

APPENDIX B: POLICIES AND PROCEDURES AT A GLANCE

Administrative Capability	Section 1	Policy and Procedure Regulatory Citation
		668.16 (b) (Adequate number of qualified persons to administer the Title IV Programs)
		668.16 (c) (Adequate checks and balances)
		668.16 (e) (Satisfactory Academic Progress)
		668.16 (f) (Conflicting Data)
		668.16 (d) ; 668.24 (b) ; 668.164 (Fiscal Reports and Financial Statements)
		668.16 (h) (Financial Aid Counseling)
Institutional Eligibility	Section 2	Policy and Procedure Regulatory Citation
		600.20 ; 600.21 (General Requirements)
		600.20 ; 600.21 (Updating Application Information)
		600.4 (a)(2) ; 600.5 (a)(3) ; 600.6 (a)(2) (Admission Policy for Public or Private Nonprofit educational institution, Proprietary Institution of higher education, and Postsecondary Vocational Institution)
General Provisions	Section 3	Policy and Procedure Regulatory Citation
		668.13 (Certification)
		668.22 (Title IV Refunds)
		HEOA (Missing Persons Policy)
		668.41 , 668.42 , 668.43 , 668.45 , 668.46 , 668.47 , 668.48 , HEOA (Consumer Information)
		668.53 (Verification)
		479 A (Professional Judgment)
		668.75 (Misrepresentation)
		668.134 (Documentation)
		668.135 (Secondary Confirmation)
		34 CFR 668, Subpart J (Ability to Benefit)

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Federal Perkins Loan Program	Section 4	Policy and Procedure Regulatory Citation
		674.10 (Selection and Awarding of Students)
		674.31 (Perkins Master Promissory Note)
		674.16 (Perkins Loan Disclosure)
		674.19 (Fiscal Procedures and Records)
		674.33(d) (Forbearance)
		674.38 (Deferment)
		674.42 (Contact with the borrower)
		674.43 (Billing)
		674.45 (Collection)
		674.46 (Litigation)
		674.52 (Cancellation)
Federal Work-Study Program and Job Location and Development Program	Section 5	Policy and Procedure Regulatory Citation
		675.10 (Selection and Awarding of students)
		675.20 ; 675.21 ; 675.2(b) ; 675.18(g) (Assigning FWS Jobs)
		675.19 (FWS Fiscal procedures and records)
		675.36 (Job Location and Development—Procedures and records)
		675.49 (Work Colleges Program—Procedures and records)
Federal Supplemental Educational Opportunity Grant (FSEOG)	Section 6	Policy and Procedure Regulatory Citation
		676.10 (Selection and Awarding of students)
		676.19 (FSEOG Fiscal procedures and records)
Federal Pell Grant	Section 7	Policy and Procedure Regulatory Citation
		690.63 (Calculating Federal Pell Grant Awards)
		690.80 (Federal Pell Grant required and optional recalculations)
		690.81 (Fiscal Records and Disbursement requirements for Federal Pell Grants)

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Academic Competitiveness Grant (ACG) and National SMART Grant	Section 8	Policy and Procedure Regulatory Citation
		691.15 ; 691.16 ; 691.17 (ACG and National SMART Eligibility Requirements)
		668.3 ; 691.62 ; 691.2(d) ; 691.6 (Calculating ACG and National SMART Grants)
		691.81 (Fiscal Control and fund accounting)
Federal Family Education Loan (FFEL)	Section 9	Policy and Procedure Regulatory Citation
		682.200(b) ; 682.201(a) (Packaging Policies for Federal Stafford/PLUS Loans)
		682.604 (Processing Loan Proceeds and Counseling Borrowers)
		682.607 (Refund policy)
		682.610 (Administrative and Fiscal Requirements)
Federal Direct Loan Program	Section 10	Policy and Procedure Regulatory Citation
		685.102(b) (Packaging Policies for Federal Direct Loans/PLUS)
		685.304 (Counseling Borrowers)
		685.306 (Payment of a Refund or Return of Title IV)
		685.309 (Administrative and Fiscal Control)
TEACH Grant	Section 11	Policy and Procedure Regulatory Citation
		686.10 ; 686.11 (Eligibility Determination)
		686.32 (Counseling)
		686.36 (Fiscal Control and Funds Accounting)