

1. List the offices involved in approving and Disbursing Title IV Aid.**Academic or Education Personnel/Registrar:** **Employee job duties and staff functions 5**

The duties and powers of the academic registrars are set out in the University's statutes, including supervision and management of all administrative and operational functions of an institute's office. The registrar ensures the integrity, accuracy and security of all academic records of current and former students; builds secure student data files and sets policy and procedures for their responsible use; certifies the conformity of the documents with a student record; maintains up-to-date student's status, course schedules, catalogues, final examination schedules. The Registrar is responsible for the processes of the evaluation of transfer credits, the articulation of graduation and certification of baccalaureate and associate degrees, enrollment and degree verification, issuing of official transcripts etc.

 Institutional communication (how the Registrar communicates with other institutional offices)

Primarily via email and administrative software

Financial Aid Personnel: **Employee job duties and staff functions 1****Duties & Responsibilities of a Financial Aid Administrator:**

The primary responsibilities of the Financial Aid Administrator are to administer the Federal Title IV programs in accordance with regulations and award financial aid funds in an equitable manner, assemble and maintain student aid records, assess eligibility of applicants for aid, authorize aid, and complete federally mandated reports and design and implement systems to accomplish these tasks. Specific responsibilities include but are not limited to:

1. Maintaining student financial aid records/files
2. Verifying application data on selected applicants
3. Calculating student loan and grant awards
4. Monitoring the academic progress of aid recipients to make certain their progress is satisfactory; collecting progress reports for satisfactory academic progress
5. Providing effective communication with other offices in order to process applications and disburse funds in a timely manner
6. Calculating return of funds or overpayments when student withdraws
7. Maintaining up-to-date knowledge of relevant federal regulations
8. Coordinating fiscal matters with the JU Department of Finances
9. Preparing Federal Title IV Reports
10. Other general office duties

 Institutional Communication (how the Financial Aid Office communicates with other institutional offices)

Primarily via email and phone

Fiscal Office Personnel: **Employee job duties and staff functions 2**

Deputy Bursar for Finances & Manager of the Department of Finances

The Department's responsibilities are:

1. payment transfers (disbursing approved financial aid refunds; reconciling financial aid disbursements with amounts awarded by FA office)
2. managing student accounts
3. overdue student's fees recovery

Institutional Communication (how the Fiscal Office communicates with other institutional offices)

Primarily via email and administrative software

2. Number and distribution of financial aid staff: 6 clerical, 1 manager, 1 bursar

3. Select types of program(s) in which the institution participates:

- | | |
|---|--|
| <input type="checkbox"/> Federal Work Study | <input type="checkbox"/> Federal SEOG |
| <input type="checkbox"/> Federal Perkins | <input type="checkbox"/> Federal Pell |
| <input type="checkbox"/> National SMART | <input type="checkbox"/> ACG |
| <input type="checkbox"/> TEACH Grant | <input checked="" type="checkbox"/> FFEL |
| <input checked="" type="checkbox"/> Direct Loan | <input type="checkbox"/> Grad PLUS |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other |

4. Type of financial aid delivery system used by the institution:

Disbursement is made via direct deposit to a student's bank account.

Documentation to show clear and separate division of responsibility for the administration of financial aid programs that are divided between the Financial Aid Office and the Fiscal Office.

The school ensures that its administrative procedures for the FSA program include an adequate system of internal checks and balances.

The school established Department for Finances and Financial Aid Office with two separate functions. These two functions are performed by individuals who are not members of the same family and who do not exercise together substantial control over the school.

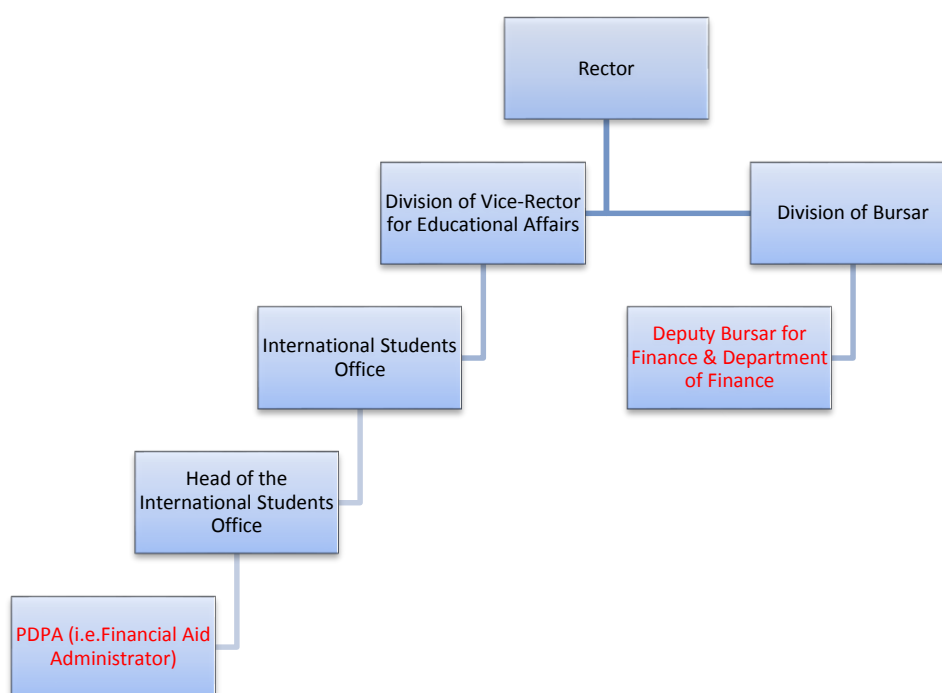
This system separates the functions of authorizing payment and disbursing or delivering funds so that no one person or office exercises both functions for any student receiving FSA funds.

Financial Aid Office

Financial Aid Administrator

Fiscal or Business Office

Deputy Bursar for Finances



The Financial Aid Office is a section of the JU International Students Office, hence it is located on the ground floor of the building of Collegium Novum, room 21. It is open and available to serve students from 8:00 a.m. to 4:00 p.m. on Mondays and Fridays, and from 10:00 a.m. to 2 p.m. on Tuesdays. Students can walk into the office and speak with the Financial Aid Administrator at front desk staff without an appointment. However, students who wish to discuss more personal matters can schedule an appointment by phone, or via e-mail.

Financial Aid Office:

Financial Aid Office remains under administrative authority of the Vice-Rector for Educational Affairs and is subordinate to the International Students Office. Functional separation from the JU Division of Material Assistance (providing institutional financial aid funded directly by the JU from a variety of programs for students meeting specific eligibility criteria for individual aid programs) ensures that Financial Aid Office is solely focused on administering Title IV programs in accordance with all applicable statutory and regulatory provisions.

Financial Aid Administrator is given most of the responsibility for administering FSA programs, but their role in the University's fiscal operation is limited. There must be some shared functions and responsibilities with other departments. All roles should be clearly defined.

Financial Aid Administrator's responsibilities include:

- Determining students' eligibility for financial aid,
- Making financial aid awards to students,
- Monitoring students' satisfactory academic progress (SAP),
- Maintaining school and student records, documents, the administration of financial aid, and providing data for reports,
- Keeping current on changes in laws and regulations,
- Reconciling student originations and disbursements through COD,
- Preparing required reports and reconciliation payment documents,
- Maintaining financial aid disbursement records,
- Monitoring financial aid awarding system processes,
- Monitoring financial aid operations,
- Calculating the Return of Title IV funds, and authorizing post-withdrawal disbursements to students,
- Preparing documents and file to present to auditors,
- Assisting in the development and/or revision of the written Policies and Procedures Manual.

Fiscal or Business Office:

The Department of Finance, headed by the Deputy Bursar for Finance, provides a critical service in managing federal financial aid programs. Overseeing the accounting, recordkeeping, and reporting functions related to University's use of federal funds requires detailed and complex accounting procedures.

The Department's responsibilities:

- Coordinating activities and cooperating with the financial aid office in disbursement of funds to students,
- Projection of cash-flow needed to cover disbursements,
- Reconciling records to ensure that financial aid adjustments are properly recorded,
- Collecting payments from students who are in underpayment status,
- Maintaining a system of internal controls that includes adequate checks and balances,
- Disbursing funds to eligible students from FSA program accounts,
- Maintaining a cash management system to meet disbursement requirement requirements and federal laws and regulation,
- Reconciling cash between school records and bank statements and reports.

Identify where fiscal records are maintained:

Records of FSA recipients are located in the International Students Office. The Financial Aid Office maintains a paper file folder of records for each student receiving financial aid. Student Aid file records are held in the Financial Aid Office for three years. Any records involved in any claim or expenditure, which have been questioned by federal audit, are retained until the issue is resolved.

The school shall maintain records for each FSA recipient that includes the following:

- The Student Aid Report (SAR) or Institutional Student Information (ISIR) used to determine a student's eligibility for FSA program funds.
- Application data submitted to the ED by the school on behalf of the student or parent
- Documentation of all professional judgment decisions
- Financial aid history information for transfer students
- Cost of attendance information
- Documentation of a student's SAP
- Documentation of student's program of study and the courses in which the student was enrolled
- Data used to establish student's admission, enrollment status, and period of enrollment
- Required student certification statements and supporting documentation
- Documents used to verify applicant data, and resolve conflicting information
- Documentation relating to receipt of FSA fund
- Documentation supporting the school's calculation of its completion or graduation rates, and transfer-out rates.

Documentation to show that Satisfactory Academic Progress standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her educational program.

SAP Policy:

I. Introduction

These guidelines have been developed in accordance with federal financial aid statutes and regulations governing student eligibility. Students who receive financial aid must demonstrate financial need and make satisfactory academic progress (SAP) as determined by the Jagiellonian University pursuant to federal law. Standards for Title IV students are slightly stricter than for non-Title IV students enrolled in the Jagiellonian University.

Financial aid recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for each semester in which they are enrolled. In addition to meeting the academic standards outlined in the JU Regulations for First-Cycle, Second-Cycle, and Long-Cycle Magister Programs of Study, financial aid recipients are required to meet the satisfactory academic progress standards outlined in this policy. Satisfactory academic progress for financial aid recipients enrolled in degree programs, as described below, is evaluated at the conclusion of the fall and spring semesters. Failure to maintain satisfactory academic progress, as described below, will result in cancellation of financial aid awards, and the student may have to repay any funds already received. The policy provides for consistent application of standards to all students within categories of students.

II. Minimum Standards for financial aid recipients

The JU requirements for minimum SAP requirements for financial aid recipients are defined as follows:

A. **Minimum cumulative grade point average (GPA).**

The student must maintain a minimum cumulative GPA of 2.0 (Polish grade equiv. 3.0)

B. **Minimum completion rate.**

The student must maintain a minimum cumulative completion rate of 70% of credits attempted as measured by comparing the total completed credits to the total attempted credits. Non-Credit Classes are not eligible for financial aid.

C. **Maximum Timeframe to Completion**

The student must complete his or her educational program within a time frame no longer than 150 percent of the published length of the educational program, as measured by credits attempted. A student who will use transfer credits from another institution or from outside his home faculty must submit official transcript for evaluation according to the rules set by the respective faculty. Those units will be included in the calculation of the 150% program maximum time frame and the grades will affect the cumulative GPA.

Repeated Courses

All repeated course work affects the SAP Pace of Progression and Maximum Time Frame Standards. A repeated course **and** the original attempt must be counted as attempted credit hours and will count toward the student's maximum time frame. However, only the higher grade of a repeated course will be used in calculating the cumulative GPA.

Federal regulations require that the JU tracks the academic progress of financial aid recipients from the first date of enrollment at the JU, whether or not financial aid was received. Student who does not earn their degree within the maximum timeframe to completion, outlined above, is no longer eligible to receive assistance under the Title IV, HEA programs. All students receiving financial aid who are not meeting SAP standards will receive a written notification via email.

Schools must have an adequate system to identify and resolve discrepancies in the information that the school receives from different sources with respect to a student's application for financial aid under the Title IV, HEA programs. Use the information in this section to help you develop your procedures for resolving conflicting data.

Resolving conflicting data

Identify person(s) responsible for coordinating Federal aid at your institution.

Financial Aid Administrator

- Provide procedure as to how Federal aid is identified and processed through the financial aid office.

Documents that are received by a financial aid administrator are reviewed for completeness, (i.e. signatures). Incomplete files are retained until the last required form/document is received. When all of the requested items have been received, they are routed for verification. As reviewed, additional corrections may be made as needed. If any data element is changed, an electronic correction is submitted to FAFSA.

Documentation submitted to the financial aid administrator must be legible, appropriate, and have the student's ID number (or SSN) for identification purposes. If the student submits a document that is not legible, the document will be returned and appropriate documentation shall be requested. Students who fail to submit appropriate documents will not be awarded financial aid.

Because the financial aid office is liable for disbursements made prior to verification, it is the policy of the office not to award nor disburse funds until the above-mentioned verification is complete.

Provide procedure to identify and resolve discrepancies in the information that the institution receives from different sources with respect to a student's application for Title IV aid.

The financial aid administrator reviews documents to make sure there is no conflicting information in file. If no conflicts exist, the financial aid administrator proceeds with processing. If any discrepancies in the information occur, the student is contacted in attempt to resolve any conflicts.

If the school has reason to believe that any information on the application used to calculate the EFC is discrepant or inaccurate, the applicant is required to provide adequate documentation to resolve the conflict. Information on a more comprehensive form or information from previous years' files may be used to resolve conflicting documentation (including but not limited to needs analysis forms, tax returns, verification statements, letters and notes of conversations). Likewise, the University reserves the right to require students to submit additional information if any supporting documentation is flagged for discrepant information.

The University has an adequate internal system of identifying and resolving discrepancies in all FSA-related information received, regardless of the source. Academic registrars of respective units are required to provide the Financial Aid Office with any information it has that might affect a student's eligibility, such as student's enrollment in an ineligible program or a student receiving an outside scholarship. Academic registrars shall, on demand, render available to the financial aid administrator a complete student record and, if necessary, shall certify the conformity of documents with a student record.

The financial aid administrator is responsible for scrutinizing all submitted documents to determine the correct information regarding the conflicting information. If there is still conflicting information, the financial aid administrator must request additional documentation from student.

If as a result of the change in a student's eligibility the student owes a repayment of financial aid and/or reallocation of FSA loans awarded and disbursed to the student, the financial aid administrator must take the appropriate steps to communicate the changes in the award eligibility with the aid providers and the student.

- Include procedures to refer to the Office of the Inspector General of the Department of Education for investigation any credible information indicating that an applicant for Title IV may have engaged in fraud or other criminal conduct.

If, in an aid administrator's judgment, there has been intentional misrepresentation, false statements, or alteration of documents which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the case shall be referred to the Dean of the respective faculty for possible disciplinary action. After investigating the situation, if the Dean believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the Department of Education.

If the decision is made by the Dean and/or the financial aid administrator to pursue the possibility of denying or canceling financial aid, a written request to make an appointment is sent to the student. If the student does not make an appointment, the financial aid administrator may:

- Not process a financial aid application until the situation is resolved satisfactorily.
- Not award financial aid.
- Cancel financial aid.
- Determine that financial aid will not be processed in future years.

Fraudulent situations should be reported to the hotline of the Department of Education Inspector General.

- Include any credible information indicating that any employee, third-party servicer, or other agent of the school, who acts in a capacity involving the administration of Title IV, HEA programs, or the receipt of funds under those programs may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility or other illegal conduct involving the Title IV, HEA programs.

If any person employed by the JU suspects or is made aware that the JU employee (or other agent of the school, who acts in a capacity involving the administration of Title IV, HEA programs, or the receipt of funds under those programs) knowingly or suspiciously obtains federal funds or may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility or other illegal conduct involving the Title IV, HEA programs, they will report those actions directly to the Office of Inspector General of the Department of Education.