

Policy Name: Establishing Principles of Excellence - Military  
Policy Number: ADM 4.07  
Title of Policy Owner: Dean of Finance  
Approved by: Policy Committee/Administrative Cabinet  
Effective Date: 8/15/2021  
Version: 1.0  
Policy Status: Approved

**I. Policy**

It is the policy of Southside College of Health Sciences (SCHS) that participates in programs regulated by Title IV – Higher Education Act of 1965, as amended (Title IV Regulations), to verify the accuracy of information provided when determining financial aid eligibility in accordance with 34 CFR 668.51-61, as amended.

**II. Purpose**

The purpose of this policy is to establish roles and responsibilities, internal controls, procedures and deadlines for verifying the accuracy and completeness that comply with Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members that recognizes the importance of transparency when providing students with outcome measurements, financial disclosure documents and enhanced enforcement and compliance mechanisms.

**III. Scope**

This is an institutional policy that applies to all students who are Service Members, Veterans, Spouses, and Other Family Members eligible for Federal military and veteran’s educational benefits.

**IV. Definitions**

**Cost of Attendance (COA)** – is the anticipated cost that a student may incur during an academic year to attend college. COA typically includes costs for Tuition and Fees, room and board, books, supplies, travel and personal costs. COA does not reflect the actual charges that a student will incur.

**Central Processing System (CPS)** – is the Department of Education’s application data processing center. CPS uses student information from the FAFSA processors to

calculate the student's official EFC. CPS returns the student's eligibility information to the student via the SAR and to the institution (SCHS) via the ISIR.

**Expected Family Contribution (EFC)** – is an estimate of the family's (student and/or parents) ability to contribute to postsecondary education expenses. It is a measure of the family's financial strength which is derived from information submitted in the FAFSA. EFC is calculated by CPS according to a formula established by law based on financial and household information. EFC is reported to the student in the SAR and to SCHS in the ISIR. SCHS uses EFC to determine Title IV Financial Aid eligibility and amount of any such award(s). EFC is not the amount of money that a family will pay, nor is it the amount of Title IV Financial Aid that the student will receive.

**Federal Pell Grant** – is a Federal grant offered to undergraduate students who have not received a bachelor's degree or first professional degree and demonstrate the greatest financial need. Federal Pell Grant is authorized by Title IV of the Higher Education Act of 1965, as amended.

**Federal Register** – is the Daily Journal of the United States Government. It contains notices, proposed and final regulations and presidential documents. Regulations first appear in the Federal Register and when final, are incorporated in the Code of Federal Regulations.

**Free Application for Federal Student Aid (FAFSA)** – is an application completed by students (and parents) to apply for federal student aid.

**Financial Aid** - any source of financial funding to defer a student's Cost of Attendance (COA). Examples of Financial Aid may include, but are not limited to, Title IV Funds (Federal Pell Grant, Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS), Scholarships, Third Party Payors, etc.

**Financial Aid Office** – collectively refers to SCHS Director of Financial Aid, Financial Aid Specialist and others, who are responsible for the timely and accurate awarding, scheduling and reconciliation of Financial Aid.

**Institutional Student Information Record (ISIR)** – is a summary of information from the student's FAFSA submitted to SCHS. ISIRs and SARs contain the same information in different formats.

**Payment Period** – or Semester, is the standard measurement of time in higher education used to group weeks of instructional time in the academic year. A semester is generally referred to as a period of enrollment and includes fall, spring and summer.

**Student Aid Report (SAR)** – is a federal “output” document sent directly to the student from CPS summarizing a student’s application and eligibility status. SARs and ISIRs contain the same information in different formats.

**Subsidized Federal Financial Aid Programs** – are Title IV Financial Aid programs for which eligibility is determined on the basis of an applicant's EFC. These programs include the Federal Pell Grant and Federal Direct Subsidized Loan programs.

**Title IV Financial Aid** – is federal financial aid authorized by Title IV of the Higher Education Act of 1965, as amended. Title IV Financial Aid programs that SCHS participates in includes: Federal Pell Grant and Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS).

**Verification** – is the process by which an applicant's FAFSA information is selected by CPS or SCHS to be verified as accurate (true and complete within certain parameters) or inaccurate.

#### **V. Policy Details**

On April 27, 2012, President Obama signed Executive Order 13607. This executive order encourages institutions of Higher Education to recognize the importance of transparency when providing students with outcome measurements, financial disclosure documents and enhanced enforcement and compliance mechanisms.

Southside College of Health Sciences (SCHS) agrees to comply with the Principles of Excellence Order and commits to:

(a) prior to enrollment, provide prospective students who are eligible to receive Federal military and veterans educational benefits with a personalized and standardized form, as developed in a manner set forth by the Secretary of Education, working with the Secretaries of Defense and Veterans Affairs, to help those prospective students understand the total cost of the educational program, including tuition and fees; the amount of that cost that will be covered by Federal educational benefits; the type and amount of financial aid they may qualify for; their estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions.

SCHS has implemented a personalized and standardized cost form, Financial Aid Disclosure, in the “Shopping Sheet” format developed by the U.S. Department of Education.

This “Financial Aid Disclosure” provides personalized award information to all admitted students, including veterans, service members and family members. It is provided electronically via a link in the student’s Financial Aid portal and is award year specific.

(b) inform students who are eligible to receive Federal military and veteran’s educational benefits of the availability of Federal financial aid and have in place policies to alert those students of their potential eligibility for that aid before packaging or arranging private student loans or alternative financing programs.

(c) end fraudulent and unduly aggressive recruiting techniques on and off military installations, as well as misrepresentation, payment of incentive compensation, and failure to meet State authorization requirements, consistent with the regulations issued by the Department of Education (34 C.F.R. 668.71-668.75, 668.14, and 600.9), as amended.

(d) obtain the approval of the institution’s accrediting agency for new course or program offerings before enrolling students in such courses or programs, provided that such approval is appropriate under the substantive change requirements of the accrediting agency.

(e) allow service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements and take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies.

(f) agree to an institutional refund policy that is aligned with the refund of unearned student aid rules applicable to Federal student aid provided through the Department of Education under Title IV of the Higher Education Act of 1965, as required under section 484B of that Act when students withdraw prior to course completion.

(g) provide educational plans for all individuals using Federal military and veteran’s educational benefits that detail how they will fulfill all the requirements necessary to graduate and the expected timeline of completion.

(h) designate a point of contact for academic and financial advising (including access to disability counseling) to assist service member and veteran students and their families with the successful completion of their studies and with their job searches.

**REFERENCE:** VA Executive Order 13607; Dear Colleague Letter: GEN-12-17 (Publication Date August 30, 2012)

**VI. Attachments**

None.

**VII. Related Policies**

ADM 4.04 Student Accounts.  
ADM 5.01 Financial Refund.

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	05/20/2021	Original	Director of Financial Aid