

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 6/02, 2/00, 11/94, 10/05,
11/02, 12/10, 12/14

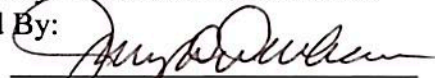
No: 2-P-800F-01

Date: November 2017

Required Review Date: December 2021

Written By: Financial Aid Director

Approved By:



Jerry D. Durham, PhD, RN, FAAN
Chancellor

SUBJECT: Packaging Financial Aid (Award Letters)

PURPOSE: To establish a process to ensure that financial aid is awarded in a fair manner to all eligible students.

EFFECTIVE FOR: Student Financial Services Office, staff and students.

POLICY: All financial aid shall be awarded through the mechanism known as the “ladder” concept.

PROCEDURE: 1. Eligibility is determined by the following equation:

a. Cost of Attendance

Cost of Attendance is calculated each academic year by the Financial Aid Office according to Federal Guidelines (e.g. include tuition, fees, allowance for living expenses, books and supplies and transportation.)

- EFC

Expected Family Contribution as indicated on the applicant’s Institutional Student Information Report (ISIR) and determined by the Federal Processor.

= Student’s Need (as defined by the U.S. Department of Education)

b. Financial Aid is then awarded in the following order:

Student’s Need

- PELL – Federal PELL Grant (always awarded first)

- Scholarships

= Eligibility for Campus-based aid, state aid, institutional aid, and Federal Direct Subsidized Loans. (campus-based aid includes Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan and Federal Work Study)

Total aid is not to exceed student’s need.

2. Eligibility for Federal Direct Unsubsidized Loan or Federal Direct Parent Loan for Undergraduate Students (PLUS loan) is determined by the following equation:

Cost of Attendance

- Federal PELL Grant
- Scholarships/Other need based aid (includes campus-based and state aid)
- Subsidized Loan
- = Eligibility for Unsubsidized Loan or PLUS Loan.
- * Total aid is not to exceed Cost of Attendance.

3. Package the campus-based aid, state and institutional aid available in the following order:

FSEOG

Iowa Tuition Grant

Scholarships

Work Study

Loans

Loans include: Allen/McElroy, Nursing Student Loans (NSL),
Subsidized and Unsubsidized Loans and PLUS loans.

4. Federal and State guidelines shall be followed for each applicable program. (e.g. Federal PELL Grant and Iowa Tuition Grant).
5. No student shall be selected for packaging unless he/she has completed the application, editing and/or verification process.
6. Preliminary financial aid award estimates may be given to students who have submitted all documents:
 - a. An estimated award letter may be given but no funds may be disbursed.
 - b. A revised estimated award letter may be given, as the Student Financial Services Office is apprised of changes in the student's outside scholarship awards or eligibility criteria.
7. An Award Letter will be sent to each student electronically.
 - a. The Award Letter will list the type and amount of funds awarded and the applicable term.
 - b. The Award Letter is sent to the student via Allen College email account.
 - c. Student accepts, declines, or adjusts the awards, signs the original Award Letter and returns it to the Student Financial Services Office. The signed Award Letter is placed in the student's electronic file.