

# PROCEDURE

3050

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TITLE:	Financial Aid/Accounts Receivable
NUMBER:	3050
AUTHORIZED BY PRESIDENT:	8/27/81

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Disbursements for financial aid will be made for authorized lists of appropriate documentation provided to the Business Office within the processes established for Accounts Payable.

Each Quarter's financial aid payment dates for students will be arranged by the Financial Aid Office and the Business Office during the preceding quarter.

Accounting records will be available to the staff of the Financial Aid Office but completion of required forms, verification of registration, credit hour load requirements, etc., must be accomplished by the Financial Aid Office staff.

Verification of tuition waivers and tuition to be charged to grants will be referred to the Financial Aid Department. Billings to the appropriate agency will be processed by the Business Office.

Exit interviews for financial aid recipients will be the responsibility of the Financial Aid Department--accounting data will be made available to the Financial Aid Office staff to assist them in that requirement.

