

Highline College Student Service Assessment

Financial Aid

[Mission Statement](#)

[Departmental Functions](#)

[Service Populations](#)

[Service and Learning Outcomes](#)

Mission Statement

The Financial Aid Staff provides necessary tools and education to our students, community and the public to assist them in the financial aid process and to reach their educational goals. We provide financial assistance to eligible students in the form of grants, scholarships, loans and employment following federal and state regulations.

Departmental Functions

Determine financial aid eligibility including Federal, State and Institutional grants, loans and work-study

- Request financial aid applicant data from the Department of Education using EdConnect and EDEXpress software and upload into financial aid management system (FAM) on a weekly basis
- Identify required paperwork for file completion
- Daily track paperwork received from student in FAM
- Manually review files for discrepancies, inconsistencies or data that appears incorrect and make corrections necessary through Department of Education software
- If Financial Aid Application is selected for verification compare student household size and student and parent (if dependent) tax returns to the information provided on Financial Aid Application and make necessary corrections
- Mail file incomplete letters, weekly
- Determine student eligibility and award students financial aid on a weekly basis
- Review loan requests for eligibility and process daily
- Mail award letters weekly
- Verify student enrollment and award are the same and update award to enrollment level
- Cancel aid and financial aid checks if student is not attending

Process outside agency, scholarships and special population funding

- Input awards on financial aid management system
- Identify discrepancies between award and amount used for tuition or residual check
- Balance accounts

Process residual financial aid and other funding checks

- Verify enrollment level and appropriately adjust funds
- Verify check amount

Balance awards and expenditures

- Coordinate with the finance office and cashier's to adjust aid

Determine student financial aid satisfactory academic progress

- Verify enrollment level at quarterly census date and adjust aid appropriately
- Compare number of quarterly completed credits to the enrollment level of the aid received
- Determine student repayment by calculating Return of Title IV funds and State Aid refunds
- Meet with students for appeals and counsel them on appropriate actions

Compliance Functions

- Annually submit FISAP to the Department of Education reporting annual expenditures and requesting the following year's federal funding
- Submit quarterly State Need Grant Interim Reports to the Higher Education Coordinating Board (HECB)
- Submit quarterly Work-Study Survey Rounds to the HECB
- Annually submit Unit Record Report to the HECB reporting all funding processed through the financial aid office
- Submit monthly State Need Grant and State-Work Study cash requests to the HECB
- Monthly report Pell and ACG Grant expenditures to the Department of Education
- Develop annual financial aid cost of attendance
- Develop packaging plans to award students in an equitable manner, following federal and state requirements
- Maintain Financial Aid website
- Update forms annually
- Provide workshops internally and externally
- Manage archive files in compliance with State and Federal regulations
- Award emergency funding coordinating with the College Foundation Office

[\(back to top\)](#)

Service Populations

- Financial aid applicants who list Highline on their FAFSA
- Highline students who are eligible for financial aid
- Highline students who receive financial aid
- Highline students who receive agency funding, scholarships, or other state and federal funding
- Advising
- Cashier's Office
- Finance Office

- Registration
- Foundation Office
- Outreach Services
- Women’s Programs
- Work Force Development
- Entry Services
- Lending Institutions
- Transitioning ESL students to financial aid approved programs
- Local high schools
- Community organizations
- State agencies
- The Department of Education
- The Higher Education Coordinating Board

[\(back to top\)](#)

Service and Learning Outcomes

1. Students who are awarded summer financial aid will attend summer quarter.
2. Students receiving financial aid will understand their responsibilities to remain in good standing in order to continue receiving aid.