Compliance Review Administrative Questionnaire

The following items must be forwarded to GSFC within fifteen (15) days of receipt:

1. Completed Compliance Review Administrative Questionnaire
2. Link to the school’s Catalog & Student Handbook (for the academic year being reviewed)
3. Copy of the institution’s Transcript Key
4. The institution’s policy and procedure manual pertaining to administration of state programs must be available at the time of the review.

Please forward the above information to: [complianceteam@gsfc.org](mailto:complianceteam@gsfc.org) or

GSFC – Compliance Department

2082 East Exchange Place

Tucker, GA 30084

Institution’s Name**:**

**Please list the following key institutional officers, including their phone number and email address:**

**President:**

**Name Email Phone #**

**Director of Financial Aid:**

**Name Email Phone #**

**Registrar:**

**Name Email Phone #**

**Director of Admissions:**

**Name Email Phone #**

**Business/Bursar:**

**Name Email Phone #**

**Please list a main contact person for this review**

**Name Email Direct Phone #**

**Please list a secondary contact person for this review**

**Name Email Direct Phone #**

**General Information:**

1. Please confirm that the Residency/SAP Certification Letter has been sent to the Compliance Team ***(BOR and TCSG institutions only):***  
     
   \_\_\_\_\_\_Yes \_\_\_\_\_No

1. Which Student Information System does your institution use?
2. Does your institution use an imaging system? \_\_\_\_\_\_Yes \_\_\_\_\_No

If “Yes, please answer the following questions.

* + - When did your institution begin imaging student files?
    - Does your institution have any student files not imaged (paper files)?
    - Please list years **not** imaged.

1. Please list each office responsible for student files and which student files they are responsible for at your institution. Please list the person responsible for the student files in each office.

**Office Type of File Person Responsible for Files**

1. Please provide the name and contact information for the personnel responsible for internal and external scholarship information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name Email Direct Phone #**

1. Is there any information, problems or concerns since the last Compliance Review that the Team should be made aware of prior to this current year’s Compliance Review?

**Important Information for Requested Compliance Review Document Submission:**

**Note: Submission of all requested documentation is due by 10:00 am on the compliance review date.** All requested documents from each institutional office, should be submitted in the following order:

1. By scholarship or grant program (see individual sample lists) and
2. By document type (i.e., institutional transcript, institutional admission application, etc.)
3. In alphabetical order by each student’s Last Name

**Admission Office Policies and Procedures:**

1. Does your institution use an electronic admission’s application?
2. Are the admission’s applications imaged?

**Business/Bursar Office**

**Please Note:**

The Business/Bursar Office is required to provide a complete Disbursement Record for each student which includes all fiscal year awards made by the institution for all thestudents on each sample list.

The Disbursement Report may be formatted either as:

1. a paper report for each individual student, or
2. an electronic file with all students included.

**Financial Aid Office Policies and Procedures:**

1. What Financial Aid Management software does your office use?
2. Does this office use an imaging system?

**Registrar’s Office Policies and Procedures:**

1. Does this office input transfer hours?
2. Are prior transcripts imaged?

**College HOPE Eligibility Calculation Service (CHECS):**

1. What office is responsible for verifying transcript data sent to GSFC for the CHECS process?

2. Briefly describe your institution’s process for utilization CHECS data from GSFC.