Homeland Security. If this primary verification process fails to confirm the student's eligible noncitizen status, the DHS begins an automated secondary confirmation process. If the automated secondary confirmation process fails to confirm the student's eligible noncitizen status, the school implements a paper secondary confirmation process using a G-845 form.

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Citizenship Confirmation Process Overview



NOTES

Social Security Number

34 CFR 668.33(i).

34 CFR 668.36.

ED collects students' (and parents' of dependent students) Social Security numbers to compare with the Social Security Administration. This data match confirms that the SSN provided coincides with the name and birth date provided on the FAFSA. ED will not process applications that do not have SSNs. The parent of a dependent student is not required to have a Social Security number in order for the student to receive Title IV aid. If the parent of a dependent student does not have a Social Security number, all zeroes can be entered as numerical place holders in the parental Social Security number field(s) on the FAFSA.

Matches are considered successful when the SSN, name and date of birth reported on the FAFSA match information maintained in the SSA database. After a successful SSN match, subsequent matches are not made unless students or parents change their names, dates of birth or SSNs on subsequent applications.

Any conflicting information or incorrect SSNs must be corrected before disbursing aid. Most SSN-match problems will cause applications to reject. Student Aid Reports will contain comments instructing applicants about how to resolve SSN problems, and a full list of the Social Security number match results can be found in the *SAR Comment Codes and Text: 2013-2014*.

Common problems include:

- ◆ Student reports incorrect SSN on FAFSA.
- ◆ Data-entry error.
- ◆ Error in Social Security Administration database.
- ◆ No match for name or birth date.
- ◆ SSN records include date of death.
- ◆ Information missing from application.

Often it is best for applicants with incorrect SSNs to complete a new FAFSA. Although corrections to this data element can be made, the original (incorrect) number still will be maintained as the primary SSN on the application.

NOTES

Selective Service

34 CFR 668.32(j).

34 CFR 668.37.

Men ages 18-25 are required to register for the Selective Service to be eligible for Title IV aid. ED performs a match with the Selective Service System to ensure that appropriate applicants have registered. Male students who can show they did not knowingly or willfully fail to register, or that they were not required to register, may regain their eligibility. A chart of registration requirements is provided in the Trainer's Toolkit.

Methods for Registering with the Selective Service:

- ♦ Register online at **www.sss.gov**.
- ♦ Complete and mail the Selective Service form available at any U.S. Post Office.
- ♦ Complete and mail the Reminder Mailback Card, which is sent to most men around the time they turn 18.
- ♦ Select the "Register Me" option on the paper FAFSA or within the FAFSA on the Web application.

Trainer's Tidbit

2013-2014 Federal Student Aid Handbook, Vol. 1, Ch. 5, p. 1-61.

"The student can be registered with Selective Service as early as 30 days before his 18th birthday. If the student is too young, Selective Service will hold the registration until the student is within 30 days of his 18th birthday. Students 26 and older can't be registered."

NSLDS Financial Aid History

34 CFR 668.19.

34 CFR 668.32(g).

34 CFR 668.35.

Financial aid history of students who previously attended a post-secondary institution can be reviewed by using the National Student Loan Data System. The student's history may affect their eligibility for Title IV aid at their present school. Students generally are not eligible to receive aid if they:

- ♦ Are convicted of a crime involving fraud in obtaining Title IV aid.
- ♦ Have an unresolved Unusual Enrollment History issue.
- ♦ Are in default on a Title IV student loan, unless the student has made a satisfactory payment arrangement.
- ♦ Owe an overpayment on a Title IV grant or loan and have not made a repayment arrangement.
- ♦ Have property that is subject to a judgment lien for a debt owed to the federal government.
- ♦ Have exceeded their annual or aggregate loan limits.

For parents to be eligible for a PLUS loan, neither the student nor parent can be in default, owe an overpayment or be subject to a lien for a debt owed to the federal government. A parent in default on a PLUS loan does not make a student ineligible for other Title IV aid.

Applicants are asked to certify on their FAFSA that they are not in default on a Title IV student loan and do not owe an overpayment on a Title IV grant or loan. The information is then matched against the NSLDS when the application is processed. Results of these matches are provided on the SAR and ISIR.

While the CPS matches the student against the NSLDS to see if the student is in default, owes an overpayment or has exceeded the loan limits, there is not a CPS match to identify judgment liens for federal debts. Schools are not required to check for such liens, however, if the information becomes known to the school, the student becomes ineligible for Title IV assistance and parents would not be eligible for PLUS loans.

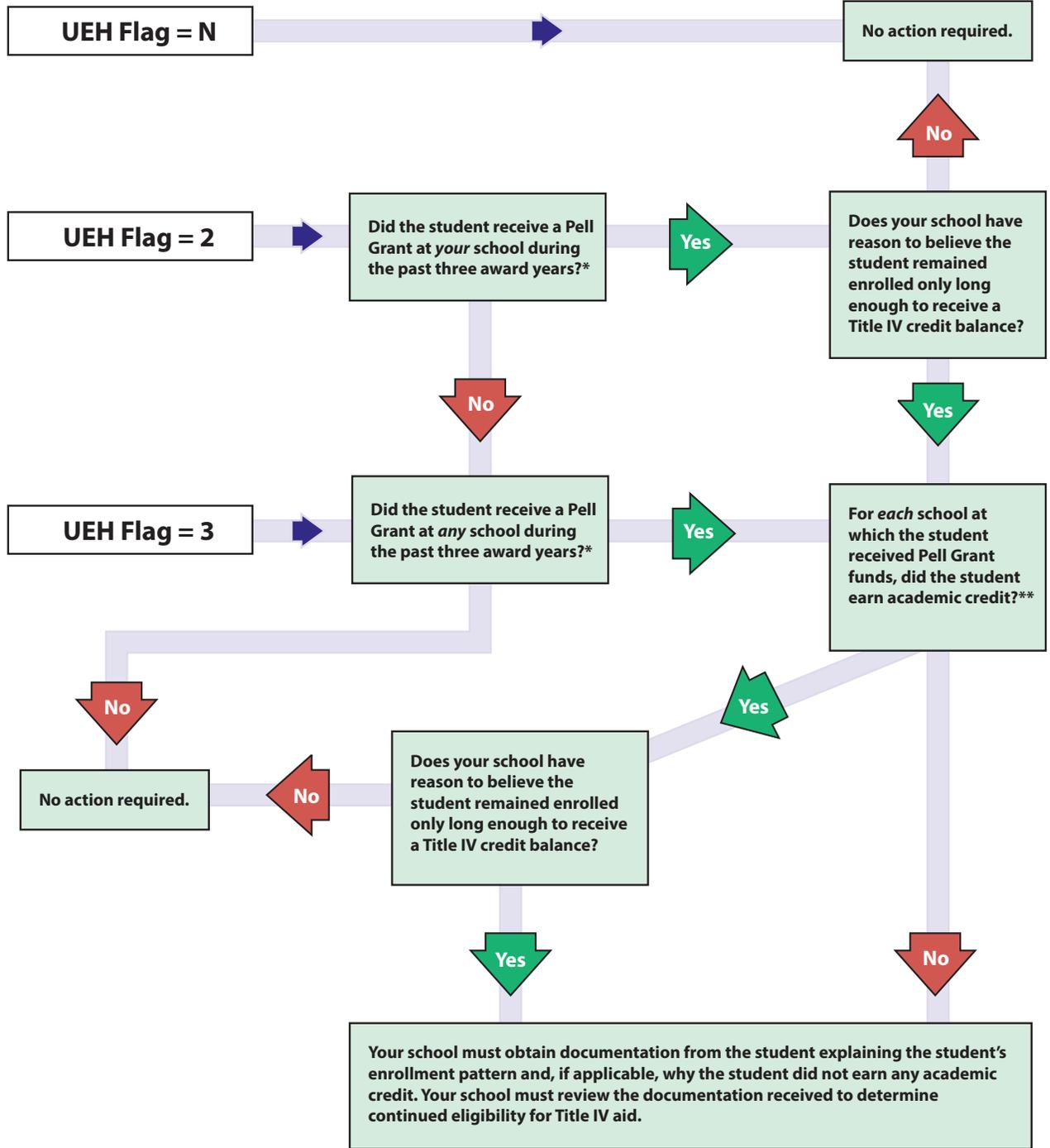
Unusual Enrollment History

Dear Colleague Letter GEN-13-09

Beginning with the 2013-2014 award year, ED added an Unusual Enrollment History Flag to the ISIR that identifies Pell Grant recipients with specific enrollment patterns that it believes may indicate potential fraud and abuse of the Title IV programs. While some students have legitimate reasons for enrollment at multiple institutions for which they appear to have earned no course credit, ED believes that other students could enroll in postsecondary schools long enough to receive credit balance payments of TIV funds, leave those institutions and repeat the process at other schools.

Applicants are not eligible for Title IV aid until the school resolves the UEH flag. Schools are required to review enrollment and financial aid records for students who have C codes with UEH flag values of "2" or "3". A value of "N" indicates no unusual enrollment history. Guidance for reviewing and resolving the UEH flags can be found in the DCL, but many aspects of the schools' processes must be designed and implemented by the school.

Resolving UEH Flags



*"Past three award years" do not include the current award year. For example, the last three award years for a UEH flag on the 2013-2014 ISIR are 2010-2011, 2011-2012 and 2012-2013.

**"Academic credit" is earned if academic records show that the student completed any credit or clock hours during the applicable award year.

Gaining and Losing Eligibility

According to the 2013-2014 *Federal Student Aid Handbook* (Vol. 1, Ch. 1, p. 1-17), "A student who *applies for aid* by filling out a FAFSA is eligible for aid for the entire award year. A student who *gains eligibility* is one who was previously ineligible for some reason." Certain types of aid are available to students who gain eligibility during the award year, depending on the eligibility criteria now met.

ED's Electronic Announcement dated Nov. 9, 2012, gives examples of how a student and parent might regain eligibility for Title IV aid, and the types of aid and periods of time that would be affected.

For instance, a student is determined to be ineligible for Title IV funds for the fall term, but regains eligibility in the spring term. Let's examine how the reason for the ineligibility and the type of aid the student is eligible to receive determine the period for which he may receive those funds:

- ◆ If the student was ineligible in the fall due to citizenship, Selective Service or a valid Social Security number, the student would be eligible to receive Direct Loan, Pell Grant, TEACH, and campus-based funding for both fall and spring terms.
- ◆ If the student was ineligible in the fall due to a drug conviction, defaulted loan or grant overpayment, not having a high school diploma or GED, the student would be eligible to receive Pell Grant, TEACH, campus-based funding for the spring term only, and Direct Loans for entire the loan period (fall and spring).
- ◆ If the student was ineligible in the fall because he did not make satisfactory academic progress, the student would be eligible to receive a Direct Loan, Pell Grant, TEACH or campus-based funding for the spring term only.

NOTES

Putting It To Work

The topics covered in this training session are conveyed in general terms to encompass learners from all types of postsecondary institutions. You should consider how the concepts covered in the training session apply to your school.

Schools often are given flexibility in administering and applying guidelines to certain Title IV student aid programs. That's why it is essential that you discuss these items (shown below) with your supervisor.

Your supervisor can give you institution-specific guidelines on how the material we discussed in this training session can be applied to your job.

1. What other offices at my school maintain information necessary to confirm that students have met the general eligibility requirements?

2. What procedures are in place at my school to ensure that the financial aid office receives timely and accurate information from other offices that collect student-eligibility information?

3. What is the policy for satisfactory academic progress at my school?

4. Does my school have an office on campus that monitors students' drug convictions?

5. What offices on our campus may have documents that may present conflicting information?

6. What documents are collected on campus that may present conflicting information for a student?

7. What policies and procedures do we have in place to identify and resolve potential conflicting information on our campus?

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Trainer's Toolkit

The Trainer's Toolkit is a listing of websites and reference material directly related to General Eligibility Requirements.

U.S. Department of Education

2013-2014 Federal Student Aid Handbook

Volume 1: *Student Eligibility.*

Chapter 1: *School-Determined Requirements.*

Chapter 2: *Citizenship.*

Chapter 3: *NSLDS Financial Aid History.*

Chapter 4: *Social Security Number.*

Chapter 5: *Selective Service.*

Volume 2: *School Eligibility and Operations.*

Chapter 1: *Institutional Eligibility.*

Chapter 2: *Program Eligibility, Written Arrangements & Distance Education.*

Chapter 3: *FSA Administrative & Related Requirements.*

www.ifap.ed.gov.

Consolidated Appropriations Act, 2012

Federal Legislation, Regulations or Executive Action.

Consolidated Appropriations Act, 2012.

P.L. 112-74.

Dec. 23, 2011.

www.thomas.gov.

Dear Colleague Letter GEN-13-09

Subject: Students with an Unusual Enrollment History Flag — "C" code on the ISIR.

www.ifap.ed.gov/dpcletters/GEN1309.html.

Dear Colleague Letter GEN-12-01

Subject: Changes Made To The Title IV Student Aid Programs By The Recently Enacted Consolidated Appropriations Act, 2012.

Jan. 18, 2012.

<http://ifap.ed.gov/dpcletters/GEN1201.html>.

Electronic Announcement

Subject: Packaging and Repackaging of Title IV Student Aid.

Nov. 9, 2012.

www.ifap.ed.gov/eannouncements/110912PackagingandRepackagingTitleIVStudentAid.html.

SAR Comment Codes and Text: 2013-2014

www.ifap.ed.gov.

Electronic Code of Federal Regulations

<http://ecfr.gpoaccess.gov>.

2013-2014 Student Aid Eligibility Worksheet for Question 23

<http://ifap.ed.gov/ifap/wst.jsp>.

2013-2014 FAFSA

<http://www.fafsa.ed.gov/fotw1314/pdf/PdfFafsa13-14.pdf>.

FSA Assessments

- ♦ Student Eligibility.
- ♦ Satisfactory Academic Progress.
- ♦ Campus-Based Programs.

<http://ifap.ed.gov/qahome/fsaassessment.html>.

Program Integrity Questions and Answers

- ◆ Ability-to-Benefit.
- ◆ Retaking Coursework.
- ◆ Satisfactory Academic Progress.

<http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/integrity-qa.html>.

USA Funds

USA Funds Ask Policy

USA Funds Ask PolicySM is a resource for schools and lenders who have questions about specific policies or other issues related to the full range of Title IV federal student aid.

www.usafunds.org/AskPolicy.

Policy and Training Fact Sheets

- ◆ Ability to Benefit.
- ◆ Annual and Aggregate Loan Limits.
- ◆ Bankruptcy.
- ◆ Consolidated Appropriations Act, 2012.
- ◆ Disbursement Worksheets.
- ◆ Parent PLUS Loan Denial Issues.
- ◆ Rehabilitation and Reinstatement.
- ◆ Satisfactory Academic Progress Requirements.
- ◆ Unusual Enrollment History: Resolving the C Code

www.usafunds.org/schools/Pages/Policy.aspx.

Online Course #101 — General Eligibility Requirements

www.usafundstraining.org.

Electronic Glossary of Terms and Definitions

www.usafunds.org/elearning/glossary/glossary.html.

Appendices

Appendix A

Selective Service Registration Requirements

Appendix B

NSLDS Loan Status Codes

Appendix C

Case Study Answer

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Appendix A

Selective Service Registration Requirements

Selective Service - Who Must Register

With only a few exceptions, the registration requirement applies to all male U.S. citizens and male aliens residing in the United States who are 18 through 25 years of age.

Category	YES	NO
All male U.S. citizens born after December 31, 1959, who are 18 but not yet 26 years old, except as noted below:	X	
Military-Related		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X*
National Guardsmen and Reservists not on active duty	X	
Delayed Entry Program enlistees	X	
ROTC Students	X	
Separatees from Active Military Service, separated for any reason before age 26	X	
Men rejected for enlistment for any reason before age 26	X	
Civil Air Patrol members	X*	
Aliens**		
Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired Form I-94, or Border Crossing Document DSP-150)		X
Permanent resident aliens (I-551 Permanent Reside Card)	X	
Special agricultural workers	X	
Seasonal agricultural workers (H-2A Visa)		X
Refugee, parolee, and asylee aliens	X	
Undocumented (illegal) aliens	X	
Dual national U.S. citizens	X	
Confined		
Incarcerated, or hospitalized or institutionalized for medical reasons		X*
Handicapped physically or mentally		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X

*Must register within 30 days of release unless already age 26 or older.

NOTE: To be fully exempt you must have been on active duty or confined continuously from age 18 to 25.

**Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States. Habitual residence is presumed whenever a national or a citizen of the Republic of the Marshall Islands or the Federated States of Micronesia resides in the United States for more than one year in any status, except as a student or employee of the government of his homeland.

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register. Also, immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

Provided from www.sss.gov/PDFs/WhoMustRegisterChart.pdf.

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Appendix B

NSLDS Loan Status Codes

Code	Status	Eligible for FSA funds
AL	Abandoned Loan	Yes
BC	No Prior Default Bankruptcy Claim, Discharged	Yes, because loan was not in default and was discharged
BK	No Prior Default Bankruptcy Claim, Active	Yes, because loan was not in default
CA	Cancelled (For Perkins means Loan Reversal)	Yes
CS	Closed School Discharge	Yes
DA	Deferred	Yes
DB	Defaulted, then Bankrupt, Active. (Perkins: all bankruptcies; FFELP and Direct Loans: Chapter 13)	No, unless debtor can show that loan is dischargeable. See Dear Colleague letter GEN-95-40, dated September 1995
DC	Defaulted, Compromise	Yes, because compromise is recognized as payment in full
DD	Defaulted, Then Died	No, because if borrower is reapplying, then loan status is in error
DE	Death	No, because if borrower is reapplying, then loan status is in error
DF	Defaulted, Unresolved	No
DI	Disability	Yes
DK	Defaulted, Then Bankrupt, Discharged. (Perkins: all bankruptcies; FFELP and Direct Loans: Chapter 13)	Yes, because defaulted loan has been totally discharged
DL	Defaulted, in Litigation	No
DN	Defaulted, Then Paid in Full Through Consolidation Loan	Yes
DO	Defaulted, Then Bankrupt, Active, other. (FFELP and Direct Loans in Chapters 7, 11, and 12)	No, unless debtor can show that loan is dischargeable. See Dear Colleague letter GEN-95-40, dated September 1995
DP	Defaulted, Then Paid in Full	Yes, because loan was paid in full
DR	Defaulted Loan Included in Roll-up Loan	Yes, because the loan was combined with other loans and subrogated to the Department, which reported the same information to NSLDS in one loan. The status of that record will determine eligibility
DS	Defaulted, Then Disabled	Yes, because loan debt is cancelled
DT	Defaulted, Collection Terminated	No
DU	Defaulted, Unresolved	No
DW	Defaulted, Write-Off	No [Note that there is no status code for Perkins write-offs, which are for amounts less than \$50; see 34 CFR 674.47(h)]
DX	Defaulted, Satisfactory Arrangements, and Six Consecutive Payments	Yes, assuming student continues to comply with repayment plan on defaulted loan, or is granted forbearance by the GA

Code	Status	Eligible for FSA funds
DZ	Defaulted, Six Consecutive Payments, Then Missed Payment	No, loan is back in active default status
FB	Forbearance	Yes
FC	False Certification Discharge	Yes
FR	Loans obtained by borrowers convicted of fraud in obtaining FSA funds	No
FX	Loan once considered fraudulent but is now resolved	Yes
IA	Loan Originated	Yes
ID	In School or Grace Period	Yes
IG	In Grace Period	Yes
IM	In Military Grace	Yes
IP	In Post-Deferment Grace (Perkins only)	Yes
OD	Defaulted, Then Bankrupt, Discharged, other (FFELP and Direct Loans in Chapters 7, 11, and 12)	Yes, because defaulted loan has been totally discharged
PC	Paid in Full Through Consolidation Loan	Yes, because it does not matter if the consolidation loan was a FFEL or Direct Loan, nor whether underlying loans were in default
PD	Permanently Disabled	Yes, borrower considered permanently disabled
PF	Paid in Full	Yes
PM	Presumed Paid in Full	Yes
PN	Non-defaulted, Paid in Full Through Consolidation Loan	Yes
PZ	Parent PLUS loan for a student who has died	No for the student, yes for the parent
RF	Refinanced	Yes, because defaulted loans cannot be refinanced
RP	In Repayment	Yes
UA	Temporarily Uninsured—No Default Claim Requested	Yes
UB	Temporarily Uninsured—Default Claim Denied	Yes, because the loan is not a federal loan while temporarily uninsured
UC	FFEL: Permanently Uninsured/Unreinsured—Non-defaulted Loan. Perkins: Non-defaulted Loan Purchased by School	Yes
UD	FFEL: Permanently Uninsured/Unreinsured—Defaulted Loan. Perkins: Defaulted Loan Purchased by School	Yes, because the loan is no longer a federal loan
UI	Uninsured/Unreinsured	Yes, does not matter if the loan was in default
VA	Veterans Administration Discharge	Yes
XD	Defaulted, Satisfactory Arrangements, and Six Consecutive Payments	Yes, assuming student continues to comply with repayment plan on defaulted loan, or is granted forbearance by the GA/ED servicer

Provided from the 2013-2014 Federal Student Aid Handbook, Vol. 1, Ch. 3, p. 1-53 - 1-54.

Appendix C

Case Study: Jeff

Jeff received Title IV aid during the spring term (January 15-May 15). He was arrested for his first drug-related offense which occurred on March 2. After the spring term, Jeff decides not to attend school during the summer term (June and July) and is convicted in a state court on June 4. He wants to return to school and receive aid for the upcoming fall term (August-December).

Is Jeff eligible for aid due to the drug-related offense? If not, what would be his eligibility date if the offense was for possession? For sale?

Jeff is not eligible for Title IV aid because the offense occurred while he was in school and receiving Title IV assistance, and he was convicted in a state court. If Jeff had been convicted in a local or municipal court, the conviction would not have affected his eligibility. If the offense was for possession, he would regain eligibility June 4 of next year. If the offense was for sale, he would regain eligibility June 4 two years from now.

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Special Note

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