



Approval Date: 08/14/19
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ADMINISTRATIVE RULE

Rule Number/Name:	050.039.000 – Determining Financial Aid Eligibility
Responsible Department:	Student Services
Authority:	Director of Financial Aid

Overview

Determining financial aid eligibility is a two-part process that involves following relevant federal and state statutes and regulations to determine applicants' basic eligibility for financial aid, then their numerical eligibility for different types of financial aid.

Applicability

Students & Financial Aid staff

Administrative Rule Statement

When applicants apply for financial aid through the *Free Application for Federal Student Aid* (FAFSA), the data on their applications is matched with data in several federal systems to determine applicants' basic eligibility for federal financial aid. Students must be U.S. Citizens or eligible non-citizens, have a valid Social Security Number, be registered with the Selective Service System if required, not be in default on a federal loan or owe a repayment on a federal grant, not have been convicted of possessing or selling illegal drugs while receiving federal financial aid, and for students transferring from another school who received federal financial aid at one or more schools but did not complete classes successfully at the school(s), an explanation for that lack of successfully completed coursework.

Once applicants' basic eligibility is established, schools determine the types and amounts of financial aid for which they qualify. This process begins with verifying income and other information for applicants whose applications the U.S. Department of Education selects for this process, clarifying information identified by comments on applicants' *Institutional Student Information Records* (ISIRs), and resolving conflicting information that

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appears between FAFSA data elements or between FAFSA data and other information applicants submit.

Definitions

1. Free Application for Federal Student Aid: free federal application for all Title IV aid.
2. Institutional Student Information Record: output document that schools receive from the U.S. Department of Education for students who authorize the school to receive their FAFSA data.

Interpretation of Administrative Rule

Director of Financial Aid

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 050.032.000 – Financial Aid Federal Work Study Program
2. CGCC Administrative Rule 050.033.000 – Financial Aid Withdrawal and Return of Title IV Funds
3. CGCC Administrative Rule 050.034.000 – Financial Aid Satisfactory Academic Progress
4. CGCC Administrative Rule 050.035.000 – Awarding Financial Aid
5. CGCC Administrative Rule 050.029.000 – Financial Aid Programs

Further Information

Financial Aid Office

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(877) 368-6370 - Fax

Strategic Direction

- KFA 2.D.08 (Student Services)
- Core Theme A (Opportunities)

Appendix

1. CGCC Financial Aid webpage - <http://cgcc.edu/financial-aid>
2. CGCC Operating Procedure 050.035.001 – Awarding Financial Aid