



## FINANCIAL AID POLICY

# Administrative Capability 1.1

Adequate number of qualified person(s) to administer the Title IV Programs

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## POLICY STATEMENT

### Offices Involved In Approving and Disbursing Title IV Aid

The following offices and personnel at NSC are involved in the approval, disbursement, and delivery of Title IV, HEA program assistance and the preparation and submission of reports to the U.S. Dept. of Education:

1. Office of the Registrar – functions include maintaining and publishing the academic calendar, scheduling classes, conducting registration activities, maintaining student enrollment records and academic transcripts, collecting and publishing grades, determining graduation readiness and issuing diplomas and certificates;
2. Office of Recruitment and Admissions – responsible for determining student eligibility for admission to NSC;
3. Office of Financial Aid – determines student eligibility for funding under the Title IV, HEA programs according to 34 CFR 668.31-40, including evaluating student Satisfactory Academic Progress (SAP); establishes and publishes Cost of Attendance budgets annually; perform verification of FAFSA; packages aid following federal regulations for each of the Title IV, HEA programs; authorizes disbursement of aid; reports origination and disbursement data to Common Origination and Disbursement (COD); performs Return to Title IV calculations; provides financial aid counseling to students and parents; prepares and submits annual FISAP report and application; performs Professional Judgement determinations as indicated in NSC Policy section 3.6; coordinates the publishing and distribution of Consumer Information as described in NSC Policy section 3.4 and establishes criteria for determining employment through the Federal Work-Study Program (FWS);
4. Office of the Bursar – disburses aid to student accounts, calculates student credit balances, prepares 1098Ts, records and reports to Office of Financial Aid any third party payments for Title IV recipients;
5. Office of the Controller – delivers student credit balance refunds, draws funds from G5 for the Federal Pell Grant, Federal Direct Loan, FWS and Federal Supplemental Educational Opportunity Grant (FSEOG) programs;
6. Office of Human Resources – determines student eligibility to be employed in order to participate in FWS and maintains all related position descriptions and postings;
7. Office of Institutional Research – collects and reports enrollment data to the National Student Loan Data System (NSLDS) through National Student Clearinghouse reporting, prepares the annual IPEDS report and assists with data gathering for FISAP and other Title IV reports as requested;
8. Office of Facilities Management – compiles and publishes campus safety and crime statistics as required by NSC Policy section 3.4;
9. Office of Information & Technology Services – maintains network servers including backup and security activities described in detail below.

### Number and Distribution of Financial Aid Staff

In the 2015-2016 award year, the NSC Office of Financial Aid was comprised of the following staff: Director of Financial Aid (1), Financial Aid Coordinator/PeopleSoft Specialist (1), Financial

Aid Counselor (2), Financial Aid Advisor (1), Financial Aid Systems Analyst (1), Scholarship/VA Specialist (1), Administrative Assistant (1), FA Clerical Assistant student employees (4).

### **Third Party Servicers**

NSC engaged the services of American Student Assistance (ASA) to perform loan default management activities on its behalf during award year 2015-2016.

### **Program Participation**

NSC participated in the following Title IV, HEA programs during the 2015-16 award year: Federal Pell Grant, FSEOG, FWS and Federal Direct Loans.

### **Federal Aid Applications Evaluated**

During 2014-15 award year, NSC processed 3121 FAFSA applications for enrolled students, of which 2565 were awarded.

### **Number of Students Who Received Title IV Assistance and the Amount of Funds Administered**

During 2014-15 award year, NSC awarded Title IV aid in the following amounts:

<b>Program</b>	<b>Students</b>	<b>Disbursements</b>
Federal Pell Grant	1596	\$ 5,208,438.50
FSEOG	280	\$ 96,086.00
FWS	36	\$ 89,489.00
Direct Loan Subsidized	1451	\$ 5,308,125.00
Direct Loan Unsubsidized	1351	\$ 6,891,704.00
PLUS	8	\$ 61,986.00

### **Financial Aid Management System**

NSC uses Oracle PeopleSoft Enterprise as its financial aid management system. This system allows for a moderate degree of automation, such as the ability to import FAFSA data from the Central Processing System (CPS) and export origination and disbursement records to COD. Current procedures for all processes related to the delivery of Title IV, HEA assistance are maintained on the organization's intranet and updated regularly by the Financial Aid Coordinator. All documents are digitally managed and archived through Hyland OnBase, which is administered in as a shared environment, along with PeopleSoft, by the Nevada System of Higher Education's System Computing Services (NSHE SCS).

### **Back Up and Security of Computer Systems**

- Network servers housing Financial Aid data is backed up, at minimum, on a daily basis. At NSC, computer workstations are configured to store user and departmental data on redundant, network based storage which is backed up in the following manner:
  - Nightly full backups to on-campus backup repositories with approximately 14 days of data retention
  - Twice daily backup snapshots stored across two physical on-campus locations with approximately 30 days of data retention
  - 15 minute incremental backups to an externally hosted, offsite backup solution with unlimited data retention

- All applications and computer systems housing private information require the use of a unique username and password to gain access
- SSL encryption is utilized during the transport of such data across any network that is exposed to the public in addition to data at rest in repositories, such as our document imaging/management solution, that are housed external to the campus
- Sensitive data stored on network servers are protected through the use of centrally managed access control lists that are only updated with the permission of their respective data owners
- To aid in bringing awareness to campus users as it relates to protecting private/sensitive data, an online security awareness program has been developed within the institution's learning management system

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## REASON FOR POLICY

This section is required [668.16\(b\)](#)

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## CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Primary Contact(s)	Anthony Morrone	702-992-2156	<a href="mailto:Anthony.Morrone@nsc.edu">Anthony.Morrone@nsc.edu</a>
Subject	Jenna Eastman	702-992-2155	<a href="mailto:Jenna.Eastman@nsc.edu">Jenna.Eastman@nsc.edu</a>

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## HISTORY

Updated March 24, 2016