

**MISSOURI DEPARTMENT OF HIGHER EDUCATION
PROGRAM REVIEW GUIDE FOR SCHOOLS
STATE STUDENT FINANCIAL ASSISTANCE PROGRAMS**

March 2017

INTRODUCTION

Missouri Department of Higher Education developed the *Program Review Guide for Schools* to ensure the effective administration of the Missouri state student financial assistance programs.

A desk review consists of an examination of the school's written policies and procedures, a random file examination, and other testing methods to allow reviewers to observe the effectiveness of a school's administration of Missouri's state student financial assistance programs. The review includes work designed to establish the extent to which an educational school is in compliance with state statutes and regulations.

Programs to be reviewed are:

- A+ Scholarship Program
- Access Missouri Financial Assistance Program
- Advanced Placement Incentive Grant
- Bright Flight
- Kids Chance Scholarship Program
- Marguerite Ross Barnett Memorial Scholarship
- Minority Teaching Scholarship
- Minority and Underrepresented Environmental Literacy Program
- Public Service Officer or Employees Child Survivor Grant Program
- Wartime Veteran's Survivors Grant Program

The program review promotes a cooperative working relationship by providing schools an opportunity to receive technical assistance and providing MDHE an opportunity to become acquainted with schools participating in Missouri state student financial assistance programs. This guide is designed to familiarize school personnel with the review process.

Although the review is thorough, it cannot be assumed to be all-inclusive. Therefore the absence of statements in a review report regarding practices and procedures followed by the school should not be construed as acceptance, approval, or endorsement by MDHE of these practices and procedures. The nature of a report does not limit or lessen the obligation of the school to comply with applicable statutes and regulations.

MDHE Contact Information

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PROCEDURES

Selection Criteria and Scheduling

MDHE will select and schedule a school for review based on the following criteria:

- Volume of Missouri state student financial assistance dollars awarded
- Results of previous Missouri state student financial assistance reviews
- Other criteria determined by MDHE

Desk Review Procedures

Start of the Review

Reviewers will contact the school by phone and e-mail providing notification of the upcoming desk review and to establish a start date. Reviewers will send an announcement letter and request for review materials approximately forty-five days prior to the established start date of the review. A sample list of review materials is provided in Appendix B. The actual list will be provided at the time of the review, along with the information identifying the requested student sample.

A desk review consists of compliance staff reviewing student files and procedures for a school from the MDHE offices in Jefferson City Missouri. The review sample will be comprised of 30 student files representing the A+, Access Missouri, Bright Flight and Marguerite Ross Barnett programs, as applicable. In addition, the review sample will include up to five student files for each of the remaining programs in which the school participates. These student files will be selected randomly, if possible. Schools will transmit review materials in PDF form electronically using Missouri's secure portal. Instructions for the use of the portal will be provided with the announcement letter and request for review materials.

During the Review

During the course of the review, reviewers will contact the school by e-mail or phone to request additional information or clarification. Reviewers may also request conference calls. The school will be notified of any issues that may result in a finding. The school will be given an opportunity to research and respond to issues identified during the review. In the event there are significant findings, MDHE may choose to conduct an additional review of files onsite at the school. Please see the onsite procedures below for additional information. MDHE's student file review worksheets are available in Appendix A.

Review Report

A review report will be sent to the school via certified U.S. mail and through Missouri's secure portal. The school will have sixty days to respond in writing on letterhead to the review report. The response must outline the corrective actions the school has taken or will take to address each finding. A school can request additional time to respond to the report.

Administrative Action

When there are significant findings, MDHE may choose to take one of the following administrative actions:

- Require the school to train staff. The school must provide MDHE with the date of the training and the names of the staff who attended.
- Require a follow-up program review to determine if changes and improvements have been implemented
- Recommend to the CBHE revocation of the school's access to the State of Missouri's state grant and scholarship programs

Onsite Procedures

In the event there are significant findings identified during the desk review MDHE may choose to conduct an expanded review of files and processes onsite at the school. Interviews with school staff will be included. Reviewers will coordinate a time for the onsite visit with the school.

Making Arrangements

1. Set aside a place for the reviewers to work that will not interrupt the normal activities of the financial aid office or hinder the review process.
2. Provide access to the internet for laptop computers (wired or wireless).
3. Allow for a person from the staff to be available to retrieve school records selected by the reviewers and to provide other clerical assistance as needed.
4. Schedule an hour for the entrance interview with staff from the financial aid office, the registrar's office, the business office, and other officials at the discretion of MDHE or the school.
5. Schedule an hour each for individual interviews with the offices listed above.

Entrance Interview

The entrance interview allows reviewers to meet with staff to become acquainted with the school's organizational structure and operations.

Key Area Interviews

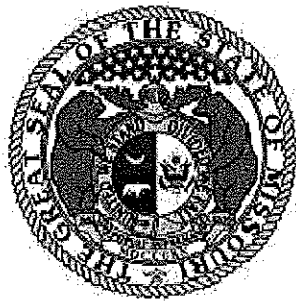
Reviewers will meet with the school's staff responsible for the administration of Missouri's state student financial assistance programs. Discussions will focus on the school's operational processes and procedures that support the programs as well as issues identified during the desk review portion of the review. If possible, a preliminary list of topics and questions will be sent to the school to facilitate discussions while onsite.

File Examination

Reviewers will examine student files selected at random. The student file random sample list typically will be provided during the entrance interview. The school should refer to the request for review materials utilized during the desk review portion of the review for the types of records to be retrieved for review onsite.

Exit Interview

Reviewers will conduct an exit interview with the school's financial aid officer and other personnel designated by the school at the conclusion of the review. A tentative summary of any review findings will be presented. The name and telephone number of the designated MDHE contact will be left with the financial aid officer for further reference and questions.



APPENDIX A

MISSOURI DEPARTMENT OF HIGHER EDUCATION STATE STUDENT FINANCIAL ASSISTANCE PROGRAMS

STUDENT FILE REVIEW WORKSHEETS

March 2017

STUDENT FILE REVIEW WORKSHEETS

To assist schools with establishing and maintaining compliance with Missouri state student financial assistance programs the MDHE's student file review worksheets are provided below. Schools should also review, state statutes, the Missouri code of regulations and the MDHE website:

- Missouri General Assembly Statute Search
<http://www.moga.mo.gov/>
- State Student Financial Assistance Program Code of State Regulations
<http://www.sos.mo.gov/cmsimages/adrules/csr/current/6csr/6c10-2.pdf>
- Grants and Scholarships Page of MDHE Website
<http://dhe.mo.gov/ppc/grants/>
- A+ Information for Participating Postsecondary Schools Page of MDHE Website
<http://dhe.mo.gov/ppc/grants/AInformationforParticipatingPostsecondarySchools.php>
- Statutory and Code Citations
 - A+ Scholarship Program
Section 160.545, RSMo, 6 CSR 10-2.190
 - Access Missouri Financial Assistance Program
Section 173.1101-173.1107 RSMo, 6 CSR 10-2.150
 - Advanced Placement Incentive Grant
Section 173.1350, RSMo
 - Bright Flight Scholarship
Section 173.250 RSMo, 6 CSR 10-2.080
 - Kids' Chance Scholarship Program
Section 173.254 RSMo, 6 CSR 10-2.170
 - Marguerite Ross Barnett Scholarship
Section 173.262 RSMo, 6 CSR 10-2.120
 - Minority Teaching Scholarship Program
Section 161.415, 161.418, 161.421 and 161.424, RSMo, 6 CSR 10-2.200
 - Minority and Underrepresented Environmental Literacy Program
Section 173.240, RSMo, 6 CSR 10-2.180
 - Public Safety Officer or Employee's Child Survivor Grant Program
Section 173.260 RSMo, 6 CSR 10-2.100
 - Wartime Veteran's Survivors Grant Program
Section 173.234, RSMo, 6 CSR 10-2.160

MDHE STUDENT FILE REVIEW WORKSHEET - A+ Scholarship Program

School					
Date of Review					
Reviewer(s)					
Student's Name		SSN		Sample #	

A+ Profile

Program of Study			Reported in FAMOUS Correctly?	
Total Hours for Program of Study		105%	Reported in FAMOUS Correctly?	
Total Accumulated Hour		#DIV/0!	Reported in FAMOUS Correctly?	
Associates Degree Obtained?			Reported in FAMOUS Correctly?	
High School Graduation Date			Reported in FAMOUS Correctly?	

Checklist - Initial Student

Did the high school transcript have an A+ seal/stamp?		
Is the student seeking a degree or certificate?		
Has the student already received an associate degree or baccalaureate degree and received an A+ scholarship?		
Is the student pursuing a degree or certificate in theology or divinity?		
Was the student enrolled as a regular student? - Visiting students not enrolled in a program are not regular students - Students receiving a first award in the summer term are eligible even if there is evidence they plan to enroll in a non-A+ institution in the fall		

A+

		Total Hours	Exception
<p>Was the student enrolled full-time or did the student meet a qualified FT exception?:</p> <ul style="list-style-type: none"> - Enrolled in all available hours applicable to the student's program of study for the given term - Participated in a required internship - Enrolled in pre-requisite coursework not requiring FT enrollment - ADA (must be 6 hours) - If partnership with only 1 A+ institution, the A+ institution must consider the student to be FT - If all institutions in the partnership are A+ institutions, the combined enrollment at all of the institutions must equal FT 		Were the total hours enrolled and the exception to full-time enrollment reported correctly in FAMOUS?	
<p>Did the student make a good faith effort to secure all available federal financial aid by completing the FAFSA for each academic year?</p> <ul style="list-style-type: none"> - Copy of ISIR or FAFSA4caster in file - FAFSA must be for correct AY - No FAFSA deadline for A+ other than June 30 end of AY - May be FAFSA4caster as allowed by 6 CSR 10-2.190(1)(l) - definition of good-faith effort. - Student may appeal this criterion to MDHE 			
<p>Was the student a U.S. Citizen or Permanent Resident?</p>			
<p>Did the student have a criminal record preventing receipt of federal Title IV aid?</p>			
<p>Did the student have a 2.0 CGPA at the end of the fall term and otherwise maintain SAP as defined by the school?</p>			
<p>Did the student meet the completion requirement for each term (only applies if the student received a positive net disbursement):</p> <ul style="list-style-type: none"> - 12 hours fall or spring - 6 hours summer - All hours enrolled if qualify for an exception to FT - 90% of clock hours in the payment period 			
Checklist - Renewal Students - A+ Scholarship Program			
<p>Did the student continue to meet the requirements for initial students (see checklist above)?</p>			
<p>Did the student maintain a 2.5 grade point average on a 4.0 scale and otherwise maintain SAP as defined by the school?</p>			

Reimbursement Calculation - A+ Scholarship Program
See A+ Certification Manual

<p>Did the reimbursement include only qualifying coursework? - Coursework required for completion of the degree/certificate - Coursework, including remedial and Incomplete coursework, assigned a grade - Withdrawn coursework, if the student DID NOT meet the completion requirement - Coursework that is part of a higher level certificate or degree taken after receipt of a certificate, if the coursework is required for a certificate or degree related to the original certificate or degree</p>		
<p>Did the reimbursement exclude non-qualifying coursework? - Coursework not assigned a standard grade, including withdrawn coursework if the student DID meet the completion requirement or coursework from which the student was terminated - Repeat coursework - Coursework that is part of a higher level certificate or degree taken after receipt of a certificate, if the coursework is NOT required for a certificate or degree, and/or is NOT related to the original certificate or degree</p>		
<p>Was the reimbursement adjusted correctly to ensure the award does not include non-reimbursable coursework: - Such coursework was excluded from that term's reimbursement request, or - The amount reimbursed for such coursework was returned, or - The amount reimbursed for such coursework is deducted from the subsequent reimbursement request (Adjustment method should be specified in policy and applied consistently)</p>		
<p>Was the reimbursement cap calculated appropriately, unless a waiver applies?</p>		
<p>Was tuition calculated appropriately?</p>		
<p>Were fees calculated correctly? (Only general fees included)</p>		
<p>Were federal sources of funding identified and included in the calculation correctly?</p>		
<p>Was financial aid applied to tuition and general fees appropriately? 1. All available federal sources of funding 2. A+ tuition reimbursement</p>		
<p>Was the reimbursement calculated correctly (see A+ Certification Manual and calculation below)</p>		
<p>Was reimbursement made to a student who failed to meet the SAP or completion requirement?</p>		

For a clock hour school, were the payment periods established per federal guidelines?			
Did the student receive a spring award in the same academic year as high school graduation?			
If the student is concurrently seeking more than one certificate or degree, was reimbursement made to and the calculation of the 105% made by the institution providing the highest outcome? - Student may specify otherwise in writing to all institutions involved			
Summer Award Calculation			
Step 1: Calculate the reimbursement cap	Hours	Rate	
Tuition Rate 1 (hours x cap rate http://dhe.mo.gov/ppc/grants/InformationforParticipatingPostsecondarySchools.php)			0
Tuition Rate 2 (hours x cap rate)			0
Tuition Rate 3 (hours x cap rate)			0
Total Tuition/Tuition Reimbursement Cap			0
General Fees (any institutional fees charged to all students, excluding program-specific fees)			
Reimbursement Cap			0

Step 2: Calculate the standard reimbursement	Hours	Rate		School Reported in FAMOUS
Tuition Rate 1 (hours x hourly rate)			0	
Tuition Rate 2 (hours x hourly rate)			0	
Tuition Rate 3 (hours x hourly rate)			0	
Total Tuition			0	
General Fees (any institutional fees charged to all students, excluding program-specific fees)				
Other Federal Aid (non-loan, generally Pell)				
Incomplete Dollar Amount				
Standard Reimbursement			0	
Step 3: Compare the reimbursement cap to the standard reimbursement. Award is the lesser amount				
Award			0	

Fall Award Calculation			
Step 1: Calculate the reimbursement cap	Hours	Rate	Tuition
Tuition Rate 1 (hours x cap rate - http://dhe.mo.gov/ppc/grants/InformationforParticipatingPostsecondarySchools.php)			0
Tuition Rate 2 (hours x cap rate)			0
Tuition Rate 3 (hours x cap rate)			0
Total Tuition/Tuition Reimbursement Cap			0
General Fees (any institutional fees charged to all students, excluding program-specific fees)			
Reimbursement Cap			0

Step 2: Calculate the standard reimbursement	Hours	Rate		School Reported in FAMOUS
Tuition Rate 1 (hours x hourly rate)			0	
Tuition Rate 2 (hours x hourly rate)			0	
Tuition Rate 3 (hours x hourly rate)			0	
Total Tuition			0	
General Fees (any institutional fees charged to all students, excluding program-specific fees)				
Other Federal Aid (non-loan, generally Pell)				
Incomplete Dollar Amount				
Standard Reimbursement			0	
Step 3: Compare the reimbursement cap (D45) to the standard reimbursement (D53). Award is the lesser amount				
Award			0	

Spring Award Calculation			
Step 1: Calculate the reimbursement cap	Hours	Rate	
Tuition Rate 1 (hours x cap rate http://dhe.mo.gov/ppc/grants/InformationforParticipatingPostsecondarySchools.php)			0
Tuition Rate 2 (hours x cap rate)			0
Tuition Rate 3 (hours x cap rate)			0
Total Tuition/Tuition Reimbursement Cap			0
General Fees (any institutional fees charged to all students, excluding program-specific fees)			
Reimbursement Cap			0

Step 2: Calculate the standard reimbursement	Hours	Rate		School Reported in FAMOUS
Tuition Rate 1 (hours x hourly rate)			0	
Tuition Rate 2 (hours x hourly rate)			0	
Tuition Rate 3 (hours x hourly rate)			0	
Total Tuition			0	
General Fees (any institutional fees charged to all students, excluding program-specific fees)				
Other Federal Aid (non-loan, generally Pell)				
Incomplete Dollar Amount				
Standard Reimbursement			0	
Step 3: Compare the reimbursement cap (D45) to the standard reimbursement (D53). Award is the lesser amount				
Award			0	

Award Duration Review - A+ Scholarship Program		
Was the award paid before 48 months from the high school transcript graduation date? - 48 months is calculated based on the graduation date regardless of whether the student graduated mid-year or at the end of the year		
Was the award paid before the receipt of the associates degree? - Student is ineligible once an associates degree is received from ANY institution		
Was the award paid after completion of 105% of the hours required for the program the student was enrolled?		
Award Delivery and Documentation - A+ Scholarship Program		
Was the A+ award accurately posted to the student ledger at the school?		
Was the A+ award clearly documented and record of disbursement delivery retained in the student file?		
Were the funds delivered to the student's account within 10 days of eligibility certification/request for payment (warrant date) OR Was eligibility re-verified if delivery occurred after 10 days?		
Did the institution follow its standard award delivery procedures?		
If there was a credit balance, was it promptly released to the student?		

Return Documentation - A+ Scholarship Program

Were funds returned within 30 days of learning one of the following?
 - The student is no longer eligible, if ineligibility is determined prior to delivery of funds to the applicant
 - Funds were delivered to an ineligible applicant if the award was based on erroneous, improper, or misleading information the institution provided to MDHE
 - Funds were delivered to a person other than the one to whom MDHE directed the funds to be delivered
 - The award amount exceeded the maximum amount for which the student was eligible
 - The student has withdrawn

Partnerships

(A partnership is a written agreement between 2 or more institutions, at least 1 of which must be an A+ participating institution, providing for the processing and delivery of A+ tuition reimbursement.)

Was there a partnership?

Was reimbursement made for coursework actually delivered by an A+ participating institution?

Was reimbursement made by the A+ institution identified in the agreement?

Was the reimbursed tuition rate consistent with the rate charged to other students enrolled in the course?

Access Missouri

MDHE STUDENT FILE REVIEW WORKSHEET - Access Missouri

School			
Date of Review			
Reviewer(s)			
Student's Name		SSN <input type="text"/>	Sample # <input type="text"/>

Admissions - Access Missouri

Program of Study			
Correct ISIR used and in file?			

Checklist - Initial Students - Access Missouri

Was the student a U.S. citizen or permanent resident and a Missouri resident?		
Did the student have an EFC of \$12,000 or less?		
Did the student have a criminal record preventing receipt of federal Title IV aid?		
Was the student an undergraduate?		
Was the student full-time?		
Was the student pursuing a degree or certificate in theology or divinity?		
Did the student already receive a first bachelor's degree, complete the required hours for a bachelors degree, or complete 150 semester credit hours?		

Checklist - Renewal Students - Access Missouri

Did the student continue to meet the requirements for initial students (see checklist above)?		
Did the student maintain a cumulative grade point average (CGPA) of 2.5 and otherwise maintain SAP as defined by the school?		

Checklist - 2-Year Institutions - Access Missouri

Did the student receive an Access Missouri award for a maximum of five semesters at a 2-year school or 10 semesters at any combination of a 2-year school or 4-year school whichever comes first?		
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Access Missouri

Checklist - Award Calculation - Access Missouri

Was the award reduced if the aid package, excluding student loans or awards based solely on academic performance, exceeded cost of attendance?	
Was the award reduced by the amount of the A+ reimbursement, if applicable?	
Was delivery made to a student who failed to meet the SAP requirement?	

COST OF ATTENDANCE REVIEW - Access Missouri

Semester	Fall	Spring
Correct ISIR Used?		

EXCEEDING COA (Budgets) - REVIEW - Access Missouri

Tuition		
Fees		
Housing Status		
Room/Board		
Books/Supplies		
Transportation		
Miscellaneous		
Total Cost of Attendance	0	0

Other EFA - Access Missouri

Pell		
Perkins		
SEOG		
State Aid (excluding Bright Flight)		
FWS		
Teach		
Other (VA, other fed, , cash)		
Total Award Amounts	0	0

Packaging - Access Missouri

Estimated COA	0	0
Other EFA	0	0
COA- EFA	0	0
Over award	N	N
Access MO Return Amount	0	0

Access Missouri

Award Delivery and documentation - Access Missouri		
Was the Access award accurately posted to the student ledger at the school?		
Was the Access award clearly documented and record of disbursement delivery retained in the student file?		
Were the funds delivered to the student's account within 10 days of eligibility certification/request for payment (warrant date) OR Was eligibility re-verified if delivery occurred after 10 days?		
Did the institution follow its standard award delivery procedures?		
If there was a credit balance, was it promptly released to the student?		
Return Documentation - Access Missouri		
Were funds returned within 30 days of learning one of the following? - The student is no longer eligible, if ineligibility is determined prior to delivery of funds to the applicant - Funds were delivered to an ineligible applicant if the award was based on erroneous, improper, or misleading information the institution provided to MDHE - Funds were delivered to a person other than the one to whom MDHE directed the funds to be delivered - The award amount exceeded the maximum amount for which the student was eligible - The student has withdrawn		

Advanced Placement Incentive Grant

MDHE STUDENT FILE REVIEW WORKSHEET - Advanced Placement Incentive Grant

School			
Date of Review		SSN	
Reviewer(s)			Sample #
Student's Name			

Award Delivery and documentation - Advanced Placement Incentive Grant

Was the APIG award accurately posted to the student ledger at the school?		
Was the APIG award clearly documented and record of disbursement delivery retained in the student file?		
Were the funds delivered to the student's account within 10 days of eligibility certification/request for payment (warrant date) OR Was eligibility re-verified if delivery occurred after 10 days?		
Did the institution follow its standard award delivery procedures?		
If there was a credit balance, was it promptly released to the student?		

Return Documentation - Advanced Placement Incentive Grant

<p>Were funds returned within 30 days of learning one of the following?</p> <ul style="list-style-type: none"> - The student is no longer eligible, if ineligibility is determined prior to delivery of funds to the applicant - Funds were delivered to an ineligible applicant if the award was based on erroneous, improper, or misleading information the institution provided to MDHE - Funds were delivered to a person other than the one to whom MDHE directed the funds to be delivered - The award amount exceeded the maximum amount for which the student was eligible - The student has withdrawn 		
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Bright Flight

MDHE STUDENT FILE REVIEW WORKSHEET - Bright Flight Program

School			
Date of Review		SSN	Sample #
Reviewer(s)			
Student's Name			

Admissions - Bright Flight Program

Program of Study	
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Checklist - Initial Student - Bright Flight Program

Is the student a U.S. citizen or permanent resident and a Missouri resident?		
Does the student have a composite score on the ACT or SAT in either: the top 3 percent of all Missouri students taking those tests, or the top 4th or 5th percentiles of all Missouri students taking those tests?		
Is the student enrolled as a first-time student and receiving the scholarship in the academic year immediately following high school graduation, receipt of a General Education Development certificate, or completion of secondary coursework, if homeschooled?		
Is the student enrolled full-time?		
Was the student pursuing a degree or certificate in theology or divinity?		
Did the student have a criminal record preventing receipt of federal Title IV aid?		
Has the student received a bachelor's degree?		

Renewal Students - Bright Flight

Did the student continue to meet the requirements for initial students (see checklist above)?		
Did the student maintain a cumulative grade point average of 2.5 and otherwise maintain satisfactory academic progress as defined by the school?		

Bright Flight

Award Delivery and documentation - Bright Flight		
Was delivery made to a student who failed to meet the SAP requirement?		
Was the Bright Flight award accurately posted to the student ledger at the school?		
Was the Bright Flight award clearly documented and record of disbursement delivery retained in the student file?		
Were the funds delivered to the student's account within 10 days of eligibility certification/request for payment (warrant date) OR Was eligibility re-verified if delivery occurred after 10 days?		
Did the institution follow its standard award delivery procedures?		
If there was a credit balance, was it promptly released to the student?		
Return Documentation - Bright Flight		
Were funds returned within 30 days of learning one of the following? - The student is no longer eligible, if ineligibility is determined prior to delivery of funds to the applicant - Funds were delivered to an ineligible applicant if the award was based on erroneous, improper, or misleading information the institution provided to MDHE - Funds were delivered to a person other than the one to whom MDHE directed the funds to be delivered - The award amount exceeded the maximum amount for which the student was eligible - The student has withdrawn		

Kids' Chance

MDHE STUDENT FILE REVIEW WORKSHEET - Kids Chance Scholarship Program			
School			
Date of Review			
Reviewer(s)			
Student's Name		SSN	Sample #
Admissions - Kids' Chance Scholarship Program			
Program of Study			
Checklist - ALL Students - Kids Chance Scholarship Program			
Did the student have a FAFSA on file by April 30, 2016?			
Was there a current ISIR on file?			
Does the ISIR have an expected family contribution of \$12,000 or less as calculated by the United States Department of Education from information provide by the FAFSA?			
Was the student a Missouri citizen, defined as a U.S. citizen or permanent resident who meets the standards set forth in the determination of student residency rule, 6 CSR 10-3.010?			
Was the student between the ages of 17 and 22 years of age?			
Was the student enrolled at least half-time as determined by institutional standards?			
Was the student pursuing a degree or certificate in theology or divinity?			
Checklist - Renewal Students - Kids Chance Scholarship Program			
Did the student continue to meet the eligibility requirements for initial students?			
Did the student maintain a minimum cumulative grade point average of 2.5 and otherwise maintain satisfactory academic progress?			

Kids' Chance

Checklist - Award - Kids Chance Scholarship Program			
Did the school retain the approval letter from the MDHE?			
Did the school report the correct number of credit hours and the correct credit hour rate?			
Was the award reduced if the aid package, excluding student loans or awards based solely on academic performance, exceeded cost of attendance?			
COST OF ATTENDANCE REVIEW - Kids Chance Scholarship Program			
Semester	Fall	Spring	
Correct ISIR Used?			
EXCEEDING COA (Budgets) - REVIEW - Kids Chance Scholarship Program			
Tuition			
Fees			
Housing Status			
Room/Board			
Books/Supplies			
Transportation			
Miscellaneous			
Total Cost of Attendance	0	0	
Other EFA - Kids Chance Scholarship Program			
Pell			
Perkins			
SEOG			
State Aid (excluding Bright Flight)			
FWS			
Teach			
Other (VA, other fed, , cash)			
Total Award Amounts	0	0	
Packaging - Kids Chance Scholarship Program			
Estimated COA	0	0	
Other EFA	0	0	
COA- EFA	0	0	
Over award	N	N	
Access MO Return Amount	0	0	
Unmet need	0	0	
Over award?	N		

Kids' Chance

Award Delivery and documentation - Kids Chance Scholarship Program

Was delivery made to a student who failed to meet the SAP requirement?	
Was the Kids Chance award accurately posted to the student ledger at the school?	
Was the Kids Chance award clearly documented and record of disbursement delivery retained in the student file?	
Were the funds delivered to the student's account within 10 days of eligibility certification/request for payment (warrant date) OR Was eligibility re-verified if delivery occurred after 10 days?	
Did the institution follow its standard award delivery procedures?	
If there was a credit balance, was it promptly released to the student?	

Return Documentation - Kids Chance Scholarship Program

<p>Were funds returned within 30 days of learning one of the following?</p> <ul style="list-style-type: none"> - The student is no longer eligible, if ineligibility is determined prior to delivery of funds to the applicant - Funds were delivered to an ineligible applicant if the award was based on erroneous, improper, or misleading information the institution provided to MDHE - Funds were delivered to a person other than the one to whom MDHE directed the funds to be delivered - The award amount exceeded the maximum amount for which the student was eligible - The student has withdrawn 	
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MDHE STUDENT FILE REVIEW WORKSHEET - Marguerite Ross Barnett Memorial Scholarship

School			
Date of Review		SSN	Sample #
Reviewer(s)			
Student's Name			

Admissions

Program of Study	
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Initial Students Checklist - Marguerite Ross Barnett Memorial Scholarship

Is the student a U.S. citizen or permanent resident and a Missouri resident?		
Was the student at least 18 years of age?		
Did the student demonstrate financial need?		
Was the student enrolled at least half time, but less than full time (6-11 credit hours)?		
Was the student pursuing a degree or certificate in theology or divinity?		
Has the student received a first bachelors degree or completed 150 semester credit hours?		
Was the student employed and compensated for at least 20 hours per week?		
Was the student employed under Title IV College Work Student Program?		

Renewal Students Checklist - Marguerite Ross Barnett Memorial Scholarship

Does the student continue to meet the eligibility requirement for initial students?		
Did the student maintain a minimum cumulative grade point average of 2.5 and satisfactory academic progress as otherwise defined by the institution?		

Needs Analysis - Marguerite Ross Barnett Memorial Scholarship

Is the Marguerite Ross Barnett Memorial Scholarship financial aid need calculated correctly?		
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Marguerite Ross Barnett

COA (Budgets) - Marguerite Ross Barnett Memorial Scholarship

Tuition				
Fees				
Room/Board				
Books/Supplies				
Transportation				
Personal Expenses				
Total Cost of Attendance		0	0	0

Financial Resources - Marguerite Ross Barnett Memorial Scholarship

EFC			
Pell			
Perkins			
SEOG			
State Aid (excluding Bright Flight)			
FWS			
Teach			
Other (VA, other fed, , cash)			
Total Financial Resources		0	0

Marguerite Ross Barnett

Need Determination - Marguerite Ross Barnett Memorial Scholarship			
Total COA	0	0	0
Total Financial Resources	0	0	0
Unmet Need	0	0	0
Demonstrated Financial Need	N	N	N
Award Calculation - Marguerite Ross Barnett Memorial Scholarship			
Did the institution report the correct number of credit hours and the correct tuition rate?			
Was the award reduced if the aid package, excluding student loans or awards based solely on academic performance, exceeded cost of attendance?			
Award Delivery and documentation - Marguerite Ross Barnett Memorial Scholarship			
Was delivery made to a student who failed to meet the SAP requirement?			
Was the Ross award accurately posted to the student ledger at the school?			
Was the Ross award clearly documented and record of disbursement delivery retained in the student file?			
Were the funds delivered to the student's account within 10 days of eligibility certification/request for payment (warrant date) OR Was eligibility re-verified if delivery occurred after 10 days?			
Did the institution follow its standard award delivery procedures?			
If there was a credit balance, was it promptly released to the student?			

Return Documentation - Marguerite Ross Barnett Memorial Scholarship

Were funds returned within 30 days of learning one of the following?

- The student is no longer eligible, if ineligibility is determined prior to delivery of funds to the applicant
- Funds were delivered to an ineligible applicant if the award was based on erroneous, improper, or misleading information the institution provided to MDHE
- Funds were delivered to a person other than the one to whom MDHE directed the funds to be delivered
- The award amount exceeded the maximum amount for which the student was eligible
- The student has withdrawn

Minority Teaching

MDHE STUDENT FILE REVIEW WORKSHEET - Minority Teaching Scholarship

School			
Date of Review			
Reviewer(s)			
Student's Name		SSN <input type="text"/>	Sample # <input type="text"/>

Admissions - Minority Teaching Scholarship

Program of Study	
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Initial Student Checklist - Minority Teaching Scholarship

Is the student a United States citizen or permanent resident, or otherwise lawfully present in the United States, and a Missouri resident?		
Is the student an African American, Asian American, Hispanic American or Native American?		
Is the student a recent high school graduate, college student or returning adult (without a degree) who ranks in the top 25 percent of their high school class and scores in the top 25 percent of the ACT or SAT exam?		
OR , does the student have a baccalaureate degree and is returning to an approved math or science teacher education program?		
Is the student enrolled full-time in an approved teacher education program at a participating community college or four-year college or university in Missouri?		

Renewal Student Checklist - Minority Teaching Scholarship

Did the student continue to meet the eligibility requirements for initial students?		
Did the renewal student maintain a cumulative grade point average of 2.5 on a 4.0 scale and otherwise maintain satisfactory academic progress as defined by the school?		

Institutional Match Checklist - Minority Teaching Scholarship

Did the school retain a copy of the notification to MDHE indicating the maximum number of awards the institution will match?	
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Minority Teaching

Award Delivery and documentation - Minority Teaching Scholarship		
Did the school award and post \$500 to the student ledger?		
Did the school post to the student ledger \$1,000 for the state portion of the award?		
Was delivery made to a student who failed to meet the SAP requirement?		
Was the Minority Teaching award accurately posted to the student ledger at the school?		
Was the Minority Teaching award clearly documented and record of disbursement delivery retained in the student file?		
Were the funds delivered to the student's account within 10 days of eligibility certification/request for payment (warrant date) OR Was eligibility re-verified if delivery occurred after 10 days?		
Did the institution follow its standard award delivery procedures?		
If there was a credit balance, was it promptly released to the student?		
Return Documentation - Minority Teaching Scholarship		
Were funds returned within 30 days of learning one of the following? - The student is no longer eligible, if ineligibility is determined prior to delivery of funds to the applicant - Funds were delivered to an ineligible applicant if the award was based on erroneous, improper, or misleading information the institution provided to MDHE - Funds were delivered to a person other than the one to whom MDHE directed the funds to be delivered - The award amount exceeded the maximum amount for which the student was eligible - The student has withdrawn		

Minority Teaching

Enrollment Reporting Documentation - Minority Teaching Scholarship

Did the school annually report to MDHE the correct enrollment status of all scholarship recipients until they graduated or withdrew?		
Did the school correctly report to MDHE the name of any enrolled recipient who ceases study leading to teacher certification within 30 days of making this determination.		

Minority and Underrepresented Environmental Literacy Program

MDHE STUDENT FILE REVIEW WORKSHEET - Minority and Underrepresented Environmental Literacy Program		
School		
Date of Review		
Reviewer(s)		
Student's Name	SSN <input type="text"/>	Sample # <input type="text"/>
Admissions		
Program of Study		
Initial Student Checklist - Minority and Underrepresented Environmental Literacy Program		
Was the student a United States citizen or permanent resident, or otherwise lawfully present in the United States, and a Missouri resident?		
Was the student an African American, Hispanic or Latino American, Native American and Alaska Native and Native Hawaiians and Pacific Islanders?		
Was the student enrolled full-time in one of the following areas of study Environmental engineering, Chemical engineering, civil engineering, Mechanical engineering, Agricultural engineering, Biology, Geology, Wildlife management, Natural resource planning, Natural Resources or closely related field, Environmental law enforcement?		
Renewal Student Checklist - Minority and Underrepresented Environmental Literacy Program		
Did the student continue to meet the eligibility requirements for initial students?		
Did the student maintain a 2.5 cumulative grade point average?		
Award Delivery and documentation - Minority and Underrepresented Environmental Literacy Program		
Was delivery made to a student who failed to meet the SAP requirement?		
Was the MUELP award accurately posted to the student ledger at the school?		
Was the MUELP award clearly documented and record of disbursement delivery retained in the student file?		

Minority and Underrepresented Environmental Literacy Program

<p>Were the funds delivered to the student's account within 10 days of eligibility certification/request for payment (warrant date)</p> <p>OR</p> <p>Was eligibility re-verified if delivery occurred after 10 days?</p>		
<p>Did the institution follow its standard award delivery procedures?</p>		
<p>If there was a credit balance, was it promptly released to the student?</p>		

Return Documentation - Minority and Underrepresented Environmental Literacy Program

<p>Were funds returned within 30 days of learning one of the following?</p> <ul style="list-style-type: none"> - The student is no longer eligible, if ineligibility is determined prior to delivery of funds to the applicant - Funds were delivered to an ineligible applicant if the award was based on erroneous, improper, or misleading information the institution provided to MDHE - Funds were delivered to a person other than the one to whom MDHE directed the funds to be delivered - The award amount exceeded the maximum amount for which the student was eligible - The student has withdrawn 		
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Public Service Officer

MDHE STUDENT FILE REVIEW WORKSHEET - Public Service Officer or Employee's Child Survivor Grant

School			
Date of Review		SSN	Sample #
Reviewer(s)			
Student's Name			

Admissions

Program of Study	
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Initial and Renewal Eligibility Checklist - Public Service Officer or Employee's Child Survivor Grant

Was the student a U.S. citizen or permanent resident and a Missouri resident?		
Was the student less than 24 years of age (applies to dependent children only)?		
Was the student enrolled or accepted for enrollment as a full time (12 credit hours) undergraduate student?		
Was the student pursuing a degree or certificate in theology or divinity?		
Had the student obtained a bachelor's degree?		
Did the student maintain satisfactory academic progress as defined by the school?		

Checklist - Award - Public Service Officer or Employee's Child Survivor Grant

Did the school retain the approval letter from the MDHE?		
Did the school report the correct number of credit hours, the correct credit hour rate, and the correct incidental fees on the certification roster?		

Award Delivery and documentation - Public Service Officer or Employee's Child Survivor Grant

Did a student child of a public safety officer receive an award in a semester that started after they turned 24 years of age?		
Was delivery made to a student who failed to meet the SAP requirement?		
Was the Public Safety Officer award accurately posted to the student ledger at the school?		

Public Service Officer

<p>Was the Public Safety Officer award clearly documented and record of disbursement delivery retained in the student file?</p>		
<p>Were the funds delivered to the student's account within 10 days of eligibility certification/request for payment (warrant date) OR Was eligibility re-verified if delivery occurred after 10 days?</p>		
<p>Did the institution follow its standard award delivery procedures?</p>		
<p>If there was a credit balance, was it promptly released to the student?</p>		

Return Documentation - Public Service Officer or Employee's Child Survivor Grant

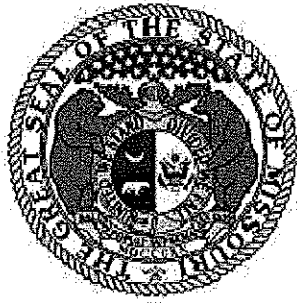
<p>Were funds returned within 30 days of learning one of the following? - The student is no longer eligible, if ineligibility is determined prior to delivery of funds to the applicant - Funds were delivered to an ineligible applicant if the award was based on erroneous, improper, or misleading information the institution provided to MDHE - Funds were delivered to a person other than the one to whom MDHE directed the funds to be delivered - The award amount exceeded the maximum amount for which the student was eligible - The student has withdrawn</p>		
<p>Were funds returned if the award plus similar program funds exceeded the total cost of tuition and incidental fees charged by the institution for full-time enrollment?</p>		

Wartime Veteran Survivors

MDHE STUDENT FILE REVIEW WORKSHEET - Wartime Veteran Survivors Grant Program			
School			
Date of Review			
Reviewer(s)			
Student's Name		SSN	Sample #
Admissions			
Program of Study			
Initial Checklist - Wartime Veteran Survivors Grant Program			
Was the student a United States citizen or permanent resident, or otherwise lawfully present in the United States?			
Was the veteran's child less than the age of 25?			
Was the student enrolled or accepted for enrollment at least half-time as an undergraduate student per the institution's standards?			
Had the student received a bachelor's degree, regardless of age?			
Renewal Checklist - Wartime Veteran Survivors Grant Program			
Did the student continue to meet the eligibility requirements for initial students, AND maintain a minimum cumulative grade point average of 2.5 and otherwise maintain satisfactory academic progress as defined by the school?			
Checklist - Award - Wartime Veteran Survivors Grant Program			
Did the school retain the approval letter from the MDHE?			
Did the school report the correct number of credit hours, the correct credit hour rate, the correct incidental fees, and the correct actual book costs as documented on the highlighted receipt, on the certification roster?			

Wartime Veteran Survivors

Award Delivery and documentation - Wartime Veteran Survivors Grant Program		
Was delivery made to a student who failed to meet the SAP requirement?		
Was the Wartime Veterans award accurately posted to the student ledger at the school?		
Was the Wartime Veterans award clearly documented and record of disbursement delivery retained in the student file?		
Were the funds delivered to the student's account within 10 days of eligibility certification/request for payment (warrant date) OR Was eligibility re-verified if delivery occurred after 10 days?		
Did the institution follow its standard award delivery procedures?		
If there was a credit balance, was it promptly released to the student?		
If there was a consortium agreement, was the award delivered by the home school?		
Return Documentation - Wartime Veteran Survivors Grant Program		
<p>Were funds returned within 30 days of learning one of the following?</p> <ul style="list-style-type: none"> - The student is no longer eligible, if ineligibility is determined prior to delivery of funds to the applicant - Funds were delivered to an ineligible applicant if the award was based on erroneous, improper, or misleading information the institution provided to MDHE - Funds were delivered to a person other than the one to whom MDHE directed the funds to be delivered - The award amount exceeded the maximum amount for which the student was eligible - The student has withdrawn 		



APPENDIX B

MISSOURI DEPARTMENT OF HIGHER EDUCATION STATE STUDENT FINANCIAL ASSISTANCE PROGRAMS

REVIEW MATERIALS

March 2017

Schools will be asked to provide the following materials, in whole or in combination, to MDHE for the desk review. Additional information not identified here may be requested if necessary.

1. Policies, procedures, and other institutional information (*as applicable for each academic year contained in the review scope*):
 - Institutional procedure(s) for the review, processing and administration of the state student financial assistance programs being reviewed.
 - Satisfactory Academic Progress (including the school's established grade point average requirement)
 - Admissions requirement policy
 - Cost of attendance budgets
 - Awarding policy
 - Withdrawal policy
 - Refund policy
 - A+ reimbursement policy, if applicable
 - Repeat coursework policy
 - Tuition cap waiver approval letter, for A+ Scholarship only, if applicable
 - Catalog
 - Calendars
 - Institutional definitions of:
 - Academic Year
 - Full-time enrollment
 - Half-time enrollment
 - Partnership agreements
 - Record retention policy for state student financial assistance

2. Student file documentation to provide a complete account of the student's eligibility and awarding (*as applicable for each academic year contained in the review scope*):
 - Complete copies of the portion of student files that the institution utilizes for the award and administration of the state student financial assistance programs, including but not limited to:
 - Award letters,
 - ISIRs
 - FAFSA4caster documentation
 - Admissions documents
 - High school transcript(s) with A+ stamp, if applicable, or alternate documentation of completion of secondary coursework (homeschool, GED, HISET, etc.)
 - Post-secondary transcripts
 - Test score documents (ACT, SAT, etc.)
 - Documentation of high school record of achievement
 - Consortium agreements
 - Student ledgers
 - Packaging documentation, including veteran's benefits
 - Documentation of appeals, parental refusal to provide financial information on the FAFSA, or other pertinent student-specific information
 - Tuition and fee rate schedules for the applicable certificate or degree programs included in the sample
 - Affirmative proof of citizenship (173.1110, RSMo)
 - Any school created worksheets utilized in processing and administering state student financial assistance
 - Employment verification form, for Marguerite Ross Barnett Scholarship only
 - Highlighted book receipts, for Wartime Veteran's Survivors Grant only

3. Questionnaire that may include the following:

- Please provide an overview of the steps the institution takes in the awarding and administration of each state aid program for initial and renewal students:
- How does your institution determine that a student is a Missouri resident?
- How does your institution ensure the student is a United States citizen, permanent resident, or otherwise lawfully present in the United States, as required by the state student financial assistance program in which the student was awarded?
- How does your institution verify student enrollment prior to requesting state student financial assistance funds?
- How does your institution monitor Satisfactory Academic Progress? Is this documentation retained in the student file?
- How does your institution monitor the required GPA requirements? What is your institution's policy for calculating GPA for mid-year or year-to-year transfer students?
- How does the institution perform award calculations, when applicable? Are the calculations retained in the student file?
- How does your institution ensure state student financial assistance awards are based on the correct tuition rate, if applicable?
- How does your institution ensure aid is awarded appropriately for mid-year or year-to-year transfer students?
- How does your institution ensure aid is delivered appropriately when there is a consortium or partnership agreement in place?
- Does your institution post the grant payment received from the MDHE to the student ledger?
- For A+, how does the institution ensure the 105% rule is enforced?
- For Marguerite Ross Barnett, how does your institution ensure that student is employed and enrolled part-time? Is this documentation retained in the student file?
- What is your institution's record retention policy for the state student financial assistance programs?