WASHINGTON
OPPORTUNITY PATHWAYS

STATE NEED GRANT

PROGRAM MANUAL

2013-14

Washington Student
Achievement Council

STATE NEED GRANT

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State Need Grant Program Manual
2013-2014

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STATE NEED GRANT PROGRAM MANUAL

Updates for 2013-14

Ability to benefit SNG eligibility – The State Need Grant (SNG) program will continue to permit student eligibility through recognized ability-to-benefit standards through the 2013-14 academic year.

Institutional Prioritization – Institutions are permitted to institute individual campus priorities in awarding State Need Grant e.g. prioritization based on level of need, previous recipients, etc. The WSAC will request copies of awarding policies.

> **Note:** At the time of this printing both the Senate and House budget language prioritizes College Bound Scholarship recipients for the SNG program. Institutions must award the maximum SNG if they applied for aid in a timely fashion.

Opportunity Internships – A final list of eligible opportunity internship graduates for 2013-14 will be made available in summer 2013. The preliminary eligibility lists were posted to the Portal in March 2013.

SNG recipient counseling/Opportunity Pathway requirements:

- State Need Grant recipients are required to receive financial aid counseling. The WSAC has incorporated the requirements in a new website. www.readysetgrad.org.
- The requirement to label SNG under the "Opportunity Pathway" label also will allow the counseling website to be used to direct students to the counseling information.

Reminders:

Former Foster Care Youth Priority – Former Foster Care Youth are guaranteed SNG funds; however, each student must continue to demonstrate "financial need." Please contact the Council if you do not have sufficient funds in your regular SNG reserves to award students meeting these criteria. The Foster Youth assurance is not intended to be an additional funding source to regular SNG reserves.

Self-Help Guidance – Opportunity Grants and Educational Training Vouchers (ETVs) should not be considered a form of self-help for SNG purposes.

Accurate Reporting – Please ensure that the served and unserved records submitted on the SNG Interim Report are accurate. The Council relies on this data to make important program decisions.

Repayment Referral – The Council no longer accepts paper or electronic repayment transmittal forms as of July 1, 2012. Repayments should be referred to Council via the 'Submit Transmittal' feature in the Portal. Instructions are available under the Public Payments chapter.

Students Needing Repayment Status Information – Students wanting information about the status of their repayment should be instructed to call the Council's billing service, ECSI at 1-888-549-3274.

> ***Note: Instruct students to reference school code "2H."*** Students with repayments incurred during or before 1997 should be instructed to contact the Council at 360-704-4165.

New Agency Name – In July 2012, most of the duties and responsibilities of the Higher Education Coordinating Board were transferred to the Washington Student Achievement Council (also referred to as The Council or WSAC throughout this manual).

State Need Grant Program Overview

State Need Grants are designed to pay a portion of educational costs for needy and disadvantaged students. State Need Grant (SNG) awards for full-time students range from about $1,400 to $11,000 per year, depending on the student's sector attended and educational costs.

Program Purpose

- While rising college costs affect students from all income levels, the lowest-income students are particularly vulnerable. They are less likely to enroll, and more likely to drop out than their more advantaged peers, if financial aid does not offset cost increases.
- To be eligible, a student's family income cannot exceed 70 percent of the state's median family income – currently $57,500 for a family of four.
- State and National research shows that low-income students can enroll and persist to program completion only if sufficient financial aid – in an appropriate mix of grants, part-time work, and student loans – is available.[1]

Benefits to Students

The State Need Grant program helps the state's lowest-income undergraduate students pursue degrees, hone skills, or retrain for new careers.

Students may receive State Need Grants for up to five years (10 semesters/15 quarters) or 125 percent of the published length of their programs. In addition, they can earn a second associate degree if five years have elapsed since the first.

Students can use the grants at participating public and private colleges and universities, community and technical colleges, and private career schools in Washington State.

Benefits to the State

The Legislature established the State Need Grant program, declaring that "the higher education of its qualified [residents is] a public purpose of great importance to the welfare and security of this state . . . and that the benefit to the state in assuring the development of the talents of its qualified [residents] will bring tangible benefits to the state in the future."

Emerging Issues

The Legislature has requested two studies regarding State Need Grant outcomes. The final phase of the Washington State Institute for Public Policy (WISIPP) is due in December 2013 and the Council is charged with a report due in December 2014. Study results may be used in the future to guide State Need Grant polices and prioritizations.

[1] "Student Financial Aid and the Persistence of Recipients at Washington Colleges and Universities," JBL Associates under contract with the Higher Education Coordinating Board, 1996.

State Need Grant Program Overview

History and Operation

- **1969: State Need Grant (SNG)** Program was established.
- **1989:** State Need Grant eligibility expanded to include half-time students.
- **2005:** Pilot project expanded State Need Grant eligibility to include students enrolled less than half time in three, four, or five credits.
- The effective income cutoff and grant amounts are based on available funding and the number of eligible enrolling students.
- Maximum grant amounts vary by type of institution. Students are automatically considered for State Need Grants once they have completed a Free Application for Federal Student Aid (FAFSA).
- In fiscal year 2013, the program used about $303 million in state money to help about 75,000 students go to college.
- Current funding allows for full awards to those at or below 50 percent MFI. Those with incomes between 50 and 70 percent MFI receive a prorated percentage of the maximum amount.

Program Eligibility

To be eligible for a State Need Grant, a student must meet the following criteria:

- Have demonstrated financial need based on a completed FAFSA.
- Be a Washington state resident.
- Be enrolled as an undergraduate in at least three credits in an eligible program.
- Be making satisfactory progress in their program.
- Be pursuing a certificate, first baccalaureate degree (not theology), or first associate degree.
- Be an eligible opportunity internship graduate.

More Information

For more information on the Washington State Need Grant, please visit www.wsac.wa.gov.

Profile of State Need Grant Recipients by Sector, 2011-2012[1]

Sector:	All Recipients[2]	Four-Year Public	Private Four-Year	CTC	Private Career
Percent of Recipients	100%	27%	6%	64%	3%
Number of Recipients	74,657	20,317	4,572	47,716	2,405
Total SNG Awards	$266,751,823	$136,362,206	$27,974,939	$99,119,542	$3,295,136
Average Awards:	$3,573	$6,711	$6,118	$2,077	$1,307
AGE CATEGORIES					
Under 21	35%	47%	51%	29%	25%
21-23	16%	21%	18%	13%	17%
24-29	22%	19%	17%	24%	30%
30-34	10%	6%	6%	12%	12%
35-39	6%	3%	4%	8%	7%
40 and older	11%	4%	4%	14%	9%
Median Age	23	21	20	25	24
GENDER					
Male	41%	44%	39%	39%	46%
Female	59%	56%	61%	61%	54%
FALL TERM ENROLLMENT[3]					
Full-time	85%	95%	94%	80%	81%
Part-time	15%	5%	6%	20%	19%
YEAR IN SCHOOL					
Freshmen	27%	13%	26%	32%	52%
Sophomore	49%	14%	18%	68%	30%
Junior	9%	26%	24%	0%	13%
Senior	15%	47%	30%	0%	5%
FAMILY DEMOGRAPHICS					
Married w/ Children	12%	6%	7%	14%	12%
Single w/ Children	20%	8%	13%	26%	25%
Married w/o Children	3%	4%	3%	4%	4%
Single w/o Children	65%	83%	77%	56%	59%
RACE/ETHNICITY					
African American	8%	6%	5%	9%	7%
American Indian	3%	2%	3%	4%	3%
Asian	9%	14%	8%	7%	4%
Pacific Islander	4%	11%	1%	1%	2%
Hispanic	11%	11%	16%	11%	9%
White	57%	49%	49%	61%	47%
Other	2%	2%	1%	2%	2%
Unknown	6%	4%	17%	5%	27%

[1] Source: 2011-2012 Unit Record Report, as submitted by institutions
[2] Unique count of SNG recipients; students who transfer between sectors are included in each sector
[3] Only includes students who enrolled fall term

Sector:	All Recipients	Four-Year Public	Private Four-Year	CTC	Private Career
DEPENDENT STUDENTS					
Percent of all Students	37%	56%	56%	28%	26%
Average Family Income	$27,552	$23,911	$28,082	$30,602	$26,356
Average Family Size	4.03	3.99	4.10	4.06	3.73
INDEPENDENT STUDENTS					
Percent of all Students	63%	44%	44%	72%	74%
Average Family Income	$14,127	$11,382	$13,360	$14,783	$16,010
Average Family Size	2.23	1.81	2.12	2.34	2.14
AVERAGE TOTAL AID RECEIVED					
(Grants + Loans + Work-Study)	$12,731	$18,207	$29,117	$8,683	$13,753
PERCENT OF FUNDS BY TYPE					
Grant	70%	71%	67%	73%	43%
Loan	28%	27%	31%	28%	57%
Work	2%	2%	2%	2%	0%
PERCENT OF FUNDS BY TYPE					
Federal (including loans)	59%	52%	54%	68%	82%
State	30%	38%	23%	27%	12%
Other	11%	10%	32%	4%	6%

WASHINGTON STATE NEED GRANT

2013-14 PROGRAM TIMELINE

May 2013	Request from the Council for items to update the "Institutional Agreement to Participate"
June 7, 2013	Last date for private institutions to request payments for 2012-2013 year
June 14, 2013	Last date for public institutions to request payments for 2012-2013 year
July 12, 2013	Reconciliation reports due for 2012-2013 year Schools can begin requesting funds for summer (1st term) and fall terms
August 2013	Final list of Opportunity Internship graduates posted for institutions
August 2013	Archive updated with 2012-2013 award data available on Portal*
November 8, 2013	Fall Interim Reports due
February 7, 2014	Winter Interim Reports due
January 2014	Transfer funds available
February 2014	First Supplemental/Deobligation Survey Round (if applicable)
April 15, 2014	Transfer funds available until this date
April 2014	Second Supplemental/Deobligation Survey Round (if applicable)
May 9, 2014	Spring Interim Reports due
May 2014	State financial aid training and updates workshops
June 6, 2014	Private institutions - Final request for funds
June 13, 2014	Last date for public institutions to request payments for 2013-2014 year
July 11, 2014	Reconciliation and Year End Interim Reports due
August 2014	Final list of Opportunity Internship graduates posted for institutions
August 2014	Archive updated with 2013-2014 awards available on Portal*

**Contingent upon receipt of completed Reconciliation of Records from institutions.*

STUDENT ELIGIBILITY DETERMINATION

CHAPTER 1

STUDENT ELIGIBILITY DETERMINATION

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for State Need Grant (SNG) students must:

- Demonstrate financial need
- Qualify under established income cutoff
- Be a resident of the state of Washington
- Be an undergraduate
- Enroll for at least three credits
- Enroll in an eligible program
- Submit an approved application (FAFSA)

AND, meet at least one of the following criteria:

- The definition of "disadvantaged student"
- The definition of "needy student"
  (Including Opportunity Internship Program graduates)
- Be a former foster care youth

To be eligible for SNG consideration, the student must NOT:

- Be in an unsatisfactory progress or denied status
- Owe a repayment to the SNG or any other state or federal student aid program
- Be pursuing a second Associate degree with assistance of SNG unless five years have elapsed since the first Associate degree
- Have exceeded either of these limits:
  - Five years of SNG term usage
  - 125% of the published length of his or her program
- Be pursuing a theology degree
- Be pursuing an additional baccalaureate degree

Financial Need

The student must demonstrate ***financial need***, as calculated by the institution, using the Federal Methodology (FM) formula. The student's SNG award, in combination with other forms of aid, may not exceed the calculated need.

Income Cutoff

The student must have a family income below a specified ***income cutoff***. The cutoff equals a percentage of the state's median family income (MFI) and adjusts with the student's family size. For 2013-2014, the income cutoff is 70 percent of the state's MFI. The chapter on *Calculating Award* describes the income cutoff thresholds.

Resident for SNG Purposes

While State Need Grant eligible students pay resident tuition and fees, there are some categories of residency that do not qualify for the SNG award. State Need Grants are available only to students who are resident students as defined in RCW 28B.15.012 (2) (a) through (d). (Chapter 9 - Laws and Rules includes the relevant statute and regulatory text.)

Resident for Tuition, but not for SNG

Since 1994, the Legislature has classified specific groups as residents for tuition and fee purposes at public institutions but has determined that they are NOT eligible for the SNG.

These groups include:

1. **Undocumented Residents and certain types of non-resident Visa holders.** In 2003, the Legislature provided a means for certain students to become eligible for the payment of resident tuition and fees without regard to U.S. Citizenship. See Chapter 9 for more information on RCW 28B.15.012 (2) (e).
2. **American Indians -** from Washington and Washington area tribes whose permanent residence is in Oregon, Idaho, or Montana.
3. **Military personnel, their spouse and dependents, or National Guard**.

To receive State Need Grant, members of these groups must prove they have established a domicile in Washington state according to RCW 28B.15.012 (2) (a) through (d), and be otherwise eligible for State Need Grant.

Conflicting Information

The Council requires institutions to resolve any conflicting residency information between their financial aid, admissions, and registration offices. The Council will periodically compare residency-related data reported on the FAFSA (such as mailing address, state of legal residence, driver's license state) and request that schools either confirm eligibility or resolve conflicting information.

Undergraduate Student

An **undergraduate student** is a student who has not received a baccalaureate or professional degree. An institution may withhold payment of SNG to a student who has earned sufficient credits for, but has not received, a first baccalaureate degree.

Enrolled for at Least Three Credits

A student must be enrolled in a minimum of three quarter credits or equivalent semester credits at a participating postsecondary institution to receive State Need Grant.

Eligible Program

An eligible program is a program at a location approved by the U.S. Department of Education for participation in the Title IV financial aid programs.

The student must be enrolled in an educational program that does one of the following:

1. Leads to a baccalaureate, associate, or undergraduate professional degree.
2. Leads to a postsecondary vocational certificate or degree in a program of at least 600 clock hours, 16 semester, or 24 quarter credit hours. Program completion must prepare the student for gainful employment in a recognized occupation.
3. Is an apprenticeship program that qualifies as an eligible program for graduates of Opportunity Internship programs.

Note: It is permissible to count needed remedial coursework toward the SNG enrollment requirement.

Correspondence and Distance Education – A student may not take more than half of their course load through correspondence courses. There are no restrictions on the number of electronically delivered (online) credits that a SNG recipient may enroll in from an eligible institution.

Study Abroad Programs – Study abroad students are eligible to be considered for SNG if one of the following is true:

- They are enrolled at an eligible institution for a Study Abroad program.
- The institution has agreed to administer the financial aid in conjunction with another institution running the Study Abroad program.

Approved Application

An **Approved Application** is the Free Application for Federal Student Aid (FAFSA) form, as approved by the U.S. Department of Education.

No Application Fee – No student shall be required to pay a fee to apply for SNG.

Disadvantaged

A ***disadvantaged student*** is one who, by reasons of adverse cultural, educational, environmental, experiential, or familial circumstance, is unlikely to aspire to or enroll in higher education.

This may include a dependent student whose parents have not attained a college education and/or whose family income is substantially below the state's median, and who are predetermined to be disadvantaged by participating in a means tested early awareness program designed to prepare him or her for postsecondary education.

Needy

A ***needy student*** is a post high school student of an institution of higher education who demonstrates to the office the financial inability, either through the student's parents, family and/or personally to meet the total cost of board, room, books and tuition and incidental fees for any semester or quarter.

Opportunity Internship Graduates

An ***Opportunity Internship graduate*** is a high school graduate who successfully completed an opportunity internship program while still in high school.

The Opportunity Internship Program allows Opportunity Internship graduates to be eligible to receive up to one year of SNG towards a postsecondary program of study, including apprenticeships, when used within one year of high school graduation. Final lists of eligible Opportunity Internship graduates are made available to institutions in August before the start of the academic year in which they are eligible.

Eligibility requirements for Opportunity Internship graduates are different from regular SNG students. Opportunity Internship students do not need to be enrolled in a program that leads to a degree or certificate. Their awards may be used for costs related to supplemental instruction, and other costs associated with apprenticeship programs.

Former Foster Youth

A ***former foster youth*** is defined as someone at least eighteen years of age, but not more than twenty-four years of age, who was a dependent of the Department of Social and Health Services at the time he or she turned eighteen. The student must also demonstrate financial need and meet all other eligibility requirements.

The foster youth SNG assurance is intended for those students who were not identified during packaging because they enrolled later in the year. It is not meant as a supplemental allocation for the foster youth SNG population at an institution.

Unsatisfactory Progress or Denied Status

Unsatisfactory progress means that in a previous term, the student failed to complete at least one-half (50 percent) of the minimum number of credits or clock hours for which the SNG was received and has not yet earned reinstatement. ***Denied*** may also refer to a student's status when the student has not met the institution's qualitative standard or maximum timeframe policy. See the "Satisfactory Academic Progress" chapter for more information.

Refund/Repayment

All students must certify that they do not owe a refund or repayment for any state or federal student financial aid programs. The student may not be in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan program, or a loan made through a state conditional loan program.

Second Associate Degree

A student pursuing a second associate degree is only eligible for additional SNG if five years have elapsed since the date the associate degree was conferred. This limitation only applies if the student received more than three quarters or two semesters of SNG before the first degree was awarded.

The archive report updates periodically with reported student associate degrees. The archive is available on the Council's Portal: https://fortress.wa.gov/wsac/portal/. A student may earn two associate degrees concurrently. Certificates are not included in this limitation.

Five Years Eligibility

A SNG recipient may receive the grant for a maximum of five years. ***Five years*** means ten semesters, fifteen quarters, or the equivalent combination of the two at a full-time rate of enrollment.

> **Note:** Opportunity Internship graduates are eligible for only one year of SNG funds under the Opportunity Internship program. ***One year*** means two semesters, three quarters, or the equivalent combination of the two.

125% of Program Limit

The SNG may not be awarded to a student who has exceeded 125 percent of the published length of his or her program. FAA's may exercise professional judgment to individual student situations when applying the 125 percent rule. These exceptions shall follow the flexibility granted to the FAA in applying the federal 150 percent limitation.

While the actual 125 percent limit cannot be changed, other circumstances can be recognized. For example, the school may do one of the following:

1. Choose the unit of measure that constitutes the published length of time.
2. Exclude remedial coursework up to 30 semester hours or 45 quarter hours.
3. Exclude English as a Second Language course work.
4. Re-start the timeframe after a change of program.
5. Consider other exceptional circumstances as documented by the student.

All use of professional judgment shall be applied judiciously, on a case-by-case basis, and shall be documented in the student's file.

Theology Degree

Students pursuing a degree in theology are ineligible to receive state financial aid. Each institution must determine whether the student is pursuing this type of degree in light of Washington State Constitution, Article 1 § 11, that no "public money or property shall be appropriated for or applied to any religious worship, exercise or instruction".

To apply this constitutional prohibition, the institution may look to Washington Supreme Court decisions that interpret the constitutional provision as prohibiting "that category of instruction that resembles worship and manifests a devotion to religion and religious principles in thought, feeling, belief, and conduct; i.e., instruction that is devotional in nature and designed to induce faith and belief in the student."

ELIGIBILITY MONITORING

Once a student receives a State Need Grant award, the institution must monitor continued eligibility. The student must be issued a revised award letter when information is received that changes their SNG award.

The institution is required to verify student eligibility by:

- Checking the Council Archive report
- Monitoring SAP status
- Reporting fraudulent recipients
- Applying consistent institutional policies

The Washington Student Achievement Council Archive

The ***archive*** is a tool to assist schools in determining whether or not a student:

- Has exhausted or is approaching his or her five year limit of SNG eligibility. The archive lists students who are within two years of meeting the five year maximum, and displays the number of quarters of eligibility remaining (QER).
- Owes a repayment on a previously disbursed SNG award.
- Has received a prior associate degree within the past five years and prior to that degree received more than two semesters or three quarters of SNG. The student's next eligible year and term are shown.

It is the institution's responsibility to ensure that all students who receive a SNG have been checked against the final archive based on the three conditions listed above.

The final archive will be available in late August. It will contain the updated information on the prior year's SNG recipient exceptions. Institutions can upload data on their ready-to-award students to the Council's Portal: https://fortress.wa.gov/wsac/portal/. Results are downloadable into Excel. The downloadable file format can be found in the Public and Private Payment chapters.

In the period of time before the Council finalizes the archive data, the institution shall use the most recent data available in the archive as a basis for offering awards to students to minimize the need for late repackaging. Throughout the year, the archive is updated to reflect:

- Private institution payments
- Updated repayment receivables information
- Quarterly associate degree updates

NOTE: Check the archive before submitting any payment requests. Access can be requested by contacting the institutional administrator (usually the financial aid director), or Council staff.

Satisfactory Academic Progress (SAP)

Institutions are responsible for monitoring and responding to changes in student eligibility. The SAP chapter discusses procedures for changes in student status that occur after receipt of an award.

Fraudulent Information

Any student who obtains a SNG by means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil and criminal penalties and repayment of all State Need Grant funds received.

Consistent Policies

Institutional policies shall apply consistently to SNG recipients and federal aid recipients, except when in conflict with SNG regulations (such as maximum timeframe).

CALCULATING THE AWARD

CHAPTER 2

CALCULATING THE AWARD

The maximum SNG award amount is based on the sector attended or the institution's tuition and fees, the student's rate of enrollment, and the student's family income level.

INCOME CUTOFF

Income Cutoff Chart

MFIs for 2013-2014 SNG Program (rounded to nearest $500)					
Family Size	**50%**	**55%**	**60%**	**65%**	**70%**
1	$21,500	$23,500	$25,500	$27,500	$30,000
2	$ 28,000	$30,500	$33,500	$36,000	$39,000
3	$ 34,500	$38,000	$41,000	$44,500	$48,000
4	$ 41,000	$45,000	$49,000	$53,000	$57,500
5	$ 47,500	$52,000	$57,000	$61,500	$66,500
6	$ 54,000	$59,500	$65,000	$70,000	$75,500
7	$ 55,000	$60,500	$66,500	$72,000	$77,500
8	$ 56,500	$62,000	$67,500	$73,500	$79,000
9	$ 57,500	$63,500	$69,000	$75,000	$80,500
10	$ 59,000	$65,000	$70,500	$76,500	$82,500
11	$ 60,000	$66,000	$72,000	$78,000	$84,000
12	$ 61,500	$67,500	$73,500	$80,000	$86,000
13	$ 62,500	$69,000	$75,000	$81,500	$87,500
14	$ 64,000	$70,000	$76,500	$83,000	$89,500
15	$ 65,000	$71,500	$78,000	$84,500	$91,000
16	$ 66,500	$73,000	$79,500	$86,000	$93,000
17	$ 67,500	$74,000	$81,000	$87,500	$94,500
18	$ 68,500	$75,500	$82,500	$89,500	$96,000
19	$ 70,000	$77,000	$84,000	$91,000	$98,000
20	$ 71,000	$78,500	$85,500	$92,500	$99,500

MFI Range	***% of Award***
0 - 50%	*100%*
51% - 55%	*70%*
56% - 60%	*65%*
61% - 65%	*60%*
66% - 70%	*50%*

Note: *Eligible students with family incomes above 50% of the median family income receive a percentage of the full award. See the MFI Range chart for the corresponding percentage of award.*

The data reflected in this chart represents US Census information available for Federal Fiscal Year 2013.

Counting Income

When calculating a "dependent" student's income, count the parents' adjusted gross income (AGI) and non-taxable income. Do not include the student's income.

When calculating an "independent" student's income, count the student's AGI and non-taxable income and that of the spouse (if the student is married).

For both dependent and independent students, if the AGI is not present (i.e., parent/student is not a tax filer), use the sum of all taxable plus non-taxable income.

The Aid Administrator may (but is not required to) subtract the following allowable exclusions:

- Taxable earnings from need-based employment programs such as Federal Work Study and need-based employment portions of fellowships and assistantships.
- Taxable student grant and scholarship aid reported to the IRS in the AGI. This includes AmeriCorps benefits as well as grant and scholarship portions of fellowships and assistantships.
- Untaxed combat pay or special combat pay.
- Earnings from work under a cooperative education program offered by a college.

Title IV aid should be subtracted from the base income used for SNG eligibility regardless of whether it was taxed or untaxed.

Child support income should be excluded from income calculations for Less-than-Halftime students but not from other enrollment categories.

Note: In addition to meeting the income cutoff, the SNG must fit within the student's calculated need after counting in all other need-based resources.

EXPECTED FAMILY CONTRIBUTION

The "expected family contribution" is the amount that a student or the student's family is expected to contribute to the cost of college based on a federal computation. When calculating the expected family contribution, all investments plus any other assets are included.

Professional Judgment

The aid administrator may, using "professional judgment", adjust the resources up or down to more accurately reflect the family's financial situation during the academic year. In general, adjustments shall be consistent with changes made for federal aid. The aid administrator shall document the reason for the variance in the student's file.

The aid administrator may consider assets when assets aren't being considered for FAFSA EFC computations (e.g. auto zero EFCs and simplified EFCs) for the purposes of SNG eligibility.

Family Income Change of 3% or Less

A student who has received the SNG in the previous year and whose family income has increased by no more than three percent may be eligible to receive the grant in the current year. Discretion is left to the aid administrator. This applies when the student's current family income increases above the income cutoff.

Adjustment for More than One Family Member in College

The aid administrator shall increase the family size by one for every family member in college beyond the first when establishing the MFI cutoff. For example, a family of five with two in college is treated as a family of six on the income cutoff chart; a family of five with three in college is treated as a family of seven.

AWARD AMOUNTS BY SECTOR

NOTE: At the time of printing, the final 2013-2014 budget was not available. The award chart with the 2013-2014 award amounts will be sent to all SNG contacts with the budget is finalized.

Most award amounts are not divisible by both two and three. For schools whose systems require even disbursements, the per term award may be rounded, up or down, by one dollar. This may not result in more than a two-dollar difference over a three quarter academic year. This procedure is also discussed in this chapter under "Award Rounding."

The base grant award shall not exceed the actual tuition, service and activity fees charged to the eligible student on an annualized basis by more than $100. This **$100 variance** is only allowed in circumstances where a student's credit or enrollment level would otherwise require an award adjustment to ensure that the award does not exceed the cost of tuition.

Dependent Care Allowance (DCA)

The "*Dependent Care Allowance" (DCA)* is an addition to the base grant. The student must be eligible to receive at least one dollar of a base grant in order to be considered for the DCA. The allowance is $909 for a full-time student attending the entire nine-month academic year, and is adjusted by MFI category and enrollment status, regardless of the number of qualifying dependents. Yearly DCA awards should be distributed evenly between terms.

The dependent must be living with the student and be someone other than the student's spouse. Care is defined as assistance provided to the dependent for which the student pays another person (someone outside of the student's household).

To receive the DCA, the student must provide documentation that dependent care expenses are needed. Students who have dependent care needs covered by another agency or entity are not eligible for dependent care through the SNG program. DCA may not exceed the amount the student is required to pay in expenses.

If the student is married, with both student and spouse attending the same institution, only one DCA (or the equivalent split between them) may be awarded per family.

Awarding the DCA is left to the discretion of the Financial Aid Administrator (FAA).

DCA can be awarded as part of a 4th quarter or 3rd semester award.

ADJUSTING THE AWARD

The maximum value of the award is reduced under six conditions:

MFI Ranges

The value of the SNG award, including DCA, must be reduced incrementally for eligible students according to their MFI range. Refer to the final MFI chart insert at the beginning of this chapter.

Part-Time Students

The total SNG award, including DCA, is reduced for part-time students, based on their enrollment status.

Attendance Less Than Nine Months

Students attending only part of the full nine-month academic year receive a pro-rated share of the total annual award, including the DCA. For example: a student attending one of three quarters may receive one-third of the full year's total SNG award.

Gift Equity Packaging

The Financial Aid Administrator may limit the student's award if receipt of the grant, in combination with other gift aid, exceeds the institution's gift equity packaging policy. The packaging policy must be the same as that used to package aid for all other students and may not discriminate against SNG recipients.

Self-Help Requirement

There is a required self-help contribution equal to the lesser of 25 percent of the student's cost of attendance or the amount a typical student can reasonably be expected to earn.

Self-Help Formula: The Council's calculation to determine the amount a typical student can reasonably earn is as follows:

Multiply the net value of minimum wage (less Social Security and Medicare taxes) by 12 hours per week. Further multiply by 33 weeks (the number of weeks in an academic year).

ESTIMATED NET VALUE OF MINIMUM WAGE = $8.49 X 12 HOURS PER WEEK X 33 WEEKS = $3,362.

Campuses may use this $3,362 self-help requirement in lieu of the 25 percent of the cost of attendance calculation.

Self-help includes:

- Parent and family contributions
- Work Study
- College Bound Scholarship
- Loans
- AmeriCorps benefits
- VA benefits
- Scholarships
- Conditional Scholarship programs, including TEACH Grants (awarded as conditional loans or loan forgiveness in return for service after graduation)
- Governors' Scholarship for Foster Youth
- Passport to College Promise Scholarship (which has its own self-help requirement)
- Federal GEAR UP Grant
- Merit-based aid
- Unmet need

Self-help does not include:

- Education and Training Vouchers
- Opportunity Grants (state of Washington)

Reduce the SNG award accordingly if the self-help requirement cannot be achieved.

When determining if a source not listed above shall be treated as self-help, please consider whether the level of effort to earn the source equates to the kind of effort necessary to earn other sources such as a merit scholarship based on a substantial period of academic achievement.

As in other areas of professional discretion, aid administrators are encouraged to be both thoughtful and rigorous in their determinations and to document their judgments.

Uneven Disbursements Permitted

Typically awards are disbursed evenly throughout the academic year. The Financial Aid Administrator may award a greater proportion of the student's award in one term if the disbursement is justified by the student's costs, (i.e. extensive fees fall term that won't be charged the remainder of the year.) A statement shall be placed in the student's file acknowledging that an exception to even disbursement has been granted.

Minimum Awards

Circumstances relevant to gift equity packaging policies, part-time enrollment, and other factors may reduce a student's award below a practicable limit. The Financial Aid Administrator may issue SNG awards as low as one dollar per term. However, the Financial Aid Administrator is not required to make a disbursement to a student if the total SNG award is less than $100 per term.

OTHER AWARDING CONSIDERATIONS

Funds are reserved for students at each institution on the basis of their eligibility for up to three quarters or two semesters of full-time enrollment. However, it is possible for a student to receive additional terms of SNG within the same academic year.

Fourth Quarter/Third Semester Awards
For students receiving a fourth quarter or third semester SNG grant, the value of the additional award is calculated as it would be for any regular term. Students receiving additional terms of SNG will reach the fifteen quarter limit more quickly than students engaged in the common three quarter/two semester enrollment pattern. In this scenario, it is permissible to exceed the annual grant amount.

Financial Aid Over-Award
The SNG should not exceed the student's calculated need. The student will not be considered over-awarded if he or she receives additional funds after the institution awards aid, if the total resources exceed his or her financial need by $200 or less by the end of the academic year.

Commuter Students
There is no special award consideration for commuter students.

Retroactive Payments
Retroactive payments may be made to an eligible student as long as the payments are made for the current fiscal year. The value of the retroactive payment shall be based on the student's rate of satisfactorily completed credits at the end of the term or when payments are made. The student does not have to be enrolled at the time the retroactive payment is made.

Note: If student withdraws before earning any credits, retroactive SNG awards should not be disbursed (post withdrawal disbursements).

Late Applicants

The FAA may reserve funds for late applicants.

Award Rounding

Major rounding of awards is not permitted. When a calculated award cannot be evenly divided, the preferred practice is to award one dollar more or less than the desired even disbursement in one of the terms. Rounding by more than two dollars per year is not permitted.

Concurrent Award at Two Schools

While it is not encouraged, it is permissible for two schools to disburse separate SNG awards to the same student during the same term. The SNG award at each school shall be calculated in the normal fashion. It is presumed that the student's maintenance costs are considered in the overall award at one school and the second school's award shall not exceed the cost it recognizes for tuition and books. If a school exercises this option, it should do so with the knowledge and cooperation of the second school.

Fractional Last Term

If a fraction of a term of eligibility is remaining for a student towards the end of their SNG eligibility, a fractional award may be granted. Refer to the formulas below for award calculations, based on quarter school or semester school.

Note: *You only need to perform this calculation if the student does not have enough Quarterly Eligibility Remaining (QER) to fully fund the enrollment status. For example, if a student at a quarter school has .38 QER, but is only enrolled less than half time, the student will only use .25 QER, and therefore, the fractional calculation is not yet necessary.*

Fractional award conversion examples:

QER=Quarters of eligibility remaining
SER=Semesters of eligibility remaining

QER x Full-Time Award amount within MFI category

Quarter School Example:

Joe student has .38 QER. The full time award amount within Joe's MFI category is $851.

The calculation is:

.38 x 851 = $323 Joe would be eligible for a $323 dollar award.

Semester Schools:

QER / 1.5 = SER*
SER x Full-Time Award amount within MFI category

*A semester is equal to 1.5 quarters, so for the first step of the formula you must convert the amount of QUARTERS remaining (QER) into SEMESTERS remaining (SER). Do this by dividing the QER by the semester multiplier of 1.5. Then multiply the SER by the full time award amount within the student's MFI category.

Semester School Example:

Joe student has .38 Quarters of Eligibility remaining (QER). The full time award amount within Joe's MFI category is $1,277. The calculation is:

.38	/	1.5	=	.26
QER		Semester Divider		SER

Now, multiply the SER with the full time award amount within his MFI category.

.26 x $1277 = $332 Joe would be eligible for a $332 award.

Transfer Students

The Council reserves transfer funds that can be drawn by a receiving institution for students who are transferring in and who have received SNG from the prior institution in the same academic year. See the "Transfer Students" chapter for details.

AWARDING PRACTICES NOT PERMITTED

Single Parents and Part-time Students

All eligible students must be treated equally. No group, such as single parents or part-time students, may be disadvantaged relative to any other group of SNG recipients in its access to the grant.

Under-awarding

It is not permissible to disburse less than 100 percent of an eligible student's calculated SNG award in an attempt to make limited funds stretch further.

SNG Awards for College Bound Scholarship Recipients

State Need Grant must be awarded first to College Bound eligible students, if SNG funds are available. The 2013 budget proposals (not yet approved at the time of printing of this guidance) require prioritization of SNG to College Bound students who have applied in a timely manner and awarding of maximum SNG under state policies. This would mean institutions with SNG policies that prioritize to lower income MFI categories, apply gift equity reductions to maximum SNG awards, or have other award priorities, would need to treat CBS students outside of these policies and award a maximum SNG if the institution has SNG funding available at the time the student is packaged. Institutions that delay packaging CBS students will need to set aside a portion of SNG funding for students who applied before the institution's priority consideration deadline for file completion.

SATISFACTORY ACADEMIC PROGRESS

CHAPTER 3

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP)

Institutions are responsible for monitoring each recipient's ***satisfactory academic progress***, as outlined in WAC 250-20-021 (20) of the SNG rules and the institution's Council-approved institutional SAP policy. The SAP policy for SNG is applicable to all state aid programs (College Bound Scholarship, State Work Study, Passport Scholarship, etc.).

There are differences between state and federal SAP requirements including:

1. A maximum program length timeframe of 125% (state) versus 150% (federal).
2. A required **per term** SAP review for state aid
3. A quantitative standard requiring that at least one-half of the credits awarded are earned as compared to the new federal "pace" requirement.

At the end of each term, participating institutions shall examine the progress of each SNG recipient and determine if the student is:

- In a satisfactory academic progress condition.
- In warning status (probation).
- In denied status, therefore ineligible for further aid.

The institution's policy shall also include a process for reinstating ineligible students.

Maximum Timeframe

As stated in the Student Eligibility chapter, SNG recipients must have completed less than 125 percent of the maximum length of their program in order to remain eligible for SNG.

Quantitative Standard

To meet minimum satisfactory progress standards, a student must complete at least one-half of the original amount of credits for which the aid was calculated and disbursed.

Warning Status[1]

Warning Status for state aid recipients is triggered when a student completes more than one-half but less than all of the credits for which the aid was calculated and disbursed. For a full-time student at 12 credits, this means that if the student successfully completes 6 to 11 credits, the student must be placed in a warning status for the following term as it pertains to state aid.

In addition, the Council expects schools to have rigorous policies for measuring progress that limit the number of terms a student can continue to receive a SNG while in warning status. The school may make disbursements to a student who is in warning status.

[1]To avoid confusion with the new federal definition of "probation," the term "warning" is used throughout this chapter.

Clock Hour Schools
Since all hours from the previous payment period must be earned before making additional payments, there is no routinely recognized probationary/warning period for clock-hour students. A school however, may petition the Council to allow a probationary/warning period.

In petitioning the Council, the school must have a policy that rigorously restricts the number of hours that a student can fail to complete in any single payment period. The policy must also result in the student completing all clock hours for which aid was disbursed by the end of the academic year.

Denied Status

Denied Status means that the student completed less than one-half of the minimum number of credits for which aid was disbursed. Each institution's policy must deny further disbursements of the SNG beyond the conclusion of any term in which the student fails to complete at least 50 percent of the minimum number of credits for which the grant was disbursed.

Qualitative Standard

The institution's satisfactory progress policy must contain a qualitative standard. For purposes of the SNG program, the qualitative standard used to comply with federal satisfactory progress standards is acceptable.

Other conditions of SAP Policy

A student may be denied further SNG disbursements if he or she fails to fulfill any other conditions of the institution's Council approved satisfactory progress policy.

Professional Judgment/Appeals

The Financial Aid Administrator may, on a case-by-case basis, reinstate a student into satisfactory progress in response to that student's extenuating circumstances. The FAA may choose to exercise professional judgment without a specific request to do so from the student. For example, the Financial Aid Administrator may decide to grant a student continued access to the SNG if failure in one term is countered by an extensive history of prior success. The student’s file must include documentation related to the professional judgment decision.

Reinstatement

Each institution's satisfactory progress policy shall state which conditions a denied status student must meet before being reinstated. For example, the student may have to attend school without state financial aid for a specific period of time or may have to show proof that credits have been made up within a designated time period.

Student Withdrawals/Repayment Calculations

See the “Public Payments” or “Private Payments” chapter for required repayment policy information.

REPORTING REQUIREMENTS

CHAPTER 4

REPORTING REQUIREMENTS

Participating SNG institutions are required to submit eligible SNG student details via quarterly interim reports, including a year-end submission for reconciliation purposes, and an annual unit record report. Schools that receive transfer funds will reconcile transfer funds separately.

INTERIM REPORT

The ***Interim Report*** is a quarterly data submission that includes student details for every **eligible** *"served student"* **awarded** the SNG, and every **eligible** enrolled *"unserved student"* who **has not been awarded** the SNG due to lack of funding.

The Council uses Interim Reports to manage SNG funding, redistribute de-obligated monies, set the grant amounts and income cutoffs for the succeeding year, and provide the basis for the preliminary reserve distribution.

Note: The final Interim Report is the year-end reconciliation and is due July 11, 2014.

DUE DATES

Report	Due Dates
Fall Interim Report	November 8, 2013
Winter Interim Report	February 7, 2014
Spring Interim Report	May 9, 2014
Reconciliation Report	July 11, 2014

RECORD LAYOUTS

All institutions will use the College Bound/SNG Award Warehouse (CSAW) to fulfill the Interim Reporting requirement.

AWARDED (SERVED) STUDENTS

Awarded students also referred to as "served students," are those who have either received a SNG payment or who have had SNG funds committed (student has received an award letter) but not yet disbursed at the time of the report.

UNSERVED STUDENTS

Unserved students are those who are fully eligible to receive the SNG and are enrolled, but cannot be awarded due to the institution's lack of funds. This includes eligible students who enrolled during a summer period but did not receive the SNG.

If schools use institutional funds due to lack of SNG funding, these students shall be included in the unserved population.

It is important that all students included in the unserved student population be validated as "eligible" and reported to the Council via CSAW based on attempted credits. ***Unserved student data contributes towards the amount of SNG reserves a school will receive in the upcoming year, therefore it is extremely important for schools to accurately report all of their eligible, but unserved students.***

The institution must report every enrolled SNG eligible student who has not been awarded the SNG due to lack of funding. This should include all eligible students with incomes up to 70 percent of the state's median income. **Enrolled SNG eligible students that are anticipated to be unserved for future terms should be reported as unserved in the interim reports.** ***Exception: The one exception is Summer 2 (summer trailer schools), anticipated unserved for this term should not be reported because these numbers are difficult to estimate.***

Unserved student data should be carefully vetted for eligibility and accuracy before submitting data to the Council. If schools are unable to verify the accuracy of the unserved data, a confidence factor shall be provided to the Council prior to reconciliation.

STUDENTS ON BOTH LISTS

A student may be both served and unserved within an academic year, but not for the same term. For example, a student who received the SNG for the fall and winter quarters, but did not receive the grant while enrolled in spring term, should be listed as unserved for spring term.

INSTRUCTIONS

Detailed interim report submission instructions are located at the end of this chapter.

Edits

CSAW rejects data in the form of edits that may or may not be overridden. All edits must be addressed individually, except informational edits.

Secure Data Transmission

No personally identifiable information shall be transmitted to the Council via email. Public schools must upload Interim Reports to the Council via CSAW located in the WSAC Portal.

Security of Information

All schools are expected to treat information on the Council Portal in accordance with the Electronic Agreement contained in the Institutional Agreement to Participate. Schools and individuals are granted access to the SNG files with the expectation that they protect the confidentiality of this information with the same level of care as they do any other student aid document.

Information contained in these files is for the sole purpose of administering the SNG program. This information may not be used for research. If you have questions about the proper use of the information, please call the Council at 360-753-7840.

Each school should have one or more financial aid administrator(s) with a Council-assigned password. If you have forgotten your password, please click on the "forgot your password' link on the Portal login page.

Institutional Student ID

CSAW has the ability to capture institutional student ID numbers in the provided reporting field.

RECONCILIATION REPORT BALANCE SHEET

After the year-end reconciliation report has been submitted (July Interim Report), public institutions may access a balance sheet in CSAW. Please ensure that your ending balance is $0. If you think your balance should be zero but it is not, contact SNG staff at 360-753-7841.

Note: For public institutions: Funds made available via cash receipts received by the Council on current year receivables will cause reconciliation totals to be off by the amount of the redistributed cash receipts.

WASHINGTON STATE NEED GRANT PROGRAM
YEAR-END RECONCILIATION OF RECORDS
FY 2013-14

PUBLIC INSTITUTIONS
DUE DATE: JULY 11, 2014

Institution Name: _____ Code: _____

1. What is the total Regular SNG dollar amount received from the Council for 2013-2014? $ _____ -

2. What is the total Regular SNG amount your institution expended for the 2013-2014 school year? $ _____ -

3. A. Amount to be refunded to the Council (by EFT, IAP or check payable to the "State of Washington"), or $ _____ -

   B. Balance due to the institution to close out 2013-2014. $ _____ -

4. This institution has transmitted a Reconciliation of Records (final interim) report which details SNG funds disbursed on a by student, by term level. I certify that these students were eligible for, and received, SNG funds according to the guidelines stated in the 2013-2014 SNG Program Manual.

_____ _____
Signature of Financial Aid Administrator Date

CSAW-College Bound/State Need Grant Award Warehouse

Interim Report

Basic Steps

1. Log on to the WSAC Portal
2. Upload student data
3. Address edits
4. Submit interim report

Step 1: Log on to the WSAC Portal

Access the WSAC Portal at https://fortress.wa.gov/wsac/portal/default.aspx.

Your user name is your email address. If you do not know your password, please contact SNG staff.

From the menu up top, click on:

1. Programs
2. SNG
3. CSAW

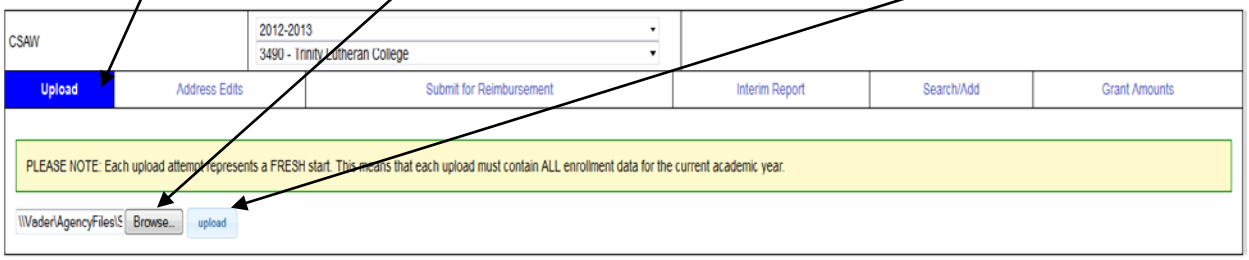
Step 2: Upload Student Data

**For private institutions, by the time the first interim report comes around, files should already have been uploaded into your system.

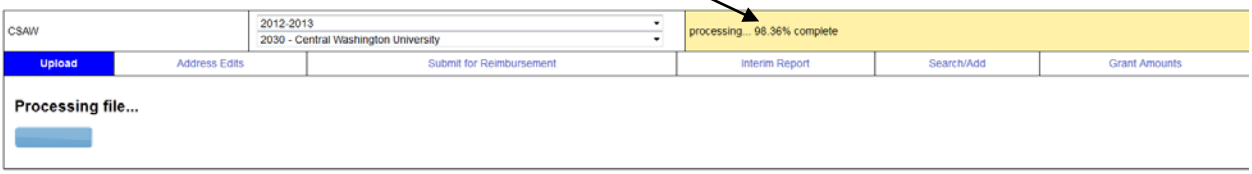
Generate your file from data in your internal system and save it to your computer.

NOTE: Please see the file format at the end of these instructions.

Click the Upload link. Use the browse button to locate your file. Then click 'upload'.

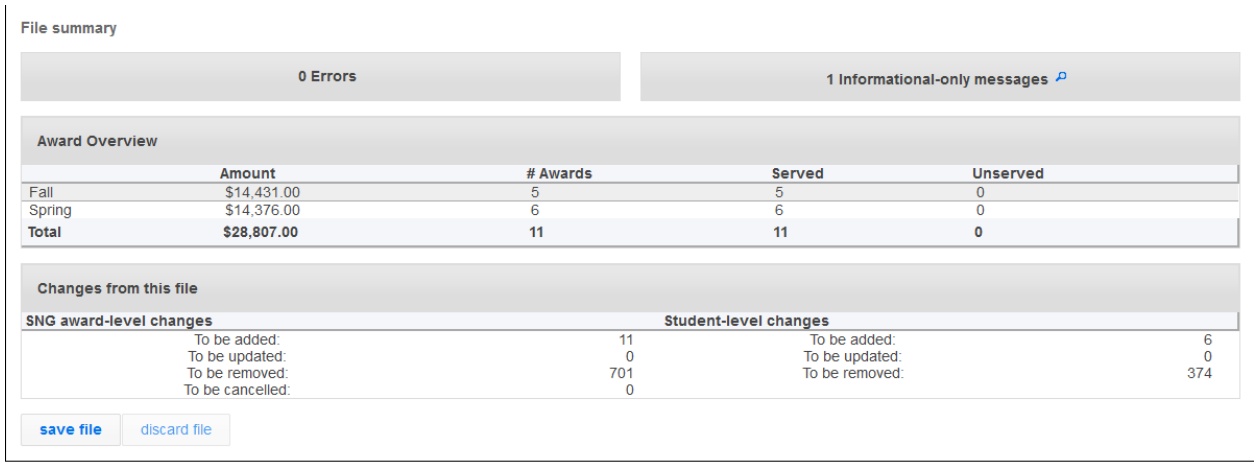


While the file is uploading, a yellow progress bar will display the real-time status of your upload.



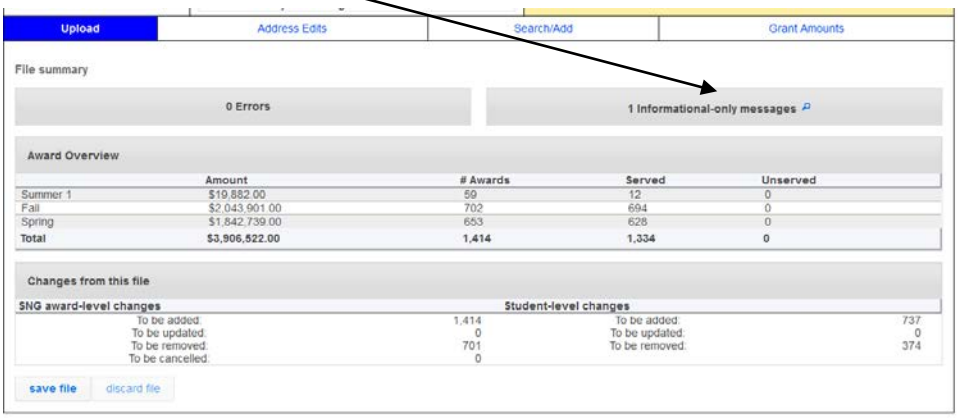
After the upload completes you will be presented with a file summary. The file summary notifies you of errors, provides informational messages, displays an award overview by term, and summarizes changes from the file that was just uploaded to any existing data already in CSAW.

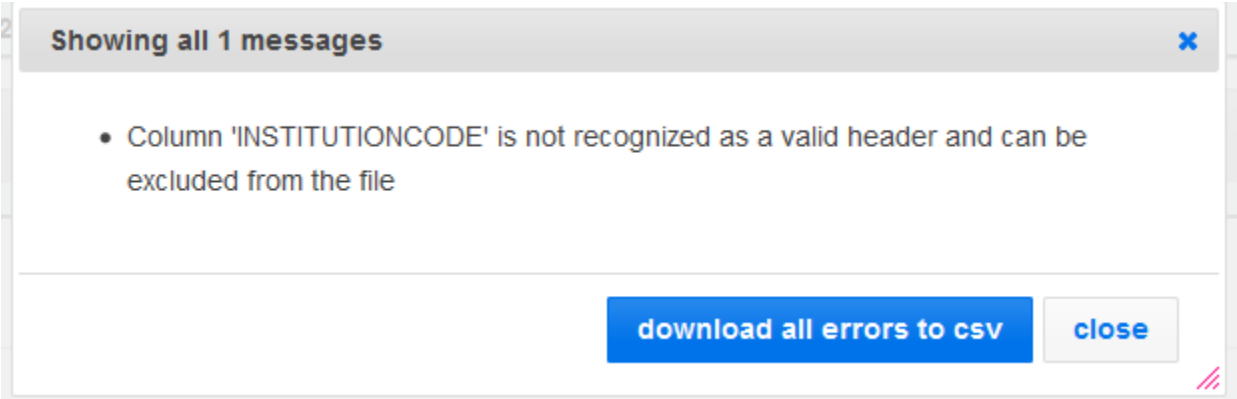
File Summary Example:



A file upload that contains formatting errors cannot be saved until it is corrected and resubmitted. You will have the option to view each error by clicking on the magnifying glass logo next to “Errors.” A box will appear with a list of your errors. They are listed in chronological order. You have the option to download a list of all errors to a csv file.

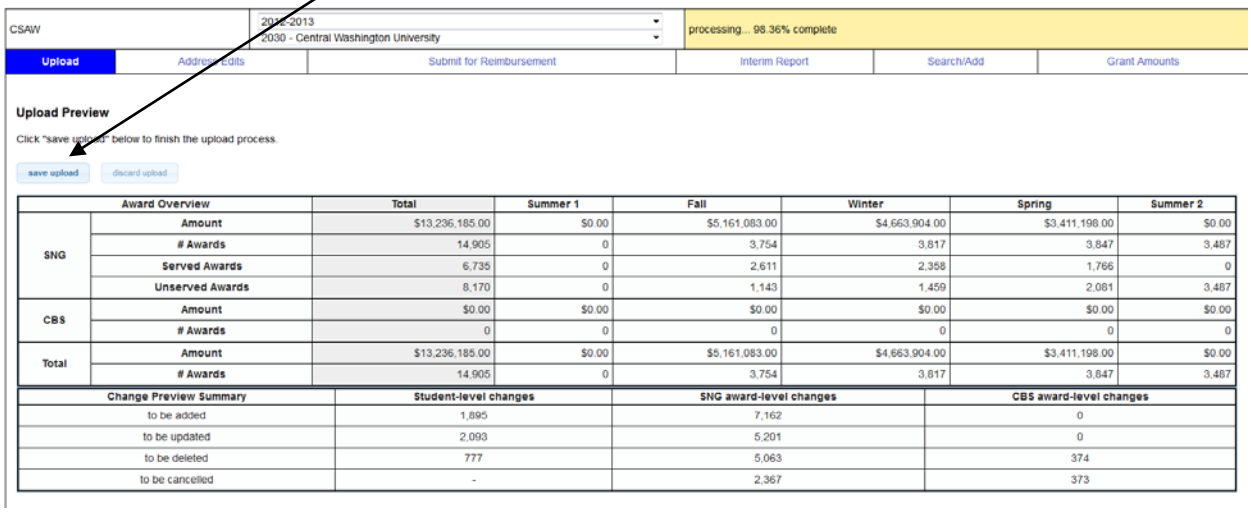
An Informational-only message contains any headers in the file that are not recognized.





If a valid header is not recognized it can be excluded from the file. You also have the option to download to .csv file.

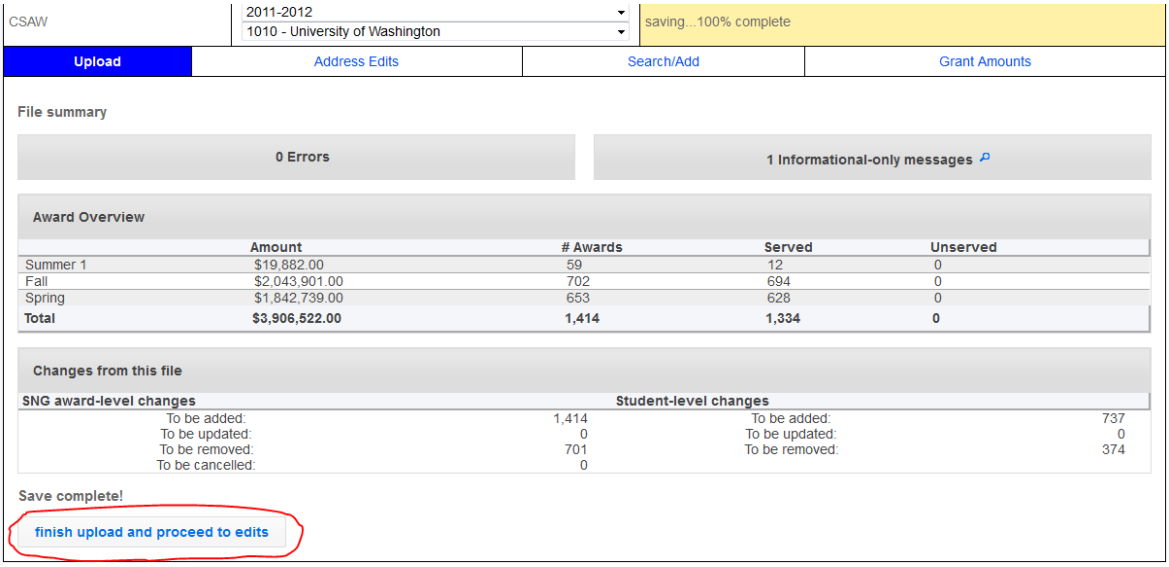
Once all errors are reviewed and resolved, click on “save upload.” A progress bar will appear once you click on save, and will notify you when the file is done saving.



Award Overview		Total	Summer 1	Fall	Winter	Spring	Summer 2
SNG	Amount	$13,236,185.00	$0.00	$5,161,083.00	$4,663,904.00	$3,411,198.00	$0.00
	# Awards	14,905	0	3,754	3,817	3,847	3,487
	Served Awards	6,735	0	2,611	2,358	1,766	0
	Unserved Awards	8,170	0	1,143	1,459	2,081	3,487
CBS	Amount	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	# Awards	0	0	0	0	0	0
Total	Amount	$13,236,185.00	$0.00	$5,161,083.00	$4,663,904.00	$3,411,198.00	$0.00
	# Awards	14,905	0	3,754	3,817	3,847	3,487

Change Preview Summary	Student-level changes	SNG award-level changes	CBS award-level changes
to be added	1,895	7,162	0
to be updated	2,093	5,201	0
to be deleted	777	5,063	374
to be cancelled	-	2,367	373

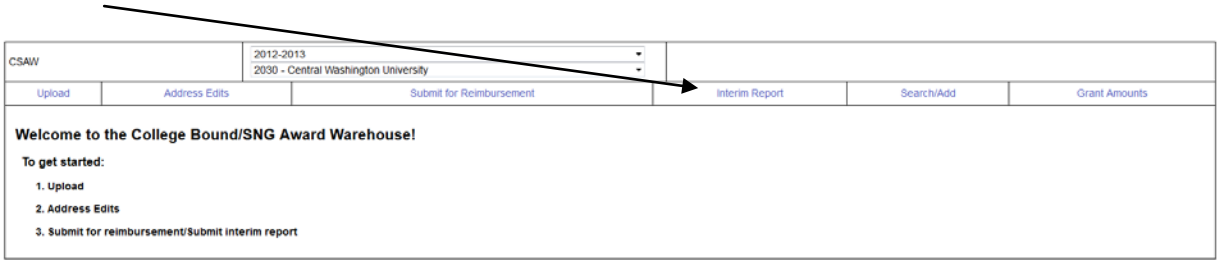
Once the save is complete, click on “finish upload and proceed to edits” to move on to the next step.



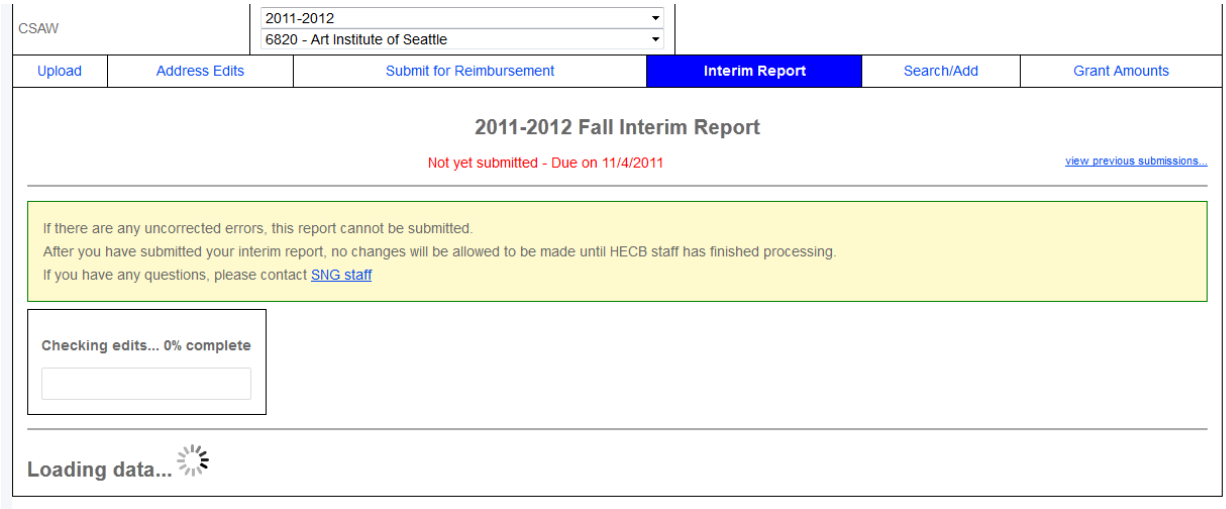
	Amount	# Awards	Served	Unserved
Summer 1	$19,882.00	59	12	0
Fall	$2,043,901.00	702	694	0
Spring	$1,842,739.00	653	628	0
Total	**$3,906,522.00**	**1,414**	**1,334**	**0**

Step 3: Address Edits

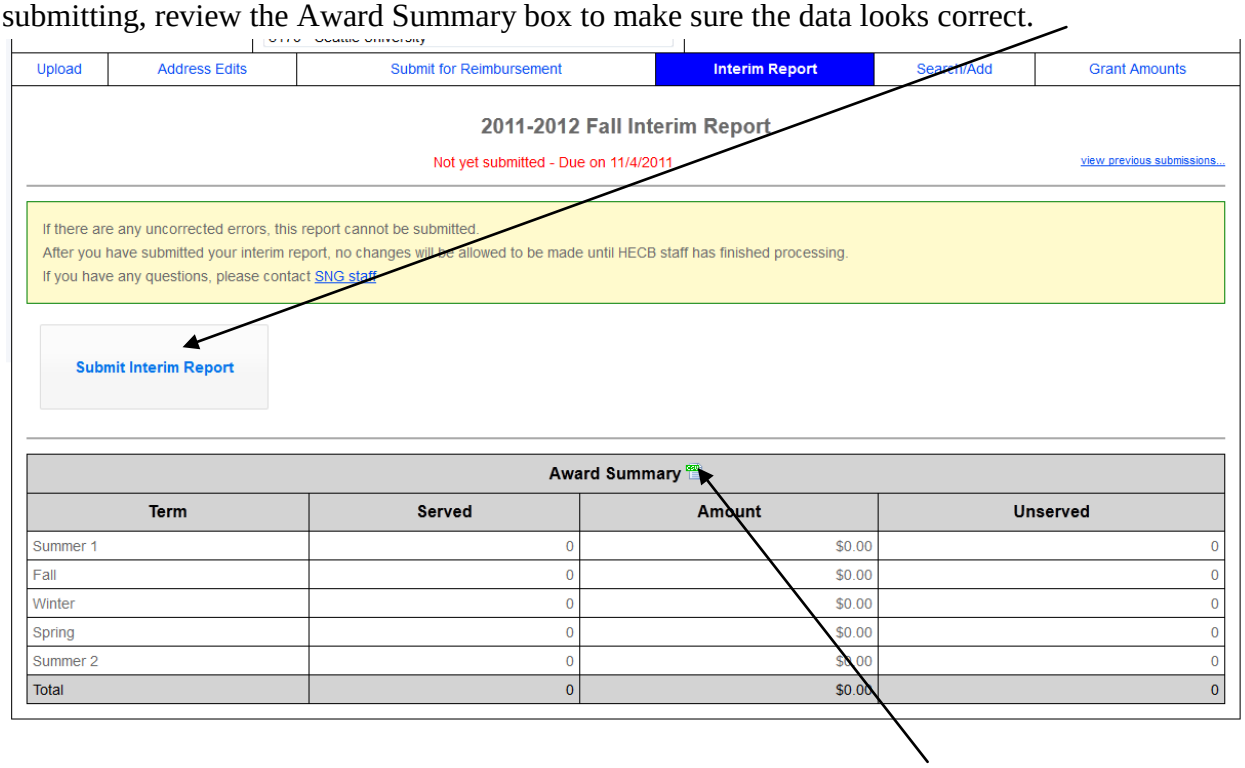
During the interim reporting period, an Interim Report tab is provided. Click on the Interim Report tab to see if you have any edits.



After clicking on the Interim Report tab, your edits will begin to load.

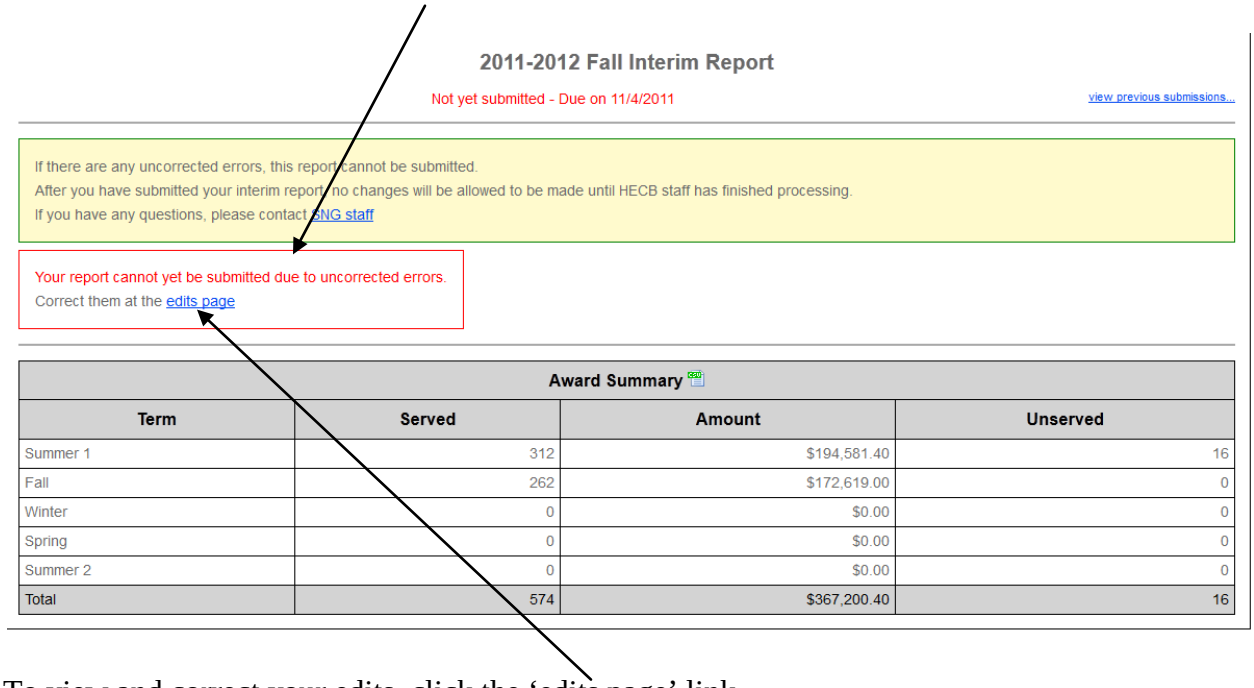


If you do not have any edits, you will be given the option to submit your report. Before submitting, review the Award Summary box to make sure the data looks correct.



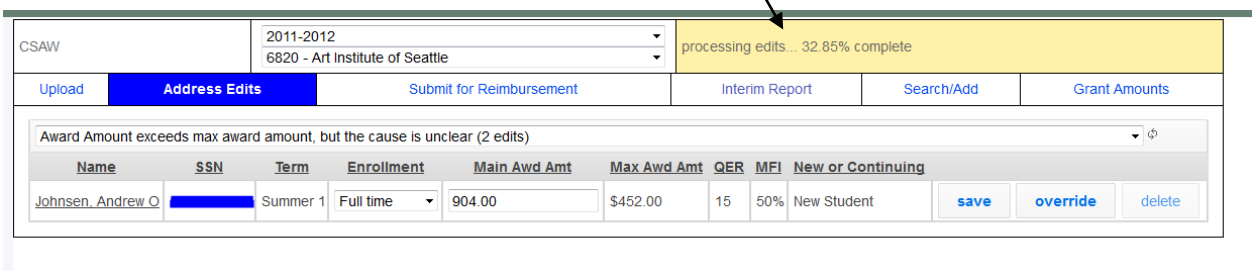
In the example above, the school has not yet uploaded files. Click the Excel icon to view your award detail in Excel.

If you have edits, you will see a notice that you cannot submit due to uncorrected errors.



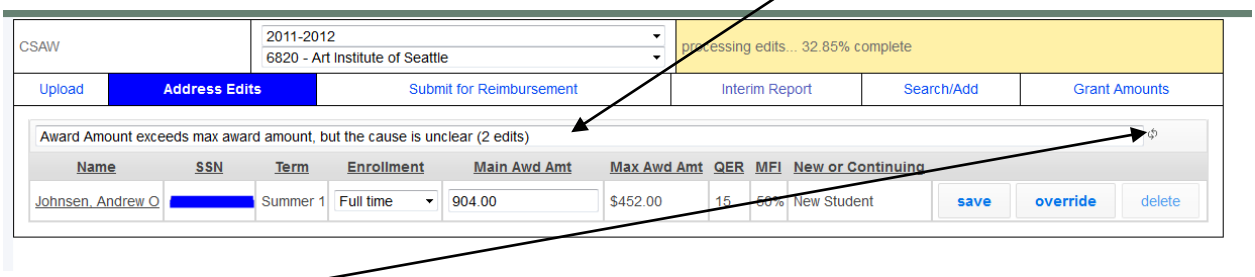
To view and correct your edits, click the 'edits page' link.

Once in the edit page, refer to the processing bar in the upper right corner. You can see the progress of your file bouncing against the edits.



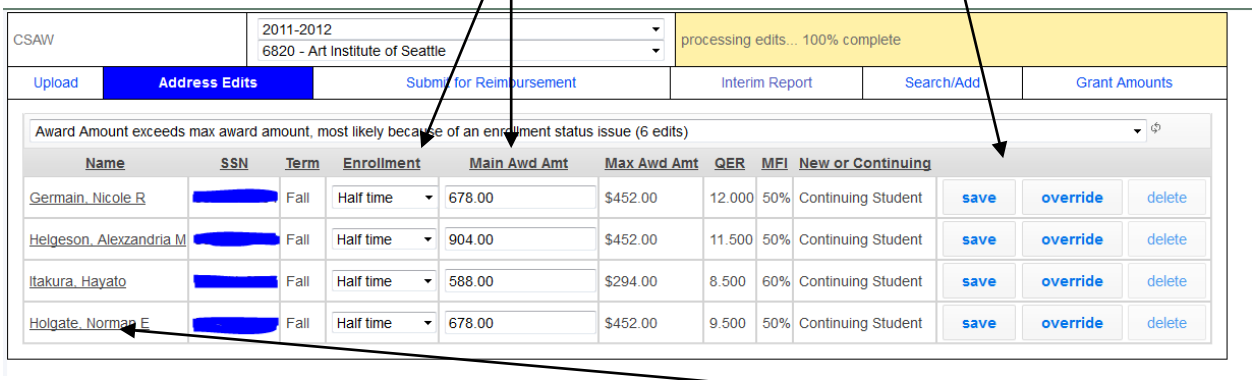
Correcting Edits

You can begin correcting edits while your file processes. Use the drop down to see the edit categories you have, and select one to begin work on.



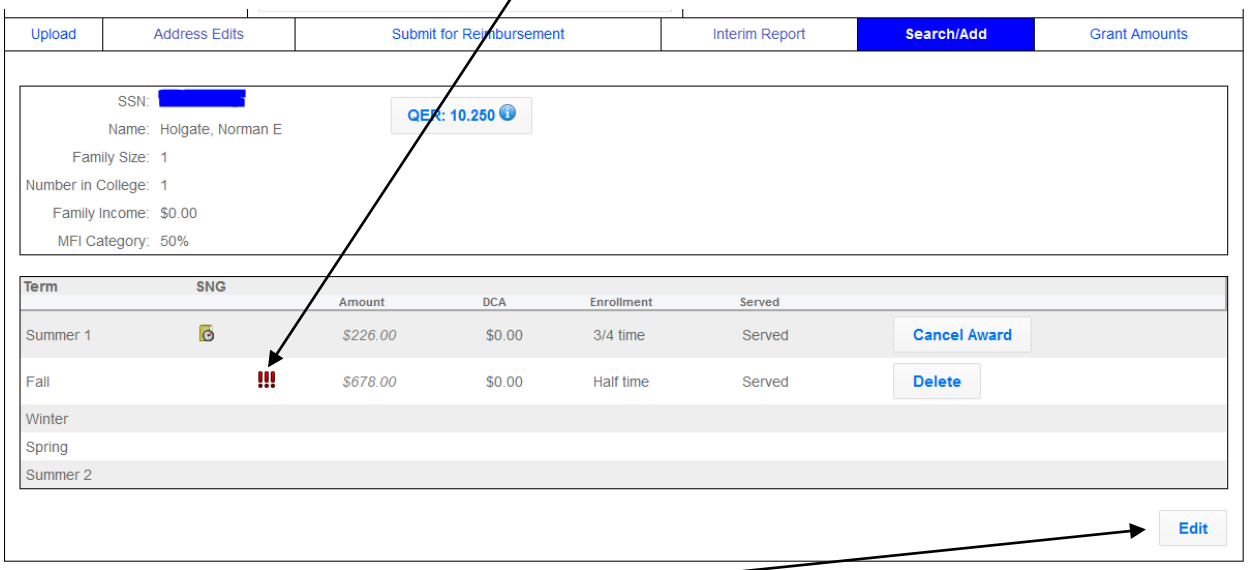
Use the edit refresh button to refresh your edit list as the file processing completes.

You are provided with a list of edits in the category you selected. Review the information provided and make necessary changes to enrollment or award amount in this screen. You can use the enrollment drop down or change the award amount and save.



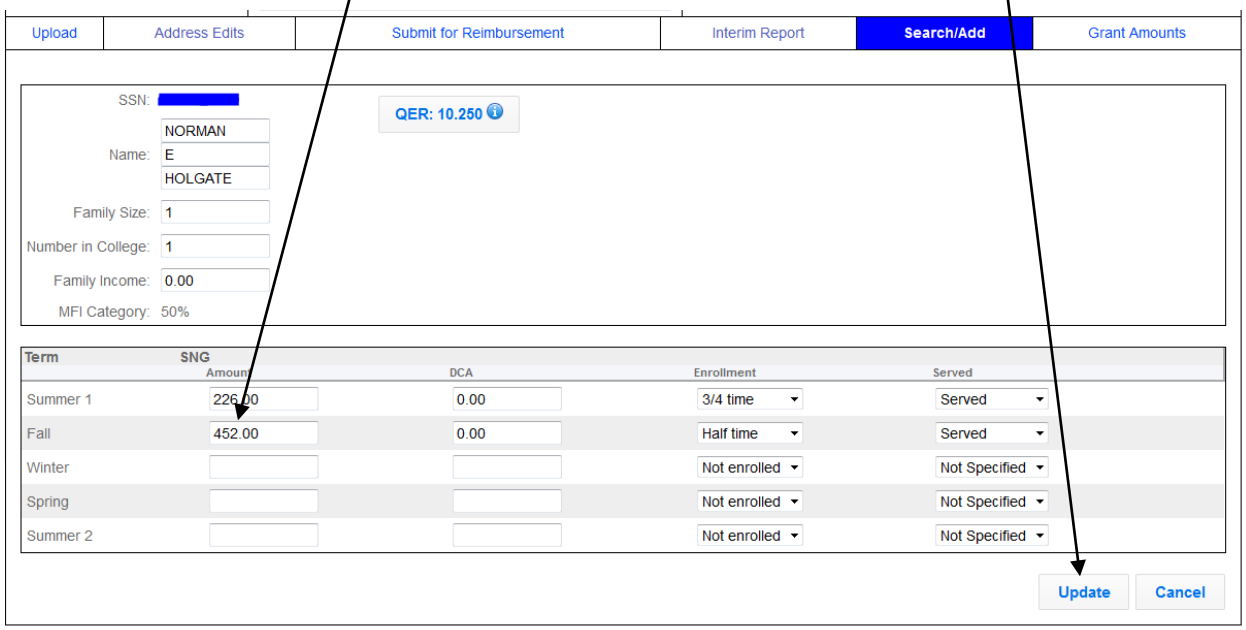
If you need to view more detailed student information to research the issue, click the link to the student's individual record.

After clicking on the link, the student detail will open in a new internet tab. The award that has an issue will be flagged with a !!! symbol.

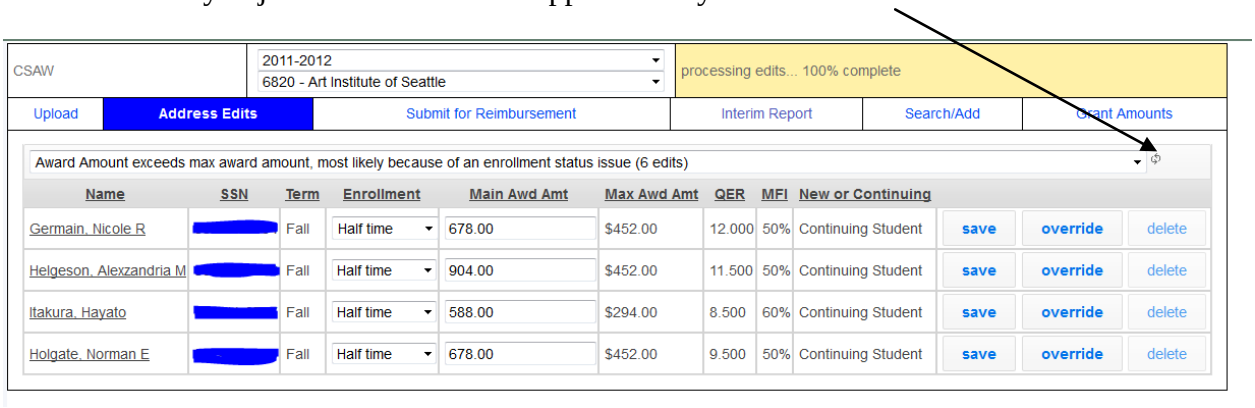


To edit the record, click on the edit button.

You can now change the data for the award in question. When done, click Update.



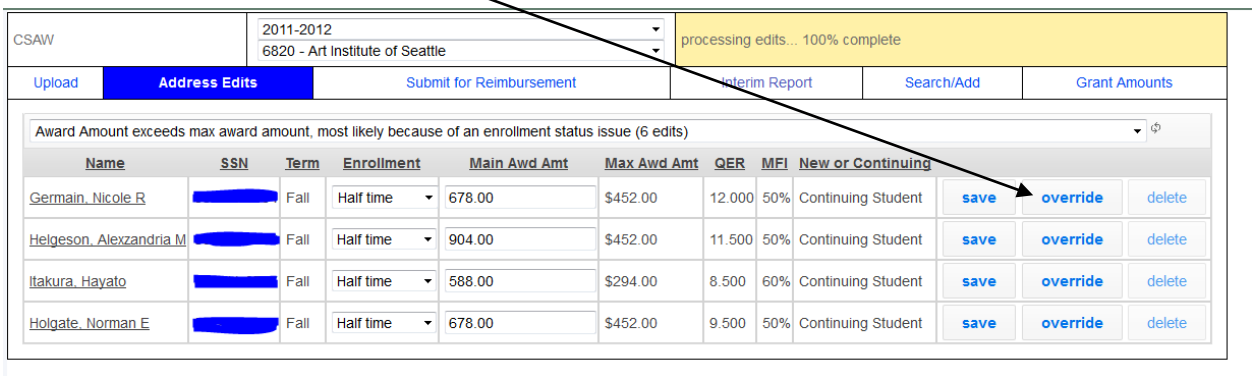
Close this internet tab to return to your edits screen to begin work on your next edit. The record that you just corrected will disappear once you click the edit refresh button.



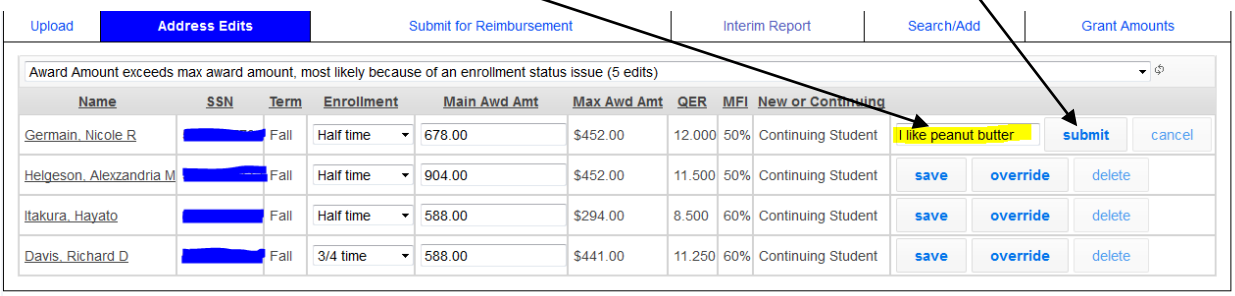
In some cases an edit cannot be resolved by changing data. In this case, you would override the edit.

Overriding Edits

To override an edit, click the 'override' button.

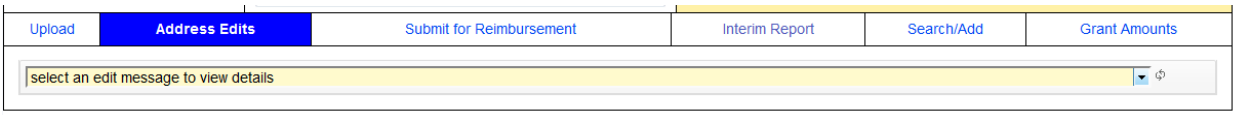


You will be prompted to enter an override reason. When finished, click Submit.

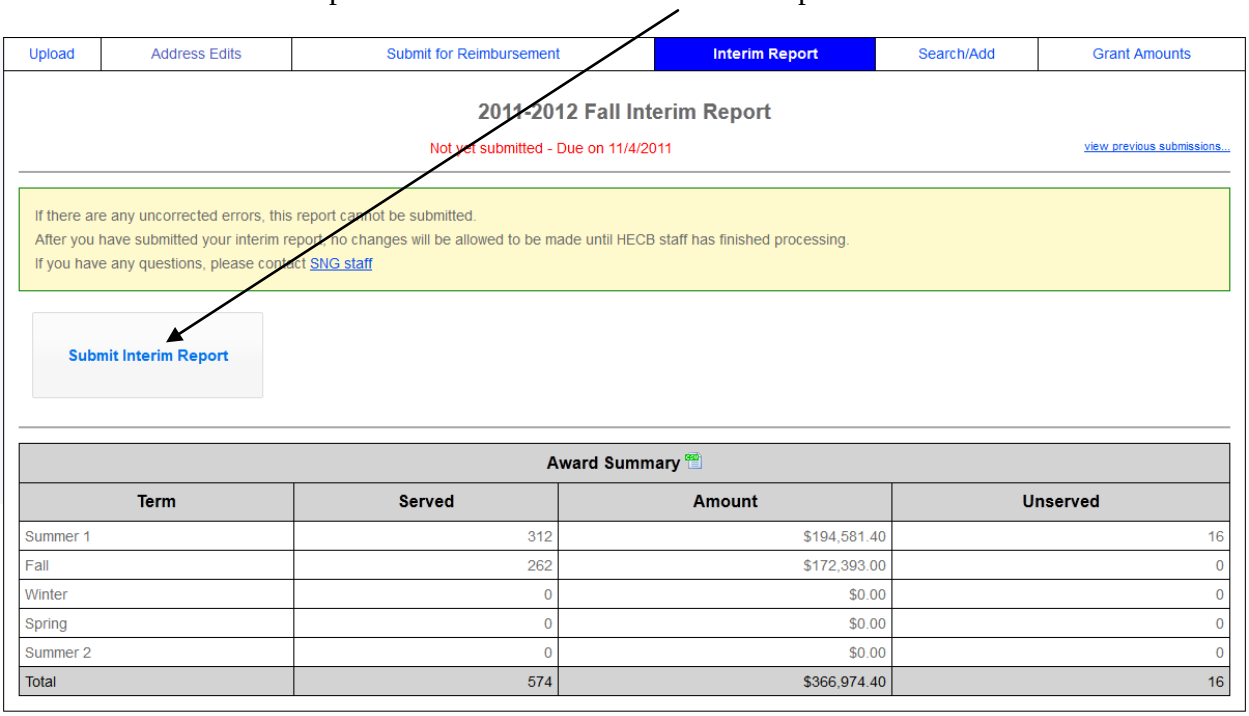


Once you click Submit, the edit will disappear.

Once you have corrected all of your edits, the edit drop down will be empty.

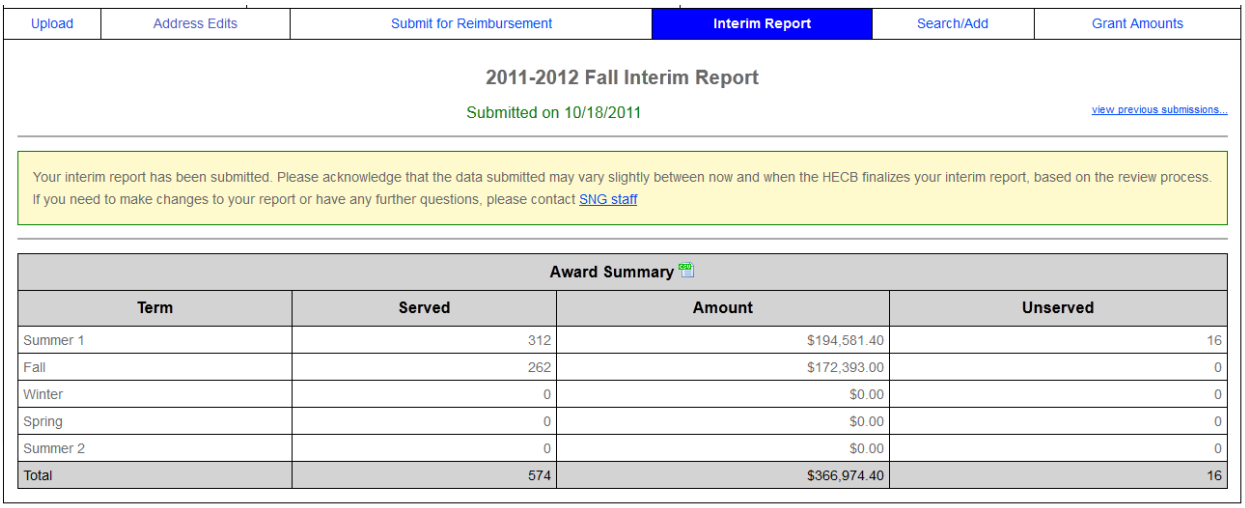


Go back to the Interim Report tab and click Submit Interim Report.



Term	Served	Amount	Unserved
Summer 1	312	$194,581.40	16
Fall	262	$172,393.00	0
Winter	0	$0.00	0
Spring	0	$0.00	0
Summer 2	0	$0.00	0
Total	574	$366,974.40	16

You will receive a confirmation that your report has been submitted.



Term	Served	Amount	Unserved
Summer 1	312	$194,581.40	16
Fall	262	$172,393.00	0
Winter	0	$0.00	0
Spring	0	$0.00	0
Summer 2	0	$0.00	0
Total	574	$366,974.40	16

CSAW File Upload Layout for All Campuses

Field	Valid Inputs	Remarks
SSN	numbers and hyphens	Nine-digit SSN. Dashes will be removed and any 8-digit entries will be left-padded with a zero (this is applicable in cases where Microsoft Excel interprets SSN as a number and removes the leading zero)
SchoolCode	any characters	Unique identifier for this student, for this school
LastName	any characters	
FirstName	any characters	
MiddleInitial		
FamilySize	integer	
NumberInCollege	integer	
FamilyIncome	Number up to two decimal places	Family income used to determine SNG eligibility and award amount
FallEnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement
FallAppliedBaccalaureate	('true' or 'y') ('false' or 'n')	Determines whether this student is enrolled in an applied baccalaureate program for this term.
FallCBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid
FallSNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA
FallSNGDCA	Number up to two decimal places	DCA amount, if awarded DCA
FallSNGAwardIsServed	('true' or 'y') ('false' or 'n')	Whether this award is served or not
WinterEnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement
WinterAppliedBaccalaureate	('true' or 'y') ('false' or 'n')	Determines whether this student is enrolled in an applied baccalaureate program for this term
WinterCBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid
WinterSNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA
WinterSNGDCA	Number up to two decimal places	DCA amount, if awarded DCA
WinterSNGAwardIsServed	('true' or 'y') ('false' or 'n')	Whether this award is served or not

CSAW File Upload Layout for All Campuses (Cont.)

Field	Valid Inputs	Remarks
SpringEnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement
SpringAppliedBaccalaureate	('true' or 'y') ('false' or 'n')	Determines whether this student is enrolled in an applied baccalaureate program for this term
SpringCBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid
SpringSNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA
SpringSNGDCA	Number up to two decimal places	DCA amount, if awarded DCA
SpringSNGAwardIsServed	('true' or 'y') ('false' or 'n')	Whether this award is served or not
Summer1EnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement
Summer1AppliedBaccalaureate	('true' or 'y') ('false' or 'n')	Determines whether this student is enrolled in an applied baccalaureate program for this term
Summer1CBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid
Summer1SNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA
Summer1SNGDCA	Number up to two decimal places	DCA amount, if awarded DCA
Summer1SNGAwardIsServed	('true' or 'y') ('false' or 'n')	Whether this award is served or not
Summer2EnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	The enrollment status the student was eligible for at the time of disbursement
Summer2AppliedBaccalaureate	('true' or 'y') ('false' or 'n')	Determines whether this student is enrolled in an applied baccalaureate program for this term
Summer2CBSAwardAmount	Number up to two decimal places	Maximum CBS award amount, minus specified state aid
Summer2SNGAwardAmount	Number up to two decimal places	Award amount, minus any DCA
Summer2SNGDCA	Number up to two decimal places	DCA amount, if awarded DCA
Summer2SNGAwardIsServed	('true' or 'y') ('false' or 'n')	Whether this award is served or not

Remarks

- Winter term fields are not required for Semester schools.
- Use the Applied Baccalaureate fields to signify if a student is attending an applied baccalaureate program. If this doesn't apply to your school, then this field can be omitted from the file.
- The SchoolCode field may be omitted.
- The SNGAwardAmount fields may be left blank if the student is not served for that term.
- All Enrollment Status and Boolean data type (yes/no) fields are case-insensitive.

CHAPTER 5

PUBLIC PAYMENTS

This chapter is for all public colleges, universities, and community and technical colleges, except for those piloting the student-specific payment request method. All public schools are expected to generate their own checks or deposits to individual student accounts for SNG recipients.

PAYMENT REQUESTS

Schools must submit monthly payment requests on-line via the Portal (see instructions at the end of this chapter). The amount of monies requested must be disbursed to students within 30 days of receiving the funds. Funds will be delivered to the school within two weeks of receiving the request. The aid director at each school must monitor which institutional staff has permission to submit cash requests.

Each institution is expected to utilize all initial funds by mid-June of each year. **Any funds not disbursed are to be returned to the Council prior to June 30 or as soon as possible during the reconciliation period.**

Deobligations and Supplemental Requests

A survey is conducted each spring to determine which schools can deobligate funds or accept supplemental funds.

Deobligations of institutional SNG reserves can be accepted throughout the year. The sooner in the year funds are deobligated, the easier they are to redistribute to schools that need them. **Late academic year deobligations are strongly discouraged.**

Supplemental funds can be requested at any time but they are disbursed on a funds available basis in rounds via a distribution model to make sure schools receive a proportionate share. The distribution process takes into account the number of served and unserved eligible students reported in the most recent interim report.

DISBURSEMENT PROCEDURES

The institution may disburse SNG funds by either providing the student with a direct payment or by crediting the student's account. Public institutions are expected to follow the same SNG disbursement policy that they use for federal aid.

Enrollment

Disbursements may be made only after the school confirms enrollment. Awards must be consistent with enrollment status at the time of disbursement.

Conditions of Award

Prior to disbursement, the institution must inform the SNG recipient of his or her responsibilities to the program through a "Conditions of Award" statement. A template for the statement is located at the end of this chapter.

The statement must be presented annually or delivered to the student through paper or electronic means. The conditions of award statement does not need to be signed by the student as long as the school can provide assurances to the Council that the terms of the SNG award were presented to the student. It is the school's responsibility to maintain documentation that the conditions were presented to the student.

Power of Attorney Disbursements

A student whose off-campus program precludes his or her return to the institution for disbursement of SNG funds must assign a Power of Attorney to a responsible person to receive SNG payments on his or her behalf. A copy of the Power of Attorney documentation must be kept in the student's file.

Unclaimed Property

The Washington Student Achievement Council (WSAC), previously known as the Higher Education Coordinating Board (HECB), has determined that all state student aid awards that have been disbursed* and remain unclaimed after three years for private institutions and two years for public institutions, shall be remitted to the state of Washington Department of Revenue, Unclaimed Property Section.

*Disbursed state student aid awards include those funds accepted and received by a student in the form of check or deposit to the student account, as part of the student's financial aid package.

Unclaimed property includes state student aid refunds or balances, usually issued in the form of a check, which are never cashed by the student. Public institutions are expected to make reasonable attempts to locate the student for two years, private institutions for three years, before remitting to Department of Revenue.

Note that the unclaimed federal student financial aid policy involves a different process than the state policy referenced here. The federal policy was established to ensure that federal student aid funds never escheat to a state, school or third party.

REPAYMENT AS A RESULT OF WITHDRAWAL

Repayment is a student responsibility. If a State Need Grant recipient leaves school during an academic term in which he or she receives a SNG, the student is required to repay funds according to the Council's universal repayment policy. ***The State Grant Repayment Policy Requirements are mandatory for all participating SNG institutions.*** A copy of the policy is located at the end of this chapter.

Institutional Notification

The school is responsible for notifying students that they are in repayment.

Post-withdrawal Disbursements not allowed

Unlike the federal policy, post withdrawal disbursements are not allowed for State Need Grant purposes.

Repayment Referrals

Institutions shall refer repayment accounts to the Council for collection when a student fails to make any repayment to the institution within 45 days of repayment notification. All repayments of $50 or more shall be referred to the Council using the 'Submit Transmittal' feature in Portal. **Repayments of less than $50 shall not be referred to the Council. All repayment obligations for deceased students are forgiven.**

The institution may retain the repayment account within the academic year if it continues active collection procedures or if a student is making payments to the institution, however, the institution shall not accept payments from the student past June 30th of the current year and shall refer the balance to the Council for billing.

All repayments shall be referred to the Council no later than the end of each academic year. College Bound Scholarship referrals should be reported simultaneously with SNG referrals; however the amounts should be separated.

To refer a repayment account to the Council, please use the 'Submit Transmittal' feature located on the Portal. Instructions for submitting repayments reside at the end of this chapter. **If a student is a recipient of both SNG and College Bound, the repayments shall be referred to the Council simultaneously to ensure seamless and transparent billing to the student.**

If students contact the institution regarding their repayment after it has been referred to the Council, the institution shall direct students to Council's contracted billing service, ECSI, at 1-888-549-3274. **Instruct them to reference school code 2H**. ***For debts incurred before the 1997 year, refer the student to the Council at 360-704-4165.***

Re-award or Return of Repayments

All SNG funds collected from student repayments may be re-awarded to other SNG eligible students if repayments are received in the same fiscal year as disbursed. Beginning in May of each year, any repayment monies the Council receives for the remainder of the academic year go into supplemental funds instead of individual school funds.

Funds collected from students after the close of the fiscal year must be returned to the Council. The return of funds shall be accompanied by a list indicating the student's name, social security number, term and year in which the repayment was incurred, amount of the payment transmitted with this notice, and the outstanding balance.

Institution to Bill Accounts

Institutions shall create "Institution to Bill" accounts in the Portal in order to place students who are in repayment on the archive while the institution is collecting the repayment. Doing so prevents students in repayment status from receiving aid at another school.

If the student repays the obligation to the school, it is the school's responsibility to inform the Council. **If the school does not notify the Council, then the "Institution to Bill" account will continue to appear on the archive and the student will be ineligible for further SNG disbursements.**

Repayments of less than $50 shall not be referred to the Council.

TRANSFER STUDENTS

Students who receive the SNG award at one school are eligible to receive transfer funds at a different school as long as the transfer is completed within the same academic year and there are funds available. Students must be enrolled at the receiving school before submitting transfer requests to the Council. The receiving school requests transfer funds on behalf of the incoming enrolled student by submitting a Transfer Fund Request Form. For additional information on transfer funds, please refer to the "Transfer Students" chapter.

RECONCILIATION OF RECORDS

SNG records must be reconciled at year end. For reconciliation, the institution must submit a data report detailing each student's receipt of aid on a term-by-term basis. The reconciliation record layout is the same as the layout used for the quarterly Interim Reports. The reporting details may be found at the end of the "Reporting Requirements" chapter.

Deadlines

The year-end Reconciliation of Records report and any unexpended funds must be received by the Council no later than July 11, 2014. This reconciliation deadline is necessary for the Council to generate the final Archive Report for the following year.

State Need Grant Portal Cash Request Process for Public Institutions

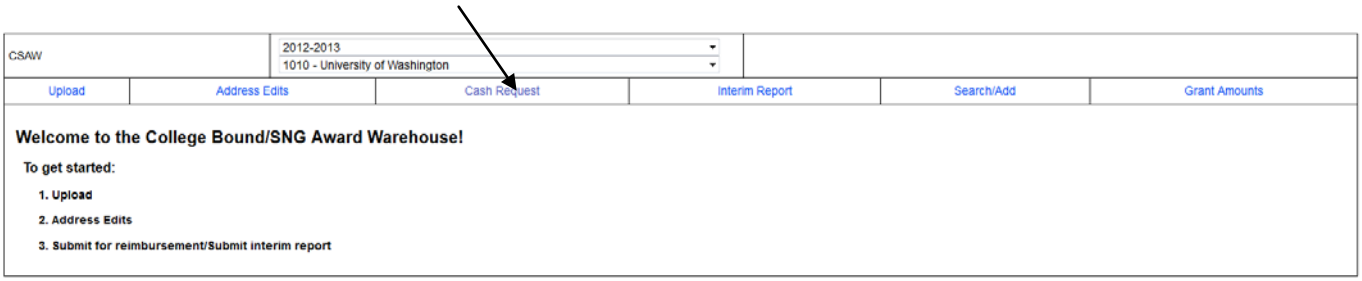
1. First log in to the Portal at:

   https://fortress.wa.gov/wsac/portal

   Your user name is your email address. If you don't know your password, please contact the person who has Administrator rights for the Portal at your institution.

2. Once logged into the Portal, from the menu up top, click on:
   a. Programs
   b. SNG
   c. CSAW

   In CSAW click the "Cash Request" tab.



3. You will be asked to enter:
   a. Your institution expenditures to date,
   b. The amount requested for each subprogram, and
   c. The date of expenditures in this format (mm/dd/yyyy).

   The fields must be completed before moving forward. If they are not completed, you will receive a red error message. If you are not requesting cash please enter a zero.

4. Once you have entered all of the information you will click the "Review Cash Request" button.
5. The information you entered will be summarized. Please verify the information is correct then click on "Submit Cash Request."
6. Once the cash request has been submitted you will receive the following notice: "The cash request has been successfully submitted."

If you have any questions regarding the cash request process please contact Victor Fernandez at: victorf@wsac.wa.gov.

State Need Grant Repayment Referrals

Basic Steps

1. Log on to the WSAC Portal
2. Input student SSNs
3. Enter student data and refer student to WSAC

Step 1: Log on to the WSAC Portal

1. Access the WSAC Portal.
2. Your user name is your email address. You assigned your password when you created your Portal account.
3. From the Home page, click on:
4. Programs, then SNG, then Submit Transmittal.

Step 2: Input Student SSNs

Use the Search tab to access a student individually, or use the Search by SSNs tab to enter multiple SSNs.

The Search tab allows you to either search by SSN or by name. Type the information either in the SSN box, or in the name boxes. Click Search.

Washington State Need Grant Program

Conditions of Award

You are being considered for a Washington State Need Grant (SNG). If you receive this grant, there are five conditions, with which you must comply. If you have questions or find that you cannot comply with these conditions, please see the Financial Aid Administrator (FAA) at the institution you are attending.

1. You do not owe a refund or repayment on a SNG, a College Bound Scholarship, a Pell Grant, or a Supplemental Education Opportunity Grant, nor are you in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan programs. In addition, you are not in default on a loan made through a state conditional loan or conditional scholarship program.

2. This grant is awarded to assist in meeting your educational expenses. If you withdraw from classes before the end of the term, repayment of all or part of the grant may be required.

3. You may choose to voluntarily make financial contributions to the Student Achievement Council in recognition of this SNG. All voluntary contributions will be used to provide financial assistance to other students.

4. The offer of a SNG is subject to, and conditioned upon, the availability of funds. The Council and the institution through which the grant is awarded reserve the right to withdraw, reduce, or modify the grant due to funding limitations or due to changes in circumstances which affect your eligibility for the SNG.

5. You are not pursuing a degree in theology.

ARCHIVE CHECK REPORT

Changes to SNG Archive in the WSAC Portal

The institutions are provided an interface to the SNG Archive page in the WSAC Portal to view records or download a CSV file. When opting to download a CSV file, it will be in the following format:

Column Name	Data Type	Description
SSN	Integer	9- digit integer (no dashes)
LastName	String	Up to 75 characters
FirstName	String	Up to 50 characters
InRepayment	Boolean	Either yes or no
UsedSNGQuarters	Decimal	Up to 3 decimal places
RemainingSNGQuarters	Decimal	Up to 3 decimal places
NextEligibleAADegreeYear	Integer	4-digit integer, or empty
NextEligibleAADegreeTerm	String	Either empty or one of the following: Summer1 Fall Winter Spring Summer2

STATE GRANT REPAYMENT POLICY REQUIREMENTS

General

State Grant recipients, who withdraw from the institution, are expelled, or otherwise complete zero credits in any given term must repay state grants and College Bound Scholarship on a prorated basis.

For the purposes of this policy, "Award" is the amount of state grant or College Bound Scholarship for which the student was eligible during the enrollment period, after the school made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

Authority

State Need Grant (WAC 250.20.051(4))

Known Last Date of Attendance

- If a student's last date of attendance can be verified and is prior to or on 50% of the term, the state grant repayment will be based on the percentage of the term not completed (or the percentage of the scheduled hours remaining in the payment period for clock hour schools).
- If the last date of attendance occurs after **50%** of the term, the state grant award is considered 100% earned and no state grant repayment is due.

State grant repayment formula: Known last date of attendance, prior to or on 50% of the term

1. The percentage of state grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percentage of state grant earned from 100%; this equals the percentage of unearned state grant.
3. Multiply the percentage of unearned state grant by the grant amount.
4. Multiply the amount from step 3 by 50% to determine the state grant repayment due.

Example: Known last date of attendance, prior to or on 50% of the term:

A student is awarded $400 for a state grant and completed 20% of the term prior to withdrawal. The state grant repayment is calculated as follows:

1. The unearned percentage equals 80% (100% less 20% completed).
2. Unearned aid equals $320 (80% of $400 state grant award).
3. The repayment equals $160 ($320 X 50% reduction)

Unknown Last Date of Attendance

If a student attends a portion of a term and withdraws with no verified last date of attendance, the state grant repayment will be 50% of the grant amount with no additional adjustments.

No-Show Repayments

If a state grant recipient never attends courses in the term for which they received a state grant award, the state grant repayment is 100% of the award. If a school is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

General repayment policies:

1. Repayments are based on the state grant award amount, including enrollment and packaging adjustments.
2. Verified withdrawal dates after 50% of the term equate to 100% earned state grant.
3. Unofficial withdrawals/no known last date of attendance equate to repayment of 50% of the state grant award.
4. No shows are 0% earned and equate to repayment of 100% of the state grant.
5. Official withdrawals or verified last date of attendance repayment calculation:

   State grant award amount multiplied by the percentage of unearned state grant multiplied by the 50% reduction equals the state grant repayment due.
6. The 50% reduction applied at the end of the repayment computation addresses un-reimbursable start up education costs and reduces the barrier for students intending to return to school.
7. Repayments of less than $50 should not be referred to the Council.
8. Institution repayment refund policy:

   Public institutions may choose from the following options:
   1. Return the repayment amount directly to the Council and collect from the students.
   2. During the current academic year, the institution may collect student repayments and deposit them into their institutional State Grant funds to be awarded to other eligible students.
   3. Refer students directly to the Council.

Private institutions that participate in the **Electronic Fund Transfer process** should return state grant repayments directly to the Council and collect from the students.

PRIVATE PAYMENTS

CHAPTER 6

PRIVATE PAYMENTS

Procedures for Electronic Fund Transfer Reimbursements, Student Repayments, and Reconciliation

This chapter applies to:

Art Institute of Seattle	Lucas Marc Academy
Antioch University	Northwest University
Bastyr University	Northwest College of Art
Cornish College of the Arts	Northwest Indian College
DigiPen Institute of Technology	Pacific Lutheran University
Divers Institute of Technology	Perry Technical Institute
Everest College	Saint Martin's University
Gene Juarez Academy	Seattle Pacific University
Glen Dow Academy of Hair Design	Seattle University
Gonzaga University	Trinity Lutheran College
Heritage University	University of Puget Sound
Interface College	Walla Walla University
International Air & Hospitality Academy	Whitman College
ITT Technical Institute	Whitworth University

Private campuses use the Electronic Fund Transfer (EFT) reimbursement method for paying students. The EFT option requires schools to front monies to eligible students and then request reimbursement from the Council.

ELECTRONIC FUND TRANSFER (EFT) REQUEST PROCEDURE

Reimbursement Requests

Once a student is identified as eligible and an award is calculated, the institution may begin the disbursement process. After the student is paid via institutional funds the school will request a reimbursement from the Council.

Reimbursement requests must be submitted through the use of CSAW (College Bound/SNG Award Warehouse) located in the Portal. Schools upload the award file into CSAW and manage awards from within the warehouse. The file layout specifications and instructions for requesting reimbursements in CSAW are located at the end of this chapter.

Note: The clock hour school payment request calendar is located at the end of this chapter.

Reimbursement requests may be made any time from mid-July through mid-June of the fiscal year. Payments for a new school year will not begin until all schools are fully reconciled for the prior year and the archive is completely updated. EFT reimbursement requests will be processed within 24 hours of receipt because the school has fronted their own monies and are being reimbursed.

Please allow a **minimum** of five to six business days from the time a request is submitted until funds are reimbursed.

Note: A supplemental award refers to an additional payment processed for a student for the same term. Retroactive payments are not supplemental awards.

Information Needed to Upload an Award

The following information must be provided to order an EFT (see file format in back of chapter):

Institution Code – SNG institution codes are listed in the Institution Information chapter.

Social Security Number – Social security numbers are used to generate payments and monitor the number of terms a student has received the grant. This field must contain nine numeric digits.

Student's First and Last Name – Names shall not be abbreviated, nor shall nicknames be used. A middle initial shall be provided if available. If the student has no middle initial, include a blank space.

Family Size- Student's number in family, and number in college.

Family Income- The income aid administrators used to determine SNG eligibility and award the student.

Enrollment Status - One of these enrollment status codes must be used:

1	=	Full Time
2	=	Half Time
3	=	¾ Time
5	=	Less Than Half Time

Applied Baccalaureate - Determines whether the student is enrolled in an applied baccalaureate program for this term. This only applies to community and technical colleges.

SNG Award Amount (exclude DCA) – The amount requested, in whole dollars only.

Dependent Care Allowance (DCA) Amount –If student qualifies for DCA and receives it as part of the grant.

Award is Served –Mark served or unserved by term, depending on whether or not the student is awarded.

DISBURSEMENT PROCEDURES

The school must confirm that the student's enrollment status at the time of disbursement matches the enrollment status covered by the award.

If a student does not enroll, withdraws from a program, reduces the enrollment rate, or does not claim funds within the 30 day period, institutions must adjust the student's award in CSAW. By reducing the award amount in CSAW; those funds will be freed up to award to other students. Reducing a processed award will create a negative reimbursement under the 'Submit for Reimbursement' tab. To process the award reduction you must submit like a regular reimbursement. It is okay to only submit negative reimbursements. WSAC will not send reimbursements until you have submitted awards to offset the reduced awards.

NOTE: If you do not have reimbursements to offset your reduced awards by reconciliation, you must return the under spent amount via check to WSAC.

Student Directive

Private institutions must use the Council's Student Directive Form to record a student's decision on where to apply their financial aid payment. The student's financial aid payment can be deposited directly into a student's account or disbursed in the form of a check based on their choice on the directive. For a copy of the student directive, see the back of this chapter.

- Institutions must not coerce or influence the student's choice on where to apply their financial aid payment.
- The directive remains in effect for the duration of the student's continuous enrollment at the institution, excluding approved leaves of absence and summer terms. A new directive is required if the student is not continuously enrolled.
- Institutions must allow students to change their minds at anytime, prior to disbursement, and follow their current directives at all times.
- Institutions must remind students once a year that their current directive is still in place and that they may change it.

Student Disbursement Options

Each student must have the opportunity to receive an institution check that may be deposited at his or her own bank or to request that the SNG funds be applied to his or her student account at the institution.

A school may not withhold or delay the disbursement of SNG due to any student debt, including tuition, fees, or fines owed the institution.

Conditions of Award Statements

Prior to disbursement, the institution must inform the SNG recipient of his or her responsibilities to the program through a "Conditions of Award" statement. A template of the statement is located at the end of this chapter.

The statement must be presented or delivered to the student through paper or electronic means each year. The Conditions of Award does not have to be signed by the student as long as the school can provide assurances to the Council that the terms of the SNG award were presented to the student. It is the school's responsibility to maintain documentation that the conditions were presented to the student.

Power of Attorney Disbursements

A student whose off-campus program precludes his or her return to the institution for disbursement of SNG funds must assign a Power of Attorney to a responsible person to receive SNG payments on his or her behalf. A copy of the Power of Attorney documentation must be kept in the student's file.

UNCLAIMED PROPERTY

The Washington Student Achievement Council (WSAC), previously known as the Higher Education Coordinating Board (HECB), has determined that all state student aid awards that have been disbursed* and remain unclaimed after three years for private institutions and two years for public institutions, shall be remitted to the state of Washington Department of Revenue, Unclaimed Property Section.

*Disbursed state student aid awards include those funds accepted and received by a student in the form of check or deposit to the student account, as part of the student's financial aid package.

Unclaimed property includes state student aid refunds or balances, usually issued in the form of a check, which are never cashed by the student. Public institutions are expected to make reasonable attempts to locate the student for two years, private institutions for three years, before remitting to Department of Revenue.

Note that the unclaimed federal student financial aid policy involves a different process than the state policy referenced here. The federal policy was established to ensure that federal student aid funds never escheat to a state, school or third party.

STUDENT REPAYMENTS

Repayment is a student responsibility. If a grant recipient leaves school during an academic term in which he or she receives a SNG, the student is required to repay SNG funds according to the Council's universal repayment policy.

The State Grant Repayment Policy Requirements are mandatory for all participating SNG institutions. A copy of the policy is located at the end of this chapter.

Private schools are responsible for repaying the Council for overpayments resulting from calculation error and for student repayments. Schools shall reduce the student's award to reflect the amount the student was eligible to receive. Private institutions collect funds back from the student, and cannot transfer collection to the Council.

An institution can re-award student repayments to other students if the repayments and awards fall within the current academic year. If repayments are for a prior year, the institution must send a check to the Council.

All repayments for deceased students are forgiven.

Post-withdrawal Disbursements Not Allowed

Unlike the federal policy, post- withdrawal disbursements are not allowed for State Need Grant purposes.

Council Follow-up

SNG reimbursements will not be processed for any student who owes a repayment until the account has been repaid in full. Institutions are responsible for notifying the Council when they have received payment in full.

Current Year Repayments

An institution can re-award student repayments to other students if the repayments and awards fall within the current academic year.

TRANSFER STUDENTS

Students who receive the SNG award at one school are eligible to receive transfer funds at a different school as long as the transfer is completed within the same academic year. Students must be enrolled at the receiving school before submitting transfer requests to the Council. The receiving school requests transfer funds on behalf of the incoming student by submitting a Transfer Fund Request Form.

For additional transfer fund information, please refer to the "Transfer Student" chapter.

ASSOCIATE DEGREES AT PRIVATE INSTITUTIONS

Private and proprietary institutions that offer AA degrees must report new AA degrees quarterly to the Council via an Excel or .csv file. AA degree files are to be sent to the Council via the secure message feature in the Portal. The file format for reporting AA degrees is at the end of this chapter.

CLOCK HOUR SCHOOLS

In order to equate the clock hour programs to the credit-hour programs, the following policy makes the annual award amount equitable at both types of institutions.

Payment Periods

1. Payments will be made for 300 clock hour increments within a quarter term payment schedule.

2. Payments may be requested once every ten weeks for individual students. The eligible student may receive up to five payments in one fiscal year.

3. Additional payments shall not be disbursed until the previous payment's clock hours have been earned/completed. Exceptions may be made based on the institution's probationary policy (see Chapter III), if that policy was approved as part of the Institutional Agreement to Participate.

4. For a full-time, full-year (900 clock hours) student in good standing, the school is required to submit payment requests for at least three payment periods (equivalent to three quarterly payments). Institutions have the option of distributing more than three payments within an academic year.

Program Lengths

Clock hour programs must be at least 600 hours in length to qualify for SNG awards. The program must offer a minimum of twelve clock hours of instruction per week.

A payment request can be submitted for students nearing completion of their program with between 150 and 299 remaining hours.

Remainder Hours-Award Percentages

75 - 149 hours	=	25% of a full time award
150 - 224 hours	=	50% of a full time award
225 - 299 hours	=	75% of full time award
300+ hours	=	100% of full time award

Academic Year Cross-Over Programs

If a payment falls in the cross-over between academic years, the school can select the academic year in which to request the payment.

Additional clock hours earned beyond a full disbursement that are clocked prior to July 1 of the next academic year may be carried over. For example, if a student earns 980 hours in one academic year and is awarded for two 450 hour terms, the 80 remaining hours may be carried into the next academic year.

Clock Hour Payment Request Calendar

Payment periods are described as periods 1-5. Due to Portal limitations, the payment periods must still be referred to as Fall, Winter, Spring, and Summer (in corresponding terms).

Assign the payment based on when the majority of the enrollment will occur.

Payment Period	Date Range	Term
1	July 1 – September 11	Summer 1
2	September 12 – November 22	Fall
3	November 23 – February 5	Winter
4	February 6 – April 18	Spring
5	April 19 – June 30	Summer 2

Based on ten-week minimum between payment periods, five payment period maximum.

Last Payment Request Date is June 6, 2014

State of Washington

Student Achievement Council

STUDENT DIRECTIVE FOR DISBURSEMENT OF STATE STUDENT AID

Return this form to the ***NAME of Institution*** Financial Aid Office as soon as possible

Student Name (please print):_____ID#:_____

You have been awarded student financial aid from the State of Washington. Your designation and signature on this form will document your choice for funds to be applied directly into your student account or to be given directly to you in the form of a check. A state grant recipient has the following two choices:

- Choosing to have the funds deposited to your student account permits the aid to be automatically credited toward expenses you may owe to the school. This option allows faster processing of any refunds of financial aid proceeds that may be due you.

- Choosing to have state financial aid funds given directly to you means that state student aid will not be automatically available to pay for tuition and fees. You are responsible for using the funds to pay for educational expenses including any expense you owe to the school.

Please choose one of these options:

_____ I choose to have state student aid funds applied directly to my student account and automatically credited toward expenses I owe ***NAME of Institution***.

OR

_____ I wish to have state student aid funds given directly to me (not credited to my student account). I understand that I am responsible for all outstanding balances on my student account at ***NAME of Institution***.

Your choice will stay in effect as long as you are enrolled at this school. However, you may change your directive for a future term by informing your Financial Aid Office in writing.

_____

Student Signature Date

Make sure you check one of the options above and return this form to:

NAME of Institution
Address
Address
Address

WASHINGTON STATE NEED GRANT PROGRAM

CONDITIONS OF AWARD

You are being considered for a Washington State Need Grant (SNG). If you receive this grant, there are five conditions, with which you must comply. If you have questions or find that you cannot comply with these conditions, please see the Financial Aid Administrator (FAA) at the institution you are attending.

1. You do not owe a refund or repayment on a SNG, a College Bound Scholarship, a Pell Grant, or a Supplemental Education Opportunity Grant, nor are you in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan programs. In addition, you are not in default on a loan made through a state conditional loan or conditional scholarship program.

2. This grant is awarded to assist in meeting your educational expenses. If you withdraw from classes before the end of the term, repayment of all or part of the grant may be required.

3. You may choose to voluntarily make financial contributions to the Student Achievement Council in recognition of this SNG. All voluntary contributions will be used to provide financial assistance to other students.

4. The offer of a SNG is subject to, and conditioned upon, the availability of funds. The Council and the institution through which the grant is awarded reserve the right to withdraw, reduce, or modify the grant due to funding limitations or due to changes in circumstances which affect your eligibility for the SNG.

5. You are not pursuing a degree in theology.

STATE GRANT REPAYMENT POLICY REQUIREMENTS

General

State Grant recipients, who withdraw from the institution, are expelled, or otherwise complete zero credits in any given term must repay state grants and College Bound Scholarship on a prorated basis.

For the purposes of this policy, "Award" is the amount of state grant or College Bound Scholarship for which the student was eligible during the enrollment period, after the school made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

Authority

State Need Grant (WAC 250.20.051(4))

Known Last Date of Attendance

- If a student's last date of attendance can be verified and is prior to or on 50% of the term, the state grant repayment will be based on the percent of the term <u>not</u> completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).
- If the last date of attendance occurs after **50%** of the term, the state grant award is considered 100% earned and no state grant repayment is due.

State grant repayment formula: Known last date of attendance, prior to or on 50% of the term

1. The percentage of state grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percentage of state grant earned from 100%; this equals the percentage of unearned state grant.
3. Multiply the percentage of unearned state grant by the grant amount.
4. Multiply the amount from step 3 by 50% to determine the state grant repayment due.

Example: Known last date of attendance, prior to or on 50% of the term:
A student is awarded $400 for a state grant and completed 20% of the term prior to withdrawal. The state grant repayment is calculated as follows:

1. The unearned percentage equals 80% (100% less 20% completed).
2. Unearned aid equals $320 (80% of $400 state grant award).
3. The repayment equals $160 ($320 X 50% reduction).

Unknown Last Date of Attendance

If a student a**tt**ends a portion of a term and withdraws with no verified last date of attendance, the state grant repayment will be 50% of the grant amount with no additional adjustments.

No-Show Repayments

If a state grant recipient never attends courses in the term for which they received a state grant award, the state grant repayment is 100% of the award. If a school is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

General repayment policies:

1. Repayments are based on the state grant award amount, including enrollment, and packaging adjustments.
2. Verified withdrawal dates after 50% of the term equate to 100% earned state grant.
3. Unofficial withdrawals/no known last date of attendance equate to repayment of 50% of the state grant award.
4. No shows are 0% earned and equate to repayment of 100% of the state grant.
5. Official withdrawals or verified last date of attendance repayment calculation:
6. State grant award amount multiplied by the percent of unearned state grant multiplied by the 50% reduction equals the state grant repayment due.
7. The 50% reduction applied at the end of the repayment computation addresses un-reimbursable start up education costs and reduces the barrier for students intending to return to school.
8. Repayments of less than $50 should not be referred to the Council.
9. Institution repayment refund policy:

Public institutions may choose from the following options:

1. Return the repayment amount directly to the Council and collect from the students.
2. During the current academic year, the institution may collect student repayments and deposit them into their institutional State Grant funds to be awarded to other eligible students.
3. Refer students directly to the Council.

Private institutions should return state grant repayments directly to the Council and collect from the students.

USING THE COLLEGE BOUND SCHOLARSHIP/STATE NEED GRANT AWARD WAREHOUSE (CSAW) FOR REIMBURSEMENT

Basic Steps:

- Log on to the WSAC Portal
- Upload your file
- Fix any file format errors
- Address edits
- Review students and submit for reimbursement
- Access the WSAC Portal at https://fortress.wa.gov/wsac/portal.

Your user name is your email address. If you don't know your password, please contact the person who has administrator rights for the Portal at your institution.

Once logged into the Portal, from the menu up top, click on:

1. Programs
2. SNG
3. CSAW

Generate your file data in your internal system and save it to your computer.

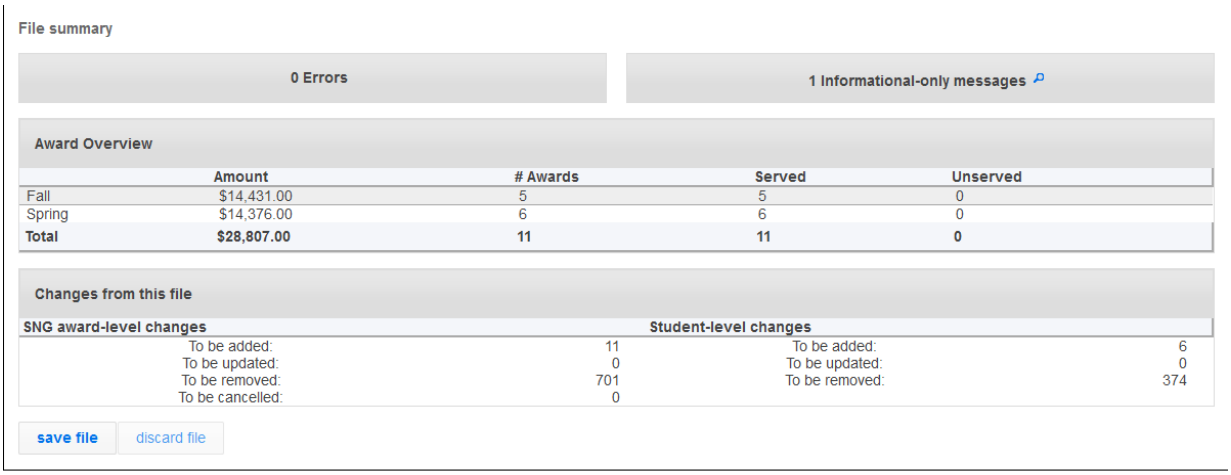
NOTE: Please see file format at the end of these instructions. Each upload attempt represents a fresh start. This means that each upload MUST contain ALL enrollment data for the current academic year.

Click the Upload link. Use the browse button to locate your file. Then click 'Upload.'

While the file is uploading, a yellow progress bar will display the real-time status of your upload.

After the upload is completed you will be presented with a file summary. The file summary notifies you of formatting errors, provides informational messages, displays an award overview by term, and summarizes changes from the file that was just uploaded to any existing data already in CSAW.

File Summary Example:



File summary

0 Errors

1 Informational-only messages

Award Overview

	Amount	# Awards	Served	Unserved
Fall	$14,431.00	5	5	0
Spring	$14,376.00	6	6	0
Total	**$28,807.00**	**11**	**11**	**0**

Changes from this file

SNG award-level changes		Student-level changes	
To be added:	11	To be added:	6
To be updated:	0	To be updated:	0
To be removed:	701	To be removed:	374
To be cancelled:	0		

save file discard file

A file upload that contains formatting errors cannot be saved until it is corrected and resubmitted. You will have the option to view each error by clicking on the magnifying glass logo next to “Errors.” A box will appear with a list of your errors. They are listed in chronological order. You have the option to download a list of all errors to a csv file. An Informational-only message contains any headers in the file that are not recognized

If a valid header is not recognized it can be excluded from the file. You also have the option to download to .csv file.

Once all errors are reviewed and resolved, click on “save upload.” A progress bar will appear once you click on save, it will notify you when the file is done saving.

Once the save is complete, click on “finish upload and proceed to edits” to move on to the next step.

Click on Address Edits. Your edits will begin to load. If you do not have any edits, you can proceed to any of the other tab. If you have edits, it’s best that you take care of these now so that you can submit for reimbursement for these students. This also will prevent you from submitting your interim report if the edits are not addressed.

Once in the edit page, refer to the processing bar in the upper right corner. You can see the progress of your file bouncing against the edits.

You can begin correcting edits while your file processes. Use the drop down to see the edit categories you have, and select one to begin work on.

Use the edit refresh button to refresh your edit list as the file processing completes.

You are provided with a list of edits in the category you selected. Review the information provided and make changes to enrollment or award amount in this screen, if necessary. You can use the enrollment drop down or change the award amount and save.

If you need to view more detailed student information to research the issue, click the link to the student's individual record.

After clicking on the link, the student detail will open in a new internet tab. The award that has an issue will be flagged with a !!! symbol.

To edit the record, click on the edit button. You can now change the data for the award in question. When done, click Update.

Go back to the Edits screen to begin work on your next edit. The record that you just corrected will disappear once you click the edit refresh button. In some cases an edit cannot be resolved by changing data. In this case, you would override the edit.

To override an edit, click the 'override' button. You will be prompted to enter an override reason. When finished, click Submit. Once you click Submit, the edit will disappear.

Once you have corrected all of your edits, the edit drop down will be empty. You may have "informational only" edits, these do not need to be addressed.

You may now search for students that you just uploaded or proceed to Submit for Reimbursement. Click on Submit for Reimbursement. You are presented with 3 options on selecting awards to reimburse.

Select Awards to Reimburse

- Let me choose all awards for an entire term(s)
- Let me upload a list of existing students
- Let me choose individual awards

The **first option (all awards for entire term(s))** is a quick way to access your students that are ready to be reimbursed. You will be presented with a breakdown of awards ready to be reimbursed by term after selecting 'Let me choose all awards for an entire term(s).'

Click the check box next to the term and program you wish to submit. Once checked, the Selected Amount box on the top of your screen will update. This shows the dollar amount of what is to be submitted. For your convenience, remaining balance is also reflected.

Program	Selected Amount						Allocation	
	Summer 1	Fall	Winter	Spring	Summer 2	Total	Available	Remaining
SNG	$0.00	$4,259.00	$0.00	$0.00	$0.00	$4,259.00	$88,715.22	$84,456.22
CBS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	n/a	n/a
Total	$0.00	$4,259.00	$0.00	$0.00	$0.00	$4,259.00	n/a	n/a

Select Awards to Reimburse

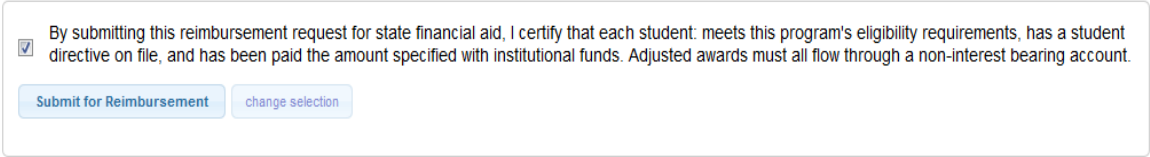
- Let me choose all awards for an entire term(s)

	SNG	CBS	Total
Summer 1	$0.00	$0.00	$0.00
Fall	$4,259.00	$0.00	$4,259.00
Winter	$5,679.00	$0.00	$5,679.00
Spring	$77,835.00	$1,129.00	$78,964.00
Summer 2	$0.00	$0.00	$0.00
Total	$87,773.00	$1,129.00	$88,902.00

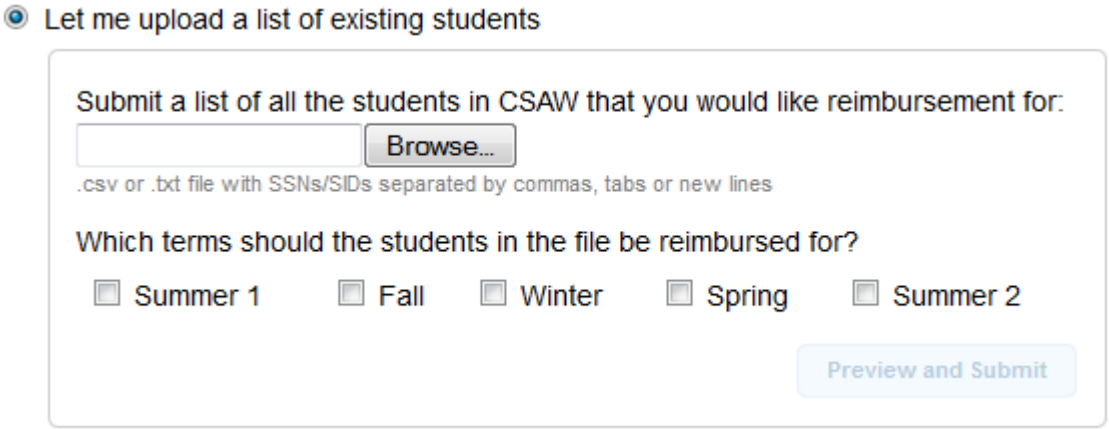
Preview and Submit

After selecting your term, click on 'Preview and Submit.' This presents you with the detail list of students and their award amounts to be reimbursed. It defaults to every student checked; these are the ones to be submitted for reimbursement. If you don't want to 'select all', click in the check box to unselect an award.

The last step before submitting is the disclaimer box. Please check this box of you agree. You may now click on 'Submit for Reimbursement.'



The **second option (upload a list of existing students)** is used for submitting a list of all the students in CSAW that you would like reimbursement for via a file upload. The format is .csv or .txt with SSNs/SIDs separated by commas, tabs or new lines.

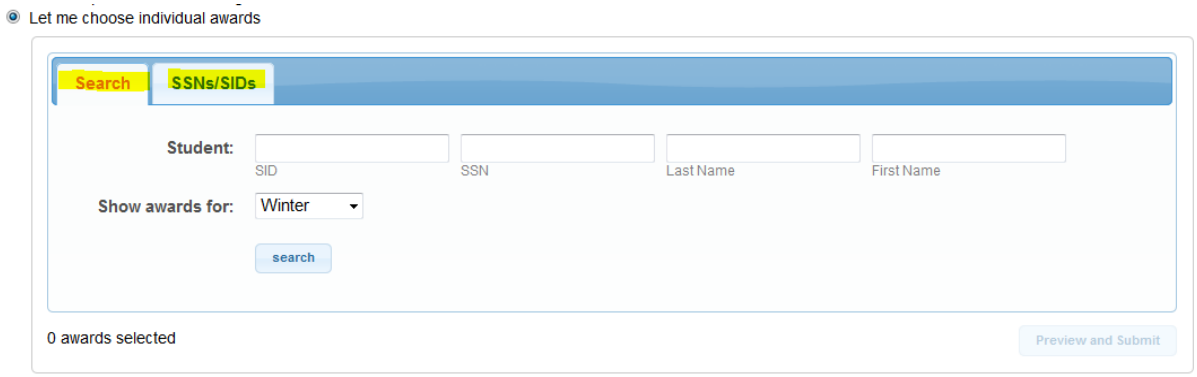


NOTE: This is different from the file you uploaded in the Upload section. You must upload students into CSAW before using this method of submitting for reimbursement.

Browse to your saved file, click on Preview and Submit. This presents you with the detail list of students and their award amounts to be reimbursed. It defaults to every student checked, meaning these are the ones to be submitted for reimbursement. If you wish to not 'select all', click in the check box to unselect an award.

Last step before submitting is the disclaimer box. Please check this box to approve. You may now click on 'Submit for Reimbursement.'

The **third option (choose individual awards)** gives you the opportunity to manually look for student awards. You can either use the Search box and search for an individual or click on the SSNs/SIDs tab to search for multiple awards.



After selecting the award(s), click on Preview and Submit. This presents you with the detail list of students and their award amounts to be reimbursed. It defaults to every student checked, meaning these are the ones to be submitted for reimbursement. If you wish to not 'select all', click in the check box to unselect an award.

Last step before submitting is to read the disclaimer box and check by approving. You may now click on 'Submit for Reimbursement.'

If you have any questions regarding CSAW please contact Victor Fernandez at: victorf@wsac.wa.gov.

CSAW FILE UPLOAD LAYOUT FOR PRIVATE SCHOOLS

Field	Valid Inputs	Remarks
SSN	numbers and hyphens	Nine-digit SSN. Dashes will be removed and any 8-digit entries will be left-padded with a zero (this is applicable in cases where Microsoft Excel interprets SSN as a number and removes the leading zero)
SchoolCode	any characters	unique identifier for this student, for this school
LastName	any characters	
FirstName	any characters	
MiddleInitial		
FamilySize	integer	
NumberInCollege	integer	
FamilyIncome	Number up to two decimal places	
FallEnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	
FallAppliedBaccalaureate	('true' or 'y') ('false' or 'n')	Determines whether this student is enrolled in an applied baccalaureate program for this term.
FallCBSAwardAmount	Number up to two decimal places	
FallSNGAwardAmount	Number up to two decimal places	
FallSNGDCA	Number up to two decimal places	
FallSNGAwardIsServed	('true' or 'y') ('false' or 'n')	Whether this award is served or not
WinterEnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	
WinterAppliedBaccalaureate	('true' or 'y') ('false' or 'n')	Determines whether this student is enrolled in an applied baccalaureate program for this term
WinterCBSAwardAmount	Number up to two decimal places	
WinterSNGAwardAmount	Number up to two decimal places	
WinterSNGDCA	Number up to two decimal places	
WinterSNGAwardIsServed	('true' or 'y') ('false' or 'n')	Whether this award is served or not

CSAW FILE UPLOAD LAYOUT FOR PRIVATE SCHOOLS

Field	Valid Inputs	Remarks
SpringEnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	
SpringAppliedBaccalaureate	('true' or 'y') ('false' or 'n')	Determines whether this student is enrolled in an applied baccalaureate program for this term
SpringCBSAwardAmount	Number up to two decimal places	
SpringSNGAwardAmount	Number up to two decimal places	
SpringSNGDCA	Number up to two decimal places	
SpringSNGAwardIsServed	('true' or 'y') ('false' or 'n')	Whether this award is served or not
Summer1EnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	
Summer1AppliedBaccalaureate	('true' or 'y') ('false' or 'n')	Determines whether this student is enrolled in an applied baccalaureate program for this term
Summer1CBSAwardAmount	Number up to two decimal places	
Summer1SNGAwardAmount	Number up to two decimal places	
Summer1SNGDCA	Number up to two decimal places	
Summer1SNGAwardIsServed	('true' or 'y') ('false' or 'n')	Whether this award is served or not
Summer2EnrollmentStatus	('Full Time' or '1') ('Half Time' or '2') ('3/4 Time' or '3') ('< Half Time' or '5')	
Summer2AppliedBaccalaureate	('true' or 'y') ('false' or 'n')	Determines whether this student is enrolled in an applied baccalaureate program for this term
Summer2CBSAwardAmount	Number up to two decimal places	
Summer2SNGAwardAmount	Number up to two decimal places	
Summer2SNGDCA	Number up to two decimal places	
Summer2SNGAwardIsServed	('true' or 'y') ('false' or 'n')	Whether this award is served or not

Remarks

- Winter term fields are not required for Semester schools.
- Use the AppliedBaccalareate fields to signify if a student is attending an applied baccalaureate program. If this doesn't apply to your school, then this field can be omitted from the file.
- The SchoolCode field may be omitted.
- The SNGAwardAmount fields may be left blank if the student is not served for that term.
- All EnrollmentStatus and Boolean (yes/no) fields are case-insensitive

WASHINGTON STATE NEED GRANT PROGRAM
ARCHIVE CHECK REPORT

ASSOCIATE DEGREE FORMAT for PRIVATE INSITUTIONS

Excel or CSV file format

Field 1	SSN	9 Characters
Field 2	YYYY	4 Characters
Field 3	TERM	1 Character
Field 4	INST CODE	4 Characters

TRANSFER STUDENTS

CHAPTER 7

TRANSFER STUDENTS

TRANSFER RESERVE

The Council administers a transfer fund that enables transferring students to receive a SNG at a second school within the same academic year. The originating school does not give up funds to the receiving school, nor does the receiving school have to reserve funds for the transferring student. Monies from the transfer fund are normally available until April 15 of each year, or until funds are depleted, whichever comes first.

DEFINTION

A ***transferring student*** has received at least one SNG disbursement during the academic year in which the transfer occurs. If a student has not already received SNG funds, he or she cannot participate in the transfer fund, regardless of need or eligibility. The receiving institution may consider a student who is not eligible for transfer funds as a first-time applicant for the grant.

The intent of this fund is to assist students transferring during the course of the regular academic year. After completing the spring term, students who plan to transfer to a different school for the summer quarter will be served on a funds-available basis only.

PROCEDURES

The receiving school initiates the paperwork to request funds on behalf of the student. Transfer students are ultimately responsible for identifying themselves. However, if you know you have a transfer student and they meet SNG eligibility requirements, submit a transfer request on the student's behalf.

RECEIVING SCHOOL

The receiving school confirms the student's eligibility and calculates the student's award based on the appropriate maximum grant. The student must be enrolled before funds are requested.

The receiving school completes the Transfer Fund Request form. To request funds for the transferring student, the receiving school sends the Transfer Fund Request form to the Council via the Messages and Files area in the Portal. An electronic version of this form is located on the Portal. Under SNG, click on "Files, Forms and Memos. Download the form onto your PC, complete and send it through the Portal via the secure message tool. A sample Transfer Fund Request form is located at the end of this chapter.

Upon verification that the student received SNG funds at another school within the academic year, the Council will increase the receiving school's reserve by the amount of the request if transfer funds are available.

After verification, the Council will add a transfer supplemental to your SNG allocation. Please coordinate with your business office on when to make a cash request. Follow the same cash request process as regular SNG.

The originating school should never send funds to the receiving school for disbursement.

NOTE: *Any transfer funds not disbursed within 30 days of receipt must be returned to the Council via check.*

TRANSFER FUND RECONCILIATION REPORT

After the spring interim report is submitted, the Council sends a reconciliation report to all schools that received SNG transfer students during the current academic year. The schools verify the students received the transfer funds.

If the transfer student originally reported to the Council is not the student who ultimately received the funds, the school either must report the correct transfer recipient or send funds back to the Council.

If a regular SNG recipient received the transfer funds, the institution must return the incorrectly used transfer funds to the Council.

NOTE: The receiving school must reimburse the Council for transfer funds received for students that did not enroll for that specified term.

TRANSFER FUND REQUEST FORM

FY:

DATE: _____

RECEIVING INSTITUTION: _____

Student SSN	Last Name	First Name	Transfer Fund Requests						DCA	Total	Original Institution
			Fall	Status	Winter	Status	Spring	Status			
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	
										$0	

TOTAL TRANSFER DOLLARS REQUESTED: **$0**

Please report the following:

1) Total TRANSFER dollars received to date (including any transfer funds received): $0.00
2) Total TRANSFER Expenditures to date: $0.00

REQUESTING PAYMENT: The above named students are eligible for State Need Grant transfer funds. Please process a payment for the amount listed.

_____ _____

Name of Preparer at Receiving Institution **Phone Number (including area code)**

***TRANSMIT REQUEST VIA SECURE MESSAGE SUBMISSION VIA THE PORTAL:**

http://portal/default.aspx/Common/Messages%20And%20Files/Inbox/Secure%20Message/default.aspx

INSTITUTION INFORMATION

CHAPTER 8

INSTITUTION INFORMATION

INSTITUTIONAL ELIGIBILITY

To be eligible to participate in the SNG program a school must:

1. Be a public university, college, community or technical college operated by the state of Washington, or be a private institution whose home campus is located in the state of Washington and who is accredited by a Council approved accrediting association.

   Certain branch campuses, extensions, or facilities operating within the state of Washington and affiliated with an institution operating in another state may participate under certain circumstances.

   Such facilities must be either:

   - a separately accredited institution; or
   - operated as a nonprofit college or university delivering on-site classroom instruction to at least seven hundred full-time equivalent students for a minimum of twenty consecutive years within the state of Washington.

2. Be approved by one of the following Council approved accrediting associations:
   a. Northwest Commission on Colleges and Universities
   b. Middle States Association of Colleges and Schools, Commission on Higher Education
   c. New England Association of Schools and Colleges
   d. North Central Association of Colleges and Schools
   e. Southern Association of Colleges and Schools
   f. Western Community College and Junior College Commission
   g. Western Senior Colleges and Universities Commission
   h. Accrediting Bureau of Health Education Schools
   i. Accrediting Council for Continuing Education and Training
   j. Accrediting Commission of Career Schools and Colleges of Technology (AKA Accrediting Commission of Career Schools and Colleges)
   k. Accrediting Council for Independent Colleges and Schools
   l. National Accrediting Commission of Cosmetology Arts and Sciences (AKA National Accrediting Commission of Career Arts and Sciences)
3. Participate in the federal Title IV student aid programs.
4. Demonstrate a continuing administrative capability to administer financial aid programs.
5. Sign the “Agreement to Participate” and have it endorsed by the Council.

AGREEMENT TO PARTICIPATE

The ***Agreement to Participate*** documents an institution's promise to abide by all program statutes, rules, and guidelines. The agreement is designed for multiple years of use.

Each year all institutions must submit copies of their student budgets, refund policies, repayment policies, satisfactory progress policies, and if requested, their award packaging policies for Council approval. Additional supporting documentation may be required.

Student Budgets

Student budgets are examined to determine if the maintenance portion is within ten percent of the Washington Financial Aid Association's (WFAA) maintenance budgets. If the institution's student budgets vary from this standard by more than ten percent, the institution must submit an explanation justifying the variance. Justification shall include evidence of institutional research documenting the variance in student costs from the WFAA standard.

Refund Policies / Repayment Policies

Schools must follow the repayment policy adopted in 2008. The repayment policy has been included at the end of the public payment and private payment chapters.

Satisfactory Progress Policies

Satisfactory progress policies may be specific to SNG recipients and must meet the provisions of WAC 250-20-021(20) and the Satisfactory Progress Chapter of this SNG Program Manual.

Notifications

The Council must be notified as soon as possible of <u>changes</u> at sites or branches that involve SNG eligible students. Any findings (including preliminary ones) or discoveries resulting from an internal or external program review or audit shall be sent directly to the Council.

PROGRAM AUDITS AND RECORD RETENTION

Council staff shall review institutional administrative practices to verify compliance with rules, regulations, and program guidelines. As outlined in the rules, the burden of proof for a grant recipient's eligibility lies with the institution. Each participating institution must maintain intact and accessible records of student's application, receipt, and expenditure of SNG funds. This includes all accounting records, as well as the original and supporting documents verifying how SNG funds were spent.

The institution must be able to reconstruct the calculations and rationale for the student's grant eligibility and award, if requested by the Council. An institution may keep records on microfilm or in a computerized format. If the institution keeps its records in computerized format, it must maintain source documents supporting the computer data in either hard copy, imaging software or on microfilm.

If a program review or audit reveals that funds were improperly awarded and disbursed as a result of institutional error or failure to follow the appropriate rules and guidelines, the school must repay

the amount of the affected SNG funds to the Council. The burden for repayment is on the institution, not the student.

Records Retention

Records relating to the SNG program must be maintained in accordance with RCW 40.14. This law requires all documentation substantiating a student's eligibility for, and receipt of, SNG funds be maintained for six years in accordance with the Washington State Record Retention Schedule.

Financial Aid Administrators at public institutions must coordinate their records retention plan and schedule with their institution's records officer.

WASHINGTON STATE NEED GRANT PROGRAM

INSTITUTION CODES

2013-14

1010	University of Washington
1020	*Washington State University

2030	Central Washington University
2040	Eastern Washington University
2050	The Evergreen State College
2060	Western Washington University

3080	Antioch University
3090	Bastyr University
3100	*Cornish Institute
3310	*DigiPen Institute of Technology
3120	*Gonzaga University
3110	*Heritage University
3130	*Northwest University - Kirkland
3240	*Northwest College of Art - Poulsbo
3140	*Pacific Lutheran University
3150	*Saint Martin's University
3160	Seattle Pacific University
3170	Seattle University
3490	*Trinity Lutheran College
3190	*University of Puget Sound
3200	Walla Walla University
3210	*Whitman College
3220	*Whitworth University

4300	Bellevue College
4310	Big Bend Community College
4580	Cascadia Community College
4320	Centralia College
4330	Clark College
4340	Columbia Basin College
4350	Edmonds Community College
4360	Everett Community College
4380	Grays Harbor College
4390	Green River Community College
4400	Highline Community College
4410	Lower Columbia College
4460	North Seattle Community College
4570	Northwest Indian College
4430	Olympic College
4440	Peninsula College
4370	Pierce College
4450	Seattle Central Community College
4480	Shoreline Community College
4490	Skagit Valley College
4420	South Puget Sound Community College
4470	South Seattle Community College
4500	Spokane Community College
4510	Spokane Falls Community College
4520	Tacoma Community College
4530	Walla Walla Community College
4540	Wenatchee Valley College
4550	Whatcom Community College
4560	Yakima Valley College

5700	Bates Technical College
5710	Bellingham Technical College
5720	Clover Park Technical College
5730	Lake Washington Institute of Technology
5740	Renton Technical College
5750	Seattle Vocational Institute

6820	Art Institute of Seattle
6810	*Everest College
6890	*Lucas Marc Academy
6740	*Divers Institute of Technology
6780	*Gene Juarez Academy
6970	Glen Dow Academy
6760	*Interface College
6750	International Air & Hospitality Academy
6710	ITT Technical Institute
6840	Perry Technical Institute

*Semester payment institutions

RULES AND LAWS

CHAPTER 9
LAWS AND RULES

Chapter 28B.92 RCW
State student financial aid program

RCW Sections

28B.92.010 State need grant program established -- Purpose.

28B.92.020 State need grant program -- Findings -- Intent.

28B.92.030 Definitions.

28B.92.040 Board, guidelines in performance of duties.

28B.92.050 Powers and duties of board.

28B.92.060 State need grant awards.

28B.92.070 Persian Gulf veterans – Limited application of RCW 28B.92.060.

28B.92.080 Eligibility for state need grant

28B.92.082 Enhanced need grants — Eligibility

28B.92.084 Eligibility of opportunity internship graduates

28B.92.085 Part-time students -- Review of financial aid policies and procedures.

28B.92.090 Aid granted without regard to applicant's race, creed, color, religion, sex, or ancestry.

28B.92.100 Theology student denied aid.

28B.92.110 Application of award.

28B.92.120 Board to determine how funds disbursed.

28B.92.130 Grants, gifts, bequests and devises of property.

28B.92.140 State educational trust fund -- Deposits -- Expenditures.

28B.92.150 Board rules.

RCW 28B.92.010
State need grant program established — Purpose.

The purposes of this chapter are to establish the principles upon which the state financial aid programs will be based and to establish the state of Washington state need grant program, thus assisting financially needy or disadvantaged students domiciled in Washington to obtain the opportunity of attending an accredited institution of higher education. State need grants under this chapter are available only to students who are resident students as defined in RCW 28B.15.012(2) (a) through (d).

[2004 c 275 § 34; 1999 c 345 § 2; 1993 sp.s. c 18 § 2; 1969 ex.s. c 222 § 7. Formerly RCW 28B.10.800, 28.76.430.]

RCW 28B.92.020
State need grant program — Findings — Intent.

(1) The legislature finds that the higher education community, has completed a review of the state need grant program. It is the intent of the legislature to endorse the proposed changes to the state need grant program, including:

(a) Reaffirmation that the primary purpose of the state need grant program is to assist low-income, needy, and disadvantaged Washington residents attending institutions of higher education;

(b) A goal that the base state need grant amount over time be increased to be equivalent to the rate of tuition charged to resident undergraduate students attending Washington state public colleges and universities;

(c) State need grant recipients be required to contribute a portion of the total cost of their education through self-help;

(d) State need grant recipients be required to document their need for dependent care assistance after taking into account other public funds provided for like purposes; and

(e) Institutional aid administrators be allowed to determine whether a student eligible for a state need grant in a given academic year may remain eligible for the ensuing year if the student's family income increases by no more than a marginal amount except for funds provided through the educational assistance grant program for students with dependents.

(2) The legislature further finds that the changes in subsection (1) of this section, should do so in a timely manner.

(3) The legislature also finds that:

(a) In most circumstances, need grant eligibility should not extend beyond five years or one hundred twenty-five percent of the published length of the program in which the student is enrolled or the credit or clock-hour equivalent; and

(b) State financial aid programs should continue to adhere to the principle that funding follows resident students to their choice of institution of higher education.

[2011 1st sp.s. c 11 § 158; 2003 c 19 § 11; 1999 c 345 § 1. Formerly RCW 28B.10.801.]

RCW 28B.92.030
Definitions.
As used in this chapter:
(1) "Council" means the student achievement council.

(2) "Disadvantaged student" means a post high school student who by reason of adverse cultural, educational, environmental, experiential, familial or other circumstances is unable to qualify for enrollment as a full-time student in an institution of higher education, who would otherwise qualify as a needy student, and who is attending an institution of higher education under an established program designed to qualify the student for enrollment as a full-time student.

(3) "Financial aid" means loans and/or grants to needy students enrolled or accepted for enrollment as a student at institutions of higher education.

(4) "Institution" or "institutions of higher education" means:

(a) Any public university, college, community college, or technical college operated by the state of Washington or any political subdivision thereof; or

(b) Any other university, college, school, or institute in the state of Washington offering instruction beyond the high school level which is a member institution of an accrediting association recognized by rule of the council for the purposes of this section: PROVIDED, That any institution, branch, extension or facility operating within the state of Washington which is affiliated with an institution operating in another state must be a separately accredited member institution of any such accrediting association, or a branch of a member institution of an accrediting association recognized by rule of the council for purposes of this section, that is eligible for federal student financial aid assistance and has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years within the state of Washington, and has an annual enrollment of at least seven hundred full-time equivalent students: PROVIDED FURTHER, That no institution of higher education shall be eligible to participate in a student financial aid program unless it agrees to and complies with program rules and regulations adopted pursuant to RCW 28B.92.150.

(5) "Needy student" means a post high school student of an institution of higher education who demonstrates to the office the financial inability, either through the student's parents, family and/or personally, to meet the total cost of board, room, books, and tuition and incidental fees for any semester or quarter. "Needy student" also means an opportunity internship graduate as defined by RCW 28C.18.162 who enrolls in a postsecondary program of study as defined in RCW 28C.18.162 within one year of high school graduation.

(6) "Office" means the office of student financial assistance.

(7) "Placebound student" means a student who (a) is unable to complete a college program because of family or employment commitments, health concerns, monetary inability, or other similar factors; and (b) may be influenced by the receipt of an enhanced student financial aid award to complete a baccalaureate degree at an eligible institution.

[2012 c 229 § 557; 2011 1st sp.s. c 11 § 159. Prior: 2009 c 238 § 7; 2009 c 215 § 5; 2004 c 275 § 35; 2002 c 187 § 1; 1989 c 254 § 2; 1985 c 370 § 56; 1979 ex.s. c 235 § 1; 1975 1st ex.s. c 132 § 16; 1969 ex.s. c 222 § 8. Formerly RCW 28B.10.802, 28.76.440.]

RCW 28B.92.040
Guidelines in performance of duties.

The office shall be cognizant of the following guidelines in the performance of its duties:

(1) The office shall be research oriented, not only at its inception but continually through its existence.

(2) The office shall coordinate all existing programs of financial aid except those specifically dedicated to a particular institution by the donor.

(3) The office shall take the initiative and responsibility for coordinating all federal student financial aid programs to ensure that the state recognizes the maximum potential effect of these programs, and shall design state programs that complement existing federal, state, and institutional programs. The office shall ensure that state programs continue to follow the principle that state financial aid funding follows the student to the student's choice of institution of higher education.

(4) Counseling is a paramount function of the state need grant and other state student financial aid programs, and in most cases could only be properly implemented at the institutional levels; therefore, state student financial aid programs shall be concerned with the attainment of those goals which, in the judgment of the office, are the reasons for the existence of a student financial aid program, and not solely with administration of the program on an individual basis.

(5) The "package" approach of combining loans, grants and employment for student financial aid shall be the conceptual element of the state's involvement.

(6) The office shall ensure that allocations of state appropriations for financial aid are made to individuals and institutions in a timely manner and shall closely monitor expenditures to avoid under or overexpenditure of appropriated funds.

[2011 1st sp.s. c 11 § 160; 2004 c 275 § 36; 1999 c 345 § 3; 1995 c 269 § 801; 1969 ex.s. c 222 § 10. Formerly RCW 28B.10.804, 28.76.450.]

RCW 28B.92.050
Powers and duties of office.

The office shall have the following powers and duties:

(1) Conduct a full analysis of student financial aid as a means of:

(a) Fulfilling educational aspirations of students of the state of Washington, and

(b) Improving the general, social, cultural, and economic character of the state.

Such an analysis will be a continuous one and will yield current information relevant to needed improvements in the state program of student financial aid. The office will disseminate the information yielded by their analyses to all appropriate individuals and agents.

(2) Design a state program of student financial aid based on the data of the study referred to in this section. The state programs will supplement available federal and local aid programs. The state programs of student financial aid will not exceed the difference between the budgetary costs of attending an institution of higher education and the student's total resources, including family support, personal savings, employment, and federal, state, and local aid programs.

(3) Determine and establish criteria for financial need of the individual applicant based upon the consideration of that particular applicant. In making this determination the office shall consider the following:

(a) Assets and income of the student.

(b) Assets and income of the parents, or the individuals legally responsible for the care and maintenance of the student.

(c) The cost of attending the institution the student is attending or planning to attend.

(d) Any other criteria deemed relevant to the office.

(4) Set the amount of financial aid to be awarded to any individual needy or disadvantaged student in any school year.

(5) Award financial aid to needy or disadvantaged students for a school year based upon only that amount necessary to fill the financial gap between the budgetary cost of attending an institution of higher education and the family and student contribution.

(6) Review the need and eligibility of all applications on an annual basis and adjust financial aid to reflect changes in the financial need of the recipients and the cost of attending the institution of higher education.

[2011 1st sp.s. c 11 § 161; 1999 c 345 § 4; 1989 c 254 § 3; 1969 ex.s. c 222 § 11. Formerly RCW 28B.10.806, 28.76.460.]

RCW 28B.92.060
State need grant awards.

In awarding need grants, the office shall proceed substantially as follows: PROVIDED, That nothing contained herein shall be construed to prevent the office, in the exercise of its sound discretion, from following another procedure when the best interest of the program so dictates:

(1) The office shall annually select the financial aid award recipients from among Washington residents applying for student financial aid who have been ranked according to:

(a) Financial need as determined by the amount of the family contribution; and

(b) Other considerations, such as whether the student is a former foster youth, or is a placebound student who has completed an associate of arts or associate of science degree or its equivalent.

(2) The financial need of the highest ranked students shall be met by grants depending upon the evaluation of financial need until the total allocation has been disbursed. Funds from grants which are declined, forfeited or otherwise unused shall be reawarded until disbursed, except that eligible former foster youth shall be assured receipt of a grant. The office, in consultation with four-year institutions of higher education, the council, and the state board for community and technical colleges, shall develop award criteria and methods of disbursement based on level of need, and not solely rely on a first-come, first-served basis.

(3) A student shall be eligible to receive a state need grant for up to five years, or the credit or clock hour equivalent of five years, or up to one hundred twenty-five percent of the published length of time of the student's program. A student may not start a new associate degree program as a state need grant recipient until at least five years have elapsed since earning an associate degree as a need grant recipient, except that a student may earn two associate degrees concurrently. Qualifications for renewal will include maintaining satisfactory academic progress toward completion of an eligible program as determined by the office. Should the recipient terminate his or her enrollment for any reason during the academic year, the unused portion of the grant shall be returned to the state educational grant fund by the institution according to the institution's own policy for issuing refunds, except as provided in RCW 28B.92.070.

(4) In computing financial need, the office shall determine a maximum student expense budget allowance, not to exceed an amount equal to the total maximum student expense budget at the public institutions plus the current average state appropriation per student for operating expense in the public institutions. Any child support payments received by students who are parents attending less than half-time shall not be used in computing financial need.

(5)(a) A student who is enrolled in three to six credit-bearing quarter credits, or the equivalent semester credits, may receive a grant for up to one academic year before beginning a program that leads to a degree or certificate.

(b) An eligible student enrolled on a less-than-full-time basis shall receive a prorated portion of his or her state need grant for any academic period in which he or she is enrolled on a less-than-full-time basis, as long as funds are available.

(c) An institution of higher education may award a state need grant to an eligible student enrolled in three to six credit-bearing quarter credits, or the semester equivalent, on a provisional basis if:

(i) The student has not previously received a state need grant from that institution;

(ii) The student completes the required free application for federal student aid;

(iii) The institution has reviewed the student's financial condition, and the financial condition of the student's family if the student is a dependent student, and has determined that the student is likely eligible for a state need grant; and

(iv) The student has signed a document attesting to the fact that the financial information provided on the free application for federal student aid and any additional financial information provided directly to the institution is accurate and complete, and that the student agrees to repay the institution for the grant amount if the student submitted false or incomplete information.

(6) As used in this section, "former foster youth" means a person who is at least eighteen years of age, but not more than twenty-four years of age, who was a dependent of the department of social and health services at the time he or she attained the age of eighteen.

[2012 C 229 § 558. Prior: 2011 1st sp.s. c 11 § 162; 2011 1st sp.s. c 10 § 9; 2009 c 215 § 4; 2007 c 404 § 2; 2005 c 93 § 3; 2004 c 275 § 37; 1999 c 345 § 5; 1991 c 164 § 4; 1989 c 254 § 4; 1969 ex.s. c 222 § 12. Formerly RCW 28B.10.808, 28.76.470.]

RCW 28B.92.070
Persian Gulf veterans — Limited application of RCW 28B.92.060.

Under rules adopted by the council, the provisions of RCW 28B.92.060(3) shall not apply to eligible students, as defined in RCW 28B.10.017, and eligible students shall not be required to repay the unused portions of grants received under the state student financial aid program.

[2012 c 229 § 559; 2004 c 275 § 38; 1991 c 164 § 3. Formerly RCW 28B.10.8081.]

RCW 28B.92.080
Eligibility for state need grant.

Except for opportunity internship graduates whose eligibility is provided under RCW 28B.92.084, for a student to be eligible for a state need grant a student must:

(1) Be a "needy student" or "disadvantaged student" as determined by the office in accordance with *RCW 28B.92.030 (1) and (4);

(2) Have been domiciled within the state of Washington for at least one year;

(3) Be enrolled or accepted for enrollment on at least a half-time basis at an institution of higher education in Washington as defined in *RCW 28B.92.030(3);

(4) Until June 30, 2011, to the extent funds are specifically appropriated for this purpose, and subject to any terms and conditions specified in the omnibus appropriations act, be enrolled or accepted for enrollment for at least three quarter credits or the equivalent semester credits at an institution of higher education in Washington as defined in *RCW 28B.92.030(3); and

(5) Have complied with all the rules adopted by the council for the administration of this chapter.

[2012 c 229 § 605; 2009 c 238 § 9; 2007 c 404 § 1; 2004 c 275 § 39; 1999 c 345 § 6; 1989 c 254 § 5; 1969 ex.s. c 222 § 13. Formerly RCW 28B.10.810, 28.76.475.]

RCW 28B.92.082
Enhanced need grants — Eligibility.

(1) To the extent funds are appropriated for this purpose and within overall appropriations for the state need grant, enhanced need grants are provided for persons who meet all of the following criteria:

(a) Are needy students as defined in RCW 28B.92.030;

(b) Are placebound students as defined in RCW 28B.92.030; and

(c) Have completed the associate of arts or the associate of science degree, or its equivalent.

(2) The enhanced need grants established in this section are provided to this specific group of students in addition to the base state need grant, as defined by rule of the council.

[2012 c 229 § 560; 2009 c 215 § 3.

RCW 28B.92.084
Eligibility of opportunity internship graduates.

(1) The office shall work with institutions of higher education to assure that the institutions are aware of the eligibility of opportunity internship graduates for an award under this chapter.

(2) If an opportunity internship graduate enrolls within one year of high school graduation in a postsecondary program of study in an institution of higher education, including in an apprenticeship program with related and supplemental instruction provided through an institution of higher education, the graduate is eligible to receive a state need grant for up to one year. The graduate shall not be required to be enrolled on at least a half-time basis. The related and supplemental instruction provided to a graduate through an apprenticeship program shall not be required to lead to a degree or certificate.

(3) Except for the eligibility criteria for an opportunity internship graduate that are provided under this section, other rules pertaining to award of a state need grant apply.

(4) Nothing in this section precludes an opportunity internship graduate from being eligible to receive additional state need grants after the one-year grant provided in this section if the graduate meets other criteria as a needy or disadvantaged student.

[2011 1st sp.s. c 11 § 163; 2009 c 238 § 8.]

RCW 28B.92.085
Part-time students — Review of financial aid policies and procedures.

Institutions of higher education are encouraged to review their policies and procedures regarding financial aid for students taking a less-than-half-time course load, and to implement policies and procedures providing students taking a less-than-half-time course load with the same access to institutional aid, including tuition waivers, as provided to students enrolled half time or more.

[2007 c 404 § 3.]

RCW 28B.92.086
Dual credit programs — Review of financial aid policies and programs.

Institutions of higher education are encouraged to review their policies and procedures regarding financial aid for students enrolled in dual credit programs as defined in RCW 28B.15.821. Institutions of higher education are further encouraged to implement policies and procedures providing students enrolled in dual credit programs with the same access to institutional aid, including all educational expenses, as provided to resident undergraduate students.

[2009 c 215 § 10.]

RCW 28B.92.090
Aid granted without regard to applicant's race, creed, color, religion, sex, or ancestry.

All student financial aid shall be granted by the commission without regard to the applicant's race, creed, color, religion, sex, or ancestry.

[1969 ex.s. c 222 § 14. Formerly RCW 28B.10.812, 28.76.480.]

RCW 28B.92.100
Theology student denied aid.

No aid shall be awarded to any student who is pursuing a degree in theology.

[1969 ex.s. c 222 § 15. Formerly RCW 28B.10.814, 28.76.490.]

RCW 28B.92.110
Application of award.

A state financial aid recipient under this chapter shall apply the award toward the cost of tuition, room, board, books, and fees at the institution of higher education attended. An opportunity internship graduate who enters an apprenticeship program may use the award for the costs of related and supplemental instruction provided through an institution of higher education, tools, and other costs associated with the apprenticeship program.

[2009 c 238 § 10; 2004 c 275 § 40; 1969 ex.s. c 222 § 16. Formerly RCW 28B.10.816, 28.76.500.]

RCW 28B.92.120
Office to determine how funds disbursed.

Funds appropriated for student financial assistance to be granted pursuant to this chapter shall be disbursed as determined by the office.

[2011 1st sp.s. c 11 § 164; 2004 c 275 § 41; 1969 ex.s. c 222 § 17. Formerly RCW 28B.10.818, 28.76.510.]

RCW 28B.92.130
Grants, gifts, bequests, and devises of property.

The office shall be authorized to accept grants, gifts, bequests, and devises of real and personal property from any source for the purpose of granting financial aid in addition to that funded by the state.

[2011 1st sp.s. c 11 § 165; 2004 c 275 § 42; 1969 ex.s. c 222 § 18. Formerly RCW 28B.10.820, 28.76.520.]

RCW 28B.92.140
State educational trust fund — Deposits — Expenditures.

The state educational trust fund is hereby established in the state treasury. The primary purpose of the trust is to pledge statewide available college student assistance to needy or disadvantaged students, especially middle and high school youth, considered at-risk of dropping out of secondary education who participate in approved early awareness and outreach programs and who enter any accredited Washington institution of postsecondary education within two years of high school graduation.

The office shall deposit refunds and recoveries of student financial aid funds expended in prior fiscal periods in such account. The office may also deposit moneys that have been contributed from other state, federal, or private sources.

Expenditures from the fund shall be for financial aid to needy or disadvantaged students. The office may annually expend such sums from the fund as may be necessary to fulfill the purposes of this section, including not more than three percent for the costs to administer aid programs supported by the fund. All earnings of investments of balances in the state educational trust fund shall be credited to the trust fund. Expenditures from the fund shall not be subject to appropriation but are subject to allotment procedures under chapter 43.88 RCW.

[2011 1st sp.s. c 11 § 166; 1997 c 269 § 1; 1996 c 107 § 1; 1991 sp.s. c 13 § 12; 1985 c 57 § 10; 1981 c 55 § 1. Formerly RCW 28B.10.821.]

RCW 28B.92.150
Rules.

The office shall adopt rules as may be necessary or appropriate for effecting the provisions of this chapter, in accordance with the provisions of chapter 34.05 RCW, the administrative procedure act.

[2011 1st sp.s. c 11 § 167; 2004 c 275 § 43; 1999 c 345 § 7; 1973 c 62 § 4; 1969 ex.s. c 222 § 19. Formerly RCW 28B.10.822, 28.76.530.]

Chapter 250-20 WAC

State student financial aid program — need grant and the federal program for state student incentive grant program title 45, code of federal regulations chapter 1, part 192

WAC Sections

250-20-001 Applicability of rules.

250-20-011 Student eligibility.

250-20-013 Institutional eligibility.

250-20-015 Application and agreement to participate.

250-20-021 Program definitions.

250-20-031 Student application procedure.

250-20-037 Reserve of funds.

250-20-041 Award procedure.

250-20-051 Grants disbursement and repayment.

250-20-061 Program administration and audits.

250-20-071 Appeal process.

250-20-081 Suspension or termination of institutional participation.

250-20-091 Eligibility of reciprocity students.

WAC 250-20-001
Applicability of rules.

Unless specified, the term "state need grant" applies to both the state need grant program and the federal leveraging educational assistance partnership program. Institutions participating in the state need grant program must comply with the regulations specified in chapter 250-20 WAC and conform to all requirements of the leveraging educational assistance partnership program as specified in 34 Code of Federal Regulations, Part 692.

[Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-001, filed 7/23/99, effective 8/23/99. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-001, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 81-13-038 (Order 2/81, Resolution No. 81-67), § 250-20-001, filed 6/16/81; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-001, filed 10/11/79.]

WAC 250-20-011
Student eligibility.

For a student to be eligible for a state need grant he or she must:

(1) Be a "needy student" as determined by the higher education coordinating board in accordance with RCW 28B.10.802. These students must also meet the "income cutoff," be a "former foster youth", be a "disadvantaged student or be an opportunity internship graduate."

(2) Be a resident of the state of Washington in accordance with RCW 28B.15.012 (2)(a) through (d).

(3) Be enrolled or accepted for enrollment as an undergraduate student at a participating postsecondary institution. A student is not eligible if he or she has received a bachelor's degree or its foreign equivalent.

(a) For purposes of need grant eligibility, the student must be enrolled, at time of disbursement, in a course load of at least six credits per quarter or semester (except as specified in WAC 250-20-021 less-than-half-time pilot project and opportunity internship graduates).

(b) A student enrolled less than half time may not receive this grant for the term in question (except as specified in WAC 250-20-021 less-than-half-time pilot project and opportunity internship graduates), but is eligible for reinstatement or reapplication for a grant upon return to at least a half-time status. Correspondence courses may not comprise more than one-half of the student's minimum credit load for which aid is being considered.

(c) Have a high school diploma or its equivalent. Equivalent standards include a general education development certificate or a certificate of completion of a home study program recognized by the student's home state. For a student without a high school diploma or its equivalent, a school may accept a recognized ability-to-benefit test as defined by federal financial aid regulations.

(4) Maintain satisfactory progress as defined in WAC 250-20-021(19).

(5) Not be pursuing a degree in theology.

(6) Have submitted the Free Application for Federal Student Aid to receive consideration for a Pell grant (except as specified in WAC 250-20-021 less-than-half-time pilot project and opportunity internship graduates).

(7) Certify that he or she does not owe a refund or repayment on a state or federal grant, and is not in default on a loan made, insured, or guaranteed under the Federal Family Education Loan Program, the Federal Perkins Loan Program, or the Federal Direct Student Loan Program.

(8) Not exceed the following state need grant usage limits:

(a) The equivalent of ten full-time semesters or fifteen full-time quarters or equivalent combination of these two.

(b) One hundred twenty-five percent of the school's published program length.

(c) A new associate degree or certificate program as a state need grant recipient within five years of earning an associate degree as a need grant recipient, except that a student may earn two associate degrees concurrently. A student shall be deemed to have received an associate degree as a state need grant recipient if the student received grant payments in more than three quarters, two semesters, or equivalent clock hours while pursuing an associate degree.

(d) For an individual qualifying for the state need grant as an opportunity internship graduate, the equivalent of two full-time semesters or three full-time quarters.

[Statutory Authority: Chapter 28B.92 RCW. 10-16-026, § 250-20-011, filed 7/23/10, effective 8/23/10; 08-15-156, § 250-20-011, filed 7/22/08, effective 8/22/08. Statutory Authority: Chapter 28B.80 RCW. 06-17-046, § 250-20-011, filed 8/8/06, effective 9/8/06; 99-16-015, § 250-20-011, filed 7/23/99, effective 8/23/99; 95-17-045, § 250-20-011, filed 8/11/95, effective 9/11/95; 95-10-007, § 250-20-011, filed 4/24/95, effective 5/25/95; 93-08-010, § 250-20-011, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-011, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-011, filed 7/29/87. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-011, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 80-12-028 (Order 5-80, Resolution No. 82-4), § 250-20-011, filed 8/28/80; 80-05-025 (Order 3-80, Resolution No. 80-56), § 250-20-011, filed 4/14/80; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-011, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-011, filed 6/15/79; Order 2-77, § 250-20-011, filed 4/13/77; Order 3-75, § 250-20-011, filed 4/25/75; Order 1-75, § 250-20-011, filed 3/7/75; Order 1-74, § 250-20-011, filed 4/9/74; Order 1-73, § 250-20-011, filed 7/2/73.]

WAC 250-20-013
Institutional eligibility.

(1) For an otherwise eligible student to receive a state need grant, the student must be enrolled in an eligible program at a postsecondary institution approved by the higher education coordinating

board for participation in the state need grant program. To be eligible to participate, a postsecondary institution must:

(a) Be a postsecondary institution as defined in WAC 250-20-021(3).

(b) Participate in the federal Title IV student financial aid programs, including, at a minimum, the Federal Pell Grant program.

(2) In addition, a proprietary institution must demonstrate to the satisfaction of the board:

(a) That it is certified for participation in the federal Title IV student financial aid programs. Institutions which have been limited or suspended from Title IV programs are not eligible to participate in the state need grant program. A proprietary institution that is provisionally certified due to its failure to meet standards of administrative capability or financial responsibility may have its eligibility limited or denied. Institutions will be evaluated on a case-by-case basis and may be allowed to participate in a probationary status with conditions including a letter of credit, or other limitations.

(b) That it is capable of properly administering the state need grant program. In making this determination, the board will consider such factors as the institution's:

(i) Adequacy of staffing levels.

(ii) Staff training and experience in administering student financial aid programs and turnover in key personnel.

(iii) Compliance with the standards of administrative capability specified for purposes of federal Title IV program eligibility.

(iv) Pending legal regulatory issues.

(v) Written student complaints.

(vi) Compliance with state aid program regulations and guidelines.

(vii) Ability to maintain electronic systems to support state aid program tracking, payment requests and reporting obligations.

(c) That it is maintaining acceptable performance levels. In making this determination the board will consider such factors as the institution's:

(i) Student completion rate.

(ii) Student placement rate.

(iii) Student loan cohort default rate.

In evaluating completion and placement standards, the board will rely on the standards of the institution's accrediting agency or the standard established between the board and the institution at the time the participation agreement is signed. Multiple year averages will be considered in evaluating these standards. Each participating institution will submit its annual accreditation report to the board.

(d) That it is financially stable and has adequate financial resources to provide the services described in its official publications and statements. Institutions must meet the administrative and financial standards for participation in the federal Title IV programs. In making this determination, the board will consider such factors as:

(i) The school's annual financial statements. The board will not retain copies of confidential financial statements that cannot be exempted from the Public Disclosure Act, chapter 42.56 RCW.

(ii) The Department of Education's composite financial score.

(iii) Federal program review findings.

(iv) State reauthorization or relicensing reports.

(v) Accrediting agency show cause or other findings.

(vi) Enrollments by program and intent to terminate an existing program.

(vii) Enrollment trends.

(e) If evaluation of an institution's administrative capability, performance level, or financial strength results in concerns about the institution's participation in the state aid programs, the board may:

(i) Request additional information as well as give the school the opportunity to provide additional clarifying information.

(ii) Place an institution in a probationary status and specify the corrective actions which need to occur.

(iii) Require a letter of credit or bond.

(iv) Limit, suspend, or terminate an institution's participation in accordance with WAC 250-20-081.

(3) "Probation" indicates the board has determined that the school has one or more significant deficiencies for which corrective action is required within a specified time period.

(4) The school must renew its eligibility each year under these standards or as requested by the board. A school that has lost eligibility to participate must complete a new application for reconsideration.

(5) Nothing in this section shall prevent the board, in the exercise of its sound discretion, from denying eligibility or terminating the participation of an institution which the board determines is unable to properly administer the program or provide advertised services to its students.

(6) If an institution disagrees with actions taken by the board, the institution can appeal the action per the procedure outlined in WAC 250-20-081.

[Statutory Authority: Chapter 28B.92 RCW. 08-15-156, § 250-20-013, filed 7/22/08, effective 8/22/08; 07-15-038, § 250-20-013, filed 7/12/07, effective 8/12/07. Statutory Authority: Chapter 28B.80 RCW. 06-17-046, § 250-20-013, filed 8/8/06, effective 9/8/06; 95-17-045, § 250-20-013, filed 8/11/95, effective 9/11/95.]

WAC 250-20-015
Application and agreement to participate.

A postsecondary institution which wishes to participate in the state need grant program must apply and be approved each year. As a part of the application process, the institution must provide all requested information, in the format specified by the board. Such information will include, but may not be limited to, the following: Name and address of school (including central office and all campus sites), name and address of owner(s), or if a corporation the name and addresses of stockholders holding more than twenty-five percent of the stock and percentage of stock held, the date on which the school officially began instruction if in the last five years, type and date of last accreditation, enrollment information (unless reported to the state of Washington or in the integrated postsecondary education data system), evidence of certification and participation in the Federal Pell Grant program and any other information upon request of the board as needed to determine the institution's eligibility. The institutions must also submit each year, for approval, a copy of its refund/repayment policy, student budgets, gift equity packaging policy and its satisfactory progress policy for state need grant recipients and such other information as may be required to assure proper administration of the program and financial stability. In addition the "agreement to participate" will also indicate the institution's agreement to abide by all program rules, regulations, and guidelines, to maintain and provide all pertinent information, records, and reports requested by the board, and to notify the board within thirty days of any change to information reported on the agreement form.

[Statutory Authority: Chapter 28B.92 RCW. 08-15-156, § 250-20-015, filed 7/22/08, effective 8/22/08. Statutory Authority: Chapter 28B.80 RCW. 95-17-045, § 250-20-015, filed 8/11/95, effective 9/11/95; 93-08-010, § 250-20-015, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-015, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-015, filed 7/29/87; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-015, filed 10/11/79.]

WAC 250-20-021
Program definitions.

(1) The term "needy student" shall mean a post-high school student of an institution of postsecondary education who demonstrates to the higher education coordinating board the financial inability, either parental, familial, or personal, to bear the total cost of education for any semester or quarter. Needy student also means an opportunity internship graduate who enrolls in a postsecondary program of study within one year of high school graduation. The determination of financial inability to bear the total cost of education shall be made in accordance with federal needs analysis formulas and provisions as recognized and modified by the board.

(2) The term "disadvantaged student" shall mean a student who by reasons of adverse cultural, educational, environmental, experiential, or familial circumstance is unlikely to aspire to, or enroll in, higher education. Generally, this shall mean a dependent student whose parents have not attained a college education and/or whose family income is substantially below the state's median.

(3) The term "postsecondary institution" shall mean:

(a) Any public university, college, community college, or vocational-technical institute operated by the state of Washington political subdivision thereof, or any other university, college, school or institute in the state of Washington offering instruction beyond the high school level which is a member institution of an approved accrediting association.

(b) If such institution agrees to participate in the program in accordance with all applicable rules and regulations.

(c) Any institution, branch, extension or facility operating within the state of Washington which is affiliated with an institution operating in another state must be a separately accredited member institution of an approved accrediting association.

(d) The separate accreditation requirement is waived for branch campuses of out-of-state institutions if the branch campus:

(i) Is eligible to participate in federal student aid programs; and

(ii) Has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years within the state of Washington; and

(iii) Has an annual enrollment of at least seven hundred full-time equivalent students.

(4) The term "approved accrediting association" shall mean the following organizations:

(a) Northwest Commission on Colleges and Universities;

(b) Middle States Association of Colleges and Schools, Commission on Higher Education;

(c) New England Association of Schools and Colleges;

(d) North Central Association of Colleges and Schools;

(e) Southern Association of Colleges and Schools;

(f) Western Association of Schools and Colleges;

(g) Accrediting Bureau of Health Education Schools;

(h) Accrediting Council for Continuing Education and Training;

(i) Accrediting Commission of Career Schools and Colleges of Technology;

(j) Accrediting Council for Independent Colleges and Schools;

(k) National Accrediting Commission of Cosmetology Arts and Sciences.

(5) "Washington resident" shall be defined as an individual who satisfies the requirements of RCW 28B.15.012 (2)(a) through (d) and board-adopted rules and regulations pertaining to the determination of residency.

(6) "Dependent student" shall mean any post-high school student who does not qualify as an independent student in accordance with WAC 250-20-021(7).

(7) "Independent student" shall mean any student who qualifies as an independent student for the receipt of federal aid. These qualifications include a student who has either:

(a) Reached his or her twenty-fourth birthday before January 1st of the aid year; or

(b) Is a veteran of the U.S. Armed Forces; or

(c) Is an orphan or ward of the court; or

(d) Has legal dependents other than a spouse; or

(e) Is a married student or a graduate/professional student; or

(f) Is determined to be independent for the receipt of federal aid on the basis of the professional judgment of the aid administrator.

(8) "Placebound student" means a student who:

(a) Is unable to complete a college program because of family or employment commitments, health concerns, exceptional monetary needs, or similar factors; and

(b) Has completed the associate of arts or the associate of science degree, or its equivalent; and

(c) May be influenced by the receipt of an enhanced student financial aid award to complete a baccalaureate degree at an eligible institution.

(9) Definitions of "undergraduate students" will be in accord with definitions adopted for institutional use by the board.

(10) "Student budgets" are determined by institutions and approved by the board. The student budget consists of that amount required to support an individual as a student for nine months and may take into consideration cost factors for maintaining the student's dependents. This should be the amount used to calculate the student's total need for all state and federal funds.

(11) "State need grant cost-of-attendance."

(a) The costs-of-attendance for each sector are calculated by adding together a standard maintenance allowance for books and supplies including tools, room, board, transportation and personal items, for all undergraduate students statewide as developed by the Washington Financial Aid Association, and the sector's regular tuition and fees for full-time, resident, undergraduate students.

(b) In no case may the costs-of-attendance exceed the statutory ceiling established by RCW 28B.92.060(4). The ceiling is calculated by adding together the same standard maintenance allowance used in determining the state need grant cost-of-attendance, plus the regular tuition and fees charged for a full-time resident undergraduate student at a research university, plus the current average state appropriation per student for operating expenses in all public institutions.

(c) For example, in the 1992-93 academic year, the value of the statutory ceiling is $13,783. This value is composed of the Washington Financial Aid Association's maintenance budget of $6,964, plus the regular tuition and fees charged for a resident undergraduate student at a research university of $2,274, plus the current average state appropriation per student for operating expenses in all public institutions of $4,545.

(d) The value of each element used in the construction of the statutory ceiling will be updated annually.

(e) The higher education coordinating board will consult with appropriate advisory committees and the representative association of student financial aid administrators, to annually review and adjust the costs-of-attendance. The costs-of-attendance for each sector will be published concurrent with annual guidelines for program administration.

(12) "Family income" is the student's family income for the calendar year prior to the academic year for which aid is being requested.

(a) Income means adjusted gross income and nontaxable income as reported on the federally prescribed application for federal student aid.

(b) For the dependent student family income means parental income.

(c) For the independent student family income means the income of the student and any other adult, if any, reported as part of the student's family.

(d) The institutional aid administrator may adjust the family's income up or down to more accurately reflect the family's financial situation during the academic year. When such adjustments are made they shall be consistent with guidelines for making changes to determine federal student aid eligibility.

(13) "Income cutoff" means the amount of family income below which a student is determined to be eligible for the state need grant.

(a) The cutoff shall be expressed as a percent of the state's median family income. The exact point of cutoff shall be determined each year by the board based on available funding.

(b) The board will endeavor to award students, in order, from the lowest income to the highest income, within the limits of available funding.

(c) At the discretion of the institution's aid administrator, a student who is eligible for a state need grant in a given academic year may be deemed eligible for the ensuing academic year if his or her family income increases by no more than three percent, even if the stated median family income cutoff for grant eligibility is lower than that amount.

(14) "Median family income" is the median income for Washington state, adjusted by family size and reported annually in the federal register.

(15) "Base grant" is the state need grant award for each sector before the addition of a dependent care allowance. The base grant per student will be no less than the published base grant in 1998-1999. The base grant may be further adjusted according to the student's family income level and rate of enrollment as described in WAC 250-20-041.

(16) "Dependent care allowance" is a flat grant amount, to be determined by the board, which is in addition to the eligible student's base grant.

(a) The allowance is awarded to those students who have dependents in need of care. The dependent must be someone (other than a spouse) living with the student.

(b) Care must be that assistance provided to the dependent by someone outside of the student's household and not paid by another agency.

(c) Eligible grant recipients must document their need for the dependent care allowance.

(17) "State need grant award" is the base grant adjusted according to level of family income, plus a dependent care allowance, if applicable.

(18) "Academic year" is that period of time between July 1 and the following June 30 during which a full-time student would normally be expected to complete the equivalent of two semesters or three quarters of instruction.

(19) "Clock hours" means a period of time which is the equivalent of either:

(a) A 50 to 60 minute class, lecture, or recitation; or

(b) A 50 to 60 minute period of faculty-supervised laboratory shop training or internship.

(20) "Gift equity packaging policy" is the institution's policy for assigning gift aid to all needy, eligible students.

(21) "Satisfactory progress" is the student's successful completion of a minimum number of credit or clock hours for each term in which the grant was received. Each school's policy for measuring progress of state need grant recipients must define satisfactory as the student's completion of the minimum number of credit or clock hours for which the aid was disbursed.

(a) The minimum satisfactory progress standard for full-time students is twelve credits per term or 300 clock hours per term. Satisfactory progress for three-quarter time students is nine credits per term or 225 clock hours per term. Satisfactory progress for half-time students is six credits per term or 150 clock hours per term. Satisfactory progress for less than half-time pilot program students is three credits or 75 hours per term.

(b) Each school's policy must deny further disbursements of the need grant at the conclusion of any term in which he or she fails to complete at least one-half of the minimum number of credits or clock hours for which the aid was disbursed or otherwise fails to fulfill the conditions of the institution's satisfactory progress policy.

(c) The school may make disbursements to a student who is in a probationary status. "Probation" is defined as completion of at least one-half, but less than all of the minimum number of credits for which the aid was calculated and disbursed. The school must have a probation policy, approved by the board, which limits the number of terms in which a student may receive the need grant while in a probationary status.

(d) The school's aid administrator may at any time, using professional judgment exercised on a case-by-case basis, reinstate a student back into a satisfactory progress status, in response to an individual student's extenuating circumstances.

(22) The term "full institutional accreditation" shall mean the status of public recognition that an accrediting agency recognized by the U.S. Department of Education grants to an educational institution that meets the agency's established standards and requirements. Institutional accreditation applies to the entire institution, indicating that each of an institution's parts is contributing to the achievement of the institution's objectives.

(23) The term "eligible program" for a public or private nonprofit educational institution, shall mean:

(a) A certificate, associate or baccalaureate degree program; at least a two-year program that is acceptable for full credit toward a bachelor's degree; or

(b) A program that provides at least a 15-week undergraduate program of 600 clock hours, 16 semester hours, or 24 quarter hours that leads to a degree or certificate and prepares the student for gainful employment in a recognized occupation; and

(c) A program encompassed within the institution's accreditation and be an eligible program for purposes of the federal Title IV student financial aid programs;

(d) Apprenticeships qualifying as eligible programs for opportunity internship graduates. Apprenticeships must be associated with participating state need grant institutions.

(24) The three "public sectors of higher education" are the research universities, comprehensive universities, and the community and technical colleges.

(25) A "for-profit institution" is a postsecondary educational institution other than a public or private nonprofit institution which provides training for gainful employment in a recognized profession.

(26) A "postsecondary vocational institution" is a public or private nonprofit institution which provides training for gainful employment in a recognized profession.

(27) The "less-than-half-time pilot project" is defined as follows:

(a) The pilot project is authorized for 2007-2011 in chapter 404, Laws of 2007 and is meant to test the feasibility of providing state need grant awards to students who enroll in three, four or five credits.

(b) All rules and guidelines that govern student and school participation in the state need grant program shall apply to pilot project except the following:

(i) The student may enroll for three, four or five credits per term.

(ii) The grant award is equal to one-quarter of the regular base grant amount.

(iii) Students otherwise enrolled in credit bearing course work may receive the grant for up to one academic year before being accepted into a program that leads to a degree or certificate.

(28) The term "former foster youth" means a person who is at least eighteen years of age, but no more than twenty-four years of age, who was a dependent of the department of social and health services at the time he or she attained the age of eighteen.

(29) An "opportunity internship graduate" means a low-income high school student who successfully completes an opportunity internship program (as defined in RCW 28C.18.162) and graduates from high school.

[Statutory Authority: Chapter 28B.92 RCW. 10-16-026, § 250-20-021, filed 7/23/10, effective 8/23/10; 08-15-156, § 250-20-021, filed 7/22/08, effective 8/22/08. Statutory Authority: Chapter 28B.80 RCW. 06-17-046, § 250-20-021, filed 8/8/06, effective 9/8/06. Statutory Authority: Chapter 28B.80 RCW and RCW 28B.10.822. 02-24-041, § 250-20-021, filed 12/2/02, effective 1/2/03. Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-021, filed 7/23/99, effective 8/23/99. Statutory Authority: Chapter 28B.80 RCW. 96-18-024, § 250-20-021, filed 8/27/96, effective 9/27/96; 96-04-019, § 250-20-021, filed 1/30/96, effective 3/1/96; 95-17-045, § 250-20-021, filed 8/11/95, effective 9/11/95; 95-10-007, § 250-20-021, filed 4/24/95, effective 5/25/95; 93-08-010, § 250-20-021, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 through 28B.10.822. 92-11-022, § 250-20-021, filed 5/13/92, effective 6/13/92; 90-04-067, § 250-20-021, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 88-10-001 (Order 2/88, Resolution No. 88-11), § 250-20-021, filed 4/21/88; 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-021, filed 7/29/87; 86-12-077 (Order 5/86), § 250-20-021, filed 6/4/86. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-021, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 81-13-038 (Order 2/81, Resolution No. 81-67), § 250-20-021, filed 6/16/81; 80-05-025 (Order 3-80, Resolution No. 80-56), § 250-20-021, filed 4/14/80; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-021, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-021, filed 6/15/79; 78-05-063 (Order 2-78), § 250-20-021, filed 4/27/78, effective 6/1/78; Order 2-77, § 250-20-021, filed 4/13/77; Order 3-75, § 250-20-021, filed 4/25/75; Order 1-75, § 250-20-021, filed 3/7/75; Order 1-74, § 250-20-021, filed 4/9/74; Order 1-73, § 250-20-021, filed 7/2/73.]

WAC 250-20-031
Student application procedure.

(1) Application for a state grant must be made each year.

(2) All applications will be ranked anew each year.

(3) Application for a state need grant is accomplished through a student's application for admission to, and financial aid from, the institution of his or her choice.

(4) Financial data must be generated in accordance with the method set forth by the higher education coordinating board to assure that information will be consistent on a statewide basis.

The board shall annually specify the student data elements essential for determining state need grant eligibility and shall authorize the forms and processes for collecting and analyzing such data.

(5) The burden of proof of a grant recipient's eligibility is with the institution. At a minimum:

(a) The institution must be able, on request of the board, to reconstruct the calculations and rationale for the student's grant eligibility and award amounts.

(b) The financial aid form or comparable financial status documents, with the resulting financial need analysis must be on record in the financial aid office for all grant recipients.

(c) The institution must also have on record justification for reawarding a need grant to any student who failed to make satisfactory progress.

(6) The board shall establish annual criteria by which the eligible student is to be identified, ranked, and awarded. Those criteria shall include the maximum award for each sector and the income cutoff level.

(7) The institution shall examine the student's aid application to determine overall need and specific state need grant eligibility and the appropriate award, using the board-approved criteria.

(8) The board will make available to all participating institutions, a list of all students who owe state need grant repayments or have otherwise exhausted their state need grant eligibility. It is the institution's responsibility to ensure that no ineligible student receives a state need grant.

(9) The financial aid administrator at each institution will be required to sign a statement attesting to the fact that all eligible financial aid applicants within state need grant parameters will be identified and served to the extent funds are available and that financial information will be determined in strict adherence to program guidelines.

(10) No group of students, such as single parents or part-time students, may be advantaged or disadvantaged in its access to the state need grant by any institutional awarding policy.

(11) The board will provide institutions with a list of eligible opportunity internship graduates.

[Statutory Authority: Chapter 28B.92 RCW. 10-16-026, § 250-20-031, filed 7/23/10, effective 8/23/10; 08-15-156, § 250-20-031, filed 7/22/08, effective 8/22/08. Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-031, filed 7/23/99, effective 8/23/99. Statutory Authority: Chapter 28B.80 RCW. 93-08-010, § 250-20-031, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-031, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 88-10-001 (Order 2/88, Resolution No. 88-11), § 250-20-031, filed 4/21/88; 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-031, filed 7/29/87. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-031, filed 7/20/82; Order 2-77, § 250-20-031, filed 4/13/77; Order 1-76, § 250-20-031, filed 3/11/76; Order 3-75, § 250-20-031, filed 4/25/75; Order 1-75, § 250-20-031, filed 3/7/75; Order 1-74, § 250-20-031, filed 4/9/74; Order 1-73, § 250-20-031, filed 7/2/73.]

WAC 250-20-037
Reserve of funds.

(1) The board shall annually reserve funds for the body of students at each institution. The percentage of state need grant funds to be reserved equals the proportion of grant dollars needed to fund the eligible students who are enrolled, as reported on the interim/reconciliation report, at each school compared to the dollars needed to fund all state need grant eligible students enrolled in all participating schools.

(2) The board shall establish methods to reserve state need grant funds for:

(a) Former foster youth;

(b) Transfer students; and

(c) New institutions.

[Statutory Authority: Chapter 28B.92 RCW. 08-15-156, § 250-20-037, filed 7/22/08, effective 8/22/08. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-037, filed 2/5/90, effective 7/1/90.]

WAC 250-20-041
Award procedure.

(1) The institution will offer grants to eligible students from funds reserved by the board. It is the institution's responsibility to ensure that the reserve is not over expended within each academic year.

(2) The state need grant award for an individual student shall be the base grant, appropriate for the sector attended and a dependent care allowance, if applicable, adjusted for the student's family income and rate of enrollment. Each eligible student receiving a grant must receive the maximum grant award for which he or she is eligible, unless such award should exceed the student's overall need or the institution's approved gift equity packaging policy.

(3) The grant amount for students shall be established as follows:

(a) The award shall be based on the representative average tuition, service, and activity fees charged within each public sector of higher education. The average is to be determined annually by the higher education coordinating board. The award for students enrolled in the applied baccalaureate pilot program authorized in RCW 28B.50.810 shall be based on the representative tuition and fees used for the comprehensive universities.

(b) The base grant award shall not exceed the actual tuition and fees charged to the eligible student on an annualized basis by more than one hundred dollars. The one hundred dollar variance is only applicable in circumstances where changes to a student's credit or enrollment level after the initial disbursement would require a state need grant award adjustment to ensure that the award does not exceed the cost of tuition.

(c) The base grant award for students attending independent four-year institutions shall be equal to that authorized for students attending the public four-year research institutions. The base grant for students attending private vocational institutions shall be equal to that authorized for students attending the public community and technical colleges.

(4) The total state need grant award shall be reduced for students with family incomes greater than fifty percent of the state's median and for less than full-time enrollment.

(a) Students whose incomes are equal to fifty-one percent to seventy-five percent of the state's median family income shall receive seventy-five percent of the maximum award. Students whose

incomes are equal to seventy-six percent to one hundred percent of the state's median family income shall receive fifty percent of the maximum award. Students whose incomes are equal to one hundred one percent to one hundred twenty-five percent of the state's median family income shall receive twenty-five percent of the maximum award.

(b) Eligible students shall receive a prorated portion of their state need grant for any academic period in which they are enrolled at least half-time, as long as funds are available. Students enrolled at a three-quarter time rate, at the time of disbursement, will receive seventy-five percent of their grant. Students enrolled half-time at the time of disbursement will receive fifty percent of their grant.

(c) Less-than-half-time pilot project students and opportunity internship program graduates enrolled at a less-than-halftime rate will receive twenty-five percent of their grant.

(5) Placebound students may receive enhanced grants to the extent funds are appropriated for this purpose. The value of the enhanced grant will be determined by the board.

(6) Depending on the availability of funds, students may receive the need grant for summer session attendance.

(7) The institution will be expected, insofar as possible, to match the state need grant with other funds sufficient to meet the student's need. Matching moneys may consist of student financial aid funds and/or student self-help.

(8) All financial resources available to a state need grant recipient, when combined, may not exceed the amount computed as necessary for the student to attend a postsecondary institution. The student will not be considered over-awarded if he or she receives additional funds after the institution awards aid, and the total resources exceed his or her financial need by $200 or less by the end of the academic year.

(9) The institution shall ensure that the recipient's aid package at a minimum consists of self-help equal to either twenty-five percent of the student's cost-of-attendance or an amount calculated annually by the board. The calculation is based on an assessment of the minimum amount that a typical student could reasonably earn while in school.

(a) The self-help amount calculated annually by the board shall be determined by multiplying the net value of minimum wage (wage less employer taxes and medical aid), multiplied by twelve hours per week, and further multiplied by a representative thirty-three week academic year.

(b) The school's aid administrator may exercise professional judgment and reduce the self-help requirement on a case-by-case basis. These cases should recognize exceptional individual student circumstances where a minimum self-help requirement would present a significant barrier to the student's educational success. These circumstances shall be documented in the student's file.

(c) In counting self-help sources of aid, the aid administrator may include all loans, employment, work-study, and those scholarships or grants that were earned based on the student's substantial efforts over time, as well as family contribution, and unmet need.

(10) The institution will notify the student of receipt of the state need grant.

(11) Any student who has received at least one disbursement and chooses to transfer to another participating institution within the same academic year may request that the receiving institution apply to the board for funds to continue receipt of the grant.

[Statutory Authority: Chapter 28B.92 RCW. 10-16-026, § 250-20-041, filed 7/23/10, effective 8/23/10; 08-15-156, § 250-20-041, filed 7/22/08, effective 8/22/08; 07-15-038, § 250-20-041, filed 7/12/07, effective 8/12/07. Statutory Authority: Chapter 28B.80 RCW and RCW 28B.10.822. 04-08-060, § 250-20-041, filed 4/5/04, effective 5/6/04. Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-041, filed 7/23/99, effective 8/23/99. Statutory Authority: Chapter 28B.80 RCW. 95-17-045, § 250-20-041, filed 8/11/95, effective 9/11/95; 93-08-010, § 250-20-041, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-041, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-041, filed 7/29/87. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-041, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 80-05-025 (Order 3-80, Resolution No. 80-56), § 250-20-041, filed 4/14/80; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-041, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-041, filed 6/15/79; Order 2-77, § 250-20-041, filed 4/13/77; Order 3-75, § 250-20-041, filed 4/25/75; Order 1-75, § 250-20-041, filed 3/7/75; Order 1-74, § 250-20-041, filed 4/9/74; Order 1-73, § 250-20-041, filed 7/2/73.]

WAC 250-20-051
Grants disbursement and repayment.

(1) At intervals designated by the executive director, financial aid administrators from participating independent colleges and proprietary institutions will submit the appropriate cash request or reimbursement form to the higher education coordinating board for each state need grant recipient certifying enrollment and grant eligibility.

(a) Upon receipt of the cash request or reimbursement forms, the higher education coordinating board will forward payments to the appropriate institution for each recipient or directly to the school as reimbursement.

(b) At private and proprietary schools, as long as the student remains eligible for the grant, the payment must be given directly to the student without the institution placing any other condition on receipt of the payment. Institutions which participate in the electronic funds transfer reimbursement program, must follow the requirements of the student directives. The student directive is a board-approved document used to direct the schools in the student's choice of payment method, either a direct deposit or school issued warrant.

(c) All signed receipts and student directives for state need grants are to be retained by the institution. They must be made available for inspection upon request of the board. All unclaimed payments must be returned to the board on or before the date specified by the board each term.

(d) A student-by-student reconciliation must be completed by the institution at the end of each term.

(2) All other institutions may request funds as necessary to make disbursements to students.

(a) Interim progress reports must be filed with the board as requested.

(b) A student-by-student reconciliation must be filed with the board at the end of each academic year.

(3) No institution may disburse nor claim more funds than that amount reserved by the board for the body of students at each institution.

(4) Should a student recipient withdraw prior to or on fifty percent of the term or prior to completing fifty percent of the scheduled clock hours during the term in which he or she received a state need grant, the student shall be required to repay a portion of the grant amount according to the board-approved repayment policy. This policy is separate and distinct from the federal repayment policy and computation. Beginning in 2009-2010 the board-approved repayment policy shall incorporate the following repayment principles.

(a) The repayment calculation is based on the portion of the term not completed or the percent of scheduled clock hours not completed.

(b) A fifty percent reduction is applied to the final repayment calculation for relief of irretrievable costs of attendance. This adjustment is only available to students who officially or unofficially withdraw when the last date of attendance is known.

(c) If the last known date of attendance occurs after fifty percent of the term, the state need grant award is considered one hundred percent earned and no repayment is due.

(d) If a state need grant recipient attends a portion of a term and withdraws with no verified last date of attendance, the repayment will be fifty percent of the grant amount with no additional adjustments.

(e) If a state need grant recipient never attends courses in the term for which they received a state need grant award, the repayment is one hundred percent of the grant amount.

The institution shall advise the student and the board of amounts to be repaid.

(5) The board reserves the right, if funds are available, to pay to public institutions an administrative expense allowance for the shared responsibility of administering the program on the board's behalf. The allowance shall be calculated annually as a percentage of the need grant funds disbursed by the institution.

(6) Funds from grants which are declined, forfeited or otherwise unused shall be reawarded until disbursed.

(7) The foster youth assurance is intended for unserved foster youth that were not identified during routine state need grant awarding processes and only after the institution has depleted its SNG reserve.

[Statutory Authority: Chapter 28B.92 RCW. 10-16-026, § 250-20-051, filed 7/23/10, effective 8/23/10; 08-15-156, § 250-20-051, filed 7/22/08, effective 8/22/08. Statutory Authority: Chapter 28B.80 RCW. 93-08-010, § 250-20-051, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-051, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-051, filed 7/29/87; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-051, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-051, filed 6/15/79; Order 2-77, § 250-20-051, filed 4/13/77; Order 3-75, § 250-20-051, filed 4/25/75; Order 1-75, § 250-20-051, filed 3/7/75; Order 1-74, § 250-20-051, filed 4/9/74; Order 1-73, § 250-20-051, filed 7/2/73.]

WAC 250-20-061
Program administration and audits.

(1) The staff of the higher education coordinating board under the direction of the executive director will manage the administrative functions relative to this program.

(2) The higher education coordinating board will review institutional administrative practices to determine institutional compliance with rules and regulations and program guidelines. If such a review determines that an institution has failed to comply with program rules and regulations or guidelines, the board pursuant to the procedures of WAC 250-20-081 may suspend, terminate or place conditions upon the institution's participation in the program and require reimbursement to the program for any funds lost or improperly expended.

(3) Any student who has obtained a state need grant through means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil or criminal penalties.

[Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-061, filed 7/29/87; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-061, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-061, filed 6/15/79; 79-02-066 (Order 1-79), § 250-20-061, filed 2/5/79; Order 2-77, § 250-20-061, filed 4/13/77; Order 3-75, § 250-20-061, filed 4/25/75, Order 1-75, § 250-20-061, filed 3/7/75; Order 1-74, § 250-20-061, filed 4/9/74; Order 1-73, § 250-20-061, filed 7/2/73.]

WAC 250-20-071
Appeal process.

Should a student question his or her state need grant eligibility or award, the following procedures should be followed:

(1) The student should direct questions and appeals to the financial aid officer at the institution he or she attends.

(2) If the student is not satisfied with the response of the institution, he or she should assemble all relevant academic, financial, and personal data and forward it to the higher education coordinating board for review.

(3) The board's division of student financial aid will review all material submitted and, if possible, will resolve the problem, advising the student of his or her eligibility and generating an award or, if the student is not eligible for a state need grant, advising the student of the reason for denial.

(4) The higher education coordinating board will convene its review committee to consider the situation of any student whose state need grant eligibility is questionable, or upon the request of the student. If the committee finds the student eligible for state need grant receipt, it will advise the financial aid administrator at the institution the student attends and will recommend to the school that the student's state need grant award be processed immediately. If the review committee finds the student not eligible for state need grant receipt, it will advise the student of the reason for denial.

(5) If the student is not satisfied with the decision of the review committee, the student's final recourse is submission of his or her case to the executive director of the higher education coordinating board.

[Statutory Authority: Chapter 28B.92 RCW. 08-15-156, § 250-20-071, filed 7/22/08, effective 8/22/08. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-071, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-071, filed 7/29/87; Order 2-77, § 250-20-071, filed 4/13/77; Order 3-75, § 250-20-071, filed 4/25/75.]

WAC 250-20-081
Suspension or termination of institutional participation.

Upon receipt of a complaint or other evidence that an institution has failed or is failing to comply with program rules and regulations, the board staff shall notify the institution by mail of the nature of such allegations and conduct a review of the alleged violations.

If preliminary findings indicate that a violation or violations may have occurred or are occurring, the board staff shall attempt, through mediation and conciliation, to effect corrections and/or secure reimbursement from the institution in event any funds were expended out of compliance with the provisions of WAC 250-20-061(2).

If no agreement is reached through the mediation and conciliation process, the executive director shall file a formal complaint with the board and notify the institution of the conduct which warrants the complaint. Based upon a finding pursuant to RCW 34.04.170, the complaint may include an order for a summary suspension pending proceedings for termination, suspension, reimbursement or other action.

The executive director or a designated hearing officer shall conduct a hearing and make findings and conclusions in accordance with the Administrative Procedure Act, chapter 34.04 RCW. The findings, conclusions and any recommendations for action shall be submitted to the board for final action pursuant to RCW 34.04.110. The board may accept or reject, in whole or in part, any recommendations made by the hearing officer, may remand for further findings and/or take any other action the board deems appropriate under the circumstances.

[Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-081, filed 7/29/87; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-081, filed 10/11/79.]

WAC 250-20-091
Eligibility of reciprocity students.

State need grant eligibility of students attending an out-of-state institution under a reciprocity agreement is covered by the following regulations, which are authorized by chapter 13, Laws of 1980.

(1) A student who meets all state need grant eligibility criteria and who has been accepted at an eligible out-of-state institution, as defined in WAC 250-20-091(2) may receive a state need grant as long as that student continues attendance under the reciprocity program.

(2) "Eligible out-of-state institution" shall mean any nonprofit college or university in another state which has a reciprocity agreement with the state of Washington if the institution is specifically encompassed within or directly affected by such reciprocity agreement so long as it is accredited by the Northwest Association of Schools and Colleges, and agrees to participate in the state need grant program in accordance with all applicable rules and regulations.

(3) An out-of-state institution can be determined to be directly affected by a reciprocity agreement if:

(a) The institution is located within twenty-five miles of an institution specifically encompassed within a reciprocity agreement;

(b) Students from the county in which the institution is located are provided, pursuant to a reciprocity agreement, access to Washington institutions at resident tuition and fee rates to the extent authorized by Washington law; and,

(c) The institution demonstrates that, in the previous academic year, headcount enrollment at the institution by Washington residents from areas and categories encompassed by the reciprocity agreement was at least ten percent less than the number of such students enrolled during the 1979-80 academic year.

[Statutory Authority: RCW 28B.10.806. 80-12-028 (Order 5-80, Resolution No. 82-4), § 250-20-091, filed 8/28/80.]

Residency Statutes for State Need Grant (excerpt)

RCW 28B.92.010
State need grant program established — Purpose.

The purposes of this chapter are to establish the principles upon which the state financial aid programs will be based and to establish the state of Washington state need grant program, thus assisting financially needy or disadvantaged students domiciled in Washington to obtain the opportunity of attending an accredited institution of higher education. State need grants under this chapter are available only to students who are resident students as defined in RCW 28B.15.012(2) (a) through (d).

[2004 c 275 § 34; 1999 c 345 § 2; 1993 sp.s. c 18 § 2; 1969 ex.s. c 222 § 7. Formerly RCW 28B.10.800, 28.76.430.]

RCW 28B.15.012
Classification as resident or nonresident student — Definitions.

Whenever used in this chapter:

(1) The term "institution" shall mean a public university, college, or community college within the state of Washington.

(2) The term "resident student" shall mean:

(a) A financially independent student who has had a domicile in the state of Washington for the period of one year immediately prior to the time of commencement of the first day of the semester or quarter for which the student has registered at any institution and has in fact established a bona fide domicile in this state primarily for purposes other than educational;

(b) A dependent student, if one or both of the student's parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the semester or quarter for which the student has registered at any institution;

(c) A student classified as a resident based upon domicile by an institution on or before May 31, 1982, who was enrolled at a state institution during any term of the 1982-1983 academic year, so long as such student's enrollment (excepting summer sessions) at an institution in this state is continuous;

(d) Any student who has spent at least seventy-five percent of both his or her junior and senior years in high schools in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who enrolls in a public institution of higher education within six months of leaving high school, for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year;

(e) Any person who has completed the full senior year of high school and obtained a high school diploma, both at a Washington public high school or private high school approved under chapter 28A.195 RCW, or a person who has received the equivalent of a diploma; who has lived in Washington for at least three years immediately prior to receiving the diploma or its equivalent; who has continuously lived in the state of Washington after receiving the diploma or its equivalent and until such time as the individual is admitted to an institution of higher education under subsection (1) of this section; and who provides to the institution an affidavit indicating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so and a willingness to engage in any other activities necessary to acquire citizenship, including but not limited to citizenship or civics review courses;

(f) Any person who has lived in Washington, primarily for purposes other than educational, for at least one year immediately before the date on which the person has enrolled in an institution, and who holds lawful nonimmigrant status pursuant to 8 U.S.C. Sec. (a)(15) (E)(iii), (H)(i), or (L), or who holds lawful nonimmigrant status as the spouse or child of a person having nonimmigrant status under one of those subsections, or who, holding or having previously held such lawful nonimmigrant status as a principal or derivative, has filed an application for adjustment of status pursuant to 8 U.S.C. Sec. 1255(a);

(g) A student who is on active military duty stationed in the state or who is a member of the Washington national guard;

(h) A student who is the spouse or a dependent of a person who is on active military duty stationed in the state. If the person on active military duty is reassigned out-of-state, the student maintains the status as a resident student so long as the student is continuously enrolled in a degree program;

(i) A student who resides in the state of Washington and is the spouse or a dependent of a person who is a member of the Washington national guard;

(j) A student of an out-of-state institution of higher education who is attending a Washington state institution of higher education pursuant to a home tuition agreement as described in RCW 28B.15.725;

(k) A student who meets the requirements of RCW 28B.15.0131: PROVIDED, That a nonresident student enrolled for more than six hours per semester or quarter shall be considered as attending for primarily educational purposes, and for tuition and fee paying purposes only such period of enrollment shall not be counted toward the establishment of a bona fide domicile

of one year in this state unless such student proves that the student has in fact established a bona fide domicile in this state primarily for purposes other than educational;

(l) A student who resides in Washington and is on active military duty stationed in the Oregon counties of Columbia, Gilliam, Hood River, Multnomah, Clatsop, Clackamas, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, or Washington; or

(m) A student who resides in Washington and is the spouse or a dependent of a person who resides in Washington and is on active military duty stationed in the Oregon counties of Columbia, Gilliam, Hood River, Multnomah, Clatsop, Clackamas, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, or Washington. If the person on active military duty moves from Washington or is reassigned out of the Oregon counties of Columbia, Gilliam, Hood River, Multnomah, Clatsop, Clackamas, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, or Washington, the student maintains the status as a resident student so long as the student resides in Washington and is continuously enrolled in a degree program.

(3) The term "nonresident student" shall mean any student who does not qualify as a "resident student" under the provisions of this section and RCW 28B.15.013. Except for students qualifying under subsection (2)(e) or (j) of this section, a nonresident student shall include:

(a) A student attending an institution with the aid of financial assistance provided by another state or governmental unit or agency thereof, such nonresidency continuing for one year after the completion of such semester or quarter.

(b) A person who is not a citizen of the United States of America who does not have permanent or temporary resident status or does not hold "Refugee-Parolee" or "Conditional Entrant" status with the United States citizenship immigration services or is not otherwise permanently residing in the United States under color of law and who does not also meet and comply with all the applicable requirements in this section and RCW 28B.15.013.

(4) The term "domicile" shall denote a person's true, fixed and permanent home and place of habitation. It is the place where the student intends to remain, and to which the student expects to return when the student leaves without intending to establish a new domicile elsewhere. The burden of proof that a student, parent or guardian has established a domicile in the state of Washington primarily for purposes other than educational lies with the student.

(5) The term "dependent" shall mean a person who is not financially independent. Factors to be considered in determining whether a person is financially independent shall be set forth in rules adopted by the student achievement council and shall include, but not be limited to, the state and federal income tax returns of the person and/or the student's parents or legal guardian filed for the calendar year prior to the year in which application is made and such other evidence as the council may require.

(6) The term "active military duty" means the person is serving on active duty in:

(a) The armed forces of the United States government; or

(b) The Washington national guard; or

(c) The coast guard, merchant mariners, or other nonmilitary organization when such service is recognized by the United States government as equivalent to service in the armed forces.

[2012 c 229 § 521; 2011 1st sp.s. c 11 § 148; 2010 c 183 § 1; 2009 c 220 § 1; 2004 c 128 § 1; 2003 c 95 § 1; 2002 c 186 § 2. Prior: (2002 c 186 § 1 expired June 30, 2002); 2000 c 160 § 1; 2000 c 117 § 2; (2000 c 117 § 1 expired June 30, 2002); 1999 c 320 § 5; 1997 c 433 § 2; 1994 c 188 § 2; 1993 sp.s. c 18 § 4; prior: 1987 c 137 § 1; 1987 c 96 § 1; 1985 c 370 § 62; 1983 c 285 § 1; 1982 1st ex.s. c 37 § 1; 1972 ex.s. c 149 § 1; 1971 ex.s. c 273 § 2.]

Chapter 250-18 WAC
Residency statutes for higher education

WAC Sections

250-18-010 Purpose and applicability.
250-18-015 Definitions.
250-18-020 Student classification.
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250-18-030 Establishment of a domicile.
250-18-035 Evidence of financial dependence or independence.
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WAC 250-18-010
Purpose and applicability.

This chapter is promulgated pursuant to RCW 28B.15.015 by the board to establish the necessary regulations for the administration of residency status in higher education. Institutions shall apply the provisions of the regulations specified in chapter 250-18 WAC for the uniform determination of a student's resident and nonresident status and for recovery of fees for improper classification of residency.

[Statutory Authority: RCW 28B.15.015. 93-20-004, § 250-18-010, filed 9/22/93, effective 10/23/93. Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-010, filed 9/8/82.]

WAC 250-18-015
Definitions.

(1) The term "institution" shall mean a public university, college, or community college within the state of Washington.

(2) The term "domicile" shall denote a person's true, fixed, and permanent home and place of habitation for other than educational purposes. It is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

(3) The term "reside" shall mean the maintenance and occupancy of a primary residence in the state of Washington.

(4) The term "financially independent" shall be determined according to WAC 250-18-035.

(5) The term "dependent" shall mean a person who is not financially independent.

(6) The term "resident" for tuition and fee purposes shall be determined according to WAC 250-18-020.

(7) The term "nonresident" for tuition and fee purposes shall be determined according to WAC 250-18-020.

(8) The term "recovery of fees" shall apply to the amounts due to the institution or the student as a result of improper classification.

(9) The term "civil service" shall mean Washington state or federal government nonmilitary employment.

[Statutory Authority: RCW 28B.15.015. 03-13-056, § 250-18-015, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-015, filed 9/8/82.]

WAC 250-18-020
Student classification.

(1) For a student to be classified as a "resident" for tuition and fee purposes, he or she must prove by evidence of a sufficient quantity and quality to satisfy the institution that he or she:

(a)(i) Has established a bona fide domicile in the state of Washington primarily for purposes other than educational for the period of one year immediately prior to commencement of the first day of the semester or quarter for which he or she has registered at any institution; and

(ii) Is financially independent; or

(b) Is a dependent student, one or both of whose parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the semester or quarter for which the student has registered at any institution provided that any student who has spent at least seventy-five percent of both his or her junior and senior years in high school in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who has enrolled in a public institution of higher education within six months of leaving high school, shall be considered a resident only for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year; or

(c) Is a person who has completed the full senior year of high school and obtained a high school diploma - both at a Washington public or private high school approved under chapter 28A.195 RCW (or who has received the equivalent of a diploma). The person must have lived in Washington at least three years immediately prior to receiving the diploma (or its equivalent), and lived continuously in Washington state

after receiving the diploma (or its equivalent) until the time of admittance to an institution of higher education (defined as a public university, college, or community college within the state of Washington). In addition, the person must provide an affidavit to the institution indicating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so. Furthermore, the individual must indicate a willingness to engage in other activities necessary to acquire citizenship, including, but not limited to, citizenship or civics review courses; or

(d) Is a student who is on active military duty stationed in the state, or who is a member of the Washington national guard; or

(e) Is the spouse or dependent of an active duty military person stationed in the state of Washington; or

(f) Is a student who resides in Washington and is the spouse or dependent of a member of the Washington national guard; or

(g) Is a student of an out-of-state institution of higher education who is attending a Washington state institution of higher education pursuant to a home tuition program agreement under RCW 28B.15.725; or

(h) Is a student domiciled for one year in one or a combination of the following states: Idaho, Montana, Oregon, or Washington, and is a member of a federally recognized tribe whose traditional and customary tribal boundaries included portions of the state of Washington, or whose tribe was granted reserved lands within the state of Washington. The official list of federally recognized Washington tribes maintained by the governor's office of Indian affairs shall be used to determine eligibility.

(i) Is a student who is a resident of Oregon residing in Columbia, Gilliam, Hood River, Multnomah, Clatsop, Clackamas, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, or Washington county. The student must meet the following conditions:

(i) Is eligible to pay resident tuition rates under Oregon laws and has been domiciled in one or more of the designated Oregon counties for at least ninety days immediately prior to enrollment at a community college located in the following Washington counties: Asotin, Benton, Clark, Columbia, Cowlitz, Franklin, Garfield, Klickitat, Pacific, Skamania, Wahkiakum, or Walla Walla; or

(ii) Is a student enrolled for eight credits or less at the Tri-Cities branch or Vancouver branch of Washington State University.

(2) A student shall be classified as a "nonresident" for tuition and fee purposes if he or she does not qualify as a resident student under the provisions of subsection (1) of this section. A nonresident student shall include a student if he or she:

(a) Will be financially dependent for the current year or was financially dependent for the calendar year prior to the year in which application is made and who does not have a parent or legally appointed guardian who has maintained a bona fide domicile in the state of Washington for one year immediately prior to the commencement of the semester or quarter for which the student has registered at an institution;

(b) Attends an institution with financial assistance provided by another state or governmental unit or agency thereof wherein residency in that state is a continuing qualification for such financial assistance, such nonresidency continuing for one year after the completion of the quarter or semester for which financial assistance is provided. Such financial assistance relates to that which is provided by another state, governmental unit or agency thereof for direct or indirect educational purposes and does not include

retirements, pensions, or other noneducational related income. A student loan guaranteed by another state or governmental unit or agency thereof on the basis of eligibility as a resident of that state is included within the term "financial assistance;"

(c) Is not a citizen of the United States of America, unless such person holds permanent or temporary resident immigration status, "refugee - parolee," or "conditional entrant" status or is not otherwise permanently residing in the United States under color of law and further meets and complies with all applicable requirements of WAC 250-18-030 and 250-18-035.

(3) A person does not lose a domicile in the state of Washington by reason of residency in any state or country while a member of the civil or military service of this state or of the United States, nor while engaged in the navigation of the waters of this state or of the United States or of the high seas if that person returns to the state of Washington within one year of discharge from said service with the intent to be domiciled in the state of Washington.

(4) Any resident dependent student who remains in this state when such student's parents or legal guardians, having theretofore been domiciled in this state for a period of one year immediately prior to commencement of the first day of the semester or quarter for which the student has registered at any institution, move from this state, shall be entitled to continued classification as a resident student so long as such student is continuously enrolled during the academic year.

[Statutory Authority: RCW 28B.15.015. 06-20-118, § 250-18-020, filed 10/4/06, effective 11/4/06; 03-20-053, § 250-18-020, filed 9/26/03, effective 10/27/03; 03-13-056, § 250-18-020, filed 6/13/03, effective 7/14/03. Statutory Authority: RCW 28B.15.015 and 28B.15.0131. 98-08-004, § 250-18-020, filed 3/18/98, effective 4/18/98. Statutory Authority: 28B.15.015. 93-20-004, § 250-18-020, filed 9/22/93, effective 10/23/93. Statutory Authority: Chapter 28B.15 RCW as amended by 1982 1st ex.s. c 37 § 4. 87-21-079 (Order 5-87, Resolution No. 87-60), § 250-18-020, filed 10/21/87; 87-16-048 (Order 3-87, Resolution No. 87-58), § 250-18-020, filed 7/29/87. Statutory Authority: 1982 1st ex.s. c 37 § 4. 83-13-092 (Order 2-83, Resolution No. 83-65), § 250-18-020, filed 6/17/83; 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-020, filed 9/8/82.]

WAC 250-18-025
Classification procedure.

(1) After a student has registered at any institution as a nonresident, such student's classification shall remain unchanged in the absence of evidence of a sufficient quantity and quality to satisfy the institution to the contrary. The provision of such evidence to the contrary may be initiated by the student or the institution.

(2) Application for a change in classification shall be accepted up to the thirtieth calendar day following the first day of the instruction of the quarter or semester for which application is made. Applications made after that date in any quarter or semester shall be considered to have been filed as of the first day of the subsequent quarter or semester.

(3) Any change in classification, either nonresident to resident, or the reverse, shall be based upon written evidence maintained in the files of the institution.

(4) Approval of an application for resident status shall be made only after satisfaction that the requirements of domicile and independency or dependency have been made in compliance with RCW

28B.15.012 and WAC 250-18-030 and 250-18-035. Reclassification from nonresident to resident status preliminarily approved sixty days or more prior to the satisfaction of a one-year durational domicile shall be supplemented with additional documented proof of domicile if deemed necessary by the institution prior to final approval.

(5) The burden of proof that a student, parent, or legally appointed guardian has established a domicile in the state of Washington primarily for purposes other than educational lies with the student.

(6) For any student classified as a resident or authorized to pay resident fees or exempted from the payment of the nonresident differential on a basis other than an established domicile in the state of Washington, the fee paying status of such student shall be subject to determination each term on the basis of chapter 28B.15 RCW.

[Statutory Authority: RCW 28B.15.015. 03-13-056, § 250-18-025, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982 1st ex.s. c 37 § 4. 83-13-092 (Order 2-83, Resolution No. 83-65), § 250-18-025, filed 6/17/83; 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-025, filed 9/8/82.]

WAC 250-18-030
Establishment of a domicile.

The domicile of any person shall be determined according to the individual's overall situation and circumstances and is not determined on the basis of a single factor; nor is a predetermined number of factors required. Institutions shall require evidence of a Washington domicile that is of sufficient quantity and quality to negate the existence of a domicile in a state other than Washington.

A nonresident student who is enrolled for more than six hours per semester or quarter shall be presumed to be in the state of Washington for primarily educational purposes. Such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless such student proves that he or she has, in fact, established a bona fide domicile in this state primarily for purposes other than educational.

To aid the institutions in determining whether a student, parent, legally appointed guardian, or the person having legal custody of a student has established a bona fide domicile in the state of Washington primarily for purposes other than educational, the following factors are to be considered for both the individual and his or her spouse. The weight assigned to any given factor should depend on the ease with which it might be established and the degree to which it demonstrates commitment to domicile as a matter of common sense and as part of the individual's overall circumstances.

(1) Location and duration of registration or payment of taxes or fees on any motor vehicle, mobile home, travel trailer, boat, or any other item or personal property owned or used by the person;

(2) State and duration of any driver's license for the previous one year;

(3) Location and duration of any continuous full-time employment of the previous one year;

(4) Address and other pertinent facts listed on a true and correct copy of federal and state income tax returns for the calendar year prior to the year in which application is made;

(5) Location and duration of any voter registration for the previous one year;

(6) Location and duration of primary residence, evidenced by title, lease agreement, or monthly rental receipts for the previous one year;

(7) Residence status in all secondary and postsecondary schools attended outside the state of Washington;

(8) Location and duration of any checking accounts, savings accounts, and/or safety deposit boxes for the previous one year;

(9) Address listed on selective service registration;

(10) Location of membership in professional, business, civic or other organizations;

(11) Receipt of benefits under a public assistance programs;

(12) State claimed as residence for obtaining eligibility to hold a public office or for judicial actions;

(13) State claimed as residence for obtaining state hunting or fishing licenses;

(14) State in which a custodial parent has a child attending public schools.

[Statutory Authority: RCW 28B.15.015. 03-13-056, § 250-18-030, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982 1st ex.s. c 37 § 4. 83-13-092 (Order 2-83, Resolution No. 83-65), § 250-18-030, filed 6/17/83; 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-030, filed 9/8/82.]

WAC 250-18-035
Evidence of financial dependence or independence.

A person is financially independent if he or she has not been and will not be claimed as an exemption and has not received and will not receive significant financial assistance in any form directly or indirectly from his or her parents, relatives, legal guardians, or others for the current calendar year and for the calendar year immediately prior to the year in which application is made.

(1) To consider a claim that a person is financially independent, the institution may require such documentation as deemed necessary, including but not limited to the following:

(a) That individual's sworn statement.

(b) A true and correct copy of the state and federal income tax return of the person for the calendar year immediately prior to the year in which application is made.

Should a person not have filed a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income may be submitted.

(c) A true and correct copy of the person's W-2 forms filed for the previous calendar year.

(d) Other documented financial resources, which may include but are not limited to the sale of personal or real property, inheritance, trust funds, state or financial assistance, gifts, loans, or statement of earnings of the spouse of a married student.

(e) A true and correct copy of the first and signature page of the state and federal tax returns of the parents, legally appointed guardians, or person or persons having legal custody of the student for the calendar year immediately prior to the year in which application is made.

The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns shall be limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.

(f) A student whose parents are both deceased or who has been made an official ward of the court may be required to provide documentation attesting to the fact of such circumstances.

(g) Evidence of coverage for medical, life, automobile, and property insurance.

(2) To aid institutions in determining the financial independence of a student whose parents, legally appointed guardian, or person having legal custody of the student do not provide the documentation because of total separation or other reasons from the student, documentation clearly stating the student's status and relationship with his or her parents or legal guardian from a responsible third person, e.g., family physician, lawyer, or social worker may be submitted.

(3) To be considered financially independent, a student must demonstrate by evidence satisfactory to the institution that he or she has met, through his or her income, the expenses associated with college tuition and living for the current calendar year and the calendar year immediately prior to the year in which application is made. Personal loans, PLUS loans (parent loan for undergraduate students), gifts, and cash earnings shall not be counted as income in this calculation. Financial aid grants, scholarships and loans authorized by the financial aid office in the student's name may be considered as personal income.

(4) A trust or other account available to the student shall be considered evidence of financial dependence. If the account was created before the student entered high school, there shall be a rebuttable presumption of dependence.

(5) Information submitted by the student to the institution on the financial aid form may be used to affirm the authenticity of information submitted on an application.

(6) In all cases, the burden of proof that a student is financially independent lies with the student.

[Statutory Authority: RCW 28B.15.015. 03-20-053, § 250-18-035, filed 9/26/03, effective 10/27/03; 03-13-056, § 250-18-035, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-035, filed 9/8/82.]

WAC 250-18-045
Administration of residency status.

Administration of residency status shall be the responsibility of the institution's board of trustees or regents in compliance with RCW 28B.15.011 through 28B.15.014 and chapter 250-18 WAC.

Boards of trustees or regents shall designate an institutional official responsible for making decisions on resident and nonresident status of students, and for maintaining records and documentation in support of such decisions.

Institutions shall use a uniform statewide form consistent with the provisions of chapter 250-18 WAC for the determination of change in residence status.

[Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-045, filed 9/8/82.]

WAC 250-18-050
Appeals process.

Any final institutional determination of classification shall be considered a ruling on a contested case and shall be subject to court review only under procedures prescribed by chapter 34.05 RCW.

[Statutory Authority: RCW 28B.15.015. 93-20-004, § 250-18-050, filed 9/22/93, effective 10/23/93. Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-050, filed 9/8/82.]

WAC 250-18-055
Recovery of fees for improper classification of residency.

To aid the institutions in the determination of accuracy of statements made by a student, institutions shall require that a student affirm the authenticity of all information and supporting documentation provided by his or her signature thereon.

If erroneous, untrue, or incorrect information submitted results in an improper classification of resident or nonresident status, or if a final determination is reversed through the appeals process, institutions shall recover from the student or refund to the student as the case may be an amount equal to the total difference in tuition and fees had the proper classification been made.

[Statutory Authority: 1982 1st ex.s. c 37 § 4. 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-055, filed 9/8/82.]

WAC 250-18-060
Exemptions from nonresident status.

In accordance with RCW 28B.15.014, certain nonresidents may be exempted from paying the nonresident tuition and fee differential. Exemption from the nonresident tuition and fee differential shall apply only during the term(s) such persons shall hold such appointments or be so employed. To be eligible for such an exemption, a nonresident student must provide documented evidence that he or she does reside in the state of Washington, and:

(1) Holds a graduate service appointment designated as such by an institution involving not less than twenty hours per week;

(2) Is employed for an academic department in support of the instructional or research programs involving not less than twenty hours per week;

(3) Is a faculty member, classified staff member, or administratively exempt employee who resides in the state of Washington and is holding not less than a half-time appointment, or the spouse or dependent child of such a person;

(4) Is an immigrant having refugee classification from the U.S. Immigration and Naturalization Service or the spouse or dependent child of such refugee, if the refugee (a) is on parole status, or (b) has received an immigrant visa, or (c) has applied for United States citizenship; or

(5) Is a dependent of a member of the United States Congress representing the state of Washington.
[Statutory Authority: RCW 28B.15.015. 03-20-053, § 250-18-060, filed 9/26/03, effective 10/27/03. Statutory Authority: RCW 28B.15.015 and 28B.15.0131. 98-08-004, § 250-18-060, filed 3/18/98, effective 4/18/98. Statutory Authority: RCW 28B.15.015. 93-20-004, § 250-18-060, filed 9/22/93, effective 10/23/93. Statutory Authority: Chapter 28B.15 RCW as amended by 1982 1st ex.s. c 37 § 4. 87-21-079 (Order 5-87, Resolution No. 87-60), § 250-18-060, filed 10/21/87; 87-16-048 (Order 3-87, Resolution No. 87-58), § 250-18-060, filed 7/29/87. Statutory Authority: 1982 1st ex.s. c 37 § 4. 85-20-035 (Order 5-85, Resolution No. 86-2), § 250-18-060, filed 9/24/85; 84-14-024 (Order 3-84, Resolution No. 84-75), § 250-18-060, filed 6/26/84; 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-060, filed 9/8/82.]