



iTECH
Immokalee Technical
COLLEGE

iTECH
TECHNICAL COLLEGE
GLADES

2026-2027

Financial Aid Policies & Procedures

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Introduction & Mission

The Financial Aid Office at iTECH is committed to equitable access to education through the effective and compliant administration of Title IV, state, and institutional aid programs. We uphold integrity, efficiency, and student-centered service in all financial aid processes.

Organizational Structure & Staffing

The Financial Aid Office at Immokalee Technical College functions through a collaborative team approach, with clearly defined responsibilities to ensure compliance, efficiency, and student support:

Assistant Director of Student Services & Enrollment Management

Provides strategic leadership and oversight for all financial aid operations at Immokalee Technical College, ensuring compliance with federal, state, institutional, and third-party funding regulations. This role is responsible for administering a diverse portfolio of student financial assistance programs, supporting access and equity in technical education, and promoting fiscal integrity and regulatory compliance.

1. Leadership & Administration

- Provide vision, leadership, and direction for the Financial Aid Office, ensuring effective delivery of services aligned with institutional goals.
- Supervise, train, and evaluate financial aid staff, ensuring accuracy, efficiency, and compliance in all processes.

2. Compliance & Policy Oversight

- Ensure full compliance with all applicable federal and state financial aid regulations, including Title IV and Florida Department of Education requirements.
- Develop, implement, and maintain internal policies and procedures in alignment with 34 CFR, Cash Management rules, and audit standards.

3. Program Management

- Oversee the administration and reconciliation of:
 - Federal aid (Pell Grant, Return to Title IV)
 - State aid (Bright Futures, FSAG, etc.)
 - Third-party funding (WIOA, VR, VA, Florida Prepaid)
 - Institutional and private scholarships
- Approve complex cases, including Professional Judgment (PJ) requests, dependency overrides, and over-award resolutions.

4. Systems and Reporting

- Ensure accurate use and integration of the Focus Student Information System, Microsoft Teams Financial Aid Database, and federal/state portals.

5. Student Access & Equity

- Promote financial aid awareness and access through outreach, workshops, and one-on-one advising efforts.
- Analyze and implement policies to maximize student eligibility, reduce equity gaps, and remove financial barriers to program completion.

6. Interdepartmental Collaboration

- Work closely with Student Services, the Business Office, Enrollment, and Academic Departments to coordinate student financial support.
- Collaborate with external partners and third-party agencies to streamline student funding processes.

7. Audit & Risk Management

- Maintain thorough, accurate financial aid records in accordance with audit and FERPA standards.

8. Professional Development

- Stay current with regulatory changes by participating in:
 - United States Department of Education (FSA) trainings
 - State aid workshops and webinars
 - Professional associations and compliance forums

By leading with integrity, accuracy, and student-centered practices, the Assistant Director of Student Services & Enrollment Management ensures the responsible stewardship of public and institutional funds while supporting student success and institutional compliance.

Financial Aid Officer(s)

Financial Aid Officers serve as the primary administrators of financial aid operations at Immokalee Technical College. They ensure the accurate and timely processing of student aid, uphold institutional and federal compliance, and deliver high-quality service to support student access and success in technical education. The responsibilities outlined below reflect core functions, with additional detailed components and procedures provided in the Financial Aid Office Handbook.

1. Policy Interpretation and Enforcement

- Interpret and apply institutional, federal (Title IV), and state financial aid policies in daily operations.
- Enforce procedures as defined by the U.S. Department of Education and Florida Department of Education.
- Ensure students and staff are informed of relevant financial aid policies, including eligibility, disbursement timelines, and compliance requirements.

2. FAFSA & ISIR Processing

- Import and review FAFSA applications and Institutional Student Information Records (ISIRs) using designated systems.
- Identify and resolve discrepancies in ISIR data to ensure accurate awarding.
- Utilize the Focus Student Information System and internal databases to update and track student financial aid records.

3. Federal and Institutional Verification

- Conduct federal and institutional verification of income, household size, and other eligibility factors.
- Communicate verification requirements to students in a timely and compliant manner.
- Maintain accurate records and documentation for each verified file, in accordance with audit and federal review standards.

4. Eligibility Determination & Award Packaging

- Determine student eligibility for all applicable financial aid programs based on SAI, program of study, enrollment status, and other regulatory factors.
- Package and award aid (Pell, FSAG, scholarships, etc.) according to institutional policies and available funding levels.
- Reassess and adjust awards as needed due to changes in enrollment, SAP status, or financial circumstances.

5. Satisfactory Academic Progress (SAP) Monitoring & R2T4 Execution

- Evaluate SAP status at the end of each payment period and notify students of their standing.
- Collaborate with academic departments and the Financial Services Office to obtain attendance and grade reports.
- Perform and document Return to Title IV (R2T4) calculations within required timelines when a student withdraws or stops attending.
- Notify students of financial impact and repayment obligations, if applicable.

6. Compliance, Audits, and Reporting

- Assist in preparation for federal, state, and internal audits by ensuring accurate, accessible, and complete documentation of all student records.
- Support completion of mandatory financial aid reporting, including IPEDS, and internal reports.
- Reconcile federal and state awards with Business Office records for fiscal accuracy.

7. Professional Judgment (PJ) and Deferral Processing

- Evaluate and process Professional Judgment (PJ) requests related to income adjustments, dependency overrides, and other special circumstances.
- Document all PJ decisions thoroughly and route to the Assistant Director of Student Services & Enrollment Management for final approval.
- Draft and submit deferral requests for students with pending aid or changes in financial status, ensuring adherence to institutional deadlines.

8. Student Counseling and Support

- Advise students and families on financial aid eligibility, application processes, and funding options.
- Provide support for FAFSA completion, scholarship referrals, and understanding of SAP and R2T4.
- Assist with resolutions of student account and aid-related issues in coordination with the Business Office.

9. Recordkeeping & FERPA Compliance

- Maintain organized, confidential, and FERPA-compliant records for all students receiving financial aid.
- Ensure file consistency, including electronic and paper documentation, award letters, ISIRs, verification, and correspondence.
- Perform regular audits of file accuracy and system data integrity.

10. Data Management & Systems Proficiency

- Utilize systems such as Focus, the Microsoft Teams Financial Aid Database, COD, FAA Teams, NSLDS, EdExpress and EdConnect to manage aid processing.
- Update and maintain financial aid tracking spreadsheets, logs, and internal reports.

The Financial Aid Officer is expected to maintain professional judgment, ethical standards, and a student-centered approach in all aspects of their role. Detailed procedures, forms, and examples related to these responsibilities can be found within the Financial Aid Office Handbook, which serves as the operational guide for consistent and compliant service delivery.

Key Performance Expectations:

- Maintain 100% compliance with federal verification and eligibility determination.
- Reconcile disbursements with COD/G5 and Business Office monthly.
- Process all R2T4 within the 30/45-day federal deadlines.
- Participate in annual FSA and state training to remain up to date with changing policies.

Student Financial Aid Associate

The Financial Aid Secretary supports the front-line operations of the Financial Aid Office at Immokalee Technical College, serving as a first point of contact for students and families. This role plays a critical part in the coordination of non-federal and non-state aid, the intake and processing of documents, appointment scheduling, and communication support. The secretary ensures that all financial aid activities are executed efficiently, professionally, and in alignment with institutional procedures.

1. Internal Scholarships & Third-Party Funding Administration

- Determine eligibility and award amounts for:
 - Internal institutional scholarships
 - Third-party funding sources, including WIOA, Vocational Rehabilitation (VR), Florida Prepaid, and private scholarships.
- Coordinate with funding agencies to verify student eligibility, submit invoices, and apply funding to student accounts.
- Maintain a log of all third-party awards and ensure records are up to date for billing and audit purposes.

2. Document Intake and Tracking

- Receive, organize, and log all incoming financial aid documentation (e.g., verification, scholarship applications, authorization forms).
- Scan and file documents in student financial aid records following FERPA guidelines.
- Track missing or incomplete items and follow up with students to collect required documentation.

3. Scheduling and Office Support

- Manage appointment scheduling for financial aid counseling, document drop-off, and application support.
- Provide coverage, answering calls, emails, and walk-in inquiries with professionalism and accuracy.
- Route complex student cases to the appropriate Financial Aid Officer.

4. Deferral Writing and Processing

- Write and submit tuition deferral requests for students with outstanding and pending third-party, scholarship, or institutional aid.
- Ensure deferrals are accurate, timely, and supported by proper documentation (e.g., Institutional funding, WIOA authorization).
- Maintain deferral logs and communicate statuses to students, the Business Office, and Financial Aid staff.
- Monitor deadlines for payment and follow up on deferral expiration or aid disbursement confirmation.

5. Basic Financial Aid Counseling

- Provide general information on financial aid programs, eligibility, required documents, and application processes.
- Assist students with FAFSA completion, online scholarship applications, and third-party funding steps.
- Refer students to a Financial Aid Officer for complex concerns such as SAP, verification, R2T4, or Professional Judgment.

6. System and Recordkeeping Support

- Maintain data in the Focus Student Information System, Microsoft Teams Financial Aid Database, and internal Excel tracking sheets.
- Ensure accurate recordkeeping of funding sources, deferrals, document submissions, and appointment logs for audit readiness.

Primary Functions:

- Coordinate internal scholarships and third-party funding.
- Support ISIR tracking, FAFSA intake, and student advisement on required documents.
- Draft and process tuition deferrals for pending funds.
- Act as first-tier support for students and families.

Performance Expectations:

- Maintain zero file discrepancies on internal scholarship and WIOA/VR reconciliation logs.
- Process document intake within 48 hours of receipt.
- Always maintain FERPA-compliant student files.
- Ensure 95%+ of third-party invoices are submitted on schedule.

The Financial Aid Secretary plays a key role in ensuring operational efficiency and excellent customer service. By supporting students through the financial aid process and maintaining detailed records, the secretary contributes to both student success and regulatory compliance. Additional procedures and task-specific workflows are outlined in the Financial Aid Office Handbook.

Each role plays a critical part in delivering compliant, student-centered financial aid services across the college.

Key Policies & Regulations

The Financial Aid Office at Immokalee Technical College (iTECH) administers all aid programs in accordance with federal, state, and institutional regulations. These policies ensure legal compliance, financial integrity, and equitable service to students. The following structured policies govern daily operations and are mandatory for all financial aid staff.

1. Title IV Compliance Policy

Policy:

iTECH's Financial Aid Office must adhere strictly to all Title IV regulations under the Higher Education Act of 1965, as amended. This includes student eligibility determination, awarding and disbursing aid, fiscal management, and reporting.

Procedures:

- All aid packaging, disbursement, and reconciliation activities must comply with 34 CFR §668 and the latest FSA Handbook.
- Title IV program participation (Pell Grant, FSEOG, etc.) is annually approved through the Postsecondary Education Participants System (PEPS).
- Staff are required to complete annual federal training and maintain documented knowledge of key topics: clock hour disbursement, payment periods, SAP, R2T4, and verification.
- Internal audits are conducted quarterly to confirm adherence to Title IV cash management, R2T4 processing, and reporting obligations.

2. FSA Handbook Adherence Policy (2025–2026)

Policy:

All Financial Aid Office policies and procedures must align with the current version of the Federal Student Aid (FSA) Handbook.

Procedures:

- The Assistant Director of Student Services & Enrollment Management will review and disseminate annual updates to the FSA Handbook each July.

- The Financial Aid Officer will be review and provide suggested updates based on the FSA volumes (e.g., Vol. 1 for student eligibility, Vol. 2 for school responsibilities, Vol. 3 for verification).
- Office practices for verification, SAP calculation, packaging, and Professional Judgment (PJ) will be benchmarked against current FSA guidance.
- Discrepancies between institutional and federal practices must be escalated immediately and resolved with written policy revision.

3. FERPA and Data Security Policy

Policy:

iTECH will protect the confidentiality, integrity, and security of all student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and U.S. Department of Education security protocols.

Procedures:

- Only authorized personnel may access the Focus SIS, Microsoft Teams financial aid database, and federal portals (e.g., COD, NSLDS).
- All physical files are locked in designated cabinets; digital files are stored on secure, access-controlled platforms.
- FERPA disclosures, parental access, and third-party data releases require signed consent forms retained in the student's record.
- Staff must complete FERPA and cybersecurity training annually.

4. Timeliness and Deadline Compliance Policy

Policy:

iTECH must meet all institutional, federal, and state deadlines for processing, disbursing, reconciling, and reporting student aid.

Procedures:

- FAFSA files are downloaded from CPS/ISIR on a daily basis (Monday–Friday).
- Disbursements must occur only after clock-hour and week thresholds are verified; reconciliation with COD and G5 is conducted monthly.
- IPEDS reports are prepared and submitted by their federal deadlines.
- Internal timelines are documented in [the Financial Aid Officer Timeline & Workflow \(Annual Cycle\)](#) and reviewed quarterly.

5. Satisfactory Academic Progress (SAP) Monitoring Policy

Policy:

Financial aid recipients must meet SAP standards to remain eligible for Title IV aid. SAP includes GPA, pace, and maximum timeframe requirements.

Procedures:

- SAP is evaluated at the end of each payment period (not less than twice per academic year).
- The instructors extract academic and attendance data from Focus and calculates SAP status for each student.
- Students failing SAP are notified in writing and given the opportunity to appeal with required documentation.
- SAP appeal decisions and academic plans are stored in the financial aid record and reviewed each term.

6. Return to Title IV (R2T4) Policy

Policy:

iTECH must complete R2T4 calculations for any student who withdraws before earning more than 60% of the scheduled hours and weeks in a payment period.

Procedures:

- The Financial Aid Office must receive notification of withdrawal within 48 hours of determination by the Data Specialist.
- The Financial Aid Officer performs the R2T4 calculation within 30 days using federal tools and documentation of the Last Date of Attendance (LDA).
- Unearned Title IV funds are returned to ED within 45 days and the student is notified of any balance owed.
- All R2T4 calculations and communications are retained for audit in the Teams database and student file.

Compliance Accountability

Staff Responsibilities:

- All financial aid staff must sign an annual Compliance and Ethics Acknowledgment Form.
- Training logs and audit checklists will be maintained by the Assistant Director of Student Services & Enrollment Management.
- Any suspected noncompliance must be reported to Administration.

Award Packaging Guidelines

The Financial Aid Office at Immokalee Technical College (iTECH) follows a structured and compliant award packaging process to ensure that students receive the maximum financial aid for which they are eligible. This process adheres to federal Title IV regulations, state guidelines, and institutional policies. Aid is awarded based on demonstrated financial need as calculated by the Student Aid Index (SAI) and Cost of Attendance (COA).

Award Packaging Procedures

1. Calculate the student's Cost of Attendance (COA) based on program-specific data, including tuition, books, room and board, transportation, and personal expenses.
2. Retrieve and review the Institutional Student Information Record (ISIR) and calculate the SAI using the appropriate formula (A, B, or C).
3. Apply the Simplified Formula or Automatic Zero SAI if applicable based on income, tax filing, and benefits received.
4. Package aid in the following order:
 - Federal Pell Grant
 - State grants (e.g., FSAG, Bright Futures)
 - Institutional scholarships
5. Confirm that total aid does not exceed the COA.
6. Notify students of award amounts in writing.
7. Maintain documentation and ensure compliance with FERPA and audit standards.

SAI Calculation Procedures

1. Determine the appropriate formula:
 - Formula A: Dependent student
 - Formula B: Independent without dependents
 - Formula C: Independent with dependents
2. Conduct the income and poverty threshold check to determine if the student qualifies for Simplified Formula or Automatic Zero SAI.
3. Use the Department of Education worksheets to calculate:
 - Parent and student income and assets (as applicable)
 - Apply income and asset protection allowances
 - Round calculations appropriately per federal rules
4. Ensure the final SAI falls within the allowable range (-1,500 to 999,999).

Compliance and Staff Responsibilities

- Financial Aid Officers are responsible for calculating SAI, reviewing ISIRs, packaging aid, and ensuring total aid remains within COA.

- Officers must resolve C-codes, comment codes, and eligibility conflicts prior to disbursement.
- Award decisions and SAI documentation must be stored in a FERPA-compliant file system.
- Staff must stay current with FSA updates and participate in annual Title IV training.
- All activities are subject to internal and external audit, and must align with the Federal Student Aid Handbook.

Financial Aid Programs Offered

Immokalee Technical College (iTECH) provides access to a comprehensive range of financial aid programs to reduce barriers to education and support student success. These programs include federal, state, institutional, third-party, and private funding sources. The Financial Aid Office administers, manages, and ensures compliance with the eligibility and disbursement requirements of each program in accordance with federal, state, and institutional policies.

Programs Administered

- Pell Grant – Federal need-based grant for students enrolled in eligible certificate programs.
- Florida Bright Futures – Merit-based scholarship for Florida high school graduates.
- Florida Prepaid Tuition – State prepaid tuition plan coordinated with the Business Office.
- FSAG – State need-based grant for full-time Florida residents in eligible programs.
- CareerSource (WIOA) – Workforce funding for high-demand field training.
- Vocational Rehabilitation (VR) – Financial support for students with disabilities.
- Veterans Education Benefits – Includes Chapters 31, 33, and 35 programs.
- Workforce Development Assistance (WDA) – State/local funding for high-need industries.
- Institutional & Community-Based Scholarships – Merit or need-based internal awards.
- Private Scholarships – External scholarships reported and managed by the Financial Aid Office.

Policies and Staff Responsibilities

The Financial Aid Office is responsible for ensuring that all funds are awarded, monitored, and reported in accordance with applicable regulations. Duties are divided between the Financial Aid Officer and the Student Financial Aid Associate.

Financial Aid Officer – Policies & Procedures

1. Federal Aid Administration: Determine eligibility and award Pell and VA education benefits. Monitor SAI and enrollment. Perform R2T4 calculations.
2. State Aid Administration: Administer Bright Futures and FSAG. Submit reports and ensure state compliance.

3. Student Advisement: Counsel students on aid options, assist with FAFSA, SAP, and PJ requests.
4. Compliance & Documentation: Maintain accurate, FERPA-compliant records. Prepare for audits.
5. Reporting: Coordinate with Business Office. Reconcile aid with COD, G5, and internal ledgers.

Student Financial Aid Associate – Policies & Procedures

1. Third-Party Funding Administration: Liaise with CareerSource, VR, and Florida Prepaid. Track authorizations and enrollment reporting.
2. Institutional & Community Scholarships: Manage applications, disbursement, and reconciliation.
3. Private Scholarship Tracking: Record student-reported awards to prevent over-awarding.
4. Student Support: Guide students through scholarship and third-party aid processes.
5. Recordkeeping & Compliance: Maintain logs and documentation. Prepare for audits.
6. System Utilization: Use Focus and Teams for tracking enrollment and billing reports.

Together, the Financial Aid Officer and Student Financial Aid Associate ensure equitable and efficient distribution of financial aid resources. These coordinated efforts contribute to student retention, program completion, and successful workforce entry.

FAFSA Processing & ISIR Review

The Financial Aid Office at Immokalee Technical College (iTECH) is committed to ensuring timely, accurate, and compliant processing of Free Application for Federal Student Aid (FAFSA) information. This includes daily review of Institutional Student Information Records (ISIRs), confirmation of Title IV eligibility, resolution of C-codes and comment codes, and verification of student data. These procedures are essential to maintaining compliance with federal regulations and ensuring that eligible students receive the financial aid they are entitled to.

Policies and Procedures

Daily ISIR Download & Review

ISIRs are downloaded each business day from the U.S. Department of Education's secure federal systems. Staff verify submission dates, correct school codes, and duplication. Each ISIR is reviewed for completeness, accuracy, and actionable flags.

Eligibility Confirmation

Staff evaluate each ISIR for Title IV eligibility, including:

- Valid Social Security Number
- U.S. Citizenship or Eligible Noncitizen Status
- Enrollment in an eligible program and institution
- Student Aid Index (SAI) and dependency status

Discrepancies or conflicting information are flagged for review.

Resolution of C-Codes & Comment Codes

C-codes and comment codes are resolved using approved documentation (e.g., citizenship proof, Selective Service resolution, default status letters). No awards are packaged or disbursed until all flags are cleared. Resolutions are logged and documented in each student's file.

Verification Triggers

For students selected by CPS or institutionally for verification:

- Staff determine the verification group (V1, V4, V5, etc.)
- Appropriate documents (e.g., IRS tax data, W-2s, verification worksheets) are collected
- Comparisons are made between documents and ISIR data
- Verification must be complete before packaging aid

Duties and Responsibilities

Financial Aid Officer

- Download and review new ISIRs daily from federal portals.
- Evaluate Title IV eligibility based on ISIR fields.
- Investigate and resolve all C-codes and comment codes before awarding aid.
- Determine required verification group and review supporting documentation.
- Ensure that all eligibility criteria are met before awarding financial aid.
- Maintain accurate records of ISIR reviews, resolutions, and verification outcomes.
- Collaborate with the Financial Aid Secretary to track ISIRs and documents.
- Assist with federal and institutional reporting (e.g. audits).

Student Financial Aid Associate

- Monitor ISIR downloads and update the ISIR tracking log daily.
- Organize and maintain both paper and electronic student files.
- Notify students of required documentation via email and phone.
- Receive, scan, and log incoming verification documents.
- Route documentation to appropriate Financial Aid Officer.
- Cross-reference ISIR flags with document intake and flag files for review.

- Update database fields to reflect verification status and comments.
- Provide basic support to students regarding ISIR questions and form completion.
- Schedule appointments for in-depth counseling with Financial Aid Officers.

This collaborative process between the Financial Aid Officer and Student Financial Aid Associate ensures that ISIR processing, eligibility determination, and verification activities are compliant, accurate, and efficient. Full procedural workflows are documented in the Financial Aid Office Handbook.

Verification Procedures

Verification is a federally mandated quality control process that ensures the accuracy of the information reported on the Free Application for Federal Student Aid (FAFSA). At Immokalee Technical College (iTECH), the Financial Aid Office follows the verification requirements outlined in the 2025–2026 Federal Student Aid (FSA) Verification Guide. Verification must be completed prior to the awarding or disbursement of Title IV federal aid and is critical to institutional compliance and the integrity of student aid programs.

Policies and Procedures

1. Guided by Federal Policy

All verification activity must be conducted according to the most recent guidance in the FSA Verification Guide. This includes adhering to:

- Assigned verification identified by the U.S. Department of Education
- Acceptable forms of documentation (e.g., signed 1040s, W-2s, tax transcripts)
- Timeframes for completion and documentation retention

2. Document Collection

- Students selected for verification must submit all required documentation before aid can be packaged. Required documents may include:
 - IRS Tax Return Transcript or signed IRS Form 1040
 - W-2 forms (if applicable)
 - Institutional Verification Worksheet generated via MS Teams (student and/or parent)
 - Proof of untaxed income, number in household, or high school completion (if flagged)
 - Any additional documentation requested to resolve conflicting information

3. Discrepancy Resolution

All discrepancies between FAFSA data and verification documents must be investigated and resolved. Financial aid cannot be disbursed until:

- Conflicting data is corrected or clarified
- Adjustments are made in the ISIR, if necessary
- Corrections are re-imported from CPS and verified for accuracy
- Final eligibility is re-determined and documented

4. Recordkeeping and Audit Readiness

All verification activity must be documented in the student’s financial aid file, including:

- Date documents were received and reviewed
- Resolution notes, corrections made, and communication logs
- Copies of original documentation (physical or electronic)
- Updated ISIR with corrected and verified data, if applicable

All files must be maintained in a FERPA-compliant storage system and remain available for state, federal, and internal audits.

Common ISIR Comment Codes (2025–2026) Related to Verification

Code	Meaning	Required Action
400	Parent's income or tax information appears inconsistent with other data	Review and correct data or provide documentation
401	Student's income or tax information appears inconsistent	Review and correct data or provide documentation
403	Conflicting marital status/tax filing status	Provide tax return/transcript or clarification
405	IRS Data Retrieval Tool (DRT) used but altered	Provide signed tax return or transcript
407	Conflicting dependent/independent status	Clarify dependency and household size
408	Identity/Statement of Educational Purpose required (manually triggered)	Submit in-person or notarized documentation
415	Missing or invalid parent SSN or income info	Review and correct

iTECH's structured verification procedures help ensure that only eligible students receive Title IV aid, that institutional integrity is upheld, and that federal funding is managed in compliance with applicable laws and regulations. Staff are expected to follow these procedures rigorously to protect student equity and institutional accountability.

Payment Periods

At Immokalee Technical College (iTECH), Title IV disbursements for clock hour programs are structured according to federal regulations. These rules ensure that aid is awarded based on measurable academic progress, which includes both clock hour and instructional week completion. Students must complete 100% of the scheduled hours and weeks in each payment period before becoming eligible for the next disbursement.

Disbursement Conditions and Payment Periods

- A payment period is defined as ½ of the total clock hours and ½ of the total instructional weeks in the program.
- Students must complete both clock hours and weeks in a payment period to receive the next disbursement.
- For programs over one academic year (900 hours or 26 weeks), Year 2 aid is based on a new FAFSA and recalculated Pell eligibility.
- If a payment period crosses academic years, funds must be attributed to the correct FAFSA year based on crossover rules.
- R2T4 calculations are required if a student withdraws before completing more than 60% of the scheduled hours and weeks in a payment period.

iTECH Title IV Clock Hour Payment Periods		
Program Length	Payment Period 1	Payment Period 2
600 Hours	300 hours	300 hours
750 Hours	375 hours	375 hours
900 Hours	450 hours	450 hours
1050 Hours	525 hours	525 hours
1200 Hours	600 hours	600 hours
1800 Hours	900 hours	900 hours

Operational Procedures and Responsibilities

- Document tracking of completed hours and weeks must be maintained for each student in each payment period.
- Aid for programs longer than one academic year must be packaged as separate Scheduled Awards (e.g., Year 1 and Year 2 Pell).
- Student academic progress and attendance are monitored using Focus SIS and instructor-reported attendance rosters.
- Early disbursements are not allowed; students must complete the full requirements of the current payment period before receiving the next disbursement.
- All documentation related to hours, weeks, and disbursements must be stored in FERPA-compliant systems and available for audit review.
- The Financial Aid Officer is responsible for confirming student eligibility prior to each disbursement and documenting compliance.
- In cases of student withdrawal, the Financial Aid Officer must calculate and process any applicable Return to Title IV (R2T4) within federal timelines.

This structured disbursement framework ensures that iTECH complies with federal financial aid requirements and supports the responsible administration of Title IV funds while promoting student success and institutional integrity.

Disbursement Process

The disbursement of Title IV federal financial aid at Immokalee Technical College (iTECH) is conducted in strict adherence to federal regulations and institutional policy. This ensures that all aid is awarded and released accurately, equitably, and in a manner that aligns with student eligibility and academic progress. All Title IV funds are disbursed by payment period based on clock hour completion and program structure.

Disbursement Policy Components

1. Payment Period-Based Disbursement

Title IV funds are disbursed based on defined payment periods as outlined by federal regulations. No funds may be disbursed prior to the official start date of a student's term or program. Each disbursement is contingent upon successful completion of prior period requirements and ongoing eligibility.

2. Enrollment & Eligibility Verification

Before releasing any funds, the Financial Aid Office confirms:

- The student is actively enrolled in an eligible program.

- The student meets Satisfactory Academic Progress (SAP) standards.
- The student has completed the necessary hours and weeks from the prior payment period.
- There are no outstanding eligibility issues such as verification or C-codes.

3. Application of Funds

Title IV funds are applied in the following sequence:

- First to institutional charges, including tuition, fees, and required materials.
- Any remaining funds are issued as a refund to the student within 14 calendar days of the disbursement, in accordance with federal cash management regulations (34 CFR 668.164).

4. Disbursement Records & Reconciliation

To ensure transparency and compliance, all disbursement activities must:

- Be documented in the student's financial aid file.
- Align with the institution's published disbursement calendar.
- Be reconciled monthly with both the iTECH Business Office and the U.S. Department of Education's COD system.
- Be included in regular internal and external audits to verify accuracy and regulatory compliance.

This disbursement policy ensures the responsible administration of federal funds, supports student success through timely access to financial resources, and reinforces iTECH's commitment to integrity and compliance in Title IV program administration.

Title IV Authorization to Withhold Funds

Under federal Cash Management regulations (34 CFR 668.165), Immokalee Technical College (iTECH) is required to obtain written authorization from students before applying Title IV funds to non-institutional charges or retaining credit balances for future use. This policy outlines the conditions and procedures under which such authorization must be obtained, documented, and maintained.

[2025-2026 iTECH Authorization to Use Title IV Funds Form](#)

What the Authorization Covers

Non-Institutional Charges

With written consent, iTECH may use Title IV funds to cover allowable non-institutional expenses, including:

- Books, uniforms, supplies
- Program-specific fees not automatically billed with tuition. These charges must be directly related to the student's program of study.

Prior-Year Charges

With written authorization, Title IV funds may be applied to up to \$200 in prior-year charges if the student is currently enrolled and eligible. No prior-year charges may be covered without this consent.

Holding Credit Balances

Students may authorize iTECH to retain excess Title IV funds to apply toward future institutional charges within the same award year. This allows students to avoid unnecessary refunds and manage tuition-related expenses more efficiently.

Key Requirements

- Authorization must be voluntary, informed, and in writing.
- Students must be informed of their right to decline or rescind authorization at any time.
- Without signed authorization, Title IV funds can only be used for current-year institutional charges (tuition and mandatory fees).
- All authorizations must be stored in the student's financial aid file and maintained for audit and reconciliation purposes.

Duties and Responsibilities

Financial Aid Officer

- Inform students of their rights and options regarding the use of Title IV funds for non-institutional charges and credit balance retention.
- Ensure that the [Title IV Authorization Form](#) is completed voluntarily, signed, and fully explained to the student.
- Make the form available via the Microsoft Teams Financial Aid Database or through Canvas.
- Retain a copy of the signed form in the student's record and flag the authorization in the internal tracking system.

- Immediately honor and process any revocation of authorization submitted by the student.
- Ensure that no Title IV funds are applied to non-institutional charges or held without proper written consent.

This policy ensures that iTECH remains in full compliance with federal Title IV Cash Management regulations and supports ethical, transparent administration of student financial aid. It also provides students with flexibility and control over how their federal aid is used.

Satisfactory Academic Progress (SAP)

To remain eligible for Title IV federal financial aid, students at Immokalee Technical College (iTECH) must meet Satisfactory Academic Progress (SAP) standards as required by federal regulations. SAP is evaluated at the end of each payment period to determine whether students are making meaningful progress toward the completion of their program of study. SAP requirements apply to all students receiving federal financial aid and are consistently applied across all programs.

SAP Standards

- **Minimum GPA:** Students must maintain a cumulative grade point average (GPA) of at least 2.0.
- **Pace of Progression:** Students must successfully complete at least 67% of all cumulative clock hours attempted.
- **Maximum Timeframe:** Students must complete their program within 150% of the published length. For example, a 900-hour program must be completed within 1,350 clock hours attempted.

SAP Notifications and Appeals

- SAP is evaluated at the end of each payment period based on cumulative performance.
- Students who fail SAP are notified in writing and placed on either Financial Aid Warning or Suspension.
- Financial Aid Warning is applied for one payment period without the need for an appeal; students must meet SAP standards by the end of the warning period.
- Students on Suspension may submit a written SAP Appeal that includes supporting documentation (e.g., medical records, family emergency).
- A designated review panel evaluates all SAP appeals and may approve aid reinstatement based on the student's ability to meet SAP going forward and/or the inclusion of an academic plan.

- All decisions and documentation are maintained in the student's financial aid file for audit purposes.

SAP Evaluation and Documentation Procedures

- The Financial Aid Officer pulls academic data from the Focus Student Information System at the end of each payment period.
- GPA, hours attempted, and hours completed are calculated to determine SAP status.
- Students are sent a formal notification (via email and/or letter) informing them of their SAP status and any eligibility changes.
- Appeals are logged, reviewed by the SAP Appeal Committee, and retained in the student's file with documentation of final decisions.

The SAP policy promotes student accountability and ensures that federal financial aid is directed toward students who are actively pursuing and making progress in their educational goals. All SAP evaluations, appeals, and related documentation are retained for compliance with federal, state, and institutional standards.

Professional Judgment (PJ) Requests

Professional Judgment (PJ) allows Financial Aid Officers at Immokalee Technical College (iTECH) to make case-by-case adjustments to a student's FAFSA data or dependency status due to documented special or unusual circumstances. This authority is granted under Section 479A of the Higher Education Act and must be exercised in accordance with institutional policy and federal regulations. All PJ determinations are final and cannot be appealed to the U.S. Department of Education.

Examples of PJ Considerations

- Loss of income or job termination
- Significant change in family financial situation due to illness, disability, or death
- Dependency override due to abandonment, abuse, or other documented conditions preventing parental contact
- Tuition or medical expenses not reflected in the FAFSA
- Legal separation or divorce after FAFSA filing

Policies and Procedures

Students must initiate PJ requests and provide complete, supporting documentation. Each PJ file must include a detailed written explanation of the special circumstances, and

original documentation substantiating the request. Incomplete requests will not be reviewed until all necessary information has been received.

Duties and Responsibilities

Financial Aid Officer

- Educate and inform students about PJ options, eligibility criteria, and documentation requirements.
- Review submitted documentation (e.g., tax returns, unemployment statements, legal documents).
- Evaluate requests for completeness, accuracy, and compliance with federal PJ categories.
- Prepare a complete PJ case file with all supporting documentation, and a written justification.
- Submit the PJ case file to the Assistant Director of Student Services & Enrollment Management for final approval and signature.
- Retain copies of all documentation and decisions in the student's financial aid file for audit and compliance purposes.
- Record all PJ decisions in the financial aid system.

Professional Judgment ensures that aid eligibility can be adjusted when students face significant personal or financial hardship. By following a documented and compliant PJ process, iTECH upholds the integrity of Title IV administration while supporting students experiencing unusual circumstances.

Return to Title IV (R2T4) Guidelines

The Return to Title IV (R2T4) process is a federally required calculation used to determine how much financial aid a student earned prior to withdrawing from their program. If a student receiving Title IV aid withdraws, is dismissed, or stops attending before completing 60% of the payment period, iTECH must calculate the amount of aid earned and return any unearned portion to the U.S. Department of Education. This policy ensures compliance with federal regulations and protects institutional and student financial interests.

When R2T4 is Required

- Applies to any student receiving Title IV aid who withdraws before completing 60% of their payment period.

- Triggered by an official withdrawal date or the Last Date of Attendance (LDA), whichever is more accurate and documented.

Calculation and Timing Requirements

- R2T4 Calculation Deadline: Must be completed within 30 calendar days from the date iTECH determines the student withdrew.
- Return of Funds Deadline: Unearned funds must be returned to the U.S. Department of Education within 45 days of withdrawal determination.

Student Notification

Students must be informed in writing of:

- The results of the R2T4 calculation
- The amount of aid earned versus returned
- Any balance owed to the institution
- Repayment options and appeal procedures, if applicable

Duties and Responsibilities

Financial Aid Officer

- Monitor Student Enrollment and Attendance using Focus SIS and weekly reports.
- Confirm withdrawal dates using the official withdrawal form or LDA from faculty.
- Determine R2T4 applicability for all students who cease attendance before 60% completion.
- Perform R2T4 calculations using federal tools or software within 30 days of withdrawal.
- Return unearned funds to the Department of Education within 45 days, following the correct program order (Pell, SEOG, etc.).
- Notify students in writing regarding calculation results, funds returned, and any resulting balance owed.
- Maintain all documentation (calculations, forms, communications) in the student's financial aid file for audit compliance.
- Collaborate with Student Services, Academic Affairs, and the Data Specialist to ensure accurate reporting and timely processing.
- Participate in R2T4-related training and maintain up-to-date knowledge of federal regulations.

By following these procedures, iTECH ensures compliance with federal Return to Title IV guidelines while protecting student financial interests and maintaining institutional accountability.

All actions are documented and audited regularly to support transparency and adherence to 34 CFR 668.22.

Consumer Information Disclosure Requirements

Immokalee Technical College (iTECH) is committed to providing transparent, accurate, and accessible consumer information in accordance with federal regulations, including Title IV of the Higher Education Act, the Clery Act, FERPA, and the Drug-Free Schools and Communities Act. These policies and procedures ensure students, parents, and the public are informed about the institution's operations, resources, safety, and compliance standards.

1. General Institutional Information

- Accreditation by the Council on Occupational Education (COE)
- Admissions requirements, clock-hour technical programs, and services for students with disabilities
- Withdrawal, refund, and enrollment procedures

Procedures

- The Assistant Director of Student Services & Enrollment Management updates the student catalog annually and publishes it on the website.
- Physical copies are made available at the front office.
- Institutional fact sheets are included in orientation packets.

2. Student Financial Assistance

- Federal and state grants, institutional scholarships, and third-party funding
- Eligibility, disbursement schedules, and student rights and responsibilities

Procedures

- Financial Aid Officers host FAFSA workshops each semester.
- Aid details are published online, in the Student Handbook, and communicated through award letters.
- All updates follow the annual FSA Handbook guidance.

3. Cost of Attendance (COA)

- The COA includes tuition, fees, books, room and board, transportation, and personal costs.

Procedures

- Updated annually by the Financial Aid Officer.

- COA budgets for each program are posted online and included in aid packaging.
- Adjustments via Professional Judgment must be approved and documented.

4. Net Price Calculator

- iTECH maintains an online Net Price Calculator.

Procedures

- IT ensures tool updates annually using prior year institutional data.
- The link is located under 'Paying for School' on the homepage.

5. Refund & Return of Title IV Policy

- Refunds and R2T4 are handled per federal and institutional regulations.

Procedures

- Business Office processes institutional refunds using pro-rata schedules.
- Financial Aid performs R2T4 calculations within 30 days of withdrawal notice.
- Unearned funds are returned to ED within 45 days.
- Financial Aid Officer provides written notifications of outcomes and balances owed to students and the office of Financial Services for student account posting in Focus.

6. Satisfactory Academic Progress (SAP)

- Students must meet GPA, pace, and timeframe benchmarks.

Procedures

- SAP evaluations occur at each payment period end.
- Students who fail are notified in writing and may appeal.
- Appeals require supporting documentation and a written academic plan.

7. FERPA

- FERPA rights are communicated at orientation and in the handbook.

Procedures

- Students may request access to records through Student Services.
- Consent forms are required for non-directory data disclosure.

8. Facilities & Campus Security

- iTECH complies with the Clery Act through clear safety policies.

Procedures

- Annual Security Report is posted by October 1 with 3 years of crime data.
- Emergency drills are held each semester.
- Campus alerts are sent via text/email using the school's alert system.
- Title IX complaints are managed by the Student Services Office.

9. Drug and Alcohol Abuse Prevention Program (DAAPP)

- iTECH promotes a drug-free campus per the Drug-Free Schools and Communities Act.

Procedures

- A DAAPP brochure is distributed annually to students and staff.
- Drug-free policies are reviewed during the new student orientation.
- Counseling and referral services are listed in the Student Catalog.
- A biennial review of program effectiveness and disciplinary sanctions is conducted.

10. Constitution Day

- Observed each year on September 17.

Procedures

- The Financial Aid Office coordinates a school-wide Constitution Day event.
- Activities may include guest speakers, trivia, and civic education materials.
- Notifications are posted via email, flyers, and Canvas.

11. Voter Registration

- iTECH encourages civic participation and complies with the National Voter Registration Act.

Procedures

- Florida voter registration forms are distributed during financial aid counseling and at orientation.
- A voter registration link is posted prominently on the iTECH homepage.
- Staff promote deadlines and resources during election cycles.

Communication Protocols

Clear, timely, and professional communication is essential to the effective operation of the Financial Aid Office at Immokalee Technical College (iTECH). All staff are expected to

follow established communication protocols to ensure accuracy, transparency, regulatory compliance, and high-quality service for students, parents, and institutional partners.

Official Correspondence Standards

1. Response Time

Staff must respond to all inquiries from students, parents, or internal stakeholders within 48 hours (2 business days). Prompt responses reduce confusion, improve service delivery, and contribute to student satisfaction and retention.

2. Recordkeeping

All communication, including emails, letters, meeting notes, and phone call logs, must be documented and included in the student's official financial aid file. Files should be kept in an organized, FERPA-compliant manner to facilitate audit readiness and support appeals or reviews.

3. Accessibility

Upon request, financial aid communications must be made available in accessible formats, including but not limited to:

- Large print
- Digital text (screen-reader friendly)
- Translations for limited-English-proficient (LEP) students

iTECH follows ADA guidelines and institutional policies to accommodate all students equitably.

Adhering to these communication protocols supports a student-centered approach and reinforces iTECH's commitment to clear, professional, and equitable service. Consistent documentation and timely engagement also help maintain federal compliance and institutional integrity.

Recordkeeping & Audit Compliance

Effective recordkeeping is a foundational element of financial aid administration at Immokalee Technical College (iTECH). It ensures accountability, supports audit readiness, and upholds compliance with federal, state, and institutional regulations. The policies outlined below define the requirements for the retention, storage, and preparation of financial aid records.

Record Retention Requirements

- All financial aid records must be maintained for a minimum of three (3) years after the end of the award year in which the student last received aid.

- In cases involving audits, appeals, or unresolved findings, records must be retained until all issues are fully resolved—even if this exceeds the standard retention period.

Data Storage Standards

- All documents—electronic or physical—must be stored in systems that are fully FERPA-compliant and meet Federal Student Aid (FSA) security standards.
- Access to student records is restricted to authorized personnel and should be regularly monitored to prevent unauthorized access.
- Digital records should be backed up regularly and stored securely with access logs maintained.

Audit Preparation

Staff must maintain organized, complete, and up-to-date documentation for each student file, including:

- Institutional Student Information Records (ISIRs)
- Verification forms and worksheets
- Award letters and aid notifications
- Disbursement records and payment confirmations
- SAP evaluations and appeal decisions
- Return to Title IV (R2T4) calculations and notifications
- Professional judgment documentation and approvals

In addition, policy manuals, process checklists, and disbursement logs must be maintained, regularly reviewed, and made available for internal audits and external reviews by federal or state oversight agencies.

By adhering to these recordkeeping and audit compliance standards, iTECH ensures institutional readiness, reinforces public trust, and protects continued access to Title IV program participation.

Annual Training Requirements

Ongoing professional development is essential for maintaining compliance, improving service delivery, and supporting student success in the administration of financial aid. At Immokalee Technical College (iTECH), all Financial Aid Office staff are required to complete annual training aligned with their specific roles and responsibilities. This policy outlines the required training components and documentation procedures to ensure continued institutional and regulatory compliance.

Required Training Components

1. FSA Training Modules

All staff must complete Federal Student Aid (FSA) training modules through the U.S. Department of Education's FSA Training Center. Each module should correspond to the staff member's job duties such as FAFSA processing, verification, award packaging, and Return to Title IV (R2T4).

2. FSA Conference Participation

Participation in the FSA Annual Conference (virtual or in-person) is strongly encouraged. The conference provides key updates on regulatory changes, compliance strategies, and industry best practices.

3. State Aid Training

Staff responsible for administering state aid programs such as Florida Bright Futures and FSAG must attend relevant Florida Department of Education (FLDOE) training sessions, webinars, or regional financial aid workshops.

4. Institutional Professional Development

Financial Aid staff must also participate in internal training that supports institutional goals and enhances student service quality. Topics include:

- Financial literacy education for students
- Equity and inclusion practices in financial aid services
- FERPA compliance and data security protocols

These sessions are coordinated through Student Services or the CCPS Office of Professional Learning.

Documentation and Compliance

All training participation must be documented and reviewed annually by the Assistant Director of Student Services & Enrollment Management. Training logs, certificates of completion, and session summaries must be kept on file for audit purposes. Failure to complete annual training requirements may result in retraining or other corrective measures.

Regular, documented participation in these training programs ensures that the Financial Aid Office maintains a high standard of regulatory compliance, service delivery, and continuous professional growth.

The iTECH Financial Aid Process

For: Financial Aid Officer (FAO) & Student Financial Aid Associate (SFAA)

1. Initial Student Intake & Application Review

Responsible: FAO and SFAA

- Confirm FAFSA/ISIR has been received.
- Verify program of study and enrollment status (Clock Hour or Credit Hour).
- Cross-check student eligibility in Teams Database:
 - Enrollment status
 - Pell eligibility
 - Prior Pell/Lifetime Eligibility Used (LEU)
- Collect any institutional financial aid applications or VA benefit intent forms.

2. Pell Verification & Eligibility Determination

Responsible: FAO and SFAA

- Run reports to identify students selected for federal verification.
- Contact students with documentation checklist.
- Perform verification checks against ISIR data:
 - Income, household size, number in college, etc.

3. Professional Judgment (PJ) Cases (If Applicable)

Responsible: FAO

- Meet with student and collect:
 - Signed personal statement
 - Supporting third-party documentation
- Update ISIR with FAA adjustments (if warranted).
- Note PJ decision and date in student record.

4. Award Packaging & Notification

Responsible: FAO and SFAA

- Input Pell award calculation into Teams based on:

- EFC/SAI
- Enrollment level
- Eligibility information
- Add other aid (scholarships, VA, etc.)
- Generate offer letter from Teams system.
- Obtain student signature (in-person or electronically).
- File signed award letter to student file.

5. VA Education Benefits

Responsible: FAO

- Ensure VA Enrollment Certification form is complete and signed.
- Verify clock/credit hours, start and end dates of terms.
- Submit certification to VA via VAOnce.
- Maintain certification confirmation in student's Teams record.

6. Disbursement Preparation

Responsible: FAO

- Confirm attendance for all students before disbursing aid.
- Prepare disbursement reports from Teams:
 - Pell disbursements
- Confirm Satisfactory Academic Progress (SAP) status prior to disbursement.
- Submit approved disbursement roster to Business Office and CCPS Finance Office

7. Reimbursements & Check Requests

Responsible: FAO and SFAA

- Identify students requiring reimbursements (e.g., paid out-of-pocket for eligible items).
- Collect original receipts and proof of payment.
- Complete Check Request Form:
 - Student name
 - Purpose of reimbursement
 - GL code and amount
- Submit request to Business Office with supporting documents.
- Log request and expected payout in Teams.

8. Return to Title IV (R2T4) Processing

Responsible: FAO

- Monitor student withdrawals weekly.
- Determine official/unofficial withdrawal date.
- Calculate R2T4 using Department of Ed tool.
- Notify Business Office of amount to return.
- Notify student of impact and billing (if applicable).
- Maintain R2T4 worksheet and email logs in student file.

9. Reconciliation & Compliance

Responsible: FAO and SFAA

- Monthly reconciliation of:
 - COD vs Teams database disbursements
 - Teams vs Business Office ledger
- Report any discrepancies and initiate corrections.
- Maintain audit-ready logs and communication records.

10. Student Communication & File Management

Responsible: FAO and SFAA

- Log all emails, calls, and in-person meetings.
- Retain:
 - Award Offer Letters
 - SAP notifications
 - Verification worksheets
 - R2T4 documentation
 - PJ decisions
- Use secure cloud storage or shared drive with access controls.

11. Updates to Student Accounts

Purpose

To ensure accurate and timely updates to student accounts when financial aid adjustments occur, including changes to funding sources, award amounts, or eligibility, and to maintain compliance with Title IV and institutional accounting standards.

Policy Statement

Any change that affects a student's funding source, financial aid award amount, or billing status must be formally communicated to the Financial Services Office through a Fee Adjustment Request Form. This ensures correct billing, student deferrals, and reconciliation of accounts. All

requests must be supported by the most current Student Deferral Form, generated from the Microsoft Teams Financial Aid Database.

Responsible Parties

- Financial Aid Officer (FAO)
- Student Financial Aid Associate (SFAA)
- Financial Services Department

Procedures

1. Identify a Required Adjustment

The FAO or SFAA will determine when a student account update is necessary. This may result from:

- Award revision (increase/decrease)
- Change in funding source (e.g., Pell to VA or institutional)
- Loss or addition of aid eligibility
- Professional judgment adjustments
- Return of Title IV calculation
- Reinstatement or SAP appeal result

2. Update Financial Aid Records in Teams

The FAO/SFAA must:

- Make the corresponding updates in the Financial Aid Teams Database (e.g., new award amounts, aid type, or term adjustments).
- Generate a new Student Deferral Form reflecting the updated award data and version. Do not overwrite a previously completed deferral.

3. Complete Fee Adjustment Request Form

- Fill out the Fee Adjustment Request Form with the student's identifying information, a clear summary of the change, effective term(s), and the revised amount(s).
- Include the reason for the adjustment (e.g., award correction, withdrawal, SAP appeal approval, etc.).
- Indicate if a refund or new balance is expected.

4. Submit to Financial Services

- Attach the newly generated Student Deferral Form to the Fee Adjustment Request Form.

- Submit both documents to the Financial Services Office (electronically or in person, as designated).
- Retain a copy for the student’s financial aid file.

5. Reconciliation

- The Financial Services Office will:
 - Update the student’s account in the Student Information System (SIS).
 - Confirm the update or request clarification, if needed.
 - Notify FAO/SFAA once the adjustment is posted.

Documentation Requirements

Each adjustment request must be documented in the student’s electronic file (Teams), including:

- Date of submission
- Staff member initiating the change
- Copies of both the Fee Adjustment Request and the revised Student Deferral Form
- Any supporting documentation (e.g., ISIR correction, VA eligibility notice, SAP appeal decision)

Timeline

All adjustment requests must be submitted to Financial Services:

- Within 5 business days of the award change or notification of updated eligibility.
- Prior to disbursement of funds.

Staff Training Checklist

Training Topic	Checklist Item
FSA Handbook	Review current year Federal Student Aid (FSA) Handbook and key updates.
ISIR Processing	Train on accurate importing, review, and correction of ISIRs.
Verification	Understand verification selection, acceptable documentation, and completion procedures.
Award Packaging	Review packaging policies, Pell Grant formulas, and use of financial aid software.
Satisfactory Academic Progress (SAP)	Learn SAP calculation, notification procedures, and appeal processing.
Return to Title IV (R2T4)	Understand when and how to perform R2T4 calculations and maintain records.

Training Topic	Checklist Item
FERPA & Data Security	Review FERPA compliance, secure data handling, and privacy protocols.
Professional Judgment Policies	Understand institutional PJ policy, documentation standards, and approval workflow.

Audit Readiness Checklist

Audit Category	Checklist Item
Disbursement Logs	Maintain complete and accurate disbursement records by term and fund type.
ISIR & Verification	Ensure ISIR files are present, verified (if selected), and contain all required documentation.
ISIR & Verification	Track and log communication with students regarding verification requirements.
Professional Judgment (PJ)	Document all PJ decisions with student statements, supporting documentation, and final outcomes.
Return to Title IV (R2T4)	Complete R2T4 calculations accurately and retain supporting data and worksheets.
Return to Title IV (R2T4)	Document date of withdrawal and last date of attendance.
Communications	Maintain records of all aid-related communication (email, letters, meeting notes) with students.
Satisfactory Academic Progress (SAP)	Retain SAP evaluations, appeal documents, and final decisions by term.
Satisfactory Academic Progress (SAP)	Document academic plans and monitor follow-up for students on probation.
Reconciliation	Reconcile school records with COD disbursements on a regular schedule.
Reconciliation	Ensure financial aid disbursements match the institution's financial ledger and business office records.

Financial Aid Officer Timeline & Workflow (Annual Cycle)

October – December (Prior to Aid Year Start)

Task	Description
FAFSA Opens (Oct 1)	Begin outreach to students to complete FAFSA early.
Update Teams Database	Archive prior year, prepare new tables and fields for upcoming aid year.
Import Early ISIRs	Begin pulling in and reviewing 1st wave of ISIRs from FAFSA for admitted students.

Initial Verification	Start contacting selected students for required documents.
Pre-Award Planning	Review program eligibility, tuition tables, and update Teams packaging formulas (if automated).

January – March

Task	Description
Continue ISIR Review	Ongoing data matching, corrections, and follow-up.
Award Packaging Begins	Start entering aid estimates into Teams for students meeting requirements.
SAP Review (Fall Term)	Update student records with GPA, attendance, and completion rates.
Update Verification Status	Input received documents, finalize verification for early start terms.

April – June

Task	Description
Summer Disbursement Prep	Confirm attendance and eligibility for Summer students.
Pell Disbursement	Generate disbursement reports and send to Business Office.
Award Notifications	Provide award letters or portal updates to students.
Monitor Student Schedules	Ensure proper enrollment levels for awarded aid.

July – August

Final Award Adjustments	Revise packaging based on actual enrollment (clock/contact hours).
Start of Fall Term	Confirm attendance after add/drop; mark records in Teams.
Initial Fall Disbursement	Process Pell/State aid based on eligibility.
SAP Monitoring	Flag any academic issues from Summer/Fall starts.

September – October

Task	Description
R2T4 Calculations	Complete R2T4s for early withdrawals; update Teams and notify students.
State Reporting Prep	Pull Teams reports for state audits or data reviews.

Aid Reconciliation	Compare Teams data with COD (Common Origination and Disbursement) and Business Office.
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Ongoing Monthly Tasks

Task	Description
ISIR imports & matching	Weekly or biweekly FAFSA/ISIR downloads and updates.
Verification updates	As documents are submitted.
Attendance tracking	Start-of-term and midterm checks.
SAP Monitoring	End-of-term data entry and status updates.
Award adjustments	Based on program changes or clock hour progressions.
R2T4 processing	Within 30 days of withdrawal determination.

Financial Aid Tools Used

- **COD Website:** Federal Pell submission/reconciliation.
- **Excel:** Reporting, reconciliation with Business Office.
- **Mail Merge (Word + Teams):** Award letters, SAP notices, verification requests.
- **Microsoft Teams:** Core tracking of awards, verification, disbursement status, SAP.
- **Student Information System (SIS):** Cross-verification of program status, hours, demographics.

Resources

Site-based and Third-Party Resources

- [2025-2026 Federal Student Aid Handbook](#)
- [Florida Department of Education Financial Assistance Website](#)
- [iTECH Student Catalog](#)
- [iTECH Internal & Private Scholarship Criteria](#)
- [National Association of Student Financial Aid Administrators \(NASFAA\)](#)

Student Financial Aid Offer Package Content

Forms must be completed and sign, if applicable and placed in the students iTECH Financial Aid Folder.

Financial Aid Document	Required	Location for Creation	Signed
Student Financial Aid Profile Ledger	<input checked="" type="checkbox"/>	FA Teams Database	<input type="checkbox"/>
Student Deferral (all versions)	<input checked="" type="checkbox"/>	FA Teams Database	<input type="checkbox"/>
Student Financial Aid Offer Letter	<input checked="" type="checkbox"/>	FA Teams Database	<input checked="" type="checkbox"/>

ISIR	<input checked="" type="checkbox"/>	EdExpress	<input checked="" type="checkbox"/> FASFAA online
Scholarship Application	<input checked="" type="checkbox"/>	FA Teams Database or MS Forms	<input checked="" type="checkbox"/>
Title IV Authorization Form (optional)	<input checked="" type="checkbox"/>	FA Teams Database	<input checked="" type="checkbox"/>
Student and/or Parent Verification Form (if applicable)	<input checked="" type="checkbox"/> <i>if student is up for verification</i>	FA Teams Database	<input type="checkbox"/>
Fee Adjustment (if applicable)	<input checked="" type="checkbox"/>	FA Teams Database	<input type="checkbox"/>
Refund Form (if applicable)	<input checked="" type="checkbox"/>	Canvas Enrollment Management	<input type="checkbox"/>
Statement of Educational Purposes (if applicable)	<input checked="" type="checkbox"/> <i>if student is up for 408 verification</i>	FA Teams Database	<input checked="" type="checkbox"/>

Appendices

Appendix A: Title IV Authorization to Use Federal Title IV Funds

Federal regulations allow schools to apply federal student aid (Title IV) to non-institutional charges *only with student authorization*. Please read each section and check the appropriate boxes.

Student Information

Last Name: _____ **First Name:** _____

iTECH Student ID #: _____ **Program of Study:** _____

I authorize iTECH to use my Federal Student Aid to pay for the following non-institutional charges on my student account (if applicable):

- Bookstore charges
- Uniforms and program-specific materials
- Tools and equipment
- Industry certification exams
- Student ID replacement fees
- Testing fees

I authorize iTECH to apply current year Title IV funds to pay up to \$200 of prior year educational charges, as permitted under federal regulation.

I authorize iTECH to hold any excess federal funds on my student account for future term charges within the same award year. I understand any unused credit balance will be refunded by the end of the last payment period for the current aid year.

I understand that I may cancel or modify this authorization at any time by submitting a written, signed, and dated statement to the Financial Aid Office. Cancellations are not retroactive.

I understand that should I withdraw, iTECH will perform a Return to Title IV (R2T4) calculation, and I may owe a repayment depending on my withdrawal date.

I understand that I may opt out of iTECH's method for providing books and supplies and choose to purchase them independently.

Certification and Student Acknowledgment

I certify that I have read and understand the above statements. I understand this authorization will remain in effect for the duration of my enrollment unless modified or revoked in writing.

Student Signature: _____ **Date:** _____

Appendix B: Financial Aid Award Notification Email

Subject: Your 2025–2026 Financial Aid Award Notification

Dear [Student Name],

We are pleased to inform you that your financial aid package for the 2025–2026 academic year at Immokalee Technical College has been processed.

Award Summary:

- **Pell Grant:** \$[Amount]
- **Scholarship(s):** \$[Amount]
- **Other Aid:** \$[Amount]

To accept your financial aid offer, please visit the Office of Financial Aid to complete and sign the required paperwork.

For your convenience, you may schedule an appointment online by clicking the link below:

[Click here to schedule your appointment today!]

Next Steps:

- Submit any pending documents.
- Maintain Satisfactory Academic Progress (SAP) for continued eligibility.

If you have questions, contact the Financial Aid Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

The Office of Financial Aid
Immokalee Technical College

Appendix C: Statement of Educational Purpose

iTECH Statement of Educational Purpose (Required for Verification Code 408)

Student's Name: _____

Student's ID Number: _____

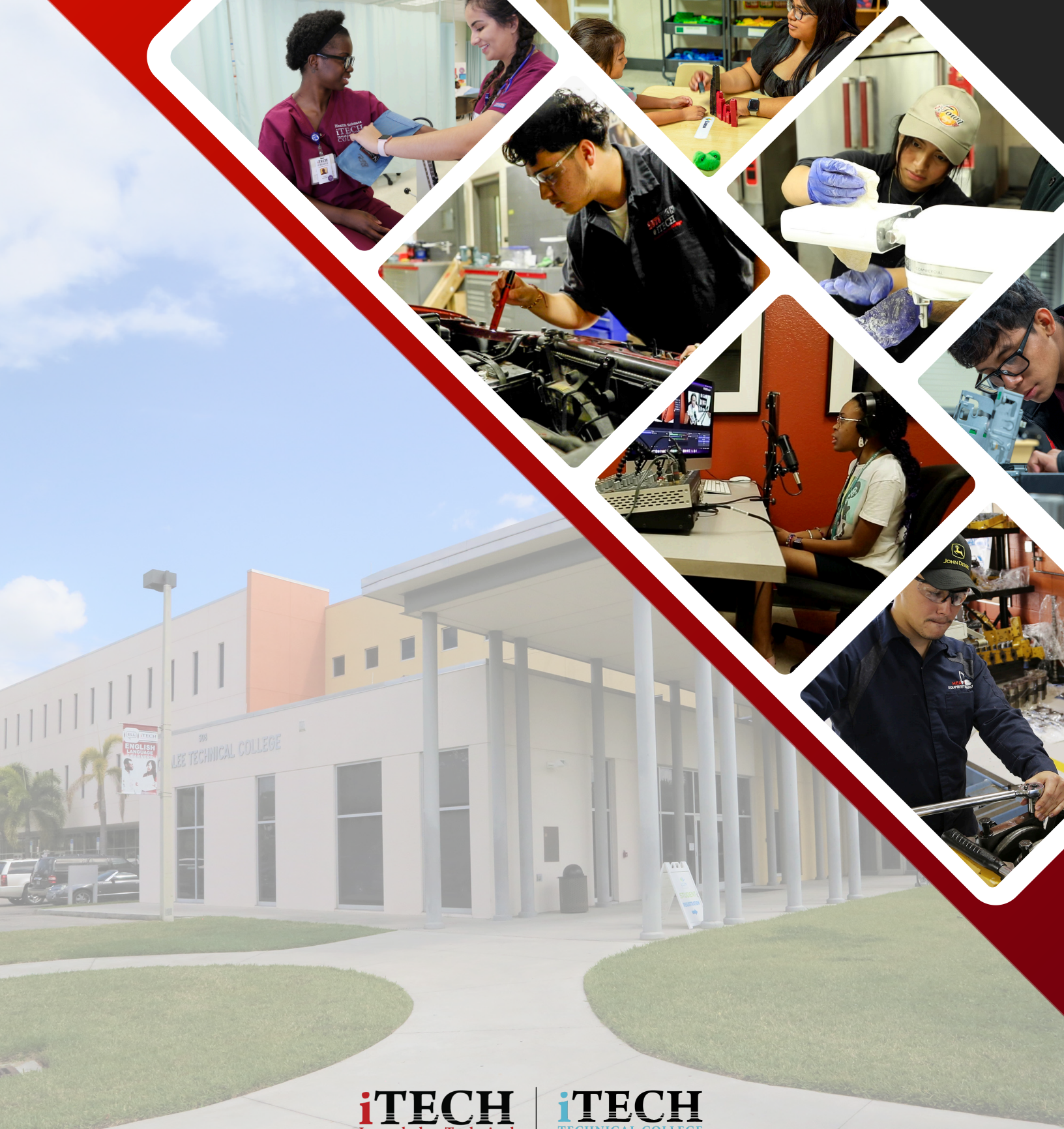
❖ Statement of Educational Purpose

I certify that I, _____,
(Print Student's Name)

am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Immokalee Technical College for the 2025–2026 academic year.

Student Signature: _____

Date: _____



*As of June 9th 2026

iTECH
Immokalee Technical
COLLEGE

iTECH
TECHNICAL COLLEGE
GLADES

(239)377-9900 | WWW.ITECH.EDU |

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