



STATE NEED GRANT

PROGRAM MANUAL

2007-08

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STATE NEED GRANT

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UPDATES FOR 2007-08

STATE NEED GRANT PROGRAM MANUAL

Proposed SNG rule revisions: Rule changes have been proposed for Chapter 250-20 WAC, State Need Grant. The proposed changes focus on dual SNG award amounts at schools offering Applied Baccalaureate degrees, and on enhancing participation standards for proprietary institutions. A public hearing is scheduled at the end of May regarding these changes. Once the revision process is finalized, an updated Chapter 250-20 WAC will be forwarded to schools as an addendum to the 2007-08 manuals.

Clarification on eligible program: A program of at least 600 clock hours, (16 semester or 24 quarter credit hours) that leads to a postsecondary vocational certificate or degree in a program is eligible for SNG awards. Completion must prepare the student for gainful employment in a recognized occupation.

Expanded Electronic Funds Transfers (EFTs) for selected private schools: There currently are six private institutions participating in Electronic Funds Transfers. The private school EFTs are processed on a reimbursement basis. We anticipate continued expansion of this payment method for the 2007-08 school year.

Revised MFI amounts: The updated Median Family Income chart is provided in this manual to assist you with your award packaging.

Legislative Action

SNG expanded eligibility: The 2007 Legislature expanded State Need Grant eligibility to 70% MFI. Students between 66% and 70% MFI will receive 50 percent of the maximum SNG award.

The Legislature also expanded SNG eligibility to students enrolled for three, four, and five credits.

2007-08 award amounts: The 2007 Legislature approved maximum tuition/fee increases of, 7% for the research sector, 5% for the regional sector, and 2% for the community and technical college sector. At the time of the printing of this manual, the governor had not yet signed the final budget. Please note that the award amounts provided in this manual assume that the sector's authorizing authorities will incorporate the maximum tuition/fee increases.

Reminders

Former Foster Care Youth priority: 2005 legislation inserted Former Foster Care Youth as a priority for State Need Grant. These students do not need to meet the income cutoff but do need to demonstrate "financial need." Please contact the HECB if you do not have enough in your SNG reserve to award a Former Foster Care Youth student.

Conditions of Award: The Conditions of Award notification to students can be presented or delivered to the student via paper or electronic means. The document does not have to be signed if the school can provide assurances to the HECB that the terms of the award were presented to the student.

CHAPTER 1

STUDENT ELIGIBILITY DETERMINATION

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for State Need Grant (SNG) consideration, the student must:

- Demonstrate financial need
- Be a resident of the state of Washington
- Be an undergraduate
- Enroll for at least three credits
- Enroll in an eligible program
- Submit an approved FAFSA (Free Application for Federal Student Aid)

Meet one of the following criteria:

- An established income cutoff
- The definition of disadvantaged
- Be a former foster care youth

To be eligible for SNG consideration, the student must NOT:

- Be in an unsatisfactory progress or denied status
- Owe a repayment to the SNG or any other student aid program
- Pursue a second Associate degree with assistance of SNG unless five years have elapsed since the first Associate degree
- Have exceeded either of these limits:
 - > Five years of SNG term usage
 - > 125% of the published length of his or her program
- Pursue a theology degree

Financial Need

The student must demonstrate *financial need* as calculated by the institution, using the Federal Methodology (FM) formula. The student's SNG award, in combination with other forms of aid, may not exceed the calculated need.

Income Cutoff

The student must have a family income below a specified *income cutoff*, be disadvantaged, or be a former foster care youth. The cutoff is defined as a percentage of the state's median family income (MFI) and is adjusted according to family size. For 2007-2008, the income cutoff is 70 percent of the state's MFI. The income cutoff points are described in the chapter on "Calculating the Award."

Disadvantaged Student

A *disadvantaged* student is defined as a student who has participated in an approved early awareness program such as GEAR UP or TRIO. The student must also demonstrate financial need.

Former Foster Youth

A *former foster youth* is defined as someone at least eighteen years of age, but no more than twenty-four years of age, who was a dependent of the Department of Social and Health Services at the time he or she turned eighteen. The student also must demonstrate financial need.

Resident for SNG Purposes

Resident means being a resident of the state of Washington as defined in RCW 28B.15.012 (2) (a) through (d) and in Board adopted rules pertaining to residency. (The statutory reference and the complete residency rules are in the "Laws and Rules" section of this manual.)

Resident for Tuition, but not for SNG

NOTE: Since 1994, the Legislature has classified specific groups as residents for tuition and fee purposes at public institutions. The following groups are NOT eligible for SNG:

1. "*Undocumented Residents*": In 2003 the Legislature provided a means for certain students to become eligible for the payment of resident tuition and fees without regard to U.S. Citizenship. See "Laws and Rules" chapter for more information on RCW 28B.15.012 (2) (e).
2. "*American Indians*" from Washington tribes (and from certain other tribes) whose permanent residence is in Oregon, Idaho, or Montana.
3. "*Military personnel, their spouse and dependents, or National Guard*".

Members of these groups must prove they have established a domicile in Washington state according to RCW 28B.15.012 (2) (a) through (d) and be otherwise eligible for State Need Grant.

Conflicting Information

Institutions are required to resolve any conflicting residency information between their financial aid, admissions and registration offices. The HECB will periodically compare residency-related data reported on the FAFSA (such as mailing address, state of legal residence, driver's license state) and request that schools either confirm eligibility or resolve conflicting information.

Undergraduate Student

An undergraduate student is a student who has not received a baccalaureate or professional degree. An institution may withhold payment of SNG to a student who has earned sufficient credits for, but has not earned, a first baccalaureate degree.

Enrolled for at Least Three Credits

Enrolled in a minimum of three quarter credits or equivalent semester credits at a participating postsecondary institution.

Eligible Program

An eligible program is a program at a location approved by the U. S. Department of Education for participation in the Title IV financial aid programs.

The student must be enrolled in an educational program that is or does one of the following:

1. Leads to a baccalaureate, associate, undergraduate professional degree.
2. Leads to a postsecondary vocational certificate or degree in a program of at least 600 clock hours, 16 semesters or 24 quarter credit hours. Completion must prepare the student for gainful employment in a recognized occupation.

Correspondence and Distance Education

A student may not take more than half of their course load through correspondence courses. There are no restrictions on the number of electronically delivered (online) credits that a SNG recipient may enroll in from an eligible institution.

Study Abroad Programs

“Study abroad” students are eligible to be considered for SNG if one of the following is true:

- They are enrolled at an institution for a Study Abroad program.
- The institution has agreed to administer the financial aid in conjunction with another institution running the Study Abroad program.

Approved Application

Approved application means the Free Application for Federal Student Aid (FAFSA) form, as approved by the U.S. Department of Education.

No Application Fee

No student shall be required to pay a fee to apply for a SNG. This does not prevent a student from paying an application fee to be considered for institutional assistance or for private source scholarships.

Unsatisfactory Progress or Denied Status

Unsatisfactory progress means that in a previous term, the student failed to complete at least one-half (50 percent) of the minimum number of credits or clock hours for which the SNG was received and has not yet earned reinstatement. *Denied* may also refer to a student's status when the student has not met the institution's qualitative standard or maximum timeframe policy. See the "Satisfactory Academic Progress" chapter for more information.

Refund/Repayment

All students must certify that they do not owe a refund or repayment for any state or federal student financial aid programs. The student may not be in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan program or made through a state conditional loan program.

2nd Associate Degree

A student pursuing a second associate degree is only eligible for additional SNG if five years have elapsed since attaining the first associate degree. This limitation applies if the student received more than three quarters or two semesters of SNG before the first degree was awarded. A student may earn two associate degrees concurrently. The archive report updates periodically with reported student associate degrees.

The archive is available on the HECB's secure Web site at: <https://fortress.wa.gov/hecb/secure/login.asp>

Five Years Eligibility

An SNG recipient may receive the grant for a maximum of five years. *Five years* means ten semesters, fifteen quarters, or the equivalent combination of the two at a full-time rate of enrollment.

125% of Program Limit

The SNG may not be awarded to a student who has exceeded 125 percent of the published length of his or her program. FAA's may exercise professional judgment to individual student situations when applying the 125 percent rule. These exceptions shall follow the flexibility granted to the FAA in applying the federal 150 percent limitation. While the actual 125 percent limit cannot be changed, other circumstances can be recognized. For example, the school may do one of the following:

1. Choose the unit of measure that constitutes the published length of time.
2. Exclude remedial coursework up to 30 semester hours or 45 quarter hours.
3. Exclude English as a Second Language course work.
4. Re-start the timeframe after a change of program.
5. Consider other exceptional circumstances as documented by the student.

All use of professional judgment shall be applied judiciously, on a case-by-case basis, and shall be documented in the student's file.

Theology Degree

A state statute, applicable to all financial aid programs addresses theology degrees. RCW 28B.10.814 reads, "No aid shall be awarded to any student who is pursuing a degree in theology." The decision as to what majors' fall under the heading "theology" is left to the individual institutions, which are in the best position to determine the course content of their own major courses of study. The individual institutions must make this determination in light of the Washington State Constitution, which provides in Article 1 § 11 that "no public money or property shall be appropriated for or applied to any religious worship, exercise or instruction."

ELIGIBILITY MONITORING

Once a student receives a SNG award, the institution must monitor continued eligibility. The student must be issued a revised award letter when information is received that changes the SNG award. The institution is required to verify student eligibility by:

- Checking the HECB Archive report,
- Monitoring SAP status,
- Reporting fraudulent recipients, and
- Applying consistent institutional policies.

HECB Archive Report

The *archive report* is a tool to assist schools in determining whether or not a student:

- Has exhausted his or her five years of SNG eligibility. The report lists all students who are within two years of meeting the program maximum with quarters of eligibility remaining (QER).
- Owes a repayment on a previously disbursed SNG award.
- Has received a prior associate degree within the past five years and prior to that degree received more than two semesters or three quarters of SNG. The student's next eligible year and term are shown.

It is the institution's responsibility to ensure that all students who receive a SNG have been checked against the final archive report on these three conditions.

The finalized archive report will be available from the HECB in late August. It will contain the updated information on the prior year's SNG recipient exceptions. The file is posted to the secure, password protected portion of the HECB's Web site: <https://fortress.wa.gov/hecb/secure/login.asp>.

In the period of time before the HECB issues the final archive report, the institution is to use the most recent report available on the Web site as a basis for offering awards to students to minimize the need for late repackaging. Current-year archive reports are updated to reflect:

- Non-public institution payments
- Updated repayment receivables information
- Quarterly associate degree updates

NOTE: Check the archive before submitting any payment request.

The downloadable archive record layout is located at the end of the chapters on public and private payments.

SAP

Institutions are responsible for monitoring and responding to changes in student eligibility. The Satisfactory Progress Chapter discusses procedures for changes in student status that occur after receipt of an award.

Fraudulent Information

Any student who obtains a SNG by means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil and criminal penalties.

Consistent Policies

Institutional policies shall be applied consistently to SNG recipients as they are for federal aid recipients, except when in conflict with SNG regulations (such as maximum timeframe).

CHAPTER 2

CALCULATING THE AWARD

The SNG award amount is determined by the sector attended, the student's rate of enrollment, and the student's family income level.

INCOME CUTOFF

The state's median family income (MFI) cutoff is at 70% MFI for the 2007-08 academic year. The chart below provides the cutoff at 50%, 65% and 70% MFI.

Income Cutoff Chart

Note: Eligible students with family incomes between 51 percent and 65 percent of the median receive three-quarters of the maximum full-time grant, as described later in this chapter. Eligible students with family incomes between 66 and 70 percent of the median receive half of the maximum full-time grant.

Schools should round to the nearest \$500 when using computer programs to calculate the actual MFI. This has been done in the Median Family Income Cutoffs table.

2006 Median Family Income Cutoffs

MFI's For 2007-2008 SNG Program (rounded to nearest \$500)			
Family Size	50%	65%	70%
1	18,500	24,500	26,000
2	24,500	32,000	34,500
3	30,500	39,500	42,500
4	36,000	47,000	50,500
5	42,000	54,500	58,500
6	47,500	62,000	66,500
7	48,500	63,500	68,000
8	50,000	64,500	69,500
9	51,000	66,000	71,000
10	52,000	67,500	72,500
11	53,000	69,000	74,000
12	54,000	70,500	75,500
13	55,000	71,500	77,000
14	56,000	73,000	78,500
15	57,500	74,500	80,500
16	58,500	76,000	82,000
17	59,500	77,500	83,500
18	60,500	78,500	85,000
19	61,500	80,000	86,500
20	62,500	81,500	88,000

**COUNTING
INCOME**

When calculating a dependent student's income, count the parents' adjusted gross income (AGI) and non-taxable income. **Do not include the student's income.**

When calculating an independent student's income, count the student's AGI and non-taxable income and the income of any other adult included in the student's family.

For both dependent and independent students, if the AGI is not present (i.e., parent/student is not a tax filer), use the sum of all taxable plus non-taxable income.

The Aid Administrator may (but is not required to) subtract Title IV aid amounts which were originally included from the base income used for SNG eligibility (taxed or untaxed).

**Expected Family
Contribution**

The “**expected family contribution**” is the amount that a student or the student's family is expected to contribute to the cost of college based on a federal computation. When calculating the expected family contribution, all investments plus any other assets are included.

**Professional
Judgment**

The aid administrator, using professional judgment, may, adjust the income up or down to more accurately reflect the family's financial situation during the academic year. In general, adjustments shall be consistent with changes made for federal aid, although it is not limited to Title IV funds. If the adjustment is not consistent with that used for federal aid, the aid administrator shall document the reason for the variance in the student's file.

**Family Income
Change of
3% or Less**

A student who has received the SNG in the previous year and whose family income has increased by no more than three percent may be eligible to receive the grant in the current year. Discretion is left to the aid administrator. This applies if the student's current family income is now above the income cutoff.

**Adjustment for More
than One Family
Member in College**

The aid administrator shall increase the family size by one for every family member in college beyond the first when establishing the MFI cutoff. A family of five with two in college is treated as a family of six on the income cutoff chart; a family of five with three in college is treated as a family of seven.

**AWARD AMOUNTS
BY SECTOR**

The maximum base grant is representative of the average tuition, service, and activity fees charged within each public sector of higher education. This figure is determined annually by the HECB.

The base grant award shall not exceed the actual tuition, service, and activity fees charged to the eligible student.

For the purposes of the SNG program, the recognized tuition and fees for independent four-year institutions are equal to those used for the public research institutions. The recognized tuition and fees for the private vocational sector are equal to those used for the community and technical colleges.

2007-08 Preliminary SNG Base Grant Amounts*

Sector	Median Family Income		
	0% - 50%	51% - 65%	66%-70%
Research	\$5,564	\$4,173	\$2,782
Regional	\$4,188	\$3,141	\$2,094
Community and Technical Colleges	\$2,502	\$1,877	\$1,251
Private 4-Year	\$5,798	\$4,349	\$2,899
Private Vocational	\$2,502	\$1,877	\$1,251
2007-08 Dependent Care Allowance	\$ 780	\$ 585	\$390

**Note: These award amounts are based on the budget as passed by the legislature and assume that each sector’s authorizing authorities will raise tuition/fees by the maximum rate allowed by the legislature.*

Most award amounts are not divisible by two and three. For schools whose systems require even disbursements, the per term award may be rounded, up or down, by one dollar. This may not result in more than a two-dollar difference over a three quarter academic year. This procedure is also discussed in this chapter under “Award Rounding.”

Dependent Care Allowance (DCA)

The Dependent Care Allowance (DCA) is an addition to the base grant. The student must be eligible to receive at least one dollar of a base grant in order to be considered for the DCA. The allowance is \$780 for a full-time student attending the full nine month academic year, regardless of the number of qualifying dependents for incomes up to 50 percent MFI. The DCA is adjusted by .75 for a three-quarter-time student and by .50 for a halftime student. The DCA will be \$585 for students with MFIs from 51 to 65 percent.

The dependent must be living with the student and be someone other than the student's spouse. Care is defined as assistance provided to the dependent for which the student pays another person (someone outside of the student's household).

To receive the DCA, the student must provide documentation that dependent care expenses are needed. Students who have all dependent care needs covered by another agency or entity are not eligible for dependent care through the SNG program. DCA may not exceed the amount the student is required to pay in expenses.

If the student is married, with both student and spouse attending the same institution, only one DCA (or the equivalent split between them) may be awarded per family.

Awarding the DCA is left to the discretion of the Financial Aid Administrator.

ADJUSTING THE AWARD

The value of the award is routinely reduced under six conditions:

When MFI > 50%

The value of the SNG award, including DCA, must be reduced incrementally for eligible students with MFIs above 50 percent. Students with MFIs between 51 percent and 65 percent may receive three-quarters of the otherwise full-time, full-year award. Students with MFIs between 66 percent and 70 percent may receive half of the otherwise full-time, full-year award.

Part-Time Students

The total SNG award, including DCA, is reduced for part-time students. Students attending at a three-quarter-time rate (9 - 11.9 credits) shall receive 75 percent of the full-time award. Students enrolling at a half-time rate (6 - 8.9 credits) shall receive 50 percent of the full-time grant award.

Attendance Less Than Nine Months

Students attending only part of the full nine-month academic year receive a pro-rated share of the total annual award, including the DCA. For example, a student attending one of three quarters may receive one-third of the full year's total SNG award.

Gift Equity Packaging

The FAA may limit the student's award if receipt of the grant, in combination with other gift aid, exceeds the institution's gift equity packaging policy. The packaging policy must be the same as that used to package aid for all other students and may not discriminate against SNG recipients.

25% Self-Help Requirement

Self-help forms of financial assistance must comprise at least 25 percent of the grant recipient's financial aid package. Self-help includes:

- Parent and family contributions
- Work Study
- Loans
- AmeriCorps benefits
- VA benefits
- Scholarships
- Merit-based aid
- Unmet need

Reduce the SNG award accordingly if the 25 percent self-help goal cannot be achieved. (Note: The GEAR UP award is a scholarship.)

Institutions should apply their packaging policy related to treatment of funding sources as self-help or gift aid consistent among all students, not just SNG recipients. When determining if a source not listed above shall be treated as self-help, consider such factors as eligibility criteria, whether the fund was earned including through merit, whether a competitive application process was required, etc.

Uneven Disbursements Permitted

The FAA may award a greater proportion of the student's award in one term if the disbursement is justified by the student's costs, i.e. extensive fees fall term that won't be charged the remainder of the year. A statement shall be placed in the student's file acknowledging that an exception to the even disbursement policy has been granted.

Minimum Awards

Circumstances relevant to gift equity packaging policies, part-time enrollment and other factors, may reduce a student's award below a practicable limit. The FAA may issue SNG awards as low as one dollar per term. However, the FAA is not required to make a disbursement to a student if the total SNG award is less than \$100 per term.

**OTHER
AWARDING
CONSIDERATIONS**

Funds are reserved for students at each institution on the basis of their eligibility for up to three quarters or two semesters of full-time enrollment. It is possible, however, for a student to receive additional terms of SNG within the same academic year.

**Fourth
Quarter/Third
Semester Awards**

For students receiving a fourth quarter or third semester SNG grant, the value of the additional award is calculated as it would be for any other regular term. Students receiving additional terms of need grant will reach the fifteen quarter limit more quickly than students engaged in the common three quarter/two semester enrollment pattern.

**Summer Session
Awards**

No student may receive two awards for a single summer session by receiving one from each fiscal year.

**Financial Aid
Overaward**

The SNG should not exceed the student's calculated need however, the student will not be considered overawarded if he or she receives additional funds after the institution awards aid, and the total resources exceed his or her financial need by \$200 or less by the end of the academic year.

Commuter Students

There is no special award parameter for commuter students.

**Retroactive
Payments**

Retroactive payments may be made to an eligible student as long as the payments are made for the current fiscal year. The value of the retroactive payment shall be based on the student's rate of satisfactorily completed credits at the end of the term or when payments are made. The student does not have to be enrolled at the time of the retroactive payment.

Late Applicants

The FAA may reserve funds for late applicants.

Award Rounding

Major rounding of awards is not permitted. When a calculated award cannot be evenly divided, the preferred practice is to award one dollar more or less, than the desired even disbursement in one of the terms. Rounding by more than two dollars per year is not permitted.

**Concurrent Award
at Two Schools**

While it is not encouraged, it is permissible for two schools to disburse separate SNG awards to the same student during the same term. The SNG award at each school shall be calculated in the normal fashion. It is presumed that the student's maintenance costs are considered in the overall award at one school and the second school's award shall not exceed the cost it recognizes for tuition and books. If a school exercises this option, it should do so with the knowledge and cooperation of the other school.

**Chapter 30 VA or
AmeriCorps Benefits**

There are no special adjustments to the calculations of need for students receiving Chapter 30 VA or AmeriCorps benefits. All federal loans received by students with these awards shall count toward meeting the calculation of need for the SNG program.

Fractional Last Term

If a fraction of a term of eligibility is remaining for a student, a fractional award may be granted.

Transfer Students

The HECB reserves transfer funds that can be drawn by a receiving institution for students who are transferring in and who have received SNG from the prior institution in the same academic year. See the "Transfer Students" chapter for details.

**AWARDING
PRACTICES NOT
PERMITTED**

**Single Parents and
Part-Time Students**

All eligible students must be treated equally. No group, such as single parents or part-time students, may be disadvantaged relative to any other group of SNG recipients in its access to the grant.

Underawarding

It is not permissible to disburse less than 100 percent of an eligible student's calculated SNG award in an attempt to make limited funds stretch farther.

CHAPTER 3

SATISFACTORY ACADEMIC PROGRESS

SATISFACTORY ACADEMIC PROGRESS

The institution is expected to monitor the student's progress as outlined in WAC 250-20-021 (19) of the SNG rules and the institution's HECB-approved institutional policy. At the end of each term, the institution must examine the progress of each SNG recipient and determine if the student is in a satisfactory academic progress condition, on probation, or denied further assistance. The institution's policy shall also include a process for reinstating ineligible students.

Maximum Timeframe

As stated in the Student Eligibility chapter, SNG recipients must have completed less than 125% of the length of their program.

Quantitative Standard

To meet minimum Satisfactory Progress standards, a student must complete at least one-half of the original amount of credits for which the aid was calculated and disbursed.

Probation

Each institution's policy for measuring progress should describe the manner in which the school limits the number of terms a student can be on “**probation**” before being denied. It is the HECB's expectation that schools have rigorous policies that limit the number of terms that a student can continue to receive a SNG while on probation. The school may make disbursements to a student who is in a probationary status.

Clock Hour Schools

Since all hours from the previous payment period must be earned before making additional payments, there is no routinely recognized probationary period for clock-hour students. A school however, may petition the HECB to allow a probationary period.

In petitioning the HECB the school must have a policy that rigorously restricts the number of hours that a student can fail to complete in any one payment period. The policy must also result in the student completing all the clock hours for which aid was disbursed during the year by the end of the year.

CHAPTER 4

REPORTING REQUIREMENTS

Participating SNG institutions are required to submit eligible SNG student details through various reports. These reports include quarterly interim reports and a year-end submission for reconciliation purposes, unit record reports and validation reports for private schools, and schools that have received transfer fund dollars.

INTERIM REPORT

The “**Interim Report**” is a quarterly data submission that includes student details for every *eligible* SNG student *awarded* the SNG (“**served students**”) and every *eligible* enrolled student who has not been awarded the SNG due to lack of funding (“**unserved students**”). The Interim Reports are used to manage SNG funding, redistribute de-obligated monies, set the grant amounts and income cutoffs for the succeeding year, and provide the basis for the preliminary reserve distribution. Note: The final Interim Report is the year-end reconciliation and is due July 7, 2008.

DUE DATES

Report	Due Date
Fall Interim Report	November 2, 2007
Winter Interim Report	February 1, 2008
Spring Interim Report	May 2, 2008
Reconciliation Report	July 7, 2008

RECORD LAYOUTS

The record layouts for the Interim Reports can be found online at:

<https://fortress.wa.gov/hecb/secure/login.asp>

All public institutions must submit the Interim Report in a text file format. Non-public institutions must submit the report using the SNG Utility or as a text file. The layout specifications and layout format instructions are at the end of the chapter and on the HECB secure Web site under the SNG “Memos/Forms” link.

The reports are split into two separate files:

1. All **Awarded (served)** Students
2. All **Unserved** Students

Within each category they are also broken down into summary and detail data.

**AWARDED
(SERVED)
STUDENTS**

“**Awarded students**” also referred to as “served students,” are those who have either received an SNG payment or who have had SNG funds committed (student has accepted an award letter) but not yet disbursed at the time of the report.

**UNSERVED
STUDENTS**

“**Unservd students**” are those who are eligible to receive the SNG and are enrolled, but no award has been committed due to the institution’s lack of funds. This includes eligible students who enrolled during a summer period but did not receive the SNG.

If schools use institutional funds due to lack of SNG funding, these students shall be included in the unserved population.

It is important that all students included in the unserved student population be validated as “eligible”. If schools are unable to verify the accuracy of the unserved data, a confidence factor shall be provided to the HECB prior to reconciliation.

Up to 70% MFI

For the unserved student file, the institution must report every enrolled SNG eligible student who has not been awarded the SNG due to a lack of funding. This should include all eligible students with incomes up to 70 percent of the state’s median income.

**Students on Both
Lists**

A student may be on both the awarded and the unserved lists, but not for the same term. For example, a student who received the SNG for the fall and spring semesters but did not receive the grant while enrolled in one or both summer sessions, may be listed as unserved for those summer sessions.

**DATA
SUBMISSIONS**

**Summary and
Detail Records**

Each file has a “summary” record and a “detail” record. The summary record contains basic demographic information that is unlikely to change in the course of the year. The detail record is an accounting of each term’s enrollment, disbursement, and/or award.

The Interim Report must contain a summary and a detail record for every student. A single summary record is reported for each student and a separate detail record is reported for each term during which the eligible student is enrolled. Each student may have up to five detail records per academic year.

Edits The Interim Reporting Tool rejects data in the form of edits that may or may not be able to be override. All edits must be addressed individually, except informational edits.

Secure Date Transmission No personally identifiable information shall be transmitted to the HECB via email. All reports must be electronically uploaded to the HECB via the Interim Reporting Tool link in the secure HECB Web site.

Security of Information All schools are expected to treat information on the password-protected HECB Web site in accordance with the Electronic Agreement contained in the Institutional Agreement to Participate. Schools and individuals are granted access to the SNG files with the expectation that they protect the confidentiality of this information with the same level of care as they do any other student aid document. Information contained in these files is for the sole purpose of administering the SNG program. This information may not be used for research. If you have questions about the proper use of the information, please call the HECB at (360) 753-7850.

Each school should have one or more financial aid administrator(s) with an HECB-assigned password. If you have forgotten your password, please call the SNG staff at (360) 753-7841.

Institutional Student ID The Interim Reporting Tool has the ability to add institutional student ID numbers at the end of each record that you upload. These ID's are stored with the rest of your data.

**RECONCILIATION
REPORT
BALANCE SHEET**

After the year-end reconciliation report has been submitted (July Interim Report), a balance sheet may be accessed via the Interim Reporting Tool. Please ensure that your detail and summary data are equal and your ending balance is \$0.

**VALIDATION
REPORTS**

Validation Reports are uploaded by the HECB to a school's HECB secure site under the following circumstances:

- Private schools on a quarterly basis, following each interim report submission
- Transfer fund schools in May of each year

Schools are expected to make necessary changes and validate the information uploaded for their review, **then return the corrected information back to the HECB.**

**WASHINGTON STATE NEED GRANT PROGRAM
YEAR-END RECONCILIATION OF RECORDS
FY 2007-2008**

**PUBLIC INSTITUTIONS
DUE DATE: JULY 7, 2008**

Institution Name: _____

Code: _____

1. What is the total SNG dollar amount received from the HECB for 2007-2008? \$ _____ -

2. What is the total SNG amount your institution expended for the 2007-2008 school year? (Report attached.) \$ _____ -

3. A. Amount to be refunded to the HECB (by EFT, IAP or check payable to the "State of Washington"), or \$ _____ -

B. Balance due to the institution to close out 2007-2008. \$ _____ -

4. This institution has transmitted a Reconciliation of Records (final interim) report which details SNG funds disbursed by student, by term. I certify that these students were eligible for, and received SNG funds according to the guidelines stated in the 2007-2008 SNG Program Manual.

Signature of Financial Aid Administrator

Date

STATE NEED GRANT PROGRAM

SNG Interim Report Record Layout for Public Schools

These record layouts represent two separate files; one for served students and one for unserved students. Served students have been awarded SNG. Unserved students are enrolled and eligible for the SNG, but have not been awarded due to insufficient funding. Be sure to report all students whose family incomes are up to 70 percent of the state's median income.

Both files have sections for a detail record and a summary record for each student. The detail record reports the actual and anticipated awards and enrollment status for each recipient. Each term the student receives a payment is reported on the detail record as a separate line. Each term an unserved student is enrolled but is left unserved because of lack of funding is also reported as a separate line.

The summary record contains information such as the student's median family income and family size. Only one line per student is reported on the summary record.

Served Students – Detail Record

Field Name	Length	Description
Record Type	1	"D" for detail
Institution Code	4	Numeric, Four digit HECB assigned code
Transaction date	8	Date this "snapshot" was created. MMDDYYYY
Social Security Number	9	Numeric, nine digits, no hyphens, cannot be blank or alpha
Amount Awarded and Committed	6	Numeric, six digits, dollars and cents, no decimal point, precede amount with leading zeros if necessary. Example: 078600 = \$786
Term code	1	Numeric: 1=First summer term, 2=Fall, 3=Winter, 4=Spring, 5=Last summer term
Revised Payment	1	(blank for public institutions)
Supplemental Payment	1	(blank for public institutions)
Enrollment status code*	1	Numeric, 1= Full time, 2=Halftime, 3=3/4 time, 5=1/4 time
DCA Included flag	1	Y or blank space
Payment status	1	Leave Blank
Repayment status	1	Y or blank space
Student ID (optional)	20	Alpha and numeric
Filler	65	Blank spaces
Total Record Length	120	

Served Students – Summary Record

Field Name	Length	Description
Record Type	1	"S" for Summary
Institution Code	4	Numeric, four digit HECB assigned code
Transaction date	8	Date this "snapshot" was created. MMDDYYYY
Social Security Number	9	Numeric, nine digits, no hyphens, cannot be blank or alpha
Last Name	30	Alpha, Fill with blank spaces to the right of the name
First Name	30	Alpha, Fill with blank spaces to the right of the name
Middle Initial	1	Alpha, one character or blank space
Total Award including DCA	6	Numeric, six digits, dollars and cents, no decimal point, precede amount with leading zeros if necessary. Example: 078600 = \$786
Total DCA	6	Numeric, six digits, dollars and cents, no decimal point, precede amount with leading zeros if necessary. Example: 020600 = \$206
Family Income	8	Numeric, eight digits, dollars and cents, no decimal point, precede amount with leading zeros if necessary. Example: 02100000 = \$21,000.00
Family Size	2	Precede with a leading zero if necessary
Number in College	2	Precede with a leading zero if necessary
Student ID (optional)	13	Alpha and numeric
Total Record Length	120	

STATE NEED GRANT PROGRAM

SNG Interim Report Record Layout for Public Schools

Unserviced Students – Detail Record

Field Name	Length	Description
Record Type	1	"D" for detail
Institution Code	4	Numeric, four digit HECB assigned code
Transaction date	8	Date this "snapshot" was created. MMDDYYYY
Social Security Number	9	Numeric, nine digits, no hyphens, cannot be blank or alpha
Term code	1	Numeric, 1=First summer term, 2=Fall, 3=Winter, 4=Spring 5=Last summer term
Enrollment status code*	1	Numeric, 1= Full time, 2=Halftime, 3=3/4 time, 5=1/4 time
Student ID (optional)	20	Alpha and numeric
Filler	76	Blank spaces
Total Record Length	120	

Unserviced Students – Summary Record

Field Name	Length	Description
Record Type	1	"S" for Summary
Institution Code	4	Numeric, four digit HECB assigned code
Transaction date	8	Date this "snapshot" was created. MMDDYYYY
Social Security Number	9	Numeric, nine digits, no hyphens, cannot be blank or alpha
Last Name	30	Alpha, fill with blank spaces to the right of the name
First Name	30	Alpha, fill with blank spaces to the right of the name
Middle Initial	1	Alpha, one character or blank space
Family Income	8	Numeric, eight digits, dollars and cents, no decimal point, precede amount with leading zeros if necessary. Example: 02100000 = \$21,000.00
Family Size	2	Precede with a leading zero if necessary
Number in College	2	Precede with a leading zero if necessary
Student ID (optional)	20	Alpha and numeric
Filler	5	Blank spaces
Total Record Length	120	

CHAPTER 5

PUBLIC PAYMENTS

This chapter is for all public colleges, universities, and community and technical colleges. All public schools are expected to generate their own checks or deposits to individual student accounts for SNG recipients.

PAYMENT REQUESTS

Schools must submit payment requests on-line via the HECB Portal. The amount of monies requested must be disbursed to students within 30 days of receiving the funds. Funds will be delivered to the school within two weeks of receiving the request. The aid director at each school must monitor which institutional staff has permission to submit cash requests.

Each institution is expected to utilize all initial funds by mid-June of each year. Any funds not disbursed are to be returned to the HECB prior to June 30.

Deobligations and Supplemental Requests

A survey is conducted each spring to determine which schools can deobligate funds or accept supplemental funds.

Deobligations of institutional SNG reserves can be accepted throughout the year. The sooner in the year funds are deobligated the easier they are to redistribute to schools that need them.

Supplemental funds can be requested at any time but they are disbursed in rounds via a distribution model to make sure schools receive a proportionate share. This model also takes into account the number of served and unserved eligible students reported in the most recent interim report.

DISBURSEMENT PROCEDURES

The institution may disburse SNG funds by either providing the student with a direct payment or by crediting the student's account. Public institutions are expected to follow the same SNG disbursement policy that they use for federal aid.

Enrollment

Disbursements may be made only after the school confirms enrollment. Awards must be consistent with enrollment status at the time of disbursement.

Conditions of Award Statements

Prior to disbursement, the institution must inform the SNG recipient of his or her responsibilities to the program through a "Conditions of Award" statement. A template for the statement may be found in this chapter, as well as on the HECB secure Web site under the SNG "Memos/Forms" link.

The statement must be presented annually or delivered to the student through paper or electronic means. The conditions of award statement does not need to be signed by the student as long as the school can provide assurances to the HECB that the terms of the SNG award were presented to the student. It is the school's responsibility to maintain documentation that the conditions were presented to the student.

Power of Attorney Disbursements

A student whose off-campus program precludes his or her return to the institution for disbursement must assign Power of Attorney to a responsible person to receive SNG payments on his or her behalf. A copy of the Power of Attorney documentation must be kept in the student's file.

REPAYMENT AS A RESULT OF WITHDRAWAL

Repayment is a student responsibility. If a grant recipient leaves school during an academic term in which he or she receives a SNG, the student is required to repay SNG funds according to the institution's HECB-approved repayment policy.

"In Repayment" Designation

Students in repayment must have Repayment Status marked "Y" on the served student's detail record of the Interim Report.

Institutional Notification

The school is responsible for notifying students if they are in repayment.

Uncollectibles

An "uncollectible" account shall be turned over to the HECB. An account is, "uncollectible" when a student fails to make any repayment within 90 days of repayment notification. All repayments of \$50 or more shall be referred to the HECB. **Repayments of less than \$50 shall not be referred to the HECB.**

If 90 days expire with no response from the student, the institution shall forward the documented account to the HECB. The institution may hold the account if it continues active collection procedures or if a student is making payments.

All uncollectible accounts shall be referred to the HECB by the end of each academic year at the latest.

To refer an "uncollectible" account to the HECB, please use the Repayment Transmittal Form found at the end of this chapter.

Re-award or Return of Repayments

All SNG funds collected from student repayments may be re-awarded to other SNG eligible students if repayments are received in the same fiscal year as disbursed. Any monies the HECB collects beginning in May go into supplemental funds instead of individual school funds. Funds collected after the close of the fiscal year must be returned to the HECB. The return of funds shall be accompanied by a list indicating the student's name, social security number, term and year in which the repayment was incurred, amount of the payment transmitted with this notice, and the outstanding balance.

Temporary Repayment Accounts

Temporary SNG Repayment Accounts (\$1.00 accounts) are created on the HECB system after accumulating students in repayment status on the SNG Interim Reports. Served students that are in repayment are flagged with a "Y" in the repayment field. These accounts are created to place students on the archive before an actual repayment transmittal is forwarded to the HECB, thereby preventing students in repayment status from receiving aid at another school.

If the student repays the obligation to the school, it is the school's responsibility to inform the HECB. **If the school does not notify the HECB, then the \$1.00 repayment account will continue to appear on the archive and the student will be ineligible for further SNG disbursements.**

Repayments of less than \$50 shall not be referred to the HECB.

TRANSFER STUDENTS

Students who have received the SNG award at one school are eligible to receive transfer funds at the school to which they are transferring if the transfer is completed within the same academic year. Students must be enrolled before transfer requests are submitted to the HECB. Transfer funds may be requested on behalf of the transferring student by the receiving school by submitting a Transfer Fund Request Form. For additional information on transfer funds, please refer to the "Transfer Student" chapter.

**RECONCILIATION
OF RECORDS**

SNG records must be reconciled at year end. For reconciliation, the institution must submit a data report detailing each student's receipt of aid on a term-by-term basis. The reconciliation record layout is the same as the one used for the quarterly Interim Reports. The reporting details may be found at the end of the "Reporting Requirements" chapter.

Deadlines

The year-end Reconciliation of Records report and any unexpended funds must be received by the HECB no later than July 7, 2008. This reconciliation deadline is necessary for the HECB to generate the final Archive Report for the following year.

**WASHINGTON STATE NEED GRANT PROGRAM
CONDITIONS OF AWARD**

You are being considered for a Washington State Need Grant (SNG). If you receive this grant, there are five special conditions, listed below, with which you must comply. If you have questions or find that you cannot comply with these conditions, please see the Financial Aid Administrator (FAA) at the institution you are attending.

1. You do not owe a refund or repayment on a SNG, a Pell Grant, or a Supplemental Education Opportunity Grant, nor are you in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan programs. In addition, you are not in default on a loan made through a state conditional loan or conditional scholarship program.
2. This grant is awarded to assist in meeting your educational expenses. Should you withdraw from classes, repayment of all or part of the grant may be required.
3. You may choose to voluntarily make financial contributions to the Higher Education Coordinating (HECB) in recognition of this **SNG**. All voluntary contributions will be used to provide financial assistance to other students.
4. The offer of a **SNG** is subject to, and conditioned upon, the availability of funds. The HECB and the institution through which the grant is awarded reserve the right to withdraw, reduce, or modify the grant due to funding limitations or due to changes in circumstances which affect your eligibility for the **SNG**.
5. You are not pursuing a degree in theology.

**Washington State Need Grant Program
Repayment Transmittal Form**

Public Institution

Institution Name: _____ **Code:** _____

Our institution has tried unsuccessfully to contact and receive payment from the following student. The account is considered delinquent, and we are forwarding the account to the Higher Education Coordinating Board for further collection efforts.

Student's Name: _____

Social Security Number: _____

Last Known Address: _____

Parent's Information: _____

Address: _____

Phone Number: _____

Repayment Information:

Fiscal Year: _____

Term: _____

Orig. enrollment status: _____

Amount owed: _____

Date student notified in writing of this repayment: _____
(Please retain copies of these records in student's file)

Reason student was placed in repayment: _____

Name and Title of preparer

Date

WASHINGTON STATE NEED GRANT PROGRAM
ARCHIVE CHECK REPORT

***** INCLUDES ASSOCIATE DEGREE DATA *****

RECORD FORMAT

In this **SNG Archive** file, records are listed in alphabetical order by student's last name. File format is ASCII text. Each record is 52 characters in length and is terminated by a carriage return/line feed. Each record layout is as follows:

FIELD NAME	NOTES/COMMENTS
Student Social Security #	Numeric, nine digits, no hyphens
Student LAST Name	Alpha, left justified, blank filled to right
Student FIRST Name	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	Alpha, may be blank
Institution Code Last school where student received SNG	Numeric, four digits
Repayment Flag If code = 1, student is in repayment	Will be 1 or blank, no alpha
Maximum SNG Flag If code = 2, student received max (15 qtrs) award	Will be 2 or blank, no alpha
Eligibility Flag If code = 3, student < 3 years of eligibility remaining	Will be 3 or blank, no alpha
Quarter Equivalent Remaining (QER) If 4.5 QER, it will appear as 0450 Blank for students in repayment status and/or students has received maximum terms of SNG	Numeric, leading zeros
Associate Degree Code If code = 4, student received AA with SNG funds	Will be 4 or blank, no alpha
Fiscal Year Fiscal year that student becomes eligible for SNG while pursuing 2 nd associate degree	Numeric, four digit fiscal year
Term Term that student becomes eligible for SNG funds while enrolled in a 2 nd associate degree program	Alpha or numeric F=Fall, W=Winter, S=Spring 1=Summer, first term of fiscal year 2=Summer, last term of fiscal year

SAMPLE VIEW of DOWNLOADED FILE

```

555982001  MONEY      OWEN      U20401
333447788  GRANT      NITA      B4320  2
444667789  DONE      ALMOST    2030   30300
111223333  GRATEFUL   WILL      B1020           42005F
2005
    
```

DATA REPRESENTS:

Ineligible student, in repayment status
Ineligible, Maximum 15 quarters received
Three quarters eligibility remaining
AA Degree, Ineligible for SNG until Fall

WASHINGTON STATE NEED GRANT PROGRAM
ARCHIVE CHECK REPORT

* * * EXCLUDES AA DEGREE DATA * * *

RECORD LAYOUT AND FORMAT

In this **SNG Archive** file, records are listed in alphabetical order by student's last name. File format is ASCII text. Each record is 46 characters in length and is terminated by a carriage return/line feed. Each record layout is as follows:

FIELD NAME	COLUMNS	NOTES/COMMENTS
Student Social Security #	1 - 9	Numeric, nine digits, no hyphens
Student LAST Name	10 - 24	Alpha, left justified, blank filled to right
Student FIRST Name	25 - 34	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	35	Alpha, maybe blank
Institution Code Last school where student received SNG	36-39	Numeric, four digits
Repayment Flag If code = 1, student in repayment	40	Will be 1 or blank, no alpha
Maximum SNG Flag If code = 2, student received max award	41	Will be 2 or blank, no alpha
Eligibility Flag If code = 3, student < 3 yrs of eligibility remaining	42	Will be 3 or blank, no alpha
Quarter Equivalent Remaining (QER) If 4.5 QER, it will appear as 0450 Blank for students in repayment status and/or for students who received maximum terms of SNG	43 - 46	Numeric, leading zeros or blank

SAMPLE FORMAT

111223333	GRATEFUL	WILL	B1020	30300	3 quarter equivalent remaining (QER)
333447788	GRANT	NITA	B4320	2	Maximum 15 quarters received
555982001	MONEY	OWEN	U20401		Ineligible, in repayment status

CHAPTER 6

PRIVATE PAYMENTS

Payment Procedures for HECB Generated Warrants, Electronic Fund Transfer Reimbursements, Student Repayments, and Reconciliations

The disbursement procedures presented in this chapter are only for those schools that request HECB-generated student warrant payments and Electronic Funds Transfer Reimbursements. This chapter applies to:

Art Institute of Seattle	ITT Technical Institute – Seattle
Antioch University	ITT Technical Institute – Spokane
Bastyr College	Northwest University
Clare's Beauty College	Northwest College of Art
Cornish College of the Arts	Northwest Indian College
Crown College	Pacific Lutheran University
DigiPen Institute of Technology	Perry Technical Institute
Divers Institute of Technology	Saint Martin's University
Everest College	Seattle Pacific University
Gene Juarez Academy	Seattle University
Glen Dow Academy of Hair Design	University of Puget Sound
Gonzaga University	Walla Walla College
Heritage University	Whitman College
Interface Computer School	Whitworth College
International Air & Hospitality Academy	All other proprietary schools

Private four-year schools have the option to choose one of two payment methods: the first option is to receive funds through electronic funds transfer (EFT), which involves the schools fronting monies to eligible students and then getting reimbursed by the HECB; or the second option, which involves requesting individual warrants paid directly to students. All private and proprietary schools request, disburse, and reconcile HECB generated warrants, except for schools reimbursed with electronic fund transfers. Once a student is identified as eligible and an award is calculated, the school may request the warrant or reimbursement. Disbursement may occur after the student has enrolled and once all required documentation has been received.

WARRANT AND EFT REQUEST PROCEDURE

SNG warrant or private EFT requests must be submitted through the use of the Utility program or as a text file. In either case, the HECB-prescribed format must be followed precisely in order for the payments to be processed. The layout specifications and instructions for the record format are at the end of this chapter. A student's SNG eligibility will be checked on the archive before funds are requested.

Required Information

The following information must be provided to order warrants or an EFT:

Institution Code – SNG institution codes are listed in this manual, following the table of contents.

Social Security Number – Social security numbers are used to generate payments and monitor the number of terms a student has received the grant. This field must contain nine numeric digits.

Student's Name – Names shall not be abbreviated, nor shall nicknames be used. A middle initial shall be provided if available. If the student has no middle initial, please leave a blank space.

Amount to be Paid – The amount of the warrant must be requested in whole dollars only.

Term Payment – One of the following term payment codes must be used:

- 1 = Summer, First Term Fiscal Year
- F = Fall Term
- W = Winter Quarter
- S = Spring Term
- 2 = Summer, Last Term Fiscal Year

Note: The clock hour school payment request calendar is located at the end of this chapter.

Is it a Revised Payment? It is a revised payment if the current warrant request replaces an earlier warrant drawn for the same term. This may occur if there is a reduction in the student's enrollment status resulting in a reduced grant amount or a student has not claimed the warrant within an acceptable time frame. Institutions have thirty days to disburse warrants, otherwise the warrant must be returned to the HECB. The original warrant must be returned and cancelled by the HECB before a new warrant may be issued. In these cases, the Revised Payment code is marked accordingly in the Request Utility. Additional warrants for the same term will not be produced until the original warrant has been cancelled.

Is it a Supplemental Award? A supplemental award refers to an additional payment processed for the student for the same term. If the payment is in addition to one already received for the term, the Supplemental Code is marked in the Payment Request Utility. Retroactive payments are not supplemental awards.

Dependent Care Allowance (DCA) - If a student qualifies for DCA and receives it as part of the grant, mark the appropriate box in the Request Utility. If left blank, it is assumed no DCA was awarded. **Status** refers to the student's expected enrollment status at the time of disbursement. One of the following codes should be used:

- 1 = Full-time Student
- 2 = Half-time Student
- 3 = Three-quarter-time Student
- 5 = Three-credit, four-credit, and five-credit Students

Payment Request

The FAA is required to provide a statement indicating **the term, number of students, and total amount of the request** in the description field when uploading the file through the Signature less Document Submission feature. **The request will not be accepted without this required information.**

WARRANT AND EFT REQUEST PROCESSING DEADLINES

Cash requests may be made on a weekly basis from mid-July through mid-June of the fiscal year. Payments for a new school year will not begin until a school is fully reconciled for the prior year. Cash requests received by noon each **Tuesday** will be processed that week. Warrants will be mailed to the institutions within two weeks. Electronic Funds Transfer (EFT) reimbursements will be processed immediately because the school has fronted their own monies and are being reimbursed.

EFT/ELECTRONIC FUNDS TRANSFER REIMBURSEMENT SCHOOLS

Schools that have been approved to receive EFT reimbursements shall follow the same cash request procedures as schools requesting individual SNG warrants. Schools receiving EFT payments will request a reimbursement after paying eligible students with institutional funds.

HECB Student Directive Form

Private institutions must use the HECB Student Directive Form to record a student's decision on where to apply their financial aid payment. Institutional funds can be: deposited directly into a student's account, or disbursed in the form of a check.

Institutions must not coerce or influence the student's choice on how to apply their financial aid payment.

The directive remains in effect for the duration of the student's continuous enrollment at the institution, excluding approved leaves of absence and summer term. A new directive is required if the student fails to be continuously enrolled.

Institutions must allow the student to change their mind at anytime, prior to disbursement, and follow the current directive at all times.

On an annual basis, institutions must remind students that their current directive is still in place and that they may change it.

Reimbursement Request

Use the Signature-less Document Submission function on the secure Web site to submit the reimbursement request.

Each reimbursement request must contain the following certification:

“By submitting this reimbursement request for state financial aid, I certify that each student:

- *Meets this program’s eligibility requirements;*
- *Has a student directive on file; and*
- *Has been paid the amount specified with institutional funds.”*

Copy and paste the above certification into the “Form Notes” section of the Signature-less Document Submission and submit with reimbursement request.

The HECB will process the reimbursement request upon receipt. Please allow a **minimum** of five business days from the time of submission until funds are reimbursed.

Adjustment/ Cancellation Report

EFT schools are required to submit an “Adjustment/Cancellation Report” prior to submitting a new cash request. This report accounts for all payment changes since the prior request, keeps a running reconciliation, ensures accuracy, and notifies the HECB of students who are in repayment status so that the SNG archive is continuously updated. If there are no changes, the adjustment/cancellation report is not required. This form can be found at the end of this chapter as well as on the HECB secure Web site under the “Memos and Forms” link.

Overpayments and Student Repayments

EFT schools are responsible for repaying the HECB for overpayments resulting from calculation error and for student repayments. Payments to the HECB must be received within 30 days of discovering payment is owed. Schools are responsible for collecting their own SNG repayments from students, and can not transfer collection to the HECB. Schools must notify the HECB immediately after students have paid their balance in full.

**DISBURSEMENT
PROCEDURES**

The school must confirm that the student's enrollment status at the time of disbursement is consistent with the enrollment status covered by the warrant.

**Student Disbursement
Options**

For HECB and institution-generated SNG payments, each student must have the opportunity to receive a warrant that may be deposited at his or her own bank or to request that the SNG funds be applied to his or her student account at the institution.

A school may not withhold or delay the disbursement of a HECB-generated SNG check due to any student debt, including tuition, fees, or fines to the institution.

**Conditions of Award
Statements**

Prior to disbursement, the institution must inform the SNG recipient of his or her responsibilities to the program through a "Conditions of Award" statement. A template of the statement may be found at the end of this chapter.

The statement must be presented annually or delivered to the student through paper or electronic means. The Conditions of Award does not have to be signed by the student as long as the school can provide assurances to the HECB that the terms of the SNG award were presented to the student. It is the school's responsibility to maintain documentation that the conditions were presented to the student.

**Power of Attorney
Disbursements**

A student whose off-campus program precludes his or her return to the institution for disbursement must assign Power of Attorney to a responsible person to receive SNG payments on his or her behalf. A copy of the Power of Attorney must be kept in the student's file, as documentation.

**INSTITUTIONAL
RESPONSIBILITY
FOR WARRANTS**

The institution is responsible for all SNG warrants while they are held at the institution. The institution is responsible for notifying the HECB of warrants that are lost, stolen, or disbursed to ineligible students.

Disburse in 30 Days

Warrants must be disbursed to the student or returned to the HECB within 30 days of receipt by the institutions. An extension may be granted on a case-by-case basis by contacting the HECB. It is not acceptable for an institution to retain any warrant beyond the 30 day period without HECB permission.

**Procedure for
Cancelling SNG
Warrants**

If a student fails to enroll, withdraws from a program, reduces the enrollment rate, or does not claim his or her warrant in a 30 day period, the warrant must be returned to the HECB for cancellation. A warrant will be reissued if necessary.

To return warrant(s) for cancellation, private and proprietary institutions must complete the SNG Warrant Cancellation Cover Sheet and send it with the original HECB-generated warrant(s) to the HECB for cancellation. The cover sheet must include the **student's name, social security number, warrant number, dollar amount, and a reason for the return.** This form may be found at the end of this chapter as well as on the HECB secure Web site under the SNG "Memos/Forms" link.

**REPAYMENTS AS
A RESULT OF
WITHDRAWAL**

Repayment is a student responsibility. If a grant recipient leaves school during an academic term in which he or she received a SNG, the student is required to repay according to the institution's HECB-approved repayment policy.

**Notification to
Student and HECB**

The collection effort is conducted by the HECB **for students at private and proprietary schools who are not EFT participants.** These institutions shall advise the student, in writing, of the amount to be repaid, and notify the HECB via a repayment transmittal form along with a copy of the correspondence to the student. EFT participants shall notify the HECB of students owing a repayment for SNG to the institution via the Adjustment/Cancellation Report. This form is located at the end of this chapter and on the Secure Website under SNG "Memos and Forms." Documentation of the student's repayment obligation must be kept in the student's file.

HECB Follow-up

SNG warrants will not be processed for any student who owes a repayment until the account has been paid in full. The HECB will advise the institution, in writing, when the student has repaid the obligation in full. EFT institutions are responsible for notifying the HECB when an account is paid in full.

**Current Year
Repayments**

An institution can re-award student repayments if the repayments and awards fall within the current academic year.

Temporary Repayment Accounts

Temporary SNG Repayment Accounts (\$1.00 accounts) are created on the HECB system after notification of students who are in repayment status on the SNG Interim Reports. Served students in repayment are flagged with a “Y” in the repayment field. These accounts are created to place students on the Archive before an actual repayment transmittal is forwarded to the HECB, preventing students in repayment status from receiving aid at another school.

If the student repays the obligation to the school, it is the school’s responsibility to inform the HECB. **If the school does not inform the HECB, then the \$1.00 repayment account will continue to appear on the Archive and the student will be ineligible for further SNG disbursements.**

Repayments of less than \$50 shall not be referred to the HECB.

TRANSFER STUDENTS

Students who have received an SNG award at one school are eligible to receive transfer funds at the school they are transferring to, if the transfer is completed within the same academic year. Transfer funds may be requested on behalf of the transferring student by submitting a Transfer Fund Request Form from the receiving school. Students must be enrolled before transfer requests are submitted to the HECB.

If a HECB-generated warrant is received at the sending school, return it to the HECB. **Do not disburse it to the student.**

For additional transfer fund information, please refer to the “Transfer Student” chapter.

VALIDATION REPORTS

Following the Fall, Winter, and Spring interim reports, the HECB will upload a discrepancy spreadsheet for private schools. Schools are expected to review each line item, make the appropriate changes to their data system, and **notify the HECB of the corrections**. This validation process is a separate process from the interim/reconciliation report process.

Year-End Reporting

The year-end reconciliation report follows the July interim report data upload. Year-end reconciliation reports are posted to the secure website and can be found under secure file downloads.

**ADDITIONAL
NOTES: CLOCK
HOUR SCHOOLS**

In order to equate the clock-hour students to the credit-hour students the following policy makes the annual award amount equitable at both types of institutions.

Payment Periods

1. Payments will be made for 300 clock hour increments within a quarter term payment schedule.
2. Payments may be requested once every ten weeks for individual students. The eligible student may receive up to five payments in one fiscal year.
3. Additional payments are not to be disbursed until the clock hours, for which the previous payment was made, have been earned. Exceptions may be made on the basis of the institution's probationary policy (see Chapter III) if that policy was approved as part of the Institutional Agreement to Participate.
4. For a full-time, full-year (900 clock hours) student in good standing, the school is required to submit payment requests for at least three payment periods (equivalent to three quarterly payments). Institutions have the option of distributing more than three payments within an academic year.

Program Lengths

Clock hour programs must be at least 600 hours in length to qualify for SNG awards. The program must offer a minimum of twelve clock hours of instruction per week.

A payment request can be submitted for students nearing completion of their program with between 150 and 299 remaining hours.

**Remainder Hours-
Award Percentages**

< 150 hours	=	no payment
150 - 224 hours	=	50% of a full time award
225 - 299 hours	=	75% of full time award
300+ hours	=	100% of full time award

**Academic Year Cross
Over Programs**

If a payment falls in the crossover between academic years, the school can select which academic year they wish to request the payment for.

Additional clock hours earned beyond a full disbursement that were clocked prior to July 1 of the next academic year may be carried over. For example, if a student earned 980 hours in an academic year and was awarded for two 450 hour terms, the 80 remaining hours may be carried into the next academic year.

**Clock Hour Payment
Request Calendar**

Payment periods are described as periods 1-5. However, due to Portal limitations at the HECB, the payment periods must still be referred to as “F, W, S...” in corresponding term.

Assign the payment based on when the majority of the enrollment will occur.

Payment Period	Date Range	Term
1	July 1 – September 11	Summer 1
2	September 12 – November 22	Fall
3	November 23 – February 5	Winter
4	February 6 – April 18	Spring
5	April 19 – June 30	Summer 2

Table based on ten-week minimum between payment periods, five payment period maximum.

Last Payment Request Date is June 6, 2008.

**WASHINGTON STATE NEED GRANT PROGRAM
REPAYMENT TRANSMITTAL FORM**

PRIVATE/PROPRIETARY INSTITUTION

Institution Name: _____ **Code:** _____

This is to inform the Higher Education Coordinating Board that the following student has been determined to be in repayment of State Need Grant Funds.

Student's Name: _____

Social Security Number: _____

Last Known Address: _____

Phone Number: _____

Parent's Information: _____

Address: _____

Phone Number: _____

Repayment Information:

Fiscal Year: _____ 20 _____ - 20 _____

Term: _____

Orig. Enroll. Status _____

Amount Owed: _____

Date Student Notified In Writing of This Repayment: _____

(Please retain copies of these records in student's file)

Reason Student Was Placed In Repayment: _____

Name and Title of Preparer

Date

**WASHINGTON STATE NEED GRANT PROGRAM
PRIVATE INSTITUTION WARRANT REQUEST RECORD**

RECORD FORMAT AND INSTRUCTIONS

FIELD NAME	COLUMNS	NOTES/COMMENTS
Record ID	1	Constant Value of "P"
Institution Code	2 - 5	Numeric, leading zero
Transaction Date	6 - 13	Format MMDDYYYY
Student Social Security #	14 - 22	Numeric, leading zeroes
Student LAST Name	23 - 52	Alpha, left justified, blank filled to right
Student FIRST Name	53 - 82	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	83	Alpha, may be blank
Amount Requested	84 - 89	Numeric, PIC 9999V99, No decimal point
Term Code	90	F = Fall W = Winter S = Spring 1 = Summer, first term of fiscal year 2 = Summer, second term of fiscal year
Revised Payment Flag	91	Must be Y or Blank
Supplemental Payment Flag	92	Must be Y or Blank
Status Code*	93	Must be 1, 2, or 3
DCA Included Flag	94	Must be Y or Blank
Payment Status	95	Blank (HECB USE ONLY)
Filler	96 - 120	Must be Blank (not null)

This format is required by institutions not using the Warrant Request Utility Program and are requesting Board-generated student payments for State Need Grant (SNG) funds.

Multiple Entries: If a student received more than one term of SNG, a separate request must be made for each term that SNG is being offered.

File Information: Logical Record Length 120 characters
 Blocking Factor 100 records per block

**WASHINGTON STATE NEED GRANT PROGRAM
RECORD IDENTIFICATION - PRIVATE INSTITUTIONS
PAYMENT WARRANT RECORD
(Instructions for use with text files)**

	<u>COLUMNS</u>	<u>DESCRIPTION</u>
Record ID:	1	Each record must begin with the letter "P"
Institution Code:	2 - 5	Numeric, four digit, see SNG Program Manual
Transaction Date:	6 - 13	Date payment requested or date tape/diskette information processed, MMDDYYYY
Student Social Security #	14 - 22	Numeric, must be nine digits, cannot be blank or alpha
Student LAST Name:	23 - 52	Must be alpha, left justified, blank filled to right
Student FIRST Name:	53 - 82	Must be alpha, left justified, blank filled to right
Student MIDDLE Initial:	83	Must be alpha or blank
Amount Requested:	84 - 89	In dollars and cents. The total amount disbursed to the student for the term. Amount disbursed is six digits. Precede amount requested by zeroes if appropriate. The cents portion of the grant should be actual amount received or "00", no decimal point.
Term Code:	90	Identify term in which the payment was requested: F = Fall W = Winter S = Spring 1 = Summer, first term of fiscal year 2 = Summer, second term of fiscal year
Revised Payment Flag:	91	Must be blank (used by private schools only)
Supplemental Payment Flag:	92	Must be blank (used by private schools only)
Status Code*:	93	Status at time of request: 1 = full time student 2 = half time student 3 = three quarter time student 5 = one quarter time student
DCA Included Flag:	94	Must be "Y" for yes or leave blank for no
Payment Status:	95	Must be blank (HECB use only)
Filler	96 - 120	Must be blank (NOT NULL CHARACTERS) (HECB use only)

These formats are required by institutions not using the Warrant Request Utility Program and are requesting HECB-generated student payments for SNG funds.

Multiple Entries: If a student received more than one term of SNG, a separate request must be made for each term that SNG is being offered

WASHINGTON STATE NEED GRANT PROGRAM
ARCHIVE CHECK REPORT

* * * INCLUDES ASSOCIATE DEGREE DATA * * *

RECORD FORMAT

In this **SNG Archive** file, records are listed in alphabetical order by student's last name. File format is ASCII text. Each record is 52 characters in length and is terminated by a carriage return/line feed. Each record layout is as follows:

FIELD NAME	NOTES/COMMENTS
Student Social Security #	Numeric, nine digits, no hyphens
Student LAST Name	Alpha, left justified, blank filled to right
Student FIRST Name	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	Alpha, may be blank
Institution Code Last school where student received SNG	Numeric, four digits
Repayment Flag If code = 1, student is in repayment	Will be 1 or blank, no alpha
Maximum SNG Flag If code = 2, student received max (15 qtrs) award	Will be 2 or blank, no alpha
Eligibility Flag If code = 3, student < 3 years of eligibility remaining	Will be 3 or blank, no alpha
Quarter Equivalent Remaining (QER) If 4.5 QER, it will appear as 0450 Blank for students in repayment status and/or students has received maximum terms of SNG	Numeric, leading zeros
Associate Degree Code If code = 4, student received AA with SNG funds	Will be 4 or blank, no alpha
Fiscal Year Fiscal year that student becomes eligible for SNG while pursuing 2 nd associate degree	Numeric, four digit fiscal year
Term Term that student becomes eligible for SNG funds while enrolled in a 2 nd associate degree program	Alpha or numeric F=Fall, W=Winter, S=Spring 1=Summer, first term of fiscal year 2=Summer, last term of fiscal year

SAMPLE VIEW of DOWNLOADED FILE

```

555982001    MONEY    OWEN    U20401
333447788    GRANT    NITA    B4320  2
444667789    DONE    ALMOST    2030    30300
111223333    GRATEFUL    WILL    B1020    42005F
    
```

DATA REPRESENTS:

```

Ineligible student, in repayment status
Ineligible, Maximum 15 quarters received
Three quarters eligibility remaining
AA Degree, Ineligible for SNG until Fall 2005
    
```


WASHINGTON STATE NEED GRANT PROGRAM
ARCHIVE CHECK REPORT

* * * EXCLUDES AA DEGREE DATA * * *

RECORD LAYOUT AND FORMAT

In this **SNG Archive** file, records are listed in alphabetical order by student's last name. File format is ASCII text. Each record is 46 characters in length and is terminated by a carriage return/line feed. Each record layout is as follows:

FIELD NAME	COLUMNS	NOTES/COMMENTS
Student Social Security #	1 - 9	Numeric, nine digits, no hyphens
Student LAST Name	10 - 24	Alpha, left justified, blank filled to right
Student FIRST Name	25 - 34	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	35	Alpha, maybe blank
Institution Code Last school where student received SNG	36-39	Numeric, four digits
Repayment Flag If code = 1, student in repayment	40	Will be 1 or blank, no alpha
Maximum SNG Flag If code = 2, student received max award	41	Will be 2 or blank, no alpha
Eligibility Flag If code = 3, student < 3 yrs of eligibility remaining	42	Will be 3 or blank, no alpha
Quarter Equivalent Remaining (QER) If 4.5 QER, it will appear as 0450 Blank for students in repayment status and/or for students who received maximum terms of SNG	43 - 46	Numeric, leading zeros or blank

SAMPLE FORMAT

111223333	GRATEFUL	WILL	B1020	30300	3 quarter equivalent remaining (QER)
333447788	GRANT	NITA	B4320	2	Maximum 15 quarters received
555982001	MONEY	OWEN	U20401		Ineligible, in repayment status

WASHINGTON STATE NEED GRANT PROGRAM
2007-2008 Warrant Cancellation Cover Sheet

Date: _____
 To: Renaë Watts, SNG Program
 From: _____
 Institution Name: _____
 Phone: _____

Student	SSN	Amount	Warrant#	Reason for Return
TOTAL:		\$0	0	

Comments:

Higher Education Coordinating Board
 917 Lakeridge Way SW/ PO Box 43430
 Olympia, WA 98504-3430
 Phone: 360-753-7800

HECB 3/07

CHAPTER 7

TRANSFER STUDENTS

HECB RESERVE

The HECB will administer a transfer fund to enable a transferring student to receive the grant at another school within the same academic year. The originating school will not be asked to give up funds to the receiving school, nor will the receiving school be asked to reserve funds for the transferring student. Monies from the transfer fund are normally available until April 15 of each year.

DEFINITION

A “**transferring student**” is one who has received at least one disbursement of SNG funds during the aid year in which the transfer occurs. If no disbursement has occurred, a student is not eligible to participate in the transfer fund, regardless of need or eligibility. A student who is not eligible for transfer funds may be considered for the grant by the receiving institution as a first-time applicant.

The intent of this fund is to assist students transferring during the course of the regular academic year. After completing the spring term of an academic year, students who plan to transfer for the summer quarter will be served on a funds-available basis only.

PROCEDURES

While it is the student's responsibility to request the transfer funds, the paperwork necessary to claim the funding is initiated by the receiving school.

RECEIVING SCHOOL

The receiving school will confirm the student's eligibility and recalculate the student's award based on its own authorized maximum grant.

The receiving school completes the HECB-developed Transfer Fund Request Form (attached to this chapter). An electronic version of this form may be found on the HECB secure Website under the SNG “Memos/Forms” link.

The receiving school must send the Transfer Fund Request form to the HECB via signature-less document submission to claim funds for the current term and for the remainder of the year. See Chapters VII and VIII for instructions on claiming funds.

The HECB shall increase the receiving school's reserve to fund the student's award for the remainder of the academic year if transfer funds are available.

Upon receipt of the Transfer Fund Request form, the HECB shall verify the receipt of SNG at the prior school.

At no time shall the originating school ever send a warrant to the receiving school for disbursement.

NOTE: All un-disbursed warrants at private and proprietary schools are to be returned promptly to the HECB.

**VALIDATION
REPORT**

After submission of the spring interim report, the HECB will send a validation report to all schools that received SNG transfer students during the current academic year. The schools must verify that the students did receive the transfer funds. If the transfer student reported to the HECB is not the student who received the funds, the school should report which student did. If the funds were paid out as regular SNG the institution will return incorrectly used Transfer funds to the HECB.

NOTE: If the original student never enrolled, the school is responsible for reimbursing the transfer funds to the HECB.

CHAPTER 8

INSTITUTION INFORMATION

INSTITUTIONAL ELIGIBILITY

For a school to be eligible to participate in the SNG program, it must:

1. Be a public university, college, community or technical college, operated by the state of Washington; or, be a private institution whose home campus is located in the state of Washington and is accredited by an association approved by the HECB.

Certain branch campuses, extensions, or facilities operating within the state of Washington and affiliated with an institution operating in another state, may also be eligible to participate under certain circumstances.

Such facilities must be either a separately accredited member institution of an approved accrediting association, or be a facility that has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years within the state of Washington; and must have an annual enrollment of at least seven hundred full-time equivalent students.

2. The “approved accrediting associations” are:
 - Northwest Association of Schools and Colleges
 - Middle States Association of Colleges and Schools, Commission on Higher Education
 - New England Association of Schools and Colleges
 - North Central Association of Colleges and Schools
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges
 - Accrediting Bureau of Health Education Schools
 - Accrediting Council for Continuing Education and Training
 - Accrediting Commission of Career Schools and Colleges of Technology
 - Accrediting Council for Independent Colleges and Schools
 - National Accrediting Commission of Cosmetology Arts and Sciences

3. All eligible schools must:
 - a. Participate in the federal student aid programs; and
 - b. Demonstrate a continuing administrative capability to steward financial aid programs.

Sign, and have endorsed by the HECB, the “Agreement to Participate.”

AGREEMENT TO PARTICIPATE

The "**Agreement to Participate**" is the document in which institutions promise to abide by all program statutes, rules and guidelines. The agreement submitted by schools is designed for multiple years of use.

Each year all institutions must submit copies of their student budgets, refund policies, repayment policies, satisfactory progress policies, and, if requested, their award packaging policy for HECB approval.

Student Budgets

Student budgets will be examined to determine if the maintenance portion is within ten percent of the Washington Financial Aid Association's (WFAA) maintenance budgets. If the institution's student budgets vary from this standard by more than ten percent, the institution must submit an explanation justifying the variance. Justification shall include evidence of institutional research documenting the variance in student costs from the WFAA standard.

Refund Policies / Repayment Policies

Schools are expected to have refund and repayment policies that include federal aid as well as the SNG. SNG tuition refunds and student repayment shall reflect the proportion of SNG to total aid and the length of time the student was enrolled to the extent permitted by federal regulations.

Satisfactory Progress Policies

Satisfactory progress policies may be specific to SNG recipients and must meet the provisions of WAC 250-20-021(19) and the Satisfactory Progress Chapter of these guidelines (Chapter 3).

Notifications

The HECB must be notified as soon as possible of changes at sites or branches that involve SNG eligible students. Any findings (including preliminary) or discoveries resulting from an internal or external program review or audit shall be sent directly to the HECB.

ELIGIBLE OUT-OF-STATE INSTITUTION

In order for an out-of-state institution to award SNG to its students, it must meet the following definition:

“Eligible out-of-state institution” shall mean any nonprofit college or university in another state which has a reciprocity agreement with the state of Washington if the institution is specifically encompassed within or directly affected by such reciprocity agreement so long as it is accredited by the Northwest Association of Schools and Colleges, and agrees to participate in the SNG program in accordance with all applicable rules and regulations. Further details may be found in the SNG WAC 250-20-091.

Reciprocity Students

Students who meet all SNG eligibility criteria and have been accepted at an eligible out-of-state institution as defined above may receive a SNG as long as that student continues attendance under the reciprocity program and remains otherwise eligible for a SNG.

Student Eligibility

In addition to the student eligibility criteria contained in Chapter 1 of this program manual, a student must be in attendance at an eligible out-of-state institution participating in the reciprocity program to receive a SNG. Should a student terminate from the reciprocity program mid-year (or mid-term), he or she automatically becomes ineligible for a SNG.

Program Operation

Eligible out-of-state institutions must administer the SNG program in accordance with the SNG Program Manual. Administrative procedures for eligible out-of-state institutions will be the same as for eligible in-state private institutions (see chapter on Private Payments).

Institution reserves

The annual SNG reserve for each participating institution is determined based on a model that factors in the number of served and unserved students as well as other data reported in the reconciliation report, due in July.

A school may safely award 90% of the current year's reserve for the upcoming school year net of current year deobligations.

Reporting

Due to the limited participation in the SNG program by students attending eligible out-of-state institutions, institutional reporting requirements concerning student socioeconomic and financial aid packaging information may be modified.

**PROGRAM
AUDITS AND
RECORDS
RETENTION**

The HECB staff shall review institutional administrative practices to determine compliance with rules, regulations, and program guidelines. As outlined in the rules, the burden of proof for a grant recipient's eligibility is with the institution. Each participating institution must maintain intact and accessible, records of student's application, receipt, and expenditure of SNG funds. This includes all accounting records, as well as the original and supporting documents necessary to verify how funds were spent.

At a minimum, the institution must be able, upon request of the HECB, to reconstruct the calculations and rationale for the student's grant eligibility and award. An institution may keep records on microfilm or in computer format. If the institution keeps its records in computer format, it must maintain, in either hard copy or on microfilm, source documents supporting the computer data.

If a program review or audit reveals that funds were improperly awarded and disbursed as a result of institutional error or failure to follow the appropriate rules and guidelines, the school must repay the affected SNG to the program. The burden for repayment is placed on the institution, not the student.

Records Retention

Records relating to the SNG program must be maintained in accordance with RCW 40.14. This law requires that all documentation substantiating a student's eligibility for and receipt of, SNG funds must be maintained for six years in accordance with the Washington State's Record Retention Schedule.

Financial Aid Administrators at public institutions must coordinate their records retention plan and schedule with their institution's records officer.

**WASHINGTON STATE NEED GRANT PROGRAM
INSTITUTION CODES
2007-2008**

1010	University of Washington	4440	Peninsula College
1020	*Washington State University	4370	Pierce College
<hr/>		4450	Seattle Central Community College
		4480	Shoreline Community College
2030	Central Washington University	4490	Skagit Valley College
2040	Eastern Washington University	4420	South Puget Sound Community College
2050	The Evergreen State College	4470	South Seattle Community College
2060	Western Washington University	4500	Spokane Community College
<hr/>		4510	Spokane Falls Community College
		4520	Tacoma Community College
		4530	Walla Walla Community College
3080	Antioch University	4540	Wenatchee Valley College
3090	Bastyr University	4550	Whatcom Community College
3100	*Cornish Institute	4560	Yakima Valley College
3310	*DigiPen Institute of Technology	<hr/>	
3120	*Gonzaga University		
3110	*Heritage University	5700	Bates Technical College
3130	*Northwest University - Kirkland	5710	Bellingham Technical College
3240	*Northwest College of Art - Poulsbo	5720	Clover Park Technical College
3140	*Pacific Lutheran University	5730	Lake Washington Technical College
3150	*Saint Martin's University	5740	Renton Technical College
3160	Seattle Pacific University	5750	Seattle Vocational Institute
3170	Seattle University	<hr/>	
3190	*University of Puget Sound		
3200	Walla Walla College	6820	Art Institute of Seattle
3210	*Whitman College	6810	*Everest College
3220	*Whitworth College	6890	*Clare's Beauty College
<hr/>		6770	*Crown College
		6740	*Divers Institute of Technology
4300	Bellevue Community College	6780	*Gene Juarez Academy
4310	Big Bend Community College	6970	Glen Dow Academy
4580	Cascadia Community College	6760	*Interface Computer School
4320	Centralia College	6750	International Air & Hospitality Academy
4330	Clark College	6700	ITT Technical Institute - Seattle
4340	Columbia Basin College	6710	ITT Technical Institute - Spokane
4350	Edmonds Community College	6840	Perry Technical Institute
4360	Everett Community College		
4380	Grays Harbor College		
4390	Green River Community College		
4400	Highline Community College		
4410	Lower Columbia College		
4460	North Seattle Community College		
4570	Northwest Indian College		
4430	Olympic College		

*Semester payment institutions.

CHAPTER 9

LAWS AND RULES

Chapter 28B.92 RCW State student financial aid program

RCW Sections

- 28B.92.010 State need grant program established -- Purpose.
- 28B.92.020 State need grant program -- Findings -- Intent.
- 28B.92.030 Definitions.
- 28B.92.040 Board, guidelines in performance of duties.
- 28B.92.050 Powers and duties of board.
- 28B.92.060 State need grant awards.
- 28B.92.070 Persian Gulf veterans -- Limited application of RCW 28B.92.060.
- 28B.92.080 Eligibility for state need grant.
- 28B.92.090 Aid granted without regard to applicant's race, creed, color, religion, sex, or ancestry.
- 28B.92.100 Theology student denied aid.
- 28B.92.110 Application of award.
- 28B.92.120 Board to determine how funds disbursed.
- 28B.92.130 Grants, gifts, bequests and devises of property.
- 28B.92.140 State educational trust fund -- Deposits -- Expenditures.
- 28B.92.150 Board rules.

28B.92.010

State need grant program established — Purpose.

The purposes of this chapter are to establish the principles upon which the state financial aid programs will be based and to establish the state of Washington state need grant program, thus assisting financially needy or disadvantaged students domiciled in Washington to obtain the opportunity of attending an accredited institution of higher education. State need grants under this chapter are available only to students who are resident students as defined in RCW 28B.15.012(2) (a) through (d).

[2004 c 275 § 34; 1999 c 345 § 2; 1993 sp.s. c 18 § 2; 1969 ex.s. c 222 § 7. Formerly RCW 28B.10.800, 28.76.430.]

Notes:

Part headings not law -- 2004 c 275: See note following RCW 28B.76.030.

Effective date -- 1993 sp.s. c 18: See note following RCW 28B.12.060.

Legislative declaration -- 1969 ex.s. c 222: "The legislature hereby declares that it regards the higher education of its qualified domiciliaries to be a public purpose of great importance to the welfare and security of this state and nation; and further declares that the establishment of a student financial aid program, assisting financially needy or disadvantaged students in this state to be a desirable and economical method of furthering this purpose. The legislature has concluded that the benefit to the state in assuring the development of the talents of its qualified domiciliaries will bring tangible benefits to the state in the future.

The legislature further declares that there is an urgent need at present for the establishment of a state of Washington student financial aid program, and that the most efficient and economical way to meet this need is through the plan prescribed in this act." [1969 ex.s. c 222 § 6.]

Severability -- 1969 ex.s. c 222: "If any provision of this act, or its application to any person or circumstance is held invalid, the remainder of the act, or the application of the provision to other persons or circumstances is not affected." [1969 ex.s. c 222 § 24.]

State educational trust fund -- Established -- Deposits -- Use: RCW [28B.92.140](#)

28B.92.020

State need grant program — Findings — Intent

(1) The legislature finds that the higher education coordinating board, in consultation with the higher education community, has completed a review of the state need grant program. It is the intent of the legislature to endorse the board's proposed changes to the state need grant program, including:

- (a) Reaffirmation that the primary purpose of the state need grant program is to assist low-income, needy, and disadvantaged Washington residents attending institutions of higher education;
- (b) A goal that the base state need grant amount over time be increased to be equivalent to the rate of tuition charged to resident undergraduate students attending Washington state public colleges and universities;
- (c) State need grant recipients be required to contribute a portion of the total cost of their education through self-help;
- (d) State need grant recipients be required to document their need for dependent care assistance after taking into account other public funds provided for like purposes; and
- (e) Institutional aid administrators be allowed to determine whether a student eligible for a state need grant in a given academic year may remain eligible for the ensuing year if the student's family income increases by no more than a marginal amount except for funds provided through the educational assistance grant program for students with dependents.

(2) The legislature further finds that the higher education coordinating board, under its authority to implement the proposed changes in subsection (1) of this section, should do so in a timely manner.

(3) The legislature also finds that:

- (a) In most circumstances, need grant eligibility should not extend beyond five years or one hundred twenty-five percent of the published length of the program in which the student is enrolled or the credit or clock-hour equivalent; and
- (b) State financial aid programs should continue to adhere to the principle that funding follows resident students to their choice of institution of higher education.

[2003 c 19 § 11; 1999 c 345 § 1. Formerly RCW 28B.10.801.]

Notes:

Finding -- Intent -- Short title -- Captions not law -- 2003 c 19: See RCW 28B.133.005, 28B.133.900, and 28B.133.901

28B.92.030 – Definitions

As used in this chapter:

(1) "Institution or institutions of higher education" means:

(a) Any public university, college, community college, or technical college operated by the state of Washington or any political subdivision thereof; or

(b) Any other university, college, school, or institute in the state of Washington offering instruction beyond the high school level which is a member institution of an accrediting association recognized by rule of the board for the purposes of this section: PROVIDED, That any institution, branch, extension or facility operating within the state of Washington which is affiliated with an institution operating in another state must be a separately accredited member institution of any such accrediting association, or a branch of a member institution of an accrediting association recognized by rule of the board for purposes of this section, that is eligible for federal student financial aid assistance and has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years within the state of Washington, and has an annual enrollment of at least seven hundred full-time equivalent students: PROVIDED FURTHER, That no institution of higher education shall be eligible to participate in a student financial aid program unless it agrees to and complies with program rules and regulations adopted pursuant to RCW [28B.92.150](#).

(2) "Financial aid" means loans and/or grants to needy students enrolled or accepted for enrollment as a student at institutions of higher education.

(3) "Needy student" means a post high school student of an institution of higher education who demonstrates to the board the financial inability, either through the student's parents, family and/or personally, to meet the total cost of board, room, books, and tuition and incidental fees for any semester or quarter.

(4) "Disadvantaged student" means a post high school student who by reason of adverse cultural, educational, environmental, experiential, familial or other circumstances is unable to qualify for enrollment as a full time student in an institution of higher education, who would otherwise qualify as a needy student, and who is attending an institution of higher education under an established program designed to qualify the student for enrollment as a full time student.

(5) "Board" means the higher education coordinating board.

[2004 c 275 § 35; 2002 c 187 § 1; 1989 c 254 § 2; 1985 c 370 § 56; 1979 ex.s. c 235 § 1; 1975 1st ex.s. c 132 § 16; 1969 ex.s. c 222 § 8. Formerly RCW 28B.10.802, 28.76.440.]

Notes:

Part headings not law -- 2004 c 275: See note following RCW 28B.76.030.

Intent -- 1989 c 254: "It is the intent of the legislature that nothing in this act shall prevent or discourage an individual from making an effort to repay any state financial aid awarded during his or her collegiate career." [1989 c 254 § 1.]

Effective date -- Severability -- 1975 1st ex.s. c 132: See notes following RCW 28B.76.110.

Loan programs for mathematics and science teachers: RCW 28B.15.760 through 28B.15.766

28B.12.040 – Board, guidelines in performance of duties

The board shall be cognizant of the following guidelines in the performance of its duties:

- (1) The board shall be research oriented, not only at its inception but continually through its existence.
- (2) The board shall coordinate all existing programs of financial aid except those specifically dedicated to a particular institution by the donor.
- (3) The board shall take the initiative and responsibility for coordinating all federal student financial aid programs to ensure that the state recognizes the maximum potential effect of these programs, and shall design state programs that complement existing federal, state, and institutional programs. The board shall ensure that state programs continue to follow the principle that state financial aid funding follows the student to the student's choice of institution of higher education.
- (4) Counseling is a paramount function of the state need grant and other state student financial aid programs, and in most cases could only be properly implemented at the institutional levels; therefore, state student financial aid programs shall be concerned with the attainment of those goals which, in the judgment of the board, are the reasons for the existence of a student financial aid program, and not solely with administration of the program on an individual basis.
- (5) The "package" approach of combining loans, grants and employment for student financial aid shall be the conceptual element of the state's involvement.
- (6) The board shall ensure that allocations of state appropriations for financial aid are made to individuals and institutions in a timely manner and shall closely monitor expenditures to avoid under or over expenditure of appropriated funds.

[2004 c 275 § 36; 1999 c 345 § 3; 1995 c 269 § 801; 1969 ex.s. c 222 § 10. Formerly RCW 28B.10.804, 28.76.450.]

Notes:

Part headings not law -- 2004 c 275: See note following RCW 28B.76.030

Effective date -- 1995 c 269: See note following RCW 9.94A.850.

Part headings not law -- Severability -- 1995 c 269: See notes following RCW 13.40.005.

28B.92.050 – Powers and duties of board

The board shall have the following powers and duties:

- (1) Conduct a full analysis of student financial aid as a means of:
 - (a) Fulfilling educational aspirations of students of the state of Washington, and
 - (b) Improving the general, social, cultural, and economic character of the state. Such an analysis will be a continuous one and will yield current information relevant to needed improvements in the state program of student financial aid. The board will disseminate the information yielded by their analyses to all appropriate individuals and agents.

(2) Design a state program of student financial aid based on the data of the study referred to in this section. The state programs will supplement available federal and local aid programs. The state programs of student financial aid will not exceed the difference between the budgetary costs of attending an institution of higher education and the student's total resources, including family support, personal savings, employment, and federal, state, and local aid programs.

(3) Determine and establish criteria for financial need of the individual applicant based upon the consideration of that particular applicant. In making this determination the board shall consider the following:

(a) Assets and income of the student.

(b) Assets and income of the parents, or the individuals legally responsible for the care and maintenance of the student.

(c) The cost of attending the institution the student is attending or planning to attend.

(d) Any other criteria deemed relevant to the board.

(4) Set the amount of financial aid to be awarded to any individual needy or disadvantaged student in any school year.

(5) Award financial aid to needy or disadvantaged students for a school year based upon only that amount necessary to fill the financial gap between the budgetary cost of attending an institution of higher education and the family and student contribution.

(6) Review the need and eligibility of all applications on an annual basis and adjust financial aid to reflect changes in the financial need of the recipients and the cost of attending the institution of higher education.

[1999 c 345 § 4; 1989 c 254 § 3; 1969 ex.s. c 222 § 11. Formerly RCW 28B.10.806, 28.76.460.]

Notes:

Intent -- 1989 c 254: See note following RCW [28B.92.030](#)

28B.92.060 – State need grant awards

In awarding need grants, the board shall proceed substantially as follows: PROVIDED, That nothing contained herein shall be construed to prevent the board, in the exercise of its sound discretion, from following another procedure when the best interest of the program so dictates:

(1) The board shall annually select the financial aid award recipients from among Washington residents applying for student financial aid who have been ranked according to:

(a) Financial need as determined by the amount of the family contribution; and

(b) Other considerations, such as whether the student is a former foster youth.

(2) The financial need of the highest ranked students shall be met by grants depending upon the evaluation of financial need until the total allocation has been disbursed. Funds from grants which are declined, forfeited or otherwise unused shall be reawarded until disbursed, except that eligible former foster youth shall be assured receipt of a grant.

(3) A student shall be eligible to receive a state need grant for up to five years, or the credit or clock hour equivalent of five years, or up to one hundred twenty-five percent of the published length of time of the student's program. A student may not start a new associate degree program as a state need grant recipient until at least five years have elapsed since earning an associate degree as a need grant recipient, except that a student may earn two associate degrees concurrently. Qualifications for renewal will include maintaining satisfactory academic progress toward completion of an eligible program as determined by the board. Should the recipient terminate his or her enrollment for any reason during the academic year, the unused portion of the grant shall be returned to the state educational grant fund by the institution according to the institution's own policy for issuing refunds, except as provided in RCW 28B.92.070.

(4) In computing financial need, the board shall determine a maximum student expense budget allowance, not to exceed an amount equal to the total maximum student expense budget at the public institutions plus the current average state appropriation per student for operating expense in the public institutions.

(5) As used in this section, "former foster youth" means a person who is at least eighteen years of age, but not more than twenty-four years of age, who was a dependent of the department of social and health services at the time he or she attained the age of eighteen.

[2005 c 93 § 3; 2004 c 275 § 37; 1999 c 345 § 5; 1991 c 164 § 4; 1989 c 254 § 4; 1969 ex.s. c 222 § 12. Formerly RCW 28B.10.808, 28.76.470.]

Notes:

Findings--Intent -- 2005 c 93: See note following RCW 74.13.570.

Part headings not law -- 2004 c 275: See note following RCW 28B.76.030.

Intent -- 1989 c 254: See note following RCW 28B.92.030.

28B.92.070 – Persian Gulf veterans – Limited application of RCW 28B.92.060

Under rules adopted by the board, the provisions of RCW [28B.92.060](#)(3) shall not apply to eligible students, as defined in RCW 28B.10.017, and eligible students shall not be required to repay the unused portions of grants received under the state student financial aid program.

[2004 c 275 § 38; 1991 c 164 § 3. Formerly RCW 28B.10.8081.]

Notes:

Part headings not law -- 2004 c 275: See note following RCW 28B.76.030.

28B.92.080 – Eligibility for state need grant

For a student to be eligible for a state need grant a student must:

(1) Be a "needy student" or "disadvantaged student" as determined by the board in accordance with RCW [28B.92.030](#) (3) and (4).

(2) Have been domiciled within the state of Washington for at least one year.

(3) Be enrolled or accepted for enrollment on at least a half-time basis at an institution of higher education in Washington as defined in RCW [28B.92.030](#)(1).

(4) Have complied with all the rules and regulations adopted by the board for the administration of this chapter.

[2004 c 275 § 39; 1999 c 345 § 6; 1989 c 254 § 5; 1969 ex.s. c 222 § 13. Formerly RCW 28B.10.810, 28.76.475.]

Notes:

Part headings not law -- 2004 c 275: See note following RCW 28B.76.030.

Intent -- 1989 c 254: See note following RCW [28B.92.030](#).

28B.92.090 – Aid granted without regard to applicant’s race, creed, color, religion, sex or ancestry

All student financial aid shall be granted by the commission without regard to the applicant's race, creed, color, religion, sex, or ancestry.

[1969 ex.s. c 222 § 14. Formerly RCW 28B.10.812, 28.76.480.]

28B.92.100 – Theology student denied aid

No aid shall be awarded to any student who is pursuing a degree in theology.

[1969 ex.s. c 222 § 15. Formerly RCW 28B.10.814, 28.76.490.]

28B.92.110 – Application of award

A state financial aid recipient under this chapter shall apply the award toward the cost of tuition, room, board, books and fees at the institution of higher education attended.

[2004 c 275 § 40; 1969 ex.s. c 222 § 16. Formerly RCW 28B.10.816, 28.76.500.]

Notes:

Part headings not law -- 2004 c 275: See note following RCW 28B.76.030.

28B.92.120 – Board to determine how funds disbursed

Funds appropriated for student financial assistance to be granted pursuant to this chapter shall be disbursed as determined by the board.

[2004 c 275 § 41; 1969 ex.s. c 222 § 17. Formerly RCW 28B.10.818, 28.76.510.]

Notes:

Part headings not law -- 2004 c 275: See note following RCW 28B.76.030

28B.92.130 – Grants, gifts, bequests and devises of property

The board shall be authorized to accept grants, gifts, bequests, and devises of real and personal property from any source for the purpose of granting financial aid in addition to that funded by the state.

[2004 c 275 § 42; 1969 ex.s. c 222 § 18. Formerly RCW 28B.10.820, 28.76.520.]

Notes:

Part headings not law -- 2004 c 275: See note following RCW 28B.76.030.

28B.92.140 – State educational trust fund – Deposits -- Expenditures

The state educational trust fund is hereby established in the state treasury. The primary purpose of the trust is to pledge statewide available college student assistance to needy or disadvantaged students, especially middle and high school youth, considered at-risk of dropping out of secondary education who participate in board-approved early awareness and outreach programs and who enter any accredited Washington institution of postsecondary education within two years of high school graduation.

The board shall deposit refunds and recoveries of student financial aid funds expended in prior fiscal periods in such account. The board may also deposit moneys that have been contributed from other state, federal, or private sources.

Expenditures from the fund shall be for financial aid to needy or disadvantaged students. The board may annually expend such sums from the fund as may be necessary to fulfill the purposes of this section, including not more than three percent for the costs to administer aid programs supported by the fund. All earnings of investments of balances in the state educational trust fund shall be credited to the trust fund. Expenditures from the fund shall not be subject to appropriation but are subject to allotment procedures under chapter 43.88 RCW.

[1997 c 269 § 1; 1996 c 107 § 1; 1991 sp.s. c 13 § 12; 1985 c 57 § 10; 1981 c 55 § 1. Formerly RCW 28B.10.821.]

Notes:

Effective dates -- Severability -- 1991 sp.s. c 13: See notes following RCW 18.08.240.

Effective date -- 1985 c 57: See note following RCW 18.04.105.

28B.92.150 – Board rules

The board shall adopt rules as may be necessary or appropriate for effecting the provisions of this chapter, in accordance with the provisions of chapter 34.05 RCW, the administrative procedure act.

[2004 c 275 § 43; 1999 c 345 § 7; 1973 c 62 § 4; 1969 ex.s. c 222 § 19. Formerly RCW 28B.10.822, 28.76.530.]

Notes:

Part headings not law -- 2004 c 275: See note following RCW 28B.76.030

Savings -- Severability -- 1973 c 62: See notes following RCW 28B.10.510

Chapter 250-20 WAC

State student financial aid program – need grant and the federal program for state student incentive grant program title 45, code of federal regulations chapter 1, part 192

Please note that the SNG WACs are in the process of being revised. We will send out new copies to the schools once the newest version has gone through the revision process.

WAC Sections

- 250-20-001 Applicability of rules
- 250-20-011 Student eligibility
- 250-20-013 Institutional eligibility
- 250-20-015 Application and agreement to participate
- 250-20-021 Program definitions
- 250-20-031 Application procedure
- 250-20-037 Reserve of funds
- 250-20-041 Award procedure
- 250-20-051 Grants disbursement
- 250-20-061 Program administration and audits
- 250-20-071 Appeal process
- 250-20-081 Suspension or termination of institutional participation
- 250-20-091 Eligibility of reciprocity students

DISPOSITIONS OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 250-20-020 Requirements. [Emergency and Permanent Order 1-72, § 250-20-020, filed 3/23/72; Order 2-70, § 250-20-020, filed 2/17/70.] Repealed by Order 1-73, filed 7/2/73.
- 250-20-025 Program definitions. [Emergency and Permanent Order 1-72, § 250-20-025, filed 3/23/72.] Repealed by Order 1-73, filed 7/2/73.
- 250-20-030 Method of award. [Emergency and Permanent Order 1-72, § 250-20-030, filed 3/23/72; Order 2-70, § 250-20-030, filed 2/17/70.] Repealed by Order 1-73, filed 7/2/73.
- 250-20-040 Grant renewal. [Emergency and Permanent Order 1-72, § 250-20-040, filed 3/23/72; Order 2-70, § 250-20-040, filed 2/17/70.] Repealed by Order 1-73, filed 7/2/73.
- 250-20-050 Refunds. [Emergency and Permanent Order 1-72, § 250-20-050, filed 3/23/72; Order 2-70, § 250-20-050, filed 2/17/70.] Repealed by Order 1-73, filed 7/2/73.
- 250-20-060 Student transfer. [Order 2-70, § 250-20-060, filed 2/17/70.] Repealed by Order 1-73, filed 7/2/73.
- 250-20-070 Application by only first-year entering students. [Order 2-70, § 250-20-070, filed 2/17/70.] Repealed by Emergency and Permanent Order 1-72, filed 3/23/72.
- 250-20-080 Ineligible applicants. [Order 2-70, § 250-20-080, filed 2/17/70.] Repealed by Emergency and Permanent Order 1-72, filed 3/23/72.
- 250-20-090 Voluntary repayment pledge. [Emergency and Permanent Order 1-72, § 250-20-090, filed 3/23/72; Order 2-70, § 250-20-090, filed 2/17/70.] Repealed by Order 1-73, filed 7/2/73.
- 250-20-100 Application and award procedures. [Order 1-70, § 250-20-100, filed 7/14/72; Emergency and Permanent Order 1-72, § 250-20-100, filed 3/23/72; Order 2-70, § 250-20-100, filed 2/17/70.] Repealed by Order 1-73, filed 7/2/73.
- 250-20-110 Field audits. [Emergency and Permanent Order 1-72, § 250-20-110, filed 3/23/72.] Repealed by Order 1-73, filed 7/2/73.

250-20-001 – Applicability of rules

Unless specified, the term "state need grant" applies to both the state need grant program and the federal leveraging educational assistance partnership program. Institutions participating in the state need grant program must comply with the regulations specified in chapter 250-20 WAC and conform to all requirements of the leveraging educational assistance partnership program as specified in 34 Code of Federal Regulations, Part 692.

[Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-001, filed 7/23/99, effective 8/23/99.
Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-001, filed 2/5/90, effective 7/1/90.
Statutory Authority: RCW 28B.10.806. 81-13-038 (Order 2/81, Resolution No. 81-67), § 250-20-001, filed 6/16/81;
79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-001, filed 10/11/79.]

250-20-011 – Student Eligibility

For a student to be eligible for a state need grant he or she must:

(1) Be a "needy student" as determined by the higher education coordinating board in accordance with RCW 28B.10.802. These students must also meet the "income cutoff," be a "former foster youth" or be a "disadvantaged student."

(2) Be a resident of the state of Washington in accordance with RCW 28B.15.012 (2)(a) through (d).

(3) Be enrolled or accepted for enrollment as an undergraduate student at a participating postsecondary institution or be a student under an established program designed to qualify him or her for enrollment as a full-time student at a postsecondary institution in the state of Washington.

(a) For purposes of need grant eligibility, the student must be enrolled, at time of disbursement, in a course load of at least six credits per quarter or semester or, in the case of institutions which do not use credit hours, in a program of at least six hundred clock hours requiring at least twelve clock hours of instruction per week.

(b) A student enrolled less than half time may not receive this grant for the term in question (except as specified in WAC [250-20-021](#) less-than-half-time pilot project), but is eligible for reinstatement or reapplication for a grant upon return to at least a half-time status. Correspondence courses may not comprise more than one-half of the student's minimum credit load for which aid is being considered.

(c) Have a high school diploma or its equivalent. Equivalent standards include a general education development certificate, a certificate of completion of a home study program recognized by the student's home state. For a student without a high school diploma or its equivalent, he or she must pass a federally recognized ability-to-benefit test as is required for the receipt of federal student aid.

(4) Maintain satisfactory progress as defined in WAC [250-20-021](#)(19).

(5) Not be pursuing a degree in theology.

(6) Not have received a state need grant for more than the equivalent of ten full-time semesters or fifteen full-time quarters or equivalent combination of these two, nor exceed one hundred twenty-five percent of the published length of time of the student's program. A student may not start a new associate degree program as a state need grant recipient until at least five years have elapsed since earning an associate degree as a need grant recipient, except that a student may

earn two associate degrees concurrently. A student shall be deemed to have received an associate degree as a state need grant recipient if the student received state need grant payments in more than three quarters, two semesters, or equivalent clock hours while pursuing an associate degree. Upon receipt of a bachelor's degree or its foreign equivalent, a student is no longer eligible.

(7) Have submitted the Free Application for Federal Student Aid to receive consideration for a Pell grant.

(8) Certify that he or she does not owe a refund on a state need grant, a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant, and is not in default on a loan made, insured, or guaranteed under the Federal Family Education Loan Program, the Federal Perkins Loan Program, or the Federal Direct Student Loan Program.

[Statutory Authority: Chapter 28B.80 RCW. 06-17-046, § 250-20-011, filed 8/8/06, effective 9/8/06; 99-16-015, § 250-20-011, filed 7/23/99, effective 8/23/99; 95-17-045, § 250-20-011, filed 8/11/95, effective 9/11/95; 95-10-007, § 250-20-011, filed 4/24/95, effective 5/25/95; 93-08-010, § 250-20-011, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-011, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-011, filed 7/29/87. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-011, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 80-12-028 (Order 5-80, Resolution No. 82-4), § 250-20-011, filed 8/28/80; 80-05-025 (Order 3-80, Resolution No. 80-56), § 250-20-011, filed 4/14/80; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-011, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-011, filed 6/15/79;]

250-20-013 – Institutional eligibility

(1) For an otherwise eligible student to receive a state need grant, he or she must be enrolled in an eligible program at a postsecondary institution approved by the higher education coordinating board for participation in the state need grant program (except as specified in WAC [250-20-021](#) less-than-half-time pilot project). To be eligible to participate, a postsecondary institution must:

(a) Be a public university, college, community college, or vocational-technical institute operated by the state of Washington, or any political subdivision thereof, or any other university, college, school or institute in the state of Washington offering instruction beyond the high school level with full institutional accreditation by an accrediting association recognized by rule of the board.

(b) Participate in the federal Title IV student financial aid programs, including, at a minimum, the Federal Pell Grant program.

(2) In addition, a for-profit institution must:

(a) Be certified for participation in the federal Title IV student financial aid programs. A for-profit institution that is provisionally certified for participation in the federal Title IV student financial aid programs due to its failure to meet the factors of administrative capability or financial responsibility as stated in federal regulations, or whose participation has been limited or suspended, is not eligible to participate in the state need grant program until its full eligibility has been reinstated.

(b) Demonstrate to the satisfaction of the board that it is capable of properly administering the state need grant program. In making a determination of administrative capability, the board will consider such factors as the adequacy of staffing levels, staff training and experience in administering student financial aid programs, standards of administrative capability specified for purposes of federal Title IV program eligibility, its student withdrawal rate, its federal student

loan cohort default rate, and such other factors as are reasonable. In determining the administrative capability of participating institutions, the board will also consider the institution's compliance with state need grant program regulations and guidelines.

(c) Demonstrate to the satisfaction of the board that it has the financial resources to provide the services described in its official publications and statements, provide the administrative resources necessary to comply with program requirements, and that it meets the financial responsibility standards for participation in the federal Title IV programs.

(d) Renew its eligibility each year under these standards.

(3) Nothing in this section shall prevent the board, in the exercise of its sound discretion, from denying eligibility or terminating the participation of an institution which the board determines is unable to properly administer the program or to provide advertised services to its students.

[Statutory Authority: Chapter 28B.80 RCW. 06-17-046, § 250-20-013, filed 8/8/06, effective 9/8/06; 95-17-045, § 250-20-013, filed 8/11/95, effective 9/11/95.]

250-20-015 – Application and agreement to participate

A postsecondary institution which wishes to participate in the state need grant program must apply and be approved each year. As a part of the application process, the institution must provide all requested information, in the format specified by the board. Such information will include, but may not be limited to, the following: Name and address of school (including central office and all campus sites), name and address of owner(s), or if a corporation the name and addresses of stockholders holding more than twenty-five percent of the stock and percentage of stock held, the date on which the school officially began instruction if in the last five years, type and date of last accreditation, enrollment information (unless reported to the state of Washington or in the integrated postsecondary education data system), evidence of certification and participation in the Federal Pell Grant program and any other information upon request of the board as needed to determine the institution's eligibility. The institutions must also submit each year, for approval, a copy of its refund/repayment policy, student budgets, gift equity packaging policy and its satisfactory progress policy for state need grant recipients and such other information as may be required to assure proper administration of the program. In addition the "agreement to participate" will also indicate the institution's agreement to abide by all program rules, regulations, and guidelines, to maintain and provide all pertinent information, records, and reports requested by the board, and to notify the board within thirty days of any change (other than student enrollment) to information reported on the agreement form.

[Statutory Authority: Chapter 28B.80 RCW. 95-17-045, § 250-20-015, filed 8/11/95, effective 9/11/95; 93-08-010, § 250-20-015, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-015, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-015, filed 7/29/87; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-015, filed 10/11/79.]

250-20-021 – Program definitions

(1) The term "needy student" shall mean a post-high school student of an institution of postsecondary education who demonstrates to the higher education coordinating board the financial inability, either parental, familial, or personal, to bear the total cost of education for any semester or quarter. The determination of need shall be made in accordance with federal needs analysis formulas and provisions as recognized and modified by the board.

(2) The term "disadvantaged student" shall mean a student who by reasons of adverse cultural, educational, environmental, experiential, or familial circumstance is unlikely to aspire to, or enroll in, higher education. Generally, this shall mean a dependent student whose parents have not attained a college education and/or whose family income is substantially below the state's median or has participated in a means tested early awareness program designed to qualify him or her for enrollment as a full-time student at a postsecondary institution in the state of Washington.

(3) The term "postsecondary institution" shall mean:

(a) Any public university, college, community college, or vocational-technical institute operated by the state of Washington political subdivision thereof, or any other university, college, school or institute in the state of Washington offering instruction beyond the high school level which is a member institution of an approved accrediting association.

(b) If such institution agrees to participate in the program in accordance with all applicable rules and regulations.

(c) Any institution, branch, extension or facility operating within the state of Washington which is affiliated with an institution operating in another state must be a separately accredited member institution of an approved accrediting association.

(d) The separate accreditation requirement is waived for branch campuses of out-of-state institutions if the branch campus:

(i) Is eligible to participate in federal student aid programs; and

(ii) Has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years within the state of Washington; and

(iii) Has an annual enrollment of at least seven hundred full-time equivalent students.

(4) The term "approved accrediting association" shall mean the following organizations:

(a) Northwest Association of Schools and Colleges;

(b) Middle States Association of Colleges and Schools, Commission on Higher Education;

(c) New England Association of Schools and Colleges;

(d) North Central Association of Colleges and Schools;

(e) Southern Association of Colleges and Schools;

(f) Western Association of Schools and Colleges;

(g) Accrediting Bureau of Health Education Schools;

(h) Accrediting Council for Continuing Education and Training;

(i) Accrediting Commission of Career Schools and Colleges of Technology;

(j) Accrediting Council for Independent Colleges and Schools;

(k) National Accrediting Commission of Cosmetology Arts and Sciences.

(5) "Washington resident" shall be defined as an individual who satisfies the requirements of RCW 28B.15.012 (2)(a) through (d) and board-adopted rules and regulations pertaining to the determination of residency.

(6) "Dependent student" shall mean any post-high school student who does not qualify as an independent student in accordance with WAC [250-20-021](#)(6).

(7) "Independent student" shall mean any student who qualifies as an independent student for the receipt of federal aid. These qualifications include a student who has either:

(a) Reached his or her twenty-fourth birthday before January 1st of the aid year; or

(b) Is a veteran of the U.S. Armed Forces; or

(c) Is an orphan or ward of the court; or

(d) Has legal dependents other than a spouse; or

(e) Is a married student or a graduate/professional student; or

(f) Is determined to be independent for the receipt of federal aid on the basis of the professional judgment of the aid administrator.

(8) Definitions of "undergraduate students" will be in accord with definitions adopted for institutional use by the board.

(9) "Student budgets" are determined by institutions and approved by the board. The student budget consists of that amount required to support an individual as a student for nine months and may take into consideration cost factors for maintaining the student's dependents. This should be the amount used to calculate the student's total need for all state and federal funds.

(10) "State need grant cost-of-attendance" is the standard student cost per sector, as developed by the board.

(a) The costs-of-attendance for each sector are calculated by adding together a standard maintenance allowance for books, room, board, transportation and personal items, for all undergraduate students statewide as developed by the Washington Financial Aid Association, and the sector's regular tuition and fees for full-time, resident, undergraduate students.

(b) In no case may the costs-of-attendance exceed the statutory ceiling established by RCW 28B.92.060(4). The ceiling is calculated by adding together the same standard maintenance allowance used in determining the state need grant cost-of-attendance, plus the regular tuition and fees charged for a full-time resident undergraduate student at a research university, plus the current average state appropriation per student for operating expenses in all public institutions.

(c) For example, in the 1992-93 academic year, the value of the statutory ceiling is \$13,783. This value is composed of the Washington Financial Aid Association's maintenance budget of \$6,964, plus the regular tuition and fees charged for a resident undergraduate student at a research university of \$2,274, plus the current average state appropriation per student for operating expenses in all public institutions of \$4,545.

(d) The value of each element used in the construction of the statutory ceiling will be updated annually.

(e) The higher education coordinating board will consult with appropriate advisory committees and the representative association of student financial aid administrators, to annually review and adjust the costs-of-attendance. The costs-of-attendance for each sector will be published concurrent with annual guidelines for program administration.

(11) "Family income" is the student's family income for the calendar year prior to the academic year for which aid is being requested.

(a) Income means adjusted gross income and nontaxable income as reported on the federally prescribed application for federal student aid.

(b) For the dependent student family income means parental income.

(c) For the independent student family income means the income of the student and any other adult, if any, reported as part of the student's family.

(d) The institutional aid administrator may adjust the family's income up or down to more accurately reflect the family's financial situation during the academic year. When such adjustments are made they shall be consistent with guidelines for making changes to determine federal student aid eligibility.

(12) "Income cutoff" means the amount of family income below which a student is determined to be eligible for the state need grant.

(a) The cutoff shall be expressed as a percent of the state's median family income. The exact point of cutoff shall be determined each year by the board based on available funding.

(b) The board will endeavor to award students, in order, from the lowest income to the highest income, within the limits of available funding.

(c) At the discretion of the institution's aid administrator, a student who is eligible for a state need grant in a given academic year may be deemed eligible for the ensuing academic year if his or her family income increases by no more than three percent, even if the stated median family income cutoff for grant eligibility is lower than that amount.

(13) "Median family income" is the median income for Washington state, adjusted by family size and reported annually in the federal register.

(14) "Base grant" is the state need grant award for each sector before the addition of a dependent care allowance. The base grant per student will be no less than the published base grant in 1998-1999. The base grant may be further adjusted according to the student's family income level and rate of enrollment as described in WAC [250-20-041](#).

For certain students who have completed board approved early awareness and preparation programs such as, GEAR-UP or a Trio program, the base grant will be an amount fixed annually by the board. Generally the base grant, in these cases, will be no less than the current value of the federal PELL grant program.

(15) "Dependent care allowance" is a flat grant amount, to be determined by the board, which is in addition to the eligible student's base grant.

(a) The allowance is awarded to those students who have dependents in need of care. The dependent must be someone (other than a spouse) living with the student.

(b) Care must be that assistance provided to the dependent by someone outside of the student's household and not paid by another agency.

(c) Eligible grant recipients must document their need for the dependent care allowance.

(16) "State need grant award" is the base grant adjusted according to level of family income, plus a dependent care allowance, if applicable.

(17) "Academic year" is that period of time between July 1 and the following June 30 during which a full-time student would normally be expected to complete the equivalent of two semesters or three quarters of instruction.

(18) "Clock hours" means a period of time which is the equivalent of either:

(a) A 50 to 60 minute class, lecture, or recitation; or

(b) A 50 to 60 minute period of faculty-supervised laboratory shop training or internship.

(19) "Gift equity packaging policy" is the institution's policy for assigning gift aid to all needy, eligible students.

(20) "Satisfactory progress" is the student's successful completion of a minimum number of credit or clock hours for each term in which the grant was received. Each school's policy for measuring progress of state need grant recipients must define satisfactory as the student's completion of the minimum number of credit or clock hours for which the aid was disbursed.

(a) The minimum satisfactory progress standard for full-time students is twelve credits per term or 300 clock hours per term. Satisfactory progress for three-quarter time students is nine credits per term or 225 clock hours per term. Satisfactory progress for half-time students is six credits per term or 150 clock hours per term.

(b) Each school's policy must deny further disbursements of the need grant at the conclusion of any term in which he or she fails to complete at least one-half of the minimum number of credits or clock hours for which the aid was disbursed or otherwise fails to fulfill the conditions of the institution's satisfactory progress policy.

(c) The school may make disbursements to a student who is in a probationary status.

"Probation" is defined as completion of at least one-half, but less than all of the minimum number of credits for which the aid was calculated and disbursed. The school must have a probation policy, approved by the board, which limits the number of terms in which a student may receive the need grant while in a probationary status.

(d) The school's aid administrator may at any time, using professional judgment exercised on a case-by-case basis, reinstate a student back into a satisfactory progress status, in response to an individual student's extenuating circumstances.

(21) The term "full institutional accreditation" shall mean the status of public recognition that an accrediting agency recognized by the U.S. Department of Education grants to an educational institution that meets the agency's established standards and requirements. Institutional accreditation applies to the entire institution, indicating that each of an institution's parts is contributing to the achievement of the institution's objectives.

(22) The term "eligible program" for a public or private nonprofit educational institution, shall mean an associate or baccalaureate degree program; at least a two-year program that is acceptable for full credit toward a bachelor's degree, or at least a one-year educational program that leads to a degree or certificate and prepares the student for gainful employment in a recognized occupation. The term "eligible program" for a for-profit or a postsecondary vocational institution shall mean a program which provides at least a 15-week undergraduate program of 600 clock hours, 16 semester hours, or 24 quarter hours. The program may admit students without an associate degree or equivalent. The term "eligible program" for a for-profit or a postsecondary vocational institution may also be a program that provides at least a 10-week program of 300 clock hours, 8 semester hours, or 12 quarter hours. A program in this category must be an undergraduate program that admits only students with an associate degree or equivalent. To be an "eligible program," a program must be encompassed within the institution's accreditation and be an eligible program for purposes of the federal Title IV student financial aid programs.

(23) The three "public sectors of higher education" are the research universities, comprehensive universities, and the community and technical colleges.

(24) A "for-profit institution" is a postsecondary educational institution other than a public or private nonprofit institution which provides training for gainful employment in a recognized profession.

(25) A "postsecondary vocational institution" is a public or private nonprofit institution which provides training for gainful employment in a recognized profession.

(26) The "less-than-half-time pilot project" is defined as follows:

(a) The pilot project is authorized for 2005-2007 in chapter 299, Laws of 2005 and is meant to test the feasibility of providing state need grant awards to students who enroll in four or five credits.

(b) The board shall select up to ten schools to participate in the pilot project.

(c) All rules and guidelines that govern student and school participation in the state need grant program shall apply to pilot project except the following:

(i) The student may enroll for four or five credits per term.

(ii) The grant award is equal to one-quarter of the regular base grant amount.

(iii) Students otherwise enrolled in credit bearing coursework may receive the grant for up to one academic year before being accepted into a program that leads to a degree or certificate.

(27) The term "former foster youth" means a person who is at least eighteen years of age, but no more than twenty-four years of age, who was a dependent of the department of social and health services at the time he or she attained the age of eighteen.

[Statutory Authority: Chapter 28B.80 RCW. 06-17-046, § 250-20-021, filed 8/8/06, effective 9/8/06. Statutory Authority: Chapter 28B.80 RCW and RCW 28B.10.822. 02-24-041, § 250-20-021, filed 12/2/02, effective 1/2/03. Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-021, filed 7/23/99, effective 8/23/99. Statutory Authority: Chapter 28B.80 RCW. 96-18-024, § 250-20-021, filed 8/27/96, effective 9/27/96; 96-04-019, § 250-20-021, filed 1/30/96, effective 3/1/96; 95-17-045, § 250-20-021, filed 8/11/95, effective 9/11/95; 95-10-007, § 250-20-021, filed 4/24/95, effective 5/25/95; 93-08-010, § 250-20-021, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 through 28B.10.822. 92-11-022, § 250-20-021, filed 5/13/92, effective 6/13/92; 90-04-067, § 250-20-021, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 88-10-001 (Order 2/88, Resolution No. 88-11), § 250-20-021, filed 4/21/88; 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-021, filed 7/29/87; 86-12-077 (Order 5/86), § 250-20-021, filed 6/4/86. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-021, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 81-13-038 (Order 2/81, Resolution No. 81-67), § 250-20-021, filed 6/16/81; 80-05-025 (Order 3-80, Resolution No. 80-56), § 250-20-021, filed 4/14/80; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-021, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-021, filed 6/15/79; 78-05-063 (Order 2-78), § 250-20-021, filed 4/27/78, effective 6/1/78; Order 2-77, § 250-20-021, filed 4/13/77; Order 3-75, § 250-20-021, filed 4/25/75; Order 1-75, § 250-20-021, filed 3/7/75; Order 1-74, § 250-20-021, filed 4/9/74; Order 1-73, § 250-20-021, filed 7/2/73.]

250-20-031 – Application procedure

(1) Application for a state grant must be made each year.

(2) All applications will be ranked anew each year.

(3) Application for a state need grant is accomplished through a student's application for admission to, and financial aid from, the institution of his or her choice.

(4) Financial data must be generated in accordance with the method set forth by the higher education coordinating board to assure that information will be consistent on a statewide basis.

The board shall annually specify the student data elements essential for determining state need grant eligibility and shall authorize the forms and processes for collecting and analyzing such data.

(5) The burden of proof of a grant recipient's eligibility is with the institution. At a minimum:

(a) The institution must be able, on request of the board, to reconstruct the calculations and rationale for the student's grant eligibility and award amounts.

(b) The financial aid form or comparable financial status documents, with the resulting financial need analysis must be on record in the financial aid office for all grant recipients.

(c) The institution must also have on record justification for reawarding a need grant to any student who failed to make satisfactory progress.

(6) The board shall establish annual criteria by which the eligible student is to be identified, ranked, and awarded. That criteria shall include the maximum award for each sector and the income cutoff level.

(7) The institution shall examine the student's aid application to determine overall need and specific state need grant eligibility and the appropriate award, using the board-approved criteria.

(8) The board will make available to all participating institutions, a list of all students who owe state need grant repayments or have otherwise exhausted their state need grant eligibility. It is the institution's responsibility to ensure that no ineligible student receives a state need grant.

(9) The financial aid administrator at each institution will be required to sign a statement attesting to the fact that all eligible financial aid applicants within state need grant parameters will be identified and served to the extent funds are available and that financial information will be determined in strict adherence to program guidelines.

(10) No group of students, such as single parents or part-time students, may be advantaged or disadvantaged in its access to the state need grant by any institutional awarding policy.

[Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-031, filed 7/23/99, effective 8/23/99. Statutory Authority: Chapter 28B.80 RCW. 93-08-010, § 250-20-031, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-031, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 88-10-001 (Order 2/88, Resolution No. 88-11), § 250-20-031, filed 4/21/88; 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-031, filed 7/29/87. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-031, filed 7/20/82; Order 2-77, § 250-20-031, filed 4/13/77; Order 1-76, § 250-20-031, filed 3/11/76; Order 3-75, § 250-20-031, filed 4/25/75; Order 1-75, § 250-20-031, filed 3/7/75; Order 1-74, § 250-20-031, filed 4/9/74; Order 1-73, § 250-20-031, filed 7/2/73.]

250-20-037 – Reserve of funds

The board shall annually reserve funds for the body of students at each institution. The percentage of state need grant funds to be reserved equals the proportion of grant dollars needed to fund the eligible students who are enrolled, as reported on the unit record report, at each school compared to the dollars needed to fund all state need grant eligible students enrolled in all participating schools.

[Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-037, filed 2/5/90, effective 7/1/90.]

250-20-041 – Award procedure

(1) The institution will offer grants to eligible students from funds reserved by the board. It is the institution's responsibility to ensure that the reserve is not over expended within each academic year.

(2) The state need grant award for an individual student shall be the base grant, appropriate for the sector attended and a dependent care allowance, if applicable, adjusted for the student's

family income and rate of enrollment. Each eligible student receiving a grant must receive the maximum grant award for which he or she is eligible, unless such award should exceed the student's overall need or the institution's approved gift equity packaging policy.

(3) The grant amount for students shall be established as follows:

(a) The award shall be based on the representative average tuition, service, and activity fees charged within each public sector of higher education. The average is to be determined annually by the higher education coordinating board.

(b) Except for the 2003-04 and 2004-05 academic years, the base grant award shall not exceed the actual tuition and fees charged to the eligible student. During the 2003-04 and 2004-05 years the grant award may exceed the tuition charged to the eligible student by fifty dollars.

(c) The base grant award for students attending independent four-year institutions shall be equal to that authorized for students attending the public four-year research institutions. The base grant for students attending private vocational institutions shall be equal to that authorized for students attending the public community and technical colleges.

(4) The total state need grant award shall be reduced for students with family incomes greater than fifty percent of the state's median and for less than full-time enrollment.

(a) Students whose incomes are equal to fifty-one percent to seventy-five percent of the state's median family income shall receive seventy-five percent of the maximum award. Students whose incomes are equal to seventy-six percent to one hundred percent of the state's median family income shall receive fifty percent of the maximum award. Students whose incomes are equal to one hundred one percent to one hundred twenty-five percent of the state's median family income shall receive twenty-five percent of the maximum award.

(b) Eligible students shall receive a prorated portion of their state need grant for any academic period in which they are enrolled at least half-time, as long as funds are available. Students enrolled at a three-quarter time rate, at the time of disbursement, will receive seventy-five percent of their grant. Students enrolled half-time at the time of disbursement will receive fifty percent of their grant.

(5) Depending on the availability of funds, students may receive the need grant for summer session attendance.

(6) The institution will be expected, insofar as possible, to match the state need grant with other funds sufficient to meet the student's need. Matching moneys may consist of student financial aid funds and/or student self-help.

(7) All financial resources available to a state need grant recipient, when combined, may not exceed the amount computed as necessary for the student to attend a postsecondary institution. The student will not be considered overawarded if he or she receives additional funds after the institution awards aid, and the total resources exceed his or her financial need by \$200 or less by the end of the academic year.

(8) The institution shall ensure that the recipient's need grant award, in combination with grant aid from all sources, not exceed seventy-five percent of the student's cost-of-attendance. In

counting self-help sources of aid, the aid administrator shall include all loans, employment, work-study, scholarships, grants not based on need, family contribution, and unmet need.

(9) The institution will notify the student of receipt of the state need grant.

(10) Any student who has received at least one disbursement and chooses to transfer to another participating institution within the same academic year may apply to the board for funds to continue receipt of the grant at the receiving institution.

[Statutory Authority: Chapter 28B.80 RCW and RCW 28B.10.822. 04-08-060, § 250-20-041, filed 4/5/04, effective 5/6/04. Statutory Authority: 2813.80 [Chapter 28B.80 RCW]. 99-16-015, § 250-20-041, filed 7/23/99, effective 8/23/99. Statutory Authority: Chapter 28B.80 RCW. 95-17-045, § 250-20-041, filed 8/11/95, effective 9/11/95; 93-08-010, § 250-20-041, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-041, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-041, filed 7/29/87. Statutory Authority: RCW 28B.10.822. 82-15-058 (Order 9-82, Resolution No. 82-52), § 250-20-041, filed 7/20/82. Statutory Authority: RCW 28B.10.806. 80-05-025 (Order 3-80, Resolution No. 80-56), § 250-20-041, filed 4/14/80; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-041, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-041, filed 6/15/79; Order 2-77, § 250-20-041, filed 4/13/77; Order 3-75, § 250-20-041, filed 4/25/75; Order 1-75, § 250-20-041, filed 3/7/75; Order 1-74, § 250-20-041, filed 4/9/74; Order 1-73, § 250-20-041, filed 7/2/73.]

250-20-051 – Grant disbursement

(1) At intervals designated by the executive director, financial aid administrators from participating independent colleges and proprietary institutions will submit the appropriate warrant order form to the higher education coordinating board for each state need grant recipient certifying enrollment and grant eligibility.

(a) Upon receipt of the warrant order forms, the higher education coordinating board will forward warrants to the appropriate institution for each recipient.

(b) At private and proprietary schools, as long as the student remains eligible for the grant, the warrant must be given directly to the student without any other condition being placed on receipt of the warrant by the institution.

(c) All signed receipts for state need grants are to be retained by the institution. They must be made available for inspection upon request of the board. All unclaimed warrants must be returned to the board on or before the date specified by the board each term.

(d) A student-by-student reconciliation must be completed by the institution at the end of each term.

(2) All other institutions may request funds as necessary to make disbursements to students.

(a) Progress reports must be filed with the board as requested.

(b) A student-by-student reconciliation must be filed with the board at the end of each academic year.

(3) No institution may disburse nor claim more funds than that amount reserved by the board for the body of students at each institution.

(4) Should a student recipient withdraw from classes during the term in which he or she received a state need grant, he or she shall be required to repay the appropriate amount according to the institution's approved repayment policy.

The institution shall advise the student and the board of amounts to be repaid.

(5) The board reserves the right, if funds are available, to pay to public institutions an administrative expense allowance for the shared responsibility of administering the program on the board's behalf. The allowance shall be calculated annually as a percentage of the need grant funds disbursed by the institution.

[Statutory Authority: Chapter 28B.80 RCW. 93-08-010, § 250-20-051, filed 3/25/93, effective 4/25/93. Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-051, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-051, filed 7/29/87; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-051, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-051, filed 6/15/79; Order 2-77, § 250-20-051, filed 4/13/77; Order 3-75, § 250-20-051, filed 4/25/75; Order 1-75, § 250-20-051, filed 3/7/75; Order 1-74, § 250-20-051, filed 4/9/74; Order 1-73, § 250-20-051, filed 7/2/73.]

250-20-061 – Program administration and audits

(1) The staff of the higher education coordinating board under the direction of the executive director will manage the administrative functions relative to this program.

(2) The higher education coordinating board will review institutional administrative practices to determine institutional compliance with rules and regulations and program guidelines. If such a review determines that an institution has failed to comply with program rules and regulations or guidelines, the board pursuant to the procedures of WAC [250-20-081](#) may suspend, terminate or place conditions upon the institution's participation in the program and require reimbursement to the program for any funds lost or improperly expended.

(3) Any student who has obtained a state need grant through means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil or criminal penalties.

[Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-061, filed 7/29/87; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-061, filed 10/11/79; 79-07-021 (Order 5-79, Resolution No. 79-33), § 250-20-061, filed 6/15/79; 79-02-066 (Order 1-79), § 250-20-061, filed 2/5/79; Order 2-77, § 250-20-061, filed 4/13/77; Order 3-75, § 250-20-061, filed 4/25/75; Order 1-75, § 250-20-061, filed 3/7/75; Order 1-74, § 250-20-061, filed 4/9/74; Order 1-73, § 250-20-061, filed 7/2/73.]

250-20-071 – Appeal process

Should a student question his or her state need grant eligibility or award, the following procedures should be followed:

(1) The student should direct questions and appeals to the financial aid officer at the institution he or she attends.

(2) If the student is not satisfied with the response of the institution, he or she should assemble all relevant academic, financial, and personal data and forward it to the higher education coordinating board for review.

(3) The board's division of student financial aid will review all material submitted and, if possible, will resolve the problem, advising the student of his or her eligibility and generating an award or, if the student is not eligible for a state need grant, advising the student of the reason for denial.

(4) The higher education coordinating board will convene its review committee to consider the situation of any student whose state need grant eligibility is questionable, or upon the request of the student. If the committee finds the student eligible for state need grant receipt, it will advise the financial aid administrator at the institution the student attends and will recommend to the school that the student's state need grant award be processed immediately. If the review committee finds the student not eligible for state need grant receipt, it will advise the student of the reason for denial.

(5) If the student is not satisfied with the resolve by the review committee, the student's final recourse is submission of his or her case to the higher education coordinating board.

[Statutory Authority: RCW 28B.10.800 - [28B.10.]822. 90-04-067, § 250-20-071, filed 2/5/90, effective 7/1/90. Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-071, filed 7/29/87; Order 2-77, § 250-20-071, filed 4/13/77; Order 3-75, § 250-20-071, filed 4/25/75.]

250-20-081 – Suspension or termination of institutional participation

Upon receipt of a complaint or other evidence that an institution has failed or is failing to comply with program rules and regulations, the board staff shall notify the institution by mail of the nature of such allegations and conduct a review of the alleged violations.

If preliminary findings indicate that a violation or violations may have occurred or are occurring, the board staff shall attempt, through mediation and conciliation, to effect corrections and/or secure reimbursement from the institution in event any funds were expended out of compliance with the provisions of WAC [250-20-061](#)(2).

If no agreement is reached through the mediation and conciliation process, the executive director shall file a formal complaint with the board and notify the institution of the conduct which warrants the complaint. Based upon a finding pursuant to RCW 34.04.170, the complaint may include an order for a summary suspension pending proceedings for termination, suspension, reimbursement or other action.

The executive director or a designated hearing officer shall conduct a hearing and make findings and conclusions in accordance with the Administrative Procedure Act, chapter 34.04 RCW. The findings, conclusions and any recommendations for action shall be submitted to the board for final action pursuant to RCW 34.04.110. The board may accept or reject, in whole or in part, any recommendations made by the hearing officer, may remand for further findings and/or take any other action the board deems appropriate under the circumstances.

[Statutory Authority: RCW 28B.10.806. 87-16-046 (Order 2/87, Resolution No. 87-59), § 250-20-081, filed 7/29/87; 79-11-031 (Order 11-79, Resolution No. 80-18), § 250-20-081, filed 10/11/79.]

250-20-091 – Eligibility of reciprocity students

State need grant eligibility of students attending an out-of-state institution under a reciprocity agreement is covered by the following regulations, which are authorized by chapter 13, Laws of 1980.

(1) A student who meets all state need grant eligibility criteria and who has been accepted at an eligible out-of-state institution, as defined in WAC [250-20-091](#)(2) may receive a state need grant as long as that student continues attendance under the reciprocity program.

(2) "Eligible out-of-state institution" shall mean any nonprofit college or university in another state which has a reciprocity agreement with the state of Washington if the institution is specifically encompassed within or directly affected by such reciprocity agreement so long as it is accredited by the Northwest Association of Schools and Colleges, and agrees to participate in the state need grant program in accordance with all applicable rules and regulations.

(3) An out-of-state institution can be determined to be directly affected by a reciprocity agreement if:

(a) The institution is located within twenty-five miles of an institution specifically encompassed within a reciprocity agreement;

(b) Students from the county in which the institution is located are provided, pursuant to a reciprocity agreement, access to Washington institutions at resident tuition and fee rates to the extent authorized by Washington law; and,

(c) The institution demonstrates that, in the previous academic year, headcount enrollment at the institution by Washington residents from areas and categories encompassed by the reciprocity agreement was at least ten percent less than the number of such students enrolled during the 1979-80 academic year.

[Statutory Authority: RCW 28B.10.806. 80-12-028 (Order 5-80, Resolution No. 82-4), § 250-20-091, filed 8/28/80.]

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WASHINGTON STATE NEED GRANT

2007-2008 PROGRAM TIMELINES

May 1, 2007	Requests mailed to institutions for items to support the “Institutional Agreement to Participate”
June 8, 2007	Last date for private institutions to request payments for 2006-07 year
June 22, 2007	Last date for public institutions to request payments for 2006-07 year
July 9, 2007	Reconciliation reports due for 2006-07 year Schools can begin requesting funds for summer (1st term) and fall terms
August 2007	Updated Archive Check Report with 2006-2007 award data available on HECB password-protected website*
September 2007	HECB requests staff contact updates from financial aid administrators
November 2, 2007	Fall Interim Reports due Privates will receive validation reports within two weeks of filing interim
November 2007	LEAP/SLEAP letters mailed to private and proprietary institutions
February 1, 2008	Winter Interim Reports due Privates will receive validation reports within two weeks of filing interim
April 15, 2008	Transfer funds available until this date
May 2, 2008	Spring Interim Reports due Privates will receive validation reports within two weeks of filing interim
May 2008	State financial aid training and update workshops
June 6, 2008	Private institutions - Final request for funds
July 7, 2008	Reconciliation and Year End Interim Reports due
August 2008	Updated Archive Check Report with 2007-2008 awards available on HECB password-protected website*
September 2008	HECB requests staff contact updates from financial aid administrators

**Contingent upon receipt of completed Reconciliation of Records from institutions.*