



# **STATE NEED GRANT**

## **PROGRAM MANUAL**

**2008-2009**

**STATE NEED GRANT**  
**Higher Education Coordinating Board Staff**

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# 2008-09 STATE NEED GRANT PROGRAM MANUAL

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## **UPDATES FOR 2008-09**

### **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 are primarily technical in nature. One proposed change regards repayment calculations in WAC 250-20-51(4). This change will not be mandatory until the 2009-10 academic year but schools are encouraged to change for the 2008-09 year if possible. A public hearing is scheduled at the end of May regarding the proposed rule changes. Once the revision process is finalized, an updated Chapter 250-20 WAC will be forwarded to schools as an addendum to the 2008-09 manuals.

**Expanded Electronic Funds Transfers (EFTs) for selected private schools:** Eight private institutions currently participate in the Electronic Funds Transfer reimbursement process. We invite and encourage all private institutions to convert to this expedient and efficient payment method. EFTs save time for schools, the HECB and students because they eliminate HECB warrants, cancellations and reissues for enrollment adjustments. If you have questions regarding this process, please contact SNG staff.

**New payment request tool for private schools:** Effective July 1 of the 2008-09 academic year, private institutions will request payments directly from the Portal using the new SNG Payment Request Utility Tool. The new tool eliminates the need to submit interim reports and gives schools real time access to fund balances.

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

**2008-09 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. Please note that the award amounts provided in this manual assume that the sector's authorizing authorities will incorporate the maximum tuition/fee increases. If this does not occur, award amounts will need to be readjusted.

**New Repayment Policy:** The new policy was created through a collaborative process involving the Student Financial Assistance Workgroup and the financial aid community at large. If it is possible to incorporate it into your 2008-09 policies, please begin using the policy for 2008-2009.

#### **Reminders**

**Former Foster Care Youth priority:** Former Foster Care Youth are guaranteed SNG funds. These students need to demonstrate "financial need." Please contact the HECB if you do not have sufficient funds in your regular SNG reserves to award students meeting these criteria.

**Conditions of Award:** The Conditions of Award notification can be 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.

**Less than Half Time Funds:** 2007 legislation requires Less Than Half Time funds to be tracked and requested separately. Regular SNG funds cannot be used to fund Less Than Half Time students, and reserves from one fund cannot be transferred to the other.

In addition, child support shall be excluded from income calculations for Less Than Half Time students.



# CHAPTER 1

## STUDENT ELIGIBILITY DETERMINATION

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### STUDENT ELIGIBILITY REQUIREMENTS

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Eligible State Need Grant (SNG) students 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)

and 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 equals a percentage of the state's median family income (MFI) and adjusts with the student’s family size. For 2008-2009, the income cutoff is 70 percent of the state's MFI. The chapter on “Calculating Award” describes the income cutoff thresholds.

**Disadvantaged Student**

A “*disadvantaged*” student is 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 must also demonstrate financial need.

**Resident for SNG Purposes**

A SNG eligible “*resident*” of the state of Washington is defined in RCW 28B.15.012 (2) (a) through (d) and in Board adopted rules pertaining to residency. (The "Laws and Rules" chapter of this manual includes the full statute and regulatory text.)

*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 the 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.”



To receive State Need Grant, 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*

HECB requires institutions 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 received, a first baccalaureate degree.

**Enrolled for at Least Three Credits**

*"A student must be enrolled in a minimum of three quarter credits"* or equivalent semester credits at a participating postsecondary institution to receive State Need Grant.

**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 does one of the following:

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

Note: Remedial coursework needed to prepare for degree or certificate completion requirements is permissible.

*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 eligible 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 a loan 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. The archive report updates periodically with reported student associate degrees. The archive is available on the HECB's secure Website: <https://fortress.wa.gov/hecb/secure/login.asp>. A student may earn two associate degrees concurrently.

**Five Years Eligibility**

A 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”.

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## ELIGIBILITY MONITORING

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

In the period of time before the Board issues the final archive report, the institution shall 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:

- Private institution payments
- Updated repayment receivables information
- Quarterly associate degree updates

**NOTE: Check the archive before submitting any payment request. The Cruncher, a tool available on the HECB secure website, may be used to check a group of SSNs against the SNG archive. Access can be requested by contacting HECB staff.**

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 Academic 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 apply consistently to SNG recipients and 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.

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#### **INCOME CUTOFF**

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The state's median family income (MFI) cutoff is at 70% MFI for the 2008-2009 academic year. The chart below provides cutoffs at 50%, 65% and 70% MFI.

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#### **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.*

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#### **2007 Median Family Income Cutoffs**

<b>MFI's For 2008-2009 SNG Program (rounded to nearest \$500)</b>			
<b>Family Size</b>	<b>50%</b>	<b>65%</b>	<b>70%</b>
1	19,500	25,500	27,500
2	25,500	33,000	36,000
3	31,500	41,000	44,000
4	37,500	49,000	52,500
5	43,500	56,500	61,000
6	49,500	64,500	69,500
7	50,500	66,000	71,000
8	52,000	67,500	72,500
9	53,000	69,000	74,000
10	54,000	70,500	75,500
11	55,000	72,000	77,500
12	56,500	73,500	79,000
13	57,500	74,500	80,500
14	58,500	76,000	82,000
15	59,500	77,500	83,500
16	61,000	79,000	85,000
17	62,000	80,500	87,000
18	63,000	82,000	88,500
19	64,000	83,500	90,000
20	65,500	85,000	91,500

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**COUNTING  
INCOME**

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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 included Title IV aid amounts from the base income used for SNG eligibility (taxed or untaxed).**

Child support income should be excluded from income calculations for Less Than Half Time students.

Note: In addition to meeting the income cutoff, the SNG must fit within need including all other need-based resources.

**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 may, using “*professional judgment*”, 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 adjustments are 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 when the student’s current family income increases 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. For example, 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.



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**AWARD  
AMOUNTS BY  
SECTOR**

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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.

**2008-2009 UPDATE Preliminary SNG Base Grant Amounts\***

Sector	Median Family Income		
	0% - 50%	51% - 65%	66%-70%
Research	\$6,000	\$4,500	\$3,000
Regional	\$4,416	\$3,312	\$2,208
Community and Technical Colleges	\$2,554	\$1,916	\$1,277
Private Four Year	\$6,234	\$4,676	\$3,117
Private Vocational	\$2,554	\$1,916	\$1,277
2008-09 Dependent Care Allowance	\$ 803	\$ 602	\$402

*\*Note: These annual 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. A detailed award chart can be found at the end of this chapter.*

Most award amounts are not divisible by both 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 \$803 for a full-time student attending the entire nine-month academic year, with income up to 50 percent MFI, regardless of the number of qualifying dependents. The DCA is adjusted by 75 percent for a three-quarter-time student, 50 percent for a halftime student and 25 percent for a less-than-halftime student. Yearly DCA awards should be distributed evenly between terms.

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 (FAA).

DCA can be awarded as part of a 4<sup>th</sup> quarter or 3<sup>rd</sup> semester award.

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## **ADJUSTING THE AWARD**

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The maximum value of the award is 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 enrolling 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. Students enrolling at a less-than-half-time rate (3-5.9 credits) shall receive 25 percent of the full-time 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 can not be achieved. (Note: The GEAR UP award is a scholarship.)

Institutions should consistently apply their packaging policy relating to treatment of funding sources, such as self-help or gift aid, 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:

1. Eligibility criteria.
2. Whether the fund was earned (includes merit).
3. Whether a competitive application process was required.

**Uneven Disbursements Permitted**

Typically awards are disbursed evenly throughout the academic year. 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 even disbursement 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.

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**OTHER  
AWARDING  
CONSIDERATIONS**

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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. However, it is possible 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 regular term. Students receiving additional terms of SNG will reach the fifteen quarter limit more quickly than students engaged in the common three quarter/two semester enrollment pattern. In this scenario, it is permissible to exceed the annual grant amount.

**Summer Session Awards**

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

**Financial Aid Over-award**

The SNG should not exceed the student's calculated need. The student will not be considered over-awarded if he or she receives additional funds after the institution awards aid, if 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 consideration 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 as long as all eligible students are awarded on a consistent basis, (i.e. first come, first served.)

**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 second 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 at the end of all of their SNG eligibility, a fractional award may be granted. This chart demonstrates enrollment fractions for both quarter and semester schools.

<b>Enrollment status</b>	<b>Quarter enrollment fractional multiplier</b>	<b>Semester enrollment fractional multiplier</b>
Full-time	1	1.5
$\frac{3}{4}$ Time	.75	1.125
$\frac{1}{2}$ Time	.5	.75
$<\frac{1}{2}$ Time	.25	.375

Quarter of Eligibility Remaining calculation : (Full Award Amount) multiplied by (Fractional Multiplier)

**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.

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**AWARDING  
PRACTICES NOT  
PERMITTED**

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**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.

**Under-awarding**

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.

**Washington State Need Grant Program**

**FY 2008-2009 Grant Amounts**

**MFI 0-50%**

	FULL-TIME STATUS - 100%			3/4 TIME STATUS - 75%			HALF-TIME STATUS - 50%			QUARTER TIME STATUS - 25%		
	Grant	Full Time	Status = 1	Grant	3/4 Time	Status = 3	Grant	Half Time	Status = 2	Grant	Half Time	Status = 5
	Amount	Quarter /3	Semester /2	Amount	Quarter /3	Semester /2	Amount	Quarter /3	Semester /2	Amount	Quarter /3	Semester /2
Dependent Care	\$803	\$268	\$402	\$602	\$201	\$301	\$402	\$134	\$201	\$201	\$67	\$100
Private 4 years	\$6,234	\$2,078	\$3,117	\$4,676	\$1,559	\$2,338	\$3,117	\$1,039	\$1,559	\$1,559	\$520	\$779
with DCA	\$7,037	\$2,346	\$3,519	\$5,278	\$1,759	\$2,639	\$3,519	\$1,173	\$1,759	\$1,759	\$586	\$880
Research	\$6,000	\$2,000	\$3,000	\$4,500	\$1,500	\$2,250	\$3,000	\$1,000	\$1,500	\$1,500	\$500	\$750
with DCA	\$6,803	\$2,268	\$3,402	\$5,102	\$1,701	\$2,551	\$3,402	\$1,134	\$1,701	\$1,701	\$567	\$850
Regionals	\$4,416	\$1,472		\$3,312	\$1,104		\$2,208	\$736		\$1,104	\$368	
with DCA	\$5,219	\$1,740		\$3,914	\$1,305		\$2,610	\$870		\$1,305	\$435	
CC's - TC's - Prop	\$2,554	\$851	\$1,277	\$1,916	\$639	\$958	\$1,277	\$426	\$639	\$639	\$213	\$319
with DCA	\$3,357	\$1,119	\$1,679	\$2,518	\$839	\$1,259	\$1,679	\$560	\$839	\$839	\$280	\$420

**Washington State Need Grant Program**

**FY 2008-2009 Grant Amounts @ 75% of Full Time Award**

**MFI 51-65 %**

	FULL-TIME STATUS - 100%			3/4 TIME STATUS - 75%			HALF-TIME STATUS - 50%			QUARTER TIME STATUS - 25%		
	Grant	Full Time	Status = 1	Grant	3/4 Time	Status = 3	Grant	Half Time	Status = 2	Grant	Half Time	Status = 5
	Amount	Quarter /3	Semester /2	Amount	Quarter /3	Semester /2	Amount	Quarter /3	Semester /2	Amount	Quarter /3	Semester /2
Dependent Care	\$602	\$201	\$301	\$452	\$151	\$226	\$301	\$100	\$151	\$151	\$50	\$75
Private 4 years	\$4,676	\$1,559	\$2,338	\$3,507	\$1,169	\$1,753	\$2,338	\$779	\$1,169	\$1,169	\$390	\$584
with DCA	\$5,278	\$1,759	\$2,639	\$3,958	\$1,319	\$1,979	\$2,639	\$880	\$1,319	\$1,319	\$440	\$660
Research	\$4,500	\$1,500	\$2,250	\$3,375	\$1,125	\$1,688	\$2,250	\$750	\$1,125	\$1,125	\$375	\$563
with DCA	\$5,102	\$1,701	\$2,551	\$3,827	\$1,276	\$1,913	\$2,551	\$850	\$1,276	\$1,276	\$425	\$638
Regionals	\$3,312	\$1,104		\$2,484	\$828		\$1,656	\$552		\$828	\$276	
with DCA	\$3,914	\$1,305		\$2,936	\$979		\$1,957	\$652		\$979	\$326	
CC's - TC's - Prop	\$1,916	\$639	\$958	\$1,437	\$479	\$718	\$958	\$319	\$479	\$479	\$160	\$239
with DCA	\$2,518	\$839	\$1,259	\$1,888	\$629	\$944	\$1,259	\$420	\$629	\$629	\$210	\$315

**Washington State Need Grant Program**

**FY 2008-2009 Grant Amounts @ 50% of Full Time Award**

**MFI 66-70 %**

	FULL-TIME STATUS - 100%			3/4 TIME STATUS - 75%			HALF-TIME STATUS - 50%			QUARTER TIME STATUS - 25%		
	Grant	Full Time	Status = 1	Grant	3/4 Time	Status = 3	Grant	Half Time	Status = 2	Grant	Half Time	Status = 5
	Amount	Quarter /3	Semester /2	Amount	Quarter /3	Semester /2	Amount	Quarter /3	Semester /2	Amount	Quarter /3	Semester /2
Dependent Care	\$402	\$134	\$201	\$301	\$100	\$151	\$201	\$67	\$100	\$100	\$33	\$50
Private 4 years	\$3,117	\$1,039	\$1,559	\$2,338	\$779	\$1,169	\$1,559	\$520	\$779	\$779	\$260	\$390
with DCA	\$3,519	\$1,173	\$1,759	\$2,639	\$880	\$1,319	\$1,759	\$586	\$880	\$880	\$293	\$440
Research	\$3,000	\$1,000	\$1,500	\$2,250	\$750	\$1,125	\$1,500	\$500	\$750	\$750	\$250	\$375
with DCA	\$3,402	\$1,134	\$1,701	\$2,551	\$850	\$1,276	\$1,701	\$567	\$850	\$850	\$283	\$425
Regionals	\$2,208	\$736		\$1,656	\$552		\$1,104	\$368		\$552	\$184	
with DCA	\$2,610	\$870		\$1,957	\$652		\$1,305	\$435		\$652	\$217	
CC's - TC's - Prop	\$1,277	\$426	\$639	\$958	\$319	\$479	\$639	\$213	\$319	\$319	\$106	\$160
with DCA	\$1,679	\$560	\$839	\$1,259	\$420	\$629	\$839	\$280	\$420	\$420	\$140	\$210

## CHAPTER 3

### SATISFACTORY ACADEMIC PROGRESS

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#### SATISFACTORY ACADEMIC PROGRESS

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Institutions are responsible for monitoring each recipient's satisfactory academic progress as outlined in WAC 250-20-021 (20) of the SNG rules and the institution's HECB-approved institutional policy. At the end of each term, participating institutions shall examine the progress of each SNG recipient and determine if the student is:

1. In a satisfactory academic progress condition.
2. On probation.
3. In denied status, therefore ineligible for further aid.

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/no more than 125% of the maximum length of their program in order to remain eligible for SNG.

#### **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**

The HECB expects schools to have rigorous policies for measuring progress that limit the number of terms a student can continue to receive a SNG while on probation. The school may make disbursements to a student who is in 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 clock hours for which aid was disbursed by the end of the academic year.

**Denied Status**

“*Denied Status*” means that the student completed less than one-half of the minimum number of credits for which aid was disbursed. Each institution's policy must deny further disbursements of the SNG beyond the conclusion of any term in which the student fails to complete at least 50 percent of the minimum number of credits for which the grant was disbursed.

**Qualitative Standard**

The institution's satisfactory progress policy must contain a qualitative standard. For purposes of the SNG program, the qualitative standard used to comply with federal satisfactory progress standards is acceptable.

**Other conditions of SAP Policy**

A student may be denied further SNG disbursements if he or she fails to fulfill any other conditions of the institution's HECB approved satisfactory progress policy.

**Professional Judgment/Appeals**

The FAA may, on a case-by-case basis, reinstate a student into satisfactory progress in response to that student's extenuating circumstances. The FAA may choose to exercise professional judgment without a specific request to do so from the student. For example, the FAA may decide to grant a student continued access to the SNG if failure in one term is countered by an extensive history of prior success. The student's file must include documentation related to the professional judgment decision.

**Reinstatement**

Each institution's satisfactory progress policy shall state the conditions a denied status student must meet before being reinstated. For example, the student may have to attend school without financial aid for a specific period of time or may have to show proof that credits have been made up within a designated time period.

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**STUDENT  
WITHDRAWALS-  
REPAYMENT  
CALCULATIONS**

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See the “Institution Information” chapter for required repayment policy information.



## CHAPTER 4

### REPORTING REQUIREMENTS

Participating SNG institutions are required to submit eligible SNG student details through various reports. All participating institutions submit quarterly interim reports, a year-end submission for reconciliation purposes, and an annual unit record report. Private schools and schools that received transfer fund dollars also submit validation reports.

#### INTERIM REPORT

The “*Interim Report*” is a quarterly data submission that includes student details for every eligible “*served student*” awarded the SNG and every eligible enrolled “*unserved student*” who has not been awarded the SNG due to lack of funding. 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 13, 2009.

#### DUE DATES

Report	Due Date
Fall Interim Report	November 7, 2008
Winter Interim Report	February 6, 2009
Spring Interim Report	May 1, 2009
Reconciliation Report	July 13, 2009

#### RECORD LAYOUTS

The record layouts for the Interim Reports can be found on-line at:

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

All public institutions must submit the Interim Report in a text file format via the SNG Interim Reporting Tool located on the HECB secure Web site. Non-public institutions create the text file using the SNG Payment Utility or their own systems. The layout specifications and layout format instructions are at the end of this 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

Each category splits between summary and detail data.

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**AWARDED  
(SERVED)  
STUDENTS**

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

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**UNSERVED  
STUDENTS**

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“*Unserved students*” are those who are eligible to receive the SNG and are enrolled, but cannot be awarded 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 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.

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**DATA  
SUBMISSIONS**

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**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 overridden. 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 HECB secure 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) 753-7840.

Each school should have one or more financial aid administrator(s) with an HECB-assigned password. If you have forgotten your password, please contact SNG staff at (360) 704-4153.

**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.

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**RECONCILIATION  
REPORT  
BALANCE SHEET**

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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.

\*Note: Awards should be reported as the amount disbursed. If you returned funds for a student and report the **adjusted amount** as the award, your totals will be off by the amount of your cash receipts.

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**VALIDATION  
REPORTS**

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Validation Reports are posted to the HECB secure Web site for access by the following institutions:

- 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 via the secure Web site.**

**WASHINGTON STATE NEED GRANT PROGRAM  
YEAR-END RECONCILIATION OF RECORDS  
FY 2008-2009**

**PUBLIC INSTITUTIONS  
DUE DATE: JULY 13, 2009**

Institution Name: \_\_\_\_\_

Code: \_\_\_\_\_

1. What is the total SNG dollar amount received from the HECB for 2008-2009?  

\$ \_\_\_\_\_ -
  
2. What is the total SNG amount your institution expended for the 2008-2009 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 2008-2009.  

\$ \_\_\_\_\_ -
  
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 2008-2009 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

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

#### Unservd 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	

#### Unservd Students – Summary Record

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.

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#### **PAYMENT REQUESTS**

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Schools must submit monthly 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.

Less Than Half Time funds must be requested and tracked separately from regular SNG.

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.

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#### **DISBURSEMENT PROCEDURES**

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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**

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 and 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 of SNG funds 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.

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**REPAYMENT AS A  
RESULT OF  
WITHDRAWAL**

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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. A new universal repayment policy, required for the 2009-2010 year, can be implemented for the 2008-2009 year. A copy of the policy may be found at the end of this chapter.

**"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 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 45 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 45 days lapse 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 to the institution.

All uncollectible accounts shall be referred to the HECB no later than the end of each academic year.

To refer an *uncollectible* account to the HECB, please use the Repayment Transmittal Form found at the end of this chapter. Repayment Transmittals can also be filled out electronically by accessing and submitting the electronic form on the HECB secure Web site.

If students contact the institution regarding their repayment, after it has been referred to HECB, the institution shall direct students to HECB's contracted billing servicer, ECSI, at 1-888-549-3274.

## **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. Beginning in May of each year, any repayment monies the HECB receives for the remainder of the academic year go into supplemental funds instead of individual school funds. Funds collected from students 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 students are reported in repayment status on the SNG Interim Reports. Served students that are in repayment are flagged with a “Y” in the repayment field. These temporary 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.**

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## **TRANSFER STUDENTS**

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Students who receive the SNG award at one school are eligible to receive transfer funds at a different school as long as the transfer is completed within the same academic year. Students must be enrolled at the receiving school before submitting transfer requests to the HECB. The receiving school requests transfer funds on behalf of the incoming student by submitting a Transfer Fund Request Form. For additional information on transfer funds, please refer to the “Transfer Student” chapter.

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## **RECONCILIATION OF RECORDS**

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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 layout 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 13, 2009. 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 conditions, 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. If you withdraw from classes before the end of the term, 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 Board (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: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

**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

**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
<b>Student Social Security #</b>	Numeric, nine digits, no hyphens
<b>Student LAST Name</b>	Alpha, left justified, blank filled to right
<b>Student FIRST Name</b>	Alpha, left justified, blank filled to right
<b>Student MIDDLE INITIAL</b>	Alpha, may be blank
<b>Institution Code</b> Last school where student received SNG	Numeric, four digits
<b>Repayment Flag</b> If code = 1, student is in repayment	Will be 1 or blank, no alpha
<b>Maximum SNG Flag</b> If code = 2, student received max (15 qtrs) award	Will be 2 or blank, no alpha
<b>Eligibility Flag</b> If code = 3, student < 3 years of eligibility remaining	Will be 3 or blank, no alpha
<b>Quarter Equivalent Remaining (QER)</b> If 4.5 QER, it will appear as 0450 Blank for students in repayment status and/or students who have received maximum terms of SNG	Numeric (4 digits), leading zeros
<b>Associate Degree Code</b> If code = 4, student received AA with SNG funds	Will be 4 or blank, no alpha
<b>Fiscal Year</b> Fiscal year that student becomes eligible for SNG while pursuing 2 <sup>nd</sup> associate degree	Numeric, four digit fiscal year
<b>Term</b> Term that student becomes eligible for SNG funds while enrolled in a 2 <sup>nd</sup> 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
<b>Student Social Security #</b>	1 - 9	Numeric, nine digits, no hyphens
<b>Student LAST Name</b>	10 - 24	Alpha, left justified, blank filled to right
<b>Student FIRST Name</b>	25 - 34	Alpha, left justified, blank filled to right
<b>Student MIDDLE INITIAL</b>	35	Alpha, maybe blank
<b>Institution Code</b> Last school where student received SNG	36-39	Numeric, four digits
<b>Repayment Flag</b> If code = 1, student in repayment	40	Will be 1 or blank, no alpha
<b>Maximum SNG Flag</b> If code = 2, student received max award	41	Will be 2 or blank, no alpha
<b>Eligibility Flag</b> If code = 3, student < 3 yrs of eligibility remaining	42	Will be 3 or blank, no alpha
<b>Quarter Equivalent Remaining (QER)</b> 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



## State Grant Repayment Policy Requirements

### GENERAL

State Grant recipients, who withdraw from the institution, are expelled, or otherwise complete zero credits in any given term must repay state grants on a prorated basis.

For the purposes of this policy, "Award" is the amount of state grant for which the student was eligible during the enrollment period, after the school made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

### AUTHORITY

State Need Grant (WAC 250.20.051(4))

Educational Opportunity Grant (EOG program manual guidance)

### KNOWN LAST DATE OF ATTENDANCE

- If a student's last date of attendance can be verified and is prior to or on 50% of the term, the state grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).
- If the last date of attendance occurs after **50%** of the term, the state grant award is considered 100% earned and no state grant repayment is due.

#### **State grant repayment formula: Known last date of attendance, prior to or on 50% of the term**

1. The percent of state grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percent of state grant earned from 100%; this equals the percent of unearned state grant.
3. Multiply the percent of unearned state grant by the grant amount.
4. Multiply the amount from step 3 by 50% to determine the state grant repayment due.

#### **Example: Known last date of attendance, prior to or on 50% of the term:**

A student is awarded \$400 for a state grant and completed 20% of the term prior to withdrawal. The state grant repayment is calculated as follows:

1. The unearned percentage equals 80% (100% less 20% completed).
2. Unearned aid equals \$320 (80% of \$400 state grant award).
3. The repayment equals \$160 (\$320 X 50% reduction).

## **UNKNOWN LAST DATE OF ATTENDANCE**

If a student attends a portion of a term and withdraws with no verified last date of attendance, the state grant repayment will be 50% of the grant amount with no additional adjustments.

## **NO-SHOW REPAYMENTS**

If a state grant recipient never attends courses in the term for which they received a state grant award, the state grant repayment is 100% of the award. If a school is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

### **General repayment policies:**

1. Repayments are based on the state grant award amount, including enrollment and packaging adjustments.
2. Verified withdrawal dates after 50% of the term equate to 100% earned state grant.
3. Unofficial withdrawals/no known last date of attendance equate to repayment of 50% of the state grant award.
4. No shows are 0% earned and equate to repayment of 100% of the state grant.
5. Official withdrawals or verified last date of attendance repayment calculation: State grant award amount multiplied by the percent of unearned state grant multiplied by the 50% reduction equals the state grant repayment due.
6. The 50% reduction applied at the end of the repayment computation addresses unreimbursable start up education costs and reduces the barrier for students intending to return to school.
7. Repayments of less than \$50 should not be referred to the HECB.
8. Institution repayment refund policy:
  - Public institutions** may choose from the following options:
    1. Return the repayment amount directly to the Higher Education Coordinating Board (HECB) and collect from the students.
    2. During the current academic year, the institution may collect student repayments and deposit them into their institutional State Grant funds to be awarded to other eligible students.
    3. Refer students directly to HECB.

**Private institutions** that participate **in the check payment process** should refer students directly to HECB.

**Private institutions** that participate in the **Electronic Fund Transfer process** should return state grant repayments directly to the HECB and collect from the students.

## CHAPTER 6

### PRIVATE PAYMENTS

#### Payment Procedures for HECB Generated Checks, 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 check payments and Electronic Fund Transfer Reimbursements. This chapter applies to:

Art Institute of Seattle	ITT Technical Institute – Spokane
Antioch University	Northwest University
Bastyr University	Northwest College of Art
Clare's Beauty College	Northwest Indian College
Cornish College of the Arts	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 University
Heritage University	Whitman College
Interface College	Whitworth University
International Air & Hospitality Academy	All other proprietary schools
ITT Technical Institute – Seattle	

All of the above listed schools may choose from one of two payment methods: the Electronic Fund Transfer (EFT) Reimbursement method, or individual checks paid directly to the students. The EFT option requires schools to front monies to eligible students, and then request reimbursement from the HECB. Once a student is identified as eligible and an award is calculated, the school may request the check or reimbursement. Disbursement may occur after the student enrolls and all required documentation is received by the HECB.

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#### **CHECK AND EFT REQUEST PROCEDURE**

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SNG check or private EFT requests must be submitted through the use of the new SNG utility. The layout specifications and instructions for the record format are at the end of this chapter. An institution must check a student's SNG eligibility on the archive before requesting funds.

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

## Required Information

**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, include a blank space.

**Family Information**- The student's family income, number in family, and the number in college.

**Enrollment Status** - One of these enrollment status codes must be used:

- 1 = Full Time
- 2 = Half Time
- 3 = ¾ Time
- 5 = Less Than Half Time

**Amount to be Paid (excluding DCA)** – The amount of the check must be requested in whole dollars only.

**DCA Amount** – If student qualifies for DCA and receives it as part of the grant.

**Term Payment** – One of these 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 request replaces an earlier payment drawn for the same term. This can occur if there is a reduction in the student's enrollment status, resulting in a reduced grant amount, or a student has not claimed a check within an acceptable time frame. Institutions have thirty days to disburse checks, otherwise the check must be returned to the HECB. The original check must be returned and cancelled by the HECB before a new check can be issued.

**Is it a Supplemental Award?** A supplemental award refers to an additional payment processed for the student for the same term. Retroactive payments are not supplemental awards.



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**CHECK AND EFT  
REQUEST  
PROCESSING  
DEADLINES**

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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. Checks will be mailed to the institutions within two weeks. Electronic Fund Transfer (EFT) reimbursements will be processed immediately upon receipt because the school has fronted their own monies and are being reimbursed.

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**ELECTRONIC  
FUND TRANSFER  
REIMBURSEMENT  
SCHOOLS**

---

Schools approved to receive EFTs (Electronic Fund Transfers) shall follow the same cash request procedures as schools requesting individual SNG checks. 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.

For a copy of the student directive, see the back of this chapter.

Institutions must not coerce or influence the student's choice on where 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 terms. A new directive is required if the student is not continuously enrolled.

Institutions must allow students to change their minds at anytime, prior to disbursement, and follow their current directives at all times.

Institutions must remind students once a year that their current directive is still in place and that they may change it.

**Reimbursement  
Request**

Use the SNG Payment Utility on the Portal to submit the reimbursement request.

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

**Adjustment/  
Cancellation Report**

EFT schools are required to submit an “Adjustment/Cancellation Report” prior to submitting a 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 in repayment status so 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 received at the school. Schools must make payments to the HECB within 30 days of discovering either type of payment is owed. EFT schools are responsible for collecting their own SNG repayments from students, and cannot transfer collection to the HECB. Schools must notify the HECB immediately after students have paid their balance in full.

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**DISBURSEMENT  
PROCEDURES**

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The school must confirm the student's enrollment status at the time of disbursement matches the enrollment status covered by the check.

**Student  
Disbursement  
Options**

For HECB and institution-generated SNG payments, each student must have the opportunity to receive a check 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 owed 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 or delivered to the student through paper or electronic means each year. 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 of SNG funds 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.

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**INSTITUTIONAL  
RESPONSIBILITY  
FOR CHECKS**

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

**Disburse in 30 Days**

**Checks must be disbursed to the student or returned to the HECB within 30 days of receipt by the institution.** 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 check beyond the 30 day period without HECB permission.

**Procedure for  
Cancelling SNG  
Checks**

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

To return check(s) for cancellation, private and proprietary institutions must complete the SNG Check Cancellation Cover Sheet and send it with the original HECB-generated check(s) to the HECB. The cover sheet must include the **student's name, social security number, check 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.

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**REPAYMENTS AS  
A RESULT OF  
WITHDRAWAL**

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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 a portion of the grant according to the institution's HECB-approved repayment policy. A new universal repayment policy, required for the 2009-2010 year, can be implemented for the 2008-2009 year. A copy of the policy can be found at the end of this chapter.

**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

and a copy of the correspondence to the student. EFT participants shall notify the HECB of students owing a SNG repayment via the Adjustment/Cancellation Report. This form is located at the end of this chapter and on the HECB secure Web site under SNG “Memos and Forms.” Documentation of the student's repayment obligation must be kept in the student's file.

### **HECB Follow-up**

SNG checks will not be processed for any student who owes a repayment until the account has been repaid in full. The HECB will advise the institution, in writing or via E-mail, when the student has repaid the obligation in full. EFT institutions are responsible for notifying the HECB when they have received payment in full.

### **Current Year Repayments**

An institution can re-award student repayments to other students 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 students are reported in repayment status on the SNG Interim Reports. Served students in repayment are flagged with a “Y” in the repayment field. These temporary 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 receive the SNG award at one school are eligible to receive transfer funds at a different school as long as the transfer is completed within the same academic year. Students must be enrolled at the receiving school before submitting transfer requests to the HECB. The receiving school requests transfer funds on behalf of the incoming student by submitting a Transfer Fund Request Form. If a HECB-generated check is received at the sending school for the same term as transfer funds requested, return it to the HECB. **Do not disburse it to the student.**

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

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## **VALIDATION REPORTS**

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Following the Fall, Winter and Spring interim reports, the HECB will post a discrepancy spreadsheet for private schools on the HECB secure Web site. Schools are expected to review each line item, make the appropriate changes to their own 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**

Year-end reconciliation reports are posted to the secure website and can be found under secure file downloads.

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## **ADDITIONAL NOTES: CLOCK HOUR SCHOOLS**

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In order to equate the clock hour programs to the credit-hour programs, 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 shall not be disbursed until the previous payment’s clock hours have been earned/completed. Exceptions may be made based on 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**

75 - 149 hours	=	25% of a full time award
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 cross-over between academic years, the school can select the academic year in which to request the payment.

Additional clock hours earned beyond a full disbursement that are clocked prior to July 1 of the next academic year may be carried over. For example, if a student earns 980 hours in one academic year and is 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. Due to HECB Portal limitations, the payment periods must still be referred to as Fall, Winter, Spring (in corresponding terms)

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

Payment Period	Date Range	Term
1	July1 – 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, 2009.**

WASHINGTON STATE NEED GRANT PROGRAM  
ARCHIVE CHECK REPORT

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

RECORD FORMAT

SNG Archive 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:

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<b>Student MIDDLE INITIAL</b>	Alpha, may be blank
<b>Institution Code</b> Last school where student received SNG	Numeric, four digits
<b>Repayment Flag</b> If code = 1, student is in repayment	Will be 1 or blank, no alpha
<b>Maximum SNG Flag</b> If code = 2, student received max (15 qtrs) award	Will be 2 or blank, no alpha
<b>Eligibility Flag</b> If code = 3, student < 3 years of eligibility remaining	Will be 3 or blank, no alpha
<b>Quarter Equivalent Remaining (QER)</b> 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 (4 digits) , leading zeros
<b>Associate Degree Code</b> If code = 4, student received AA with SNG funds	Will be 4 or blank, no alpha
<b>Fiscal Year</b> Fiscal year that student becomes eligible for SNG while pursuing 2 <sup>nd</sup> associate degree	Numeric, four digit fiscal year
<b>Term</b> Term that student becomes eligible for SNG funds while enrolled in a 2 <sup>nd</sup> 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 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
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<b>Institution Code</b> Last school where student received SNG	36-39	Numeric, four digits
<b>Repayment Flag</b> If code = 1, student in repayment	40	Will be 1 or blank, no alpha
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<b>Eligibility Flag</b> If code = 3, student < 3 yrs of eligibility remaining	42	Will be 3 or blank, no alpha
<b>Quarter Equivalent Remaining (QER)</b> 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	B10203	0300	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  
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: \_\_\_\_\_

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





## USING THE ONLINE SNG PAYMENT UTILITY

This tool serves as both a payment utility program to request SNG funds, and the interim report.

### Basic Steps

1. Log on to the HECB Portal.
2. Add your students.
3. Fix 'failed' rows, if any.
4. A. Approve/Review students (and correct broken rules)  
B. Create Payment Requests (order checks for selected students by term)

### **STEP 1: LOG ON TO THE HECB PORTAL**

The HECB Portal can be accessed at <https://fortress.wa.gov/hecb/portal>.

From the Menu on the left, click on:  
SNG Award Payment Utility

### **STEP 2: ADD YOUR STUDENTS**

You can either upload a file generated from your internal system, or you can hand-enter students directly into the SNG Utility.

#### **TO UPLOAD A FILE:**

The upload [file format](#) has changed. Please see the new file format at the end of these instructions.

Generate your file from data in your internal system and save it to your computer.

Click on '1a Import Awards' on the Utility menu on the left. Use the Browse button to locate your file. After you have selected the file, click on the "Analyze File" button. *(The time it takes to analyze your file will vary in proportion to the number of students. Be aware that this is a time-consuming process and can take up to several minutes, so please refrain from using the back button or clicking any links on the page while this process is running.)*

After the upload completes you will be presented with a summary count of how many rows were uploaded, how many succeeded, and how many failed. *(Failed rows contain formatting errors like letters where numbers should be, an invalid ssn, or if the name provided does not match the ssn provided. These rows are sent to the 'Failed Row Review' process, where you can examine them in more detail and resolve any conflicts.)*

In addition, you will be presented with the following four selections. You MUST select one of these to move forward:

**Reject file and start over:** Select this if there are too many failed rows and you want to start over again.

**Save all and import another file:** Select this if you have multiple files to upload and want to get all of the data into the tool before continuing to make payments.

**Save all and review failed rows:** Select this if you want to review and fix your failed rows before you continue with your request.

**Save all and go to approval:** Select this if you want to begin processing your successfully uploaded rows first. You can review and fix the failed rows at any time later.

TO ADD A STUDENT MANUALLY:

Click on '1b-Add New Student' on the Utility Menu on the left. Enter the student's social security number. Click 'Find Student'. If data exists for the student at your institution, you may edit their information. If the student record does not exist, you may create that student by entering their name, family information, and awards.

*NOTE: You must enter at least one award, either served or unserved.*

**Check the 'Served' checkbox if the award for the term is served.** Enter unserved awards the same way, leaving the served box unchecked.

*NOTE: The dollar amount for dependant care allowance is listed explicitly, instead of being added into the award amount and simply noted with a "Y" in the dca field. The award amount entered should **not** include the dca amount.*

After you've entered family and award information, click 'UPDATE'. Broken rules, if any, are displayed. Click in any of the fields to update information and click 'UPDATE', or type in a reason and override the record.

Click 'RETURN TO APPROVAL' to select the payments you want to submit to the HECB for payment.

TO REQUEST A SUPPLEMENTAL PAYMENT:

Click on 'Search' on the Utility Menu on the left. Enter the SSN of the student you need to request additional funds for, and click 'Search'. Click the 'Edit' button at the bottom of the student record, then enter the correct award amount in the Award field.

Now proceed to Step 4a.

TO REQUEST A REVISED PAYMENT:

To request a revised payment, the original check must be cancelled first, or for EFT schools, funds must be sent back. The Utility will not let you request a revised payment until the original payment is cancelled by HECB.

After the original payment has been cancelled:

Click on 'Search' on the Utility Menu on the left. Enter the SSN of the student you need to request a revised payment for, and click 'Search'. Click the 'Edit' button at the bottom of the student record, then enter the correct award amount in the Award field.

Now proceed to Step 4a.

### **STEP 3: FIX FAILED ROWS, IF ANY**

This screen allows you to review the failed rows that were rejected during the file upload process. Each row contains the original raw data, as well as a list of the broken rules.

The rules highlighted in **RED** must be fixed in order to save the row in the database.

The rules highlighted in **ORANGE** are either warnings or broken rules that you can override.

Click the [Edit](#) link next to the row to view and change row information.

If you decide that the row is no longer necessary, click the delete button to remove the student record.

Once the error has been corrected you may submit the student for approval, which simply flags the student as being eligible to have awards created in the next step.

### **STEP 4A: APPROVE/REVIEW STUDENTS (AND CORRECT BROKEN RULES)**

Review all uploaded students to verify that the information is correct. This is where you fix additional broken rules (by clicking [Edit](#)). (*Approving a student does not create an award; that is a separate step.*)

Your records will be presented one "screen" at a time. The number of records presented per screen may be changed by clicking on the drop down box next to 'Show'. You may also sort your records by Social Security Number or Name by clicking the [SSN](#) or [Name](#) links.

Rows with a green "**Student is valid**" have passed all the rules and are ready for you to approve. For your convenience, we have provided an "Approve All Valid Students" button. If you are confident that the data submitted was reviewed before submitting to the Portal, this will approve every valid record you have uploaded for the selected term, not just the records visible on screen.

*(Be aware that this is a time-consuming process and can take up to several minutes, so please refrain from using the back button or clicking any links on the page while this process is running.)*

To edit the student and their potential awards, click the [Edit](#) link, or the **!!!**. This will take you to the [Eligible Student Editor](#). Broken rules will be presented, and either needs to be fixed or overridden. Once the corrections have been made, you may return to the Approval screen to edit the next student record.

## **STEP 4B: CREATE PAYMENT REQUESTS (ORDER CHECKS FOR SELECTED STUDENTS BY TERM)**

Once a student and their awards have been approved, you can create a payment request, by term that will then be reviewed and approved by HECB staff for payment. You no longer need to submit separate requests for regular SNG and Less Than Half Time. The funds still need to be tracked separately, but payment requests can be sent together.

Uncheck any record that you do NOT want to create a payment for at this time. This is the way you defer paying a student for a particular term until a later date. You may always come back to this screen later.

Records that are not currently valid (if any) require additional editing and cannot be selected.

For your convenience, we have provided a "Submit All Valid Payments to HECB for This Term" button. This will approve every valid award for the selected term, not just the ones visible on screen.

*(Be aware that this can be a time-consuming process and can take up to several minutes, so please refrain from using the back button or clicking any links on the page while this process is running.)*

Otherwise, you may review and create awards one screen at a time by clicking on the 'Submit This Page Only' button.

### **GRANT AMOUNTS:**

Click on the 'Grant Amounts' link under the Utility menu on the left to view the current year's grant amounts.

This is a web presentation of the paper version of the grant amount chart. It simply shows the maximum grant amount by institution sector, enrollment status, DCA and MFI. Adjustments from these numbers may still need to be made based on quarters of eligibility remaining, expense distribution, packaging requirements or any number of other factors mentioned elsewhere in the manual.

### **SEARCH FOR STUDENTS:**

Click on the 'Search' link under the Utility menu on the left. Search by student SSN or name, served/unserved, approved/unapproved, and academic year and term.

Clicking on the student name will take you to the [Eligible Student Editor](#) where you may review and edit student information and potential award information.

### **The New SNG Payment Utility Extract File Format**

Since this is a replacement for both the desktop payment request tool and the Interim Report tool, the new format contains all the various data elements that those tools required. Thus, there are fields for student and family information as well as payment information for each of the five possible school terms; 28 fields (columns) in all.

A sample excel file may be downloaded from the opening page of the Award Payment Utility.

There is only one student per line, and that student may only appear once per file.

The Comma Separated Values format (CSV) is the only one that the new portal tools will accept. One way (though not the only way) is to use Microsoft Excel.

The file must contain all twenty eight column headings across the top of the spread sheet as the first line. This should be done first before anything else. This will guarantee that the ssn column is formatted as a text column. Otherwise, ssn's with leading zeros will have those leading zeros dropped when the file is converted to CSV format.

In addition, please note that the amounts for the award and for DCA have been separated into their component parts.

**List of headings for the csv file:**

<b>The first eight rows are required:</b>	
InstitutionCode	Your four digit assigned HECB institution code
SSN	Nine digits – no hyphens
LastName	Alpha numeric – maximum 75 characters
FirstName	Alpha numeric – maximum 50 characters
MiddleInitial	Alpha numeric – maximum 50 characters
FamilySize	Numeric - positive – 1 through 20
NumberInCollege	Numeric - positive – 1 through 20
FamilyIncome	Numeric - zero or greater – no \$ sign
<b>The following columns only need data if you are requesting an award (served or unserved) for that term. Otherwise, leave the columns for that term blank. However, at least one term must be filled in.</b>	
Enrollment status: 1=full time, 2=half time, 3=three quarter time, 5=less than half time	
FallAwardAmount	Numeric (award not including dca)
FallDCA	Numeric (dca only amount of the award)
FallEnrollmentStatus	Numeric <a href="#">1,2,3,5</a>
FallAwardIsServed	Alpha “Y” or blank
WinterAwardAmount	Numeric (award not including dca)
WinterDCA	Numeric(dca only amount of the award)
WinterEnrollmentStatus	Numeric <a href="#">1,2,3,5</a>
WinterAwardIsServed	Alpha “Y” or blank
SpringAwardAmount	Numeric (award not including dca)
SpringDCA	Numeric(dca only amount of the award)
SpringEnrollmentStatus	Numeric <a href="#">1,2,3,5</a>
SpringAwardIsServed	Alpha “Y” or blank

Summer1AwardAmount	Numeric (award not including dca)
Summer1DCA	Numeric(dca only amount of the award)
Summer1EnrollmentStatus	Numeric <a href="#">1,2,3,5</a>
Summer1AwardIsServed	Alpha “Y” or blank
Summer2AwardAmount	Numeric (award not including dca)
Summer2DCA	Numeric(dca only amount of the award)
Summer2EnrollmentStatus	Numeric <a href="#">1,2,3,5</a>
Summer2AwardIsServed	Alpha “Y” or blank

After the data has been entered, the file must be saved in what is known as CSV format ("Comma Separated Values").

In excel you click on:

**FILE | "Save As"**

The resulting dialog box will have a drop-down list near the bottom labeled **"Save As Type"**

Scroll down the list until you see

**"CSV (Comma delimited)(\* .csv)"**

and select it. Then save to either your Desktop, or another folder of your choice.

Please note that you may add or update groups of students at any time using this same file format.

To delete a student, however, you must use the Eligible Student Editor noted above. Even then, a student may only be deleted if no awards have been paid to that student in the current academic year.

# State of Washington Higher Education Coordinating Board

## Student Directive for Disbursement of State Student Aid

Return this form to the NAME of Institution Financial Aid Office as soon as possible

Student Name (please print): \_\_\_\_\_ ID#: \_\_\_\_\_

You have been awarded student financial aid from the State of Washington. Your designation and signature on this form will document your choice for funds to be applied directly into your student account or to be given directly to you in the form of a check. A state grant recipient has the following two choices:

- Choosing to have the funds deposited to your student account permits the aid to be automatically credited toward expenses you may owe to the school. This option allows faster processing of any refunds of financial aid proceeds that may be due you.
- Choosing to have state financial aid funds given directly to you means that state student aid will not be automatically available to pay for tuition and fees. You are responsible for using the funds to pay for educational expenses including any expense you owe to the school.

### Please choose one of these options:

\_\_\_\_\_ I choose to have state student aid funds applied directly to my student account and automatically credited toward expenses I owe NAME of Institution.

**OR**

\_\_\_\_\_ I wish to have state student aid funds given directly to me (not credited to my student account). I understand that I am responsible for all outstanding balances on my student account at NAME of Institution.

**Your choice will stay in effect as long as you are enrolled at this school. However, you may change your directive for a future term by informing your Financial Aid Office in writing.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Make sure you check one of the options above and return this form to:

**NAME of Institution**

**Address**

**Address**

**Address**





## State Grant Repayment Policy Requirements

### GENERAL

State Grant recipients, who withdraw from the institution, are expelled, or otherwise complete zero credits in any given term must repay state grants on a prorated basis.

For the purposes of this policy, "Award" is the amount of state grant for which the student was eligible during the enrollment period, after the school made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

### AUTHORITY

State Need Grant (WAC 250.20.051(4))

Educational Opportunity Grant (EOG program manual guidance)

### KNOWN LAST DATE OF ATTENDANCE

- If a student's last date of attendance can be verified and is prior to or on 50% of the term, the state grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).
- If the last date of attendance occurs after **50%** of the term, the state grant award is considered 100% earned and no state grant repayment is due.

#### **State grant repayment formula: Known last date of attendance, prior to or on 50% of the term**

1. The percent of state grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percent of state grant earned from 100%; this equals the percent of unearned state grant.
3. Multiply the percent of unearned state grant by the grant amount.
4. Multiply the amount from step 3 by 50% to determine the state grant repayment due.

#### **Example: Known last date of attendance, prior to or on 50% of the term:**

A student is awarded \$400 for a state grant and completed 20% of the term prior to withdrawal. The state grant repayment is calculated as follows:

1. The unearned percentage equals 80% (100% less 20% completed).
2. Unearned aid equals \$320 (80% of \$400 state grant award).
3. The repayment equals \$160 (\$320 X 50% reduction).

### UNKNOWN LAST DATE OF ATTENDANCE

If a student attends a portion of a term and withdraws with no verified last date of attendance, the state grant repayment will be 50% of the grant amount with no additional adjustments.

## **NO-SHOW REPAYMENTS**

If a state grant recipient never attends courses in the term for which they received a state grant award, the state grant repayment is 100% of the award. If a school is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

### **General repayment policies:**

1. Repayments are based on the state grant award amount, including enrollment and packaging adjustments.
2. Verified withdrawal dates after 50% of the term equate to 100% earned state grant.
3. Unofficial withdrawals/no known last date of attendance equate to repayment of 50% of the state grant award.
4. No shows are 0% earned and equate to repayment of 100% of the state grant.
5. Official withdrawals or verified last date of attendance repayment calculation: State grant award amount multiplied by the percent of unearned state grant multiplied by the 50% reduction equals the state grant repayment due.
6. The 50% reduction applied at the end of the repayment computation addresses unreimbursable start up education costs and reduces the barrier for students intending to return to school.
7. Repayments of less than \$50 should not be referred to the HECB.
8. Institution repayment refund policy:  
**Public institutions** may choose from the following options:
  1. Return the repayment amount directly to the Higher Education Coordinating Board (HECB) and collect from the students.
  2. During the current academic year, the institution may collect student repayments and deposit them into their institutional State Grant funds to be awarded to other eligible students.
  3. Refer students directly to HECB.

**Private institutions** that participate **in the check payment process** should refer students directly to HECB.

**Private institutions** that participate in the **Electronic Fund Transfer process** should return state grant repayments directly to the HECB and collect from the students.

## CHAPTER 7

### TRANSFER STUDENTS

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#### HECB RESERVE

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The HECB administers a transfer fund that enables transferring students to receive the grant at a second school within the same academic year. The originating school does not give up funds to the receiving school, nor does the receiving school have to reserve funds for the transferring student. Monies from the transfer fund are normally available until April 15 of each year.

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#### DEFINITION

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A “*transferring student*” has received at least one SNG disbursement during the aid (is academic better?) year in which the transfer occurs. If a student has not already received SNG funds, he or she cannot participate in the transfer fund, regardless of need or eligibility. The receiving institution may consider a student who is not eligible for transfer funds as a first-time applicant for the grant.

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

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#### PROCEDURES

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The student is responsible for requesting the transfer funds. The receiving school initiates the paperwork to request funds on behalf of the student.

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#### RECEIVING SCHOOL

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The receiving school confirms the student's eligibility and recalculates the student's award based on the appropriate maximum grant.

The receiving school completes the Transfer Fund Request form (found in this chapter). An electronic version of this form is located on the HECB secure Web site under the SNG “Memos/Forms” link.

The receiving school sends the Transfer Fund Request form to the HECB via signature-less document submission to request funds for the current term and for the remainder of the year. A sample Transfer Fund Request form is located at the end of this chapter.

The HECB increases the receiving school's reserve by the amount of the request if transfer funds are available.

Upon receipt of the receiving school's Transfer Fund Request form, the HECB verifies the receipt of SNG at the originating school.

The originating school never sends a warrant to the receiving school for disbursement.

NOTE: All undisbursed warrants at private and proprietary schools must be returned promptly to the HECB.

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**VALIDATION  
REPORT**

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After the spring interim report is submitted, the HECB sends a validation report to all schools that received SNG transfer students during the current academic year. The schools verify the students received the transfer funds. If the transfer student originally reported to the HECB is not the student who ultimately received the funds, the school reports the correct recipient. If a regular SNG recipient received the transfer funds, the institution must return the incorrectly used transfer funds to the HECB.

NOTE: The receiving school reimburses the transfer funds to the HECB if the student did not enroll for that specified term.





## CHAPTER 8

### INSTITUTION INFORMATION

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#### INSTITUTIONAL ELIGIBILITY

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To be eligible to participate in the SNG program a school 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 who is accredited by an HECB approved accrediting association.

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

Such facilities must:

- be either a separately accredited institution or,
- operated as a nonprofit college or university delivering on-site classroom instruction to at least seven hundred full-time equivalent students for a minimum of twenty consecutive years within the state of Washington.

2. Be approved by one of the following HECB approved accrediting associations:

- a. Northwest Commission on Colleges and Universities
- 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
3. Participate in the federal student aid programs.
  4. Demonstrate a continuing administrative capability to steward financial aid programs.
  5. Sign the “Agreement to Participate” and have it endorsed by the HECB.

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**AGREEMENT TO PARTICIPATE**

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The *"Agreement to Participate"* documents an institution's promise to abide by all program statutes, rules and guidelines. The agreement 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 policies for HECB approval. Additional supporting documentation may be required.

**Student Budgets**

Student budgets are 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 must have both a refund and a repayment policy. A Board approved repayment policy has been included at the end of the public payment and private payment chapters. This policy is not required until the 2009-10 academic year.

**Satisfactory Progress Policies**

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



**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 ones) or discoveries resulting from an internal or external program review or audit shall be sent directly to the HECB.

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**ELIGIBLE OUT-OF-STATE INSTITUTION**

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An out-of-state institution must meet the following definition in order to participate in the SNG program/award SNG to its students:

An “*eligible out-of-state institution*” is any nonprofit college or university located 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 are accepted at an eligible out-of-state institution as defined above may receive a SNG as long as that they continue attendance under the reciprocity program and remain otherwise eligible for a SNG.

**Student Eligibility**

In addition to the student eligibility criteria contained in Chapter 1 of this manual, a student must attend an eligible out-of-state institution participating in the HECB reciprocity program in order to receive a SNG. If a student terminates 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 those for eligible in-state private institutions (see chapter on Private Payments).

**Institution reserves**

The annual SNG reserve for each participating institution is determined by a model that factors in the number of served and unserved students in addition to other data reported in the reconciliation report, due each/every July.

A school may safely award 90% of the current year's reserve for the upcoming school year net of current year deobligations prior to receiving the preliminary reserve notice.

## **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.

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## **PROGRAM AUDITS AND RECORDS RETENTION**

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The HECB staff shall review institutional administrative practices to verify compliance with rules, regulations, and program guidelines. As outlined in the rules, the burden of proof for a grant recipient's eligibility lies 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 verifying how SNG funds were spent.

The institution must be able to reconstruct the calculations and rationale for the student's grant eligibility and award, if requested by the HECB. An institution may keep records on microfilm or in a computerized format. If the institution keeps its records in computerized format, it must maintain source documents supporting the computer data in either hard copy, imaging software or on microfilm.

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 amount of the affected SNG funds to the HECB. The burden for repayment is 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 all documentation substantiating a student's eligibility for, and receipt of, SNG funds be maintained for six years in accordance with the Washington State 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  
2008-2009**

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

##### **RCW Sections**

- 28B.12.040 Board, guidelines in performance of duties.
- 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.92.085 Part-time students—Review of financial aid policies and procedures
- 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.15.012 Classification as resident or nonresident student – Definitions. (excerpt)

### **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.92.010**

### **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 re-awarded 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. Any child support payments received by students who are parents attending less than half-time shall not be used in computing financial need.

(5) (a) A student who is enrolled in three to six credit-bearing quarter credits, or the equivalent semester credits, may receive a grant for up to one academic year before beginning a program that leads to a degree or certificate.

(b) An eligible student enrolled on a less-than-full-time basis shall receive a prorated portion of his or her state need grant for any academic period in which he or she is enrolled on a less-than-full-time basis, as long as funds are available.

(c) An institution of higher education may award a state need grant to an eligible student enrolled in three to six credit-bearing quarter credits, or the semester equivalent, on a provisional basis if:

(i) The student has not previously received a state need grant from that institution;

(ii) The student completes the required free application for federal student aid;

(iii) The institution has reviewed the student's financial condition, and the financial condition of the student's family if the student is a dependent student, and has determined that the student is likely eligible for a state need grant; and

(iv) The student has signed a document attesting to the fact that the financial information provided on the free application for federal student aid and any additional financial information provided directly to the institution is accurate and complete, and that the student agrees to repay the institution for the grant amount if the student submitted false or incomplete information.

(6) 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.

[2007 c 404 § 2; 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) Until June 30, 2011, to the extent funds are specifically appropriated for this purpose, and subject to any terms and conditions specified in the omnibus appropriations act, be enrolled or accepted for enrollment for at least three quarter credits or the equivalent semester credits at an institution of higher education in Washington as defined in RCW 28B.92.030(1).

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

[2007 c 404 § 1; 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.92.085 – Part-time Students—Review of financial aid policies and procedures**

Institutions of higher education are encouraged to review their policies and procedures regarding financial aid for students taking a less-than-half-time course load, and to implement policies and procedures providing students taking a less-than-half-time course load with the same access to institutional aid, including tuition waivers, as provided to students enrolled half time or more.

[2007 c 404 § 3.]

### **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; Order 2-77, § 250-20-011, filed 4/13/77; Order 3-75, § 250-20-011, filed 4/25/75; Order 1-75, § 250-20-011, filed 3/7/75; Order 1-74, § 250-20-011, filed 4/9/74; Order 1-73, § 250-20-011, filed 7/2/73.]

### **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 re-awarding 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 over awarded 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.]

## **Residency Statutes for State Need Grant (excerpt)**

### **RCW 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).

### **RCW 28B.15.012 Classification as resident or nonresident student – Definitions. (excerpt)**

(2) The term "resident student" shall mean:

(a) A financially independent student who has had a domicile in the state of Washington for the period of one year immediately prior to the time of commencement of the first day of the semester or quarter for which the student has registered at any institution and has in fact established a bona fide domicile in this state primarily for purposes other than educational;

(b) A dependent student, if one or both of the student's parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the semester or quarter for which the student has registered at any institution;

(c) A student classified as a resident based upon domicile by an institution on or before May 31, 1982, who was enrolled at a state institution during any term of the 1982-1983 academic year, so long as such student's enrollment (excepting summer sessions) at an institution in this state is continuous;

(d) Any student who has spent at least seventy-five percent of both his or her junior and senior years in high schools in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who enrolls in a public institution of higher education within six months of leaving high school, for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year.

## **Chapter 250-18 WAC**

### **Residency Status for Higher Education**

#### **WAC**

**250-18-010 Purpose and applicability.**

**250-18-015 Definitions.**

**250-18-020 Student classification.**

**250-18-025 Classification procedure**

**250-18-030 Establishment of a domicile**

**250-18-035 Evidence of financial independence**

**250-18-040 Evidence of financial dependency**

**250-18-045 Administration of residency status**

**250-18-050 Appeals process**

**250-18-055 Recovery of fees for improper classification of residency**

**250-18-060 Exemptions from nonresident status**

#### **WAC 250-18-010 Purpose and applicability.**

This chapter is promulgated pursuant to RCW 28B.15.015 by the board to establish the necessary regulations for the administration of residency status in higher education. Institutions shall apply the provisions of the regulations specified in chapter 250-18 WAC for the uniform determination of a student's resident and nonresident status and for recovery of fees for improper classification of residency.

#### **WAC 250-18-015 Definitions.**

- (1) The term "institution" shall mean a public university, college, or community college within the state of Washington.
- (2) The term "domicile" shall denote a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.
- (3) The term "reside" shall mean the maintenance and occupancy of a primary residence in the state of Washington.
- (4) The term "financially independent" shall be determined according to WAC 250-18-035.
- (5) The term "dependent" shall mean a person who is not financially independent.
- (6) The term "resident" for tuition and fee purposes shall be determined according to WAC 250-18-020.
- (7) The term "nonresident" for tuition and fee purposes shall be determined according to WAC 250-18-020.
- (8) The term "recovery of fees" shall apply to the amounts due to the institution or the student as a result of improper classification.
- (9) The term "civil service" shall mean Washington state or federal government nonmilitary employment.

**WAC 250-18-020 Student classification.**

- (1) For a student to be classified as a "resident" for tuition and fee purposes, he or she shall:
- (a)(i) Have established a bona fide domicile in the state of Washington primarily for purposes other than educational for the period of one year immediately prior to commencement of the first day of the semester or quarter for which he or she has registered at any institution; and
  - (ii) Be financially independent; or
  - (b) Be a dependent student, with one or both of whose parents or legal guardians have maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the semester or quarter for which the student has registered at any institution; or
  - (c) Any student who has spent at least seventy-five percent of both his or her junior and senior years in high school in this state, whose parents or legal guardians have been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who enrolls in a public institution of higher education within six months of leaving high school, for as long as the student remains continuously enrolled for three quarters or two semesters in any calendar year;
  - (d) Be the spouse or dependent of an active duty military person stationed in the state of Washington;
  - (e) Be a student of an out-of-state institution of higher education who is attending a Washington state institution of higher education pursuant to a home tuition program agreement under RCW 28B.15.725; or
  - (f) Be a student domiciled for one year in one or a combination of the following states: Idaho, Montana, Oregon, or Washington, and be a member of one of the following American Indian tribes:
    - (i) Colville Confederated Tribes;
    - (ii) Confederated Tribes of the Chehalis Reservation;
    - (iii) Hoh Indian Tribe;
    - (iv) Jamestown S'Klallam Tribe;
    - (v) Kalispel Tribe of Indians;
    - (vi) Lower Elwha Klallam Tribe;
    - (vii) Lummi Nation;
    - (viii) Makah Indian Tribe;
    - (ix) Muckleshoot Indian Tribe;
    - (x) Nisqually Indian Tribe;
    - (xi) Nooksack Indian Tribe;
    - (xii) Port Gamble S'Klallam Community;
    - (xiii) Puyallup Tribe of Indians;
    - (xiv) Quileute Tribe;
    - (xv) Quinault Indian Nation;
    - (xvi) Confederated Tribes of Salish Kootenai;
    - (xvii) Sauk Suiattle Indian Nation;
    - (xviii) Shoalwater Bay Indian Tribe;
    - (xix) Skokomish Indian Tribe;
    - (xx) Snoqualmie Tribe;
    - (xxi) Spokane Tribe of Indians;
    - (xxii) Squaxin Island Tribe;

- (xxiii) Stillaguamish Tribe;
- (xxiv) Suquamish Tribe of the Port Madison Reservation;
- (xxv) Swinomish Indian Community;
- (xxvi) Tulalip Tribes;
- (xxvii) Upper Skagit Indian Tribe;
- (xxviii) Yakama Indian Nation;
- (xxix) Coeur d'Alene Tribe;
- (xxx) Confederated Tribes of Umatilla Indian Reservation;
- (xxxi) Confederated Tribes of Warm Springs;
- (xxxii) Kootenai Tribe; and
- (xxxiii) Nez Perce Tribe.

(2) A student shall be classified as a "nonresident" for tuition and fee purposes if he or she does not qualify as a resident student under the provisions of subsection 1 of this section. A nonresident student shall include a student if he or she:

(a) Will be financially dependent for the current year or was financially dependent for the calendar year prior to the year in which application is made and who does not have a parent or legally appointed guardian who has maintained a bona fide domicile in the state of Washington for one year immediately prior to the commencement of the semester or quarter for which the student has registered at an institution;

(b) Attends an institution with financial assistance provided by another state or governmental unit or agency thereof wherein residency in that state is a continuing qualification for such financial assistance, such nonresidency continuing for one year after the completion of the quarter or semester for which financial assistance is provided. Such financial assistance relates to that which is provided by another state, governmental unit[, ] or agency thereof for direct or indirect educational purposes and does not include retirements, pensions, or other noneducational related income. A student loan guaranteed by another state or governmental unit or agency thereof on the basis of eligibility as a resident of that state is included within the term "financial assistance;"

(c) Is not a citizen of the United States of America, unless such person holds permanent or temporary resident immigration status, "refugee - parolee," or "conditional entrant" status or is not otherwise permanently residing in the United States under color of law and further meets and complies with all applicable requirements of WAC 250-18-030 and 250-18-035.

(3) A person does not lose a domicile in the state of Washington by reason of residency in any state or country while a member of the civil or military service of this state or of the United States, nor while engaged in the navigation of the waters of this state or of the United States or of the high seas if that person returns to the state of Washington within one year of discharge from said service with the intent to be domiciled in the state of Washington.

(4) Any resident dependent student who remains in this state when such student's parents or legal guardians, having theretofore, been domiciled in this state for a period of one year immediately prior to commencement of the first day of the semester or quarter for which the student has registered at any institution, move from this state, shall be entitled to continued classification as a resident student so long as such student is continuously enrolled during the academic year.

### **WAC 250-18-025 Classification procedure.**

- (1) After a student has registered at an institution, such student's classification shall remain unchanged in the absence of satisfactory evidence to the contrary. The provision of such evidence to the contrary may be initiated by the student or the institution.
- (2) Application for a change in classification shall be accepted up to the thirtieth calendar day following the first day of the instruction of the quarter or semester for which application is made. Applications made after that date in any quarter or semester shall be considered to have been filed as of the first day of the subsequent quarter or semester.
- (3) Any change in classification, either nonresident to resident, or the reverse, shall be based upon written evidence maintained in the files of the institution.
- (4) Approval of an application for resident status shall be made only after satisfaction that the requirements of domicile and independency or dependency have been made in compliance with RCW 28B.15.012 and WAC 250-18-030 and 250-18-035. Reclassification from nonresident to resident status preliminarily approved sixty days or more prior to the satisfaction of a one-year durational domicile shall be supplemented with additional documented proof of domicile if deemed necessary by the institution prior to final approval.
- (5) The burden of proof that a student, parent, or legally appointed guardian has established a domicile in the state of Washington primarily for purposes other than educational lies with the student.
- (6) For any student classified as a resident or authorized to pay resident fees or exempted from the payment of the nonresident differential on a basis other than an established domicile in the state of Washington, the fee paying status of such student shall be subject to determination each term on the basis of chapter 28B.15 RCW.

### **WAC 250-18-030 Establishment of a domicile.**

The domicile of any person shall be determined according to the individual's situation and circumstances rather than by marital status or sex. The establishment of a domicile is not determined on the basis of a single factor; nor is a predetermined number of factors required. Institutions shall require evidence of a Washington domicile that would reasonably negate the existence of a domicile in a state other than Washington.

A nonresident student who is enrolled for more than six hours per semester or quarter shall be presumed to be in the state of Washington for primarily educational purposes. Such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless such student proves that he or she has, in fact, established a bona fide domicile in this state primarily for purposes other than educational.

To aid the institutions in determining whether a student, parent, legally appointed guardian, or the person having legal custody of a student has established a bona fide domicile in the state of Washington primarily for purposes other than educational, the following factors are to be considered:

- (1) Registration or payment of taxes or fees on a motor vehicle, mobile home, travel trailer, boat, or any other item of personal property owned or used by the person for which state registration or the payment of a state tax or fee is required, for the one year immediately prior to commencement of the semester or quarter for which application is made;
- (2) Valid Washington driver's license for the one year immediately prior to the commencement of the quarter or semester for which application is made;

(3) Permanent full-time employment in the state of Washington during the one year immediately prior to commencement of the semester or quarter for which application is made;

(4) Address and other pertinent facts listed on a true and correct copy of federal and state income tax returns for the calendar year prior to the year in which application is made;

(5) Location of voter registration for the one-year period immediately prior to commencement of the semester or quarter for which application is made;

(6) Purchase of primary residence, lease agreement, or monthly rental receipts for one year immediately prior to commencement of the semester or quarter for which application is made;

(7) Residence status of the student in schools attended outside the state of Washington;

(8) Location of checking account, savings account, and/or safety deposit box for one year immediately prior to commencement of the semester or quarter for which application is made.

Additional factors may be considered at the request of a student as supporting documentation of a one-year durational domicile. Such factors may include, but are not limited to:

- (1) Address of student listed on selective service registration;
- (2) Location of membership in professional, business, civic or other organizations.

**WAC 250-18-035 Evidence of financial independence.**

A person is financially independent if he or she has not been and will not be claimed as an exemption and has not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify him or her to be claimed as an exemption for federal income tax purposes by any person except his or her spouse for the current calendar year and for the calendar year immediately prior to the year in which application is made.

(1) To substantiate a reasonable presumption that a person is financially independent, the institution may require such documentation as deemed necessary, including but not limited to the following:

(a) That individual's sworn statement.

(b) A true and correct copy of the state and federal income tax return of the person for the calendar year immediately prior to the year in which application is made.

Should a person not have filed a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income may be submitted.

(c) A true and correct copy of the person's W-2 form filed for the previous calendar year.

(d) Other documented financial resources. Such other resources may include but not be limited to, the sale of personal or real property, inheritance, trust fund, state or financial assistance, gifts, loans, or statement of earnings of the spouse of a married student.

(e) A true and correct copy of the first and signature page of the state and federal tax returns of the parents, legally appointed guardians, or person or persons having legal custody of the student for the calendar year immediately prior to the year in which application is made.

The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns shall be limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.

(f) A student whose parents are both deceased or who has been made an official ward of the court may be required to provide documentation attesting to the fact of such circumstances.

- (2) To aid institutions in determining the financial independence of a student whose parents, legally appointed guardian, or person having legal custody of the student do not provide the documentation because of total separation or other reasons from the student, documentation clearly stating the student's status and relationship with his or her parents or legal guardian from a responsible third person, e.g., family physician, lawyer, or social worker may be submitted.
- (3) Information submitted by the student to the institution on the Washington financial aid form may be used to affirm the authenticity of information submitted on an application.
- (4) In all cases, the burden of proof that a student is financially independent lies with the student.

**WAC 250-18-040 Evidence of financial dependency.**

- (1) To aid the institutions in determining whether a student is financially dependent and whether his or her parent, legally appointed guardian, or the person having legal custody of the student has maintained a bona fide domicile in the state of Washington for one year, the following factors are to be considered:
  - (a) Legal proof of guardianship or custody which shall be the responsibility of the student;
  - (b) Evidence of established domicile of parent, guardian, or custodian which shall be the responsibility of the student;
  - (c) The identification of the student as a dependent on the federal income tax return of the parents, legally appointed guardians or person having legal custody, which shall be proof of the student's financial dependency.
- (2) Proof of a student's financial dependency for the current calendar year or the calendar year immediately prior to the year in which application is made which shall be the responsibility of the student. Additional documentation to substantiate dependency during the current calendar year may be required at a later time if deemed necessary by the institution.
- (3) A student who provides evidence that he or she is a dependent and has a parent or legal guardian who has maintained a one-year domicile in the state of Washington shall not be required to establish a one-year domicile prior to classification of resident status, provided such a student may not be classified as a resident while receiving financial assistance from another state, governmental unit or agency thereof for educational purposes.

**WAC 250-18-045 Administration of residency status.**

Administration of residency status shall be the responsibility of the institution's board of trustees or regents in compliance with RCW 28B.15.011 through 28B.15.014 and chapter 250-18 WAC. Boards of trustees or regents shall designate an institutional official responsible for making decisions on resident and nonresident status of students, and for maintaining records and documentation in support of such decisions. Institutions shall use a uniform state-wide form consistent with the provisions of chapter 250-18 WAC for the determination of change in residence status.

**WAC 250-18-050 Appeals process.**

Any final institutional determination of classification shall be considered a ruling on a contested case and shall be subject to court review only under procedures prescribed by chapter 34.05 RCW.



**WAC 250-18-055 Recovery of fees for improper classification of residency.**

To aid the institutions in the determination of accuracy of statements made by a student, institutions shall require that a student affirm the authenticity of all information and supporting documentation provided by his or her signature thereon.

If erroneous, untrue, or incorrect information submitted results in an improper classification of resident or nonresident status, or if a final determination is reversed through the appeals process, institutions shall recover from the student or refund to the student as the case may be an amount equal to the total difference in tuition and fees had the proper classification been made.

**WAC 250-18-060 Exemptions from nonresident status.**

In accordance with RCW 28B.15.014, certain nonresidents may be exempted from paying the nonresident tuition and fee differential. Exemption from the nonresident tuition and fee differential shall apply only during the term(s) such persons shall hold such appointments or be so employed. To be eligible for such an exemption, a nonresident student must provide documented evidence that he or she does reside in the state of Washington, and:

- (1) Holds a graduate service appointment designated as such by an institution involving not less than twenty hours per week;
- (2) Is employed for an academic department in support of the instructional or research programs involving not less than twenty hours per week;
- (3) Is a faculty member, classified staff member, or administratively exempt employee who resides in the state of Washington and is holding not less than a half-time appointment, or the spouse or dependent child of such a person;
- (4) Is an active duty military person stationed in the state of Washington;
- (5) Is an immigrant having refugee classification from the U.S. Immigration and Naturalization Service or the spouse or dependent child of such refugee, if the refugee (a) is on parole status, or (b) has received an immigrant visa, or (c) has applied for United States citizenship; or
- (6) Is a dependent of a member of the United States Congress representing the state of Washington.



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## WASHINGTON STATE NEED GRANT

### 2008-2009 PROGRAM TIMELINES

May 2, 2008	Requests mailed to institutions for items to support the “Institutional Agreement to Participate”
June 6, 2008	Last date for private institutions to request payments for 2007-08 year
June 20, 2008	Last date for public institutions to request payments for 2007-08 year
July 7, 2008	Reconciliation reports due for 2007-2008 year Schools can begin requesting funds for summer (1st term) and fall terms
August 2008	Updated Archive Check Report with 2007-2008 award data available on HECB password-protected website*
September 2008	HECB requests staff contact updates from financial aid administrators
November 7, 2008	Fall Interim Reports due Privates will receive validation reports within two weeks of filing interim
November 2008	LEAP/SLEAP letters mailed to private and proprietary institutions
February 6, 2009	Winter Interim Reports due Privates will receive validation reports within two weeks of filing interim
April 15, 2009	Transfer funds available until this date
May 1, 2009	Spring Interim Reports due Privates will receive validation reports within two weeks of filing interim
May 2009	State financial aid training and update workshops
June 6, 2009	Private institutions - Final request for funds
July 13, 2009	Reconciliation and Year End Interim Reports due
August 2009	Updated Archive Check Report with 2008-2009 awards available on HECB password-protected website*
September 2009	HECB requests staff contact updates from financial aid administrators

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