

This presentation provides **guidance only**. The list of topics covered is NOT exhaustive

Always **review statutes, regulations, and other guidelines** (like Dear Colleague letters, guidance issued by state agencies, etc.)

Who Influences Your P&P?

1. Campus Administration (Dean, VP, Chancellor)
 - a. Policy approval
 - b. Are there instances where you want them to establish the policy
 - i. Impact on student recruitment and retention
 - ii. New regulation or program
 - iii. A financial aid policy but has to be implemented by another office
2. Faculty Senate or Staff Advisory Committee
3. Director/Financial Aid Administrator
 - a. You're the "designated authority"
4. Financial Aid Staff
 - a. May actually write and enforce various policies and procedures - they have to follow the rules
5. US Department of Education/ Federal Student Aid
6. NC State Education Assistance Authority
7. Auditors

Supervisors (and you) need to periodically check to make sure that everyone understands and is following the policies and procedures

Ask yourself: How are other offices on campus involved?

Federal Perspective on Financial Aid P&P

- Campus needs to have written policies and procedures for the administration of Title IV student assistance programs
- Tools to assist schools in being good stewards in administration of programs and delivery of dollars and services

Purpose of P&P

1. Help an organization reach its long-term goals
2. Influence and determine all major decisions and actions
3. All activities take place within the policy boundaries
4. Explain the business of financial aid to others on campus
5. Centralize information
6. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization.

7. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view.
8. Day-to-day operations of the organization
9. Prevent an employee from holding your operation hostage
10. Assist with staff training

Best Practices

- Reference applicable federal and state statutes and regulations
- Align with organization's vision, strategic plan, and core processes, and goals
- Review at least annually
- Assign the responsibility to maintain
- Use a standardized process and format
- Easy accessibility for staff
- Do periodic "reality checks"
- Version the document

Free Federal Resource

lfap.ed.gov

Select "Tools for Schools"

Select "FSA Assessments"

Select "A Guide to Creating a Policies and Procedures Manual"