Compliance Review Notification

To: **Institutional Officers**

From: **Compliance Team**

Re: **State Scholarship and Grant Program Compliance Review**

As a participant in Georgia's State Scholarship and Grant Programs, your institution is required to maintain complete and accurate records concerning the awarding and disbursement of State Scholarship and Grant Programs funds. Periodic Compliance Reviews are necessary to ensure adherence to program regulations and to identify any training needs the institution may have in administering State Scholarship and Grant programs.

Please reference the information on the following pages to ensure the Compliance Review process goes as smoothly as possible for your institution.

Please visit the Compliance page of the Georgia Student Finance Commission website at *www.gsfc.georgia.gov, Information for Schools, Compliance*, for additional information regarding Compliance Reviews.

Prior to the On-Site Compliance Review

- **Please send the following information to arrive in the Compliance Department at GSFC no later than <u>15</u> days from the date of this memorandum. We recommend you send this information by a traceable delivery method (i.e. UPS, Fed Ex, DHL, certified USPS, etc.). This information can also be sent via email to complianceteam@gsfc.org.**

    1. A current copy of your institution's catalog.
    2. Compliance Review Administrative Questionnaire (**attached to this memorandum**).
    3. Private and proprietary institutions – a copy of the institution's policy for determining Georgia residency for the purpose of awarding state funds.
    4. Private and proprietary institutions – a copy of the institution's Satisfactory Academic Progress (SAP) policy.
    5. Public institutions – Ensure GSFC has a current year Residency and SAP Certification Letter on file with the Compliance Department by the start of the On-Site Compliance Review.

- **The Compliance Team will provide sample lists of students selected for review at your institution via secured email fifteen (15) business days in advance of the on-site portion of the Compliance Review. *Please contact the Compliance Department if you do not receive your list when expected.***

- **Please read the attached information contained in the Entrance Interview Packet.**

During the On-Site Compliance Review

- **A representative from each institutional office should be present at the Entrance and Exit Interviews. Each interview should last approximately fifteen (15) minutes.**

- **Please ensure that <u>all</u> student records from the Admissions, Registrar, Financial Aid and Business Office are available at the beginning of the on-site Compliance Review. PLEASE NOTE: State Scholarship or Grant awards from ALL fiscal years for each student in the sample are subject to review.**

- **The types of records to be reviewed include but are not limited to the following.**

    1. Students' state and/or federal financial aid applications.
    2. Students' admission applications. (*Please print out any imaged Admission Applications*)
    3. Institution's current official transcripts (hard copies: **printed on plain white paper**) for each student. No audit or evaluation transcript.
    4. Back of institution's official transcript (Key/Transcript Guide) **on plain white paper**.
    5. Academic transcripts from previous institutions for each student, back and front (copy).
    6. Students' complete disbursement/transaction records from the Business Office *for all years the student was awarded State funds, <u>preferably in an electronic format (Banner schools may use the TSRSSUM report available from the OIIT website in the USER GUIDE-Student Accounts</u>*

Receivable Reports). If an electronic format is not possible, please provide a paper report that includes all years the student was awarded State funds.

7. Citizenship documentation, if applicable.

- **Please provide a printer to be able to print information from the student information system and the imaging system.**

- **Please provide adequate work space for two (2) Compliance Officers (*preferably two (2) offices or a conference room)* which must be safely secured.**

- **Please provide access to a copier.**

- **Access to your institution's student information system and instructions for accessing pertinent screens must be available at the beginning of the on-site Compliance Review via 2 institutional computers. A separate login ID with "View only" or "Auditor" access for two (2) Compliance Officers is requested.**

  Note: For institutions using Banner, listed below are the screens typically needed during a Compliance Review. Additional screens may be required depending on which screens are used by the institution.

Banner Screens

RHACOMM -	Comment Screen
RNANA## -	Financial Aid office Screen (## denotes the ISIR transaction year used to award, access required for each aid year)
RNIMS##-	FAO ISAR C Flags detail screen
ROASTAT -	SAP determination and aid restriction
RPAARSC -	Scholarship information
RPAAWRD -	FAO awarding screen (will need access for each aid year)
RRAAREQ -	FAO document screen (will need access for each aid year)
SAAADMS -	Admission screen (Citizenship screen at the time of application to the institution)
SGASTDN -	Admission screen (Citizenship screen at the time of acceptance to the institution/current status)
SFAREGQ -	Registrar screen
SFAREGS -	Registrar screen
SHACRSE -	Registrar screen
SHATERM -	Institutional / HOPE GPA / Adjusted GPA
SOAHSCH -	High school information: in state / out of state information
SPAIDEN -	Updated student information: Name, SSN, change
TSAAREV -	Student account transaction screen (will need entire account transaction & hold release code)
ZHAHOPE –	HOPE Calculation
ROAUSDF –	HOPE Calculation (if used by institution)
ZHATERM –	Transfer information
ZOASAPR –	SAP information

ZRAGRNT –   HOPE Grant GPA

We appreciate the cooperation you are extending to us and anticipate that you will find the review to be helpful in the administration of the State Scholarship and Grant Programs at your institution. If you have any questions or concerns, please contact the Compliance Team at 770.724.9136 or complianceteam@gsfc.org. Thank you for your cooperation.