

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Federal Student Aid Electronic Processes
FPU Policy Number: FPU-7.0029P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: January 17, 2017
Date Revised:
Responsible Division/Department: Office of Financial Aid
Initiating Authority: Terry Parker, Provost & Executive Vice President, Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY

This policy applies to the offices of Financial Aid and Budget and Finance at the University. These offices are responsible for awarding, disbursing, and reconciling Federal Student Aid Title IV funding. The Office of Financial Aid is responsible for overseeing this policy.

B. ELECTRONIC PROCESSES POLICY STATEMENT

The Offices of Financial Aid and Budget and Finance comply with the administrative capability requirements of § 34 C.F.R 668.16(o) and use all required electronic processes provided by the Secretary of Education.

When using Federal Student Aid systems, employees will use the two-factor authentication (TFA). If issued a “hard” token, all key fobs will be kept in a secure location (i.e. locked drawer). No employee will share passwords with one another. A person must change his/her password if it is believed that someone may know that password.

The offices of Financial Aid and Budget and Finance will:

1. Use the E-App to submit and update the University’s eligibility information (www.eligcert.ed.gov).
2. Designate a staff member as the Data Point Administrator to manage access rights to the Department of Education’s data exchange systems.
3. Enroll in the SAIG (www.saigportal.ed.gov).
4. Exchange data between the SAIG mailbox and the Student Information System software.
 - a. Use FAA Access or the SAIG mailbox to exchange FAFSA/ISIR data with the Central Processing System (faaaccess.ed.gov)
 - b. Use COD System or the SAIG mailbox to exchange award and disbursement data for Pell Grant and Direct Loans (www.cod.ed.gov).
5. Use the eCampus-Based (eCB) System to file the Fiscal Operations Report and Application to Participate (FISAP) and access reports (www.cbfisap.ed.gov).
6. Submit to the National Student Loan Data System (NSLDS) the University’s student enrollment records, FSA program overpayments, and NSLDS transfer monitoring records (www.nslsdfap.ed.gov).
7. Electronically submit the compliance and financial statement audits and any other required audits to the eaudit site (www.eaudit.gov).

8. Use the Default Management website to receive its draft and official cohort default rate data electronically (ifap.ed.gov/DefaultManagement).
9. Use the Information for Financial Aid Professionals (IFAP) website to review Dear Colleague Letters and Federal Registers (ifap.ed.gov).

C. DEFINITIONS

1. **E-App** – The E-App is used to apply for designation as an eligible institution, initial participation, recertification, reinstatement, change in ownership, or to update a current approval for FSA.
2. **Student Aid Internet Gateway (SAIG)** – The internet-based tool that allows Federal Student Aid (FSA) trading partners to securely exchange batch data with FSA Application Systems
3. **FAA Access** – A website that financial aid administrators use to enter application data, view ISIR information, and make corrections
4. **Common Origination and Disbursement (COD System)** – The system used to process records for the Pell Grant and Direct Loan programs
5. **Dear Colleague Letter** – An ad hoc publication by the Department of Education addressing significant policy, system, and training issues
6. **Federal Registers** – The daily journal of the U.S. federal government containing notices, proposed and final regulations, and presidential documents

POLICY APPROVAL	
Policy No.: FPU-7.0029P	
_____ Initiating Authority	_____ Date
_____ Policies & Procedures Review Committee Chair	_____ Date
_____ President/Designee	_____ Date
_____ Approved by FPU BOT, if required	_____ Date
<p>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</p>	