

SUBJECT: Eligibility To Receive Title IV Funds	Effective Date:	Policy Number:
	July 1, 2011	04-4-001
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority: Director, Student Financial Services		

I. Purpose and statement of operational policy underlying the procedure.

A student must meet general eligibility requirements to apply for Title IV funds.

Student

- Must be a U.S. Citizen or eligible non-citizen
- Have a high school diploma or General Education Development Certificate (GED)
- Be registered for the Selective Service
- Be enrolled or accepted for enrollment in an eligible program at an eligible institution of higher education
- Maintain Satisfactory Academic Progress (SAP)

II. Applicability/Scope

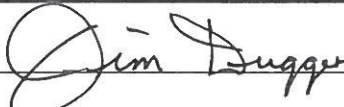
This applies to all students applying for financial aid at LeMoyne-Owen College.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student	Must complete and submit the Federal Application for Student Financial Aid (FAFSA) to the U.S. Dept of Education Central Processing Center	Before the FAFSA deadline of June 30 th of each year
Student	Apply for admission to the college	By August for the fall and November for spring
Admission Office	Review student's application and admit to the college when application is verified and complete	Two days after student has been admitted to the college
Admission Office	Forwards an admit list to the financial aid office	Weekly, once the student's status has been determined
Financial Aid Office	Reviews student's FAFSA collecting any required verification documents	On a daily basis
Financial Aid Office	Generates an award notification letter to student notifying he/she of their financial aid eligibility	Batch letters generated every two weeks, or when student file is complete

IV. Related policies/References for more information

Federal Student Handbook

Authorizing Official: <u></u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	