

Little Big Horn College



Financial Aid Policies and Procedures Manual

Revised May 14, 2024

The purpose of the financial aid policies and procedures manual is...

- To outline the policies and procedures that direct the activities and duties of the Financial Aid Office
- To insure compliance with all Federal and Montana State Financial Aid Laws and Regulations
- To guide the Financial Aid Office on a continuous pursuit of excellent service to students, staff, and the surrounding communities
- To keep Financial Aid Staff focused on the deeper goal of helping people change their lives through education

Information about Little Big Horn College:

8645 South Weaver Drive, Crow Agency, MT. 59022 | 406-638-3100 | www.lbhc.edu | 406-638-3169 (F)

In 1972, Crow Tribal Council authorized and funded the Crow Central Education Commission formation. CCEC created a good path for educational services that led to the development of the College.

In 1975, a forum of Apsaalooke elder and community members convened an educational assessment and designed a Crow Studies course series that later became part of the college curriculum.

In 1976, Little Big Horn College received essential training and technical assistance from the American Higher Consortium, the organization of the nation's tribal colleges, beginning with associate membership.

January 1980, The Crow Tribe of Indians chartered Little Big Horn College.

The College is a non-profit corporation under the Crow Tribal Resolution 80-17b.

Is an Institution of Higher Education, a Tribal and public - state – college, and is not-or-profit

In 1984, the College applied for and received candidacy for accreditation with the Northwest Commission on Colleges and Universities (a federally recognized regional higher education accrediting agency).

June 1989, College became accredited at the community college level.

Approved to offer Title IV funding (Federal Pell Grant, Campus Based programs FSEOG and FWS, by the U.S. Department of Education (ED)

Mission Statement: Little Big Horn College offers high quality degrees, certificates and programs for professional, workforce and personal development that brings prosperity and leadership to Crow Country; and preserves, protects and perpetuates the Apsaalooke language, history and culture.

Vision Statement: Our Vision is to make our own future, not wait for it to come to us, Is to leave a footprint, for our children and other to follow, Is to make a difference in someone's life, Is to provide an opportunity, where there may seem to be none; Is to be the college of choice, for our community and beyond; Is to be the hub for retention and enhancement of the Apsaalooke culture and language; Is to be the best that we can possible be.

Core Values: 1. Access to Educational and Training Opportunities, 2. Commitment to Community Education and Outreach, 3. Dedicated to the Enhancement of Crow Culture Language and 4. Prepare students for success and implement initiatives to engage and retain students so they attain their educational goals.

Comments, background, and observations regarding the creation and completion of this manual:

Why was it created? Required by ED, increase efficiency, reduce errors, and legacy planning.

How do we use our P&P manual? Update (add/change/delete) as needed. Search the manual for procedures and information by clicking on "Home" > "Replace" > enter what you're looking for into the "Find What" field > click "Find Next" until you find what you're looking for.

TABLE OF CONTENTS

Section 1: Administrative Capability and Office Organization

- 1.1 Adequate number of qualified person(s) to administer the Title IV Programs
- 1.2 Adequate Checks and Balances and Separation of Duties
- 1.3 Satisfactory Academic Progress (SAP) (see SAP policy in Appendices 10.1)
- 1.4 Conflicting Data
- 1.5 Fiscal and Cash Management
- 1.6 Financial Aid Counseling
- 1.7 Responsibilities of Institutional Offices
- 1.8 Financial Aid Office Organization
- 1.9 FERPA and Data Privacy
- 1.10 Cybersecurity

Section 2: Institutional Eligibility

- 2.1 General Requirements
- 2.2 Updating Application Information
- 2.3 Admission Policy
- 2.4 State Authorization

Section 3: General Provisions

- 3.1 Certification
- 3.2 Title IV Refunds (R2T4)
- 3.3 Compliance Audits and Audited Financial Statements
- 3.4 Consumer Information
- 3.5 Verification, C-Codes, Database matches, and rejected FAFSAs. LBHC does not participate in the Quality Assurance Program
- 3.6 Professional Judgment & Dependency Overrides
- 3.7 Misrepresentation

Section 4: Federal Perkins Loan Program

- 4.1 LBHC does not participate in the Federal Perkins Loan Program

Section 5: Federal Work-Study Programs, and Job Location and Development Program

- 5.1 Selection and Awarding of Students, and Assigning Work-Study Jobs
- 5.2 Federal Work-Study Fiscal Procedures and Records

Section 6: Federal Supplemental Educational Opportunity Grant (FSEOG) Program

- 6.1 Selection and Awarding of Students
- 6.2 FSEOG Fiscal Procedures and Records

Section 7: Federal Pell Grant (Pell) Program

- 7.1 Fiscal records and disbursement requirements for Pell Grants

Section 8: Native and Tribal Funding

- 8.1 American Indian College Fund (AICF)
- 8.2 Tribal Funding

Section 9: Procedures and Calendars (To Do lists)

- 9.1 Procedures, in alphabetical order. These include but are not limited to AmeriCorps, C-Codes clearance, Default prevention, file review, overpayments, processing of all forms and eligibility issues, Professional Judgement, reject codes clearance, summer processing, transfer monitoring, Verification, and more.
- 9.2 Calendars (To do lists)

Section 10: Appendices

- 10.1 Satisfactory Academic Progress (SAP) Policy
- 10.2 Organizational Chart
- 10.3 Job Descriptions
- 10.4 Title IV Refunds (R2T4) Policy
- 10.5 SAR Comment 399
- 10.6 Student Budget Form
- 10.7 Request for FWS Employee
- 10.8 Student Application for FWS
- 10.9 Financial Aid Appeals Application
- 10.10 Student Data Form
- 10.11 Release of Information Policy
- 10.12 Release of Information Form
- 10.13 Verification Working Paper
- 10.14 Sample Suspension Letter
- 10.15 Sample Endurance Letter
- 10.16 Security of Student Records Policy
- 10.17 Retention of Financial Aid Records

Section 1: Administrative Capability

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

According to Title IV Regulations (Regulations), the President of the LBHC decides and is responsible for qualified and adequate staffing of the Financial Aid Office.

1.2 Adequate Checks and Balances and Separation of Duties

LBHC separates duties as required in the Regulations. Only the Registration Office can register students for classes, and only the Business Office can disburse and deliver funds and assist students set up disbursement accounts. The Financial Aid Office is limited to determining eligibility and setting up funds for disbursement.

1.3 Satisfactory Academic Progress (SAP)

Students are expected to maintain certain academic standards and make satisfactory progress toward a completion of their declared program of study. The Financial Aid Office determines if applicants are eligible for financial aid assistance based on their prior academic records. Increments are semester to semester.

This requires the student to be making Satisfactory Academic Progress (SAP). Federal law and regulations dictate that college policies measuring SAP must consider the grades earned by the student, with a minimum of 2.00 GPA (the GPA is based on the accumulative GPA, not the term GPA.) Students must be earning two-thirds (67%) of credits attempted and, in particular, the student must be on track to graduate within the maximum timeframe for their declared degree program within 150% of their total program attempted credits (this may include all approved credits from all other institutions). It is the responsibility of the financial aid office to adhere to the federal regulations governing the administration of federal grant aid, which dictates that no payment of funds be made unless it is determined that the student is maintaining satisfactory academic progress in their chosen course of study and in accordance with all standards set forth by the institution and federal student aid.

Satisfactory academic progress (SAP) is defined by the following three criteria:

1. Meeting a minimum cumulative grade point average requirement (GPA).
2. Earning a minimum number of units for credit per semester (Pace of Progression).
3. Completing the degree objective within a maximum number of semesters enrolled and a maximum number of credits attempted (Maximum Time-Frame Allowance).

Students who do not meet one or more of the above criteria will be considered SAP ineligible for financial aid or will be placed in a financial aid SAP warning or suspension, see the financial aid office if you have questions regarding this federal policy.

Satisfactory academic progress is measured in two categories:

1. A minimum GPA of 2.00 must be maintained each semester for Pell Grant and 2.5 for scholarships.
2. A completion of credit load as determined by enrollment status (i.e., full-time, part-time).
 - a. Full-time students (12 or more credit) must pass 9 credits.
 - b. Three-quarter time students (9-11 credits) must pass 6 credits.
 - c. Half-time students (6-8 credits) must pass 4 credits.
 - d. Less than half-time students (5 or less credits) must pass 100%.

Satisfactory completion of a course is a letter grade of A, B, C, D, or P. Unsatisfactory completion of a course is a letter grade of F, W, or I.

If a student fails to do this, they are placed on financial aid warning. If they fail to improve their completion rate and/or GPA while on warning they become financial aid ineligible. They remain on financial aid ineligible until their completion rate and GPA are the minimum SAP standards.

Students are expected to maintain certain academic standards and make satisfactory progress toward completion of their declared program of study. The Financial Aid Office determines if applicants are eligible for financial aid assistance based on their prior academic records and/or whether they have previously received financial aid. Satisfactory academic progress is measured in two categories:

- a. A qualitative academic standard minimum grade point average (GPA) of 2.00 must be maintained each semester for Pell Grant, SEOG, and FWS.
- b. A quantitative rate of progression or PACE. Pace is measured in two increments:

Completion of attempted credits: Students must successfully complete two-thirds (67%) of the cumulative credits attempted in the degree each term.

Maximum time frame: The student must be on track to graduate within the maximum timeframe for their declared degree program within 150% of their total program attempted credits. Percentage is calculated for the cumulative pace by dividing the total number of successfully completed credits by the total number of credits attempted.

Change of major: The credits earned under the new major will be applied in the calculation of attempted, earned, and maximum time-frame.

Students may appeal the 150% period limit and be allowed to complete the degree.

Transfer of college level credits: Students transferring to LBHC from another institution of higher education must inform the Financial Aid Office. The Financial Aid Office is required by federal law to make adjustments to prevent or correct over awards. When a student transfers from another college/university, the student will start out on good academic status at LBHC, regardless of the student's academic status at the previous college/university. Grades for courses transferred must be A, B, C, or D, and courses transferred must be above 100 level. Transfer credits are not used in calculating GPA.

Federal Aid Appeal Process

Every student has the right to appeal if he/she is on probation, suspension, has repeated courses or has exceeded his/her duration of eligibility. Students may obtain the Financial Aid Appeal Form from the Financial Aid Office. The complete Financial Aid Appeal Form should be submitted with a copy of the student's transcripts and all other necessary documents to the Financial Aid Office. The appeals committee will make the final decision on the appeal; the committee is comprised of the Dean of Students, Dean of Academics, Dean of Administration, Chief Finance Officer, Registrar, President, Department Heads, and Financial Aid Staff.

Students are notified by letter of their suspension Federal Aid Appeal Process

Incomplete Grade

Students placed on probation or suspension because they received an incomplete grade(s) will be removed from such status if the "I" is made up and a passing grade is earned.

Reinstatement of Financial Aid

To be considered for any financial aid, the student must complete a credit load at the same enrollment status as the semester they were placed on suspension. For example, if a full-time student (at least 12 credits) was placed on suspension, the student must successfully complete 12 credits with a grade point average of at least 2.00.

Students are responsible for the payment of these credits. Students may be approved to work through Institutional Work-Study to help pay for tuition and fees.

Little Big Horn College accepts transfer credits from other institutions that goes toward the student's educational program will be counted as both attempted and completed hours.

Degree Seeking Students

Federal law requires students to make satisfactory academic progress to receive financial aid. Students must be enrolled in a program of study leading to a degree granted by the institution.

Incomplete Grade

Students placed on probation or suspension because they received an incomplete grade(s) will be removed from such status if the "I" is made up and a passing grade is earned.

Degree Seeking Students

Federal law requires students to make satisfactory academic progress to receive financial aid. Students must be enrolled in a program of study leading to a degree granted by the institution.

1.4 Conflicting Data

LBHC resolves all conflicting data that impacts the EFC and/or accurate calculation of eligibility, in accordance with Title IV regulations.

1.5 Fiscal and Cash Management

Financial aid awards are disbursed following the seventh (7th) week of classes for each semester. The awards are calculated on the basis of need and number of credit hours that a student is registered for as of that date. All students maintain minimum Satisfactory Academic Progress (SAP) to continue eligibility for all Title IV and other aid.

1.6 Financial Aid Counseling

Financial Aid Staff are available on an open-door basis for any financial aid related question or issue. We also make ourselves available for any on-campus or off-campus presentations or consultations, such as High School Nights, FAFSA completion nights, and others.

1.7 Responsibilities of Institutional Offices

When LBHC's President signs the PPA, they are agreeing that the school will comply the laws, regulations, and policies governing the FSA programs. Therefore, depending on software capabilities and processes, responsibilities for enacting and complying with laws and regulations fall in many LBHC. Here is a list of some of the Offices and the duties they perform. This is not a comprehensive list

Admissions/Registrar Office duties include but are not limited to, determining Admissions status, collecting HiSET/HS Diploma, collecting transcripts from other colleges, entering correct/program major, entering and maintaining the correct address, email, and phone numbers. Collecting and entering the Release of Information (ROI) FERPA Consent. Duties include but are not limited to, collecting and maintaining the student's permanent file with all relevant documents, reviewing transcripts from other colleges for transfer, processing and certifying all enrollment verifications.

Finance/Business Office duties include but are not limited to, disbursement and delivery of all funds, collecting payments, reconciling all Federal Financial Aid programs with the Financial Aid Office, managing cash on campus, managing funds and bank accounts, and processing work-study payroll. Allowable charges include current charges incurred by the student for tuition and fees. There are no third party or pass-through charges because there are no third-party suppliers housing, books or supplies contracted by the school. The Finance/Business Office applies financial aid only up to \$200.00 of prior year charges.

1.8 Financial Aid Office Organization. There is currently one Financial Aid Staff, and has an open-door policy. This means when she is in office, door is open and is available to students. There may be times when deadlines or workload require her to close the door and process but is available for questions. Financial Aid Officer assist students in-person, over the phone, and/or email. What is discuss is guided and limited by FERPA. Email is the official mode of communication of the college and students are informed of this during orientation. Financial Aid staff scan and retain all documents as long as required. Access to the scanned documents is limited to those who need the information to do their job. She manages all funding and correspondence for Veteran's funding and enrollment reporting.

- 1.9 The Family Educational Rights and Privacy Act of 1974 (FERPA), protects the privacy of student education records. Without a student’s written permission, we will only release “directory” information such as student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If students want any other information shared with a person or organization, they must give us written permission to do so. We collect this permission on our Release of Information (ROI) form. The Admission Office collects and enters the Release of Information (ROI) FERPA Consent Form. The consent is good for only one year. The Financial Aid Office monitors and maintain all student(s) information for a minimum of three (3) years.
- 1.10 Cybersecurity. LBHC has methods and practices in place to fully comply with FERPA, protect data privacy, and prevent, respond to, and report breaches to ED.

Section 2: Institutional Eligibility

2.1 General Requirements

LBHC is an Institution of Higher Education, a Tribal and public - state – college, and is not for-profit.

LBHC admits as a regular student only individuals with a high school diploma or its recognized equivalent or individuals beyond the age of compulsory school attendance in Montana.

Licensing and State Authorization is provided by the Montana State system.

Accrediting Agencies: Northwest Commission on Colleges and Universities.

Certified (approved) to offer Title IV funding (Federal Pell Grant, Campus Based programs FSEOG and FWS, by the U.S. Department of Education (ED).

2.2 Updating Application Information (Program Participation Agreement - PPA - via Eapp)

LBHC adds new programs, off-campus sites, etc., as required by Title IV regulations. We also review our Eapp on an annual basis to see if any information has changed that would need to be updated.

2.3 Admission Policy

Little Big Horn College is an “open door” Admission school. Individuals are eligible for admission to LBHC, if they have graduated from high school or have passed the High School Equivalency Test (HiSET).

Applicants are required to submit the following documents.

- Application for Admissions
- Official high school transcript or GED/HiSet form for official high school must have graduation date and official high School seal Official GED/HiSET. Transcript will be through DiplomaSender.com.
- Official Transcripts for other higher education institutes (Transfer Students Only)

- Declaration of Major Form
- Certificate of Indian Blood (CIB), Tribal ID, or Proof of Descendancy (If applicable)
- Official Immunization Records •SIGNED Zero Tolerance Alcohol Drug Policy Agreement
- SIGNED Zero Tolerance Alcohol Drug Policy Agreement
- Copy of Social Security Card.
- Accuplacer Placement Test.

To be eligible for financial aid, a student must have a HiSET or high school diploma.

2.4 State Authorization

Licensing and State Authorization is provided by the Montana State system.

LBHC is accredited by the Northwest Commission on Colleges and Universities.

Section 3: General Provisions

3.1 Certification

Licensing and State Authorization is provided by the Montana State system.

Accrediting Agencies: Northwest Commission on Colleges and Universities.

Certified (approved) to offer Title IV funding (Federal Pell Grant, Campus Based programs FSEOG and FWS), by the U.S. Department of Education (ED).

3.2 Title IV Refunds (R2T4)

When a student withdraws before completing 60% of the semester, the college must return to the Department of Education any unearned Federal Financial Aid funds up to the unearned percentage of institutional charges for the portion of the period the student did not complete. If a student leaves without officially withdrawing, the college will attempt to determine the last day of attendance through instructor's attendance records or a review of the academically related activity. An academically-related activity includes, but is not limited to, an exam, a tutorial, academic counseling and turning in class assignments. The calculation for the Return of the Title IV Funds may result in the student owing a balance to either the college and/or the federal government. The percent of the semester completed and correspondingly the percentage of aid earned, is calculated by taking the calendar days attended by the student, divided by the total number of calendar days in the term. LBHC returns all funds to the Department of Education, then bills the student for the amount returned.

For students who have unearned financial aid, it will be returned in the following order:

- a. Federal Pell Grants (Pell)
- b. Federal Supplemental Educational Opportunity Grants (FSEOG)

Official Withdrawal: When the student officially withdraws from all courses after the semester begins, the Financial Aid Office will use the date on the Total Withdraw Form to determine the portion of the Federal Title IV aid earned (or could have been earned).

Unofficial Withdrawal: A student is said to have "Unofficially Withdrawn" if they stop attending and receive failing grades in all classes. For a student who has been determined to have unofficially withdrawn, the date of withdrawal for purposes of the Return of Title IV refund calculation is the latest date attended (last date of attendance or LDA) reported by faculty for that term.

Federal regulation requires the college to calculate the Return to Title IV refunds within 30 days of determining an official or unofficial withdrawal date. Federal regulation requires the college to refund the Title IV funds determined to be unearned to the U.S. Department of Education within 45 days of determining an official or unofficial withdrawal date.

Post Withdrawal Disbursement: In some cases, a student may withdraw from all courses before aid has been disbursed. A post withdrawal disbursement is done when a student shows they have withdrawn from all of their classes prior to financial aid disbursement but began attendance in all courses and are qualified for some (earned) aid. For Title IV grant eligibility only, the earned portion of the grant is disbursed to the student account and a letter is sent to student to notify them of their eligibility and right to return funds within 45 days of the date the school determined the student withdrew. The policy must state that if the return to Title IV calculation results in a credit balance on the student's account, when it will be disbursed.

Credit balance must be disbursed as soon as possible and no later than 14 days after the calculation of the return to Title IV funds.

REFUND POLICY

In order to comply with current federal regulations, LBHC has implemented the Federal Refund Policy for all continuing and returning students that are recipients of Federal Title IV financial aid. This policy does not apply to first time students.

You may have to immediately pay back some or all of your federal financial aid and may owe the college a bill for the dropping the classes. A student who receives federal financial aid (other than Federal Work-Study paychecks) and chooses to complete **less than 60% of an academic term** is considered not to have earned all the federal aid he or she has been awarded. This means students who **Drop** Classes or **Stop** attending! If aid already disbursed is equal to earned aid, no further action is required. If aid already disbursed is greater than earned aid, the college and/or the student must return some federal funds! This is called "unearned aid."

To determine whether federal funds have been earned or must be returned, follows this procedure:

- Determine the percentage of the term the student completed using the last date of attendance. This is calculated by dividing the number of calendar days (including weekends) in a term into the number of calendar days that the student was in attendance for that term. The result is a percentage of time attended.
- Apply the percentage of time attended to the total amount of federal aid the student was eligible to receive for the term. This is the student's "earned aid."
- Subtract the amount of earned aid from the amount of aid actually disbursed to the student. A positive remainder is the student's unearned aid; or, the amount of federal funds that must be paid back. A negative remainder is the student's earned aid that may still be offered to the student. Determine the amount of unearned aid remaining that must be repaid by the student.
- Subtract the amount of unearned aid repaid by the institution from the total amount of "unearned aid." All unearned aid will be returned to the federal aid accounts in the following order:
 - (1) Federal Pell Grant, (2) Federal SEOG Grant, and (3) other Federal Grant Aid. Any amount owed by the student on a grant will be reduced by 50%.
 - The date of a student's withdrawal will be determined by documenting the last date of an academically related activity. When a student fails to officially withdraw it will be assumed that the withdrawal date is the midpoint of the semester or the last date of documented academic activity. Students must be able to prove they began attending all of their classes to earn aid.
- LBHC will repay the lesser of (1) the total amount of unearned aid or (2) an amount equal to the student's institutional charges multiplied by the percentage of unearned aid. "Institutional

charges” are defined as charges for tuition and fees. It does not include such charges as bookstore charges, auxiliary charges, or library fines. Students are strongly advised to consult with a financial aid before dropping classes.

3.3 Compliance Audits and Audited Financial Statements

LBHC complies fully with all audits. We have audits performed by an independent auditing firm on behalf of the

Montana State system. We are also audited every few years by the Montana Office of Higher Education (OHE), and just as any other school, may be audited through a Federal Program Review. We provide all requested information as quickly as possible, respond to all questions, consider all recommendations, make all required changes, and meet all reporting deadlines.

3.4 Consumer Information

LBHC complies with all Consumer Information requirements, delivering and/or making available information about student’s rights and responsibilities, services, disclosures, Gainful Employment, data privacy, procedures, policies, cost, programs, Campus Safety, financial assistance, and more. This information is provided through a combination of formats including print media, online through our website, and email.

3.5 Verification, C-Codes, Database matches, and rejected FAFSAs. LBHC does not participate in the Quality Assurance Program

LBHC verifies student that FAFSA has selected for verification by ED. LBHC also selects FAFSAs on a case-by-case basis to make sure information is clear and correct, and to resolve conflicting information. LBHC may select a student for verification according to a Verification Group, or only one specific piece of information that needs to be clarified. LBHC performs verification and resolution of all FAFSA issues and conflicting information as outlined in the ISIR load and Tracking procedure in the “Procedures” section of this manual.

LBHC requires students to resolve all C-Codes, Database matches, and issues resulting in rejected FAFSAs, per ED’s required solutions and documentation.

SAR Comment Code 399 for 2017-2018 and resolving cross-year conflicting info (2017 -vs- 2018) (Regulatory excerpts) *The most effective way to prevent conflicting information from occurring is using the IRS Data Retrieval Tool (IRS DRT) because CPS performs a comparison of 2016-2017 and 2017-2018 FAFSA and identifies the students who need to resolve their conflicting information*

An applicant’s 2017-2018 ISIR will not be flagged for institutional resolution, even if there is a significant change in the EFC, if—

1. *The student is not expected to be Pell Grant eligible based on the 2017-2018 ISIR;*
2. *There was a change in the student’s dependency status between the two FAFSA years;*
3. *There was a change in the student’s or parents’ marital status between the two FAFSA years;*
or
4. *Professional judgment was performed in either year. We remind institutions that upon making a professional judgment determination, it is very important that the CPS “Professional Judgement Flag” be set to ‘1.’*

Institutionally Required Resolution. If the CPS processing results in the possibility of a significant change in a student’s EFC, and resultant Pell Grant eligibility, the student’s 2017-2018 SAR and ISIR will be flagged with a ‘C’ code and a special new Comment Code 399 informing the institution that it must resolve the possible conflicting information. If the new Comment Code 399 is not included on the student’s

2017-2018 SAR and ISIR, the institution is not required to determine if there are any differences in income or tax information between the two year's ISIRs. The new Comment Code 399 will only be included on a student's 2017-2018 SAR and ISIR and not on the student's 2016-2017 SAR and ISIR.

Procedure to process SAR comment 399 is in "Procedures" section.

3.6 Professional Judgment & Dependency Overrides

LBHC exercises Professional Judgement for Dependency Overrides, reviewing suspension petitions, Changes in

Income, adjusting income or Cost of Attendance based on out-of-pocket medical and dental costs in excess of 11% of AGI, excessive transportation costs, purchase of a computer system within the school year, child care expenses, onetime incomes, Unusual Enrollment review, and more. We want to make sure the information used to calculate a student's EFC and Financial Aid Eligibility accurately reflects their, and their families', income, resources, and circumstances.

3.7 Misrepresentation

LBHC provides information regarding the Nature of Educational Programs, Nature of Financial Charges, and Employability of Graduates on its website.

Section 4: Federal Perkins Loan Program

4.1 LBHC does not participate in the Federal Perkins Loan Program.

Section 5: Federal Work-Study Programs, and Job Location and Development Program

5.1 Selection and Awarding of Students, and Assigning Work-Study Jobs

We cannot get enough students to work in our work-study jobs and often carry FWS funds, 10% funding allowable to the next year. We make Work-Study employment opportunities available, to the extent of available funds, to all eligible students. We advertise open Work-Study jobs through email and posting on the campus wide message board. Students interested will come in to the Financial Aid Office and Financial Aid staff will determine their eligibility. We encourage students to work in areas that will develop skills helpful to their future career(s).

5.2 Federal Work-Study Fiscal Procedures and Records

Once the Work-Study Packet is submitted to Financial Aid Office, it will be reviewed for completeness and forwarded to the Work-Study Payroll person (Payroll) in the Finance/Business Office. Pay periods are two weeks in length. The student is paid using the same method as Little Big Horn College campus wide programs.

Work-Study earnings are monitored by the Financial Aid Office on a payroll-by-payroll basis, watching for student over-awards, and tracking the annual FWS earnings so that we do not exceed annual allocation levels.

FWS funding for the next year is requested via the FISAP, and funds spent for the current year are also reported via the FISAP.

Section 6: Federal Supplemental Educational Opportunity Grant (FSEOG) Program

6.1 Selection and Awarding of Students

FSEOG written policy will include the following elements:

- Students with the lowest EFC's who will also receive Pell Grants for the award year have primary consideration for an FSEOG.
 - If, after giving FSEOG AWARDS TO ALL Pell recipients, if LBHC has FSEOG funds remaining, the institution will award those funds to eligible students with the lowest EFC's who are eligible to receive Pell Grant.
 - FSEOG disbursement will be made on a payment period basis.
 - Half of the weeks of instructional time in the academic year/program less than an academic year.
 - For the remainder of a program equal to or less than half of an academic year, the payment period is the remainder of the program.
- LBHC will return to the FSEOG account any funds paid to a student who, before the first day of classes.
 - officially or unofficially withdraws; or
 - Is expelled or does not begin attendance for the payment period.
- FSEOG policy for allocate to disburse of funding will be 40% fall semester, 40% spring semester and 20% summer semester.

The process LBHC uses to complete the end of the year reconciliations for Pell, FSEOG, and FWS.

- Financial Aid Director goes on to Business Office records to print out Pell, FSEOG, work-study transactions, COD reconciliation disbursement transactions (actual disbursements and adjustments) reports, and a PowerFaid's disbursement report.
 - This process is done for monthly and end of year. The Financial Aid department and Business Office will reconcile Pell, FSEOG, and Federal Work-Study every month.
 - Have not done the reconciliations with the G5 but will start reconcile with G5.
 - Financial Aid Director is responsible for completing reconciliations.
- The Financial Aid Director is responsible for completing FISAP.
- Business Office will double-check the accuracy of the FISAP before submission.
- The FISAP is submitted two weeks before the deadline of October 1.
- The Financial Aid Director makes corrections on or before the December 15 deadline with help FSA personnel.

6.2 FSEOG Fiscal Procedures and Records

FSEOG expenditures are monitored by the Financial Aid Office monthly. We also enter a cap on how much in total is awarded for the year. FSEOG funding for the next year is requested via the FISAP, and funds spent for the current year are also reported via the FISAP, and funds spent for the current year are also reported via the FISAP.

Section 7: Federal Pell Grant (Pell) Program (including 2nd Chance Pell and Additional Pell)

7.1 Fiscal records and disbursement requirements for Pell Grants

Pell Grant expenditures are transmitted to COD within three business days of disbursement. Pell grant funds received for a student are disbursed to the student within three business days of LBHC receiving them from COD.

Pell Grant funds are reconciled at a minimum monthly. An attempt is made to reconcile on a weekly basis, but at times cannot be due to vacations, workload, etc.

Section 8: Native and Tribal Funding

8.1 American Indian College Fund (AICF)

The American Indian College Fund (AICF) invests in Native students and tribal college education to transform lives and communities. The American Indian College Fund (AICF) was established in 1989 to provide scholarships to American Indian/Alaska Native students attending tribal colleges, and to fund and create awareness about the community-based accredited tribal colleges and universities that offer students access to knowledge and skills alongside Native culture, language, and values. AICF offers two different scholarships: (1) Tribal College and University (TCU) Scholarships and (2) Full Circle Scholarships. The American Indian College Fund (AICF) Tribal Colleges and Universities (TCU) and Full Circle applications are completed online through the AICF website, collegefund.org. This website has many other resources and links to other scholarships.

8.2 Tribal Funding

Reservations may have funding to help enrolled and/or affiliated members with educational expenses. We recommend students contact their Reservation's Education/Scholarship Office to see if they can be funded, and if so, what the application process is.

Section 9: Procedures and Calendars (To Do lists)

9.1 Procedures, in alphabetical order

Some of the Financial Aid processes and procedures are coded directly into Jenzabar/PowerFaid and are therefore not listed in this document. However, most of the procedures used in the processing and management of Financial Aid and related duties are included in this document and begin on the next page.

Section 10: Appendices

- 10.1 Satisfactory Academic Progress (SAP) Policy
- 10.2 Organizational Chart
- 10.3 Job Descriptions
- 10.4 Title IV Refunds (R2T4) Policy
- 10.5 SAR Comment 399
- 10.6 Student Budget Form
- 10.7 Request for FWS Employee
- 10.8 Student Application for FWS
- 10.9 Financial Aid Appeals Application
- 10.10 Student Data Form
- 10.11 Release of Information Policy
- 10.12 Release of Information Form
- 10.13 Verification Working Paper
- 10.14 Sample Suspension Letter
- 10.15 Sample Enduration Letter
- 10.16 Security of Student Records
- 10.17 Retention of Financial Aid Records
- 10.18 All forms & correspondence are made available in the Financial Aid Desk Manual