



Policy FA1.06: Administrative Capability

Oversight	Information
Policy Type	Financial Aid
Policy Owners	Director of Financial Aid; VP Strategic Programs; Registrar
Initial Policy Approval Date	August 24, 2010
Current Revision Approval Date	May 1, 2019
Procedure Effective Date	August 24, 2010

Policy

American Sentinel University adheres to the guidance provided in the current Federal Student Aid Handbook 2018/2019, Volume 2, Chapter 3, FSA Administrative & Related Requirements to ensure can demonstrate its Administrative Capability.

- Administers the Title IV programs in accordance with all statutory provisions of or applicable to Title IV, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered under the authority of statutes applicable to Title IV.
- Designates a capable individual to be responsible for administering all the Title IV programs in which it participates and for coordinating those programs with the institution's other Federal and non-Federal programs of student financial assistance.
- Uses an adequate number of qualified persons to administer the Title IV programs in which the institution participates.
- Communicates to the individual designated to be responsible for administering Title IV programs, all the information received by any institutional office that bears on a student's eligibility for Title IV.
- Has written procedures for or written information indicating the responsibilities of the various offices with respect to the approval, disbursement, and delivery of Title IV program assistance and the preparation and submission of reports to the Department of Education.
- Administers Title IV programs with adequate checks and balances in its system of internal controls.
- Divides the functions of authorizing payments and disbursing or delivering funds so that no office has responsibility for both functions with respect to any student aided under the programs.
- Establishes and maintains records required under this part and the individual Title IV.
- For purposes of determining student eligibility for assistance under a Title IV program, establishes, publishes, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory academic progress in his or her educational program.



- Develops and applies an adequate system to identify and resolve discrepancies in the information that the institution receives from different sources with respect to a student's application for financial aid under Title IV programs.
- Provides adequate financial aid counseling to eligible students who apply for Title IV program assistance.
- Has provided all program and fiscal reports and financial statements required for compliance with the provisions of the program regulations in a timely manner.
- Shows no evidence of significant problems that affect the institution's ability to administer a Title IV program.
- Has a cohort default rate that is less than 30 percent for at least two of the three most recent fiscal years
- Participates in the electronic processes

Guidelines

- 34 CFR 668.16

Procedure

American Sentinel exchanges data with the FSA systems through internet access through its network or through an internet service provider.

American Sentinel is enrolled in the Student Aid Internet Gateway (SAIG) and has an established data mailbox.

American Sentinel in collaboration with its Third-Party Servicer uses COD's common record format complying the published schema for the corresponding award year to send and receive origination and disbursement data for Pell grants and Direct Loans.

American Sentinel's student accounts and financial aid department separate the duties of releasing and disbursing funds.

American Sentinel's students must attest to completion of entrance counseling when going through the application process in SAINT Student. Exit counseling is sent to each student through Mapping Your Future online and is copied in their exit counseling email.

Related Documents/References

- Student Handbook

Definitions

- None



Revision History

- 08/24/2010 – Financial Aid
- 06/02/2014 – Financial Aid
- 04/26/2019 – Financial Aid – updated policy per regulations with more detail.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB