



June 27, 2013

James Mathis, President  
Southwest Florida College  
1700 Medical Lane  
Fort Meyers, Florida 33907 1158

United Parcel Service  
Tracking Number 1ZA5467Y0196910376

RE Final Program Review Determination  
OPE ID 02278800  
PRCN 201230427874

Dear President Mathis

The U S Department of Education's (Department s) School Participation Division - Atlanta issued a program review report on March 27, 2013 covering Southwest Florida College s (SWFC) administration of programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U S C §§ 1070 et seq (Title IV HEA programs), for the 2010-2011 and 2011-2012 award years The institution's final response was received on April 26 2013

The School Participation Division Atlanta has reviewed SWFC s response to the Program Review Report A copy of the program review report (and related attachments) and SWFC's response are attached Any supporting documentation submitted with the response is being retained by the Department and is available for inspection by SWFC upon request Additionally, this Final Program Review Determination (FPRD) related attachments and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this FPRD is issued

SWFC's response has resolved all findings In addition SWFC has provided assurances that the appropriate corrective actions have been taken to resolve and prevent future occurrences of all findings Therefore, SWFC may consider the program review closed with no further action required

Program records relating to the period covered by this program review must be retained until the later of the resolution of the loan(s), claim(s) or expenditure(s) questioned in the program review [34 C F R § 668 24(e)(3)(i)] or the end of the retention period applicable to the record [34 C F R § 668 24(e)(1) and (e)(2)]

**Federal Student**

A OFFICE of the U S DEPARTMENT of EDUCATION

Atlanta School Participation Division  
61 Forsyth St SW Room 18T40  
Atlanta GA 30303 8918

Southwest Florida College  
OPE ID 02278800  
PRCN 201230427874  
Page 2 of 2

If you have any questions please call Melody Parker-Venable at (404) 974-9299

Sincerely,

(b)(6)

Charles Engstrom  
Division Director

Enclosure Program Review Report (with attachments)  
SWFC Response to the Program Review Report

cc Laura L Selvey, Financial Aid Administrator  
FL Commission for Independent Education – Florida Department of Education  
Accrediting Council for Independent Colleges and Schools



**F Y I**

March 27, 2013

James Mathis President  
Southwest Florida College  
1685 Medical Lane  
Fort Myers, Florida 33907 1158

United Parcel Service Tracking Number  
1ZA5467Y0195391448

RE Program Review Report  
OPE ID 02278800  
PRCN 201230427874

Dear President Mathis

From April 16 2012 through April 20 2012 Melody Parker Venable Jim Wiley and Jon Finkelstein conducted a review of Southwest Florida College s (SWFC) administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965 as amended, 20 U S C §§ 1070 et seq (Title IV HEA programs) The findings of that review are presented in the enclosed report

Findings of noncompliance are referenced to the applicable statutes and regulations and specify the action required to comply with the statute and regulations Please review the report and respond to each finding indicating the corrective actions taken by SWFC The response should include a brief written narrative for each finding that clearly states SWFC s position regarding the finding and the corrective action taken to resolve the finding Separate from the written narrative SWFC must provide supporting documentation as required in each finding

Please note that pursuant to HEA section 498A(b) the Department is required to

- (1) provide to the institution an adequate opportunity to review and respond to any preliminary program review report<sup>1</sup> and relevant materials related to the report before any final program review report is issued
- (2) review and take into consideration an institution s response in any final program review report or audit determination and include in the report or determination –

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<sup>1</sup> A preliminary program review report is the program review report The Department s final program review report is the Final Program Review Determination (FPRD)

**Federal Student**

A DIVISION OF THE U.S. DEPARTMENT OF EDUCATION

Atlanta School Participation Division  
505 North State Street, Room 3740  
Atlanta, GA 30303-8908

- a A written statement addressing the institution's response
- b A written statement of the basis for such report or determination and
- c A copy of the institution's response

The Department considers the institution's response to be the written narrative (to include e-mail communication). Any supporting documentation submitted with the institution's written response will not be attached to the FPRD. However, it will be retained and available for inspection by SWFC upon request. Copies of the program review report, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after the FPRD is issued.

The institution's response should be sent directly to Melody Parker Venable of this office within 30 calendar days of receipt of this letter.

#### Protection of Personally Identifiable Information (PII)

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. To protect PII, the findings in the attached report do not contain any student PII. Instead, each finding references students only by a student number created by Federal Student Aid. The student numbers were assigned in Appendix A, Student Sample. Please see the enclosure, Protection of Personally Identifiable Information, for instructions regarding submission to the Department of required data / documents containing PII.

#### Record Retention

Program records relating to the period covered by the program review must be retained until the later of resolution of the loans, claims, or expenditures questioned in the program review or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

We would like to express our appreciation for the courtesy and cooperation extended during the review. Please refer to the above Program Review Control Number (PRCN) in all correspondence relating to this report.

Southwest Florida College  
OPEID 02278800  
PRCN 201230427874  
Page 3 of 3

If you have any questions concerning this report please contact Melody Parker Venable at (404) 974 9299 or melody.parker.venable@cd.gov

Sincerely,

(b)(6)

Chris Miller  
Compliance Manager

cc Laura Selvey, Financial Aid Administrator

Enclosure  
Protection of Personally Identifiable Information

## PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Personally Identifiable Information (PII) being submitted to the Department must be protected. PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth).

PII being submitted electronically or on media (e.g., CD-ROM, floppy disk, DVD) must be encrypted. The data must be submitted in a zip file encrypted with Advanced Encryption Standard (AES) encryption (256 bit is preferred). The Department uses WinZip. However, files created with other encryption software are also acceptable, provided that they are compatible with WinZip (Version 9.0) and are encrypted with AES encryption. Zipped files using WinZip must be saved as Legacy compression (Zip 2.0 compatible).

The Department must receive an access password to view the encrypted information. The password must be e-mailed separately from the encrypted data. The password must be 12 characters in length and use three of the following: upper case letter, lower case letter, number, special character. A manifest must be included with the e-mail that lists the types of files being sent (a copy of the manifest must be retained by the sender).

Hard copy files and media containing PII must be

- sent via a shipping method that can be tracked with signature required upon delivery
- double packaged in packaging that is approved by the shipping agent (FedEx, DHL, UPS, USPS)
- labeled with both the "To" and "From" addresses on both the inner and outer packages
- identified by a manifest included in the inner package that lists the types of files in the shipment (a copy of the manifest must be retained by the sender)

PII data cannot be sent via fax.

Prepared for  
Southwest Florida College

**Federal Student**  
A OFFICE / the U S DEPARTMENT / EDUCATION

PROUD SPONSOR of  
the AMERICAN MIND

**OPE ID** 02278800  
**PRCN** 201230427874

Prepared by  
U S Department of Education  
Federal Student Aid  
School Participation Division Atlanta

## Program Review Report

March 27, 2013

Atlanta School Participation Division  
61 Forsyth Street SW Room 18T40  
Atlanta Georgia 30303 8918  
[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov)

## Table of Contents

<b>INSTITUTIONAL INFORMATION</b>	<b>2</b>
<b>SCOPE OF REVIEW</b>	<b>2</b>
<b>FINDINGS</b>	<b>4</b>
1 INELIGIBLE STUDENTS	4
2 INACCURATE COD/ LEDGER DISBURSEMENT DATES	6
3 EXIT COUNSELING NOT DOCUMENTED	7
4 VERIFICATION VIOLATION	7
5 AWARD NOTIFICATION PROCEDURES NOT DEVELOPED	8
6 ADMISSIONS POLICY NOT DEVELOPED	10
<b>APPENDIX A STUDENT SAMPLE</b>	<b>11</b>

## A Institutional Information

Southwest Florida College  
1685 Medical Lane  
Fort Myers, Florida 33907 1158

Type Proprietary

Highest Level of Offering Bachelor s Degree

Accrediting Agency Accrediting Council for Independent Colleges and Schools

Current Student Enrollment 1482 (2011 2012)

% of Students Receiving Title IV 91 50% (2011 2012)

Title IV Participation as reported in the Postsecondary Education Participants System (PEPS)

	<u>2010</u>	<u>2011</u>
William D Ford Direct Loan Program (Direct Loan)	\$20 886 014	
Federal Family Educational Loan Program (FFEL)	\$1 528 414	
Federal Pell Grant Program (PELL)	\$10 301 825	
Federal Supplemental Education Opportunity Grant (FSEOG)	\$185 032	
Federal Work Study Program (FWS)	\$245 113	

Default Rate FFEL/DL	2010	10 4%
	2009	12 4%
	2008	10 1%

## B Scope of Review

The U S Department of Education (the Department) conducted a program review at Southwest Florida College (SWFC) from April 16 2012 to April 20 2012. The review was conducted by Melody Parker Venable Jon Finkelstein and Jim Wiley.

The focus of the review was to determine SWFC s compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of but was not limited to an examination of SWFC s policies and procedures regarding institutional and student eligibility individual student financial aid and academic files attendance records student account ledgers and fiscal records.

A sample of 30 files was identified for review from the 2010 2011 and 2011 2012 (year to date) award years. The files were selected randomly from a statistical sample of the total population receiving Title IV HEA program funds for each award year. Appendix A lists the names and

partial social security numbers of the students whose files were examined during the program review

### **Disclaimer**

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning SWFC's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve SWFC of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV HEA programs.

This report reflects initial findings. These findings are not final. The Department will issue its final findings in a subsequent Final Program Review Determination letter.

### **C Findings**

During the review, several areas of noncompliance were noted. Findings of noncompliance are referenced to the applicable statutes and regulations and specify the actions to be taken by SWFC to bring operations of the financial aid programs into compliance with the statutes and regulations.

#### **Finding 1 Ineligible Students**

##### **Citation** 34 C.F.R. § 668.32(e) Academic Qualifications

Pursuant to 34 C.F.R. § 668.32(e), a student who is eligible to receive Title IV funds is a regularly enrolled student, or one who is accepted for enrollment in an eligible program at an eligible institution. Among other criteria, the student must have a valid high school diploma or its recognized equivalent, or have a passing score on a specified Department approved, independently administered test, in accordance with 34 C.F.R. § 668, Subpart J.

The 2011-2012 Federal Student Aid Handbook, Volume One, Chapter One, pages 1-6 states that a student is qualified to receive Title IV funds, if the student

- has a high school diploma
- has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate
- has completed homeschooling at the secondary level
- has satisfactorily completed six credits or 225 clock hours of college work that are applicable to a degree or certificate offered by the school

If a student indicates that he or she has a diploma or GED, the institution isn't required to ask for a copy, however, if your institution requires one for admission, then the institution must rely on that copy of the diploma or GED and not on the student's certification alone.

**Noncompliance** The institution failed to properly document student eligibility during the admissions process. SWFC's Admissions Policy states:

*Applicants must be high school graduates with a standard diploma or have successfully completed equivalent education as certified by state department of education i.e. a GED. Applicants will be required to provide official high school transcripts within 90 days of the term start date. If this documentation is not received, the applicant's enrollment will be cancelled accordingly.*

A copy of the official high school/ GED transcripts or documentation was not provided for student number 8, 16, 17, and 20.

**Required Action** In response to this finding, the institution must provide assurances that in the future, Title IV funds will not be disbursed to students until it is determined that the student is eligible to receive Title IV funds in accordance with the Admissions Policy and FSA requirements.

Because the error rate for this material finding is greater than the established limit, SWFC must conduct a 100% file review for all Title IV recipients in attendance for the 2010-2011 and 2011-2012 award years. The purpose of this file review is to determine if Title IV funds were disbursed to other students for which Title IV eligibility was not determined based on the admissions policy and FSA requirements. The results of your review must be provided in an alphabetical listing including the following information in an Excel spreadsheet (or similar format):

- Student Name
- Last Four Digits of the Social Security Number
- Student Start Date
- Name of High School Attended and Graduation Date
- Date High School Diploma/Transcript Received
- Title IV Aid Disbursed by Program and Award Year

Any payment of liabilities will be established in the Final Program Review Determination Letter.

SWFC must engage an IPA to test the file review completed by SWFC. The IPA must develop a set of procedures designed for testing the accuracy and completeness of the file review. The suggested procedures must be provided to Melody Parker Venable within 30 days of the institution's receipt of this report.

The IPA must apply the Agreed Upon Procedures to test the file review(s) completed by SWFC and prepare a report including any exceptions noted during its testing. The exceptions must be detailed and identified. Exceptions must be reported for all file review elements as specified in the finding requirement as presented in the Program Review Report. The IPA must prepare the

report in accordance with AICPA Attestations Standards. The IPA's report must be submitted with SWI C's response to this Program Review Report.

**Finding 2** Inaccurate COD/ Ledger Disbursement Dates

**Citation** 34 C F R § 668.24(c) Student Assistance General Provisions states the records that an institution must maintain in order to comply with the provisions of this section include, but are not limited to, the date and amount of each disbursement or delivery of grant or loan funds, and the date and amount of each payment of Federal Work Study wages.

34 C F R § 668.24(d) Student Assistance General Provisions states an institution shall maintain required records in a systematically organized manner. A school's fiscal records must provide a clear audit trail that shows that funds were received, managed, disbursed, and returned in accordance with federal requirements.

34 C F R § 690.75 Determination of Eligibility for Payment states that for each payment period, an institution may pay a Federal Pell Grant to an eligible student only after it determines that the student—

- (1) Qualifies as an eligible student under 34 CFR Part 668, Subpart C;
- (2) Is enrolled in an eligible program as an undergraduate student; and
- (3) If enrolled in a credit hour program without terms or a clock hour program, has completed the payment period as defined in §668.4 for which he or she has been paid a Federal Pell Grant.

34 C F R § 685.303 Processing of the Proceeds of a Direct Loan states that schools shall follow the procedures for disbursing funds in 34 C F R § 668.164.

**Noncompliance** The reviewers found that the disbursement dates in the Common Origination and Disbursement System (COD) did not match the disbursement dates on the student ledgers at the school. Student Number 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 29 were all included in this finding. For example:

Student #2: COD shows a Pell disbursement for the student on 10/25/2010 for \$925.00, but the disbursement was not posted until 11/2/2010.

Student #3: COD shows loan disbursements for the student on 4/08/2011 in the amount of \$1,162.00, but the disbursement was not posted until 4/28/2011. The student also had an unsubsidized loan disbursement in the amount of \$665.00, which is reported in COD as disbursed on 4/8/2011. However, the disbursement was not posted to the student's ledger until 4/28/2011.

**Required Action** This issue is systemic across both award years and is applicable to both grant and loan funds. Therefore, the institution must reenter the COD system and adjust the COD disbursement dates for any Title IV disbursements made for the 2010-2011 and 2011-2012.

award years so that they accurately reflect the actual disbursement dates shown on the student ledgers

The school must inform the Department of when this corrective action is expected to be resolved and provide written assurance that the adjustments have been made. Going forward, the institution must work diligently to ensure that the COD disbursement dates are correct and in alignment with the student ledger disbursement dates. The institution must update its procedures for processing Title IV funds and provide a copy of the updated procedures to the Department detailing resolution of this issue so that it will not occur in the future.

**Finding 3** Exit Counseling not Documented

**Citation** 34 C.F.R. § 685.304 Counseling Borrowers  
34 C.F.R. § 682.604 Federal Family Education Loan Program

Pursuant 34 C.F.R. § 685.304 Counseling Borrowers to states that a school must ensure that initial counseling is conducted with each Subsidized or Unsubsidized loan borrower prior to making the first disbursement of the proceeds of a loan to a student borrower unless the student borrower has received a prior Direct Subsidized, Direct Unsubsidized, Federal Stafford or Federal SLS Loan.

Additionally, 34 C.F.R. § 682.604 Federal Family Education Loan Program states that a school shall conduct exit counseling with each borrower either in person, by audiovisual presentation, or by interactive electronic means. The institution must ensure that exit counseling is conducted shortly before the borrower ceases at least half-time study. In addition, if the borrower withdraws from school without the school's prior knowledge or fails to attend an exit counseling either in person or through interactive electronic means, the institution must mail written counseling materials to the student borrower at the student borrower's last known address within 30 days after the school learns that the student has withdrawn from the school or failed to complete the exit counseling as required.

**Noncompliance** SWFC failed to properly document exit counseling for student number 15 and 16.

**Required Action** SWFC must mail exit counseling materials to the students identified in this finding and provide documentation of this action in its response to this report.

**Finding 4** Verification Violation

**Citation** 34 C.F.R. § 668.51 General  
34 C.F.R. § 668.54 Selection of Applicants for Verification  
34 C.F.R. § 668.55 Updating Information

34 C F R § 668 51 explains that an institution shall establish and use written policies and procedures for verifying information contained in a student aid application in accordance with the provisions of this subpart. These policies and procedures must include --

- (1) The time period within which an applicant shall provide the documentation
- (2) The consequences of an applicant's failure to provide required documentation within the specified time period
- (3) The method by which the institution notifies an applicant of the results of verification if, as a result of verification, the applicant's EFC changes and results in a change in the applicant's award or loan
- (4) The procedures the institution requires an applicant to follow to correct application information determined to be in error

Also, if an institution has reason to believe that any information on an application used to calculate an EFC is inaccurate, it shall require the applicant to verify the information that it has reason to believe is inaccurate, as stated in 34 C I R § 668 54.

34 C F R § 668 55 states that an applicant is required to update—The number of family members in the applicant's household and the number of those household members attending postsecondary educational institutions, in accordance with provisions of paragraph (b) of this section, and his or her dependency status in accordance with the provisions of paragraph (d) of this section.

If the number of family members in the applicant's household or the number of those household members attending postsecondary educational institutions changes for a reason other than a change in the applicant's marital status, an applicant who is selected for verification shall update the information contained in his or her application regarding those factors so that the information is correct as of the day the applicant verifies the information.

**Noncompliance** SWFC did not update financial data for student number 22, as required. Student Number 22 stated that she paid \$2500 in child support on her 2011-2012 Institutional Student Information Record (ISIR), however, the student later corrected the data to reflect that she *received* \$2500 in child support. The updated information obtained during the verification process was not used to correct the student's EFC calculation.

**Required Action** SWFC must recalculate the EFC for student number 22 to reflect the \$2500 in child support received and provide proof of the correction in its response to this report.

**Finding 5** Award Notification Procedures Not Developed

**Citation** 34 C F R § 668 165 Notices and Authorizations  
34 C F R § 685 301 Origination of a Loan by a Direct Loan Program School

Pursuant to 34 C F R § 668.165, an institution must notify a student of the amount of funds the student and his or her parent can expect to receive from each FSA program, and how and when the funds will be disbursed. The notification must be sent before the disbursement is made. If the funds include Direct Loan or FFEL Program funds, the notice must indicate which funds are from subsidized loans and which are from unsubsidized loans. If Perkins, Stafford or PLUS loan funds are being credited to a student's account, the institution must also notify the student or parent in writing of the following:

- anticipated date and amount of the disbursement
- student's (or parent's) right to cancel all or part of the loan or disbursement
- procedures and the deadline by which the student (or parent) must notify the school that he or she wishes to cancel the loan or disbursement

If the school obtains affirmative confirmation, the notification must be sent no earlier than 30 days prior and no later than 30 days after crediting the student's account. If the institution does not obtain affirmative confirmation, the notification must be sent no earlier than 30 days prior and no later than seven days after crediting the student's account.

34 C F R § 685.301 states that an institution may not limit borrowing by a student or parent on a categorical basis or across the board basis. An institution may originate a loan for an amount less than the borrower's maximum eligibility, but you must ensure that such decisions are made on a case-by-case basis and do not constitute a pattern or practice that denies access to borrowers because of race, sex, color, income, religion, national origin, age, or handicapped status. Your institution may not participate in a practice of originating Stafford Loans only in the amount needed to cover the school charges or to limit unsubsidized Stafford borrowing by independent students. If an institution makes a decision not to originate or to reduce the amount of the loan, the institution must document the reasons and provide the explanation to the student in writing and maintain a copy of the documentation supporting the determination in the student's file.

**Noncompliance** The institution does not have an adequate system to notify students of the amount and type of Title IV funds they can expect to receive, and how and when that amount will be disbursed. Therefore, the institution does not provide adequate financial aid counseling to its Title IV eligible students.

Failure to provide adequate financial aid counseling to eligible students constitutes an inability to properly administer the Title IV HEA programs.

Student Number 17 is an independent, 2nd year academic level student. The student was eligible to receive \$4500 in subsidized Direct Loan funds and \$6000 unsubsidized Direct Loan funds. The student was awarded \$3500 in subsidized Direct Loan funds and \$3586 in unsubsidized Direct Loan funds. The Budget Worksheet for the student shows the Cost of Attendance as \$16,800, with a zero Expected Family Contribution (EFC). There was no documentation in the file to support the student adequately counseled on his/her full Title IV eligibility.

Student Number 30 is an independent, 3rd academic level student. The student was eligible to receive \$5500 in subsidized Direct Loan funds and \$7000 in unsubsidized Direct Loan funds. The student was awarded the full eligibility in subsidized Direct Loan funds; however, the student's unsubsidized loan was originated in the amount of \$2490. The student's EFC is zero and the student's file does not contain documentation to support the reduced loan origination amount for the unsubsidized loan. Additionally, the student was not notified of her full loan eligibility in the award notification.

**Required Action** SWFC must provide adequate financial aid counseling to eligible students who apply for Title IV assistance. Specifically, the institution must notify Title IV recipients of the amount he or she is eligible to receive and how and when those funds will be disbursed.

Additionally, SWFC must develop policies and procedures for ensuring that students are counseled and notified of the amount of Title IV aid they can expect to receive and how and when that amount will be paid. The notification must permit the student to accept, reject, or reduce the amount of the loan. A copy of the notification of disbursement and the new policies and procedures must be submitted to this office in response to this finding.

**Finding 6** Admissions Policy not Developed

**Citation** 34 C.F.R. § 668.32 Student Eligibility

In keeping with 34 C.F.R. § 668.32, a person must be enrolled as a regular student in an eligible program in order to receive FSA funds. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.

The 2011-2012 Federal Student Aid Handbook, Volume One, Chapter One, pages 1-6 states that a student is qualified to receive Title IV funds if the student:

- has a high school diploma
- has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate
- has completed homeschooling at the secondary level
- has satisfactorily completed six credits or 225 clock hours of college work that are applicable to a degree or certificate offered by the school

If a student indicates that he or she has a diploma or GED, the institution isn't required to ask for a copy; however, if your institution requires one for admission, then the institution must rely on that copy of the diploma or GED and not on the student's certification alone.

The institution must document the student's enrollment in an eligible program at the time of admission and it must have a system to notify the financial aid office if the student leaves the program. The institution must also document that a recipient of FSA funds is a regular student.

**Noncompliance** The Admissions Policy for SWFC currently states that *applicants will be required to provide official high school transcripts within 90 days of the term start date. If the documentation is not received the applicant's enrollment will be cancelled accordingly.*

SWFC permits students to enroll and receive FSA disbursements for up to 90 days within the start date of the term. This admissions procedure allows students who have not established eligibility for FSA purposes to receive FSA funds.

**Required Action** SWFC must modify its Admissions Policy to require that applicants provide proof of eligibility (high school transcript, GED and/or home schooling certification) prior to being accepted as a regular student. This will greatly reduce the likelihood of disbursing FSA funds to an ineligible student.

A copy of the updated policy and procedures must be submitted in response to this finding.



# SOUTHWEST FLORIDA COLLEGE

*A College Listening to Employers*

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April 26 2013

Melody Parker Venable

Institutional Review Specialist

U S Department of Education

61 Forsyth Street Suite 18T40

Atlanta GA 30303 8918

RE Program Review Report

OPE ID 02278800

Dear Ms Parker Venable

Enclosed please find Southwest Florida College s response to the Program Review Report dated March 27 2013 for the program review conducted April 16 2012 through April 20 2012 Thank you for your consideration of our response and your assistance throughout this process It has been a pleasure working with you Mr Wiley and Mr Finkelstein and we look forward to your reply Please don t hesitate to contact me if there is anything else required

Sincerely

Laura Selvey

Vice President Student Financial Services

**Manifest**

**Program Review report**

## Finding 1 Ineligible Students

### Noncompliance

The report indicates that the institution failed to properly document student eligibility during the admissions process. This finding states that four students from the selected sample did not have official high school / GED transcripts or other documentation on file. These students were numbers 8, 16, 17, and 20.

### Response

We agree that one of the four students cited in this finding did not have the proper documentation on file; however, students 8, 17, and 20 were enrolled with the college prior to our policy to require official transcripts. Prior to the start of our Spring 2011 term (start date 04/04/2011), our policy did not require proof of graduation and instead we accepted a written self-certification from the student. According to Volume 1 of the Federal Student Aid Handbook, "A student may self-certify on the FAFSA that he has received a high school diploma or GED or that he has completed secondary school through homeschooling as defined by state law. If a student indicates that he has a diploma or GED, your school isn't required to ask for a copy—except as noted below—but if your school requires one for admission, then you must rely on that copy of the diploma or GED and not on the student's certification alone." These three students included in the finding were enrolled and started prior to this policy change and had provided the required certifications. Student 8 started on 01/12/2009, student 17 started on 01/10/2011, and student 20 started on 06/28/2010. We therefore feel that students 8, 17, and 20 should not be included in this finding. This reduces the number of students included in this finding from four to one, and based on our written correspondence on Friday, April 5, 2013, a file review is not required. To support this assertion, we are including with this response the following supporting documentation:

1. The college's Admissions Policy as outlined in our catalog prior to the 04/04/2011 change to require high school proof. Under this policy, students would self-certify that they had graduated high school or received a GED. Please see attachment 1a.
2. The college's Admissions Policy effective 04/04/2011 as published in our catalog, which includes the requirement that students must provide high school proof. Please see attachment 1b.
3. Student #8's admissions application, which includes the self-attestation for high school or GED completion per our policy prior to 4/4/2011. Please see attachment 1c.
4. Student #20's admissions application, which includes the self-attestation for high school or GED completion per our policy prior to 4/4/2011. Please see attachment 1d.
5. Student #17's admissions application, which includes the self-attestation for high school or GED completion per our policy prior to 4/4/2011. Please see attachment 1h.

In the case of student number 16, one Pell disbursement in the amount of \$1,850 was disbursed to the student in error. We have refunded that disbursement and credited the student's account with institutional funds to correct that oversight. Attached is a copy of the student's ledger and corrected COD reporting reflecting that refund. Please see attachment 1i.

### Corrective Action

To prevent the disbursement of Title IV funds prior to the determination of eligibility the college has taken the following actions

- 1 Southwest Florida College's admissions policy has been revised to require the student's written certification that he has received a high school diploma or GED. This certification is collected not only on the FAFSA but also on the college's enrollment agreement. Both of these documents are required and reviewed for completion by the college prior to the disbursement of Title IV funds.
- 2 We have included a copy of the current admissions policy as well as the policies for both our Financial Services and Registrar's Departments to illustrate how the college ensures that this requirement has been met. Please see attachments 1e, f, and g.

## **Finding 2 Inaccurate COD/Ledger Disbursement Dates**

### **Noncompliance**

The report states that the disbursement dates on our student ledgers did not match those reported to the Common Origination and Disbursement System (COD). The report goes on to say that this issue is systematic across both award years.

### **Response**

Southwest Florida College formerly contracted with a third party servicer for financial aid administration. It was the function of the servicer to report student disbursements to COD on behalf of the college. As part of our efforts to properly administer Title IV funding and prevent ineligible disbursements, the college followed a process with our servicer that was similar to Heightened Cash Monitoring I. The process was as follows:

- 1 Based on an extract of student academic data provided by the college documenting student eligibility, the third party servicer would provide the college with a roster of students and disbursements that were ready to be paid.
- 2 The college staff then posted those disbursements to the student ledgers. The date our system would use to record that posting was the date this action occurred.
- 3 Once the disbursements had been posted, the college would notify the servicer that the postings had been completed.
- 4 The servicer would then report the disbursements to COD and request the funds via the G5 (or GAPS) web site.

Through this process, the college sought to ensure that any funds drawn were eligible and posted to student ledgers. We feel that this process led to the discrepancy between the dates listed in this report. However, we would like to state that despite this, we feel that we met the requirements of the regulations cited in the program review report. The disbursement of these rosters were carefully tracked and monitored and the college's records along with those of the third party servicer we utilized during the 2010-11 award year properly documented the disbursement date and amount of all funds and demonstrate that they were managed, disbursed, and returned in accordance with federal regulations. There exists a clear audit trail of the delivery of all funds.

After the 2010-11 award year, the college ended its relationship with our third party servicer and began administering all aid programs internally. This transition occurred on July 1, 2011, and beginning with the 2011-12 award year, the third party

servicer no longer managed any of these processes. A review of the students cited in this finding (2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 29) demonstrates that the issue of the discrepancy of these dates does not continue into the 2011-12 award year once the college began managing these functions in house. This review shows that with only one exception, this issue is related to only the 2010-11 award year. The one exception is an isolated case of human error which occurred when the college first transitioned these responsibilities away from the servicer and brought them in house and this record has since been corrected. To document this, we have included with this response a detail of the disbursements related to each student, their award year, and the number of days of any COD and disbursement ledger discrepancies. Please see attachment 2a. We hope that your review of this analysis will indicate clearly that this issue was related to a process used with our third party servicer and did not continue into the 2011-12 award year once we ended this relationship and began management of these functions internally.

Based on a review of guidance included in the FSA Handbook, it does seem that there are allowable circumstances when the posting dates on the student's ledger may not match that which is reported to COD. For example, as outlined in Volume 4, Chapter 1 of the 2012-13 handbook, page 4-11, the guidance reads:

*If a school credits a student's account with its own funds earlier than 10 days before the first day of classes of a payment period, that credit is not considered an FSA disbursement until the 10th day before the first day of classes (the earliest a school may disburse FSA funds).*

*If a student borrower is subject to the 30-day disbursement delay and a school credits the student's account with its own funds before the 30 days have elapsed, this is not counted as an FSA loan disbursement until the 30th day after the beginning of the payment period.*

In these cases, assuming that the college uses the date of the actual posting on the student ledger, the date reported to COD would and should be the earliest allowable disbursement date despite the fact that the posting occurred prior to that date.

### **Corrective Action**

The college now administers all aid programs without a third party servicer and does this using the Campus Vue software system. Through this system, the college determines student eligibility, posts disbursements to the student ledger cards, and directly exports these disbursement records to COD. The dates included in the disbursement file sent to COD are taken directly from the student ledger card and will therefore be the same date used in COD reporting. A copy of current disbursement procedures is included with this response. Please see attachment 2b.

The correction of the dates for the 2010-11 award year will be a manual updating process that will require a relatively large number of man hours. As these changes impact a closed award year in COD, we have submitted the required request for administrative relief to allow our staff to access and correct the 2010-11 disbursement dates in COD. We expect this process to take approximately three weeks to complete.

### **Finding 3 Exit Counseling not Documented**

#### **Noncompliance**

The report states that the college failed to properly document exit counseling for two of the students included in our sample. These students were numbers 15 and 16.

### **Response**

We respectfully disagree with this finding in the cases of both students cited. In the case of student 15, she had left the college twice during the review period. She withdrew from the college during the fall term of 2010. At that time, she received exit counseling in person with our staff and the college documented this in her file. Additionally, our third party servicer at the time mailed her hard copy exit counseling documents, a copy of which were also included in her file. The student later reentered the college and happily graduated after the winter term in 2012. She attended our group exit interview meeting and completed the required NSLDS online exit counseling. Copies of the documents related to both exits are included with this response. Please see attachment 3a.

We agree that student 16 did not receive exit counseling, but we feel that this was not a requirement as she did not receive any Stafford loans while attending our college. Her records in NSLDS do indicate that she is a loan recipient, but she received these loans at other colleges and did not borrow while at SWFC. We have included her NSLDS information for your review. Please see attachment 3b.

### **Corrective Action**

We did not take any corrective action in these cases. We feel that the details submitted here for your review demonstrate that none are required, however we stand ready to take whatever actions you deem necessary after your review of the circumstances surrounding these students.

## **Finding 4 Verification Violation**

### **Noncompliance**

According to the program review report, the college incorrectly performed verification on one of the students in the selected sample.

### **Response**

The report indicates that in the case of student 22, the college failed to properly update her ISIR during the verification process to indicate that she had received rather than paid \$2,500 in child support. According to the report, this finding is based on the fact that the student had later corrected the application data to indicate that she had received these funds rather than paid them. However, after a thorough review of the student's file as well as her ISIR information on line, we were unable to find any such correction. Further, a review of her previous and subsequent application data indicates that she has consistently reported paying rather than receiving child support. We contacted the student to verify this information with her and she verbally confirmed that she pays child support and does not receive it. While the student does have a child in her household, she has others that do not live with her. She does not receive support for the child in her household, but does pay support for those outside of her household. We have included with this response all of the referenced ISIR transactions (01 and 02) as well as the current year ISIR and verification documentation on file. Please see attachment 4a.

### **Corrective Action**

No corrective action has yet been taken in this case. The college is unable to support the adjustment of the EFC based on corrected information we have not been able to document since the student states that the original information is correct. We will await your review of this finding and will proceed as you direct.

### **Finding 5 Award Notification Procedures Not Developed**

#### **Noncompliance**

The program review report states that SWFC does not have an adequate system to notify students of the amount and type of Title IV funds they can expect to receive and how and when that amount will be disbursed.

#### **Response**

There were 2 students cited in this finding. Student 17 was packaged for academic year 2 prior to the start of that academic year. At the time of packaging, the student had only earned 28 quarter credits. It is the college's practice to assess grad level at the time of packaging. The student was adequately counseled in person on his full Title IV eligibility. Please reference the student's signed Award Letter included with this response. This award letter indicates a student's full loan eligibility that they must initial off next to in a chart as well as shows that the student requested the amounts packaged. Students initialed next to each item of concern, showing their understanding of their eligibility and packaging.

Student 30 was also counseled in person on her full Title IV eligibility. Please reference the student's signed Award Letter which we have included with this response. This award letter indicates the student's full loan eligibility that they must initial off next to in a chart as well as shows that the student requested the amounts packaged. The student initialed next to each item of concern, showing their understanding of their eligibility and packaging.

#### **Corrective Action**

No corrective action has yet been taken in this case. The college feels that it is properly and fully disclosing all aid eligibility to all students. This is demonstrated and disclosed to students through the Tentative Award Letter. Students are required to initial next to their requested loan amounts as well as next to the Department's loan eligibility chart. We will await your review of this finding and proceed as you direct.

### **Finding 6 Admissions Policy Not Developed**

#### **Noncompliance**

The program review report explains that our Admissions Policy allows students who have not established eligibility to receive FSA funds.

#### **Response**

We regret that we must not have properly conveyed to the program review team our Admissions Policy during your visit. While the report properly quotes part of our policy that applicants are required to provide official high school transcripts within 90 days of the term start, it goes on to state that SWFC allows students to receive FSA disbursements for up to 90 days within the start date of the term. It was never our policy or intention to allow our students to receive aid until the proper documentation was received. Our policy at the time was to disburse aid only once the official transcripts were received by the college.

### **Corrective Action**

Prior to the issuance of this report, the college had revised our Admissions Policy as previously mentioned in finding 1 earlier in this report. SWFC now requires the student's certification that he has received a high school diploma or GED. This certification is collected not only on the FAFSA, but also on the college's enrollment agreement. Both of these documents are required and reviewed for completion by the college prior to the disbursement of Title IV funds. We have included a copy of the current Admissions Policy for your review. Please see attachments 1 e, f, and g previously referenced for finding 1.

## Enclosures

### 1 Finding 1

- a The college s Admissions Policy as outlined in our catalog prior to the 1/10/11 change to require high school proof Under this policy students would self-certify that they had graduated high school or received a GED
- b The college s Admissions Policy effective 1/10/11 as published in our catalog which includes the requirement that students must provide high school proof
- c Student #8 s admissions application which includes the self attestation for high school or GED completion per our policy prior to 4/4/2011
- d Student #20 s admissions application which includes the self attestation for high school or GED completion per our policy prior to 4/4/2011
- e SWFC s current Admissions Policy
- f Revised internal procedure Office of the Registrar
- g Revised internal procedure Financial Services Department
- h Student #17 s admissions application which includes the self attestation for high school or GED completion per our policy prior to 4/4/2011
- i Student #16 s account ledger and COD disbursement records

### 2 Finding 2

- a Spreadsheet Finding 2 Detail outlining all disbursements for the 2010 11 and 2011 12 award years

### 3 Finding 3

- a Exit loan counseling documentation for student 15
- b Loan history for student 16

### 4 Finding 4

- a 2011 12 ISIR 01 and 02 and related verification documents 2012 13 ISIR

### 5 Finding 5

- a Student 17 award letter and transcript
- b Student 30 award letter and transcript

### 6 Finding 6

- a Please see same attachment referenced in Finding 1e f and g

Attachment Finding 1,a

Admissions policy prior to 4/4/2011

# ADMISSIONS

## POLICY

The College seeks individuals who have a genuine desire for practical career preparation. Although academic ability and preparation are important, one's motivation and interest in succeeding are given strong consideration.

## ADMISSION PROCEDURES

Individuals seeking admission into the College are required to complete an Application for Admission and arrange to meet with an Admissions Representative who will guide them through the admissions process.

- Applicants must be high school graduates with a standard diploma or have successfully completed equivalent education as certified by state department of education, i.e. a GED. Applicants will be required to certify to this requirement on the Application for Admission.
- Students with college level credit from another regionally or nationally accredited institution may apply to have credits transferred into Southwest Florida College. Students seeking transfer credit must have an official transcript of their prior work mailed directly to the registrar to avoid being scheduled for classes previously taken.
- Once the application and support materials are complete, the applicant will be given a placement assessment that is used by the College to assist with class scheduling.

Applicants for whom English is not their native language or who do not speak English at home will be given a language assessment to determine whether or not their English skills are sufficient to successfully pursue study at the college level.

- Applicants who seek to enroll in any Bachelor's of Education Program must score College level in all sections of the Compass Assessment the first time they take the test. In addition to the general requirements for admission into the college, education students in the BS program are to demonstrate the ability to pass the Test of General Knowledge of the Florida Teacher Certification Exam (FTCE) prior to admission. To graduate from the program, students must pass the Professional and Subject areas of the Florida Teacher Certification Examination. If they do not pass the Test of General Knowledge, they will be counseled into another program.

Students who transfer into the program, even those with an AA or AS degree in ECE or Education, must formally take the test of Basic Knowledge prior to admission and present their test scores.

Applicants who seek to enroll in the AS Surgical Tech program must score College level in all sections of the Compass Assessment the first time they take the test.

- Applicants who seek to enroll in the Computer Aided Drafting and Design Program must take the math portion of the Compass Assessment, regardless of previous college experience.

Attachment Finding 1,b

Admissions policy effective 4/4/11

# ADMISSIONS

## POLICY

The College seeks individuals who have a genuine desire for practical career preparation. Although academic ability and preparation are important, one's motivation and interest in succeeding are given strong consideration.

## ADMISSION PROCEDURES

Individuals seeking admission into the College are required to complete an Application for Admission and arrange to meet with an Admissions Representative who will guide them through the admissions process.

- Applicants must be high school graduates with a standard diploma or have successfully completed equivalent education as certified by state department of education, i.e. a GED. Applicants will be required to provide official high school transcripts within 30 days of their enrollment verification. If this documentation is not received, the applicant's enrollment will be cancelled accordingly.
- Students with college level credit from another regionally or nationally accredited institution may apply to have credits transferred into Southwest Florida College. Students seeking transfer credit must have an official transcript of their prior work mailed directly to the registrar to avoid being scheduled for classes previously taken.

Once the application and support materials are complete, the applicant will be given a placement assessment that is used by the College to assist with class scheduling.

- Applicants for whom English is not their native language or who do not speak English at home will be given a language assessment to determine whether or not their English skills are sufficient to successfully pursue study at the college level.
- Applicants who seek to enroll in any Bachelor's of Education Program must score College level in all sections of the Compass Assessment the first time they take the test. In addition to the general requirements for admission into the college, education students in the BS program are to demonstrate the ability to pass the Test of General Knowledge of the Florida Teacher Certification Exam (FTCE) prior to admission. To graduate from the program, students must pass the Professional and Subject areas of the Florida Teacher Certification Examination. If they do not pass the Test of General Knowledge, they will be counseled into another program.

Students who transfer into the program, even those with an AA or AS degree in ECE or Education, must formally take the test of Basic Knowledge prior to admission and present their test scores.

- Applicants who seek to enroll in the AS Surgical Tech program must score College level in all sections of the Compass Assessment the first time they take the test.

Students who transfer into the program must have a grade of B or above in the core curriculum.

- Applicants who seek to enroll in the Computer Aided Drafting and Design Program must take the math portion of the Compass Assessment, regardless of previous college experience.

Attachment Finding 1, c

Admissions Application for student number 8



Attachment Finding 1, d

Admissions Application for student number 20

# SOUTHWEST FLORIDA COLLEGE

www.swfc.edu



## APPLICATION FOR ADMISSION

New Student     Re Entering

Fort Myers  
1685 Medical Lane  
Fort Myers FL 33907  
239 939 4766  
239 936 4040 Fax

Tampa  
3910 Riga Blvd  
Tampa FL 33619  
813 630 4401  
813 630 4272 Fax

Estero  
10800 Corkscrew Rd  
Suite 280  
Estero FL 33928  
239 221 7249  
239 221 7289 Fax

Port Charlotte  
950 Tamiami Trail  
Suite 109  
Port Charlotte FL 33953  
941 391 8888  
941 391 8889 Fax

Last Name (b)(6); (b)(7)(C)		First Name	MI	Maiden Name If Applicable	Social Security Number
Employer N/A		Work Telephone N/A			
COUNTRY OF CITIZENSHIP <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other <input type="checkbox"/> Nonresident Alien <input type="checkbox"/> Permanent Resident Alien Please List Your Country	STATE OF RESIDENCE <u>FL</u> Date you most recently moved to Florida (if you were born in and never moved from Florida, put birth date) <u>01 / 01 / 1980</u> Month    Day    Year	Sex <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male Are you a U.S. Veteran? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	RACE/ETHNIC ORIGIN <input type="checkbox"/> Race and Ethnicity unknown <input type="checkbox"/> Hispanic or Latino		FOR NON HISPANICS ONLY <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> White

How did you hear about Southwest Florida College?

Friends

### Educational History

Under penalty of law I certify the following to be true and correct (please initial)

JAP I graduated from High School    \_\_\_\_\_ (Initial)  
 \_\_\_\_\_ I earned a GED    03 / 2010 (Initial)

Have you attended any colleges or places of higher learning?     Yes     No  
 If yes, please list the dates you attended, the address of the institution and the degree or certificate you were awarded or working toward

MY to MY	School	Address	City	State	Zip	Degree
MY to MY	School	Address	City	St	Zip	Degree
MY to MY	School	Address	City	State	Zip	Degree
MY to MY	School	Address	City	State	Zip	Degree

Start Date Month    Day    Year <u>04-28-2010</u>	Term <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Mid Term <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer
<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input checked="" type="checkbox"/> AS <input type="checkbox"/> BS	Program/Major Code <u>AS CJ</u>
Program Name <u>CRIMINAL JUSTICE</u>	<input type="checkbox"/> Online Program
I hereby make Application Date (b)(6); (b)(7)(C)	Received by Registrar
Parent or Legal Guardian	I intend to apply for Financial Aid <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Admissions Representative <u>St. Henry</u>	Date
For Office Use Only	

Fort Myers     Tampa     Estero     Port Charlotte

Attachment Finding 1, e

Current Admissions Policy

# ADMISSIONS

## **POLICY**

The College seeks individuals who have a genuine desire for practical career preparation. Although academic ability and preparation are important, one's motivation and interest in succeeding are given strong consideration.

## **ADMISSION PROCEDURES**

Applicants seeking admission into the College are required to complete an application/enrollment agreement for admission and arrange to meet with an Admissions Representative who will guide them through the admissions process.

- Applicants must be a graduate from a recognized high school and have earned a standard diploma or have successfully completed equivalent education as certified by the state department of education (i.e. a GED).
- Students with college level credit from a regionally or nationally accredited institution may apply to have credits transferred to Southwest Florida College. Students seeking transfer credit must have an official transcript of their prior work mailed directly to the Registrar within the first quarter of enrollment.
- After the initial meeting with an Admissions Representative, the applicant will be given a placement assessment that is used by the College prior to enrollment to assist with class scheduling.
- Applicants for whom English is not their native language or who speak a language other than English at home will be given a language assessment to determine whether or not their English skills are sufficient to successfully pursue study at the College level.

### ***Specific Program Entrance Requirements***

#### ***Bachelor Degrees***

- Accounting – Students who seek to enroll from another program are required to have earned a minimum GPA of 2.50 in core classes. Students within the program must maintain an average of 2.50 GPA and earn a grade of C or better in core accounting courses to remain in the program. Students who do not meet this academic requirement will be counseled into another program.
- Cyber Technology and Security Systems – Students who seek to enroll from another program are required to have earned a minimum GPA of 2.25 in core classes.
- Early Childhood Education – Applicants who seek to enroll in the Bachelor of Science degree program in Early Childhood Education must score a 225 or above on the Verbal (English) portion and a score of 215 or above on the Quantitative (Math) portions of the Wonderlic Basic Skills Assessment on their first attempt. In addition to the general requirements for admission into the College, applicants seeking to enroll in a Bachelor of Science degree in Early Childhood Education are required to demonstrate the ability to pass the General Knowledge Test for the Florida Teacher Certification Exam (FTCE) prior to admission. In order to graduate from the program, students must pass the Professional and Subject areas of the Florida Teacher Certification Examination. Students must pass the General Knowledge Test by the end of their second term. Students who are unsuccessful in completing this requirement will be counseled into another program.

Attachment Finding 1, f

Revised internal procedure-Office of the Registrar



# SOUTHWEST FLORIDA COLLEGE

*A College Listening to Employers*

To ensure all High School Diploma/GED self certification information is filled out correctly and in its entirety the following steps will be taken in the Registrar's Office

- 1 Prior to the student receiving their schedule and verification the Registrar's Office will review the students Application/Enrollment Agreement to ensure the Education History section is filled out completely
  - a The student must have initialed next to either having received their High School Diploma or GED and filled in the Month Year name of Institution City and State
    - i If this information is not filled out completely the Registrar's Office will have the student update/fulfill completing ALL the required information
  - b Once the Registrar's Office has confirmed that all information in this section of the application is complete they will continue with the completion of the enrollment process by finishing the schedule and verification
- 2 Once this student has been accepted into the college and completed all required paperwork the file is entered into the database as Enrolled

Educational History Complete and initial only one of the following Note that providing false or misleading information may be grounds for immediate dismissal from the College

BOC I graduated from High School 05 2007 Cape Coral Cape Coral FL  
Initial Month Year High School Name City State

BOC I earned a GED \_\_\_\_\_  
Initial Month Year GED Test Site City State

Past College or Higher Learning Experience Complete and initial if applicable

Attachment Finding 1, g

Revised internal procedure-Financial Services Department



# SOUTHWEST FLORIDA COLLEGE

*A College Listening to Employers*

To ensure all High School Diploma/GED self certification information is filled out correctly and in its entirety the following steps will be taken in the Tuition Assistance Office

- 1 Prior to the First Financial Aid appointment the Tuition Assistance Officer will review the students Application/Enrollment Agreement to ensure the Education History section is filled out completely
  - a The student must have initialed next to either having received their High School Diploma or GED and filled in the Month Year name of Institution City and State
    - i If this information is not filled out completely the TAO will give the copy of the application back to the enrolling Admissions Representative for them to have the student update/fulfill completing ALL the required information
  - b Once the TAO has confirmed that all information in this section of the application is complete they will initial next to the section and date
- 2 Once this student has been accepted into the college and completed all required Financial Aid requirements this form will be scanned into the system under FA documents with the shell TAS Application



- 3 Prior to submitted for TIV aid origination the Financial Aid Processing team will review this form and ensure that the information is filled out completely and contains a TAO's initials next to the section. The final form should look like the following

Educational History Complete and initial only one of the following Note that providing false or misleading information may be grounds for immediate dismissal from the College

<p><u>FOC</u> Initial</p> <p>I graduated from High School</p>	<p><u>05</u> Month</p> <p><u>2003</u> Year</p>	<p><u>Cape Coral</u> High School Name</p>	<p><u>Cape Coral</u> City</p>	<p><u>FL</u> State</p>	<p>1685 Medical Lane Fort Myers FL 33907 239 939 4766 239 936 4040 Fax</p>
<p><u>FOC</u> Initial</p> <p>I earned a GED</p>	<p>_____ Month</p> <p>_____ Year</p>	<p>_____ GED Yr Set</p>	<p>_____ City</p>	<p>_____ State</p>	<p><i>FT 4/22/13</i></p>

Past College or Higher Learning Experience Complete and initial if applicable

Attachment Finding 1,h

Admissions Application for student #17



## APPLICATION FOR ADMISSION

New Student

Re-Entering

Fort Myers

1685 Medical Lane  
Fort Myers FL 33907  
239 939 4766  
239 936 4040 Fax

Tampa

3910 Riga Blvd  
Tampa FL 33619  
813 630 4401  
813 630 4272 Fax

Bonita Springs

24311 Walden Center Dr  
Bonita Springs FL 34134  
239 221 7249  
239 221 7289 Fax

Port Charlotte

950 Tamiami Trail  
Port Charlotte FL 33953  
941 391 8888  
941 391 8889 Fax

(b)(6); (b)(7)(C)

How did you hear about Southwest Florida's College?

From the internet

### Educational History

Under penalty of law I certify the following to be true and correct (please initial)

I graduated from High School

06 1995 [Signature]  
Month Year Initial

I earned a GED

Month Year Initial

(118977)

Have you attended any colleges or places of higher learning?  Yes  No  
If yes please list the dates you attended the address of the institution and the degree or certificate you were awarded or working toward

W/Y to W/Y	School	Address	City	State	Zip	Degree

Start Date: Month 01 Day 10 Year 2011 Term:  Fall  Winter  Mid Term  Spring  Summer

Certificate  Diploma  BS  AS Program/Major/Code: ASNEA Program Name: Network Engineering  Online Program

I hereby make an application for admission to Southwest Florida College  
Applicant's Signature: (b)(6); (b)(7)(C) Received by Registrar: [Signature]

Date: 12/03/2010 I intend to apply for Financial Aid:  Yes  No

Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Admissions Representative: Karen

For Office Use Only

Fort Myers  Tampa  Bonita Springs  Port Charlotte

Attachment Finding 1,

Account ledger and COD record for student #16

# Ledger Card

Sorted by Term Transaction Date

4/26/2013  
12 28 42PM

Student Name (b)(6); (b)(7)(C)

Address

Program Version Criminal Justice AS

Start Date 6/27/2011

LDA 9/12/2011

Graduation Date 3/4/2013

Date	Check/Ref	Enrollment	Term	Campus	Code	Pmt Per/Ay	Description	Charges	Payments	Balance
<b>11 3SUP</b>										
6/24/2011	App Fee	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Student Payment		25 00	(25 00)
6/24/2011	AUTOCHG	0000001869	Criminal Justice11 3SUP	SWFC	TPAFEEAPPL		Fee Application	25 00		0 00
6/27/2011	Text	0000001869	Criminal Justice11 3SUP	SWFC	TPABOOK TXT		College Success			0 00
6/29/2011	Text & APA	0000001869	Criminal Justice11 3SUP	SWFC	TPABOOK TXT		English			0 00
6/29/2011	Auto 062911	0000001869	Criminal Justice11 3SUP	SWFC	TPAFEESTDSV		Fee Student Service	300 00		300 00
6/29/2011	Text	0000001869	Criminal Justice11 3SUP	SWFC	TPABOOK TXT		Math			300 00
6/29/2011	Auto 062911	0000001869	Criminal Justice11 3SUP	SWFC	TPATUIT		Tuition	4 200 00		4 500 00
7/27/2011	July	0000001869	Criminal Justice11 3SUP	SWFC	TPAFEEBUSPA		Fee Bus Pass	45 00		4 545 00
7/28/2011	TPA VA33	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Agency Veteran Admin Chapter 33 Payment		3 840 00	705 00
7/28/2011	TPA VA33	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Agency Veteran Admin Chapter 33 Payment		330 00	375 00
7/28/2011	NONCASH/12 Credits	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Institutional VA Yellow Ribbon 2010 11		330 00	45 00
9/7/2011	Batch #815/FA 815	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Pell Grant 2011 12		1 850 00	(1 805 00)
9/29/2011	37269/Per student request	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Stipend 2010 11		(1 805 00)	0 00
10/19/2011	Exit	0000001869	Criminal Justice11 3SUP	SWFC	TPASFC ADJ		Tuition Adjustment per SFC			0 00
2/2/2012		0000001869	Criminal Justice11 3SUP	SWFC	TPAFEETSCRIP		Fee Transcript Copy	5 00		5 00
2/2/2012	Transcript	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Student Payment Cash Check Credit Card		5 00	0 00
4/26/2013	NONCASH/Per FA	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Institutional Administrative Error 2011 12		1 850 00	(1 850 00)
4/26/2013	ACH TJM	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Refund PELL 2011 12		(1 850 00)	0 00
<b>11 3SUP Totals</b>								<b>\$4,575 00</b>	<b>\$4,575 00</b>	

Ledger Card

4/26/2013  
12 28 42PM

Student Name		(b)(6); (b)(7)(C)						
<b>11-4FAP</b>								
6/30/2011	Auto	063011	0000001869	Criminal Justice11 4FAP	SWFC TPAFEESTDSV	Fee Student Service	300 00	300 00
6/30/2011	Auto	063011	0000001869	Criminal Justice11 4FAP	SWFC TPATUIT	Tuition	4 200 00	4 500 00
7/28/2011	Auto	072911	0000001869	Criminal Justice11 4FAP	SWFC TPAFEESTDSV	Fee Student Service	100 00	4 600 00
7/28/2011	Auto	072911	0000001869	Criminal Justice11 4FAP	SWFC TPATUIT	Tuition	1 400 00	6 000 00
10/3/2011	Auto	100311	0000001869	Criminal Justice11 4FAP	SWFC TPAFEESTDSV	Fee Student Service	(50 00)	5 950 00
10/3/2011	Auto	100311	0000001869	Criminal Justice11 4FAP	SWFC TPATUIT	Tuition	(700 00)	5 250 00
10/12/2011	UNREG/DROP REFUND		0000001869	Criminal Justice11 4FAP	SWFC TPAFEESTDSV	Fee Student Service	(350 00)	4 900 00
10/12/2011	UNREG/DROP REFUND		0000001869	Criminal Justice11-4FAP	SWFC TPATUIT	Tuition	(4 900 00)	0 00
<b>11-4FAP Totals</b>							<b>\$0 00</b>	<b>\$0 00</b>
<b>12 1WIF</b>								
6/30/2011	Auto	063011	0000001869	Criminal Justice12 1WIF	SWFC TPAFEESTDSV	Fee Student Service	300 00	300 00
6/30/2011	Auto	063011	0000001869	Criminal Justice12 1WIF	SWFC TPATUIT	Tuition	4 200 00	4 500 00
10/12/2011	UNREG/DROP REFUND		0000001869	Criminal Justice12 1WIF	SWFC TPAFEESTDSV	Fee Student Service	(300 00)	4 200 00
10/12/2011	UNREG/DROP REFUND		0000001869	Criminal Justice12 1WIF	SWFC TPATUIT	Tuition	(4 200 00)	0 00
<b>12 1WIF Totals</b>							<b>\$0 00</b>	<b>\$0 00</b>
<b>Student Totals</b>							<b>\$4,575 00</b>	<b>\$4,575 00</b>



[Person](#) | 
 [School](#) | 
 [Batch](#) | 
 [Award](#) | 
 [Services](#) | 
 [User](#)

- ▶ [Award Search](#)
- ▼ [Award Information](#)
  - [Detail](#)
  - [Disbursements](#)

[Return to](#) [Person Detail](#) > [Pell Awards](#) > [Award Detail](#)

### Award Disbursements Information

[HELP](#)

Please click on the Disbursement number to view Disbursement Detail

<b>(b)(6); (b)(7)(C)</b>	<b>SOUTHWEST FLORIDA COLLEGE</b>
	<b>PELL</b>
	<b>'11-'12</b>

**Total Accepted for Actual Disbursements** \$1 850 00

**Total Accepted for Pending Disbursements** (\$1 850 00)

**Disbursements**

Select	No	Accepted Amount	Date Disbursed	Date Processed	Sequence Number	
	1	\$1 850 00	09/07/2011	09/07/2011	1	<a href="#">Ⓜ</a>
	1	(\$1 850 00)	09/07/2011		66	<a href="#">Ⓜ</a>
<input type="checkbox"/>	2	\$0 00	10/03/2011		1	
<input type="checkbox"/>	3	\$0 00	01/09/2012		1	

Select All

Clear

**PROCESS SELECTED DISBURSEMENTS**

Attachment Finding 2, a

Spreadsheet Finding 2 detail

Attachment Finding 2, b

Current procedures for processing the disbursement of Title VI funds

## Approving Disbursements to Pay

The Financial Aid Office will approve disbursements for payment based on the disbursement schedules of individual students satisfactory academic progress (SAP) the receipt of funds from the various fund sources and other factors Once the disbursements are approved **the wizard prepares a Disbursement Batch File for processing in the Student Accounts module** In Student Accounts the Approved Disbursements are posted to the students ledger cards See [Daily > Student Accounts > Post FA Disbursements](#) for more on the posting procedure

The Approve Disbursements Wizard will gather disbursement information from the disbursement schedules for your review and approval The procedure will process only the disbursements you approve

### Miscellaneous Information About Approving Disbursements to Pay

The program does not allow the amount to be edited when the fund source type is Direct Loan Verification of total amount packaged has been turned off when the type is Direct Loan It is not necessary if the user cannot change the amount The program will also not allow editing of the amount of an approved FA disbursement when the fund source type is Direct Loan

When a student is dropped from school the program will not set a disbursement to cancelled status if it is included in an open batch The drop routine will flag a batch as having dropped students and provide a warning message when the batch is edited indicating that students selected in the batch have since been dropped The following warning message will be displayed *This message is for informational purposes*

### Creating and approving a disbursement batch for posting and reporting

- 1 Select Daily > Financial Aid > Approve Disbursements to Pay The Financial Aid Approve Disbursements wizard will appear in your work area

The screenshot shows the 'Financial Aid Approve Disbursements' wizard interface. At the top, the 'Campus' is set to 'Test Location campus'. Below this, there is a prompt: 'You may start a new batch or select a batch that is in progress'. There are two radio buttons: 'Start New Batch' (which is selected) and 'Select a Batch In Progress'. Under the 'New Batch Selection Criteria' section, there are three dropdown menus: 'Award Year' set to '2008', 'Fund Type' set to 'Other Non Need Based Loans', and 'Fund Source' set to 'Campus Test Loan'. Below these are two date pickers for 'Disbursement Date From' (3/1/2008) and 'To' (3/31/2008). There are also dropdown menus for 'Lender' and 'Status Category'. At the bottom, there are two checkboxes: 'Exclude Released Committment Disbursements' and 'Enforce Batch Integrity', both of which are checked.

- 2 Select the Campus for which disbursements must be approved
- 3 If you want to create a new batch then select the Start New Batch option and proceed to the

## New Batch Selection Criteria instructions

- 4 If you want to process an existing batch then select the Select a Batch In Progress option and proceed to the Batch in Progress instructions

### ***New Batch Selection Criteria***

You can filter the batch through the following options

- 1 Award Year Select a specific award year
- 2 Fund Type & Fund Source When the Fund Type is selected the Fund Source list will reflect the fund sources for the type selected. If there is only one fund source for the type it will be selected by default. If there is more than one fund source for a type the default will be to approve ALL fund sources of that type. You can select all fund sources for the type or select a specific fund source. You can also select to Include Originated Loans Only. The Fund Type option gives you the opportunity to approve all fund sources of a particular type. For instance you can approve all Scholarships at once.

This form has different views depending on the Fund Type and Fund Source selected. When a direct loan fund source is selected the options for Include originated loans only Accepted or Batched will appear on the form. **SWFC will only include originated loans in approving disbursements to pay**

When a Pell Grant fund source is selected the check boxes allow you to filter which records are included in the batch. For Pell Grants you have the option of including originated Pell Grants only or selecting just Accepted or Batched status of those originated loans. **Again, SWFC will only include originated awards in approving disbursements to pay**

- 3 Disbursement Dates This is a required field where you select a date range for the disbursement dates
- 4 Lender NA
- 5 Status Category - Set to Active unless disbursement is connected to a PWD
- 6 Last Names NA
- 7 Exclude Released Commonline Disbursements NA
- 8 Enforce Batch Integrity Leave box checked this will allow the original record to be retained. If sub batches are created out of the original batch
- 9 Click Continue Proceed to the Approve Disbursements instructions

### ***Batch in Progress***

- 1 Select the batch by clicking and highlighting the row and then proceed to Approve Disbursements instructions

**Financial Aid - Approve Disbursements**

Campus:

You may start a new batch or select a batch that is in progress

Start New Batch

Select a Batch In Progress

Batch #	Award Year	Ok	Fund Source	Amt Approved	Review Status	Import Type	Lender	D
474	2005-06	Y	Other Resources	2,500.00		Other		1/
482	2004-05	Y	Other Resources	3,503.75	Ready	Other		1
489	2005-07	Y	Federal Pell Grant	1,550.00		Other	Bank of America	5/

## Approving Disbursements

Evaluation Mode displays in red and should always be based on Term This is connected to the approval criteria being used

Student Name	SSN	Status	Disb Date	Term	Fund Source	Amount	Approved
(b)(6); (b)(7)(C)		Active	5/31/2004		LUTHER	3,300	<input checked="" type="checkbox"/>

Approve All		UnApprove All	
Term	Cred#Ear	Alt#Hrs	Cred Sch Sta
2006S	0 00	0 00	4 00, 5/1

Prog Version	Pct Attended	GPA	LDA
	0 00	0 00	
Numeric Avg	Hours Att	SAP	Not Calculated
0 00			
Hours Sched	Enrollment Status		
0 00			
Cred Comp	Pell Org Status		
0 00			
Missing Docs	Verif Status		
None			
Grade Level	Transaction ID		
2			
Disb Number	Loan Per End		
ISIR Received	DL Orig Status		
FA Entrance Interview Date	EFC	Fin Time Borrower	
Resident State	Graduate Level Program?		
Re ident Date	Bachelor/Non Bachelor		

Evaluation Mod : Disbursemen Term

Batch Totals
1 Disbursements Approved \$333 00

Batch Number 512

Clear Disbursements Print Batch Save Batch Create Hold/Release

Review Status Not Reviewed Auto Approve Delete Batch Approve Batch Close

- 1 CampusVue displays a list of students who are scheduled for a disbursement by virtue of the criteria you selected in the previous steps
- 2 Click a disbursement row in the grid to see details about the selected student The form will display data about the student in the lower half of the form
- 3 Disbursements can manually be approved by selecting a student disbursement record in the grid and clicking on the check box To automatically approve the disbursements select the Auto Approve button

The auto approve functionality will compare each disbursement against the associated disbursement approval criteria for the fund source Auto Approve will automatically check the approve box for the records satisfying the approval criteria *The records which are not selected failed the approval criteria* The sum of the approved disbursements is displayed under batch

totals along with the total number of approved disbursements

Direct Loans may only be approved for disbursement if the student

- Has begun attendance in at least 1 class
- Approved verification on current isir
- Enrollment status is Half Time or Greater
- Entrance counseling on file
- Master Promissory note has been signed
- Is in an active status or eligible for a PWD

Pell Awards may only be approved for disbursement if the student

- Has begun attendance in at least 1 class
- Approved verification on current isir
- Is in an active status or eligible for a PWD

- If there are failed criteria the system displays a Reason column to the right of the Approved column Click View in the Reason column to see the reason(s) disbursement failed A list of reasons is displayed in the Auto Approve Failed Criteria field
- When the Disbursement Approval Criteria flag Originated/Certified before LDA is activated the Orig Extract Sent as a column header will display for DIRSUB DIRUNSUB and DIRPLUS Fund Source types If the new Auto Disbursement Approval criterion is configured for a loan that is being Auto Approved the system will determine if a student withdrew before the loan was Originated/Certified and if this is TRUE then the loan disbursement will not be Auto Approved

Student Name	SSN	Status	Disb Date	Term	Fund Source	Amount	Approved
(b)(6); (b)(7)(C)		Active	10/1/2005		CA/SS1/CI	750.00	

Approve All		UnApprove All	
Term	Cred/Eval	Unit Hr	Cred/Sch
11	4.00	0.00	0.00

Prog Version	38.55	GFA	3.05	LDA	5/11/2006
Hours All	614.42	SAP	SAP Met		
Hour Sched	382.00	Enrollment Status	Full Time		
Grad Corp	3F 50	Orig Status	Not Sent		
Mailing Doc	Y (12)	Verif Status	Selected Not Verified		
Code Level	3	Transaction ID	5420-0015-U97		
Disb Number		Loan Per E	1/20/2007		
ISIR Received	4/25/2006	DL Orig Status			
FY Entrance	10/19/2005				
Resident State	CA	EFC	0.00		
Resident Date	08/2005	Graduate Level Program?	In		
Date Certified	NA	Bachelor/ or Bachelor	on-Bachelor		

Batch Total:  
0 Disbursements Approved \$0.00

Batch Number 203366

Note Disbursement will fail if the Fund Source for the disbursement is not set up in the disbursement approval criteria See Disbursement Approval Criteria for additional information

Note The Disbursements will fail for the First Time Borrower 30 day rule only under the following two conditions

- If the First Time Borrower 30 day rule from Disbursement Approval Criteria (DAC) configuration is on
  - AND the Fund Type is in DIRSUB DIRUNSUB
  - AND the student is a first time borrower
  - AND the valid term is associated with the disbursement that is being paid
  - AND the term is the first term of the enrollment
  - AND the disbursement is the first disbursement of the year
  - AND the disbursement scheduled date is less than 30 days from the student s academic year start date
- If no term is associated with the disbursement that is being paid

When approving disbursements to pay for students the EFC field in the detail section of the loan displays the PELL EFC from the award year associated with the fund source being disbursed

The Missing Docs field displays Y or N to indicate whether the student is missing documents If Y the number of missing documents appears in parentheses Both Required and Required/Requested documents are counted

The Approve All button selects all of the student records in the disbursement form (this batch) for approval and the UnApprove All button clears all students in the form (or batch) A check mark in the box next to each record indicates that the record is selected for the current batch

Click **Lock Batch** if you wish to lock these students into a batch for batch integrity **Note** You will not be able to unlock a batch once it has been locked although you will still be able to run Auto Approve disbursements for these students

Note Once you have selected **Lock Batch** the **Clear Disbursements** and **Delete Batch** options will be disabled

- 6 Click Clear Disbursements to remove one or more unapproved disbursements from the batch The program will display a form to allow you to choose a single disbursement or all unapproved disbursements for clearing
- 7 In the Clear Disbursements dialog box select either Single Disbursement to clear the disbursement in the text box or select All Unapproved disbursements in the batch Click OK after you make your choice Click Cancel if you change your mind about removing the disbursement

The Clear Disbursement button will prompt you to clear the selected disbursement OR clear all unapproved disbursements in the batch This eliminates the student record from the display and the record set so that the student is no longer associated with the batch On Save or Approve (where necessary) the program updates the totals to show the new record counts and amount totals If a record already exists in the FA Disb Batch Detail table for the scheduled disbursement and Batch ID

the program will delete that record as well. The program also resets the status in the FA Schedule table to S.

- 8 Click Print Batch to print the FA Disbursements Batch Tracking report
  - Save a copy of this batch for tracking purposes on the P Drive < Financial Aid < COD < Batches (specified by month and year)
- 9 When the confirmation message prompts you to save the batch before printing the report, click Yes. Where a disbursement is not approved, all reasons for failure appear on the report.
- 10 Click Save Batch to save the batch of disbursements for further review. You can revisit the batch later. **SWFC will NOT leave a batch created for more than 24 hours.**
- 11 Click Cancel Batch to abandon the disbursement approval process. The batch is discarded. You will have to start over at a later date.
- 12 Click Approve Batch to complete the processing of the current batch. CampusVue will ask you to confirm the approval with a message box. Click Yes.
- 14 When CampusVue finishes the approval processing, it will return to the first page of the wizard. From there, you can change campus, start a new batch of approvals, select another batch from the list, or Close the form.
- 15 Once the disbursements are approved, **the wizard prepares a Disbursement Batch File for processing in the Student Accounts module.**

The Tuition Assistance Department will communicate via email to the Student Accounts Department the availability of any eligible batches for posting. Once that batch has been posted, the TA processing team will report those disbursements to COD.

### Reporting Disbursements to COD

All disbursements must be reported to COD within 30 days of posting to the student's account. SWFC will report all disbursements within 24 hours of posting.

To export disbursements:

- 1 Select Daily > Financial Aid > Export Data > COD. The COD Export form will be displayed in your work area.

The screenshot shows the 'COD Export' form with the following details:

- Rpt Entity ID:** 0000939
- A Award Year:** 201011
- campus:**
  - All Campus
  - SWFC Bond Spring
  - SWFC FL Myer
  - SWFC Online
  - SWFC PostCh Intl
  - SWFC Tampa
- Grant Options:**
  - Grant Options
  - Direct Request
- Grant Types:**
  - Post
  - AFG
  - SMART
  - TEACH
  - Signature
  - Disbursement
- Disbursement:**
  - Direct Loan Options
  - Master Promissory Note
  - Signature
  - Disbursement Change
  - Disbursement: All Approved
- Identifier Change:**
  - Identifier Change

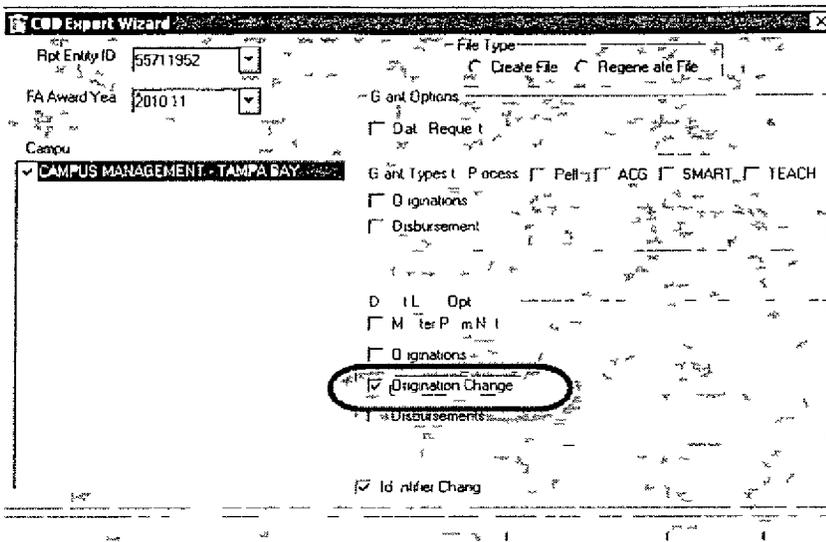
- 2 Select the appropriate Reporting Entity ID – All Direct Loans for SWFC are reported under the Entity ID 00309539
- 3 Select the appropriate FA Award Year
- 4 Select the Campuses from which origination records are to be exported From the campus list you can specify the campuses for which to extract loans Only campuses that have the selected direct loan ID will be presented in the pick list
- 5 From the list of Direct Loan Options select Disbursement
- 6 From the Origination Options select Create New Batch
- 7 From the Disbursement Options ALWAYS choose Select by FA Disbursement Batch
  - **All Records** This option will pull disbursements that are in a Ready to Pay status (FA has gone through the Approve Disbursements to Pay process but Student Accounts has not posted the disbursement to the ledger card yet) paid disbursements adjustments and date changes
  - **Adjustments Date Changes and Paid Disb** – This option will do the same as All Records with the exception that Ready to Pay disbursements will not be selected
  - **Select by FA Disbursement Batch** – This option allows the user to select a batch that was created using the Approve Disbursements to Pay process
- 8 From the Select Batches select the batches that you want to export
- 9 Click Next
- 10 Select a loan row on the grid and click Extract? to toggle the Extract? field
- 11 Click Create Export File
- 12 Click Finish

Each actual disbursement transaction is considered by the LOC to be a unique transaction and is treated as such for reconciliation purposes For example once a disbursement has been submitted to the LOC any modification to the disbursement amount would require another disbursement record

The LOC edits the disbursement information against the loan origination record data stored on its system The LOC returns an acknowledgement file DIOD##OP XXX (where ## is the year code and XXX is sequential number) to the school indicating whether or not each disbursement record has been accepted The school may receive a record from the LOC indicating the disbursement record has been rejected TA Processors will resolve the reject and re transmit the corrected file back COD within 48 hours of received of reject

### **Origination Changes**

Origination Change records will be automatically created upon the change of disbursement amounts or posted refunds Loan origination changes are only captured if the origination status of the loan being edited is Accepted Batched to Send or Pending Credit Decision If the loan has one of these origination statuses, an "Origination Changes" command button will be added to the Direct Loan form To export Origination Change records go to **Daily> Financial Aid>Export Data>COD** From this screen check the box next to Originations Changes under the Direct Loan Options section and continue processing export of file similar to as described above

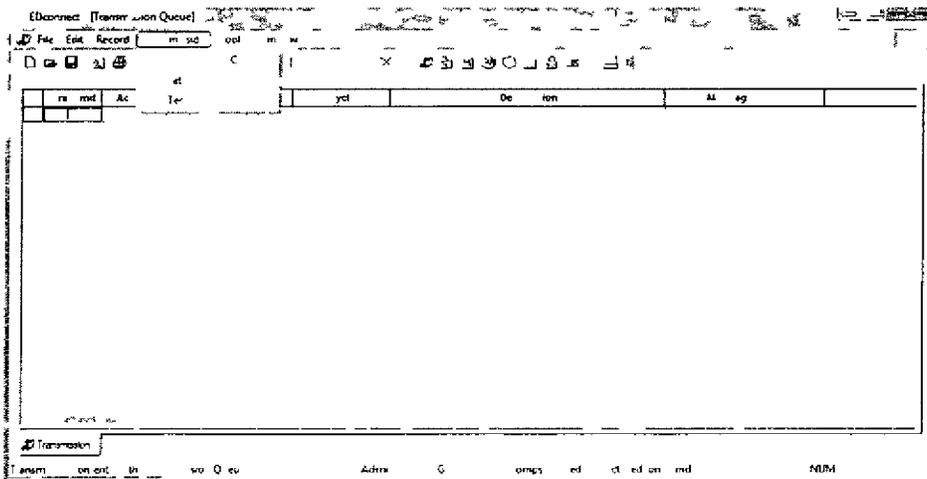


## EDCONNECT

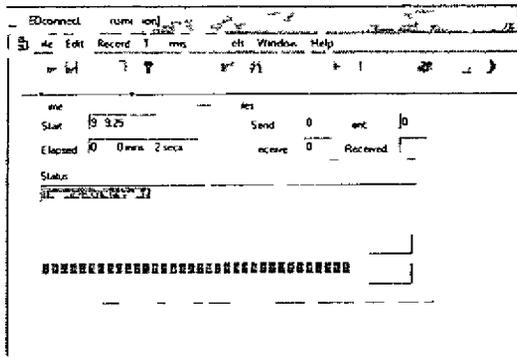
All files from CPS and COD will be imported each morning prior to 10am from the SAIG mailbox. Once the files are retrieved from the mailbox they must be moved to the CampusNet HomeDrive EDE Outgoing Folder. This folder is separated by daily imports. Once the files have been imported from the HomeDrive into CampusVue, those imported files must be filed into a daily import folder. To complete this process, the following steps must be followed:

**Step 1** Log into EdConnect. Once logged in, the user will be in the Transmission Queue.

- The Transmission Queue is where you are able to pull files into the SAIG mailbox as well as send files to COD and CPS.
- Once on this screen, go to Transmission>Now.



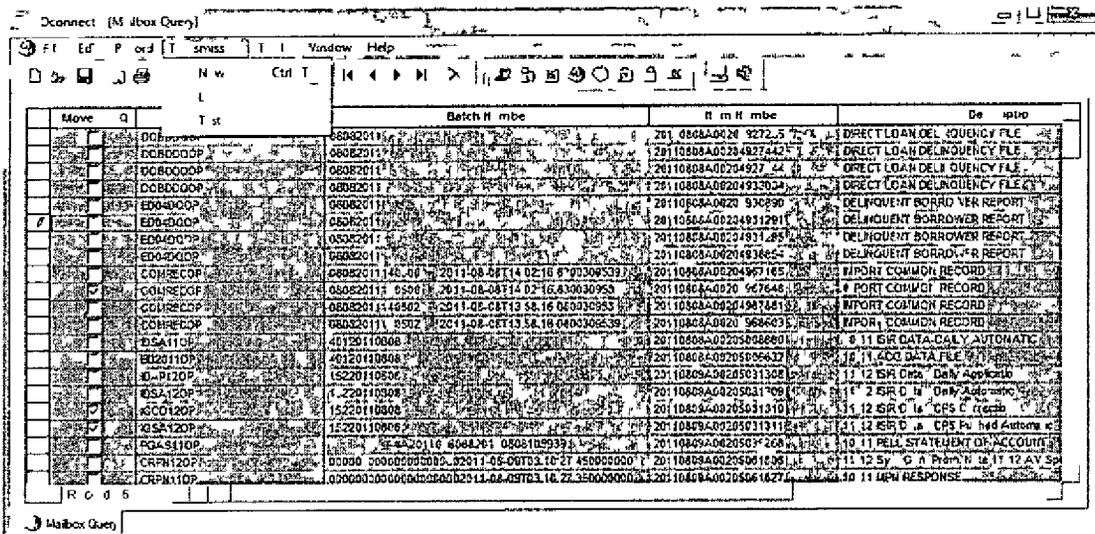
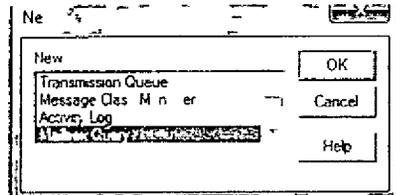
- Once all files have been sent or received, you should see *Transmission Successful*.



- Go to File > Close

### Step 2 Pull files out of the Mailbox onto your Personal Computer

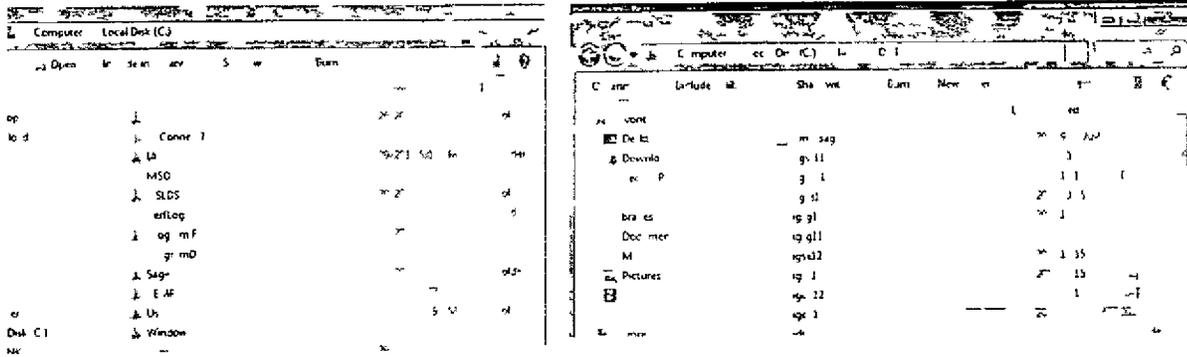
- To complete this step go to File > New > Mailbox Query
- This will take you to the Mailbox you will see all available files in the Mailbox To move these files out of the mailbox select each file you would like to move by placing a check in the **Move to TQ** box
  - Once all desired files have been selected go to Transmission > Now
    - This transmission process can take up to 15 minutes the timing of the transmission depends on the number of files being received



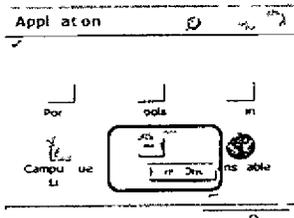
- Again you are looking for the *Transmission Successful* response
- You are done with EdConnect close program

### Step 3 Your files have now been moved from the Mailbox to your personal computer These files will need to be moved to the CampusNet HomeDrive

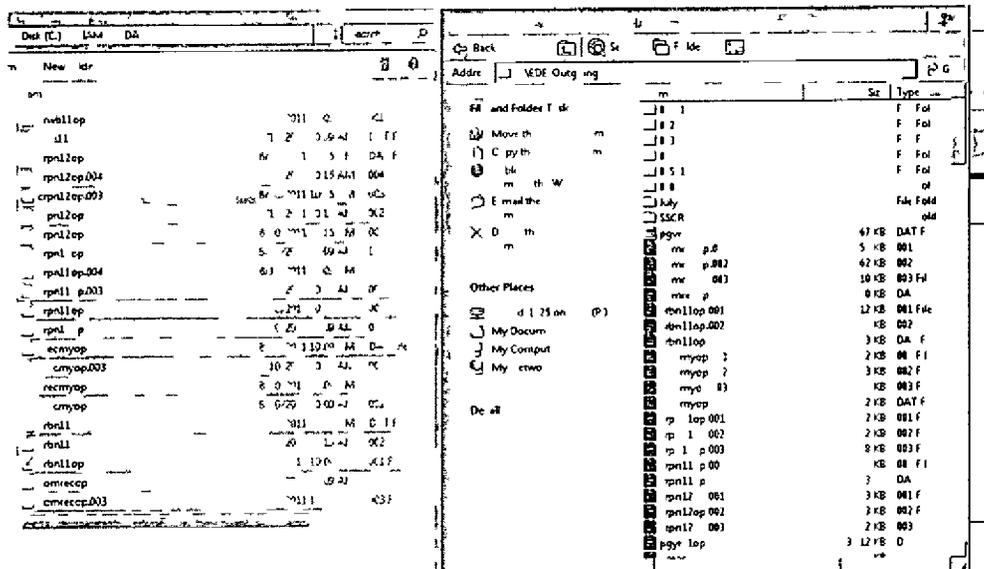
- Upon moving the files out of the mailbox, they will be placed on your C Drive in an IAM folder (If it is a SSCR file, it will be placed in an NSLDS folder)
  - Go to local C Drive > IAM > DATA



- Open the HomeDrive folder on CampusNet then open the EDE **Outgoing** folder,



- Move the files from the IAM folder to the EDE Outgoing folder
  - You must highlight all files to move right click > Copy > Paste in the HomeDrive  
Dragging will not work



- Once the files have been copied to the HomeDrive you are done with the IAM folder
  - Move the files for the day into a daily file labeled in mm dd yy format This will then be moved from the IAM folder to the P Drive > FA > COD Imports > Data and then the monthly folder
  - Close the IAM folder
- Your files are now ready for importing into the system
  - Please see *Importing Files* for proper importing procedures

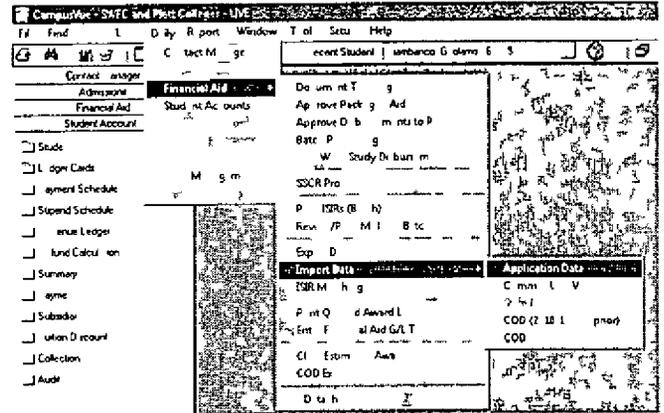
## IMPORTING FILES

Once your files are on the HomeDrive you are able to import those files into CVUE

All files will end in xxxxxop prior to importing Once the files has been imported the file name will automatically switch to XXXXXBK

Step 1 In order to import files navigate as follows  
Select Daily > Financial Aid > Import Data

- To import ISIR data go to > Application Data
  - Select the award year and hit next you will see all available files for import then click Process
  - This will import all files for this award year



- To import all other file types go to either COD 10/11 and prior or COD (which is for 11/12 forward)
  - Select the **File Type** to be imported FA Award Year and Click **Next**
  - Select the File to import *Click the browse button*  beside the text box to open a file selection form The form will list only the files that are appropriate for the file type you selected
  - Select one of the listed files and *click Open* to choose it for the import process The browse form will close and the directory path and file name will be entered in the text box on the wizard form
    - 1 **NOTE For comrecop files ALWAYS import their largest file first, always import the file with a 10kb size last**
  - *Click Process* Vue will display a confirmation message Okay to process import file?
  - *Click Yes* to proceed with the import procedure The program will prepare a report listing the data that has been imported
  - *Click OK* to acknowledge the confirmation/printing report message
  - Preview and print the report for your files Close the report preview window when you are done
    - 1 Save a hard copy in PDF format of the following file types to the PDrive > FA > COD Imports > Imports > and the daily file for imports (separate from data)
      - 1 Direct Loan Statement of Accounts

- 2 Pell Statement of Accounts
- 3 ACG Electronic Statement of Accounts
- 4 Potential Pell Overpayments
- 5 Multiple Pell Reporting
- 6 Weekly Disbursement Reports
- 7 Missing MPN Reports
- 8 30 day warning reports
- 9 Inactive loan reports
- 10 Duplicate Student Borrower reports

\* No need to save a hard copy of all other files

- Once all files have been imported and all xxxxxop s have been flipped to XXXXXXBK move all files to the daily folder on the HomeDrive for record Storage

Attachment Finding 3, a

Exit loan counseling documents for student 15



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

# National Student Loan Data System (NSLDS)



[Menu](#) | [Aid](#) | [Enroll](#) | [Org](#) | [Report](#) | [Tran](#)



[Loan History](#) | [Overpayment List](#) | [Grants](#) | [Delinquent Borrowers](#) | [Exit Counseling History](#) | [Student Access Interface](#) | [Address History](#) | [SSN Conflict](#)

SSN:  First Name:  DOB:  (MMDDCCYY)    
 FSA ID: (b)(6); (b)(7)(C) from **SOUTHWEST FLORIDA COLLEGE**

1983

## Loan Exit Counseling History

School	Completion Date	Completion Time	Source	Media Type
SOUTHWEST FLORIDA COLLEGE 02278800	02/07/2012	17 26	NSLDS	ELECTRONIC

## TEACH Grant Exit Counseling History



No TEACH Grant Exit Counseling records exist for this individual

**PRIVACY ACT OF 1974 (AS AMENDED)**

Contact History: (b)(6); (b)(7)(C)

Enrollment <All Enrollments> Inquiry <All Inquiries>

Current | Historical

Show All Due Date Range From To Search

Staff	Subject	Due Date	Date Completed	From	Description	Setup By	Enrollment
System Admin	ADS Grad Night Email FN	2/7/2012			Closed	System Admi	
Melissa Land	FLALL Exit Interview Met	2/8/2012	2/8/2012		Meeting He	Melissa Land	Digital Desi
Erin Barnes	FLALL Exit Interview Met	2/8/2012	2/8/2012		Meeting He	Erin Barnes	Digital Desi
Darla Vient	FLALL Exit Interview Met	2/8/2012	2/8/2012		Meeting He	Darla Vient	Digital Desi
Mardalena Am	BOS Payment Received	2/13/2012	2/13/2012		Completed	Mardalena A	Digital Desi
Tuition Assista	FLALL Entered Personal	3/14/2012	3/14/2012		Task Compl	Tuition Assis	Digital Desi
Jacqueline Will	Graduate Placement need	3/14/2012			Closed	Jacqueline W	
Jacqueline Will	CSS Graduate Data She	3/14/2012	9/5/2012		Task Compl	Jacqueline W	Digital Desi

FLALL Exit Interview Meeting



# PERSONAL INFORMATION

Name (b)(6); (b)(7)(C)  
Driver's Address  
Phone 1

## Contact Preferences

(b)(6); (b)(7)(C)  
 E-Mail Address(es) \_\_\_\_\_  
 Face Book Name or E mail \_\_\_\_\_  
 My Space Name or E mail \_\_\_\_\_  
 Cell Phone (\_\_\_\_\_) \_\_\_\_\_  
 Twitter Account \_\_\_\_\_  
 Add SWFC as Friend  
 Add SWFC as Friend  
 Text Messages

## Employer Information

Employer Name Unemployed  
Address \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_ E mail \_\_\_\_\_  
Actual Begin Date \_\_\_\_\_ Anticipated Employment Date \_\_\_\_\_

## Next of Kin or Emergency Contact

Name (b)(6); (b)(7)(C)  
Address \_\_\_\_\_  
Phone 1 \_\_\_\_\_  
Relations \_\_\_\_\_

## References

PLEASE PROVIDE SIX REFERENCES AT **SIX DIFFERENT** ADDRESSES THESE REFERENCES CAN BE OUT OF STATE AND ALL INFORMATION MUST BE COMPLETE REFERENCES CAN INCLUDE FAMILY FRIENDS COWORKERS ETC

1) Name (b)(6); (b)(7)(C) Address City S Phone Relatio	_____
3) Name Address City S Phone Relatio	_____
5) Name Address City S Phone Relatio	_____

Signature (b)(6); (b)(7)(C) Date 12/1/10

NOTE You may elect to change your contact information at anytime by contacting the Financial Aid Offices of Southwest Florida College



# National Student Loan Data System (NSLDS)



**Menu** **Aid** **Enroll** **Org** **Report** **Tran**



Loan History | Overpayment List | Grants | Delinquent Borrowers | Exit Counseling History | Student Access Interface

SSN

Logged in as

First Name

DOB

(MMDDCCYY)

Retrieve

(b)(6); (b)(7)(C)

DA COLLEGE



Student is not on your school's Transfer Monitoring List.

Add Student to Monitoring List

*Dr. Adrean  
5 loans 1/10/10  
12/7/10*

## Loan History

### Aggregate Loan Information

Loan Type	Outstanding Principal Balance	Pending Disbursements	Total
<b>Undergraduate</b> <span style="float: right;">Award Year 2011 ⓘ</span>			
Subsidized Loans	\$822	\$821	\$1 643
Unsubsidized Loans	\$20 804	\$1 803	\$22 607
Combined Loans	\$21 626	\$2 624	\$24 250
Consolidation Loans Unallocated	N/A		N/A
<b>Totals</b>			
Subsidized Loans	\$822	\$821	\$1 643
Unsubsidized Loans	\$20 804	\$1 803	\$22 607
Combined Loans	\$21 626	\$2 624	\$24 250
Consolidation Loans Unallocated	N/A		N/A
<b>Other</b>			
Perkins Loans	N/A		N/A

### Master Promissory Notes

MPN Type	Code	PLUS Borrower
Direct Stafford	A	N/A
Direct PLUS	N	N/A

### Loan Summary

Sort by Select  
 Display Only - ALL

Submit

Currently Sorted by LOAN DATE No filtering

1 D1 DIRECT STAFFORD SUB Status IA as of 10/13/2010 [Loan Detail](#)  
 SOUTHWEST FLORIDA COLLEGE 02278800

Approved Amt	\$1 643	Disbursed Amt	\$822	OPB	\$822	Agg OPB	\$822
Loan Date	10/13/2010	Sep Loan Ind		Loan Period	09/27/2010 03/26/2011		
Last Disb Date	10/13/2010	Last Disb Amt	\$822	Acad Lv	2		
ED Servicer	DEPT OF ED/SALLIE MAE 578						

2 D2 DIRECT STAFFORD UNSUB Status IA as of 10/13/2010 [Loan Detail](#)  
 SOUTHWEST FLORIDA COLLEGE 02278800

Approved Amt	\$3 607	Disbursed Amt	\$1 804	OPB	\$1 804	Agg OPB	\$1 804
Loan Date	10/13/2010	Sep Loan Ind		Loan Period	09/27/2010 03/26/2011		
Last Disb Date	10/13/2010	Last Disb Amt	\$1 804	Acad Lv	2		
ED Servicer	DEPT OF ED/SALLIE MAE 578						

3 SU FFEL STAFFORD UNSUB Status IA as of 10/07/2009 [Loan Detail](#)  
 SOUTHWEST FLORIDA COLLEGE 02278800

Guaranteed Amt	\$2 000	Disbursed Amt	\$2 000	OPB	\$2 000	Agg OPB	\$2 000
Loan Date	10/07/2009	Sep Loan Ind	B	Loan Period	01/11/2010 09/11/2010		
Last Disb Date	07/06/2010	Last Disb Amt	\$666	Acad Lv	1		
ED Servicer	DEPT OF ED/SALLIE MAE 578						

4 SU FFEL STAFFORD UNSUB Status IA as of 10/07/2009 [Loan Detail](#)  
 SOUTHWEST FLORIDA COLLEGE 02278800

Guaranteed Amt	\$7 500	Disbursed Amt	\$7 500	OPB	\$7 500	Agg OPB	\$7 500
Loan Date	10/07/2009	Sep Loan Ind	A	Loan Period	01/11/2010 09/11/2010		
Last Disb Date	07/06/2010	Last Disb Amt	\$2 500	Acad Lv	1		
ED Servicer	DEPT OF ED/SALLIE MAE 578						

5 SU FFEL STAFFORD UNSUB Status IA as of 04/07/2009 [Loan Detail](#)  
 SOUTHWEST FLORIDA COLLEGE 02278800

Guaranteed Amt	\$9 500	Disbursed Amt	\$9 500	OPB	\$9 500	Agg OPB	\$9 500
Loan Date	04/07/2009	Sep Loan Ind	A	Loan Period	04/06/2009 12/19/2009		
Last Disb Date	09/22/2009	Last Disb Amt	\$3 166	Acad Lv	1		
ED Servicer	DEPT OF ED/SALLIE MAE 578						

Notes

① For the determined award year and academic level displayed the dependency status is/was Independent

PRIVACY ACT OF 1974 (AS AMENDED)



**Menu** **Aid** **Enroll** **Org** **Report** **Tran**

[Org Contact List](#) | [Org Search](#) | [Data Provider Schedule](#) | [Repayment Information](#) | [Cohort Default Rate](#) | [School Profile](#)

Type Select Code Name

Logged on as (b)(6); (b)(7)(C) from SOUTHWEST FLORIDA COLLEGE

**Name** DEPT OF ED/SALLIE MAE  
**Code** 578 **Type** Guaranty Agency  
**Status** OPEN  
**Address** 12061 BLUEMONT WAY  
 RESTON VA 20190

**Organization Contact List**

	Function	First Name / Last Name	Phone / Ext	Email
1	PRIMARY CONTACT	CUSTOMER SERVICE (SCHOOLS LENDERS)	(888)272 4665	
2	SSN/ID ISSUES	NSLDS ASSOCIATE	(317)806 8633	
3	IS TECHNICAL ISSUES	BRIAN MEZO	(317)806 8638	
4	CUSTOMER SVC(BORROWERS)	CUSTOMER SERVICE	(800)722 1300	

PRIVACY ACT OF 1974 (AS AMENDED)



En español

Search



PROVIDED BY TG

**Planning for College**  
Get college search and application tips, learn about admissions

**Paying for College**  
Research college costs, financial aid, the FAFSA, and scholarships

**Finding a Career**  
Explore careers, identify career goals, get resume and job interview tips

**Managing Your Money**  
Learn skills to help manage personal finances and minimize debt

Students | Families | Educators

**Finance Tools**

- College Loan Calculator
- Budgeting While in School
- Graduation Budget
- Income-Based Repayment (IBR) Calculator
- Direct Interest Calculator
- Expected Financial Contribution (EFC) Calculator
- Net Earnings Calculator



**College Loan Calculator**

How much will monthly payments be on a college loan?

Principal	\$21,626.00
Annual Interest Rate	6.8
Term (Months)	120
Monthly Interest (percent of principal)	0.0056
Monthly Payment	\$248.87

**Amortization Schedule**

Number	Payment	Principal	Interest	Principal Remaining
1	\$248.87	\$126.33	\$122.55	\$21,499.67
2	\$248.87	\$127.04	\$121.83	\$21,372.63
3	\$248.87	\$127.76	\$121.11	\$21,244.87
4	\$248.87	\$128.49	\$120.39	\$21,116.39
5	\$248.87	\$129.21	\$119.66	\$20,987.17
6	\$248.87	\$129.93	\$118.93	\$20,857.23
7	\$248.87	\$130.68	\$118.19	\$20,726.55
8	\$248.87	\$131.42	\$117.45	\$20,595.12
9	\$248.87	\$132.17	\$116.71	\$20,462.96
10	\$248.87	\$132.92	\$115.96	\$20,330.04
11	\$248.87	\$133.67	\$115.20	\$20,196.37
12	\$248.87	\$134.43	\$114.45	\$20,061.95
13	\$248.87	\$135.19	\$113.68	\$19,926.76
14	\$248.87	\$135.95	\$112.92	\$19,790.80
15	\$248.87	\$136.72	\$112.15	\$19,654.08
16	\$248.87	\$137.50	\$111.37	\$19,516.58
17	\$248.87	\$138.28	\$110.59	\$19,378.30
18	\$248.87	\$139.08	\$109.81	\$19,239.24
19	\$248.87	\$139.85	\$109.02	\$19,099.39
20	\$248.87	\$140.64	\$108.23	\$18,958.74
21	\$248.87	\$141.44	\$107.43	\$18,817.30
22	\$248.87	\$142.24	\$106.63	\$18,675.06
23	\$248.87	\$143.05	\$105.83	\$18,532.02
24	\$248.87	\$143.86	\$105.01	\$18,388.16
25	\$248.87	\$144.6	\$104.20	\$18,243.48
26	\$248.87	\$145.49	\$103.38	\$18,097.99
27	\$248.87	\$146.32	\$102.56	\$17,951.67
28	\$248.87	\$147.15	\$101.73	\$17,804.53
29	\$248.87	\$147.98	\$100.89	\$17,656.55
30	\$248.87	\$148.82	\$100.05	\$17,507.73
31	\$248.87	\$149.66	\$99.21	\$17,358.07
32	\$248.87	\$150.51	\$98.36	\$17,207.56
33	\$248.87	\$151.36	\$97.51	\$17,056.19
34	\$248.87	\$152.22	\$96.65	\$16,903.97
35	\$248.87	\$153.08	\$95.79	\$16,750.89
36	\$248.87	\$153.95	\$94.92	\$16,596.94
37	\$248.87	\$154.82	\$94.05	\$16,442.11
38	\$248.87	\$155.70	\$93.17	\$16,286.41
39	\$248.87	\$156.58	\$92.29	\$16,129.83

40	\$248 87	\$157 47	\$91 40	\$15 972 36
41	\$248 87	\$158 36	\$90 51	\$15 814 00
42	\$248 87	\$159 26	\$89 61	\$15 654 74
43	\$248 87	\$160 16	\$88 71	\$15 494 57
44	\$248 87	\$161 07	\$87 80	\$15 333 50
45	\$248 87	\$161 98	\$86 89	\$15 171 52
46	\$248 87	\$162 90	\$85 97	\$15 008 62
47	\$248 87	\$163 82	\$85 05	\$14 844 80
48	\$248 87	\$164 75	\$84 12	\$14 680 04
49	\$248 87	\$165 69	\$83 19	\$14 514 36
50	\$248 87	\$166 62	\$82 25	\$14 347 73
51	\$248 87	\$167 57	\$81 30	\$14 180 16
52	\$248 87	\$168 52	\$80 35	\$14 011 65
53	\$248 87	\$169 47	\$79 40	\$13 842 17
54	\$248 87	\$170 43	\$78 44	\$13 671 74
55	\$248 87	\$171 40	\$77 47	\$13 500 34
56	\$248 87	\$172 37	\$76 50	\$13 327 97
57	\$248 87	\$173 35	\$75 53	\$13 154 62
58	\$248 87	\$174 33	\$74 54	\$12 980 29
59	\$248 87	\$175 32	\$73 55	\$12 804 97
60	\$248 87	\$176 31	\$72 56	\$12 628 68
61	\$248 87	\$177 31	\$71 56	\$12 451 35
62	\$248 87	\$178 32	\$70 56	\$12 273 04
63	\$248 87	\$179 33	\$69 55	\$12 093 71
64	\$248 87	\$180 34	\$68 53	\$11 913 37
65	\$248 87	\$181 36	\$67 51	\$11 732 01
66	\$248 87	\$182 39	\$66 48	\$11 549 61
67	\$248 87	\$183 42	\$65 45	\$11 366 19
68	\$248 87	\$184 46	\$64 41	\$11 181 73
69	\$248 87	\$185 51	\$63 36	\$10 996 22
70	\$248 87	\$186 56	\$62 31	\$10 809 66
71	\$248 87	\$187 62	\$61 25	\$10 622 04
72	\$248 87	\$188 68	\$60 19	\$10 433 35
73	\$248 87	\$189 75	\$59 12	\$10 243 61
74	\$248 87	\$190 83	\$58 05	\$10 052 78
75	\$248 87	\$191 91	\$56 97	\$9 860 87
76	\$248 87	\$192 99	\$55 88	\$9 667 88
77	\$248 87	\$194 09	\$54 78	\$9 473 79
78	\$248 87	\$195 19	\$53 68	\$9 278 60
79	\$248 87	\$196 29	\$52 58	\$9 082 31
80	\$248 87	\$197 41	\$51 47	\$8 884 90
81	\$248 87	\$198 52	\$50 35	\$8 686 38
82	\$248 87	\$199 65	\$49 22	\$8 486 73
83	\$248 87	\$200 78	\$48 09	\$8 285 95
84	\$248 87	\$201 9	\$46 95	\$8 084 03
85	\$248 87	\$203 06	\$45 81	\$7 880 96
86	\$248 87	\$204 21	\$44 66	\$7 676 75
87	\$248 87	\$205 37	\$43 50	\$7 471 38
88	\$248 87	\$206 53	\$42 34	\$7 264 84
89	\$248 87	\$207 71	\$41 17	\$7 057 14
90	\$248 87	\$208 88	\$39 99	\$6 848 26
91	\$248 87	\$210 07	\$38 81	\$6 638 19
92	\$248 87	\$211 26	\$37 62	\$6 426 93

93	\$248.87	\$212.45	\$36.42	\$6,214.48
94	\$248.87	\$213.66	\$35.22	\$6,000.82
95	\$248.87	\$214.87	\$34.00	\$5,785.96
96	\$248.87	\$216.09	\$32.79	\$5,569.87
97	\$248.87	\$217.31	\$31.56	\$5,352.56
98	\$248.87	\$218.54	\$30.33	\$5,134.02
99	\$248.87	\$219.78	\$29.09	\$4,914.24
100	\$248.87	\$221.03	\$27.85	\$4,693.21
101	\$248.87	\$222.28	\$26.59	\$4,470.93
102	\$248.87	\$223.54	\$25.34	\$4,247.40
103	\$248.87	\$224.80	\$24.07	\$4,022.59
104	\$248.87	\$226.08	\$22.79	\$3,796.52
105	\$248.87	\$227.36	\$21.51	\$3,569.16
106	\$248.87	\$228.65	\$20.23	\$3,340.51
107	\$248.87	\$229.94	\$18.93	\$3,110.57
108	\$248.87	\$231.25	\$17.63	\$2,879.32
109	\$248.87	\$232.56	\$16.32	\$2,646.76
110	\$248.87	\$233.87	\$15.00	\$2,412.89
111	\$248.87	\$235.20	\$13.67	\$2,177.69
112	\$248.87	\$236.53	\$12.34	\$1,941.16
113	\$248.87	\$237.87	\$11.00	\$1,703.28
114	\$248.87	\$239.22	\$9.65	\$1,464.06
115	\$248.87	\$240.58	\$8.30	\$1,223.49
116	\$248.87	\$241.94	\$6.93	\$981.55
117	\$248.87	\$243.31	\$5.56	\$738.24
118	\$248.87	\$244.69	\$4.18	\$493.55
119	\$248.87	\$246.08	\$2.80	\$247.47
120	\$248.87	\$247.47	\$1.40	\$0.00
<b>Total</b>	<b>\$29,864.73</b>	<b>\$21,626.00</b>	<b>\$8,238.73</b>	

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TG

SOUTHWEST FLORIDA COLLEGE  
1685 MEDICAL LANE  
FORT MYERS FL 33907

SCHOOL COPY

STUDENT CHANGE IN STATUS SUMMARY PAGE

01/06/11

(b)(6); (b)(7)(C)

STUDENT ACCOUNTS RECEIVABLE

TOTAL CHARGES		
TUITION	23170 00	
BOOKS	2347 0	
FEES	2600 00	
HOUSING	0 00	
TOTAL CHARGES		28117 03
FUNDS PAID		
STUDEN FINANCIAL AID	(21470 45)	
OTHER FUNDS PAID	( 4531 88)	
TOTAL FUNDS PAID		(26002 7)
ACCOUNTS RECEIVABLE BALANCE		2114 66
ADJUSTMENTS & REFUNDS		
ADJUSTMENTS		
TUITION ADJUSTMENT	0 00	
BOOKS FEE ADJUSTMENT	0 00	
TOTAL ADJUSTMENTS		0 00
REFUNDS		
TOTAL R FUND		0 00
FINAL ACCOUNTS RECEIVABLE BALANCE		2114 66

If th            y q t    pl    )l t F    1 A d / B    Off  
Th k y

F    1 A d / B    Off  
SOUTHWEST FLORIDA COLLEGE

STUDENT SSN  
STUDENT NAME

(b)(6); (b)(7)  
(C)

ACAD STUDENT ID  
CURRENT START DATE 04/06/09  
CURRENT CONTRACT DATE 04/06/09

ORIGINAL PROGRAM  
ORIGINAL START DATE / /  
ORIGINAL CONTRACT DATE / /

WITHDRAWAL REASON CODE WR WR 859 INVALID BOOK/FEE ADJ  
LAST DATE OF ATTENDANCE 12/1 /10 DATE OF DETERMINATION 12/ /10

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	PERIOD 6	TOTALS
ACADEMIC PERIODS START DATE	04/06/09	01/11/10	09/2 /10				
WEEKS IN ACADEMIC PERIOD	3 00	33 00	11 00	0 00	0 00	0 00	7 00
WEEKS ATTENDED	33 00	33 00	11 00	0 00	0 00	0 00	7 00
WEEKS REMAINING	0 00	0 00	0 00	0 00	0 00	0 00	0 00
WEEKS ATTENDED PERCENT	100 00	100 00	100 00	0 00	0 00	0 00	
HOURS IN ACADEMIC PERIOD	0 00	0 00	0 00	0 00	0 00	0 00	0 00
HOURS ATTENDED	0 00	0 00	0 00	0 00	0 00	0 00	0 00
HOURS REMAINING	0 0	0 00	0 00	0 0	0 00	0 00	0 00
HOURS ATTENDED PERCENT	0 00	0 00	0 00	0 00	0 00	0 00	
RETAINED BOOKS	1 32 18	861 25	153 60	0 00	0 00	0 00	0 00
RETAINED FEE	1 00 0	1150 00	3 3 00	0 0	0 00	0 00	0 00
REGISTRATION FEE	0 00						
ADMINISTRATION FEE	0 00						
TUITION	10080 00	10040 00	3050 00	0 00	0 00	0 00	23170 00
BOOKS	1332 18	8 1 25	153 60	0 00	0 00	0 00	2 47 03
FEES	1100 00	150 00	350 00	0 00	0 00	0 00	2600 00
TOTAL CHARGES	12512 18	12051 25	35 3 60	0 00	0 00	0 00	28117 03
HOUSING CHARGES	0 00	0 00	0 00	0 00	0 00	0 00	0 00
TOTAL AID PAID	9405 00	9452 49	2613 00	0 00	0 00	0 00	21470 49
TOTAL OTHER FUNDS PAID	2259 34	214 54	125 00	0 00	0 00	0 00	4531 88
A/R BALANCE	847 4	451 22	81 60	0 0	0 00	0 0	211 66
BOOKS/FEE ADJUSTMENT	0 0	0 00	0 00	0 00	0	0	0 0
REBATE	0 00	0 00	0 00	0 00	0	0 00	0 00
TURN OF TITLE IV FUNDS	0 00	0 00	0 00	0 00	0	0 00	0 00
ADJUSTED A/R BALANCE	847 84	4 1 22	81 60	0 00	0 00	0 00	2 1 66
TOTAL UNPAID CHARGES	47 4	4 1 22	815 60	0 00	0 00	0 00	2 14 66
LIVING ALLOWANCE DUE	0 00	0 00	0 00	0 00	0 00	0 00	0 00
CASH ADJUSTED A/R BALANCE	0 00	0 00	0 00	0 00	0 00	0 00	0 00

SOURCES OF FUNDING

SOURCE	FUND	YEAR	PAYMENT PERIOD	LENDER	LENDER DESCRIPTION	AWARDED	PAID	LIVING ALLOWANCE	ATTRIBUTE
4	USTAF	08 09	04/06/09	12/19/09	808780 FIFT FIRD BANK	9405 00	9405 00	0 00	0 00
5	US AF	09 10	0 / 1/10	09/11/10	80 80 FIFTA FIRD BANK	9452 49	4 2 4	0 00	0 00
6	FS AF	10 11	09/ /10	03/26/1	FDSLP FEDERAL DIRECT STUDENT LOAN	818 00	818 00	0 00	0 00
7	FUSTAF	10 11	09/27/10	03/26/1	FDSLP FEDERAL DIRECT STUDENT LOAN	1 95 00	1 00	0 00	0 00
	QUAL ILL		FUNDING			21470 49	214 0 49	0 00	0 00
1	CASH		04/06/09			2259 34	2 9 34	0 00	0 00

POOL SOUTHWEST FLORIDA COLL GP 6068

REFUND POLICY R CALCULATION RESULTS PAGE 2 CONTINUING STUDENT

DATE PRINTED 01/06/11

STUDENT SSN  
STUDENT NAME

(b)(6); (b)(7)

SOURCES OF FUNDING

SOURCE	YEAR	PAYMENT PERIOD	LENDER	LENDER DESCRIPTION	AWARDED	PAID	LIVING ATTRIBUTE
CASH		01/11/10			214 54	214 54	0 0 0 00
3 CASH		09/2 /10			125 00	125 00	0 00 0 00
TOTAL ALL FUNDING					26002 37	26002 3	0 00 0 00



Attachment Finding 3, b

NSLDS documentation for student 16



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

# National Student Loan Data System (NSLDS)



[Menu](#) [Aid](#) [Enroll](#) [Org](#) [Report](#) [Trans](#)

3b | ? | a

**Loan History** | **Overpayment List** | **Grants** | **Delinquent Borrowers** | **Exit Counseling History** | **Student Access Interface** | **Address History** | **SSN Conflict**

SSN: [redacted] First Name: [redacted] DOB: [redacted] (MMDDCCYY) [redacted]

FSA ID: (b)(6); (b)(7)(C) from **SOUTHWEST FLORIDA COLLEGE**

TG48228 // SC229HF

[redacted] (b)(6); (b)(7)(C) [redacted]



Grants



Student is not on your school's Transfer Monitoring List

[Add Student to Monitoring List](#)

## Loan History



### Aggregate Loan Information

Loan Type	Outstanding Principal Balance	Pending Disbursements	Total
<b>Undergraduate</b>			<b>Award Year 2012</b> ⓘ
Subsidized Loans	\$3 500	\$0	\$3 500
Unsubsidized Loans	\$4 918	\$0	\$4 918
Combined Loans	\$8 418	\$0	\$8 418
Consolidation Loans Unallocated	N/A		N/A
<b>Totals</b>			
Subsidized Loans	\$3 500	\$0	\$3 500
Unsubsidized Loans	\$4 918	\$0	\$4 918
Combined Loans	\$8 418	\$0	\$8 418
Consolidation Loans Unallocated	N/A		N/A
<b>Other</b>			
Perkins Loans	N/A		N/A

### Master Promissory Notes

MPN Type	Code	PLUS Borrower
Direct Stafford	A	N/A
Direct PLUS	N	N/A



### Loan Summary

Sort by	(b)(6); (b)(7)(C)	<input type="button" value="Clear"/>
Display Only		<input type="button" value="Apply"/>

Currently Sorted by LOAN DATE No filtering

<b>1</b>	<b>D1 - DIRECT STAFFORD SUB</b>				<b>Status IA as of 03/08/2012</b>			<input type="button" value="Loan Detail"/>
	<b>DEVRY UNIVERSITY - 01072700</b>							<input type="button" value="Print"/>
<b>Approved Amt</b>	\$1 166	<b>Disbursed Amt</b>	\$1 166	<b>OPB</b>	\$1 166	<b>Agg OPB</b>	\$1 166	
<b>Loan Date</b>	03/08/2012	<b>Sep Loan Ind</b>	A	<b>Loan Period</b>	02/27/2012 06/24/2012			
<b>Last Disb Date</b>	04/30/2012	<b>Last Disb Amt</b>	\$583	<b>Acad Lv</b>	1			
<b>ED Servicer</b>	DEPT OF ED/FEDLOAN SERVICING(PHEAA) 579							
<b>2</b>	<b>D2 - DIRECT STAFFORD UNSUB</b>				<b>Status IA as of 03/08/2012</b>			<input type="button" value="Loan Detail"/>
	<b>DEVRY UNIVERSITY - 01072700</b>							<input type="button" value="Print"/>
<b>Approved Amt</b>	\$3 584	<b>Disbursed Amt</b>	\$3 584	<b>OPB</b>	\$3 584	<b>Agg OPB</b>	\$3 584	
<b>Loan Date</b>	03/08/2012	<b>Sep Loan Ind</b>	A	<b>Loan Period</b>	02/27/2012 06/24/2012			
<b>Last Disb Date</b>	04/30/2012	<b>Last Disb Amt</b>	\$1 792	<b>Acad Lv</b>	1			
<b>ED Servicer</b>	DEPT OF ED/FEDLOAN SERVICING(PHEAA) 579							
<b>3</b>	<b>D2 - DIRECT STAFFORD UNSUB</b>				<b>Status IA as of 12/14/2011</b>			<input type="button" value="Loan Detail"/>
	<b>BAUDER COLLEGE - 01157400</b>							<input type="button" value="Print"/>
<b>Approved Amt</b>	\$2 000	<b>Disbursed Amt</b>	\$1 334	<b>OPB</b>	\$1 334	<b>Agg OPB</b>	\$1 334	
<b>Loan Date</b>	12/14/2011	<b>Sep Loan Ind</b>	A	<b>Loan Period</b>	08/24/2011 04/10/2012			
<b>Last Disb Date</b>	12/23/2011	<b>Last Disb Amt</b>	\$667	<b>Acad Lv</b>	1			
<b>ED Servicer</b>	DEPT OF ED/FEDLOAN SERVICING(PHEAA) 579							
<b>4</b>	<b>D1 - DIRECT STAFFORD SUB</b>				<b>Status IA as of 12/13/2011</b>			<input type="button" value="Loan Detail"/>
	<b>BAUDER COLLEGE - 01157400</b>							<input type="button" value="Print"/>
<b>Approved Amt</b>	\$3 500	<b>Disbursed Amt</b>	\$2 334	<b>OPB</b>	\$2 334	<b>Agg OPB</b>	\$2 334	
<b>Loan Date</b>	12/13/2011	<b>Sep Loan Ind</b>	A	<b>Loan Period</b>	08/24/2011 04/10/2012			
<b>Last Disb Date</b>	12/23/2011	<b>Last Disb Amt</b>	\$1 167	<b>Acad Lv</b>	1			
<b>ED Servicer</b>	DEPT OF ED/FEDLOAN SERVICING(PHEAA) 579							

**Notes**

① For the determined award year and academic level displayed the dependency status is/was independent



**PRIVACY ACT OF 1974 (AS AMENDED)**

# Ledger Card

rpt\_saLedgerCard rpt  
192LPATTERSON

Sorted by Term Start Date Transaction Number

4/16/2013  
2 03 22PM

Student Name (b)(6); (b)(7)(C)  
Address

Balance \$ 0 00  
Student ID 0000005703  
Current Status Withdrawn  
Program Version Criminal Justice AS  
Start Date 6/27/2011  
LDA 9/12/2011  
Graduation Date 3/4/2013

Date	Check/Ref	Enrollment	Term	Campus	Code	Pmt Per/Ay	Description	Charges	Payments	Balance
<b>2011/06/27</b>										
6/24/2011	App Fee	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Student Payment		25 00	(25 00)
6/24/2011	AUTOCHG	0000001869	Criminal Justice11 3SUP	SWFC	TPAFEEAPPL		Fee Application	25 00		0 00
6/27/2011	Text	0000001869	Criminal Justice11 3SUP	SWFC	TPABOOK TXT		College Success			0 00
6/29/2011	Text & APA	0000001869	Criminal Justice11 3SUP	SWFC	TPABOOK TXT		English			0 00
6/29/2011	Auto 062911	0000001869	Criminal Justice11 3SUP	SWFC	TPAFEESTDSV		Fee Student Service	300 00		300 00
6/29/2011	Text	0000001869	Criminal Justice11 3SUP	SWFC	TPABOOK TXT		Math			300 00
6/29/2011	Auto 062911	0000001869	Criminal Justice11 3SUP	SWFC	TPATUIT		Tuition	4 200 00		4 500 00
7/27/2011	July	0000001869	Criminal Justice11 3SUP	SWFC	TPAFEEBUSPA		Fee Bus Pass	45 00		4 545 00
7/28/2011	TPA VA33	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Agency Veteran Admin Chapter 33 Payment		3 840 00	705 00
7/28/2011	TPA VA33	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Agency Veteran Admin Chapter 33 Payment		330 00	375 00
7/28/2011	NONCASH/12 Credits	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Institutional VA Yellow Ribbon 2010 11		330 00	45 00
9/7/2011	Batch #815/FA 815	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Pell Grant 2011 12		1 850 00	(1 805 00)
9/29/2011	37269/Per student request	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Stipend 2010 11		(1 805 00)	0 00
10/19/2011	Exit	0000001869	Criminal Justice11 3SUP	SWFC	TPASFC ADJ		Tuition Adjustment per SFC			0 00
2/2/2012		0000001869	Criminal Justice11 3SUP	SWFC	TPAFEETSCRIP		Fee Transcript Copy	5 00		5 00
2/2/2012	Transcript	0000001869	Criminal Justice11 3SUP	SWFC	TPA		Student Payment Cash Check Credit Card		5 00	0 00
<b>2011/06/27 Totals</b>								<b>\$4,575 00</b>	<b>\$4,575 00</b>	

<b>2011/10/03</b>										
6/30/2011	Auto 063011	0000001869	Criminal Justice11-4FAP	SWFC	TPAFEESTDSV		Fee Student Service	300 00		300 00

Ledger Card

4/16/2013  
2 03 22PM

Student Name		(b)(6); (b)(7)(C)						
6/30/2011	Auto	063011	0000001869	Criminal Justice11-4FAP	SWFC TPATUIT	Tuition	4 200 00	4 500 00
7/28/2011	Auto	072911	0000001869	Criminal Justice11-4FAP	SWFC TPAFEESTDSV	Fee Student Service	100 00	4 600 00
7/28/2011	Auto	072911	0000001869	Criminal Justice11-4FAP	SWFC TPATUIT	Tuition	1 400 00	6 000 00
10/3/2011	Auto	100311	0000001869	Criminal Justice11-4FAP	SWFC TPAFEESTDSV	Fee Student Service	(50 00)	5 950 00
10/3/2011	Auto	100311	0000001869	Criminal Justice11-4FAP	SWFC TPATUIT	Tuition	(700 00)	5 250 00
10/12/2011	UNREG/DROP REFUND		0000001869	Criminal Justice11-4FAP	SWFC TPAFEESTDSV	Fee Student Service	(350 00)	4 900 00
10/12/2011	UNREG/DROP REFUND		0000001869	Criminal Justice11-4FAP	SWFC TPATUIT	Tuition	(4 900 00)	0 00
<b><u>2011/10/03 Totals</u></b>							<b><u>\$0 00</u></b>	<b><u>\$0 00</u></b>
<b>2012/01/09</b>								
6/30/2011	Auto	063011	0000001869	Criminal Justice12 1WIF	SWFC TPAFEESTDSV	Fee Student Service	300 00	300 00
6/30/2011	Auto	063011	0000001869	Criminal Justice12 1WIF	SWFC TPATUIT	Tuition	4 200 00	4 500 00
10/12/2011	UNREG/DROP REFUND		0000001869	Criminal Justice12 1WIF	SWFC TPAFEESTDSV	Fee Student Service	(300 00)	4 200 00
10/12/2011	UNREG/DROP REFUND		0000001869	Criminal Justice12 1WIF	SWFC TPATUIT	Tuition	(4 200 00)	0 00
<b><u>2012/01/09 Totals</u></b>							<b><u>\$0 00</u></b>	<b><u>\$0 00</u></b>
<b><u>Student Totals</u></b>							<b><u>\$4,575 00</u></b>	<b><u>\$4,575 00</u></b>

Attachment Finding 4, a

2011-12 and 2012-13 ISIR and verification documents for student number 22



2011-2012 Institutional Student Information Record

00000 C

Student ID (b)(6); (b)(7)(C)

**STEP ONE (THE STUDENT)**  
 Name  
 Address  
 Social Security Number  
 Date of Birth  
 Permanent Home Phone  
 Driver's License #  
 Citizenship Status  
 Alien Registration Number  
 E-mail Address

Marital Status DIV/WIDOW  
 Marital Status Date 01/2010  
 State of Legal Residence FL  
 Legal Resident Before 1-1-2006? YES  
 Legal Residence Date  
 Are You Male or Female?  
 Register for Selective Service?  
 Drug Conv Affecting Elig? NO  
 Father's Education Level HIGH SCHOOL  
 Mother's Education Level COLLEGE  
 HS Diploma or GED Rcvd? HIGH SCHOOL DIPLOMA  
 High School Name/City State

CAPE CORAL HIGH SCHOOL  
 CAPE CORAL FL  
 High School Code 120108002075  
 First Bachelor Degree by 7-1-2011? NO  
 Grade Level in College 1ST YR NEVER ATT  
 Degree/Certificate ASSOCTECH  
 Interested In Work-Study? YES

**STEP TWO (STUDENT & SPOUSE) (Q32 - Q44)**  
 Tax Return Filed? COMPLETED  
 Type of 2010 Tax Return Used 1040A/EZ  
 Eligible to File 1040A/1040EZ? YES  
 Adjusted Gross Income 10431  
 U S Income Tax Paid 00400  
 Exemptions Claimed 2  
 Student's Inc Earned from Work 10431  
 Spouse's Inc Earned from Work  
 Cash Savings and Checking 100  
 Net Worth of Investments 0  
 Net Worth of Business/Farm 0  
 Student's Addl Financial Info  
 Education Credits 0  
 Child Support Paid 2500  
 Taxable Earn Need-Based Empl 0  
 Grant/Scholarship Reported 0  
 Combat Pay 0  
 Co-op Earnings 0  
 Student/Spouse Untaxed Income  
 Tax-Deferred Pension/Savings 0  
 IRA Deductions and Payments 0  
 Child Support Received 0  
 Tax-Exempt Interest Income 0

EFC  
 Dependency Status  
 Independent calculated EFC provided

**STEP TWO (STUDENT & SPOUSE) CONT**  
 Untaxed IRA Distributions 0  
 Untaxed Portions of Pension 0  
 Military or Clergy Allowances 0  
 Veterans Noneducation Benefits 0  
 Other Untaxed Income 0  
 Money Recd/Paid on Your Behalf 0

**STEP THREE (STUDENT STATUS) (Q45 - Q57)**  
 Born Before 1-1-1988? YES  
 Is Student Married? NO  
 Working on Master's/Doct Program? NO  
 Active Duty U S Armed Forces?  
 Veteran of U S Armed Forces?  
 Have Children You Support? YES  
 Dependents Other Than Child/Spouse? NO  
 Orphan or Ward of the Court?  
 Are you an Emancipated Minor?  
 Are you in Legal Guardianship?  
 Homeless Child or Youth?  
 Determined by HUD Homeless?  
 At Risk for Homelessness?

**STEP FOUR (PARENTS) (Q58 - Q92)**  
 Marital Status  
 Marital Status Date  
 Father's/Stepfather's SSN  
 Father's Last Name  
 Father's First Initial  
 Father's Date of Birth  
 Mother's/Stepmother's SSN  
 Mother's Last Name  
 Mother's First Initial  
 Mother's Date of Birth  
 E-mail Address  
 State of Legal Residence  
 Legal Residents before 1-1-2006?  
 Legal Residence Date  
 Number of Family Members  
 Number in College  
 Federal Benefits  
 SSI Food Stamps Free Lunch TANF WIC  
 Tax Return Filed?  
 Type of 2010 Tax Return Used  
 Eligible to File 1040A/1040EZ?  
 Parent a Dislocated Worker?  
 Adjusted Gross Income  
 U S Income Tax Paid  
 Exemptions Claimed  
 Father's Inc Earned from Work  
 Mother's Inc Earned from Work  
 Cash Savings and Checking  
 Net Worth of Investments  
 Net Worth of Business/Farm

2011-2012 Institutional Student Information Record

Student ID (b)(6); (b)(7)(C) EFC 00000 C  
 Last Name

STEP FOUR (PARENTS) CONT

Parents Addl Financial Info  
 Education Credits  
 Child Support Paid  
 Taxable Ear Need-Based Empl  
 Grant/Scholarship Reported  
 Combat Pay  
 Co-op Earnings

Parents Untaxed Income  
 Tax-Deferred Pension/Savings  
 IRA Deductions and Payments  
 Child Support Received  
 Tax Exempt Interest Income  
 Untaxed IRA Distributions  
 Untaxed Portions of Pension  
 Military or Clergy Allowances  
 Veterans Noneducation Benefits  
 Other Untaxed Income

STEP FIVE (STUDENT HH) (Q93 - Q100)

Number of Family Members 3  
 Number in College 1  
 Federal Benefits

SSI Food Stamps Free Lunch TANF WIC  
 Stud/Spouse a Dislocated Worker? DONT KNOW

STEP SIX (Q101)

School #1 016068 Housing #1 OFF CAMPUS  
 School #2 Housing #2  
 School #3 Housing #3  
 School #4 Housing #4

STEP SIX (Q101) CONT

School #5 Housing #5  
 School #6 Housing #6  
 School #7 Housing #7  
 School #8 Housing #8  
 School #9 Housing #9  
 School #10 Housing #10

STEP SEVEN (Q102 - Q106)

Date Application Completed 08/24/2011  
 Signed By APPLICANT ONLY  
 Preparer s SSN REPORTED  
 Preparer s EIN  
 Preparer s Signature

OFFICE INFORMATION

Primary EFC Type 6  
 Secondary EFC Type  
 Processed Date 08/26/2011  
 Transaction Data Source/Type  
 Web Student Application

Source of Correction

Federal School Code Indicator  
 Reject Override Codes  
 3 12 20 A B C G J K N W  
 Assumption Override Codes  
 1 2 3 4 5 6

FAA INFORMATION

Date ISIR Received 08/29/2011  
 Verification Flag Y  
 Professional Judgment no EFC Adjustment requested  
 Transaction Receipt Date 08/24/2011  
 Reprocessing Code  
 Processed Record Type  
 Pell Elig Flag Y

CPS Pushed ISIR Flag  
 Rejects Met  
 Verification Tracking Flag 25  
 ETI 1  
 Dependency Override  
 Correction # Applied To  
 Application Receipt Date 08/24/2011

Primary EFC

00000

Secondary EFC

Mon 1	Mon 7	Mon 1	Mon 7
Mon 2	Mon 8	Mon 2	Mon 8
Mon 3	Mon 10	Mon 3	Mon 10
Mon 4	Mon 11	Mon 4	Mon 11
Mon 5	Mon 12	Mon 5	Mon 12
Mon 6		Mon 6	

Intermediate Values

TI	7931	PCA	0
ATI	0	AAI	0
STX	0	TSC	0
EA	0	TPC	0
IPA	0	PC	0
AI	0	STI	0
CAI	0	SATI	0
DNW	0	SIC	0
NW	0	SDNW	0
APA	0	SCA	0
		FTI	7931

High School Flag  
 Student IRS Req Flag 00  
 Parent IRS Req Flag 00  
 Auto Zero EFC Indicator YES Rejected Status Change Flag Duplicate SSN Flag  
 EFC Change Flag Verification Selection Flag Address Only Correction  
 SNT Flag YES Special Circumstance Flag SAR C Change Flag  
 Match Flags SSN 4 SSAA DHS SS N NSLDS 1 VA DHS Sec Conf Father SSN 8  
 DHS Ver No SS Registration Results Flag Mother SSN 8

NSLDS Transaction Number 01 NSLDS Database Results Flag 3 DOD

Comments 149 171 001 030 006

= assumption h=highlight flag #=corrected this trans @=corrected previous trans





2011-2012 Institutional Student Information Record

\*\*\*\*\*  
IMPORTANT Read ALL information to find out what to do with this Report  
\*\*\*\*\*

(b)(6); (b)(7)(C)

EFC 00000

149

Based on the information we have on record for you your EFC is as shown above You may be eligible to receive a Federal Pell Grant and other federal student aid Your school will use your EFC to determine your financial aid eligibility for federal grants loans and work study and possible funding from your state and school

171

Your FAFSA has been selected for a review process called verification Your school has the authority to request copies of certain financial documents from you (and your spouse)

001

WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved )

006

If you need to make corrections to your information you may either make them online at [www.fafsa.gov](http://www.fafsa.gov) or by using this SAR You must use your Federal Student Aid PIN to access your record online If you need additional help with your SAR contact your school's Financial Aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) If your mailing address or e-mail address changes you can make the correction online send in the correction on your SAR or call 1-800-4 FED-AID and ask a customer service representative to make the change for you

Student ID (b)(6); (b)(7)(C)

**STEP ONE (THE STUDENT)**  
 Name  
 Address  
 Social Security Number  
 Date of Birth  
 Permanent Home Phone #  
 Driver's License #  
 Citizenship Status  
 Alien Registration Number  
 E-mail Address

Marital Status DIV/WIDOW  
 Marital Status Date 01/2010  
 State of Legal Residence FL  
 Legal Resident Before 1-1-2006? YES  
 Legal Residence Date  
 # Are You Male or Female? FEMALE  
 Register for Selective Service?  
 Drug Conv Affecting Elig? NO  
 Father's Education Level HIGH SCHOOL  
 Mother's Education Level COLLEGE  
 HS Diploma or GED Rcvd? HIGH SCHOOL DIPLOMA  
 High School Name/City State CAPE CORAL HIGH SCHOOL  
 CAPE CORAL FL  
 High School Code 120108002075  
 First Bachelor Degree by 7-1-2011? NO  
 Grade Level in College 1ST YR NEVER ATT  
 Degree/Certificate ASSOCTECH  
 Interested In Work-Study? YES  
**STEP TWO (STUDENT & SPOUSE) (Q32 - Q44)**  
 Tax Return Filed? COMPLETED  
 Type of 2010 Tax Return Used 1040A/EZ  
 Eligible to File 1040A/1040EZ? YES  
 Adjusted Gross Income 10431  
 # U S Income Tax Paid 00000  
 Exemptions Claimed 2  
 Student's Inc Earned from Work 10431  
 Spouse's Inc Earned from Work  
 Cash Savings and Checking 100  
 Net Worth of Investments 0  
 Net Worth of Business/Farm 0  
 Student's Addl Financial Info  
 Education Credits 0  
 Child Support Paid 2500  
 Taxable Earn Need-Based Empl 0  
 Grant/Scholarship Reported 0  
 Combat Pay 0  
 Co-op Earnings 0  
 Student/Spouse Untaxed Income  
 Tax-Deferred Pension/Savings 0  
 IRA Deductions and Payments 0  
 Child Support Received 0  
 Tax Exempt Interest Income 0

EFC  
 Dependency Status  
 Independent calculated EFC provided

**STEP TWO (STUDENT & SPOUSE) CONT**  
 Untaxed IRA Distributions 0  
 Untaxed Portions of Pension 0  
 Military or Clergy Allowances 0  
 Veterans Noneducation Benefits 0  
 # Other Untaxed Income 400  
 Money Recd/Paid on Your Behalf 0

**STEP THREE (STUDENT STATUS) (Q45 - Q57)**  
 Born Before 1-1-1988? YES  
 Is Student Married? NO  
 Working on Master's/Doct Program? NO  
 Active Duty U S Armed Forces?  
 Veteran of U S Armed Forces?  
 Have Children You Support? YES  
 Dependents Other Than Child/Spouse? NO  
 Orphan or Ward of the Court?  
 Are you an Emancipated Minor?  
 Are you in Legal Guardianship?  
 Homeless Child or Youth?  
 Determined by HUD Homeless?  
 At Risk for Homelessness?

**STEP FOUR (PARENTS) (Q58 - Q92)**  
 Marital Status  
 Marital Status Date  
 Father's/Stepfather's SSN  
 Father's Last Name  
 Father's First Initial  
 Father's Date of Birth  
 Mother's/Stepmother's SSN  
 Mother's Last Name  
 Mother's First Initial  
 Mother's Date of Birth  
 E-mail Address  
 State of Legal Residence  
 Legal Residents before 1-1-2006?  
 Legal Residence Date  
 Number of Family Members  
 Number in College  
 Federal Benefits  
 SSI Food Stamps Free Lunch TANF WIC  
 Tax Return Filed?  
 Type of 2010 Tax Return Used  
 Eligible to File 1040A/1040EZ?  
 Parent a Dislocated Worker?  
 Adjusted Gross Income  
 U S Income Tax Paid  
 Exemptions Claimed  
 Father's Inc Earned from Work  
 Mother's Inc Earned from Work  
 Cash Savings and Checking  
 Net Worth of Investments  
 Net Worth of Business/Farm

2011-2012 Institutional Student Information Record

Student ID

(b)(6); (b)(7)(C)

EFC

00000

Last Name

STEP FOUR (PARENTS) CONT

Parents Addl Financial Info  
 Education Credits  
 Child Support Paid  
 Taxable Ear Need-Based Empl  
 Grant/Scholarship Reported  
 Combat Pay  
 Co-op Earnings

Parents Untaxed Income

Tax-Deferred Pension/Savings  
 IRA Deductions and Payments  
 Child Support Received  
 Tax Exempt Interest Income  
 Untaxed IRA Distributions  
 Untaxed Portions of Pension  
 Military or Clergy Allowances  
 Veterans Noneducation Benefits  
 Other Untaxed Income

STEP FIVE (STUDENT HH) (Q93 - Q100)

Number of Family Members 3  
 Number in College 1  
 Federal Benefits

SSI Food Stamps Free Lunch TANF WIC

# Stud/Spouse a Dislocated Worker? NO

STEP SIX (Q101)

School #1 016068 Housing #1 OFF CAMPUS  
 School #2 Housing #2  
 School #3 Housing #3  
 School #4 Housing #4

STEP SIX (Q101) CONT

School #5 Housing #5  
 School #6 Housing #6  
 School #7 Housing #7  
 School #8 Housing #8  
 School #9 Housing #9  
 School #10 Housing #10

STEP SEVEN (Q102 - Q106)

Date Application Completed 08/24/2011  
 Signed By APPLICANT ONLY  
 Preparer s SSN REPORTED  
 Preparer s EIN  
 # Preparer s Signature REPORTED

OFFICE INFORMATION

Primary EFC Type 6  
 Secondary EFC Type  
 Processed Date 08/29/2011  
 Transaction Data Source/Type Web Student Correction  
 Source of Correction A

Federal School Code Indicator  
 Reject Override Codes 3 12 20 A B C G J K N W  
 Assumption Override Codes 1 2 3 4 5 6

FAA INFORMATION

Date ISIR Received 08/31/2011  
 Verification Flag Y  
 Professional Judgment no EFC Adjustment requested  
 Transaction Receipt Date 08/29/2011  
 Reprocessing Code  
 Processed Record Type H  
 Pell Elig Flag Y

CPS Pushed ISIR Flag Y  
 Rejects Met  
 Verification Tracking Flag 25  
 ETI 5  
 Dependency Override  
 Correction # Applied To 01  
 Application Receipt Date 08/24/2011

Intermediate Values

Primary EFC	00000	Secondary EFC	TI	8331	PCA	0	
Mon 1	Mon 7	Mon 1	Mon 7	ATI	0	AAI	0
Mon 2	Mon 8	Mon 2	Mon 8	STX	0	TSC	0
Mon 3	Mon 10	Mon 3	Mon 10	EA	0	TPC	0
Mon 4	Mon 11	Mon 4	Mon 11	IPA	0	PC	0
Mon 5	Mon 12	Mon 5	Mon 12	AI	0	STI	0
Mon 6		Mon 6		CAI	0	SATI	0
				DNW	0	SIC	0
				NW	0	SDNW	0
				APA	0	SCA	0
						FTI	8331

High School Flag  
 Student IRS Req Flag 00  
 Parent IRS Req Flag 00  
 Auto Zero EFC Indicator YES Rejected Status Change Flag Duplicate SSN Flag  
 EFC Change Flag Verification Selection Flag Address Only Correction  
 SNT Flag YES Special Circumstance Flag SAR C Change Flag Y  
 Match Flags SSN 4 SSA A DHS SS NSLDS 1 VA DHS Sec Conf Father SSN 8  
 DHS Ver No SS Registration Results Flag Mother SSN 8  
 NSLDS Transaction Number 01 NSLDS Database Results Flag 5 DOD

Comments 149 171 001 006

= assumption h=highlight flag #=corrected this trans @=corrected previous trans







# 2011-2012 Verification Worksheet

## Federal Student Aid Programs

FORM APPROVED  
OMB NO 1845-0041

Your application was selected for review in a process called Verification. In this process, your school will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2010 Federal tax forms or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

### What you should do

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.)
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically or by using your SAR.

Complete this verification form and submit it to your financial aid administrator as soon as possible so that your financial aid won't be delayed. Your financial aid administrator will help you.

### A Student Information

(b)(6); (b)(7)(C)

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ Phone number (include area code) \_\_\_\_\_

### B Family Information

List the people in your household, including yourself and your spouse, if you have one, and your children, if you will provide more than half of their support from July 1, 2011, through June 30, 2012, even if they do not live with you, and other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2011, through June 30, 2012.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2011, and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Martha Jones (example)	24	Wife	City University
(b)(6); (b)(7)(C)		Self	
(b)(6); (b)(7)(C)		son	SWFC
(b)(6); (b)(7)(C)		daughter	

**C Student s Tax Forms and Income Information (all applicants)**

**Independent**

- 1 Check only one box below Tax returns include the 2010 IRS Form 1040 1040A 1040EZ a tax return from Puerto Rico or a foreign income tax return If you did not keep a copy of your tax return request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information
- Check here if you are attaching a signed copy of your tax return
  - Check here if a signed tax return will be submitted to the school by \_\_\_\_\_ (date)
  - Check here if you will not file and are not required to file a 2010 U S Income Tax Return

- 2 Funds received for child support and other untaxed income (See Question 44 of the Free Application for Federal Student Aid (FAFSA) )

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a Child Support	\$	d	\$
b Workman s Compensation	\$	e	\$
c Untaxed Pensions	\$	f	\$

- 3 If you did not file and are not required to file a 2010 Federal income tax return list below your employer(s) and any income received in 2010 (use the W 2 form or other earnings statements if available)

Sources	2010 Income
	\$
	\$
	\$

**D Spouse s Tax Forms and Income Information (if student is married)**

- 1 Check only one box below Tax returns include the 2010 IRS Form 1040 1040A 1040EZ a tax return from Puerto Rico or a foreign income tax return If your spouse did not keep a copy of the tax return request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information
- Check here if you are attaching a signed copy of your and your spouse s joint tax return
  - Check here and attach spouse s signed tax return if your spouse filed a separate return
  - Check here if a signed spouse s tax return will be submitted to the school by \_\_\_\_\_ (date)
  - Check here if your spouse will not file and is not required to file a 2010 U S Income Tax Return

- 2 Funds received for child support and other untaxed income (See Question 44 of the FAFSA )

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a Child Support	\$	d	\$
b Workman s Compensation	\$	e	\$
c Untaxed Pensions	\$	f	\$

- 3 If your spouse did not file and is not required to file a 2010 Federal income tax return list below your spouse s employer(s) and any income received in 2010 (use the W 2 form or other earnings statements if available)

Sources	2010 Income
	\$
	\$
	\$

**E Sign this Worksheet**

Each person signing this form certifies that all the information reported on it is complete and correct If married spouse s signature is optional

**WARNING** If you purposely give false or misleading information on this worksheet you may be fined be sentenced to jail or both

(b)(6); (b)(7)(C)

Student

Date

8/29/11

Spouse

Date

Do not mail this worksheet to the Department of Education Submit this worksheet to your Financial Aid Administrator at your school Don t forget to sign your tax forms

(b)(6);  
62770

TOTAL IRA DISTRIBUTIONS	\$0
TAXABLE IRA DISTRIBUTIONS	\$0
TOTAL PENSIONS AND ANNUITIES:	\$0
TAXABLE PENSION/ANNUITY AMOUNT	\$0
UNEMPLOYMENT COMPENSATION	\$4 081
TOTAL SOCIAL SECURITY BENEFITS	\$0
TAXABLE SOCIAL SECURITY BENEFITS	\$0
TAXABLE SOCIAL SECURITY BENEFITS PER COMPUTER	\$0
SCH EIC DISQUALIFIED INC COMPUTER	\$0
TOTAL INCOME	\$10,431
TOTAL INCOME PER COMPUTER	\$10 431

**Adjustments to Income**

EDUCATOR EXPENSES	\$0
EDUCATOR EXPENSES PER COMPUTER	\$0
EARLY WITHDRAWAL OF SAVINGS PENALTY	\$0
IRA DEDUCTION	\$0
IRA DEDUCTION PER COMPUTER	\$0
STUDENT LOAN INTEREST DEDUCTION	\$0
STUDENT LOAN INTEREST DEDUCTION PER COMPUTER	\$0
TUITION AND FEES DEDUCTION	\$0
TUITION AND FEES DEDUCTION PER COMPUTER	\$0
JURY DUTY PAY DEDUCTION	\$0
TOTAL ADJUSTMENTS	\$0
TOTAL ADJUSTMENTS PER COMPUTER	\$0
ADJUSTED GROSS INCOME	\$10 431
ADJUSTED GROSS INCOME PER COMPUTER:	\$10 431

**Tax and Credits**

65-OR OVER	
BLIND	
SPOUSE 65-OR OVER	
SPOUSE BLIND	
EXEMPTION AMOUNT PER COMPUTER	\$7 300
TAXABLE INCOME	\$0
TAXABLE INCOME PER COMPUTER	\$0
TENTATIVE TAX	\$0
TENTATIVE TAX PER COMPUTER	\$0
CHILD & DEPENDENT CARE CREDIT	\$0
CHILD & DEPENDENT CARE CREDIT PER COMPUTER	\$0
CREDIT FOR ELDERLY AND DISABLED	\$0
CREDIT FOR ELDERLY AND DISABLED PER COMPUTER	\$0
EDUCATION CREDIT	\$0
EDUCATION CREDIT PER COMPUTER	\$0
GROSS EDUCATION CREDIT PER COMPUTER:	\$0
RETIREMENT SAVINGS CONTRB CREDIT:	\$0
RETIREMENT SAVINGS CONTRB CREDIT PER COMPUTER	\$0
PRIM RET SAV CONTRB F8880 LN6A	\$0
SEC RET SAV CONTRB F8880 LN6B	\$0