FINANCIAL AID OFFICE PROCEDURES

The Federal Electronic Institutional Student Information Record (ISIR) is the need analysis document used by St. Augustine College. The College will process a student's financial aid only when a valid ISIR is posted on our PowerFaids module with the latest transaction available via the ED Connect and ED Express software.

The procedures follow a consistent pattern:

1. The ISIR is received, validated, and processed according to the student's enrollment status.
2. Inactive folders are reviewed to see if the applicant has a student file; if not, a new folder is set up.
3. Financial Aid Office personnel check the academic satisfactory progress list of enrollees from the previous academic school year.
4. The completed folder (valid ISIR and master file) are reviewed by Financial Aid Office personnel and an award is made based on student enrollment status. The person making the award signs and dates the award.
5. An award letter notification is mailed to those eligible for aid.
6. Financial Aid Office personnel calculate the proper award based on the Pell Grant schedule and the cost of attendance. Students who are full-time (12 credits or more per semester) will receive full-time award; students who are three-quarter time (9-11 credits per semester) will receive three-quarter awarding; students who are half-time (6-8 credits per semester) will receive half-time awarding; and students who are less-than half-time (3-5 credits per semester) will receive less-than half-time awarding of a full-time award.