



Accounting Policies and Procedures

Vice President for
Business & Fiscal Affairs

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This sheet is University Organization Chart

This sheet is Vice President Business & Fiscal
Affairs Organization Chart

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Accessing Charges Manually		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

POSTING AND REMOVAL OF CHARGES TO STUDENT'S ACCOUNT RECEIVABLE

The following steps are taken when charges are manually added or removed from a student's account receivable.

Any university department that needs to charge a student's account for various expenses must submit a written billing request to the Office of the Bursar. This billing request must include: student name, identification number, amount of bill/expense, and semester in which charge occurred and reason for charge. Typical charges may include but are not limited to parking/traffic fines, library fines, small animal clinic fines, student health services, access card replacement fees, damage to residence halls etc.

The Billing Clerk verifies that all the required information needed to accurately bill the student has been provided. If the required information has not been provided, the Billing Clerk will make contact with the submitting department and request the additional information. If the required information has been provided, the Billing Clerk will begin preparations for posting charges to the students account.

The Billing Clerk reviews the student's account to insure that the charge has not been previously posted. If there is a question as to whether this charge has already been posted, the Billing Clerk will contact the submitting department to secure additional information. Once all concerns have been resolved, the Billing Clerk will manually post the charge to the student's account.

Manual posting is done through the Regular Billing Module in the Colleague system.

Billing Clerk submits completed posting transmittal to Bursar. The Bursar performs a quality assurance review of 10 percent of the total number of requests.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Assigning Account Receivable Codes		Replaces:	
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ASSIGNING ACCOUNT RECEIVABLE CODES

The following procedure is used when establishing new Account Receivable Codes (A/R code).

The Bursar receives a request to assign an A/R code from the Director of Financial Aid (in the event the code is for a new source of aid), or the Vice President for Business and Fiscal Affairs (in the event the code is for a new student charge). The Bursar reviews the request for completeness and accuracy. Each request should include the name of the new account (i.e. name of source of aid or name of new charge), a General Ledger Account number the A/R code should be associated with, and the type of account (i.e. expense or revenue account).

The Bursar then reviews the current listing of General Ledger Account numbers to ensure the account is not already assigned to another A/R code. The Bursar also checks to ensure that the account has been activated in the current fiscal year by the Director of Budget and Planning or the Director of Grants and Contracts and/or Sponsored Programs.

The Bursar will enter the new A/R code into the Colleague System and direct a memo to the requesting party that the code has been established and activated.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Automatic Billing Process		Replaces:	
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AUTOMATIC BILLING

The Automatic Billing system (referred to as AutoBiller) automatically assesses charges to student's accounts for registration schedules, housing assignments, meal plans, and other billable items.

AutoBiller is used to set up charges for a specific term in order to automatically bill students. Prior to pre-registration of each semester, the Bursar sets up the AutoBiller by inputting a three digit Account Receivable code (A/R code) for full-time tuition hours, part-time tuition hours, and excess tuition hours. The maximum number of hours allowed and the associated charge for each will also be inputted. A three-digit Account Receivable code is also input for all dormitories and campus apartments, and their associated charges.

AutoBiller is enabled prior to the beginning of general registration for each semester. This enables the Colleague system to automatically assess charges to a student's account. The AutoBiller system will identify any student who has a pre-registered class schedule and/or a housing assignment, and assess the associated A/R code to each student's individual account. The Office of the Bursar reviews all postings to ensure accuracy of tuition and associated fee postings.

AutoBiller is disabled at the end of late registration. Any changes made after the end of late registration will require a manual posting or removal of charges (see section on Accessing Charges Manually for further instructions).

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Book Vouchers		Replaces:	
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ISSUANCE OF UNIVERSITY BOOK VOUCHERS

Book vouchers are issued to registered students during the registration process, and until the end of the fourth week of class for each semester.

Students must report to the University Book Store and obtain an estimated cost worksheet for books and supplies intended to purchase. This worksheet must be on official bookstore letterhead and signed by an official of the bookstore. Each student must present the estimated cost worksheet and his/her stamped paid registration receipt to the Bursar's Office and request book vouchers. The Billing Accountant will review the student's account receivable to determine whether the student has adequate funding to cover tuition and fees. If there is more than enough funding (including financial aid, cash payments, private scholarships, etc.) to cover tuition and fees, there will be a credit balance on the student's account, and the Billing Accountant will issue pre-numbered book vouchers to the student. The amount of book vouchers issued is not to exceed the anticipated credit balance on the account, the amount on the estimated cost worksheet, or the maximum allowable amount as determined by the Bursar.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Clearance of Graduating Seniors		Replaces:	
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**Procedures for Clearing
GRADUATING SENIOR**

- A list of prospective graduates is generated by the Registrar’s Office
- The list of the prospective graduates is forwarded to the Bursar’s Office.
- The prospective graduates accounts are coded in the system under the ARP screen to insure proper merging access.
- The person responsible for the final financial clearance in the Bursar’s Office will forward a copy of the prospective graduate list to the following departments to properly charge the student accounts:
 1. Loan Collections Office
 2. Campus Safety and Security Office
 3. Vet Med
 4. Library
 5. Kellogg Conference Center
 6. Nursing
 7. Housing
- All charges submitted to the Bursar’s Office by the departments listed above will be accessed to the student’s account.
- Letters are mailed out to each student on the prospective graduate list letting them know the balance due, the proper steps the take and the dates each department involved in the clearance process will be available. The steps are as follows:

STEP 1: SEE FINANCIAL AID OFFICE (To do exit interview)

STEP 2: LOAN COLLECTIONS OFFICE (All students being cleared for

graduation must include this step for exit interview even if there was no Perkins Loan disbursed to them.)

STEP 3: BURSAR'S OFFICE (To insure that all financial obligations are met and that all Holds have been removed from account.)

STEP 4: REGISTRAR'S OFFICE

- Each student must present something from the Financial Aid Office showing the Loan Collections Office that Step 1 has been completed.
- The student will give the Bursar's Office a card from the Loan Collections Office that shows that the student has completed Step 2. The Bursar's Office will review the account To make sure that all charges have been assessed and that all financial obligations are met.
- All holds are then removed from the account to release any documents needed by the student's future references.
- A list of all financially cleared prospective graduates is forwarded to the Registrar's Office.
- A copy of the list forwarded to the Registrar's Office of all financially cleared prospective graduates is submitted to the University Bursar to be filed.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Disbursing Student Refund Checks		Replaces:	
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DISBURSING STUDENT REFUND CHECKS

The Billing Clerk delivers student refund checks and a Cash/Check Receipt Acknowledgement Form to the Head Cashier on Friday mornings. The Cash/Check Receipt Acknowledgement Form is used to record the student's name, identification number, check number, amount of check, student signature, and initials of staff member disbursing the check.

The student reports to the Cashier Office during regular business hours and requests his/her refund check. The Cashier obtains positive identification (preferably Tuskegee University issued identification card) to verify the person receiving the check is the student. The Cashier reviews the account receivable to verify that a check has been received for the student. If the check has not been received, the student is advised to speak with a member of the Bursar staff to determine when the check will be available for receipt.

If the check has been received, the Cashier will retrieve the check from the refund check folder. The Cashier will record the student name, identification number, check number, amount of check, date of pick up, and secure the students signature on the Cash/Check Receipt Acknowledgement Form.

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BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Dropping Courses		Replaces:	
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STUDENT DROP PROCESSING

After the close of registration, a student may drop one or more courses (in accordance with the University Calendar) and remain a registered student. If a student wishes to drop all courses, he/she will be considered withdrawing from the University and must complete the withdrawal process (See Student Withdrawal Policy).

The last day to drop one or more courses and be eligible for a refund of fees paid is the end of general registration. For example, if a student registers for 15 credit hours he/she will be charged the full-time tuition rate. If the student officially drops 4 credit hours, prior to the end of general registration, he/she may be eligible for a refund of fees paid for full-time tuition since he/she is now a part-time student. Students should contact the Bursar's Office to determine eligibility.

If a student drops one or more courses after the end of general registration, no adjustment is made to tuition or associated fees. For example, if a student registers for 15 credit hours he/she will be charged the full-time tuition rate. If the student drops 4 credit hours after the end of the fifth week of class, the full-time tuition charge will remain the same and the student will not be eligible for any refund of fees paid.

Note: If a student withdraws from all courses in accordance with University policy he/she may be eligible for a refund (See Student Withdrawal Policy). If a student withdraws from all courses in accordance with University policy after the tenth week of classes, he/she is not eligible for any refund (See Student Withdrawal Policy).

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Financial Holds		Replaces:	
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**FINANCIAL HOLDS ACTIVATING AND
RELEASING HOLDS ON A STUDENT'S ACCOUNT**

HOLDS are placed on various students' accounts that have unsettled delinquent financial obligations with the University. By placing a financial hold on a students' account he/she is prohibited from receiving academic records, degrees, registration, or graduating rights.

One month before pre-registration of each semester, the Assistant Bursar will generate a listing of all students who currently have outstanding balances in the Colleague system. The Assistant Bursar or designee will review each account to determine if the student is delinquent or in arrears on payments. If the student is determined to be delinquent, a HOLD will be placed on his/her account.

One week before pre-registration of each semester, the Assistant Bursar will obtain a listing of every student account that has a financial hold. The Assistant Bursar or designee will review each student's account to determine if the delinquent financial obligation has been resolved. If the obligation has not been resolved -- the financial hold will remain active on the account. If the obligation has been resolved, the Assistant Bursar or the designee will remove the financial hold.

After the end of registration for each semester, the Assistant Bursar will generate a listing of all students who were granted special permission to register for classes with a balance that exceeds the university maximum. These accounts will be placed on financial hold until the balance has been brought within university guidelines.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Half-Tuition – Employee Benefit		Replaces:	
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HALF TUITION – EMPLOYEE BENEFIT

- At year-end, the Accounting Department requests an official roster of all students who have received a credit to their student account for half tuition.
- The Bursar's Office will provide an official roster to the Accounting Department.
- The Accounting Department will verify the department authorizing the expense for proper charge back.
- Journal entries are prepared to credit the overall miscellaneous tuition account and debit the individual department's appropriate expense account.
- Journal entries are approved by the Controller and inputted into the system.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Housing Deposit Refunds		Replaces:	
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HOUSING DEPOSIT REFUNDS

The Billing Specialist (Bursar's Office) receives written authorizations from the Housing Department to issue refund checks to students. The specialist then reviews the authorizations and the student's individual account. The Billing Specialist (Bursar's Office) determines which A/R (Accounts Receivable) Code is to be assessed to the individual student account (Apartment or Dorm Room).

The Billing Specialist (Bursar's Office) prepares a refund request listing and forwards the list to the Assistant Bursar. The Assistant Bursar reviews 10 percent of the total refund request listing and approves the listing. The listing is then returned to the billing specialist with the original authorization attached. The request is then forwarded to Accounts Payable to generate refund check. Accounts Payable mails refund checks to students at the address provided on authorization.

The processing of the Housing Deposit Refunds is completed within two weeks of receipt of authorizations from the Housing Department.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Monthly Billing Statements		Replaces:	
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MONTHLY BILLING STATEMENTS

Monthly billing statements are sent to students who have account receivable balances.

By the 18th of each month the Bursar generates a billing statement for each outstanding account receivable in the Colleague system. A billing statement will be generated for all accounts that have a receivable balance greater than zero, excluding receivables referred to collection agencies.

The billing statement details all activity on the account since the last billing date. This includes all charges posted to the account as well as payments credited to the account.

Bills are generated by the Bursar and placed in US Mail by the 20th of each month.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Payroll Deduction		Replaces:	
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PROCEDURES FOR PAYROLL DEDUCTION

In accordance with Section 7.7 (Deductions) of the Employee Handbook, Section 7.72 states an employee who purchases or acquires materials or services from any University department is expected to pay for these as they are secured. Failure to do so gives automatic authorization to the University to deduct from the employee's payroll check, the cost of such materials or services unless previous arrangements are made with the University's Vice President for Business and Fiscal Affairs for installment payments.

According to Section 7.73, the Business Office in accordance with information furnished by the employee makes all payroll deductions. Each employee is urged to keep the Personnel Office and the Business Office advised as to changes in tax exemption status, address, name, etc....

- An employee must fill out a payroll deduction form with the Bursar's Office. This form has the following information:
 - < Name
 - < Social Security Number
 - < Amount deducted per month or biweekly
 - < 1st deduction date
 - < Last deduction date
 - < Total amount withheld
 - < Student name on tuition receivable account
 - < Student ID#
- The Payroll Deduction form is forwarded to the Payroll Clerk. A copy of the deduction form is filed in the Bursar's Office.
- The payroll clerk submits to the Bursar's Office, monthly and biweekly deduction reports. The deductions are posted, by the Bursar's Office, each pay period to the individual student account receivable.
- If there are any changes to be made to the Payroll Deduction, the employee must make arrangements with the Bursar's Office to make the changes. A Change in Payroll Deduction Form stating the changes is given to the Payroll Clerk to make the adjustments to the deduction. A copy of the Change in Payroll Deduction Form is filed in the Bursar's Office.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Perkins Policy		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

FEDERAL PERKINS LOAN ADMINISTRATION

Federal Perkins Loan funds are administered in accordance with Department of Education regulations.

ENTRANCE INTERVIEW

Each student who is awarded Federal Perkins Loan funds is required to complete an entrance loan counseling session. Each student is advised that the entrance counseling session is mandatory and that the student should report to the Loan Collections Department to complete this requirement. During this session, the student will be educated on the terms and provisions, rights and responsibilities, and obligations associated with this loan. The student must attend this session before any disbursements can or will be made. During this session, the student will sign a promissory note, complete a Rights and Responsibility checklist, complete a Personal and Confidential Data Sheet, sign a Truth In Lending Disclosure Sheet and have the opportunity to raise any questions or concerns about the loan.

After each student has completed all of the necessary documents, the Loan Specialist will place his/her name on an Eligible for Award Roster. This roster will then be submitted to the Bursar for review. The Bursar will review each file on the Eligible for Award Roster for completeness and accuracy. If the Bursar deems that there are errors in any student's file, that file will be returned to the Loan Specialist for further processing. If there are no errors detected, the Bursar will sign the Eligible for Award Roster and return it to the Loan Specialist. The Loan Specialist will then forward the Eligible for Award Roster to the Director of Financial Aid. This roster is the financial aid office's official authorization to change the listed Perkins awards from a pending status to an accepted status.

After the financial aid office changes the Perkins loan to an accepted status, the loan is credited to the student's account when the Bursar or designee runs the weekly F.A.T.R. (Financial Aid Transmittal Report)(See Posting Financial Aid Awards Policy). On a weekly basis, the Loan Specialist reviews all Perkins awards posted to student accounts receivables to ensure that only those who were submitted on the approved Eligible for Award Roster are those that have been

posted. If any errors are detected, the Loan Specialist must notify the Bursar and the Director of Financial Aid in writing within 48 hours of the detected error.

Biweekly the Loan Specialist prepares a Loan Entry roster of all new borrowers along with their permanent mailing address, permanent phone number, social security number, date of birth, amount of advance, and expected separation date and electronically transmits the new borrowers to AFSA Data Corporation via email.

With each subsequent advance (during the same award year), the student will be required to sign a new promissory note, or new advance line if using the open ended promissory note, and a new Truth in Lending form. With each subsequent advance, the student will also receive a cumulative amount of indebtedness. The above stated procedure applies again.

EXIT INTERVIEW

At the time of graduation or when a student ceases to be enrolled at least halftime, the Loan Specialist will conduct with the student an exit interview. At this interview, the student will be counseled on his/her total indebtedness, the terms of the loan including: interest rate, grace period, minimum monthly payment, where to send payments, and when his/her first payment is due. The student will also be advised of the hazards of default, options for deferment or forbearance, and the University's rights to collection activity, credit bureau reporting, assessment of collection costs, and litigation. The student will be required to complete an Exit Package, which includes a Personal Reference Worksheet and an Acknowledgment of Exit Interview Release Form. For students who graduate or officially withdraw, the exit interview will be completed in person at the Loan Collections Office. For students who unofficially withdraw, an Exit Interview package will be mailed certified receipt to the borrower's last known permanent address within ten business days after notification from the Registrar's Office. Each package will include the above-mentioned items and a self-addressed postage paid envelope with the instructions to return the Personal Reference Worksheet and the Acknowledgment of Exit Interview to the Loan Collections Office.

On a biweekly basis the Loan Specialist will prepare a Loan Exit roster of all new separated borrowers along with the permanent mailing address, permanent phone number, social security number, total amount of loan, and electronically transmit the new separated borrowers to AFSA Data Corporation via email.

GRACE PERIOD CONTACT

During the grace period, AFSA Data Corporation will maintain contact with the borrower in accordance with the following schedule:

1. Send out a status update letter 90 days into the Grace Period
2. Send out a status update letter 150 days into the Grace Period
3. Send out a pre-bill letter 30 days prior to the first payment

MONTHLY BILLING

At the end of the allotted grace period, AFSA will determine if any entitlements (i.e. request for deferment, forbearance, cancellation etc.) have been submitted. If such entitlements have been submitted and are approved by AFSA, AFSA will apply the entitlement to the student's account and send out a letter to verify the status of the account to both the borrower and the university. If no entitlements are to be applied to the account, the student will be placed into a regular billing cycle.

AFSA will bill each borrower on a monthly basis.

ACTION ON DELINQUENT ACCOUNTS

AFSA Data Corporation will take action on delinquent accounts as follows:

1. Fifteen days after payment is due - telephone or write to the borrower demanding payment (first overdue notice)
2. Forty- five days after payment is due - again telephone or write to the borrower demanding payment (second overdue notice)
3. Sixty-days after payment is due - send borrower Final Demand Letter advising that the loan will be referred for collection or litigation if repayment or appropriate deferment, forbearance or cancellation is not received within 30 days from the date of the letter.
4. Ninety-days after payment is due attempt to make contact via telephone.
5. One hundred twenty days after payment is due place account with outside collection agency for further collection activity.

The collection agency should begin collection efforts on the placed accounts and continue such efforts until the predetermined time of recall. If satisfactory payments are being made the University reserves the right to extend the length of time the account remains at the agency. If satisfactory payments are not being made the University reserves the right to recall the account before the predetermined recall date. The University also reserves the right to recall any account at any time for any reason without prior notice to the agency.

Monies collected by the agency will be remitted to AFSA on a monthly basis. When debtor has paid the full amount placed for collection and all associated fees, the account is designated as paid in full and a closing report should be forwarded to the University.

Upon receipt of closing report, the Loan Specialist will verify that the account has been paid in full and verify that the account is code as paid in full on the AFSA system. The Loan Specialist will remove any financial holds that were placed on the student's account in reference to this now satisfied debt.

Original promissory notes and other related documents would be forwarded to the borrower within four to six months.

ACTION ON UNCOLLECTIBLE ACCOUNTS

The University will take the following action on accounts that are deemed uncollectible.

If the agency is unsuccessful in collecting the account within the allotted time or if the agency determines the account to be uncollectible at any time during the allotted time, the agency will forward to the University an Uncollectible Close-Out Report. This report details collection efforts put forth and the results of these efforts.

Upon receipt of the Uncollectible Close Out Report, the Loan Specialist will review the account to assure that the borrower has been given reasonable opportunity to respond and has failed to do cooperate.

At the completion of this review, the Loan Specialist will begin assessing the account for litigation. Within 15 working days from the receipt of the Uncollectible Close-Out Report, the Loan Specialist will send out a Final Demand letter. The letter is to include notification that all terms of the promissory note will be enforced and that the account may be placed in litigation. If the borrower fails to respond satisfactorily within 30 days, the account is to be forwarded to the Bursar for final assessment of initiating legal actions.

If the account is deemed to be eligible for litigation, the Loan Specialist will prepare the necessary loan documents and forward the file to the University's Legal Counsel. The University's attorney will file the necessary documents with the appropriate court to seek judgment against the debtor. The Loan Specialist will accompany University Counsel to the court hearings and present documents and testimony as required in support of our request for judgment. The debtor's file must be well organized and documented and will be completely reviewed prior to the scheduled hearing date by the Bursar.

If a judgment is obtained, the judgment is to be reported to Credit Bureau reporting agencies.

ASSIGNMENT TO THE DEPARTMENT OF EDUCATION

If the University has fulfilled all of the aforementioned steps in this policy, and has been unsuccessful in collecting the amount owed, the loan may be submitted to the Department of Education for assignment. If judgment has been obtained against a borrower whose account is subsequently assigned to the Department of Education, it is necessary to also assign the judgment to the Department of Education.

SKIP TRACING & ADDRESS SEARCHES

When it is determined that a borrower is a skip, the following institutional resources are used to attempt to locate the borrower:

1. References from the Personal Reference Worksheets in the file
2. Office of Alumni Affairs
3. Office of the Registrar
4. Office of Financial Aid
5. Office of Personnel Services
6. Credit Bureau (Inquiries on the Credit File)
7. Post Master of last known address
8. IRS Skip Trace Service
9. Tax Office of city where last known

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Bursar's Petty Cash Reimbursements		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

BURSARS PETTY CASH

It is permissible for an employee to expend personal funds for official "small purchases" and to obtain reimbursement from the University Cashier, providing the employee has the prior approval of the department head. This type of purchase is known as "Petty Cash" and is limited to \$ 50.00 per purchase. The \$ 50.00 limit may not be circumvented or manipulated by splitting a purchase from one vendor on consecutive days, by charging part of a purchase to one account and part to another account, or by having two or more people buy separate parts of an order. If purchases are made in these or any other manner to get around the \$ 50.00 limit, they may be disallowed and become the responsibility of the individual making the purchase.

To obtain reimbursement, an employee completes a petty cash reimbursement form and submits it and the receipt/invoice to the Cashier. The Cashier will evaluate the petty cash reimbursement form to verify that the form is completed in its entirety, including the account number to be charged and the employee and department head signatures. The Cashier will also evaluate the receipt/invoice and reimburse the employee for the items purchased.

A. The receipt/invoice must be an original (the second copy of a multipart form is acceptable), not a copy reproduced on a copier.

B. The receipt/invoice should be marked "PAID". It should be a formal receipt/invoice and not merely a slip of paper on which the information is written. If this requirement cannot be met, the Bursar is consulted.

C. Cash reimbursement is given to employees less any sales tax.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Posting Financial Aid Awards		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

POSTING OF FINANCIAL AID TO STUDENT ACCOUNT RECEIVABLE

At the beginning of each semester the Bursar, the Director of Financial Aid, the Controller, and the Vice President for Business and Fiscal Affairs will agree upon a date to begin posting aid to each student's account. After this agreed upon date, the Bursar or designee will post financial aid on a weekly basis. The posting of financial aid is the process of moving financial aid awarded by the Financial Aid Counselor in the financial aid module to the student's account receivable in the accounts receivable module.

Posting of financial aid is achieved by running a batch process known as Financial Aid Transmittal Report (F.A.T.R) through the Colleague System. The F.A.T.R. function is used to control the automatic transmittal of awards from the financial aid module to the student account receivable.

Before the open of business on the first working day of each week, the Bursar or designee will run the F.A.T.R.

At this point the program will begin a sort of all aid to be posted and simultaneously print each award transmission, by student name and identification number, on a dot matrix printer in the Office of Administrative Computing.

At the end of this print sort, the Bursar will complete the F.A.T.R. process by running the program to actually post the aid to the student accounts. At this point, the Colleague system will begin to post the aid.

The Bursar or designee will retrieve the hard copy of the F.A.T.R. from the Office of Administrative Computing and file it in chronological order in a binder in the Bursar's Office.

F.A.T.R. hard copy reports are retained for a total of 24 months. Reports are shredded at the end of that 24-month retention period.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Reconciling Agency Receivable		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

RECONCILIATION OF THIRD PARTY RECEIVABLE

The following procedures are taken when closing third party agency receivables at year-end.

- Reconcile each account in Fund 25 to the true receivable for that individual agency. This should include the fund balance (34000), the revenue (48100), and the expense line (58100) of each individual account.
- Make any necessary adjustments to the revenue or expense line of that individual agency.
- Balance all adjustments against the Agency Miscellaneous Revenue Account (48300).
- Adjust overall receivable (10-13312) to actual per detail of individual agency reconciliation.
- Balance the overall receivable adjustment against the Agency Miscellaneous Revenue Account (25-48300).
- Run the current fiscal year debits and credits for the entire fund.
- Ensure that debits and credits equal.
- For any variances, adjust the revenue to the expenses.
- Balance any adjustment of revenue and expenses against reserve for bad debt.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Reconciling Student Receivable		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

RECONCILING STUDENT RECEIVABLES

The student receivable transactions on the General Ledger are balanced to the Aged Trial Balance.

On a monthly basis the Bursar generates a report of all transactions to the General Ledger and all transactions to the Aged Trail Balance. The two reports are then reviewed against each other to determine if there are any variances. If there are no variances, the month is considered in balance and the account is reconciled.

If there are variances, the Bursar investigates the transactions on each report to determine the source of the variance. Once the source has been identified, a journal entry will be prepared to resolve the discrepancy. If the discrepancy involves an A/R code, that code will be redesigned to ensure proper posting in the future. If the variance is unidentifiable the Bursar must prepare a journal entry to resolve the discrepancy and submit the journal entry and a written notification to the Controller detailing the variance.

This reconciliation should be completed by the 10th working day of each month.

This same procedure is used to reconcile student note receivables, staff and faculty receivables and other miscellaneous receivables.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Bursar Policies and Procedures		Direct All Inquiries To: Bursar X8538	
Sub-Title: Refunding Credit Balances to Students		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued: 12/2/96	Date Effective: Immediately	Code No.:

REFUNDING CREDIT BALANCES TO STUDENTS

Credit Balances that occur on a student's account are refunded to the student.

A credit balance occurs when federal, state, institutional, and private financial aid, as well as, student's cash payment exceeds the cost of tuition and fees. Federal regulations mandate that credit balances be refunded to the student within 14 days after the credit occurs.

On the first working day of each week the Billing Clerk will generate a Credit Balance Report for all registered students for the current term from the Colleague system.

The Credit Balance Report is then delivered to the Director of Financial Aid, The Business Manager for Housing, and the Registrar for comments and approvals. The approved report is to be returned to the Billing Clerk within 3 working days.

The Billing Clerk will audit each account for accuracy.

The account audit process is as follows:

- A. Student's account receivable is accessed
- B. Student's identification number is entered. Verify that the amount on the account is correct.
- C. Student's account is reviewed for the following items:
 - 1. Tuition Charge
 - 2. Mandatory Fees (i.e. Computer Usage Fee and ID Activation Fee)
 - 3. Room and Board Charges, if applicable
 - 4. Any other associated fees as applicable (i.e. lab fees, student health insurance, installment loan fee etc.)

D. Tuition Charges are verified against the Registration Module by reviewing screen REGI or 33 to determine how many hours the student has registered.

E. Mandatory fees are verified by reviewing the account receivable to insure the appropriate charges are listed.

F. Room and Board charges are verified against the Registrar module by reviewing screen SAI. If the student has completed less than 60 hours and is not a resident of Macon County, and does not have a room and board charge that student's credit balance is forwarded to the Bursar for final review and disposition. The Bursar contacts the Business Manager for Housing to determine if the student has been granted an exemption from housing, if so, the account is noted in the ARP or 11 screens, and returned to the Billing personnel for further processing. If the Business Manager for Housing is unable to confirm exemption, the credit balance is held by the Bursar pending further investigation.

G. Other associated fees are verified by reviewing the account receivable to insure the appropriate charges are listed.

After the Billing personnel has completed the preliminary audit of each account, a secondary audit will be performed by the Billing personnel against the comments and approvals submitted by the Director of Financial Aid, The Business Manager for Housing, and the Registrar. Any discrepancies between the preliminary and secondary audit will result in that credit balance being held pending further review or being canceled due to ineligibility.

After the secondary review, all eligible credit balances will be forwarded to the Bursar for final approval. The Bursar will provide final approval and submit the official credit balance report to the Accounts Payable Supervisor for check vouchering.

Once the checks have been vouchered, Accounts Payable will present the approved checks to the Billing personnel. The Billing Personnel will insure that each check that was requested is received. The Billing personnel will then check for parental authorization for any credit balance refund that was created as a result of a Parent PLUS loan being credited to the account. If a PLUS loan has been credited to the student's account, the parent must submit a written authorization to release the check to the student. If such authorization has not been received, the student's account is so noted and the check is held pending receipt of written authorization. If no written authorization is received after thirty days, contact is made with the parent and the check is mailed to the parent's address.

Credit balance refund checks will be available for student pick-up (with proper identification), in the Cashier's Office during regular business hours on the Friday of the week the official credit balance report is submitted to Accounts Payable.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Third-Party Billing		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

THIRD-PARTY BILLING

Written authorizations from agencies that have agreed to assist students with tuition, books and related expenses must be processed. The following procedures occur in this process.

The Billing Specialist (Bursar’s Office) receives authorization from agency and reviews the authorization.

The specialist request a General Ledger account number (Director of Budget & Planning) and Accounts Receivable Code (Director of Bursar’s Office) if needed for the authorization.

The authorization is then forwarded to the Financial Aid Loan/Agency Technician.

Batch post Financial Aid to Accounts Receivable.

Financial Aid submits Agency Billing Request to the Bursar’s Office.

The Billing Specialist (Bursar’s Office) reviews the billing request, individual student accounts and original authorizations.

The Billing Specialist (Bursar’s Office) sends invoices within six weeks of the beginning of each term.

The Billing Specialist follows-up 15 business days after the invoice is sent.

The Cashier receives payments and forwards payments to authorized persons for verification within the Bursar’s Office.

Verification of the agency name, amount of payment, purpose for the payment (description), individual agency account, individual student account and the amount of the invoice.

The payment is forwarded to the Cashier with the appropriate General Ledger Account Number that the payment should be posted to.

The receipt is then filed in the appropriate individual agency folder.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Student Policies & Procedures		Direct All Inquiries To: Bursar's Office 334-727-8538	
Sub-Title: Withdrawal Policy		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

OFFICIAL AND UNOFFICIAL WITHDRAWALS

The following procedures are used to calculate a student’s balance when the student officially or unofficially withdraws from the University. This policy is in accordance with Federal Regulations governing Refunds and Repayments.

Tuskegee University—Revised Refund Policy

Students who withdraw officially or unofficially from the University within the first 9 weeks of classes may be eligible for a refund of institutional charges based on the last date of class attendance using the factors listed in this policy. The University will not refund financial aid disbursed to student’s accounts which created credit balances that was subsequently paid to the students for non-campus living expenses, books and supplies, and other cost of attendance items.

1. **Institutional charges (eligible for refund): Tuition** and lab course fees, room and board rates for residence halls and campus apartments, computer usage fee, health insurance fee.
2. **Non-institutional Charges (not eligible for refund):** Books & Supplies, ID activation fee, automobile registration fee, cable television services, telephone, voice mail and internet network connection, nursing uniform fee, late registration fee, advance deposit, installment loan fee and an administrative fee of one hundred dollars.
3. **Official Withdrawals:** A student must notify the Registrar’s Office of his or her withdrawal from the University by completing the proper withdrawal form in the Registrar’s Office and indicating the last date of class attendance.
4. **Unofficial Withdrawal:** If a student is present during the official enrollment count the first week of class, is not present on the second enrollment count during the third week of classes and is not present for midterm exam, the student will be administratively withdrawn based on the last known date of class attendance.

5. First time students are those who fall into one of the following categories:
 - A. Students who have not previously attended at least one class at this University.
 - B. Students who are beginning a new program of study after having completed a degree, but who have not attended at least one class in the new program. This applies to students who receive one degree and enroll in a different degree program. (For example: student receives an undergraduate degree and subsequently enrolls in a graduate program).

Tuskegee University Refund Policy – 11-1-98

6. Continuing students are those who fall into one of the following categories:
 - A. Students who have previously attended at least one class at this university.
 - B. Students who have previously withdrawn from the University and are eligible for reentry.
 - C. Students who changed their program of study while pursuing the same degree.

The Office of the Bursar will calculate and process refunds based on the week attended for fall, spring and summer sessions as follows:

Fall & Spring Semesters Weeks Completed	Student Refund	
	First Time	Continuing
During the first day of class.....	100%	100%
During the first week	90%	90%
During the second week	80%	50%
During the third week	80%	50%
During the fourth week	70%	50%
During the fifth week	60%	25%
During the sixth week	60%	25%
During the seventh week	50%	25%
During the eighth week	50%	25%
During the ninth week	40%	0%
During the tenth week	0%	0%

Summer Session Days Completed:	Refund
0-one day	100%
2-four days	90%

5-ten days	50%
10-20 days	25%
21 or more days	0%

Tuskegee University Refund Policy – 11-1-98

Within 10 days after receipt of official withdrawal notice from the Registrar, the Bursar will calculator the refund amount due and supply a copy to the Financial Aid Office. Following the Financial Aid Office review, changes are made, if any, and the Bursar will request refund checks for mailing to sponsoring agencies, students, or other third parties, as appropriate. Amounts returned to the Perkins Loan Program and the University will be handled via check request or financial aid transmittal report. Refund amounts will be processed in the order listed below, as appropriate for each student.

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Federal Stafford Loan Program;
3. Federal PLUS Programs;
4. Unsubsidized Federal Direct Stafford Loan Program;
5. Subsidized Federal Stafford Loans Programs;
6. Federal Direct PLUS Programs;
7. Federal Perkins Loan Programs;
8. Federal Pell Grant Programs;
9. Federal SEOG Programs;
10. Other Title IV Program;
11. Other Federal, State, Private, or T.U. Assist;
12. The Students.

Examples of a refund calculation:

Student A, a first-time student at Tuskegee University, officially withdrew from all classes during the third week of class. Student A lived on campus, and had his own health insurance. The student’s charges and financial aid awards were as follows:

Charges:

Tuition	\$ 4,750
Computer Usage Fee	75
ID Activation Fee	20
Biology Lab Fee	25
Installment Loan Fee	43
Room & Board Fee	<u>2,549</u>
Total Charges	7,462

Tuskegee University Refund Policy 11-1-98

Credits

SEOG	(1,000)
Pell	(1,700)

Perkins Loan	(1,500)
Unsubsidized Loan	(1,250)
T.U. Grant	<u>(1,500)</u>
Total Credits	(6,950)

Refund Calculation

Total Institutional Cost	\$ 7,399.00
Less administrative Fee	<u>100.00</u>
Pro Rata Institutional Cost	7,299.00
Percent to be Refunded after attending 3 weeks of class	<u>80.00%</u>
Refund amount	\$ 5,839.20

Payment to Sponsoring Agency, Students, etc:

Unsubsidized Federal Stafford Loan Program	\$1,250.00
Perkins Loan	\$1,500.00
Federal Pell Grant	\$1,601.00
Federal SEOG Grant	\$1,000.00
Tuskegee University Grant	<u>\$ 488.20</u>
Refund amount	\$5,839.20

Charges:

Institutional

Tuition (\$ 4,750 x 20 %)	\$ 950.00
Computer Usage Fee (\$ 75 x 20 %)	\$ 15.00
Biology Lab Fee (\$ 25 x 20%)	\$ 5.00
Room & Board Fee (\$ 2,549 x 20 %)	<u>\$ 509.80</u>
Total Institutional Charges	\$1,479.80

Non-Institutional

ID Activation Fee (\$20 x 100%)	\$ 20.00
Installment Loan Fee (\$ 43 x 100%)	<u>\$ 43.00</u>
Total Non-Institutional Charges	\$ 63.00

Total Charges for Enrollment Period \$1,542.80

Tuskegee University Refund Policy-11-1-98

Total Aid Allowed to Retain on Account

T.U. Grant \$1,011.80

Remaining Balance Due to TU

\$ 531.00

Example of a refund calculation: Student B, a second semester junior at Tuskegee University, officially withdrew from all classes at the end of the sixth week of class. Student B lived off campus, and had his own health insurance. The student's charges and financial aid awards were as follows:

Charges:

Tuition	\$ 4,750
Computer Usage Fee	75
ID Activation Fee	<u>20</u>
Total Charges	\$ 4,845

Credits:

SEOG	(2,000)
Pell	(1,700)
Subsidized Loan	(2,640)
T.U. Grant	<u>(1,500)</u>
Total Credits	(7,840)

Credit balance returned to student **\$2,995**

Refund Calculation

Total Institutional Cost	\$ 4,825.00
Percent to be refunded after attending 6 weeks of class	<u>25.00 %</u>
Refund amount	<u>\$ 1,206.25</u>

Payment to Sponsoring Agency, Student etc:

Subsidized Loan **\$ 1,206.25**

Charges:

Institutional

Tuition (\$ 4,750 x 75%)	\$ 3,562.50
Computer Usage Fee (\$ 75 x 75 %)	<u>\$ 56.25</u>
Total Institutional Charges	\$ 3,618.75

Non-Institutional

ID Activation Fee (\$ 20 x 100%)	\$ 20.00
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Total Charges for Enrollment Period	\$ 3,638.75
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Total Aid Allowed to Retain on Account

Subsidized Loan	\$ 1,433.75
Pell Grant	\$ 1,700.00
SEOG	\$ 2,000.00
TU Grant	<u>\$ 1,500.00</u>
Total Aid Allowed to Retain on Account	\$ 6,633.75

Credit Balance Due to Student	\$ 3,414.00
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Example of a refund calculation: Student C, a second semester senior at Tuskegee University, officially withdrew from all classes at the end of the tenth week of class. Student C lived off campus, and used the University's health insurance. The student's charges and financial aid awards were as follows:

Charges:

Tuition	\$ 4,750
Computer Usage Fee	75
Student Health Insurance	205
Installment Loan Fee	43
ID Activation Fee	<u>20</u>
Total Charges	\$ 5,093

Credits:

Pell	(1,700)
Subsidized Loan	(2,640)
Private Scholarship	<u>(750)</u>
Total Credits	(5,090)

Refund Calculation:

Total Institutional Cost	\$ 5,030.00
Percent to be refunded after attending 6 weeks of class	\$ <u>00</u> %
Refund amount	\$ <u>0.00</u>

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Accounts Payable Procedures		Direct All Inquiries To: Account's Payable Office 334-727-4512	
Sub-Title: General Information		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

GENERAL INFORMATION

The Office of Accounts Payable (AP) completes the disbursement cycle by providing accurate and timely payments to vendors, students, personnel and consultants for goods and services. In order to effect a payment, goods and services must be received and accepted as evidenced by approved purchase orders, check requests and receiving reports. AP maintains a current listing of accounts payable obligations (open invoices, pending reimbursements). AP must also maintain voucher files, which are comprised of paid invoices, check requests, purchase orders and other supporting documentation to support such payments. Checks are generally prepared on Tuesdays and Thursdays and disbursed on Mondays, Wednesdays, and Fridays.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Accounts Payable Procedures		Direct All Inquiries To: Account's Payable Office 334-727-4512	
Sub-Title: Payment Process		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

PAYMENT PROCESS

AP performs data entry (vouchering) of specific AP invoices upon receipt of appropriately approved documents. Each invoice vouchered receives an automatically assigned voucher number by the Colleague system. The voucher number is never duplicated. These numbers are essential for document tracking purposes.

Required AP Documents --

1. (Approved) Purchase Order
2. Vendor Invoice
3. Receiving Documentation
4. Check Request
5. Student Refund Request
6. Intra Institutional (IV) Documents

Approved Purchase Order

The Purchasing Department issues and distributes an approved Purchase Order (PO). AP alphabetizes and files its copy of the PO upon receipt. Payment made from an approved PO requires a three-way-match: (1) approved PO, (2) vendor related invoice, and (3) receiving report. PO outstanding for more than 30 days require further review and follow-up action.

The PO marked PREPAYMENT@ is part of the forwarded three-way match. An omission of one document delays the prepayment process. Disbursement checks for pro-forma invoices (payment in advance) are processed on Thursdays following their receipt.

Vendor Invoice

Triplicates are made of all vendor invoices. These invoices reference the related PO number and the terms of payment. All invoices for goods and services with PO references should be mailed directly from the vendor to Accounts Payable. If invoices are not received in AP, the payment process is delayed until all proper documentation is received.

When AP receives the invoice, it is date stamped and matched with the related purchase order, voucher, and receiving documentation (when available). All invoices are coded with a notation of A-R@ when they lack receiving documentation. The documentation is then filed using the three-way match until the maturity date occurs.

Change Order Request

Vendor invoices with any price variances in excess of fifty dollars (\$50.00) of the approved purchase order, are processed after a form notification (see Index I-2) is sent to the Purchasing Department, for review and further action. Completion of change order requests process should not exceed ten (10) business days. After completion they are batched and filed (the invoice/change order/purchase order/receiving document) until a payment maturity date occurs or for priority payment processing.

Receiving Documentation

Receiving documents should be signed by the department head or authorized designee. The Office of Accounts Payable requires forwarding of receiving documents within twenty-four (24) hours after the receipt of merchandise and services as per order. Departments should report any variances and process a change order request if necessary.

AP requires receiving tickets (see Index I-3) for matching with related invoices and purchase orders when there is receipt of partial shipments/services or blanket order purchases. When the department receives goods and services in completion, as per purchase order, they return the signed AP Payment Authorizations (see Index I-4) and a copy of the purchase order to AP.

When invoices are received before receiving documentation is forwarded, a notice (see Index I -5) requesting payment instructions is sent to the affected department. The department is given ten (10) days to respond. If an invoice matures an automatic payment occurs.

Check Request

The department submits a form for payment of pre-authorized expenditures, which do not require a University Purchase Order. Upon receipt, the check request (see Index I –6) is stamped and reviewed to insure the following:

- Fifteen-digit general ledger account numbers (proper object codes for expenditure)
- Current address information
- Necessary Tax Form 1099 Reporting Information (SSN Numbers, etc.)
- The signature of initiator or requestor
- An approval signature of a department head/principal investigator
- An approval signature of a dean/general officer
- An approval signature of a grant analyst
- Appropriate supporting documentation (original receipts)

Any missing or incomplete required information may cause delay in processing. The returned form notification (see Index I-7) showing the reason for return along with the attached check request is sent to the department via campus mail.

When verification of the check request is completed, an AP type is assigned to the check request and the vendor ID information is reviewed. If the vendor is not in the system, the vendor information is recorded in the system prior to vouchering the check request. AP prints checks on Tuesdays. After checks are printed, AP attaches the documentation and groups the checks by departments for disbursement.

Check Request Follow Up Procedures for Cash Advances:

Disbursement of funds prior to university business related travel. AP requests expenditure reports (Expense Report Form (see Index I-8)) with original receipts attached to support expenses. If the advanced amount exceeds the expenditure, the excess funds should be returned to the Cashier's Office. The original receipt of the return of the funds is attached along with other receipts. The expense report is expected for submission to AP within seven (7) days after the business trip.

Refer to Index I –9 for Federal Travel Regulations, which includes meal rates in various cities and states, low cost and high cost areas. The maximum rate for meals and incidental expenses are shown in column (b).

Items Purchased with Grant Funds

On Fridays, after 2:00 p.m., the Grant Accounting Department runs a listing of unpaid invoices purchased with grant funds, summarized by granting agency, and prepare cash requisitions from granting agencies to pay invoices. Cash is drawn down from federal agencies

(if on letter of credit). The Director of Grants Management directs the Accounts Payable Supervisor to pay invoices for funds received within three days after funds are drawn down.

Check Disbursement

AP prints checks for matured three-way matched vendor invoices, on Thursday. AP checks in excess of three thousand dollars require review and signatures by both the Vice President for Business Fiscal Affairs and the Associate Vice President/Controller. In the event one is absent, a second authorized check signer reviews and signs the check. Before mailing, the AP Supervisor does a comparative audit verification of the check and three-way matched documents. Any required return documentation for check identification purposes is attached beforehand. We mail vendor disbursement checks via U. S. Postal Service within twenty-four (24) hours of verification. Checks for approved check requests with appropriate budget and supporting documentation are processed every Tuesday and disbursed to an authorized department representative on Wednesday.

Student Refund Checks receive priority printing. Disbursements are done within fourteen days after federal funds are disbursed to student accounts. We verify and return checks to the Office of the Bursar for disbursement.

Intra Institutional (IV) Transactions

Goods and services purchased from University departments are processed via the on-line point of sale system of the IV (internal vouchers) system. Departments mail departmental invoices for IV purchases directly to AP. The invoice is stamped date received and then matched with corresponding purchase order, receiving documentation, and the voucher. The documentation is filed by department name. There are no checks for this type of AP documentation.

The Disbursement Group

The Accounts Payable Office batches invoices, check requests, receiving documentation, purchases orders copies, and files in check number order by date. All invoices and check requests are noted with dates of payment and check number.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Controllers Procedures		Direct All Inquiries To: Controllers Office 334-727-4512	
Sub-Title: Supply Inventories		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

SUPPLY INVENTORY

The departments perform periodic inventories.
The inventory list is submitted to accounting.
The list includes the quantity, price, and the extension. (Quantity X Price = Extension)
A journal entry is prepared to adjust the value of the inventory at year.
Although year-end inventories are required annually, departments may take inventory more often.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Controllers Procedures Sub-Title: Reconciling Debt		Direct All Inquiries To: Controller's Office 334-724-4387 or 727-8594													
Accounts: <table style="margin-left: 20px;"> <tr> <td><u>Account Name</u></td> <td><u>Account Number</u></td> </tr> <tr> <td>Alabama Exchange</td> <td>9660201</td> </tr> <tr> <td>Citicorp</td> <td>010-0011056-102</td> </tr> <tr> <td>USDOE</td> <td>50-0236-2</td> </tr> <tr> <td>Bank of New York</td> <td>482269</td> </tr> <tr> <td></td> <td>482255</td> </tr> </table>		<u>Account Name</u>	<u>Account Number</u>	Alabama Exchange	9660201	Citicorp	010-0011056-102	USDOE	50-0236-2	Bank of New York	482269		482255	Replaces:	
<u>Account Name</u>	<u>Account Number</u>														
Alabama Exchange	9660201														
Citicorp	010-0011056-102														
USDOE	50-0236-2														
Bank of New York	482269														
	482255														
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:												

RECONCILIATION OF DEBT

Alabama Exchange (9660201)

- The Vice President for Business and Fiscal Affairs Office prepares and submits the check request to accounts payable.
- Accounts Payable prepares the check and returns the check to the Vice President for Business and Fiscal Affairs Office.
- Once the check is returned to the Vice President for Business and Fiscal Affairs Office, it is mailed (US Mail) or hand delivered to the bank.
- The accountant in the Controller's Office checks the GL account on a monthly basis to ensure that the debt payment has been correctly posted to principal and interest. During the reconciliation process, the entries are compared to statements from the bank.
- The accountant updates the debt schedule monthly. The schedule outlines the principal balance remaining on the debt and interest expensed.
- Journal entries are written and approved by the controller.
 - The accountant inputs the journal entries and submits the entries to the accounting clerk for filing.

Citicorp (010-0011056-102)

- Citicorp mails an invoice to Tuskegee University on a monthly basis indicating the amount due.
- A check request is prepared by the Vice President for Business and Fiscal Affairs Office and submitted to accounts payable.
- Accounts Payable prepares the check and returns the check to the Vice President for Business and Fiscal Affairs Office.

- Once the Vice President for Business and Fiscal Affairs receives the check, it is mailed (US Mail) or hand delivered to the bank.
- The accountant in the Controller's Office checks the GL account on a monthly basis to ensure that the debt payment has been correctly posted to principal and interest. During the reconciliation process, the entries are compared to statements from the bank.
- The accountant updates the debt schedule monthly. The schedule outlines the principal balance remaining on the debt and interest expensed.
- Journal entries are written and approved by the controller.
 - The accountant inputs the journal entries and submits the entries to the accounting clerk for filing

United States Department Of Education (USDOE) (50-0236-2)

- An amortization schedule provided by USDOE is used to determine the quarterly payment due.
- A check request is prepared by the Vice President for Business and Fiscal Affairs Office and submitted to accounts payable.
- Accounts Payable prepares the check and the check is returned to the Vice President for Business and Fiscal Affairs Office.
- Once the check is returned to the Vice President for Business and Fiscal Affairs Office, it is submitted to the cashier.
- The cashier hand delivers the check to AL Exchange and receives a cashiers' check.
- The cashiers' check is submitted to the Vice President for Business and Fiscal Affairs Office.
- The accountant in the Controller's Office checks the GL account on a monthly basis to ensure that the debt payment has been correctly posted to principal and interest. During the reconciliation process, the entries are compared to statements from the bank.
- The debt schedule is then updated quarterly by the accountant. The schedule outlines the principal balance remaining on the debt and interest expensed.
- Journal entries are written and approved by the controller.
 - The accountant inputs the journal entries and submits the entries to the accounting clerk for filing.

1996 A and B Bond Series (482269 & 482255)

- The Bank of New York pays the 1996 A and B bond series in March and September of each year. The principal and interest is transferred to the bank from Tuskegee University on a monthly basis.
- The accountant prepares a check request by the 20th of each month outlining the principal and interest payments.
- The controller approves the check request.
- The check request is submitted to Accounts Payable.
- Once the check is printed by accounts payable, the Vice President for Business & Fiscal Affairs Office mails the check to The Bank of New York.

- The Bank of New York sends monthly bank statements.
- The accountant reconciles the bank statements within seven business days of their receipt.
- Journal entries are prepared from the reconciliation.
- The journal entries are given to the controller for approval or corrections.
- The accountant inputs the journal entries and submits the entries to the accounting clerk for filing.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Controllers Procedures Sub-Title: Reconciling Investment		Direct All Inquiries To: Controller's Office 334-724-4387 or 727-8594																																			
Accounts:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Account Name</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Account Number</u></th> </tr> </thead> <tbody> <tr> <td>Chase</td> <td>6626089</td> </tr> <tr> <td></td> <td>6627919</td> </tr> <tr> <td></td> <td>C14580</td> </tr> <tr> <td></td> <td>C14580B</td> </tr> <tr> <td></td> <td>C14580C</td> </tr> <tr> <td></td> <td>E18370</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Common Fund</td> <td>01001801</td> </tr> <tr> <td>Meridian Corporate</td> <td></td> </tr> <tr> <td>Services</td> <td>1001158</td> </tr> <tr> <td>Endowment Realty</td> <td>40001801</td> </tr> <tr> <td>Bank of New York</td> <td>482242</td> </tr> <tr> <td></td> <td>482246</td> </tr> <tr> <td></td> <td>482275</td> </tr> <tr> <td></td> <td>482260</td> </tr> <tr> <td></td> <td>482279</td> </tr> </tbody> </table>	<u>Account Name</u>	<u>Account Number</u>	Chase	6626089		6627919		C14580		C14580B		C14580C		E18370	 		Common Fund	01001801	Meridian Corporate		Services	1001158	Endowment Realty	40001801	Bank of New York	482242		482246		482275		482260		482279	Replaces:	
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	482279																																				
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:																																		

RECONCILIATION OF INVESTMENTS

General Investments

- The bank statements for investment accounts are received monthly with the exception of Common Fund, Meridian, and Endowment Realty, which are received quarterly.
- The statements are reconciled within seven business days after receipt of the statements. The reconciliation should include:
 Purchases, Sales, Payments (Mortgage, Interest and Principal), Matured Investments, Dividend Income, Accrued Interest Receipts and Disbursements, Interest Income, Investment Income, Income Spent, Transfers, Unrealized Gains, Realized Gains, Fees, Taxes, Subscriptions, Redemptions, Construction Draws, Estate Income, Gift Income, and any other miscellaneous transactions.
- Journal entries are written by the accountant and approved by the Controller.
 - The accountant inputs the journal entries and submits the entries to the accounting clerk.
 - Vaughan, Nelson, Scarborough & McCullough, L.P. is the investment manager for the endowment fund investment portfolio (Refer to Endowment Investment and Spending).

1962 Bonds

A reserve fund is set up at Chase to pay this debt, as it becomes due in May and November of each year.

- Chase sends a monthly bank statement.
- The accountant reconciles the bank statements within seven business days of their receipt.
- Journal entries are prepared from the reconciliation.
- The journal entries are given to the controller for approval or corrections.
- The accountant inputs the journal entries and submits the entries to the accounting clerk for filing.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Controllers Procedures		Direct All Inquiries To: Controller's Office 727-8594 or 724-4387	
Sub-Title: Endowment Investment and Spending Policy		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued: 12/2/96	Date Effective: Immediately	Code No. :

ENDOWMENT INVESTMENT AND SPENDING POLICY

The University maintains separate records for each endowment. Currently there are two types of endowments, donor restricted (Permanently Restricted) and quasi-endowment (Unrestricted Net Assets). Permanently restricted endowments are those assets where the corpus cannot be evaded and only the income can be use for the specified purposes. Under Alabama law, appreciation on securities owned by the endowment is treated as income and can be spent. The income is classified as an unrestricted asset and is controlled by the Donor's request. Appreciation on securities and reinvested income is accounted for as part of the balance of each endowment and reported on the financial statements as unrestricted net assets.

University Policy requires a minimum of \$25,000 to establish an endowment account. However, in approved exceptions, endowments may be created for less than \$25,000 where individuals are conducting fund drives to raise funds. All endowments must have separate ownership accounts and income spending accounts. Where endowment balances are less than 25,000, all income received must be added to the individual endowment account as re-invested income until the balance reaches \$25,000.

A. Investments.

The Finance Committee of the Board of Trustees approves and appoints the investment firms that manage most of the endowment funds. (Refer to separate policy on investment objectives.) In some rare cases, donors may give investments that require a separate investment account because of the nature of the security given or the wishes of the donor. Unless otherwise agreed upon, the gift of all securities and cash are to be received by University Advancement, deposited with the Business Office, and transmitted to the Custody bank, currently Chase Manhattan Bank. The individual manager has the option of retaining the security in the portfolio or selling the security. Securities are to be reported in separate accounts or in a pooled investment account.

B. Separate Investments

1. Separate investment accounts must be reported in the individual accounts. Each account must be adjusted monthly for the change in the market value of the security.
2. Gift. Amounts received are to be recorded in the individual donor account
3. Income should be reported in the individual endowment accounts and distributed for spending to the unrestricted net assets or temporarily restricted net assets, as appropriate. See Index I-11, which shows the required journal entries to record the investment.

C. Pooled Investment

Donations are invested with one or several managers to maximize total return potential. Initial ownership in the pooled investment is determined based on number of shares and the market value of the pooled investment as of the preceding month end value.

1. Cash or securities are to be transferred to the Custody Bank each month. Securities must be transferred as received by the Vice President's Office to the Custody Bank account and the manager notified immediately.
2. Market Value Per Share. Each month the market value of pooled investments managed by all investment managers is totaled and divided by the number of shares outstanding to arrive at the new market value per share for that month.
3. Purchases. New gifts or re-invested income is reported in the appropriate account and assigned pool shares. The pool shares are determined by dividing the sum of new gifts and re-invested income by the new market value per share determined. Fractional shares are used.
4. Sales. Distributions or sales from the pool are processed at the end of each month after the market value is determined.
5. Net Gains on Investments. Monthly changes in the market value of securities are distributed to the individual endowment accounts based on share ownership. The share ownership in the pool is unaffected by the distribution.

D. Spending Policy.

The University's Board of Trustees approved a spending policy, which permits three (4) percent of the average three-year's market value to be expended for the purpose intended for the endowment. Every endowment account must have a spending account assigned

at the time the investment is created, except for accounts with balances under \$25,000, using the following information.

1. Unrestricted Net Assets. Income that is expended in the same fiscal year received must be reported as unrestricted net assets.
2. Temporarily Restricted Net Assets. Income that does not meet the criteria in No. 1 must be recorded in temporarily restricted net assets.
3. Project Number (part of account No.). Where possible the project number section of the account number should be the same numbers in the spending accounts as the endowment account for identity purposes.
4. Income Distributed Above Spending Percent. Where income distribution is greater than the approved spending percent, the excess is to be transferred to the re-invested income in the endowment account.
5. Pool Investment Spending Percent Greater than Income Earned. Where the pooled income earned and distributed is less than the amount earned, appreciation is to be distributed to equal the spending percent.
6. Separately Invested Spending. The lesser of the income earned on separately invested assets or the approved spending percent is to be distributed to the spending account.

E. Donor Reporting.

Annual reports of the endowment performance, changes in account balance, and income spent are sent to each donor.

1. Donor reports follow the attached report (Index I-12) style and must be reviewed and approved by the Vice President for Business & Fiscal Affairs before distribution to the Senior Vice President for University Advancement for mailing to the donors.
2. Student demographics must be obtained as part of this report.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Controllers Procedures		Direct All Inquiries To: Accounting Office 334-724-4387	
Sub-Title: Reconciling Financial Aid Receivables (Pell, SEOG, Work Study, Subsidized, Unsubsidized, and PLUS)		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

FINANCIAL AID RECEIVABLE

PELL, SEOG, Work Study

- The Financial Aid office awards students financial aid.
- The Bursar updates the student account by processing a financial aid transmittal report.
- After the student account is updated, the financial aid office notifies the office of the Vice President for Business and Fiscal Affairs (VPBFA) with documentation.
- The VPBFA office draws the funds down from the government.
- After the funds are drawn down and placed into Tuskegee University’s bank account, the funds are receipted by the VPBFA office and sent to the cashier for posting to the ledger.
- The accountant prints the accounts receivable code associated with the grants. These reports list the student disbursements.
- Then the accountant prepares a schedule of all disbursements made to the students account.
- The bank statements are reviewed to ensure proper payments from the Department of Education (DOE) have been received. The GL is reviewed to ensure that the payments were properly posted. Then the payments are recorded to the schedule.
- Any discrepancies found in posting payments received from DOE are corrected by preparing a journal entry.
- The journal entries are given to the controller for approval or corrections.
 - The accountant inputs the journal entries and submits the entries to the accounting clerk for filing.
- The receivable is determined from beginning student financial aid (SFA) receivable, plus SFA expenditures, less SFA payments from DOE, plus returns to DOE.

Subsidized, Unsubsidized, and PLUS

- If DOE approves a student loan, the Financial Aid Office awards the funds to the student.
- The Bursar updates the student account by processing a financial aid transmittal report.
- The Direct Loan Center electronically transfers the funds to Tuskegee University’s bank account.
- The funds are receipted by the VPBFA office and sent to the cashier for posting to the GL.

- The accountant prints the accounts receivable code associated with the grants. These reports list the student disbursements.
- Then the accountant prepares a schedule of all disbursements made to the students account.
- The bank statements are reviewed to ensure proper payments from the Department of Education (DOE) have been received. The GL is reviewed to ensure that the payments were properly posted. Then the payments are recorded to the schedule.
- Any discrepancies found in posting payments received from DOE are corrected by preparing a journal entry.
- The journal entries are given to the controller for approval or corrections.
- The accountant inputs the journal entries and submits the entries to the accounting clerk for filing.
- The receivable is determined from beginning student financial aid (SFA) receivable, plus SFA expenditures, less SFA payments from DOE.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Controllers Procedures		Direct All Inquiries To: Accounting Office 334-724-4387	
Sub-Title: Contribution Receivable (Pledges)		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

CONTRIBUTION RECEIVABLE

- University Advancement receives payments on pledges or new pledges for Tuskegee University.
- University Advancement prepares a schedule of all pledges and payments received from donors.
- The schedule is given to the accountant for reconciliation.
- The accountant obtains copies of documentation for all new pledges, and information regarding the purpose of the pledge. The accountant also obtains copies of all payments made on pledges.
- The accountant prepares an additional schedule outlining the outstanding balance discounted over the life of the contributions.
- The accountant prepares journal entries.
- The Controller approves journal entries.
- The pledges are then posted to the general ledger.
- The accountant reconciles the general ledger, schedule, payments, and pledge letters.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Payroll Office Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: General Procedures		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

GENERAL PROCEDURES

Employees must submit a timesheet, except for faculty and administrators to the timekeeper of their department. Timekeepers submit a time worksheet along with a proper timesheet to pay the employees. The employee and their supervisor must sign the timesheets. The department head or an authorized person signs off on the green bar sheet to authorize that the employees be paid. If any changes or additional information has been added or deleted to the worksheet, payroll forwards the changes to the Human Resources Office for further review. No one office can both authorize payments and disburse checks. The Human Resource Office is involved with any changes made to employee's records. An authorized person from the department, who must show ID upon pick up, picks up Timesheets. Students show their ID's.

The following signature requirements are necessary:

- Time sheets must be signed by employee and supervisor
- Time worksheets (green bar sheets) must be signed by Supervisor or Dean of Department
- The PAY ADJUSTMENT FORM (PAF) must be signed by the supervisor. When an employee is left off the payroll for any reason the dept submits a PAF form to request a late check for that employee

The other reports needed in order to close out each payroll are:

- Payroll deduction reports
- Federal EFT (electronic filing taxes)
- State EFT (electronic filing taxes)

The following three reasons are why payroll checks would be late:

- No contract
- Late time sheet
- Oversight by supervisor or payroll office

There are two disbursement methods

- Disbursing by check
- Disbursing by EFT (electronic filing taxes)

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Payroll Office Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Biweekly Employee Payroll		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

BIWEEKLY EMPLOYEE PAYROLL

Timesheets are turned in on Wednesdays and payroll checks are available for pick up the on payday (Wednesday). The department submits the timesheets on each hourly employee. Two departments (Security & Physical Plant) timesheets are received on Thursdays due to shift differential. The timesheets are reviewed against the time worksheet. Once the calculation has been checked for accuracy, the payroll clerk enters the time into the system. After all time has been entered a calculation report is run off the system a second review is done by the payroll clerk before review by supervisor. If all checks and balances agree the payroll clerk begins processing the payroll.

The following steps are performed when processing the payroll.

- Step one: A calculation report is run. A copy is sent to Grants Management of each department's time. (CALC-Detail of all employees) for each ending period is filed.
- Step two: The machine is prepped for running checks, by selecting the payroll cycle. The checks (PRCA-Printing of checks/advices) are then printed. (CKRG-Listing of all checks produced) for the ending period and, and (ADRG-Listing of all Advices produced) for the ending period are printed automatically by the system and filed.
- Step three: A report is run that shows all summary information calculated for the payroll (PSRP- Summary of all accounts charged).
- Step four: A report of history updates (PHRS-History update for all employees paid) is done to properly update each employee record.
- Step five: The checks are then forwarded to the payroll supervisor for review and signature.
- Step six: Processed checks are sealed and separated for department pickup.

The additional reports run by the payroll office are:

- Ad hoc (Listing of all deduction payable for employees)
- Department listing (list of all employees paid under this dept)
- Direct Deposit Tape
- Direct Deposit Report (DDP report)

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Payroll Office Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Monthly Employee Payroll		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

MONTHLY EMPLOYEE PAYROLL

Non-administrative Employees

Monthly timesheets are due on the 18th of each month (the only exception is if the 18th falls on weekend). Timesheets for staff must be submitted on a green bar worksheet. Changes made by departments on worksheets are forwarded to personnel for review and acknowledgement of the changes.

After all changes have been made and all HOURS, VAC, SICK, EMG, HOL, OTS, OTP, CLO, CLF, etc. have been recorded the first calculation report will be processed. After the report is received payroll reviews it first and then it is sent to personnel for review. The supervisor of payroll reviews all changes made. After all steps have been taken and all changes have been made, the second calculation report is processed. A final review is made to ensure all changes were made.

The following steps are performed when processing the payroll.

- Step one: A calculation report is run. A copy is sent to Grants Management of each department's time. (CALC-Detail of all employees) for each ending period is filed.
- Step two: The machine is prepped for running checks, by selecting the payroll cycle. The checks (PRCA-Printing of checks/advices) are then printed. (CKRG-Listing of all checks produced) for the ending period and, and (ADRG-Listing of all Advices produced) for the ending period are printed automatically by the system and filed.
- Step three: A report is run that shows all summary information calculated for the payroll (PSRP- Summary of all accounts charged).
- Step four: A report of history updates (PHRS-History update for all employees paid) is done to properly update each employee record.
- Step five: The checks are then forwarded to the payroll supervisor for review and signature.
- Step six: Processed checks are sealed and separated for department pickup.

The additional reports run by the payroll office are:

- Ad hoc (Listing of all deduction payable for employees)
- Department listing (list of all employees paid under this dept)
- Direct Deposit Tape
- Direct Deposit Report (DDP report)

Administrative Payroll

Administrative employees do not have to submit a time sheet.

The same process as mentioned above is followed and the same reports are done. Two additional reports are also run:

- Deduction report
- Electronic File Tax Report (EFT report)

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Payroll Office Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Student payroll		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

STUDENT PAYROLL

All students must submit a timesheet to be paid (All hours worked are first submitted to Financial Aid for review and approval). After Financial Aid has reviewed the student's information and hours, the students green bar worksheets and time sheets are forwarded to Payroll for review and input of the time. After all hours have been entered the first calculation report is ran and sent to Financial Aid for review, after the report is sent back and a second review of each student's hours is done. The work-study coordinator indicates all changes. A second calculation is ran and reviewed by supervisor. The process listed on Monthly Payroll is followed and the same reports are printed including the two additional reports:

- Department listing (used for signature pick up or mailing)
- Listing of EFT students

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: University Advancement Procedures		Direct All Inquiries To: University Advancement 727-8340	
Sub-Title: Gifts, Scholarships, and Endowments Processing Procedures		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

GIFTS, SCHOLARSHIPS, AND ENDOWMENTS PROCESSING PROCEDURES

Donors send checks along with documentation to Tuskegee University; the checks are entered into the University Advancement logbook upon receipt in their office.

Gifts, Scholarships, and Endowments are entered into Benefactor according to general ledger account numbers.

If an account number does not exist for a gift, scholarship, or endowments a Budget Adjustment Request Form (BAR) is completed. Gifts, Scholarships, or Endowments that do not have an account number are placed in the Grants hold account until the account has been assigned (Refer to Adjustments).

All checks and documentation are photocopied for filing in the University Advancement Office.

When the gifts have been processed in Benefactor, a Transmission Batch Report is generated (2) copies of this report along with checks are taken to the Cashier's Office to reconcile checks against the report. The Cashier is responsible for posting the checks to the general ledger. Once reconciled the Cashier signs and returns the Transmission Batch Report to University Advancement.

Benefactor reports are submitted to Accounting on a monthly basis for reconciliation to the general ledger. A report is also given to Vice President of Business and Fiscal Affairs twice a year (monthly) to transfer money to Chase.

Adjustments:

The BAR along with the documentation is taken to the Budget and Planning Office for an account to be issued.

When the Budget Office returns the BAR to University Advancement with the appropriate account number, the account number is then entered into the Benefactor.

Adjustments are done in Benefactor. The Define and Trail Transmission Reports along with documentation are taken to the Accounting Clerk. The Accounting Clerk signs and returns the Transmission Report to University Advancement.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: University Advancement Procedures		Direct All Inquiries To: University Advancement 727-8340	
Sub-Title: Pledges/Contributions Receivable		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

PLEDGES/CONTRIBUTIONS RECEIVABLE

PLEDGES

Documentation is received from individuals, foundations, or corporations stating the specified pledge.

The information is entered into Benefactor and the University Advancement Office prepares a schedule. The schedule is given to the accountant (Refer to the Controllers Office - Contributions Receivable Procedures).

PLEDGE PAYMENTS

When payments are received from pledges, University Advancement enters them into benefactor.

Two Transmission Batch Reports are generated and taken to the Cashier's Office in order to post the payments to the general ledger. The cashier signs a copy of the transmission report and returns it to University Advancement.

A schedule is prepared monthly. The pledge schedule is submitted on a quarterly basis to the accountant. (Refer to the Controllers Office - Contributions Receivable Procedures).

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: University Advancement Procedures		Direct All Inquiries To: University Advancement 727-8340	
Sub-Title: Gifts		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

GIFTS

POLICY

It is University policy that University Advancement Services process all gifts given to Tuskegee University. A gift is defined as a transmittal of value when the donor receives no direct benefit. A gift could take the form of any of the following:

- Cash
- Checks
- Securities
- Gifts-in-Kind
 - Real Estate
 - Equipment
 - Art Objects
 - Clothing
 - Automobiles
 - Etc.

The Gift Transmittal Form is to be completed by anyone who receives a gift outside of the Office of the President and University Advancement Services. The form has been designed to serve these functions:

- A. Clearly specify the donor's intentions for the gift and the restrictions that have been attached.
- B. Provide a means for accurate accounting classification of gifts.
- C. Provide a vehicle whereby all gifts are properly recorded and acknowledged by University Advancement Services.

The Gift Transmittal Form may be obtained from University Advancement Services.

I. GUIDELINES FOR ACCEPTING NON-CASH GIFTS

A. COMMON STOCK/BOND/MUTUAL FUND CRITERIA*

Valuing Marketable

1. Issues listed on the New York, American, NASDAQ stock exchanges are automatically acceptable.
2. Issues listed on the regional exchanges or in the brokerage “pink sheets” will be considered on a case-by-case basis.

Valuing Non-marketable Issues

1. Issues redeemed automatically by a company can be accepted.
2. Closely held issues valued under IRS procedures are considered on case-by-case basis.
3. Closely held securities, which, are not redeemable, by company **are typically not accepted.**
4. Limited Partnerships where a bid price cannot be obtained **are typically not accepted.**

* If an exception is to be made in these cases written approval must be received from the Office of Business and Fiscal Affairs.

B. REAL ESTATE

Mortgaged Property

1. Property should be income producing and provide sufficient cash flow to cover mortgage and tax expenses.
2. Non-income producing mortgaged property should not be accepted unless a guaranteed buyer is in place.
3. If a mortgaged property is acceptable on one of the above bases it must meet all of the following criteria for non-mortgaged property as well.
4. Impact of the mortgage on the University’s financial statements must be acceptable to the Office of Business Fiscal Affairs.

Non-mortgaged Property

The following information must be obtained and considered for due diligence purposes for a property to be accepted:

1. Acceptable MIS appraisal by AIA certified appraiser
2. Acceptable environmental analysis
3. Certified survey of property
4. Most recent tax bill
5. Business and Fiscal Affairs should arrange assessment of marketability by a qualified broker.
6. Assessment of donor’s past sales efforts (if any)
7. University Advancement or Business and Fiscal Affairs representative should inspect property.

* If an exception is to be made in these cases written approval must be received from the Office of Business and Fiscal Affairs.

C. GIFTS IN KIND*

Art Objects

To be reviewed by the Museum Director to determine whether the gift is suitable to be taken into the University's collection.

If the Museum Director is not interested in the art, the final decision to accept or not will be made jointly by the Office of Business and Fiscal Affairs and University Advancement.

NOTE: Donor, to complete IRS form 8283, must obtain a certified appraisal of an object if its value is thought to exceed \$5000.00

Equipment

University Advancement, the respective college involved, and the Office of Business and Fiscal Affairs should review all potential gifts.

Other Gifts In Kind

University Advancement, the respective college involved, and the Office of Business and Fiscal Affairs should review all potential gifts.

*All gifts are to be processed through the Office of Gift and Estate Planning.

*If an exception is to be made in these cases written approval must be received from the Office of Financial Affairs.

D. Size requirements for trusts, gift annuities, named endowed scholarship funds, and pooled income funds.

All potential gifts beneath the minimum sizes specified below will be considered on a case-by-case basis for merit.

Charitable Remainder Annuity Trusts and Trusts

- Suggest that the assets should equal at least \$25,000.00 If the trust is to be invested separately the assets should be equal to at least \$100,000.00

Gift Annuities

- The assets should equal at least \$10,000.

Named Endowed Scholarship Funds (all such funds to be pooled)

-The assets should equal at least \$25,000.00 within a three-year period. (Lesser gifts may be added to existing funds)

Pooled Income Fund

7. Current participants may add a minimum of \$1000.00.
8. New participants should gift a minimum of \$5000.00 initially.
9. If Tuskegee University is to be the trustee of a trust or fund of which it is one of many beneficiaries, all other beneficiaries must provide Marquette with indemnification prior to appointment.
10. If an exception is to be made in these cases written approval must be received from the Office of Business and Fiscal Affairs

E. LIFE INSURANCE POLICIES

Tuskegee University must be the sole owner and beneficiary of the policy. The donor must pay all premiums or provide the University with funds sufficient to pay all premiums. The Office of Business & Fiscal Affairs must approve any exceptions to this policy beforehand in writing.

F. ACCEPTABLE RATES OF INTEREST*

Charitable Remainder Trusts and Annuity Trusts

-The lesser of net income or 5% is the preferred rate to be quoted on Charitable Remainder Trusts. The minimum allowed IRS payout rate of 5% is preferred on Annuity Trusts. Rates will, however, be reviewed and approved on a case-by-case basis.

Gift Annuities

-The maximum allowable rate is that quoted by the Committee on Gift Annuities. Rates will, however, be set on a case-by-case basis.

Named Endowed Scholarships

-The rate to be paid is currently a maximum of 5%, or the current prevailing rate as determined by the University.

Pooled Income Fund

-Net income is distributed

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Controllers Office		Direct All Inquiries To: Controllers Office 727-8609	
Sub-Title: Reconciling Cash, Petty Cash, and the Line of Credit		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

RECONCILING CASH, PETTY CASH, AND THE LINE OF CREDIT

CASH

The Cash Accountant reconciles the following University cash accounts on a monthly basis:

AmSouth Bank (General Depository, Tiger Draft, Perkins Lockbox, Vet Med/Nursing Lockbox, General Disbursement, Monthly Payroll)

Alabama Exchange Bank (Depository/Student/Biweekly Payroll, Title IV, Food Service, Federal Perkins, Federal Nursing, Federal Vet Med)

Firststar Bank (Non Federal Perkins, Institutional Loans, Perkins, Nursing, Vet Med),

First Tuskegee Bank (Title IV, Perkins Buy Backs)

Chase Manhattan Bank (Demand Deposit)

The Cash accountant receives the monthly bank statement and contacts the applicable person for recording items identified as reconciling. The accountant prepares the journal entries and submits the entries to the Controller for approval. The entries are then entered to cash accounts (I.E. Interest earned on bank accounts and miscellaneous bank fees) and filed.

The Cash Accountant calls the bank for stop payments requested on checks and inquiries requested on checks. Stop payments are approved by Accounts Payable and then forwarded to the Cash Accountant for posting. Any department requesting a stop payment must contact Accounts Payable first.

The Cash Accountant maintains the files of checks that have been cashed and cleared by the bank.

PETTY CASH

The Cash Accountant maintains the Cashier's Petty Cash (\$20,000.00), which is used to replenish the Cashier's Change Fund Drawer (\$3,267.50 per cashier). As the funds are deducted from the Petty Cash in order to replenish the Change Fund, a check is requested to replenish the Petty Cash back to the proper amount. The check requested by the Cash Accountant to replenish Petty Cash is approved by the Controller and forwarded to Accounts Payable. When the check is cut and issued to the Cash Accountant, a letter is printed and signed by the Controller approving for the Cashier to take the check to the bank, cash it and bring it back to replenish Petty Cash. The Cash Accountant takes another person with he/she into the vault to verify the Petty Cash and place it in the cash box. The Cash Accountant should always have another person with them when verifying or replenishing Petty Cash or the Change Fund. Petty Cash is verified on a weekly basis. Petty cash drawers are spot checked on a monthly basis.

The Cash Accountant maintains the contracts for petty cash issued to departments. The Cash Accountant witnesses the contracts for Petty Cash. The Controller also initials the contract to verify they are aware of the petty cash disbursed.

LINE OF CREDIT

The Cash Accountant maintains the information on the line of credit, through the AmSouth Access Plus software, sending to the Controller, Bursar, and Accounts Payable Supervisor a daily report on the expended and available line of credit amounts.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Business and Fiscal Affairs		Direct All Inquiries To: VPBFA 727-8692	
Sub-Title: Mail Cash Receipts		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

MAIL CASH RECEIPTS

Checks are received in the Vice President of Business and Fiscal Affairs Office. Checks are logged on a daily transmittal form and forwarded to the Cashiers Office for posting and depositing. The transmittal form includes the name, student id number, and type of instrument, amount, and check number. The Cashier signs the transmittal to verify that all checks have been received.

The following types of checks are received:

- Installment payments
- NSDL payments
- Scholarships
- Agency
- Metropolitan Life Insurance payments
- Blue Cross & Blue Shield payments

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Controllers Office		Direct All Inquiries To: Controllers Office 727-8609	
Sub-Title: Tiger Draft		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

TIGER DRAFT

The Cash Accountant creates a monthly transmittal for the Tiger Draft account, which is a bank account set up for persons who wish to contribute to Tuskegee University through a direct withdrawal from their account. The Controller must approve the batch before it is called into the bank. A copy of the report is sent to University advancement for posting to the benefactor system. The Controller before posting to the bank approves all ACH batches. A copy of the ACH batch is sent to the Controller for review and approval. A copy of the ACH batch for Tiger Draft is also sent to the Office of University Advancement for posting to the donators account.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Controllers Office		Direct All Inquiries To: Controllers Office 727-8609	
Sub-Title: Monthly Allocations		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

MONTHLY ALLOCATIONS

POSTAGE, XEROX, AND CONVEYANCE ALLOCATIONS

The Cash Accountant posts the monthly allocations for postage, copying, and conveyance charges to the various departments through a journal entry. The information for the Postage allocation is received from Campus Mail, the information for the copying allocation from Purchasing, and the information for the Conveyance Charge allocation is received from Physical Plant, in a form of a list of the general ledger account numbers and the amounts to be charged.

BUDGET ALLOCATIONS

The Cash Accountant prints and sends to departments, a monthly statement showing the allocated budget, expended budget, and non-expended budget. Along with this report, the Cash Accountant sends to the Dean of each School and the Vice Presidents a monthly list showing all vendors and the status of their payments.

TAXES

The Cash Accountant prepares the state, city, and county sales tax on a monthly basis. A cash request is then prepared for Accounts Payable, which includes payment for the state sales tax. City and county sales tax is reported on-line.

UTILITY

The Budget Office stating the utility amount that is to be allocated to each department does a schedule. The utility amount is prorated based on square footage for each. A schedule is prepared and then a journal entry is input to allocate the charges.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Controllers Office		Direct All Inquiries To: Controllers Office 727-8609	
Sub-Title: Journal Entries		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

JOURNAL ENTRIES

The Cash Accountant maintains and reviews a file of the report generated by the system when transactions are posted and a General Ledger Postings Report is printed. The Cash Accountant should review the General Ledger Postings Report daily to insure all transactions posted properly.

The Cash Accountant maintains a central file of all journal entries posted, with the exception of those journal entries posted by Office of Grants Management. Those entries are maintained in the Office of Grants Management. The Office of Grants Management before posting approves any journal entry for a grant account. The Controller should approve all journal entries.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Business and Fiscal Affairs		Direct All Inquiries To: Controllers Office 727-8594	
Sub-Title: Records Retention Policy		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

RECORDS RETENTION POLICY

University policy requires that the following procedures be followed in reference to retention of University records.

- Insurance policies should be retained indefinitely.
- Records regarding employee personal injury claims should be retained for 7 years.
- All childcare records should be retained for 25 years.
- All records concerning waste disposal (biomedical, hazardous, and radioactive) are to be kept indefinitely. These records to include bids, invoices, and certificates of destruction, if applicable.
- For internal audit purposes, records generated by the department along with documentation should be retained for the current year plus three previous years. This includes sales tax records.
- Contracts with supporting documentation should be retained for 10 years.
- Real estate deeds, titles, and any other primary source documents should be kept indefinitely. Significant related correspondence should be kept 10 to 20 years.
- Payroll records and I-9's are to be retained indefinitely. Supporting time records and employment applications should be kept for three years.
- For grants or contracts received by the University, the principal investigator grantee should be aware that the record retention requirements of the contracting or granting agency may be more restrictive than the general University policy. In these cases, the principal investigator/grantee must comply with the contracting or granting agency's requirements.

Required retention records should be stored in the department, at an off-site location, or at the University Archives, if appropriate. There is a campus-wide records management program, begun in 1991, for the transfer of permanently valuable records to the Archives and for the timely destruction of other files, which may have accumulated. The archive does not provide temporary or long-term storage for records still under the control of an office.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Business and Fiscal Affairs		Direct All Inquiries To: Controllers Office 727-8594	
Sub-Title: Estates and Trusts		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

ESTATES AND TRUSTS

The Controllers Office obtains the Report to the Finance Committee of Tuskegee University from their legal representation. This report contains all existing and new estates that should be represented on the financial statements of the University.

The general ledger is compared to the report to ensure all estates and trusts are contained on the ledger. The accountant prepares entries to record estate income and amounts from funds and trust receivable. New estates are recorded semi-annually. The receivable is reduced as the University receives estate payments. The estate payments received are sent to the Endowment Account at Chase. A formal reconciliation is prepared and reviewed by the Controller.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Business and Fiscal Affairs		Direct All Inquiries To: Controllers Office 727-8537	
Sub-Title: Property, Plant, and Equipment		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

PROPERTY, PLANT, AND EQUIPMENT

Land

The land represents the value of land on campus recorded at historical cost.

Buildings

Buildings represent the value of buildings on campus recorded at historical cost. New buildings and renovations are capitalized. Buildings are depreciated over 30 years.

Construction in Progress

Construction in Progress represents the value of construction and renovation projects not yet completed. Interest is capitalized to construction projects (for example: bond proceeds used to finance a project).

Please be advised as follows:

- This policy will be strictly enforced!!!!
- Each department must designate a person who is responsible for moveable equipment
- Departments with multiple locations must have a responsible person designated for each location.

Moveable Equipment

Definition

Capital Equipment

- A Fixed Asset is any asset purchased, with a useful life of one year or more.
- Purchase price of \$1,500 or greater
- The above price includes any cost incurred to bring the asset to useful status including freight

Non-Capital Equipment

- Object Code 55555 (unrestricted)
- Object Code 75555 (restricted)
- Purchase price less than \$1,500
- Typical high theft items (fax machine, printer, etc.)

Upon receiving the Fixed Assets

- Send receiving ticket to Accounts Payable
- Contact Fixed Asset Accountant for tagging of asset
- Record the following information:
 - Manufacturers serial number
 - Tag number
 - Purchase order number (PO)
 - Brief description of equipment
 - Model
 - Vendor
 - Location of equipment (building and room)

Transfer/Storage/Disposal/Donating

- Complete a Disposition form for Accounting if you move assets to another location, dispose, loan, stolen, etc. (See form for further uses)

Physical Inventory

Inventory begins April 06

- **Verify** items on the **Inventory Evaluation** list which are provided by Accounting
- Complete **Additions** form for items not indicated on the list
- Return completed list to the Accounting Office by April 30 of each year.
- Indicate a date and time on the Inventory Evaluation list (see attachment) when items will be ready for a test count. Inventory test will be performed from May 1, 2001-May 30, 2001.
- All computers, laptops, and monitors regardless of cost must be indicated on the Additions form for internal tracking purposes.

Note: For the sale of Fixed Assets, establish competition to the extent practical, which results in the highest possible return. Grants Management is notified prior to the disposition of assets acquired with federal funding to ensure compliance with related regulations.

Intangible Assets

Economic resources with future benefit that are used in the normal operating activity of the organization that cannot be physically observed, e.g., copyrights, patents, trade names, and goodwill.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Business and Fiscal Affairs		Direct All Inquiries To: Controllers Office 727-8537	
Sub-Title: Financial Statement Preparation		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

FINANCIAL STATEMENT PREPARATION

Financial statements are prepared monthly by the 15th business day of the month. The following steps are taken when preparing the statements:

1. Trial Balance is downloaded into excel and reviewed by the Manager of Accounting.
2. All new accounts are viewed and assigned a line number for financial statement presentation.
3. Account reconciliations are reviewed for accuracy.

In addition to reviewing reconciliations, the Manager of Accounting ensures that:

1. Depreciation, Kellogg Conference Center, allocations, prepayments, deferred revenue, endowment distribution, due to due from, and half-tuition transactions have been recorded.

After the steps above, the Manager of Accounting prepare the financial statements (Statement of Position, Statement of Activity, and Statement of Cash Flows). The Manager of Accounting prepares analysis of each line item.

The Associate Vice President for Business and Fiscal Affairs & Controller reviews the financial statements. They are then submitted to the Vice President For Business and Fiscal Affairs for approval and distribution.

After financial statements are prepared a trial balance is downloaded and expenditures and revenues are analyzed. The Manager of Accounting reviews the trial balance and account reconciliations. The Associate VP for Business & Fiscal Affairs reviews the Kellogg Conference Center. These steps are followed in the closing process:

- Download a trial balance and prepare preliminary financial statements
- Post any journal entries required i.e. accrued expense, income, and receivables
- Review trial balance
- Prior to closing the year-end, the months must be closed for the first eleven months of the fiscal year
- Open all accounts
- Verification reports are run
- Journal entries are purged and closing entries are generated

- Then, verification questions are asked to ensure that it is fine to proceed with the final steps to closing
- Ensure that no one else is using the system
- Run the closing entry process, which posts the closing entries
- Opening balances created

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Budget Office		Direct All Inquiries To: Budget Office 727-8516	
Sub-Title: Preparation of the Annual Operating Budget		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

PREPARATION OF THE ANNUAL OPERATING BUDGET

This document describes the policies and procedures that direct the annual process for preparing the operating budget at Tuskegee University. The approved operating budget is a comprehensive and coordinated financial plan that provides basic support for the University's educational and general programs. The Tuskegee University operating budget follows a fiscal year that extends from **July 1 to June 30**.

This manual (1) describes the budget philosophy that guides the budgetary decision-making process, (2) summarizes the responsibilities of the various participants in the budgetary process, (3) outlines the steps of the budget process, (4) presents guidelines and instructions for completing the budget request, (5) provides the outline format that all completed budget request packages should follow, and (6) gives a calendar of events for the preparation of the budget.

BUDGET PHILOSOPHY

1. That the primary and essential mission of the University is the education of its students. Research and public service, while important, are secondary to the teaching mission of the University.
2. That basic budget funds will be used to support primarily the educational and general operations of the University. Accordingly, continual efforts will be made to increase basic budget funds whenever an opportunity arises to do so in order to provide increased resources to these activities.
3. That the income producing segments of the University (e.g., the colleges support units, special programs, research projects, etc.) will produce as much income as possible to support their direct cost of operation plus augment the general fund raising program for the basic operations of the University.

4. That to the degree possible, any outside funds received are to be used to relieve the basic budget to the greatest allowable degree while still carrying out the purposes for which such funds were received.
5. That major capital projects will be supported by outside sources of capital (gifts, grants, loans) and not by general operating funds.

RESPONSIBILITIES

It is the University's policy that budget preparation involves persons responsible for program operations to the level of the department/support unit. Normally, requests for support of program operations and further development will originate from the department level; but, other arrangements may be appropriate in some situations, such as meetings of the department head with the dean to work out program plans and proposed funding levels. The important thing is that there be some kind of general input from senior faculty and staff into the planning of the program and its implementation for the new budget year.

The paragraphs that follow summarize the responsibilities of the key participants in the budgeting process at Tuskegee University.

Board of Trustees

The Board of Trustees has the ultimate responsibility and authority for review, modification and approval of the University budget.

The President

The President has the responsibility and authority for leading the development and preparation of the University budget that will be submitted to the Board of Trustees for review and action. Activities associated with his responsibility and authority is:

1. Developing parameters to guide budget preparation.
2. Communicating budget parameters to appropriate individuals and bodies at the onset of the process.
3. Making preliminary decisions relative to specific budget requests.
4. Communicating preliminary decisions to appropriate individuals and bodies.
5. Making final decisions relative to the contents of the budget submitted to the Board of Trustees.
6. Communicating final budget decisions to appropriate individuals and bodies.

The President works with a staff committee to prepare the budget for Board action. This committee includes the Provost, Vice President for Business and Fiscal Affairs, the Administrative Assistant to the President, and the Assistant Vice President for Budget and Planning. The committee meets as often as is required by the President, who chairs it.

Area Managers

An Area is a major grouping of organizations within the University. The valid Areas for preparation of the basic budget are as follows:

AREA MANAGER

PRESIDENT

Dr. Benjamin F. Payton

PROVOST

Dr. William L. Lester

VICE PRESIDENT FOR BUSINESS AND FISCAL AFFAIRS

Mr. Leslie Porter

SENIOR VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT

Mr. Michael Hill

COLLEGE OF LIBERAL ARTS AND EDUCATION

Dean Mary Ann Jones

COLLEGE OF AGRICULTURAL, ENVIRONMENTAL AND NATURAL SCIENCES

Dean Walter Hill

COLLEGE OF BUSINESS ORGANIZATION AND MANAGEMENT

Dean Alicia Jackson

COLLEGE OF ENGINEERING, ARCHITECTURE AND PHYSICAL SCIENCES

Acting Dean Ben Oni

COLLEGE OF VETERINARY MEDICINE, NURSING AND ALLIED HEALTH

Acting Dean Alfonza Atkinson

The duties and responsibilities of Area Managers include:

1. Develop program and fiscal plans for their own respective organizations.
2. Further develop the plans/requests of organizations within their area and consolidate all plans and budget request into a single budget request package following the outline format specified in this document.
3. Act as the sole voice for all organizations under their supervision in presenting the budget request package to the Budget and Planning Committee.

4. Modify their budget proposals as necessitated per preliminary action of the President and action of the Board of Trustees.

ORGANIZATIONAL MANAGERS

An Organization is a single budgetary unit consisting of one or more object lines of expenditures and is designated by an eight digit numeric code. An Organization manager may be responsible for several Organizations, but each budgetary Organization has a single manager.

The duties and responsibilities of Organization managers include:

1. Develop program and fiscal plans for their respective organizations in cooperation with deans or supervisory administrators.
2. Present these plans/requests to the appropriate dean or supervisory administrators for further development.
3. Provide additional information as necessitated by the dean or supervisory administrator throughout the budget process.

THE BUDGET PROCESS

The following is a summary of the budget process.

1. The process begins with the development of preliminary program and budget projections (aggregated) along with budget parameters in the Office of the President.
2. Budget preparation instructions are distributed to Area managers.
3. Copies of budget preparation instructions are distributed to the appropriate Organization managers by Area Managers.
4. Organization managers, in consultation with senior faculty and staff, prepare preliminary program plans and budget requests for submission to their respective supervisors.
5. Deans and administrative officers further develop program plans and budget requests in accordance with established budget parameters and guidelines, then consolidate all materials into a single budget request package that follows the outline specified in this document. **Six (6) unbound** copies of the budget request package are then submitted to the Budget and Planning Office (Kresge, Room 216).
6. The Assistant Vice President for Budget and Planning processes a line-item budget and reviews all budget request packages.

7. Budget Hearings are held in each AREA as necessary so that the Dean and appropriate personnel can formally present their budget to the committee.
8. A proposed budget is processed and an aggregate budget of income and expense is submitted to the President. The President proposes a final budget to the Board of Trustees for approval.
9. The President authorizes the Vice President for Business and Fiscal Affairs to implement the budget as approved by the Board of Trustees.

OUTLINE FOR BUDGET REQUEST PACKAGES

It is the responsibility of each Area manager to utilize the information supplied by his Organization managers in order to prepare a **single** budget request package that is as complete and concise as possible. The budget request package should conform to the instructions listed in Dr. Payton's letter requesting budget information for the period (ex: 1999-2000). A cover letter addressed to the President should contain general comments pertaining to the budget request package as a whole as well as some indication of major priorities in the budget request. The narrative of each request should be in four sections; (1) Salary request; (2) New programs; (3) extraordinary needs relating to existing programs; (4) planned savings, reductions and new revenues.

1. Salary increases for continuing personnel do not have to be listed, but will be covered in budget assumptions.
2. There should be a list of **all** individuals for whom **no or less** than as standard increase is recommended. The names should be listed, in account number order, justifications or evaluations to support the action must be on file in Personnel Services.
3. Summarize the request for summer faculty staffing by Organization. Indicate what percentage of salary will be paid by grants and the percentage required to be funded from the Basic Budget.
4. Student Labor (Federal Work Study) has been removed from the unit budgets and will have to be itemized and justified using the "Job Description Form for Student Employment Service" through the Financial Aid Office. **Ex: Submit the forms to Financial Aid by January 6, 1999.**
5. Requests for graduate teaching assistants should be justified and included in the budget narrative.
6. There will be limited increases in supplies and other non-personnel expenses. It is not necessary to restate usual annual budgetary items

because inflationary increases will be covered in budget assumptions. If there are unusual or new requirements you should provide, in account number order, a narrative justification for any requested increase(s). Requests for new programs should include the number of new students anticipated, funding source (new funds or reallocation of existing funds) and the effect on the budget years (ex: 1999-2000, 2000-2001 and 2001-2002).

7. Maintenance items must be itemized.

Any additional comments that should be brought to the attention of the President should appear in an addendum at the end to the budget request package.

FEDERAL FUNDS (OR OTHER EXTERNAL, FUNDS)

Budget units that operate in whole or in part with externally sponsored funds should submit the appropriate request information. It is recognized that these budgets are subject to substantial change as the result of decisions made by external funding sources.

GENERAL GUIDELINES

1. All budget request packages should be typed and as concise as possible.
2. All budget requests should be carefully compiled to reflect all anticipated requirements for University funds, as it is extremely difficult to allocate additional funds after the final budget has been approved.

BUDGET CALENDAR

The following example of a budget calendar provides suggested dates for beginning and completing various budget activities. **Particular attention should be given to the January 15, 1999, deadline for submission of budget request packages.**

BUDGET CALENDAR FOR FY 1999-2000

<u>Activity</u>	<u>Completion Date</u>
Develop Preliminary Revenue Estimate	November 20, 1998
Send Budget preparation Materials, Instructions and Memorandum Guidelines to Area Managers for distribution to Organizational Units	December 17, 1998
Area Managers Establish Budget Priorities, Consolidate Budget Requests, and Submit Materials to the Budget and Planning Office	January 15, 1998
President Reviews Preliminary Budget,	February 1, 1999
Holds Selected Budget Hearings as Required, and Makes Decisions	February 8-12, 1999
Final Budget Submitted to the Board of Trustees	March 20, 1999

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Purchasing Policies and Procedures		Direct All Inquiries To: Purchasing Office 727-8522	
Sub-Title: Federally Funded Construction Projects		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

FEDERALLY FUNDED CONSTRUCTION PROJECTS

GENERAL:

Tuskegee University is required to follow the guidelines of OMB Circular A-110 for construction projects funded in part or fully by the Federal Government. Specific requirements which contractors must read and certify compliance are contained in the Supplemental Conditions to Contract, which is affixed to construction contracts.

PROCEDURES:

1. Solicitation of bids for construction contracts funded in part or fully by the Federal Government must contain the percentage of Federal funding.
2. If Federal Funding for any construction project exceeds \$2,000, the solicitation must include a reference to the Davis-Bacon Act and the requirement that contractors must pay the prevailing wage rates attached to the solicitation.
3. If the construction project exceeds \$100,000 the contractor must sign a statement that he/she has not been debarred or suspended from Federal Procurement Programs. This certification statement will be checked with the federal listing of parties excluded from federal procurement programs.
4. If the Davis-Bacon Act is applicable, contractors must periodically submit certified copies of payroll, which will be checked with the currently established prevailing Federal wage requirements. Additionally, construction workers will be randomly questioned by appropriate University officials to ascertain the wages they received
5. A project file of all federal projects will be maintained to include the solicitation packages, contracts, purchase orders, pay requests, payrolls and other pertinent documents.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Purchasing Policies and Procedures		Direct All Inquiries To: Purchasing Office 727-8522	
Sub-Title: Procurement of Goods and Services		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

PROCUREMENT OF GOODS AND SERVICES

GENERAL:

The Policy and Procedures contained herein assign authority/responsibilities and specify procedures for the procurement of goods and services. The only persons authorized to commit Tuskegee University to contracts for goods and services are the President, Vice president for Business and Fiscal Affairs and the Director of Purchasing. Such contracts/purchases should normally be secured by requisition through the Purchasing Department. The issuance of a Tuskegee University Purchase Order is the normal legal procedure for obligating University funds. Any commitments made by unauthorized person on the University’s behalf, without the permission of the President or the Vice President for Business and Fiscal Affairs, will not be paid by the University. Persons making such commitment will be personally responsible for the payment of goods/services ordered.

The University and State/Federal Agencies require bid solicitations for goods/services for which expenditures will exceed specified funding thresholds. The Purchasing Department is the only University entity, which can formally solicit bids, which satisfy audit requirements.

REQUISITIONS & INTRA-INSTITUTIONAL VOUCHERS (IV):

1. Procurement of goods and services from “outside” vendors, Follett Bookstore, Marriott and the Kellogg Conference Center will be initiated by completing the University “Requisition” form and submitting to the Purchasing Department (1 copy). Allow three (3) working days for processing.
2. All requisitions must be approved by the General Officer/Dean or Heads of Special Units and for which authentic signature samples are on file in the Purchasing Department. The only exception would be “restricted” budget expenditures, which must be approved by Grants Management.
3. Requisitions for computers and related equipment and must have the additional approval of the Director of Network Services.

4. Requisitions for floor coverings, window coverings, painting/paints and structural renovations, to include electrical/plumbing/HVAC, must have the additional approval of the Director of Facilities Management.
5. Requisitions for which “pre-payment” is required must be accompanied by “pro-forma” invoices from the vendor. Accounts Payable will require thirty days after the receipt of the Purchase Order to process requests for “pre-payment”. There will be no exceptions unless approved by the Vice President for Business and Fiscal Affairs or the Controller.
6. Once all appropriate persons have approved the requisition and sufficient funding is available, the Purchasing Department will generate an official Purchase order and issue to the vendor.
7. Procurement of goods and services from campus vendors, i.e., Facilities Management, Purchasing Supply Store, Printing Services, Office of Network Service will require the submission of an Intra-Institutional Voucher (IV) to the Purchasing Department. Following the required approval, the Purchasing Department will issue Purchase Orders to applicable vendors.

RECEIPT OF GOODS AND SERVICES:

1. Upon receipt of goods or services from vendors (outside and campus), the requestor will immediately inspect goods/services to ensure compliance with the Purchase Order and submit a receiving ticket to Accounts Payable within the (10) working days.
2. Upon receipt of invoices from vendors for goods or services delivered to the University, Accounts Payable will voucher such invoices and thus generate an expense transaction. (Note: Campus vendors must submit Tuskegee University Invoices to Accounts Payable).
3. Upon receipt of receiving tickets with the applicable invoices Accounts Payable will initiate the payment process.
4. Accounts Payable reports invoices, which expense “restricted” budgets, must be to Grants Management.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Grants & Contract Accounting Procedures		Direct All Inquiries To: Grants Management 727-8224	
Sub-Title: Grants & Contract Accounting Procedures Table of Contents		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

**GRANTS & CONTRACT ACCOUNTING
PROCEDURE MANUAL**

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Tuskegee University
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PROCEDURES

Procedure: 1.10

Section: BUDGET ADJUSTMENT REQUEST FORM (BAR)

Subject: BAR Review/Processing

Summary. This procedure covers actions of the Director upon receipt of a proposed budget from the Office of Sponsored Programs (OSP). OSP will review the award document and proposal and prepare a BAR as required by the award document. The appropriate Fund, Department and Object Codes should be on the Proposed Budget. The Budget Director assigns the project number after BAR is received from OSP.

1. The Budget Director reviews BAR and Proposed Budget for completeness and compliance with agency guidelines.
2. The Budget Director forwards BAR to appropriate Dean or General Office.
3. The Grants Director receives approved copy of BAR from the Budget Office after all signatures are obtained and enters the budget into the Financial System. The complete package (BAR, award, proposal, proposed budget, special conditions) is distributed to the appropriate analyst to set up a grant file folder.

Procedure: 1.20

Section: BUDGET ADJUSTMENT REQUEST FORM (BAR)

Subject: Approved Budget

Summary. This procedure covers actions the financial analyst will follow after receiving an approved budget with appropriate attachments.

A) CREATING A FILE FOLDER - Create a file folder for a NEW AWARD according to the awarding agency ' s financial reporting requirements and the following folder color coding scheme:

Green	Monthly Reports
Red	Quarterly Reports
Yellow	Annual Reports
Blue	Final Reports
Brown	Other Time Frames/No Report Requirements

For the purpose of consistency, the folder should be arranged in the following order:

Section One - proposed budget(s) and subsequent budget revisions

Section Two - Completed and signed financial reports submitted to the granting agency with mailing date annotated and initials of analyst

Section Three - Receipts verifying payment from granting agency, journal vouchers for overhead or other adjustments

Section Four - work papers for each financial report and calculation of overhead including copy of GLSA, GLTB or GLBS and Income Reconciliation form

Section Five - any correspondence from granting agency or principal investigator such as budget shift requests, Chart of Accounts data entry form. Items in this section should be in descending date order.

Section Six - BAR, Notice of Grant award and proposal (when provided by OSP)

B) REVIEWING FILE - HIGHLIGHT and MARK procurement and reporting requirements and regulations.

C) ADDING/AMENDING A GRANT AWARD ON CHART OF ACCOUNTS -

Complete a Chart of Accounts Data Entry/Change Form for any of the following actions:

- Adding a new award to the Chart
- Changes to an award such as in reporting requirements (e.g. from quarterly to monthly)
- Grant extension (no cost extension)
- Additionally awarded funds

D) RELEASE TIME - When a new award is received and release time is indicated, the analyst should calculate appropriate percentage amounts to be charged to the grant and prepare journal entries (recurring and/or general). Journal entries are based on actual salaries and related fringe benefits.

E) MATCHING FUNDS - University funds (or Non-Federal Funds) contributed to the total costs of a project should be clearly identified by the companion account number on the proposed budget. If not, this has to be clarified with the Principal Investigator. The Principal Investigator should verify amounts, percentages and submit all supporting documentation to Financial Analyst. The Financial Analyst prepares journal entries to charge the companion account for matching expenditures. All matching funds reported to the granting agency for the grant must have supporting documentation. The expenditures must be allowable in accordance with the OMB Circular A-110 and the OMB Circular A-21 Cost Principles.

Ex: Journal entries when indirect cost has been committed as matching/cost sharing

DR 18 32091101 74020 the Grant Companion Account

CR 18 21717999 74020 T U Matching/Cost Sharing Fund Account

To record the university cost sharing for indirect cost

Ex: Journal entries for all other matching/cost sharing

DR 18 32091101 object The Grant Companion Account

CR 18 21717999 object The TU Matching/Cost Sharing Fund Account

F) CONTROL LEDGER - A control ledger by object code which includes initial budget, any budget changes, and every expenditure will be maintained to show continuous current balances.

G) RECURRING JOURNAL VOUCHER - A journal entry that is to be repeated on the same account for the same person for more than one fiscal month shall be prepared at the time each new award is received to show allocations of any salaries and fringe benefits not distributed through payroll actions. The journal voucher is to be printed on pink paper indicating the start and end date and the percentage of time for the faculty member named. A copy of journal entry should be maintained in the account file folder to review monthly statements to assure accuracy of data input. Actual salaries and actual related fringe benefits are recorded.

Example: NASA Grant: TU Acct # 30-12090050-62112, PI: DR.: Loretan (25%, AY& 100% Summer). DR. Loretan actual monthly salary is \$4,500. He pays FICA (6.20%) and TU pays (6.20%), PI pays Medicare (1.45%), TU pays (1.45%), PI pays Retirement (5.0%) and TU contributes (5.0%), PI pays Health Insurance family or single, TU contributes (\$146 family or \$111 single), PI pays Metro Insurance, TU contributes (1.21%), TU also pay Group Disability Annuity and Unemployment Compensation (.50%).

Debit the following:

30-12090050-70110 (4500X.25X1mo)	1,125	Salary
30-12090050-70505 (4500x.25x1.45%)	16.31	Medicare
30-12090050-70506 (4500X.25x6.20%)	69.75	FICA
30-12090050-70507 (4500x.25x5%)	56.25	TIAA Retirement
30-12090050-70508 (4500x.25x.50%)	5.62	Unemployment Compensation
30-12090050-70510 (\$146x.25x actual amount paid by TU in this case it is \$146 for family. If the PI signed up for single coverage the calculation would be \$111X.25=27.75.)		
30-12090050-70511 (4500x.25x1.21%)	13.61	Disability
31-12090050-70512 (4500x.25x)		Metro Insurance

Credit the Unrestricted Account or the Account Number where the employee is or was being paid for the release time period.

The payroll ledger and the GLBS showing the original charge will be attached to the journal entry for proper documentation. The payroll ledger will show all applicable salary and fringe benefits that must be charged for the PI release time.

Procedure: 2.10

Section: REQUISITION/PURCHASE ORDER PROCEDURES

Subject: Requisition Procedures

1. Upon receipt of requisition from Principal Investigator, the Secretary or Student Assistant stamps received with a date stamp and forwards to the appropriate analyst.
2. An Analyst checks items, unit costs, totals, quantities, account number and object code. The account number availability is verified in the Colleague Financial System on the ACBL screen for the current fiscal year.
3. Analyst reviews the requisition for allowableness under program guidelines; checks program, dates, and verifies proper authorizing signature(s). Requisitions for vertebrae animals must be on the special yellow, green and blue three-part form that has been approved by the Chairperson of the Animal Care and Use Committee. Requisitions for fax machines must have prior approval from the President ' s Office before submitting to Purchasing.
4. Analyst records requisition in Control Ledger when funds are available. Requisitions should be returned to submitter with note when funds are not available or grant has expired.
5. Analyst signs requisition when funds are available. If there are questions about allowableness bring to the attention of the supervisor if the analyst cannot resolve the problem. Requisitions with unresolved problems will be returned to the requester for clarification.

6. Analyst forwards/distributes signed requisition(s) in the following manner:
- White copy to Purchasing
 - Yellow copy to the submitter
 - Pink copy to Secretary or Student Assistant for filing

NOTE: If a requisition is processed on a grant that is near its expiration date, requisition should be stamped Grant Ends _____. If Purchase Order cannot be issued by that date, please return requisition so that the Purchasing Department will be aware of end date of grant.

Procedure: 2.20

Section: REQUISITION/PURCHASE ORDER PROCEDURES

Subject: Purchase Order Procedures

Upon receipt of a purchase order from the Purchasing Department the Secretary or Student Assistant will:

1. Make copy of purchase order and forward to submitter. Exception: Do not make copy of purchase orders on Library accounts. Forward the original purchase order to the Head Librarian. We will maintain a copy for the office file.
2. File purchase order in account file folders with requisition.

A) **BLANKET PURCHASE ORDERS** - Principal Investigators/Project Directors should submit Blanket Purchase Order requests for maintenance/lease agreements on equipment, yearly subscriptions and repeated purchases to the same vendor. These requests are submitted on same type requisition form as a single purchase with the following exceptions:

- A period of time is indicated for the use of that blanket order usually corresponding to start and end dates of the grant on an annual basis or the University's fiscal year. In no case shall the blanket order extend beyond the end date of the grant-funding period.
- A set dollar limit for the period of usage is indicated

The blanket purchase orders are maintained in the account file folder. Occasionally, a change order will have to be submitted to increase/decrease dollar limit on the blanket order according to the purchasing needs. When the P.O. expires it is closed.

B) **RECEIVING TICKET** - A receiving ticket is completed by the requesting departments and submitted to Accounts Payable with the invoice.

C) CHANGE ORDERS - Whenever there is a change in the original purchase order of \$50 more or less, a deletion or exchange of items from those originally ordered or a date change on a blanket order, the Principal Investigator should submit a change order request. The analyst should:

- Pull original purchase order from file
- Verify if that change is allowable and if funds are available.
- Sign change order and forward one copy to the Purchasing Department.

The Secretary or Student Assistant shall file second copy of change order with applicable purchase order in account file folder.

D) MATERIAL RETURN SLIP AND SHIPPING PERMIT PROCEDURE - The following actions are required when items are to be shipped from the campus to another location for such reasons as duplicate shipments, equipment repair, rental return, loan return, incorrect size, exchange, etc.:

- The Principal Investigator submits the 5-part Material Return Slip and Shipping Permit
- The form is signed by the analyst and forwarded to the Purchasing Department
- A copy of the permit is filed with the applicable purchase order in the account file folder
- Submitting department should obtain necessary clearance and approval from Property Management located in the Purchasing Department

E) DAMAGE OR SHORTAGE REPORT PROCEDURE - When a shipment is received damaged or short:

- The Principal Investigator should prepare a Damage or Shortage Report in duplicate
- The form is signed by the analyst and forwarded to the Purchasing Department
- A copy of the report is filed with the applicable purchase order in the account file folder.

F) FOLLOW-UP AND CANCELLATION PROCEDURES - Follow-up should be done after a purchase order is outstanding more than 60 days. The Analyst should:

- Contact the Principal Investigator to see if the order has been received and not reported, if the order is still desired or if the order should be canceled. If items have not been received but still desired, the department should contact vendor or Purchasing Department to have vendor contacted regarding the status of the purchase order in question and try to obtain a possible ship date. If items are no longer desired, the Principal Investigator should submit a cancellation form to our office.

Procedure: 2.30

Section: REQUISITION/PURCHASE ORDER PROCEDURES

Subject: Request for Price Quotation or Bids

Whenever there is a request from a Principal Investigator for a price quote to secure the best price, source or delivery schedule OR if the order's total cost is greater than \$2,000, a price quote must be obtained. The following procedures should be followed:

1. The Principal Investigator prepares a Request for Prices form with two copies.
2. The analyst reviews and forwards two signed copies to the Purchasing Department.
3. The Secretary or Student Assistant files a copy in the appropriate account file folder.
4. The analyst should forward a copy of the Recapitulation of Bids to the Principal Investigator upon receipt of the quotes.
5. The Secretary or Student Assistant files a copy of the bid in the appropriate account file folder.

When a subsequent requisition is received, the analyst is to follow procedure 2.10 for the processing of requisitions. The analyst should ensure that the lowest bidder was selected unless other circumstances warrant the lowest bidder not being selected (e.g. could not meet all bid specifications).

Procedure: 2.40

Section: REQUISITION/PURCHASE ORDER PROCEDURES

Subject: Urgency of Need Certificate

This Purchasing Department form prepared by the Principal Investigator is used and required when a requisition is requested to be processed immediately by Purchasing as opposed to going through normal processing time for emergency needs. The form should be attached to and forwarded with the requisition. Processing of requisition is followed as in Procedure 2.10.

Procedure: 2.50

Section: REQUISITION/PURCHASE ORDER PROCEDURES

Subject: Sole Source and Single Source Certificates

Sole Source Certificate

This Purchasing Department form prepared by the Principal Investigator is used and required when a requisition has been submitted to a vendor that is the only source the requested items can be purchased from and the dollar amount has exceeded the limit for Request for Prices. These are usually brand or product specific items (e.g. CPR cards are produced only and sold by the American Red Cross) or granting agency directed purchases. This form should be used also when departments have existing equipment and needs to upgrade or replace a brand or product specific part. This form should be attached to and forwarded with the requisition to the Purchasing Department. Processing of requisition is followed as in Procedure 2.10.

Single Source Certificate

This Purchasing Department form prepared by the Principal Investigator is used when there is a preference in vendor sources because of certain specifications or needs the vendor can meet such as promptness in delivery, the locality of vendors when items need to be picked up rather than shipped, established percentage discounts due to repeated purchases, etc. Processing of requisition is followed as in Procedure 2.10.

Procedure: 2.60

Section: REQUISITION/PURCHASE ORDER PROCEDURES

Subject: Property Inventory

The Property Manager in the Controller's Office maintains the Property Inventory for grant accounts.

Procedure: 3.10

Section: OTHER EXPENSE DOCUMENTS

Subject: Check Request (PV)

All expense documents are processed within three business days from the date received. Walk through requests are handled immediately.

Valid Uses of the check request are:

- Travel advances
- Petty Cash
- Consultant payments
- Student or Other Stipends
- Travel Reimbursements
- Payroll adjustments (rare cases and must be in agreement with Payroll)
- Vendor payments for items already received for which a purchase order was not processed prior to purchase
- Principal Investigator reimbursement for purchase of urgent supplies up to \$100

All other type requests should be procured via the requisition procedure.

1. Receive documents from Principal Investigator with one (1) original set of support documents and one (1) complete copy. The Secretary or Student Assistant should date stamp triplicate white, yellow and pink form when it is received.
2. The Analyst should check for the following:
 - Proper documentation (1099 Information Sheet for consultant payments for individuals, receipts, conference brochures, airline ticket stubs)

- Allowableness
 - Correct account number(s) and code(s)
 - Accuracy of mathematics
 - Proper signatures
 - Date within the grant period
 - Availability of funds in Colleague Financial System
 - Duplication of previously submitted requests
3. The Analyst should sign and date the check request if requirements are met. Return to Principal Investigator with explanation if requirements not met.
 4. The Analyst should make copies if necessary.
 5. The Analyst forwards white and yellow copies of check request to Business Office with original support documents.
 6. The Secretary or Student Assistants file pink copy with copy of support documents attached in the Check Request file folder for the appropriate account.

Procedure: 3.20

Section: OTHER EXPENSE DOCUMENTS

Subject: Intra-Institutional Voucher (IV)

An intra-institutional voucher is used for payment of services rendered or supplies purchased from University departments. It is processed in the same manner a requisition is processed.

1. The intra-institutional voucher received from Principal Investigator is stamped date received by the Secretary or Student Assistant and forwarded to the appropriate analyst.
2. The Analyst checks the document for:
 - Proper documentation
 - Allowableness
 - Correct account numbers and codes
 - Accuracy of mathematics
 - Proper signatures
 - Availability of funds in Colleague Financial System
 - Duplication of previously submitted requests
3. The analyst signs and dates the IV and forwards the white copy to Purchasing Department for processing.
4. The analyst forwards the yellow copy of the IV to the Principal Investigator.

5. The Secretary or Student Assistant files the pink copy in the IV file folder for the appropriate account.
6. Upon receipt of the processed IV from the Purchasing Department the purchase order number is written on the PO and a copy is sent to the PI, the pink copy of the IV is filed in the account file folder.
7. Follow procedure 2.20.

Procedure: 3.30

Section: OTHER EXPENSE DOCUMENTS

Subject: Petty Cash/Travel Advances

Summary. Petty Cash Advances and Travel Cash Advances are processed on a Check Request, payable to the individual responsible for either clearing or returning the funds advanced. The individual responsible and the Principal Investigator should sign the check request. Once a request has been submitted for Petty Cash, some at the beginning of a new fiscal year, check request is submitted to replenish the funds until Year End Closeout (See Petty Cash Year End Closeout).

The account(s) to which the advance will be cleared should be noted in the body of the check request (To Be Reported On, Fund, Department and Object Code(s)), but the actual advance is charged only to a Fund Balance Sheet Account. The fund of the Fund Balance Sheet account should be the same as the fund of the account to which the advance will be reported on. The remaining part of accounts and balance sheet object codes:

Petty Cash	00000000-11018
Travel Advance	00000000-13210

A) PETTY CASH YEAR/END CLOSEOUT - Petty Cash must be cleared annually at the end of the University's fiscal year (June 30th of each year) and a new check request submitted for the next fiscal year (if desired). In addition, for grant accounts, any outstanding petty cash expenditures must also be cleared at the end of each grant-funding period. Original receipts for each item purchased must be submitted and all expenses

must be appropriate for the account being charged (i.e., items must be allowable under the terms of the specific grant being charged).

The Petty Cash Request is processed as a normal check request. After verifying request, the analyst should sign the check request and forward the white and yellow copies with original receipts attached to the Business Office for processing. The Secretary or Student Assistant files the pink copy with appropriate expense report attached in the appropriate Check Request file folder.

Year End Closeouts do not require a check request for funds to be replenished but a summary done of final expenditures and any unused cash by the Principal Investigator. The Analyst shall prepare a journal voucher to expense those final expenditures to the appropriate account(s) and turn in unused cash to supervisor for receipting.

Travel advances are issued only for foreign travel and to Principal Investigators who will be traveling with students or making arrangements for students to travel. Travel advances should be cleared within seven (7) days of return from travel. Receipts for all expenditures are required as specified in the University Travel Policy document.

A separate file of open travel advances should be kept for all petty cash and travel advances. As advances are cleared, they should be removed from the open file, attached to a copy of the expense report clearing the advance and filed by the Secretary or Student Assistant in the appropriate Check Request file folder. The open file should be reviewed on a monthly basis, and reminder memos sent to individuals who are tardy in clearing advances.

Procedure: 3.40

Section: OTHER EXPENSE DOCUMENTS

Subject: Student Requests

Summary. Several types of student support are available on grants and contracts, including stipends, fellowships, and scholarships. Under the terms of the award document, these amounts are payable either directly to the student, or should be credited to the student's account with the University for specific purposes.

A) STUDENT EMPLOYMENT/WORK STUDY. This employment is processed either on a student employment contract, or in limited circumstances, as students on staff contracts.

For students on a staff contract, follow procedures for PAF ' s/Contracts, but be sure to obtain approval of Student Financial Aid prior to submitting the PAF to Personnel.

For a student contract:

- Review the PI ' s request for employment confirming the following:
 - The position is budgeted
 - Availability of funds in Colleague Financial System
 - Grants begin and end dates

- Calculate the amount the student will earn
- Record the amount in Salary Control Ledger
- Complete the contract request form on the server file name Contract

The student then delivers the request to Work Study Officer in Student Financial Aid, and is to return a copy of the contract to Grants.

B) TUITION, HOUSING AND BOOK SUPPORT is credited directly to the student account. Requests for these types of support should be reviewed for allowableness and availability of funds then a Tuition, Housing and Book Support form should be completed and sent to Student Financial Aid for processing. The amount of the support should be recorded in the Control Ledger and the Secretary or Student Assistant should file the form in the Student Contract File by fiscal year alphabetically.

C) STIPEND REQUESTS should be reviewed for:

- Allowableness
- Availability of funds in Colleague Financial System
- Grants begin and end dates

D) Forms for A&B are on the server file name Tuition

Stipend request is signed by the analyst and sent to Student Financial Aid for review and approval. Once Student Financial Aid returns approved copy, a copy of stipend request is sent to the Principal Investigator. The Principal Investigator should submit check requests for payment with a copy of the approved stipend request form attached not less than two weeks prior to the desired stipend payment date. The analyst should record the amount of each check request in Control Ledger.

NOTE: All payments or support of any type given to students should be sent to Student Financial Aid for review and approval. Failure to advise Financial Aid could adversely impact other scholarships and financial aid available to the student.

Procedure: 3.50

Section: OTHER EXPENSE DOCUMENTS

Subject: Personnel Action Form/Contract

Summary. Upon receipt of a Personnel Action Form (PAF), the analyst must review the request for the following:

- Verify budget line and fund availability
- Grant period versus PAF start and end dates
- Grant guidelines
- Required signatures

Once the above conditions have been reviewed, the analyst signs the PAF. If the PAF is for a faculty position or for additional payments to be made to the faculty member, the PAF is forwarded to the Provost for approval. PAF's for staff positions are forwarded directly to the Personnel Director.

The analyst should record the amount on Salary Control Ledger. A copy should be made and filed in the master personnel files by the Secretary or Financial Analyst.

Once the Personnel Office processes a PAF, it will be returned to our office in the form of a contract. The analyst should review the contract for accurateness and make a note for any corrections that need to be made. The analyst should forward the contract to the appropriate department for signature by the employee and the Department head.

Once the department returns the signed contract, the analyst should forward to the Personnel Director. The Personnel Office will return two copies of contracts to our office, one to be sent to the department and the other to be filed in the master personnel file with the corresponding PAF by the Secretary or Financial Analyst.

Procedure: 4.10

Section: MONTHLY ACCOUNT REVIEW

Subject: Reviewing Reports GLSA (Summary Report) and GLBS (Detailed Report)

Summary. The monthly statements must be reviewed to ensure that amounts charged are valid charges and on the correct object codes.

A) STATEMENTS REVIEW - The GLSA Report is a summary report of revenue and expenditures and shows allocated budget, actual cumulative revenue received and

expenditures, encumbrances, and available balance. This report is used as the main worksheet for preparing financial reports. The GLBS report is run for each month and shows the detailed transactions that make up the current month=s expenditures.

The GLSA report will allow the analyst to check to see at a glance:

- If the budget is the one authorized (Proposed Budget)
- Budget status of the individual object codes (e.g., is it overspent? Have the tuition charges you authorized been charged?)
- If you have to calculate indirect cost (overhead) is it calculated from the current cumulative expenditures?
- If revenue recorded agree with receipts
- If expense and revenue budgets are equal

The GLBS report allows the analyst to review transactions by object codes to ensure that appropriate amounts have been charged. Examples:

- Are the salary journal vouchers you prepared showing?
- If you have a salary charge, there should be some fringe benefit charges
- If there are no salary charges there should be any fringe benefit charges
- Object codes 74000 and 74020 are for indirect costs only; there should never be any other charges on these object codes (IV, PV, forced journal voucher entries)

When reviewing the GLBS if any errors are discovered, the analyst must prepare a journal voucher to correct.

B) CORRECTING JOURNAL VOUCHER

Journal vouchers have to be prepared when any of the following occur:

- A portion of salary is not handled through the payroll distribution process
- There is an error in coding on the GLBS
- Overhead has to be corrected or calculated
- An expenditure that should be charged to another account
- To expense the used portion of petty cash and travel advances

When preparing journal vouchers if the debit and credit are to the same fund, the entry is simple. However, when the debit is to one fund and the credit is to another fund or vice versa, the analyst must balance the entry using

- Due From Another Fund Balance Sheet Account
- Due To Another Fund Balance Sheet Account

As in elementary accounting, your debits and credits to each fund must always balance.

Example:

You discover that the telephone charge on grant account 30-12345678-72200 is in error because there is no budget on that grant for telephone charges. After checking with Professor John Doe who is the Principal Investigator, you find that the bill should have been charged to his

Biology Department basic budget account. You have to prepare a journal voucher. The entry would appear as follows:

Fund	Department	Object	Debit	Credit
10	22151000	52200	21.00	
30	12345678	72200		21.00

Description: To move telephone charges to correct account

These funds do not balance. As you can see, you have a debit in fund 10 but no credit and a credit in fund 30 but no debit. Therefore, you have to add the following to the journal entry:

30	00000000	00010	21.00	
10	00000000	00030		21.00

Description: To Balance Funds

You now have a debit and credit in each fund of the same amount.

C) OVERHEAD JOURNAL VOUCHER

The current Financial Accounting System (Colleague) in place does not calculate indirect cost. The Financial Analyst must prepare overhead journal entries to correct or book calculated amounts monthly. The analyst should determine the rate to use by reviewing the grant 's approved budget. This will also let the analyst know if there are costs that should be excluded before preparing the calculation. Most times, equipment, tuition and sub-agreement costs in excess of \$25,000 are excluded from the calculation of the overhead. The analyst should ALWAYS check the grant budget and record this information on the proposed budget sheet in the grant file folder so that it is readily accessible.

The Analyst must create a list of all account to be charged indirect cost, showing the excluded items, to facilitate in overhead calculation.

When overhead is calculated, the debit goes to the fund, department and object code (either 74000 or 74020) of that grant and the credit goes to one of the following appropriate revenue costs recognized accounts:

- 10-00000000-42113 for Federal granting agencies
- 10-00000000-42213 for State granting agencies
- 10-00000000-47213 for Private granting agencies (Put Fund 39 entries here)

This separation is made because the University classifies federal funds and non-federal funds separately.

If after reviewing monthly statements the overhead has been overcharged based on expenditures through the current period, then the analyst should prepare a journal voucher backing out the overage. Make sure all work papers for overhead calculations are included with monthly statements.

All journal entries **MUST** have supporting documentation attached before forwarding to the Director or Secretary for approval before they are input in Colleague. The Director or Secretary reviews for accuracy and proper documentation. When preparing journal entries to expense cash advances and petty cash, the analyst should check the cash advance or petty cash account to ensure the initial check request was not charged directly. This documentation must also be attached to the journal entry.

All journal entries **MUST** be prepared by the analyst and entered by the Secretary or Financial Analyst by the last day of each month. This will ensure that monthly statements can be run and financial reports prepared and submitted to the granting agencies timely.

Procedure: 5.10

Section: FINANCIAL REPORTING

Subject: Financial Report Preparation

Summary. Most grants and contracts require some type of reporting of the funds that the agency awarded. The requirements vary. They may be monthly, quarterly, annually or final. It is very important that the analysts review the requirements thoroughly and complete the Chart of Accounts Data Entry Form correctly. This information will assist the analyst and the supervisor to ensure that required reports are prepared timely. Each Financial Analyst is required to submit financial reports and invoice sponsored agencies timely. Sponsored funds will be greatly jeopardized when failure to submit timely and accurate reports and invoices. Reimbursement of expenditures to the University is extremely important to the University's cash flow position. Our prior performance is often one of the criteria used in judging whether an agency will fund a proposed project or not.

A) AGENCY FUNDS - To prepare the part of the report showing what was spent of the money that agency awarded us, the analyst should use the appropriate GLSA and GLBS. If the report is as of June 30th then the analyst should be using the GLSA and GLBS reports for June 30th for the base information. The analyst should use this to verify the overhead charged is the correct amount, if not recalculate and show the correct amount on the report. Always report actual overhead earned. Use the GLSA figures to prepare your report. Any figures that are different should be clearly explained. This is especially important when an auditor is trying to understand how the report was prepared when the analyst is not available.

Reports are required in various formats. Therefore, you have to follow the format required in the grant reporting requirements. They may require a report in the format of the approved budget, summary totals only, etc. The analyst will need the grant folder at the time a report is being prepared in order to be aware of what was reported previously.

B) MATCHING FUNDS - Some awards require that the University match the funds that they award the University and when this happens the total cost of the program is made up of agency and University funds. In other instances, matching is not required but encouraged and therefore Principal Investigators will submit matching funds in their proposals. The Analyst must also follow 1.20e.

When matching funds have to be computed, the analyst should review what was proposed and gather documentation to report the matching funds used during the report period. Sometimes the proposed matching fund amounts for salaries and fringe benefits are different from actual earnings and benefits individual participate in. ALWAYS use the actual earnings and benefits participated in by the individual rather than the proposed amounts. When the University voluntary or involuntary commits matching funds, it must be reported on the financial report. It must be a part of the work papers.

The completed financial report, income reconciliation schedule, grant folder and work papers including the GLSA and any adjustments documentation for income and expenditures, will be forwarded to the Director for review. The Director reviews the financial report and schedule for accuracy; she then initials the income reconciliation schedule and the financial report. The report is returned to the analyst so that the report can be forwarded to the Vice President for Business and Fiscal Affairs for signature. Make sure the correct number of copies needed is forwarded for a signature.

All Financial reports must be reviewed and initialed by the Director or the Financial Analyst who prepared the report before they are sent for signatures. The Director maintains the Grants Receivable schedule. This is a detailed list of all unpaid invoices with the agency name, grant or contract number, the University's general ledger account number, the invoiced amount, the period covered by the invoice, the date requested, the date and amount paid by the sponsored agency. Receivables are aged from the date of the request to sponsored agencies.

When the report is returned with the proper signature, the analyst will mail the report to the granting agency.

Financial reports with all supporting documentation and schedules (including section a & b) are filed in the grant folder and made available to the auditors upon request.

Procedure: 5.20

Section: FINANCIAL REPORTING

Subject: Status of Financial Report Log

On the last day of each month a listing of reports (monthly, quarterly, annual and final) due will be generated which will show, by analyst, which reports are due. The reports will be generated one month in advance (e.g.. Reports due in September will be run on the last day of August).

A master list of deliverables will also be printed for the analysts to record and initial the date and period when reports are completed. The Director monitors the master list for completion of reports twice a month. Delinquent reports are brought current immediately.

The Analyst prepares the Monthly Status of Reports, which is due 30 days after the month being reported. (Ex. November 's report is due December 31.) This report shows the current financial reports that are due and prepared, not prepared and any prior period reports that were completed. Comments and follow up are provided for incomplete reports.

The Director prepares a Restricted Accounts Receivable Monthly Status Report, which show detailed and summary grants receivables aged by 60, 90, 120, 180 and 365 days; this report is due by the 15th day after each month end. The financial analyst reviews this report. The Analyst contacts agencies by telephone and letters regarding unpaid invoices that are more than 60 days old, requesting them to bring their account to current status. This information is filed in the grant folder.

Procedure: 5.30

Section: FINANCIAL REPORTING

Subject: Letters of Credit

A Letter of Credit grant is one in which the funds are received via an electronic/wire transmission deposited directly to a specified bank account. Most of our current Letters of Credit payment requests are made and paid through the Department of Health and Human Service Payment Management System (DHHS-PMS). This notation is usually on the Notice of Award document.

Payment requests (or draw-downs) are usually made on a monthly basis but can be made at other times during the month as needed. However, federal regulations require funds requested be disbursed within three days. The drawdown requests are prepared by the analyst handling the account(s) and forwarded to the Vice President for Business and Fiscal Affairs who transmits the requests via a computer.

The individual agencies, which are a part of the DHHS-PMS, have their own financial reporting requirements. Some of the agencies such as the USDA/CSREES division require quarterly and annual reporting. Others such as the Department of Education require monthly reporting. The analyst should review award documents to verify reporting requirements.

The financial report form used in reporting expenditures on Letter of Credit grants is normally the Standard Form 272, Federal Cash Transaction Report. This is a DHHS-PMS computer generated form, which is from the paying entity and sent to the University. The analyst completed the form based on cumulative expenditures and indirect cost through the reporting period.

Procedure: 5.50

Section: FINANCIAL REPORTING

Subject: Follow-up

The Financial Analyst must follow up with the Principal Investigator, Funding Agencies, Personnel and Accounts Payable and the Office of Research and Sponsored Programs for the following:

- Incomplete Financial reports due to the lack on Cost sharing/Matching Documentation
- Release time
- Outstanding Encumbrances (Should they be cancelled or paid?)
- Grant expenditures not posted
- Grant revenue not posted or received
- Indirect Cost rate and exclusion for calculation
- CFDA Numbers

Delinquent Financial reports are brought to current status immediately. Notation must be filed in the grant folder when contact has been made.

Procedure: 5.60

Section: FINANCIAL REPORTING

Subject: Closeout

Closing out a project is very important and involves several procedures. In order to prepare final financial reports the following should be reviewed:

- Make sure all purchase orders are received and paid for or cancellations done for purchase orders not received and no longer desired or shipment and payment cannot be made within the specified time frame of the reporting requirements. There should be NO unpaid obligations. They cannot be reported as expenditures.
- Make sure all charges appropriate to the grant have been charged. Example: If tuition is a line item and your review shows that tuition was awarded, there should be charges. If tuition is not a line item, the analyst should research and make appropriate journal entries before a final report is prepared. **CAUTION:** On cost reimbursable grants/contracts, Standard Form 270 or other appropriate billing documents should be prepared and marked *Provisional Final*, so the final report has a minimal request for cash. On Letter of Credit grants/contracts, Standard Form 269 should be prepared and marked *Provisional Final* at the end of the grant period, still showing obligations. A final report should still be submitted after all obligations have been paid and/or cancelled and within the required time frame of the reporting requirements (e.g., 90 days after expiration of the grant).

Closeout requirements are different for various agencies so be sure to read reporting requirements or follow closeout steps in correspondence that some agencies will send. Some require:

- Patent Report
- Listing of inventory
- Invention Report
- Contractor Release and Reassignment form

A Chart of Accounts Data Entry/Change Form should be submitted so the account can be marked inactive and will show that we have met all reporting requirements. After all reporting requirements have been met and all funds received, a Chart of Accounts Data Entry/Change Form should be submitted and marked closed.

The Office of Sponsored Programs should be notified so they can follow-up on the final technical report.

Notification should be sent to the Office of Computer Services asking them to change the account number telephone charges are made to or for discontinuance of use of the access code.

A final listing of inventory should be sent to the Dean, Department Head and Principal Investigator so they can verify the equipment, its location and tell how it is to be used in the future. It is possible the analyst will have to prepare a transfer form to the department if there will be no continuation grant of the same nature. (Check property regulations to see actual requirements)

After all charges have been made and all revenue received, the account will be made inactive on the MCAS screen by the Grants and Contract Accounting Office so that no other charges can be posted to it.

Procedure: 6.10

Section: OTHER INTERNAL PROCEDURES

Subject: Annual Budget and Report Preparation

Annual Budget Preparation

Summary. The Director must prepare a budget for the office annually using historical data and estimates for future costs. There will be a request from the Vice President for Business and Fiscal Affairs each December for information to be included in the next fiscal years budget.

Any salary adjustments, requests for travel, equipment, maintenance costs, supplies and other expenses (such as subscriptions, dues, etc.) should be carefully researched and the best estimate possible submitted. It is difficult to get additional allocations once the budget has been finalized.

Report Preparation

Summary. Each year in May, the Vice President for Business and Fiscal Affairs will request a report of activity for the year. A report is prepared that highlights accomplishments of the unit, listing professional development activity that has taken place, list shortcomings and showing goals for the coming new year.

Procedure: 6.20

Section: OTHER INTERNAL PROCEDURES

Subject: Annual University and A-133 Audit

Each year the Office of Grants and Contract Accounting has to prepare schedules needed in the conducting of the University and A-133 Audits. The following schedules are prepared for the University audit:

- Grants Receivable Schedule
- Outstanding Petty Cash and Travel Advances Schedule
- The Property Manager in the Controller's Office provides inventory of Capital Items Purchased With Grant Funds Schedule.

OMB Circular A-110 requires an annual audit of all federal grants and contracts called the A-133 Compliance Audit.

A Grant Roll forward Schedule is prepared at year-end including the following: Federal grant expenditures by account numbers and the CFDA numbers for the audited fiscal year (Ex. 7/1/96-6/30/97, for period ending 6/30/97). The GLTB summary is printed for fiscal year data.

The auditors determine the major programs and make selection for testing. A detailed GLBS report is printed to show all accounting transactions for the selected accounts. After the auditors made their selection, one copy is given to Grants and Contract analysts and one copy is given to Account Payable supervisor to pull documentation, to support the paid voucher expenditures.

The selected grant folders are provided upon the auditor's request.

A reconciliation is also done to compare the Grant Roll forward expenditures to the University annual Financial Statement audited restricted expenditures at year end.

Procedure: 6.30

Section: OTHER INTERNAL PROCEDURES

Subject: Cash Receipts

Summary. There are instances when funds (cash or checks) come into the office that has to be receipted and deposited. It can be from agencies; cash advances being reported on, petty cash being reported on or refunds from vendors on purchase orders.

The analyst should give the monies to the Director immediately and the proper fund, department and object code to which the monies are to be deposited into identified.

Procedure: 6.40

Section: OTHER INTERNAL PROCEDURES

Subject: Cash and Interdepartmental Sales Report

Summary. A Cash and Interdepartmental Sales Report will be prepared by the Secretary to deposit any funds received in our office. The Director will forward all receipts and monies to the Cashier ' s Office for depositing.

The Director will obtain receipt from the Cashier ' s Office showing all funds deposited. The Sales Report along with the corresponding Cashier ' s Office receipt will be filed by dates on a fiscal year basis.

Procedure: 6.50

Section: OTHER INTERNAL PROCEDURES

Subject: Mail Handling and Distribution

Summary. All incoming mail will be opened and stamped the date received by the Secretary or Student Assistant and channeled to the proper person. Any mail that the Secretary or Student Assistant is unsure of its distribution will be forwarded to the Director for handling.

Mail marked CONFIDENTIAL or PERSONAL will not be opened by the Secretary or Student Assistant but will be given directly to the addressee.

Procedure: 6.60

Section: OTHER INTERNAL PROCEDURES

Subject: Telephone Answering and Forwarding of Calls

A) TELEPHONE ETIQUETTE - When answering calls, at all times be courteous. The name of the office and your name are to be said when answering calls from the front desk or workstation. The telephone should not ring more than two times if possible.

B) FORWARDING CALLS - The Secretary or Student Assistant will be responsible for screening and forwarding calls to the appropriate person. The Secretary or Analyst will handle calls concerning the status of purchase orders and intra-institutional vouchers.

If the Secretary or Student Assistant cannot answer the question, the call will be forwarded to the appropriate analyst to handle.

C) TAKING MESSAGES - If an analyst is not available, the caller may be transferred to the voice mail of the financial analyst, a message may also be taken or the caller may be asked if there is someone else in the office that can assist him or her. If a message has to be taken, the Secretary or the Student Assistant should obtain as much information as possible so that the analyst will know what the caller needs when a return call is made.

Procedure: 6.70

Section: OTHER INTERNAL PROCEDURES

Subject: Office Work Study Students

The Secretary or the Director will supervise work Study students assigned to this office. The students will be given routine assignments to be completed. Work-study students are allowed to work only the maximum number of hours allotted by Student Financial Aid during the school term and interim periods. The supervisor will be responsible for making sure that student workers complete Sign-In/Out time sheets accurately and only account for the hours actually worked.

Work Study students will be assigned filing of requisitions, purchase orders, check requests, intra-institutional vouchers and student contracts. Students are not permitted to file any documents related to staff/faculty employment such as PAF's, contracts and payroll. This file is to be maintained by the Secretary or the Financial Analysts and Director.

Work Study students will be assigned to deliver and pick up mail two times daily, once in the morning and once in the afternoon and any other duties assigned by the supervisor or Director.

Procedure: 6.80

Section: OTHER INTERNAL PROCEDURES

Subject: Accessing the Financial System

The financial system, Colleague 13.7, is accessed through the University network system from the terminals located in the office. Once the terminal is turned on the procedures below should be followed:

1. At the **LOCAL>** prompt type in **c adm** in lower case letters. Press return (enter).
2. At the **Login:** prompt type login name in all lower case letters. Press return (enter).
3. At **password:** prompt type your password. The first character of the password is always uppercase and the other characters lowercase. The password cannot be longer than eight (8) characters. Press return (enter). This should bring you to TU. Main Menu.

4. At **Enter Menu Choice:** prompt type **the number one** (for Budget Office). Press return (enter).

5. At **Enter Device:** prompt type **VT320**. Letters must be uppercase. Press return (enter). This should bring you to Main Financial System Menu.

Follow directions as prompted by system by entering appropriate mnemonic.

Procedure: 6.90

Section: OTHER INTERNAL PROCEDURES

Subject: Distribution of Monthly Statements

A GLSA Summary Report and a GLBS Detailed Report will be run on the last day of each month for reports due the following month. The GLSA Summary Report will reflect cumulative expenditures data through current month and the GLBS will reflect only current month activity.

Each analyst is responsible for printing his or her month end statements. The analyst may compile monthly statements in a binder but make certain that a reduced copy of the statement is in the grant account file folder with financial report work papers if this option is taken. Otherwise, the original printout is to be kept with the work papers.

The budget statements, the GLSA and the GLBS reports are also sent to the PI or Departments monthly. Statements will not be generated until the fiscal year has been closed. When there is more than one fiscal year open cumulative expenditures are shown in both years and must be added together to get total expenditures. After the previous year has been closed the budget amount and actual expenditures are brought forward and reflected on the current fiscal year statement

Budget adjustments may be entered twice (once before and after the roll forward has been prepared), because they may be over written during the budget roll forward, if they were entered before the roll forward took place. The analyst must review all budgets after the roll forward to ensure that the Colleague restricted budgets are accurate.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aid Introduction		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

INTRODUCTION

This manual has been developed to serve as a referral guide in administering financial aid at Tuskegee University (TU). The manual is to be used in conjunction with the Title IV regulations, NASFAA Encyclopedia, Verification Guide, Formula Books, Audit Guide, The Counselor's Handbook for Post Secondary Schools, and The Federal Student Financial Aid Handbook in carrying out the functions of administration of financial aid. Even though this manual describes how and what is done in the financial aid office (FAO) at Tuskegee, there are many other guidelines that must be followed. Therefore, staff are required to read all Dear Colleague Letters that are sent out by the Department of Education and all material that is provided from the National, Regional and State Associations. These references go hand in hand with the policies and procedures at Tuskegee University.

The purpose of this document is to record policies and procedures surrounding the delivery of financial aid at Tuskegee University. If no policy or procedure addresses a given issue, the FAO staff is expected to use professional judgment based upon the intent of all financial aid programs and office practices.

This manual is designed to:

1. Provide the financial aid staff with current policies and procedures which pertain to eligibility assessment for Federal, State, outside agencies and University programs
2. Provide each staff member with general and specific responsibilities of the total staff, their individual responsibilities, and the Office's relationship to other departments/divisions of the University
3. Provide each staff member with general office procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations will be handled in a uniform manner
4. Provide quick reference to various practices and
5. Facilitate the orientation and training of personnel when changes occur.

STATEMENT OF INSTITUTIONAL MISSION AND PURPOSE

Tuskegee University is a national, independent non-profit institution of higher education that has a special and unique relationship with the State of Alabama. With the distinctive strengths in the sciences, engineering, and other professions, the University's basic mission is to provide educational programs of exceptional quality, which promote the development of liberally prepared and professionally oriented people.

The university is rooted in a history of successfully educating Black Americans to play effective professional and leadership roles in society and to become productive citizens in the national and world communities. Tuskegee University continues to be dedicated to these broad aims.

Over the past century, various social and historical changes have transformed this institution into a comprehensive multicultural place of learning whose primary purpose is to develop leadership, knowledge and service for a global society. Committed deeply to academic excellence, the University admits highly talented students and challenges them to reach the highest possible levels of intellectual and moral development. The University also believes strongly in equality of opportunity and recognizes that exquisite talent is often hidden in students whose finest development requires unusual educational, personal and financial reinforcement. The University actively invites a diversity of talented students, staff, and faculty from all racial, religious and ethnic backgrounds to participate in this educational enterprise.

SPECIAL ELEMENTS OF THE UNIVERSITY'S MISSION

INSTRUCTION

- To provide a special focus on education as a continuing process and a lifelong endeavor for adults and certain pre-college as well as traditional college-age groups
- To provide a basic core of high quality general education in the liberal arts
- To offer superior technical, scientific and professional education with a career orientation
- To understand and appreciate the importance of moral and spiritual values that enables students not only to pursue careers but also to lead lives that are personally satisfying and socially responsible
- To equip students with strong research interests and skills and deep commitments to their professions

RESEARCH

- To preserve, refine, and develop further the bodies of knowledge already discovered
- To discover new knowledge for the continued growth of individuals and society and for the enrichment of the University's instructional and service programs
- To develop applications of knowledge to help resolve problems of modern society

SERVICE

- To serve the global society as well as the regional and campus community and beyond through the development of outreach programs that are compatible with the University's educational mission, that improve understanding of community problems, and help develop relevant alternative solutions
- To engage in outreach activities to assist in the development of communities as learning societies.

GRADUATE AND PROFESSIONAL PROGRAMS

The University provides graduate level instruction as well as research and training in post baccalaureate professional fields. These programs seek to develop in students, the ability to engage in independent and scholarly inquiry, a mastery of certain professional disciplines and a capacity to make original contributions to various bodies of knowledge. Graduate degrees are offered only in selected fields of unusual University strength and opportunity. These include the Master's Degree, the Doctor of Veterinary Medicine and the Doctorate degree in material science.

SUMMARY

Tuskegee University accomplishes its central purpose of developing leadership, knowledge and service through its undergraduate, graduate, professional, research and outreach programs. Through these programs, students are encouraged not only to pursue careers but also to be of service to society and to remain active lifetime learners. The University seeks to instill a robust thirst for knowledge and a vibrant quest for wholesome patterns of personal and social ethics that have philosophical and spiritual depth.

PHILOSOPHY OF STUDENT AID

The basic philosophy of Financial Aid is to assist in making a college education available to those individuals who have demonstrated sufficient potential for success but cannot afford the cost due to limited personal family resources.

In the most general sense, financial aid for college students is any means employed to offset or to diminish the expenses normally incurred by the student to meet college cost. Financial aid is awarded to help defray cost directly related to educational expenses such as books, supplies, tuition, room, board, and travel to and from school. Families are expected to contribute a portion of their income (parent and student) and assets towards the cost of education. When these resources are insufficient, student financial aid is used to bridge the gap.

The basic philosophy regarding financial aid and scholarship funds at Tuskegee University is that the University subscribes to the principle that the primary responsibility for the financing of a student's education rests with the student and his/her parents or guardians. Therefore, after the family's contribution has been determined, the University makes every effort to provide as much of the remaining need as possible to qualified students.

Tuskegee University recognizes a diversity of needs in the establishment of its various financial aid programs. There are programs for undergraduates, for veterinary students, and for a variety of academic programs. There are programs for students of high academic achievement as well as programs for the economically disadvantaged.

Most of the programs are regulated by various federal and state agencies. Changes in laws, regulations, and policies may alter some of the information contained in this manual. It will be updated as needed on a yearly basis.

The Director of Financial Aid is responsible for establishing institutional policy development surrounding the delivery of financial assistance. Policy development adheres to federal and state laws and regulations as well as to the mission of the University. Recommended financial aid policies are submitted to the Vice President for Business and Fiscal Affairs for approval. Upon approval, policies are implemented. Some occasions dictate that the financial aid director inform the University of federal policy changes that will be implemented due to changes in regulations when appropriate.

INSTITUTIONAL PRINCIPLES OF FINANCIAL AID

The staff at TU has adapted the code of ethics from the Code of the Delaware, District of Columbia, Maryland Association of Student Financial Aid Administrators, and the Statement of Good Practices of the National Association of Student Financial Aid Administrators. This code is a statement of the ethical standards each member of the profession should strive toward in the performance of his/her duties as Financial Aid Administrator.

Student Financial Aid Administrators Shall:

- Encourage coordination among institutions, schools, federal, state, community, and other agencies to motivate all students capable of continuing beyond high school to consider post secondary education regardless of their financial circumstances.
- Provide information on available resources that can assist students and parents in financial aid planning.
- Publish information on financial aid policies, full cost of attendance, application procedures, eligibility criteria, and financial assistance available.
- Clearly state all conditions under which financial assistance is awarded.
- Attempt to verify all information presented to the institution for consideration for financial aid.

- Provide students not offered financial assistance options for finding alternative sources.
- Encourage the student workers in financial aid to participate in training programs.
- Protect the confidentiality of the economic circumstances of the students and family, and make no statement and discourage others from making any public announcement of the amount or type of financial aid awarded.
- Not use student financial assistance to the private advantage of the institution or any of its employees.
- Inform the chief executive officer of the institution of the attempt to misuse, misinterpret, or misrepresent the student financial aid program by anyone employed or associated with the institution.
- Exhibit the highest level of professionalism within the office and in the relationships with those persons and agencies outside the office.
- Coordinate all student financial aid programs at the institution.
- Maintain the financial aid office as a student-oriented service.
- Be advised by a Student Financial Aid Committee composed of students, faculty, administrators and staff.
- Serve in a non-discriminatory manner, financial aid applicants who are found to be eligible for student financial assistance.
- Award all aid on the basis of documented financial need or merit.
- Recognize that the primary responsibility for financing post secondary education rests with the student and his/her family. Financial assistance from colleges and other sources shall be considered only as supplementary to the efforts of the family.
- Review on an annual basis, applications for renewal and establish the amount of aid with full consideration to the student's current need.
- Make every effort to meet the demonstrated needs of all students at his/her institution to the extent funding will permit.
- Attempt to award all aid on the basis of demonstrated financial need, except where funds are specified for recognition of special talents. Where aid is not based on need and represents a significant portion of institutional assistance, the aid administrator should make every effort to redirect such funds to assist those students with demonstrated need.
- Exercise adequate controls to ensure that need-based awards do not exceed documented need.
- Oppose the administration of aid to accomplish disciplinary objectives.

- Prepare accurate requests and estimate need honestly and realistically based on enrollment and financial need of the students.
- Contribute to and support continued research in student financial aid, realizing that research is valuable in pointing the direction to the establishment of, and changes in, the existing policies and programs.

ADMINISTRATIVE ORGANIZATION OF THE FINANCIAL AID OFFICE

Organizational Chart (See **Appendix A** for an organizational diagram of the financial aid office.

JOB DESCRIPTIONS

DIRECTOR OF FINANCIAL AID

DUTIES AND RESPONSIBILITIES:

- Develop and implement program philosophy, missions, goals and overall services of Financial Aid
- Ensure university compliance with state and Federal Title IV regulations and procedures
- Inform university and public of pertinent regulations
- Serve as liaison between university and external parties on financial aid related programs and procedures i.e. audits, program reviews etc.
- Analyze data, prepare reports and adjust procedures as warranted to improve efficiency of operations, internal or external to Financial Aid
- Monitor services rendered by Financial Aid Office and provide recommendations and improvements as warranted
- Supervise office personnel and assign duties as necessary to carry out office procedures
- Organize in-service training and external professional development opportunities when appropriate
- Conduct reviews and audits of files, systems and procedures
- Assimilate data and prepare budgets and reports as needed for internal use, applications, Title IV, other federal funds and state funds.
- Establish policies and procedures for equitably administering financial aid within University, state and federal guidelines

- Provide faculty, staff and students with updated information concerning program issues procedures and regulations
- Establish procedures for maintaining and storing records for audits and program reviews
- Monitor services rendered and provides constructive criticism as warranted
- Maintain the financial aid computer support systems by working with the computer center staff on enhancements and updates for the system
- Develop and execute programs, goals and overall services of financial aid.
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree in Business Administration or a field related to Student Personnel
- Three to five years experience in supervision, budgeting, management, budgeting and supervision
- Versed in Title IV, federal and state aid program regulations
- Knowledge of computer operations and systems
- Strong analytical skills
- Excellent interpersonal, organizational, written and oral communication skills.

ASSOCIATE DIRECTOR OF FINANCIAL AID

DUTIES AND RESPONSIBILITIES

Assist the Director of Financial Aid in the development and execution of a program philosophy, mission, goals, and overall services of Financial Aid at Tuskegee University.

- Assist the Director in the development of policies, procedures, programming, planning, budgeting and staffing
- Assist the Director in implementing services within the unit
- Assist with programming, planning, statistical reporting, assessing needs and research
- Supervise personnel in Financial Aid Services (e.g., awards, agency accounts, loans, Title IV aid, etc.
- Coordinate budget allocations within the Financial Aid unit

- Supervise student application procedures for financial assistance programs
- Assess the financial need of students and coordinate financial aid award programs to meet established guidelines
- Assist the director in coordinating staff development/training programs
- Conduct program relation's activities (e.g., outreach counseling, graduate and professional education, counseling and liaison work with on- and off-campus groups)
- Conduct semi-annual audits of financial aid budgets and accounts
- Prepare an annual audit summary of all student financial assistance programs
- Assist the Director with budget and program reporting
- Develop and conduct a computer-assisted auditing program
- Perform other related duties as assigned by the Director

Minimum Acceptable Qualifications

- Three years of experience in financial aid, accounting, budgeting and management operations
- Bachelor's Degree in appropriate specialization
- Knowledge and acceptable experience in automated data processing systems

FINANCIAL AID COUNSELOR

DUTIES AND RESPONSIBILITIES

- Stay abreast of regulations governing all Title IV programs to ensure compliance with prescribed policies
- Counsel students and parents regarding aid programs
- Initiate and complete research, reports, and studies on Financial Aid operations
- Analyze and interpret the many changes that occur in Federal regulations affecting financial aid
- Assist the Director of Financial Aid in packaging awards for students
- Estimate the number of freshmen to be awarded financial aid
- Award funds to support returning students

- Advise students of administrative and policy changes
- Maintain roster of ineligible students to prevent awarding aid illegally
- Inspect and/or validate each student folder for accuracy and completeness
- Resolve conflicting information found in student files prior to awarding
- Work in conjunction with Computer Services in obtaining vital information about students
- Lecture to interested groups about financial aid
- Distribute financial aid forms and other vital material
- Performs related duties as assigned

QUALIFICATIONS

- Bachelor's Degree in Business
- Knowledge of and ability to implement financial aid activities in conformity with Federal and State regulations and within University policies and procedures
- Ability to interact effectively with University personnel, students and parents
- Knowledge of microcomputer software including WordPerfect, Microsoft word, spreadsheet applications and others
- Excellent oral and written communication skills
- One year of related work experience in a college or university

DIRECTOR OF RECORDS

DUTIES AND RESPONSIBILITIES

- Perform routine audits of student records
- Monitor control system of student records
- Update and design an effective records management system responsive to the needs of Financial Aid
- Coordinate retrieval and transmission systems for data shared between offices of Admissions, Records, Fiscal Affairs and external agencies
- Assess data required in all statistical reports for Financial Aid

- Coordinate the records system of Financial Aid with other institutional computer based record systems
- Maintain contacts with Computer Services and Institutional Analysis and Research in an effort to retrieve vital information on short notice
- Coordinate and supervise the work of Records Clerks and Loan/Agency Technician
- Plan and determine the equipment resource needs for effective records management
- Assist the Director, Associate Director and Counselors in obtaining and reporting financial record information and
- Perform other related duties as assigned

QUALIFICATIONS

- Bachelor's Degree or three to five years experience in Financial Aid
- Knowledge of records management and procedures
- Administrative, organizational and supervisory abilities
- Experience with computer programs and technical hardware
- Acceptable typing skills and
- Interpersonal skills necessary to deal courteously and effectively with University personnel and students.

RECORDS CLERK

DUTIES AND RESPONSIBILITIES:

- Type routine correspondence, form letters, award letters and rosters as assigned
- Answer telephone and give information to callers or route calls to appropriate officials
- Greet students and visitors; ascertain nature of business and direct visitors to appropriate offices or personnel
- Maintain a control system of all student records
- File student folders, applications and other forms
- Log student documents in the computer system

- Notify incoming students of materials needed to complete folders for appropriate award
- Perform clerical duties required for reports
- Input information into databases
- Receive and route incoming material and mail
- Perform related duties as assigned

QUALIFICATIONS

- High School Diploma or equivalent with typing and business practice courses
- Working knowledge of filing and retrieval systems
- Ability to type 50 wpm and
- One year of clerical experience

LOAN AGENCY TECHNICIAN

DUTIES AND RESPONSIBILITIES:

- Receive and record all loan applications
- Enter all necessary information from loan applications into computer system
- Collect information needed for application completion and route to Counselors for processing
- Input student data on loan applications; mail notices to student/parent for transmission
- Prepare correspondence to loan agencies
- Receive scholarship checks, copy and record checks on Transmittal Forms and submit to the Business Office
- Request clearance and award adjustments of loan proceeds
- Submit Loan Disbursement Rosters to Bursar and Counselors
- Assist the Director of Records in reconciling loan disbursements
- Process and notify the Bursar's Office of agency contracts received in the Financial Aid Office
- Prepare all agency authorizations and adjust students' awards with Counselors

--Maintain agency files

--Advise Director of necessary journal entries for corrections and

--Perform related duties as assigned

QUALIFICATIONS

--Associate Degree or three to five years experience in Financial Aid

--Knowledge of office practices and procedures

--Ability to type 40 to 49 wpm

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aid General Information		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

GENERAL OFFICE ADMINISTRATION

1. OFFICE HOURS

The regular office hours are from 8:00 a.m. until 4:30 p.m. Lunch is one hour. The regular office hours for service to students are:

9:00 a.m. to 12:00 Monday through Thursday
1:30 p.m. to 4:00 Monday through Thursday
Office closed on Friday for students.

The office hours may vary from the normal schedule for special events or activities. Advance notices are given to the University community. Office phones may be transferred to the switchboard or other offices to receive incoming calls when the voice mail system is inappropriate.

2. Mail

The Director of Records is primarily responsible for receiving, sorting and routing correspondence daily. Other staff persons are periodically assigned to assist or perform these duties in lieu of the Director of Records.

The Director of Records or Designee is assigned to:

- Open, date and distribute the mail to the appropriate persons
- Review documents to confirm that they properly identify students
- Review tax forms for signature of parents and/or students, date and social security number
- Return incomplete documents to the sender.

The Records Clerks:

- Log documents into the computer daily

- Separate documents according to student classifications (freshman, upperclassmen, etc.) and file in the students' folders or other designated area
- Route W. D. Ford loan applications to the Financial Aid Counselor for verification of the data on the Loan Request Form. Incomplete applications are returned to the students with explanations.

3. Telephone

The Records Clerks and Director of Records are responsible for answering all incoming calls. The main number is (334) 727-8201. If the clerks are unable to answer the call after three (3) rings, then the Director of Records will answer the call. If calls are incomplete, a brief message should be taken, which includes the caller's name, phone number, date, and nature of call, or the call is forwarded to appropriate staff person's voice mail. The toll-free number, fax number and E-mail addresses are given as alternate methods for contacting staff personnel.

4. Distribution of Forms

All forms, applications and consumer information are located at the main entrance to the Financial Aid Office. It is the responsibility of the Director of Records to ensure that adequate forms are available at all times.

5. Confidentiality

Information received and discussed in the Financial Aid Office is confidential and should not be discussed outside the office except when permissible. The Privacy Act prohibits giving student information to agencies over the telephone, except for agencies directly related to financial aid (i.e. state agencies, loan collection agencies, federal agencies). Written permission must be obtained from the student prior to releasing or discussing information.

6. Appointments with Counselors

Counselors are available for student appointments during the hours designated for students. Occasionally, the hours are adjusted as conditions warrant. Special arrangements may be made for students with extenuating circumstances. Students must see counselors before seeing the Director of Associate Director.

7. Referrals to Other Administrative Offices

If the Financial Aid Office is unable to assist a student, the student should be referred to the appropriate area via a telephone call or note to inform the office of the situation.

8. Staff Meetings

Staff meetings are regularly held once a week, preferably on Monday at 8:00 am. All staff members are required to attend.

9. Personnel Policies

Each employee is distributed an institutional Personnel Manual which is distributed to employees during orientation. Supervisors are responsible for conducting Performance Appraisals and approving leave. The Director maintains the personnel files.

10. Performance Evaluations

Performance evaluations are conducted on an annual basis. The evaluation form provided by the Personnel Department is used for FAO employees. Immediate supervisors must complete forms, however, input from coworkers, the Director and Associate Director are solicited.

11. Leave From Work Approvals

All requests for absences must be submitted in writing on the Leave Request Forms to the employee's immediate supervisor.

12. Records Management

The current award year files are maintained in alphabetically ordered file drawer. The inactive records for the three (3) year retention period requirement are also maintained in alphabetically ordered file drawers, which are stored.

13. Confidentiality of Records

All records and conversations between an aid applicant, his/her family and the staff of the FAO are confidential and entitled to the protection ordinarily given in a counseling relationship. TU assures the confidentiality of student educational records in accordance with TU rules, state, and Federal laws, including the Family Educational Rights and Privacy Act of 1974. (The Buckley Amendments primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the student's written consent as amended.) As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. Parents of dependent students, as defined by the Internal Revenue Code, who gives evidence of this status, have the same rights. A student who wishes to obtain access to his/her financial aid record is able to do so in the presence of a FAO employee.

14. Public Information

Any TU employee may disclose the following information, considered "directory information", to the public unless the student has specifically requested in writing that this information be withheld.

1. Name
2. Local address
3. Local telephone number
4. Birth date and place of birth

5. Major
6. Year in school
7. Enrollment status
8. Participation in sports
9. Weight and height of athletes
10. Dates of enrollment
11. Degrees and awards received
12. Most recent attendance of previous educational institution
13. Anticipated graduation date.

15. Non-Public Information

A student's consent is required for the disclosure or publication of any non-directory information with the following exceptions:

1. Another University employee
2. Representatives of Federal and state agencies and
3. Accrediting organizations

A student must submit a written release of information for any additional information to be released to any other person or agency. The student's release must contain:

1. Date of Request
2. Student's Social Security Number
3. Student's signature
4. Specific contact name or agency and
5. Summary of information which may be released

16. Records Maintenance

Tuskegee University keeps the records referenced below as follows:

--Campus-based, Pell Grant and William D. Ford records are retained in the Financial Aid Office for three years after the student leaves the university.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids University Policy For Interaction With Other Institutional Offices		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

**UNIVERSITY POLICY FOR INTERACTION WITH OTHER
INSTITUTIONAL OFFICES**

The Financial Aid Office depends greatly on sharing information and responsibilities with other offices. This section will examine the interaction between the Aid Office and other offices on campus.

Division of Responsibility Between Financial Aid and Bursar’s Office

There exists a clear and separate division of responsibility for the administration of financial aid programs, which are divided between the FAO and the Bursar’s Office. In order to maintain this division, each office is accountable for the following:

THE FINANCIAL AID OFFICE

The FAO is responsible for the following:

1. Collect supporting documentation for the determination of aid eligibility
2. Determine student eligibility for financial assistance
3. Award federal, state and university aid in compliance with laws, regulations and policies
4. Notify students of aid eligibility
5. Compile and complete all institutional, state and federal reports.

THE BURSAR’S OFFICE

The Bursar’s Office is responsible for the following:

1. Maintain and disburse accurate bills
2. Collect payments for student accounts
3. Disburse funds to students and
4. Report scholarship donations to the FAO

President

The ability of the Financial Aid Office to help students pay for school is critical to an institution. Any matters that affect this service should be brought to the attention of the Chief Executive Officer. The following is a partial listing of such situations:

- Institutional policies or practices that might conflict with regulations governing student aid program administration
- New regulatory requirements potentially affecting enrollment, such as who can receive aid or how much is available
- Changes or circumstances that may affect the timing of the delivery process and may therefore, affect cash flow at the institution
- Changes in the applicant population resulting in a significant increase in student financial aid need and
- Changes in workload, a greater number of required processing tasks or increased volume of applicants requiring additional staff or equipment.

Faculty and Staff

Because student financial aid serves to support and to extend both the general purpose and the particular programs of Tuskegee University, the Financial Aid staff must communicate frequently with the faculty and with the administrative staff of other activities and programs. Therefore, the activities of the office are considered as a means to advance academic programs at Tuskegee University. This includes involvement in activities designed to recognize academic accomplishment, to enroll qualified students and to achieve the goals set for academic counseling and student discipline.

Admissions

The relationship between Financial Aid and Admissions begins with pre-admission material distribution to potential applicants. Accepted applicants who require financial assistance must provide final High School Transcripts to Admissions before enrollment at the University is completed. To a large extent, the Admissions Office is the source of candidates for the Financial Aid Programs. Tuskegee University makes a determined effort to identify, motivate, and enroll students who are disadvantaged and for whom college was not an educational objective. Successful implementation of these programs depends on a close and constant working relationship between the personnel of the Admissions Office and those of the Financial Aid Office. The interdependency

of these responsibilities are the need to communicate adequately with prospective students and families demand strong relations and coordination between the Admissions and Financial Aid Offices.

Registrar's Office

The Registrar's Office maintains all permanent student records containing the admissions application, acceptance, program of study and grades, enrollment information, and transfer of credits from previously attended institutions. These records provide essential documentation during an audit or program review since they establish student eligibility according to several of the regulated criteria.

The Registrar's office also verifies enrollment for reporting to Student Loan Agencies in order to establish deferment eligibility or repayment periods for loans received by the student.

Counseling Center

Students with personal or emotional problems beyond the scope of financial aid professional expertise are referred to the Counseling Center for assistance.

Coop and Placement Office

The Cooperative and Placement Office is a source of Student consumer information such as job placement, statistics and income projects. Additionally, students receive coop assignments through this office. The Coop office will notify the Financial Aid Office of such students in order that financial aid awards will be made accurately for coop students.

Veterans Office

The Veterans Office is located in the Counseling Center, Old Administration Building. Because veterans' educational benefits are used in the calculation of awards, verification of the amount is required. The Veterans Office and Financial Aid Office are regularly communicating to accurately confirm and correct applicant data regarding benefits.

Provost Office and Deans

Financial aid regulations require certain minimum standards for academic progress. The Provost plays a critical role in the development and analysis of institutional standards. The Institution's policies differ from Title IV requirements; therefore, the Financial Aid Office establishes separate, stricter standards to measure Satisfactory Academic Progress for students receiving Title IV funds. A student could become ineligible for further Title IV assistance while still remaining in good standing at the University.

Computer Services

Electronic data processing offers major support to the Aid Office. It also integrates information from the Admissions, Registrar, Business, Housing and Financial Aid Offices. Disbursements and refund data are shared with the Fiscal Office through automation and can be analyzed and reported efficiently. Automation provides:

- Computerized data exchange with electronic processors
- Award Letters
- Refund Checks
- Report statistics, such as cumulative program expenditures and the number of recipients, as needed, for quarterly financial reports and FISAP
- Other statistics such as number of applications processed and income level of applicants and
- Reports on all financial aid awarded, document tracking, fund balances and grant payment reports.

University Advancement

University Advancement and the Alumni Office work with the Financial Aid Office to develop and coordinate additional sources of financial assistance for students. This function is also shared with Public Relations and Alumni Affairs. Such funds will supplement state and federal funds and are important in meeting the needs of students.

Student Support Services

The federal government and many states support programs designed to increase post-secondary educational opportunities for low-income, academically under prepared, and/or physically challenged students. The Aid Office provides requested data from the Student Support Services Office.

Federal Agencies

Other federal agencies play an indirect role in the financial aid process. For example, students may be required to submit the following documentation to support applications for aid:

- Copies of tax returns submitted to the IRS and
- Alien Registration Cards or other records from the Immigration and Naturalization Services.

Outside Agencies

Routine operations in the Aid Office bring contact with social service agencies, state grant agencies, scholarship sponsors, state divisions of Vocational Rehabilitation and guarantee agencies, loan servicing agencies and high school counselors.

Professional Associations

Continued professional development, guidance on regulatory changes and networking opportunities are provided through associations such as National Association of Student Financial Aid Administrators (NASFAA), Southern Association of Student Financial Aid Administrators (SASFAA), Alabama Association of Student Financial Aid Administrators (AASFAA), Southern Association of Student Employment Association (SASEA), the College Board and others.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Participation in Title IV Federal Financial Aid Programs		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

PARTICIPATION IN TITLE IV FEDERAL FINANCIAL AID PROGRAMS

Institutional Program Eligibility

When an institution begins or continues participation in Title IV Federal Aid Programs, the Department of Education’s Institutional Participation Division determines whether the institution meets statutory requirements of eligibility and the established standards of financial and administrative capability.

This branch routinely confers with accrediting agencies; state authorizing agencies, and guaranty agencies. It also analyzes audit and program review findings. Administrative capability is monitored by analyzing withdrawal and default rates and fiscal responsibility is monitored by reviewing audited financial statements.

If the institution is eligible, a “Participation Agreement” is issued. This agreement must be on file and available for review by auditors or Program Reviewers. The Participation Agreement defines the eligibility and certification requirements.

A. Institutional and Program Eligibility

Tuskegee University is eligible to participate in all of the Title IV Federal Financial Aid Programs. The University qualifies under the defined participation criteria of: (1) control (2) legal authorization (3) accreditation and (4) admissions. Tuskegee is:

- A private non-profit state related university
- Located in Alabama and is legally authorized to provide educational programs beyond the secondary level in Alabama
- Admits as regular students only persons who have a High School Diploma or the recognized equivalent (G.E.D.)

--Provides educational programs for which it awards baccalaureate, graduate and professional degrees

--Is accredited by the Southern Association of Colleges and Schools and

--The professional areas of Architecture, Chemistry, Dietetics, Engineering, Medical Technology, Nursing, Occupational Therapy, Social Work and Veterinary Medicine are accredited by national agencies.

B. Terms of Agreement

The Program Participation Agreement between TU and the Department of Education (DOE) entitles the FAO to participate in the following federal programs:

1. Federal Pell Grant
2. W. D. Ford Direct Loan Program
3. Federal Perkins Loan Program (FPL)
4. Federal Supplemental Educational Opportunity Grant Program (FSEOG) and
5. Federal Work-Study Program (FWSP)

C. Institutional Application for Federal Funds

The FAO applies annually for federal funds through the Fiscal Operations Report and Application to Participate (FISAP), which is submitted each year usually by October 1. The Financial Aid Director, Business Office and Office of Computer Services work together to collect the necessary statistics to complete the report. The Financial Aid Director loads the data into the DOE software and electronically transmits the data by the deadline. The signature pages and required certifications are sent to DOE via certified mail.

TITLE IV PROGRAMS

General Student Eligibility for Federal Title IV Financial Aid

To be eligible to receive Title IV funds, a student must:

- Be a United States citizen, national or a permanent resident of the United States
- Be admitted to an approved degree-granting program
- Make satisfactory academic progress
- Be enrolled at least part time (six semester hours) in an approved degree-granting program
- Provide proof of compliance with Selective Service Registration requirements
- Not be in default on Federal Perkins Loan (formerly National Direct Student Loan), Federal Stafford Student Loan or Direct Subsidized and Unsubsidized Loans
- Must not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant
- Demonstrate financial need by application information. (Need is not an eligibility criteria for Direct Unsubsidized Loans)
- Possess a high school diploma or the equivalent General Education Development Certificate or GED
- Have financial aid transcripts from all previous institutions attended on file before any Title IV funds are disbursed and
- Have an Entrance Interview Form on file for students receiving loans.

1. PELL GRANT PROGRAM

The Pell Grant Program is currently the largest student grant program administered by the Department of Education. This program is the foundation of financial aid awards that are designed to aid in meeting the cost of post secondary education. This award is available to undergraduates pursuing a first baccalaureate degree who demonstrate need. Each eligible undergraduate must apply for the grant and must include the school code in order for the University to electronically obtain the results of the student's application via the electronic student aid report. Students are eligible to receive Pell Grant only for the first Bachelor's degree. Eligibility is limited to the full-time equivalent of:

- 5 years for undergraduate degree or certificate programs normally requiring 4 years or less, or
- 6 years for undergraduate degree or certificate programs requiring more than 4 years.

Noncredit or remedial courses are not included in the yearly limits. The institution may waive the limits based on:

- Death of a relative of the student
- Personal illness or injury of the student or
- Special circumstances as determined by the institution

The Effective Family Contribution (EFC), the number of hours taken, and the cost of attendance determine the amount of Pell Grant. (See Appendix B for Pell Grant Scale and Budget)

Tuskegee University disburses funds to applicants after determining student eligibility, including verification of information documents. (See Appendix C for examples of various forms needed to complete the verification process).

2. Supplemental Educational Opportunity Grant (SEOG)

The Supplemental Educational Opportunity Grant (SEOG) provides grants to students who demonstrate “Exceptional Financial Need.” Exceptional Financial Need is designated for the students with the lowest EFC. Priority must be given to Pell Grant recipients in lowest EFC order.

Each institution is responsible for administering the program on its own campus. An institution may establish criteria it deems appropriate to make funds reasonably available to all eligible students demonstrating financial need. The selection procedures must be uniformly applied, must be in writing and must be maintained in the files.

As a general rule, the institution determines the amount of SEOG award. Awards range from \$100 to \$4,000 annually. Tuskegee University determines SEOG awards through its packaging formula. (See Section on Awarding Policy)

To establish eligibility, students must meet the following criteria:

- Meet all general eligibility requirements for Title IV aid programs and
- Complete the required verification process. (See Appendix D for these procedures in The Verification Guide)

3. Federal Work-Study Program (FWSP)

The Work-Study Program provides part-time and full-time employment to students with financial need. Employment under FWSP must be made reasonably available, to the extent of available funds, to all eligible students. FWSP employment is awarded to graduate and undergraduate students during periods of enrollment and non-enrollment. This award is usually made in combination with other forms of financial aid.

To establish eligibility for FWSP funds, students must meet the following criteria:

- Meet all general eligibility requirements for Title IV Aid Programs and
- Complete the required verification process.

To establish eligibility for FWSP funds during periods of non-enrollment, students must meet the following criteria:

- Plan to enroll or re-enroll for the school’s next regular session
- Apply net earnings received to pay for educational costs during the subsequent period of enrollment and
- Provide documentation, which must be maintained in the student’s file regarding enrollment intent.

Eligible periods of non-enrollment include summer terms and equivalent vacation periods during the regular academic terms.

More detailed information on the FWSP Program is provided in the Federal Work Study Handbook. (See Appendix E)

4. Federal Perkins Loan (FPL)

The Federal Perkins Loan (FPL) Program is a revolving loan fund that provides long-term loans at low interest rates to students who demonstrate financial need. These loans are repayable with interest to the institution after a student leaves. Repayment of the FPL begins 9 months after a student graduates, leaves school, or drops below half-time enrollment. The interest rate for this loan is 5 percent. The loan may be repaid over a period of 10 years. The amount of the installment payment will depend upon the size of the loan debt, but usually a payment of \$30 per month is the minimum. If there is a default on an FPL and the institution is unable to collect, the Federal government may take action to recover the loan.

Federal Perkins Loans may be obtained up to the total shown under each of the categories of eligibility below:

- \$ 4,000 maximum annual loan amount for an eligible undergraduate student
- \$20,000 maximum aggregate loan for undergraduate student who has completed two years of an undergraduate program leading to a bachelor's degree, but has not completed that degree; and \$8000 for all other students
- \$40,000 maximum aggregate loan amount for graduate/professional studies includes loans borrowed as an undergraduate student.

To establish eligibility, students must meet these general eligibility requirements:

- Satisfy all general eligibility requirements for Title IV Aid and
- Complete the required verification process.

To receive a Perkins Loan award at Tuskegee, students must show exceptional need. At this institution, exceptional need is defined as any student having Pell Grant eligibility. Perkins is to be awarded in lowest EFC order first.

Students must be willing to repay the loan. Factors to consider for unwillingness to pay are whether a student has undergone bankruptcy proceedings. Exceptions may be made if the student enrolls or re-enrolls and demonstrates satisfactory progress toward a degree.

The institution will determine Perkins Loan amounts as determined by the statutory maximums. The loan amounts are \$3000 per award year for a student who has not successfully completed a program of undergraduate education or \$5,000 per award year for a graduate or professional student. The maximum cumulative amount an eligible student may borrow at schools that do not participate in the FPL Program is \$15,000 for a student who has not successfully completed a program of undergraduate education or \$30,000 for a graduate or professional student, including loans borrowed as an undergraduate student.

The Financial Aid Counselors are responsible for awarding Perkins Loan funds to students. The Financial Aid Office will inform the Loan Collections Office of all Perkins funds awarded. After the student signs the promissory note, the Financial Aid Counselor will set the award to an accepted "A" status so that funds may be credited to the student's account. The Loan Collections Office will notify the FAO of all notes signed. No funds will be disbursed until documentation that promissory notes have been signed as received in the FAO.

5. **William D. Ford Direct Loans (Direct Subsidized, Direct Unsubsidized and Direct PLUS)**

The purpose of the loan programs is to make long-term, educational loans available to students and parents to meet the costs of higher education. Since students are generally without either loan collateral or a credit history, the loan program provides funds that are normally not available through other conventional sources.

Institutional responsibility includes, but is not limited to:

- Confirmation that the student meets eligibility criteria
- Proof of student's estimated cost of education
- The student's estimated financial assistance for the period of enrollment covered by the application
- The effective family contribution
- The adjusted gross family income
- Financial Aid Transcripts for Transfer Students or NSLDS history on SAR
- Certification of enrollment status
- Certification that the student is making Satisfactory Academic Progress
- Schedule of loan disbursement dates and
- Loan counseling entrance interview for first time first year borrowers and exit interviews for students who withdraw or graduate.

William D. Ford Direct Subsidized Loan

- Loan proceeds are made in two disbursements
- The interest rates are variable and are adjusted once a year on July 1.
The rate will never exceed 8.25 percent
- Interest is not charged while a student is enrolled in school at least part time during the six-month grace period or during deferments
- Subsidized loans may be obtained up to the total shown under each of the categories of eligibility below:
 - \$2625 - first year dependent undergraduates (Freshman)
 - \$3500 - second year dependent undergraduates (Sophomore)
 - \$5500 - third and fourth year dependent undergraduates (Junior and Senior)
 - \$18,500 graduate/professional students. (At least \$10,000 must be in unsubsidized loans)

--Aggregate loan limits are \$23,000 for dependent undergraduates and \$138,500 for graduates or professional students (no more than \$65,000 in subsidized loans).

An independent student or dependent student whose parents do not qualify for a PLUS Loan can borrow up to:

- \$6,625 first year undergraduates (Freshman)
- \$7,500 second year undergraduates (Sophomore)
- \$10,500 third and fourth year undergraduates (Junior and Senior)
- \$18,500 graduate/professional students. (At least \$10,000 must be in unsubsidized loans)
- Aggregate loan limits are \$46,000 for independent undergraduates (No more than \$23,000 in unsubsidized loans).

Eligibility

To establish eligibility, students must:

- Satisfy all general eligibility requirements and
- Complete the required verification process.

William D. Ford Direct Unsubsidized Loans

This program is open to students who may not qualify for subsidized loans or who may qualify for only partial subsidized loans.

Award

- Same terms and conditions as a Subsidized Loan, except that the borrower is responsible for interest that accrues while he/she is in school
- Borrowers may receive both Subsidized and Unsubsidized Loans totaling up to the applicable limit if they do not qualify for the full amount permitted under the Subsidized Loan Program.

Eligibility

- Same terms and conditions as Subsidized Loans.

William D. Ford Direct PLUS Loans

Award

The PLUS Loan limit is equal to the cost of attendance minus any financial aid for which a student is eligible. The interest rate is variable but it will never exceed 9 percent. The interest rate

is adjusted each year on July 1. Parents pay a fee of up to 4 percent of the loan, deducted proportionately each time a loan payment is made. Payments begin generally within 60 days after the final loan disbursement. There is no grace period. Interest begins to accumulate at the time the first disbursement is made.

Eligibility

Parents with good credit histories can borrow funds to pay educational expenses of dependent undergraduate students enrolled at least part time. If parents do not pass a credit check, a co-signer is acceptable. Students whose parents are denied a PLUS Loan are generally eligible to receive an Unsubsidized Loan.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Participation in Title VII and Title VIII Funds		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

TITLE VII AND TITLE VIII FUNDS

**HEALTH PROFESSIONS LOAN
(VETERINARY MEDICINE, NURSING)**

STUDENT AWARDS

Institutions must make sure that students meet the eligibility criteria for receipt of HPSL funds. In addition, schools must take certain other administrative steps such as:

- Verifying the accuracy of applicant information
- Assessing that information in order to determine individual awards
- Responding to changes in students' financial circumstances
- Disbursing funds, and
- Maintaining student records

ELIGIBILITY CRITERIA

Citizenship Status

A student applicant must be a citizen or national of the United States, or one who intends to become a permanent resident of the United States, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, Guam, American Samoa or the Trust Territory of the Pacific. A student who remains in this country on a student or visitor's visa is not eligible.

Academic Status

The student must be enrolled or accepted for enrollment as a full-time student in a health professions school participating in the HPSL program. The student must be in good standing, as

defined by the school, and capable in the opinion of the school maintaining good standing in the course of study. Schools may choose to apply the satisfactory academic progress guidelines for programs under Title IV of the Higher Education Act, as amended, although statute and regulations specific to the HPSL program do not require it.

Should an HPSL recipient cease to be a student in good standing because of academic failure, and then the school will discontinue disbursement of HPSL funds.

Enrollment Status

Students must be enrolled full-time in the Veterinary Medicine program or the Nursing program at Tuskegee University to be eligible for HPSL funds.

Financial Need

The student must be in need of financial assistance in order to pursue the full-time course of study at Tuskegee University. In determining financial need, the school must take into consideration the:

- Financial resources available to the student; and
- Costs reasonably necessary for the student's attendance at the school.

General Requirements

All schools participating in the HPSL program must:

- Use the expected family contribution calculated from the need analysis formulas legislated under the Higher Education Act of 1965, as amended;
- Collect and assess parents' financial information even if the student is considered independent according to the definitions under Title IV of the Higher Education Act; and
- Consider estimated resources and other financial aid before awarding HPSL.

Beginning with the 1993-94 academic year, all graduate students will be considered independent according to the need analysis formula in Title IV of the Higher Education Act. Nonetheless, institutions still must take parents' information into account for the purpose of awarding HPSL funds. The requirement cannot be waived. In cases where the parents refuse to provide income information, an affidavit documenting such a refusal cannot be accepted in lieu of the required information. Unless the parents are deceased, a student who does not provide parental income information may not be considered for HPSL funds.

The amount of HPSL funds awarded to a student plus the amount of the student's expected family contribution—including parents' contribution—may not exceed the student's cost of attendance. HPSL requires parents' contribution for all students without regard to age, tax, and marital or independent status.

Cost of Attendance

Budgets will be developed annually. Components will include tuition and fees, room and board or living expenses for off campus students, books and supplies, special clothing and equipment, transportation, medical and dental etc. Students with unique situations will be looked at on an individual basis.

Selective Service Registration

Schools may not provide HPSL funds to students who are not in compliance with requirements to register for the draft if required to do so under Section 3 of the Military Selective Service Act.

Financial Aid Transcripts

Students must provide financial aid transcripts from any other previously attended institution of higher education. The financial aid transcript must include:

- Student's name and social security number;
- Amounts and sources of loans and grants previously received by the student for study at that institution;
- Whether or not the student is in default on any loans, or owes a refund on any grants; and
- A statement—if applicable that the student received no financial aid.

An authorized official of the institution preparing the document must sign the financial aid transcript.

Starting with 1998-99 academic year, financial aid transcript information will be accessed through the NSLDS system (Health Professions students must submit paper transcripts from each school).

Default on Other Federal Loans

The HPSL program does not prohibit awarding HPSL funds to students who are in default on other student loans. However, good practice suggests that the school may choose to establish an institutional policy, which would prevent students who are in default from receiving HPSL loans. If the school does not have such a policy in place, it should carefully consider awarding HPSL funds to any student who has failed to honor a previous loan commitment by discerning:

- The reason for default; and
- The likelihood that the student will be a “collection problem with regard to the HPSL funds.

In general, Tuskegee University will not award HPSL funds to any student in default of other educational loans.

Verification of Student Information

HPSL regulations require verification of student information. Methods for verification are suggested—not mandated and include:

- Federal income tax returns; and
- Other documentation that the school deems necessary

Tuskegee University will use the Department of Education’s verification requirements for the HPSL programs.

THE APPLICATION AND AWARD PROCESS

Applications

The application will be the same used for all financial aid at Tuskegee University. The TU financial aid data form is appropriate for this purpose.

Awarding Policies

Awards for HPSL will go to students who demonstrate exceptional financial need and who have submitted their parent’s tax forms. Veterinary students must submit the CSS Profile in order to get the need analysis calculation that will include the parent’s information. Additionally, the same awarding policy used for other federal aid programs will be used to award HPSL.

Award Letters

Award letters will be generated upon completion of the award and sent in duplicate to each student for acceptance of the award, one copy to be retained by the student and one copy to be returned to the financial aid office.

Changes in Student Financial Need

The student has an obligation to report changes in financial circumstances, including receipt of additional funds. Based upon information received by the institution, the student's award should be adjusted to reflect the change as follows:

- Increase of awards will be limited to the amount of HPSL funds available to the institution and statutory maximum for individual awards; and
- If the change in the student's situation results in resources exceeding expenses, the institution must adjust the budget or the financial aid package to assure that there is no over award.

Disbursement of Funds to Students

Promissory Note: Each HPSL loan must be documented by a promissory note approved by the Secretary of Health and Human Services. The note describes the loan conditions and benefits set forth in the Public Health Service Act and in the regulations.

Promissory notes will be handled in the Loan Collections Office at Tuskegee University.

Entrance Interviews: Entrance counseling will be conducted in the Loan Collections Office at Tuskegee University.

Funds will be disbursed to the student's account after notification from Loan Collections that the student has signed a promissory note.

Exit Interviews: Exit interviews will be conducted in the Loan Collections office upon withdrawal or separation from the University for any reason.

SCHOLARSHIPS FOR DISADVANTAGED STUDENTS

An individual from a disadvantaged background is defined as someone who:

- Comes from an environment that has inhibited the individual from obtaining the knowledge, skill and abilities required to enroll in and graduate from a school;

Or

- Comes from a family with an annual income below a level based on low-income thresholds according to family size published by the U. S. Bureau of the Census, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary of Health and Human Services for adaptation to this program.

Tuskegee University shall first consider students from the second category by utilizing the Income Levels published in the Federal Register.

Secondly, students required attending the Summer Enrichment program in the School of Veterinary Medicine, Nursing and Allied Health would also be considered.

Eligible students will be selected from the following races:

--American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

--Black: A person having origins in any of the black racial groups of Africa.

--Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin without regard to race.

ELIGIBILITY CRITERIA

Citizenship Status

A student applicant must be a citizen or national of the United States, or one who intends to become a permanent resident of the United States, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, Guam, American Samoa or the Trust Territory of the Pacific. A student remaining in this country on a student or visitor's visa is not eligible.

Enrollment Status

Students must be enrolled full-time in programs leading to the following degrees in order to be eligible for SDS funds while attending Tuskegee University:

--Doctor of veterinary medicine

--Bachelor or graduate degree in allied health, medical laboratory technology, occupational therapy

--Baccalaureate degree in nursing

--Other programs are available at Institutions that offer them (see Health Professions Program Student Financial Aid Guidelines Book 1)

Eligible schools also have the option of awarding up to 25 percent of their SDS allocations to undergraduate students who show a commitment to pursuing a career in the health professions or in nursing. The SDS awards would have to be granted to students to help them complete the academic requirements to enter into a program that will ultimately prepare them for such a career.

Financial Need

The student must be in need of financial assistance in order to pursue the full-time course of study at the health professions or nursing school in which he or she is enrolled or accepted for

enrollment. The regulations specifically state that schools are to give preference to students for whom the cost of attendance would constitute a severe hardship.

In determining financial need for potential SDS recipients, the school must take into consideration the:

- Financial resources available to the student; and
- Costs reasonably necessary for the student's attendance at the school.

GENERAL REQUIREMENTS FOR CALCULATING FINANCIAL NEED

Health professions schools participating in the SDS program must:

- Use the expected family contribution calculated from the need analysis formulas legislated under the Higher Education Act of 1965, as amended;
- Collect and assess parents' financial information even if the student is considered independent according to the definitions under Title IV of the Higher Education Act; and
- Consider estimated resources and other financial aid

The information collected by the institution to make an assessment of a student's need for SDS funds must be extensive enough to include student's, spouse's and parents' current income, assets and other resources such as trust funds or support from other family members.

Summer earnings, educational loans, veterans' benefits and earnings during the school year are not considered resources for the purpose of awarding SDS grants.

Tuskegee University will use the SAR and ENAS calculation for undergraduate students to determine their eligibility for SDS funds. The CSS profile will be used to determine the eligibility for students with Bachelor's Degrees or who are in the Veterinary Medicine program.

Cost of Attendance

Student budgets will be established annually which will include tuition, fees, room and board, books and supplies, transportation, medical dental, special clothing and equipment etc.

There is no statutory or regulatory dollar amount cap on SDS awards to individual students. However, schools must use allocated SDS funds to make awards for all or part of a student's total budget in a manner that will best meet its eligible students' needs. In addition, they must offer SDS funds to eligible students in the order of greatest need. Therefore, eligible students' files will be ranked in order of greatest need and then awarded available funds.

Although there is no absolute cap on any individual SDS award, the amount may not exceed a recipient's cost of tuition expenses, other reasonable educational expenses and reasonable living expenses as designated by the institution. Schools may not award SDS grants to a student that exceed that student's financial need.

Disbursement of SDS funds to Students

There are no explicit requirements for disbursing SDS funds to eligible students who have been designated as scholarship recipients. However, funds will be credited to the student's account during general registration each term.

Verification of Student Information

Statutes governing the SDS program do not specify requirements for award letters to students. However, award letters will be sent to all students for the purpose of notification and acceptance of award amounts.

Changes in Students' Financial Need

SDS awards may not exceed the financial need of the student or the cost of attendance. This does not prohibit financial aid administrators from making adjustments to the cost of attendance or expected family contribution figures to more accurately reflect an individual student's financial circumstances. However, financial aid administrators must be judicious in their exercise of professional discretion in these instances.

Student Records

Institutions must maintain student records as needed for audit purposes. Good practice suggests that these records contain the same types of information that are maintained for the other health professions and nursing programs. Institutions should consider keeping the following information about each SDS recipient:

- Student's application
- Documentation showing the basis for approving or disapproving students' applications for SDS funds, including total need analysis and determination of resources; and
- The amount of SDS scholarship given to each recipient

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Other Financial Assistance		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

OTHER FINANCIAL ASSISTANCE

Scholarships and Grants

Additional sources of financing available to students to help meet the costs of higher education are scholarships and grants. Tuskegee provides the following scholarships/grants:

1. Institutional Scholarships (Awarded prior to the 1996-97 Academic Year)

The following scholarships were awarded initially to prospective freshmen during the 1994-95 and 1995-96 academic years. They are renewable.

Presidential Citation Scholarships: Provisions were made to offer up to 10 full tuition scholarships to National Merit Scholarship Finalists and Semi-finalists. The Director of Admissions offered these scholarships after consultation with the Dean of Student Affairs. Each scholarship can be renewed for an additional three years of undergraduate study provided that the recipient maintains a cumulative grade point average of no less than 2.75, passes at least 30 semester hours each year, remains in good academic standing and requests consideration.

Distinguished Scholar Awards: Scholarships, ranging from \$500 up to full tuition, were available to prospective students showing academic promise (3.25 grade point average or higher and strong test scores) or who exhibited strong leadership abilities. Guidelines for renewal of these scholarships were the same as for the Presidential Citation Scholarships.

Athletic Scholarships: Athletes receiving Athletic "Grant In Aid" are awarded scholarships up to the level of tuition. Need-based financial aid may be added to this award.

University Scholars: The top ranking rising senior in each school was designated a University Scholar. The University Registrar determines the top ranking senior in each school and official designation as a University Scholar is determined by the Provost with the concurrence of the respective dean. Each such scholar is awarded a scholarship covering tuition for the academic year following such designation.

Endowed Scholarships. A limited number of scholarships are available each year for both new and continuing students who demonstrate academic achievement. These scholarships are awarded based on economic need as well as merit. The Office of Financial Aid awarded these scholarships based on staff recommendations and/or written recommendations by deans and department heads.

Band and Choir Scholarships: Scholarship Assistance on a limited basis is awarded to outstanding Choir and Band Members.

Tuskegee University Escorts: The Tuskegee University Escorts receive a scholarship equal to one-fourth tuition plus a work assignment paid at minimum wage.

2. Institutional Scholarships/Grants (awarded during or after the 1996-97 Academic Year)

The Tuskegee University Grant/Scholarship: awarded to incoming freshmen based on high school academic performance as measured by transcripts and test scores. Awards vary based upon a matrix of grade point averages and scholastic aptitude test scores (SAT) or (ACT). These scholarships are renewable as long as the student remains in good academic standing.

Alabama Student Incentive Grants: awarded to bona fide Alabama residents. Residency is established at the time of application for admission to the University.

Full time students who are residents of Alabama qualify for the Alabama Student Incentives Program as follows:

--Full-tuition scholarship awards to all students who graduate as valedictorian or salutatorian of their senior class

--Students who do not receive awards based on the matrix of high school grade point averages and test scores are eligible to receive a \$1000 per year tuition discount

--Forty percent lodging (excluding meal costs) discount to all freshmen and sophomore students who live in University residence halls

--A \$500 book award to all entering freshmen and transfer students

--Full lodging and discounts are available to residents of Macon County, Alabama.

3. Other Scholarships

The following scholarships are available to students who meet specific criteria:

General Motors/EEOC Scholarships: A limited number of scholarships are available each year to minority or female General Motors-related employees, their spouses or offspring who apply for the scholarship and who qualify for admission to Tuskegee University. If

there are no GM-related applicants or additional funds remain, scholarships may be awarded to other minority and female applicants.

Russell Corporation Scholarships: Scholarship assistance up to \$1500 per year is available to students who are employees of the Russell Corporation or who are related in some way to an employee of the Russell Corporation. Secondary consideration will be given to students whose home is in geographic proximity to a Russell Corporation facility.

GEM Fellowships: The National Consortium for Graduate Degrees for Minorities in Engineering, Inc. (GEM) sponsors graduate fellowships in conjunction with Tuskegee University and other graduate programs in engineering. Fellows receive tuition assistance plus a cash stipend.

The College Fund/UNCF Scholarships: A limited number of scholarships are awarded each year to Tuskegee University students. The Office of Financial Aid nominates a number of students each fall for The College Fund scholarships, which makes the final determination of the recipients.

Military Scholarships: Scholarships are available from the Army and the Air Force for students. These scholarships are usually full tuition scholarships. Students receiving ROTC scholarships will receive room and board funding from the University.

NACME Scholarships: National Action Council for Minorities in Engineering offers scholarships to students majoring in engineering. These funds range from \$250 up to \$2500 and are renewable.

Macon County Scholarships: These scholarships are given to Macon County residents who demonstrate exceptional need. Proceeds for these funds are generated from the Macon County Greyhound Park.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Verification Policies and Procedures		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

VERIFICATION POLICIES AND PROCEDURES

Introduction

Verification is the process used to check the accuracy of information a student and/or parent has given when applying for federal aid. Regulations governing the Title IV Student Financial Aid Programs require institutions to verify applicant reported data in certain instances. (34 CFR Part 668 Subpart E). Information is verified by securing additional information or a signed statement attesting to the accuracy of information provided. Verification is implemented to reduce error rates in applicant reported data and to ensure, to the greatest extent possible, that eligible applicants receive correct amounts of financial assistance.

Verification is required for the following Title IV Programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Perkins Loan
- Federal Work Study
- Federal Stafford Loan
- William D. Ford Direct Subsidized Loan

Who must be verified?

All students apply for federal aid by completing a free application for Federal Student Aid (FAFSA) or Renewal Free Application for Federal Aid via the paper application or an electronic FAFSA. A Central Processing System (CPS) that calculates the student's eligibility using several editing criteria specifically designed to detect inconsistencies and mistakes processes the FAFSA.

Each applicant receives a Student Aid Report (SAR) or similar output document that details eligibility and calculates the Expected Family Contribution (EFC). The federal output document will indicate if a student has been selected for verification by printing an asterisk (*) to the right of the EFC. Verification instructions also appear in the "COMMENTS" portion of the SAR.

Applicants also may be selected for verification by Tuskegee as long as the selection procedures are in accordance with consistently applied institutional policies. The student is subject to all the rules and requirements of verification as they apply to edit selected applicants.

Transfer students are not required to re-verify information if the process was completed for the current award year at the prior school. To document a student's eligibility for this exclusion, you must obtain a letter from the school that completed the verification. The letter must include a statement that the student's application data have been verified; the transaction number of the verified application; and if relevant, the reason why the school was not required to recalculate the student's EFC.

Verification Items

The following data elements must be verified:

- Adjusted gross income (AGI)
- U.S. income taxes paid for the base year
- Household size
- Number enrolled in Post Secondary Education
- Untaxed income and benefits for the base year (i.e. social security benefits IRA/KEOGH, earned income credit, tax-free bonds).

Documentation

Acceptable documentation is as follows:

- Parent's tax return
- Student tax return
- Non-tax filer's certification
- Verification worksheet

With respect to household size, in order to determine the need for additional documentation, the institution will cross reference the SAR, tax returns and verification form.

With respect to the verification of child support, in order to determine the need for additional documentation, the institution will review the parent's and/or student's (independent) marital status and the number in the household.

For an unmarried applicant under age 24 claiming independent student status whose parents are unwilling or unable to provide the required documentation, the institution will consider whether the student had sufficient resources to support him/herself when the applicant provides a statement as to how he/she lived.

The institution follows the guidelines under 34 CFR Part 668.57 and The Verification Guide with respect to all verification procedures and documents. (See Appendix D)

Updates and Revisions

1. Applicants selected for verification by edit-selection or the institution, are required to provide requested information or documentation in order to be eligible to receive Title IV Student Aid Funds.
2. If a Pell Grant or campus-based program applicant's dependency status changes during the award year or the original application was filed incorrectly, a new application reflecting the changed status must be filed unless the change results from a change in marital status.
3. Pell Grant applicants whose dependency status changes during the award year must file a correction application unless the change results from a change in marital status.
4. Campus-based applicants, whose dependency status changes during the award year, except as a result of marriage, must have their EFC recalculated. The procedure for doing this is to update the dependency status directly on the SAR or through the electronic process (ISIR).
5. Exceptions to the above policy will be granted when the Director or Counselor deem necessary.
6. Selected applicants must certify and/or update the household size and number in post secondary education to reflect accurate data s of the date of verification.
7. The applicant must repay any overpayment discovered as a result of verification.

Time Period

Applicants selected for verification by edit-selection or the institution must complete the process no later than 60 days after the last day of enrollment or August 31, whichever is earlier. Campus-based, Direct Subsidized Loan, and Federal Stafford Loan applicants must complete verification with the deadlines the school establishes (not later than 30 days after the start of classes).

The institution will accept documentation after the stated deadline if unusual circumstances arise.

If a federal direct loan applicant is selected for verification and the institution certifies the loan application, in no case will the time period for completing verification extend beyond 45 days after the institution receives notification that the loan was approved.

Interim Disbursements

The institution will not disburse any Pell Grant, Perkins Loan, SEOG funds, employ a student under the FWSP program or certify a federal direct loan application for a student for whom the institution has documentation which indicates the application information is inaccurate.

Consequences for Failure to Provide Documentation or Information within a Reasonable Time Period

The institution will withhold the proceeds of a federal direct loan and void the application for applicants who are selected for verification after the loan is certified and who fail to provide the requested documentation within the specified time period.

Pell Grant applicants who fail to provide requested documentation to verify reported information within a reasonable time period will forfeit their Pell Award.

The institution will accept requested documentation after the specified time period and award aid to such applicants if the applicant submits valid SAR's before the Pell Grant deadline.

Tolerances

1. For the Pell Grant Program, the institution will not recalculate the EFC for an applicant if the application information will not change as a result of verification.
2. For the campus-based and federal direct loan program, the institution will recalculate an applicant's EFC if there are any errors in non-dollar items used to calculate the EFC and/or there is an absolute dollar error of \$400 or more.
3. If the institution chooses not to recalculate the EFC itself, it will require the applicant to submit the corrections to the appropriate processor for recalculation.

Notification

The institution will inform the applicant of verification procedures and requirements through a notice to all applicants. The institution will notify the applicant of the results of verification by a follow-up form requesting the applicant to make corrections through the processing center or an award letter confirming the applicant's financial aid award.

The institution will notify the student if during the process of verification the institution determines that the student's loan exceeds his/her Pell Grant award but the institution elects to pay on the student's original EFC.

Alternative Forms

IRS Letter 1722
IRS Form 4868
Official Agency Documentation and/or signed statements
Tax return filed with central government outside the U.S.
Puerto Rican tax return
Copy of IRS extension and W-2s
Non-tax Filers certification form

Summary of the Verification Process

- All applicants selected for verification are identified.
- Each applicant's SAR is reviewed for the data elements to be verified
- If the information is accurate, the applicant's file is processed and an Award Letter is generated

- If the information is conflicting, the applicant is required to provide tax returns and other documents verifying untaxed income, household size, adjusted gross income, income taxes paid and number enrolled in college.
- If the resolution of conflicting data is within tolerance levels, the verification process is completed and an award is processed.
- If the resolution of the conflicting data exceeds tolerance levels, the SAR is resubmitted to the central processor for recalculation of the EFC. The file is routed to the “holding” area until receipt of a corrected SAR or ISIR.
- The files are routed to a “holding” area until the verification process is complete. The applicant loses any priority status previously assigned and will be packaged based on the availability of funds after the Pell Grant has been awarded.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Awarding Policy		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

**FINANCIAL AID AWARDING POLICY
FOR
DISBURSING FINANCIAL AID AND SCHOLARSHIP FUNDS
TO UNDERGRADUATE AND GRADUATE STUDENTS**

(Effective: 1997-98 Academic Year)

1. The basic policy regarding financial aid and scholarship funds at Tuskegee University is that the University subscribes to the principle that the primary responsibility for financing a student's education rests with the student and his parents and guardian. Therefore, after the family's contribution has been determined, the University makes every effort to provide as much of the remaining need as possible to qualified students.
2. The basic practice will be to award a certain percentage of the direct cost to students who meet the application deadline. Awards are based on an approved awarding policy. Financial Aid is awarded based on economic need; the amount of a scholarship award is based on economic need³ and merit. No student's combination of financial aid and scholarship assistance can exceed his economic need as determined by Tuskegee University's analysis. Students not having an economic need cannot exceed the established budget with scholarship aid.
3. **ALL SCHOLARSHIPS, INCLUDING RESTRICTED EXTERNALLY FUNDED SCHOLARSHIPS, ARE ADMINISTERED BY THE OFFICE OF FINANCIAL AID ACCORDING TO THE GUIDELINES ESTABLISHED BY THE FINANCIAL AID AND ADMISSIONS COMMITTEE, THE SCHOOL DEAN AND THE DONOR.**
4. Financial aid is awarded as follows:
 - A. The established student budget for educational need is determined each year by the University based on both direct and indirect costs. The student budget for on-campus students will include the actual price of tuition, room, board, transportation, an allowance for books and supplies, and miscellaneous expenses. The student budget for off-campus students will include tuition and an allowance for living expenses, books, supplies, transportation and miscellaneous expenses. A dependent

care allowance of \$900 will be given to students with dependents under the age of six.

- B. The established student budget for graduate students will be the same as for undergraduate students. The veterinary and nursing students will be given an additional allowance for special clothing, equipment and books.
- C. All students who meet institutional deadlines for aid will receive full consideration for financial aid and scholarship assistance. Pell Grant recipients meeting deadlines will be given highest priority for financial aid. However, SEOG and Perkins funds must be distributed in lowest EFC order.
- D. A student's unmet need is determined by deducting his expected family contribution from the established budget.
- E. A Pell Grant is the foundation for all undergraduate financial aid awards. Pell Grant recipients receive first priority, in lowest EFC order, for campus based financial aid. After the Pell Grant, financial aid is offered in the form of a package with two basic components:
 - i. The first portion of the award is grant aid. The second portion of the award is self-help (a portion of Academic Year employment and educational loans).

Aid is allocated in the following order:

- 1. Pell Grant
 - 2. TU Grant
 - 3. SEOG
 - 4. Perkins
 - 5. Direct Subsidized Loan
 - 6. Federal Work Study
 - 7. PLUS or Unsubsidized Loan
- ii. **SELF-HELP.** The amount of self-help in Tuskegee's Financial Aid is determined annually. In the 1997-98, 1998-99 academic year, the standard self-help level for freshmen is \$4,943 (\$2625 sub, \$2318 CWS). Sophomores' self-help level is \$5,818 (\$3,500 sub, \$2318 CWS). Juniors and Seniors self-help level is \$7,818 (\$5,500 sub, \$2,813 CWS). The 1999-2000 self-help level for freshmen is \$5,745 (\$2625 sub, 3120 CWS); sophomores \$6,620 (\$3500 sub, 3120 CWS); juniors and seniors \$8620 (\$5500 sub, \$3120 CWS).
 - iii. Graduate and Professional students will be awarded work-study after Pell recipients have been considered.
5. **Macon County Scholarship:** Economically disadvantaged Macon County residents will be eligible for a grant to help them meet school expenses. A bona fide Macon County student will be deemed economically disadvantaged if determined to be eligible for a Pell Grant. The amount of this grant will be determined each year. The grant may be awarded

to such student as a replacement for SEOG money for which he may be eligible and may be used to meet 100 percent of direct cost less the expected family contribution. A dependent student's residential status is determined by the permanent address of the student's parent or legal guardian. The resident status of the independent student will be determined at the time of matriculation. Funds may be awarded to non-eligible Pell students provided they demonstrate a financial need and there are remaining funds available after all Pell eligible students have been considered. This grant is supported by Race Track Revenues.

6. **Merit Scholarships:** All merit-based scholarships and awards (except the special academic and athletic scholarships discussed below) whether from University controlled or outside funds, are awarded as a part of the University's financial aid package. A student receiving a merit scholarship will have his financial aid adjusted, if necessary, in the order listed in No. 11 below. A student CANNOT receive more than the equivalent of one full-tuition scholarship for the purpose of paying tuition. Tuition scholarships cannot be applied to any other University charges.

Recipients of externally funded four-year tuition scholarships who are also selected as Presidential Award Recipients and those individuals who demonstrate strong leadership potential may be awarded scholarships by the University to pay all or part of their room and board expenses. Students receiving such external scholarships are not also eligible for a University tuition scholarship. Renewal of their room and board scholarships will be contingent on criteria outlined below under Presidential Scholarships.

- A. **Presidential Citation Scholarships:** Each year, provisions will be made to renew these scholarships to students who meet the renewal criteria as stated below. These scholarships were offered to National Merit Finalists and Semifinalist from previous years. Each scholarship can be renewed for an additional three years of undergraduate study provided that the recipient maintains a cumulative grade point average of no less than 2.75, passes at least 30 semester hours each year, and remains in good academic and social standing. (NO NEW AWARDS AFTER 1994-95).
- B. **Distinguished Scholar Award:** Scholarships ranging from one half to full-tuition are awarded to prospective students showing academic promise (3.25 grade point average or higher and strong test scores) or who exhibit strong leadership skills. Guidelines for renewing these scholarships are the same as for the Presidential Citation Scholarship. (NO NEW AWARDS AFTER 1994-95).
- C. **Presidential Scholarship:** Scholarships are offered to incoming students whose grade point averages range from 4.00 to 3.24 and test scores ranging from 900 to 1100+ (SAT) and 19 to 24+ (ACT). Amounts range from \$3250 per year to \$6000 per year. These scholarships are renewable for an additional three years by maintaining a 3.00 or better cumulative grade point average while completing 30 hours each year. Students failing to meet renewal criteria will forfeit their scholarship in future years.

These scholarships are for merit alone. Need plays no part in their awarding. Need-based aid may be added to this award in the order listed in 4D.

RECIPIENTS OF UNIVERSITY FUNDED SCHOLARSHIPS, INCLUDING ATHLETIC GRANTS-IN-AID, SHALL BE REQUIRED TO LIVE ON CAMPUS, UNLESS MARRIED OR A COMMUTER STUDENT AS DETERMINED BY UNIVERSITY RULES. Students not meeting this requirement will lose their scholarship.

- D. **Tuskegee University Grant:** Grants are offered to incoming students whose grade point averages range from 2.50 to 2.75 and test scores ranging from 17 to 18 (ACT) and 800 to 899 (SAT). Amounts range from \$1800 per year to \$3000. These grants are renewable for an additional three years provided renewal criteria is met. Students must maintain a minimum 2.00 GPA while completing 24 credit hours each year. Students failing to meet renewal criteria will forfeit their scholarship in future years.
- E. **Athletic Grant-In-Aid:** Athletes receiving athletic grant-in-aid may be awarded University funds up to the level of tuition. Need-based financial aid may be added to this award in the order listed in 4D. These students **MUST** apply for financial aid.
7. A student receiving additional scholarship/grant funds after he has been notified of his financial aid offer by the University shall have his offer of financial aid adjusted in line with Federal guidelines and the University's financial aid awarding policy herein stated.
 8. The top ranking rising senior in each school will be designated as a University Scholar. Each such scholar will be awarded a scholarship covering tuition for the academic year following such designation.
 9. Students who maintain a 4.00 GPA will be designated as Eminent Scholars. These students will receive an equal award amount for the next academic year following such designation.
 10. At least forty (40) percent of the campus-based funds available for financial aid will be reserved for new freshmen and transfer students. The remaining funds will be reserved for upper class students.
 11. Students receiving financial aid are required to report immediately to the Financial Aid Office all outside awards—grants and scholarships. No student will be permitted to receive in financial aid and scholarship support amounts that exceed Tuskegee's cost of education (direct and indirect costs). In cases where a student's award must be adjusted, the adjustments will occur in the following order:
 1. Federal Direct Unsubsidized Loan
 2. Federal Direct Subsidized Loan
 3. Federal Perkins Loan
 4. Federal SEOG
 5. Federal Work-Study
 12. For students entering Tuskegee University after May 31, 1995 any combination of financial aid and scholarship support is limited to not more than six years (12 semesters)

for under-graduate programs that are published as 4-year curriculums; seven years (14 semesters for undergraduate programs that are published as 5-year curriculums. Exceptions to this time limit may be made for the following reasons:

- A. The death of an immediate relative of the student
- B. The personal illness or injury of the student
- C. Special circumstances as determined by the Director of Financial Aid and Admissions Committee.

For more information on item 12 above, see the Satisfactory Academic Progress Policy.

13. **One-Half Tuition:** One-half tuition scholarships are available to all eligible employees/dependents for enrollment in courses at Tuskegee University. Tuskegee University will not award both a full-tuition grant and one-half tuition scholarship to employees/dependents attending the University. Additionally, students entering the University starting with the 1997-98 Academic Year, who are awarded the Alabama Incentive Plan, are eligible to receive the Alabama Plan or One-Half Tuition. These persons will be eligible for the full-tuition grant, half-tuition scholarship or the Alabama Plan—but eligibility for a combination cannot be established. In the event the one-half tuition scholarship has been issued and subsequently a full-tuition grant is awarded, the total amount of the one-half tuition scholarship must be refunded to the University immediately.
14. **Guardianship:** All financial aid is awarded based on information derived from the natural parents' financial status. No other person (grandparents, aunts, uncles, sisters, brothers etc.) will be considered unless legal guardianship has been established and finalized through the courts prior to college enrollment.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids William D. Ford Loan Procedures		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

WILLIAM D. FORD LOAN PROCEDURES

Procedures for Disbursing Loan Funds

1. Financial Aid Counselors certify borrower eligibility amounts and input the data into the University's financial aid module (COLLEAGUE). The loan is set at a pending status until all related data is confirmed.
2. Counselors will input the loan request into the Federal System (EdExpress), for transmittal to the Loan Origination Center (LOC).
3. LOC prints and sends all Promissory Notes to the borrower.
4. Upon receipt of a good Promissory Note from the borrower, the LOC requests funds based on the anticipated disbursement dates provided by the university.
5. Funds are transmitted electronically to the University's account. The Counselors verify that loans have been approved by LOC before making disbursements to borrowers. Verification steps include:
 - determining that the student is enrolled at least half-time and
 - determining that the student is making Satisfactory Academic Progress
 - determining that the student has had an entrance interview
6. If the student remains eligible, the loan is moved from a "pending" status to "active" in Colleague by Financial Aid Counselors.
7. The funds are moved to the student's account via the financial aid transmittal process performed by the Bursar.
8. If the student has a credit balance (payments and financial aid in excess of tuition and other charges), a refund check is issued to the student within 14 days.

ENTRANCE AND EXIT LOAN COUNSELING

Both entrance and exit loan counseling are now requirements under the new Default Reduction Regulations. The Department of Education has assigned to participating institutions the responsibility for entrance counseling and exit counseling for loan borrowers. The entrance loan counseling must be conducted prior to the release of the first disbursement of loan proceeds to first time borrowers. The exit counseling must take place prior to or at the time the student borrower ceases his/her enrollment.

NOTE: If the student ceases enrollment without notification, the information required in exit counseling may be mailed to the student.

The counseling may be done individually or in groups. The institution may choose to use external persons (i.e. Lenders). The Department of Education and Lending Institutions provide videotape and view graph presentations and handout materials to include in entrance and exit counseling packets for borrowers.

A. Entrance Counseling

All first-time transfer students, re-entry students borrowing federal loans for the first time on or after July 1, 1990 are required to attend an entrance interview. Tuskegee University provides the following information during the initial entrance interview/counseling session:

- discussion of all sources of financial aid offered
- discussion of Student's Rights and Responsibilities
- advises students to read and retain all loan documents
- reviews Satisfactory Academic Progress Policy
- reviews the University's Refund/Repayment Policy

The Loan Entrance Counseling Packet includes information on:

- loan terms and conditions (i.e. interest rate, grace periods)
- general information on average student indebtedness
- available repayment options
- consequences of delinquency and default
- loan repayments
- availability of deferments, forbearance, and cancellation deferments
- information on budgeting and personal financial management
- loan entrance interview form which is signed, dated and filed in student's financial aid file.

The initial entrance counseling session is often conducted in groups. After the initial session(s), subsequent sessions are conducted by financial aid personnel on an individual basis.

B. Exit Counseling

Tuskegee University provides the following information during the Exit interview Counseling session.

- loan repayment obligations
- average anticipated monthly payments (students may have more than one lender to repay)
- debt management strategies
- name and address of lender(s)

The Loan Exit Counseling packet includes information on:

- loan terms and conditions
- total amount of loan debt
- sample forms for deferment, cancellations, and forbearance and
- sample form letters for correspondence with lender(s) and loan servicing centers.

The exit counseling session may be conducted in groups for graduating seniors. The exit interview packet is mailed via certified mail to students who do not attend the scheduled sessions(s). Students who unofficially withdraw or drop out of the University receive exit counseling packets via certified mail. The Financial Aid Counselor determines the borrowers who require exit counseling by reviewing several reports provided by the Registrar: Withdrawal rosters and non-returning student rosters. Exit materials are forwarded to the borrower by the Financial Aid Counselor within 30 days of determining that the borrower has withdrawn from school or failed to attend scheduled class sessions.

The Associate Director and the Director reviews the students' financial aid files to confirm that the following procedures are performed and documented:

- exit interview sessions were conducted with the borrower or
- exit materials were forwarded via certified mail to the borrower
- additional follow up correspondence was attempted for students whose exit materials were returned to the university because of incorrect addresses. Financial Aid files and other university documents will be reviewed to obtain new addresses for these students or references listed on the other documents.

Procedures for Reimbursing Direct Loans (Over awards, withdrawals)

1. Financial Aid counselors determine whether an adjustment is warranted.
2. A check request form is prepared payable to the Direct Loan Service Center. The student's name, social security number, amount and reason for adjustment is listed.
3. The Business Office receives the check request form and prepares a check.
4. The processed check is returned to the Financial Aid Office. A copy of the check and supporting documents are maintained in the student's file. The original forms and check is forwarded via

via certified mail to the Direct Loan Servicing Center.

Reconciliation Procedures

The reconciliation procedures are to:

1. Verify the date(s) funds were transferred and received in university accounts.
2. Verify the date the funds were posted to the student's account.
3. Enter the date on the student's actual disbursement (EdExpress) screen. Perform this function for all students for whom we have received actual funds.
4. Export all disbursement records via EdExpress to the LOC. LOC acknowledges records in one day.
5. Import the acknowledgments from LOC to see which records were accepted and/or rejected. Correct records that were rejected and re-export.
6. Under the Cash Management Function, enter the amount received and the date received. Under the Reconciliation Function, enter the period (30 day cycle) for the funds received.
7. Export files (Cash Management and Reconciliation) to LOC> Files are acknowledged within one day.
8. Import the acknowledgments from the LOC. Compare the disbursements against the cash reconciled for any errors or discrepancies. If any corrections are needed, include them in the next reconciliation batch.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Work Study Procedures Federal and University Work Study		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

**WORK STUDY PROCEDURES
FEDERAL AND UNIVERSITY WORK-STUDY**

- A. Federal work study is awarded to the student by the Financial Aid Counselor.
- B. College work study is controlled by the departments who have been budgeted college work study
- C. Students on financial aid suspension or probation are not eligible to receive federal or college work study.
- D. Requests for federal work study students are submitted to the Associate Director of Financial Aid by various departments. Departmental requests will be honored provided funds are available.
- E. The Associate Director shall make job assignments from the file of requests submitted by departments.
- F. **Job Assignment Procedures**
 - 1. Students must present proof of registration for the current term prior to being assigned a job and signing a Work-Study Contract.
 - 2. The job placement forms shall be sent with the student to a designated office/department. The supervisor signature and job title is accepted as approval for employment.
 - 3. Each student reporting for a job assignment shall be required to present a copy of the current year's award and a copy of the class schedule for the current semester during the job placement assignment period to the Associate Director before a job assignment is made.
 - 4. Returning and continuing WS student employees shall be routinely reassigned to

former sites, unless otherwise requested. Beginning and/or first time WS student employees shall be interviewed for job interests and skills and matched with jobs when feasible; the first priority shall be securing employment for the awarded WS funds.

5. All WS student employees shall be required to fill out Federal Income Tax Withholding Forms (W-4), Employment Eligibility Verification (Form I-9) and present two forms of identification, preferably a driver's license and social security card.
6. Student shall be instructed to sign a contract agreement if hired and copies are distributed to the new employee, supervisor and Financial Aid Office.

G. Contracts

1. Contract information is coded into the Colleague System (payroll module)
2. Student data information is kept current at all times during the academic year. New WS employees are added to the data bank when contracts are signed by the student. Job transfer or termination are updated in the student data file.
3. No student employee is deleted from the current year's data file. Deletions shall only occur at the end of the spring term of each academic year, if necessary.
4. The WS contract agreements are filed in the Financial Aid Office after the appropriate signatures and documents have been provided.

H. Payroll Work Sheets, Time Sheets and Pay Periods

1. WS pay periods begin on the first of each month and end the last day of each month.
2. Due dates are posted on Payroll Work Sheets which are sent to supervisors prior to the end of each month.
3. The payroll work sheets and time sheets must be returned to the Associate Director by the scheduled date.
4. Checks will not be processed for any student in the following categories:
 - a. Student has no contract
 - b. Student is left off payroll work sheets by supervisors
 - c. Student payroll time sheet is inaccurate or illegible.
5. The Associate Director will check payroll work sheets and time sheets for accuracy and submit for payroll processing.
6. A verification roster of checks to be processed are forwarded by the Payroll Clerk to the Associate Director for verification.
7. Corrected verification rosters of checks that will be processed, copies of time sheets and payroll worksheets are sent by the Associate Director to the Payroll Clerk.

8. The Associate Director obtains copies of the final Payroll Register from the Payroll Department.
9. The Associate Director shall request at the end of each month, a cumulative earnings print out. When pay periods include more than one academic semester, the cumulative earnings print out will include the last pay period checks were processed.

I. **Student Employee Work Attendance, Job Performance and Transfer Requests**

1. It is the student's responsibility and obligation to be on duty during scheduled work hours and to notify the supervisor when illness or other circumstances prevent him/her from working.
2. Students are evaluated at the end of the academic term or upon termination.
3. Transfer requests, made by either the student employee or work supervisor, shall be processed through a written request, transfer, approval or termination agreement. Unusual circumstances will be taken into consideration when the prescribed procedure is not adequate to handle the transfer request.

J. **Payroll Schedule**

The Payroll schedule is categorized into work periods to show the number of hours and pay calculated for each pay period.

K. **Disbursement of Funds**

Work study students are paid each month, by check, for hours worked. The Business Office disburses checks on the 14th of the month for hours worked the preceding month.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Policy on Financial Aid Transcripts		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

**TUSKEGEE UNIVERSITY
POLICY ON
FINANCIAL AID TRANSCRIPTS**

The institution will determine whether or not a student has previously attended any other institution. Responsibility for this determination rests with the Office of Admissions and Financial Aid. The admissions application, other admission data and the Tuskegee University Financial Aid Data form are used to make this determination.

The aid office will be informed of a student's transfer status and previously attended institutions by the acceptance status of transfer on the acceptance letter and the colleague system.

This institution may award aid before financial aid transcripts have been received from all previously attended institutions. Financial Aid Transcript data is also submitted with the Student Aid Report. In those cases, no paper transcript is need. However, before any Title IV funds are disbursed, financial aid transcripts must be received. The responsibility for requesting transcripts rests with the student and the Financial Aid Office. Copies of letters of request for Financial Aid Transcripts will be maintained in each student's file to insure that the requests have been made. The Financial Aid Counselor will follow up to make sure all transcripts have been received.

This institution will not certify any PLUS application until all transcripts have been received.

This institution may certify a student's Federal Direct Subsidized or Unsubsidized loan application before all transcripts are received. However, proceeds of certified sub or unsub loans will not be released to a transfer student until all transcripts have been received.

The Registrar's Office will notify the Financial Aid Office of students who take classes at other

institutions while attending Tuskegee University. The Financial Aid Counselor will make institutional requests for these transcripts.

If all transcripts are not received within 45 days of receipt of approved sub and unsub loans, the loan will be canceled. The responsibility for monitoring this time period rests with the Financial Aid Counselor. If a transcript is received which indicates the student is ineligible for the loan, the loan will be canceled.

The institution will not make disbursements of Pell Grant, campus-based funds or state grants for the first payment period before all transcripts have been received.

Students who apply for federal aid must not be in default on any prior educational loan received and must not owe a refund on any Pell, SEOG or State Student Incentive Grant (i.e., Alabama Student Assistance).

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Policy Refunds and Repayments		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

REFUNDS/REPAYMENTS

Students who withdraw officially or unofficially from the University within the first nine weeks of classes may be eligible for a refund of institutional charges based on the following information and schedules below. Institutional charges include tuition and fees. The University will not refund financial aid disbursed to students' accounts which created credit balances that were subsequently paid to the student for non-campus living expenses, books and supplies, installment fees and traffic fines. Charges to student accounts for campus room, board, and health insurance are not eligible for refunds unless the student never reported to the University for registration.

Official Withdrawals: A student must notify the Registrar's Office of his or her withdrawal from the University by completing the proper withdrawal form in the Registrar's Office. The refund is based on the date the form is completed and signed by the student.

Unofficial Withdrawal: If a student is present during the official enrollment count the first week of class and not present on the second enrollment count by the faculty during the third week after the start of classes and midterm exam, the student will be administratively withdrawn based on the last date of attendance. If a student is not attending class, but takes the midterm exam, the University will use the exam date as the last known date of attendance to withdraw the student. The refund calculation is based on the last known date of attendance.

Students who withdraw on or before the 60 percent point in time (9 weeks after the semester begins) are subject to the pro-rata refund calculation as provided in compliance with Section 668.22 of the Student Assistance General Provisions Regulations for Title IV Financial Aid. The Office of the Bursar will calculate and process refunds based on the week attended for fall, spring and summer session which follows.

Fall & Spring Semesters	Student Refund	
<u>Weeks Completed</u>	<u>First Time</u>	<u>Continuing</u>
End of the first day of class	100%	100%

End of the first week	90%	90%
End of the second week	80%	50%
End of the third week	80%	50%
End of the fourth week	70%	50%
End of the fifth week	60%	25%
End of the sixth week	60%	25%
End of the seventh week	50%	25%
End of the eighth week	50%	25%
End of the ninth week	40%	0%
End of the tenth week	30%	0%
After the tenth week	0%	0%

Summer Session

Days Completed:

Refund

0 - one day	100%
2 - four days	90%
5 - ten days	50%
10- twenty days	25%
21 or more days	0%

Within ten days after receipt of withdrawal notice from the Registrar, the Bursar will calculate the refund amount due, request a refund check and mail to the sponsoring agencies, students, or other third parties as appropriate. Amounts returned to the Perkins Loan Program and the University will be handled via check request. Refund amounts will be processed in the order listed below, as appropriate for each student.

1. Unsubsidized Federal Stafford Loan Program
2. Subsidized Federal Stafford Loan Program
3. Federal PLUS Program
4. Unsubsidized Federal Direct Loan Program
5. Subsidized Federal Direct Loan Program
6. Federal Direct PLUS Program
7. Federal Perkins Loan Program
8. Federal Pell Grant Program
9. Federal SEOG Program
10. Other Federal, State, Private, or TU Assistantships
11. The Student and
12. The University

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Satisfactory Progress Procedures		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

SATISFACTORY ACADEMIC PROGRESS PROCEDURES

INTRODUCTION

Tuskegee University is required by Section 484 of the Higher Education Act of 1965, as amended, to define Satisfactory Academic Progress in measurable standards to determine a student's eligibility to receive federal assistance. Students who do not meet the standards will not be eligible to receive financial aid.

A review of the transcripts of all Title IV Financial Aid recipients is conducted by the Financial Aid Office at the end of the Spring and Summer Sessions to determine if Satisfactory Academic Progress (SAP) is being maintained by students. The reviews will conclude within one week of receiving final grade reports from the Registrar. Final grades are posted to academic transcripts approximately the third week in May for the Spring term and the first week in August for the Summer session.

Students on probation or suspension in the previous year are not awarded Title IV Aid until after the review has been completed. Title IV Aid awarded to students who have failed to maintain Satisfactory Academic Progress will be canceled upon completion of the review by the Financial Aid office. The Director and Associate Director verifies that the cancellations are performed. The review, cancellation and verification process are completed within two weeks of receipt of academic transcripts from the Registrar in May and August.

A notice is forwarded to the students informing them of the financial aid action and their rights to appeal the suspension decision to the Financial Aid and Admissions Committee.

The chairperson of the Appeals Committee notifies the Financial Aid Director of the status of the appeals. If the Committee rescinds the suspension, Title IV Aid is restored to the students' accounts by the Financial Aid Counselors. The Director and Associate Director verifies whether the aid has been deleted or restored to the students by reviewing the system and printing award screens to be placed in each student's file.

**TUSKEGEE UNIVERSITY
SATISFACTORY ACADEMIC PROGRESS POLICY
FOR THE DISBURSEMENT OF
STUDENT ASSISTANCE FUNDS**

I. UNDERGRADUATE STUDENTS

Tuskegee University is required by Section 484 of the Higher Education Act of 1965, as amended, to define satisfactory academic progress in measurable standards to determine a student's eligibility to receive federal financial assistance. Students who do not meet the standards of Satisfactory Academic Progress (SAP) will not be eligible to receive financial aid.

Satisfactory academic progress will be assessed for each student at the end of each academic year by Financial Aid Services to determine the student's eligibility for continued financial assistance. **Financial aid probation and financial aid suspension** are outlined in this policy (See section 4 for definition of these terms). An appeal procedure for verifiable unexpected or unforeseen circumstances is available to the student. Tuskegee University cannot waive the satisfactory academic progress requirement for any student to receive financial assistance.

1. **EARNED HOURS:** A full-time (12 or more hours) student is considered to be making Satisfactory Academic Progress and will remain eligible for financial assistance by passing a minimum number of hours per academic year (two semesters) as follows:

Academic Years Enrolled	Minimum Cumulative Hours Passed
1	24
2	48
3	72
4	96
5	120
6	144
7	168 (5 year curriculum only)

*The summer session is equivalent to one-half of a semester

Full time students are expected to pass at least 12 hours each semester. A student who fails to pass the minimum required hours by the end of a given academic year will be placed on **financial aid probation** for the subsequent academic year. However, a student on **financial aid probation** who passes at least 12 hours for each semester enrolled during the probationary academic year with an average GPA of not less than 2.00 will continue on **financial aid probation** even though the student's cumulative hours passed remains below the probationary level.

A student who fails to pass within nine (9) hours of the minimum required hours by the end of the probationary year will be placed on financial aid suspension. For example, a student enrolled two academic years is considered to be making satisfactory academic progress by passing 48 cumulative hours. If the cumulative hours passed is less than 39 hours, the student is placed on suspension because the hours passed did not fall within nine hours of the minimum required hours needed to be considered as making satisfactory academic progress.

A student's financial aid status may be changed before the probation/suspension period if, as a result of a successful summer session enrollment, the deficiency in cumulative hours passed is removed. Students should be cautioned, however, that very little financial assistance is available for summer school.

2. **Cumulative Grade Point Average (CGPA):** A full-time student who fails to earn a CGPA of at least 2.00 at the end of any academic year will be placed on financial aid probation for the subsequent year. A student who is on financial aid probation may be placed on financial aid suspension if he has not earned a GPA of at least 2.00 at the end of that year. In most cases, a first time freshman will be permitted two academic years of enrollment before being placed on financial aid suspension. At the end of two years of full-time attendance, a student must have a cumulative grade point average of 2.00 in order to maintain satisfactory academic progress.

A student who fails to earn a CGPA of at least 1.00 at the end of any academic year will be promptly placed on financial aid suspension without benefit of a probationary period.

A student's financial aid status may be changed before the probation/suspension period if, as a result of a successful summer session enrollment, the deficiency in CGPA is removed.

3. **Time Frame to Complete Program.** Eligibility is limited to six years or 12 semesters to complete an undergraduate degree that is published as a four year curriculum. Eligibility is limited to seven years or 14 semesters to complete an undergraduate degree that is published as a five year curriculum. Summer Sessions are equivalent to one-half of a semester.
4. **Financial Aid Probation:** The period of time allotted for a student to improve academic standing while continuing to receive federal financial aid.

Financial Aid Suspension: Whenever one or more of the following occurs, the student will be placed on financial aid suspension:

- a. The student fails to meet the cumulative earned-hours requirement to remain eligible for assistance after being placed on financial aid probation as specified in Section one above.
- b. The student fails to meet the minimum CGPA requirement to remain eligible for assistance after being placed on financial aid probation as specified in Section two above.
- c. The student fails to earn a CGPA of at least 1.00 at the end of any academic year.

- d. The student withdraws from the University for a second time.

A student on financial aid suspension may not receive financial assistance until after the student's eligibility has been restored. If verifiable mitigating circumstances have caused the student to be placed on financial aid suspension for any of the above listed reasons, the student has the opportunity to appeal (See Section 9 below).

5. **Re-establishing Eligibility:** A student who has been placed on financial aid suspension may re-establish eligibility for future financial assistance by raising the cumulative hours passed or the CGPA above the minimal levels specified in Sections 1 and 2 above. Such action would have to be undertaken without the aid of student financial assistance.
6. **Withdrawal and Dropping Courses:** Any student who withdraws from the University for a second time will be placed on **financial aid suspension**. If verifiable mitigating circumstances are the cause of the second withdrawal, the student has the opportunity to appeal the **financial aid suspension** (See Section 9 below).

Students are cautioned against dropping courses. Students who drop below full-time status (12 hours) may not only have their financial aid award reduced (if dropping to part-time status occurs before the end of the refund period), but they will also jeopardize their eligibility for future financial aid due to a deficiency in cumulative hours passed.

7. **Part Time Students:** Students who enroll in less than 12 semester hours will be considered as part-time when determining eligibility for financial assistance. A part-time student must earn credit hours on a pro rata basis of the full-time requirements, and the minimum specified CGPA must be maintained in order to be eligible for financial aid.

The maximum time frame for a part-time student to complete a degree program shall not be greater than twice the maximum period specified for a full-time student in Section 3 above.

8. **Transfer Students:** A student transferring to the University on a full-time basis is presumed to be making Satisfactory Academic Progress as is every first-time enrolling student. Satisfactory Academic Progress will be first assessed for each transfer student at the end of the academic year during which the student transferred.
9. **Appeal of Financial Aid Suspension:** A student must be able to document unexpected or unforeseen circumstances in order to appeal financial aid suspension. The procedure for appeal is to submit a letter to the Chairperson of the Financial Aid and Admissions Committee at least one month prior to the beginning of the term for which financial aid is requested.

A student must indicate in writing to the Chairperson of the Financial Aid and Admissions Committee the reasons(s) for failure to meet the necessary Satisfactory Academic Progress requirement and why financial aid should not be suspended.

Documentation to support the appeal is required. The appeal must be filed at least one month prior to the beginning of the term for which financial aid is requested.

10. **Miscellaneous:** The student's grade point average at Tuskegee University is calculated on a 4.00 scale. The Office of the Registrar provides grades to students after the semester/session closes. Grades of A,B,C, and D will generate hours earned while a grade of E (failing) or Y will not produce earned hours. Grades of I, WF, WP, P, F, U, and S are not used in the calculation of the grade point average.

A student could be placed on either financial aid probation or financial aid suspension as a result of incomplete (I) grade(s). If the student removes the grade(s) before enrolling for the next academic term, the student's status will be adjusted as a result of the revised hours earned or revised CGPA. If the "I" grade(s) is/are not removed until after enrollment in the next academic term, the student's status will remain unchanged until after the completion of the academic term.

II. GRADUATE STUDENTS

LIBERAL ARTS AND EDUCATION AGRICULTURE, NATURAL AND ENVIRONMENT SCIENCES ENGINEERING, ARCHITECTURE AND PHYSICAL SCIENCES VETERINARY MEDICINE NURSING AND ALLIED HEALTH BUSINESS, MANAGEMENT AND ORGANIZATION

Student eligibility for financial assistance is governed in the academic policy administered by the Dean of each graduate program. At the end of each academic year, Satisfactory Academic Progress is evaluated by the Financial Aid Office. Students who do not meet the standards of Satisfactory Academic Progress will not be eligible to receive financial aid.

1. **Earned Hours:** A graduate student is considered to be making Satisfactory Academic Progress if a minimum of six hours is earned per semester, except for students who have completed their course work.
2. **Cumulative Grade Point Average (CGPA):** Graduate students must maintain a "B" (3.00) average in all work included in the program of study outlined for the degree with no more than 12 semester hours of "C" grades. Grades of "D" are not acceptable.
3. **Time Frame to Complete Program:** Eligibility for graduate students to receive federal financial aid for a minimum of 30 hours of graduate work is six calendar years.
4. **Financial Aid Probation and Assistance:** Whenever a student's CGPA falls below 2.70, probation becomes automatic. The Dean of the School notifies the Office of Financial

Aid of the probationary status. If, at the end of the next session in which the student is registered, the CGPA does not exceed 2.70, the graduate status is forfeited and financial aid is suspended.

5. **Appeal of Financial Aid Suspension and Re-establishing Eligibility:** A student may appeal the suspension from an academic program to the Chairperson of the Financial Aid and Admissions Office. The student should write a letter to the Chairperson of the Committee at least one month prior to the beginning of the term for which financial aid is requested.

III. PROFESSIONAL PROGRAMS

SCHOOL OF VETERINARY MEDICINE, NURSING AND ALLIED HEALTH

1. **Earned Hours:** A veterinary Medicine Student is considered to be making satisfactory academic progress if a minimum GPA of 2.00 is maintained at the end of each semester.
2. **Cumulative Grade Point Average (CGPA):** Students in veterinary medicine must maintain a minimum CGPA of 2.00 at the end of each academic year.
3. **Time Frame to Complete Program:** For students to remain eligible to receive federal financial aid, they must complete a minimum of 134 credit hours of the professional veterinary medical curriculum. The time frame should not exceed six calendar years.
4. **Financial Aid Probation and Assistance:** Students are placed on academic probation by the University if the CGPA falls below 2.00 at the end of the fall semester of each academic year. To be removed from probation, the student must earn a CGPA of 2.00 by the end of the next semester in residence.

Students are suspended for the following reasons:

- An "E" grade is earned in any required course;
- A CGPA of less than 2.00 is earned in required courses at the end of the first, second, third and fourth years of the curriculum.

Students are permanently dismissed from the program and financial aid assistance if, for a second time, they fail to maintain a CGPA of 2.00 at the end of the academic year or they earn an "E" grade in a required course.

5. **Appeal of Financial Aid Suspension and Re-establishing Eligibility:** A student may appeal the suspension from financial aid to the Chairperson of the Financial Aid and Admissions Committee. The student should write a letter to the Chairperson of the Committee at least one month prior to the beginning of the term for which financial assistance is requested.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Record Keeping/Records Maintenance		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

RECORD KEEPING/RECORDS MAINTENANCE

Record keeping

Each institution participating in the Title IV Federal Aid Programs must keep intact and accessible records pertaining to:

- application for Title IV federal financial aid funds and
- receipt and expenditures of Title IV funds including all accounting records and original and supporting documents.

The institution shall retain records for all of its students for a period of three years. These records may be required for:

- Program review and
- Audits.

The records retention requirements for the Financial Aid Office are:

- Campus-based programs: Three years after submission of FISAP for that award year or three years

after the student leaves the University.

- Pell Grant Program: Three years after the award year ends or three years after the student leaves the University.

- William D. Ford Loans: Three years from last day of the loan period or three years after the student leaves the University.

- Loan repayments (Perkins Loan) including cancellation and deferment requests: Three years from date of final payment, cancellation, or assignment to Department of Education

- Questioned expenditures/Program Review or Audit: until resolution.

Records Maintenance

Tuskegee University keeps the above referenced records as follows:

--Campus based, Pell Grant, and William D. Ford records are retained in the Financial Aid Office for three year retention period as stated above. Other records are stored in the College's storage facility.

The following records/documents are maintained in the Financial Aid Office.

- FISAP reports
- Loan Confirmation Reports
- Pell Grant Institutional Payment Summary Reports (IPS)
- Pell Grant Student Payment Summary Reports (SPS)
- Student files
- All other external agency reports (i.e. Department of Human Services, Vocational Rehabilitation Reports)
- Program Reviews and
- Audit reports.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Policy on Fraud		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

FRAUD

There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining or receiving additional assistance. The FAO is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse.

A. Policy on Fraud

Students and parents who willfully submit fraudulent information will be investigated to the fullest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

B. Procedures for Fraud

If, in an Aid Administrator's judgment, there has been intentional misrepresentation, false statements, or alteration of documents which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the case shall be referred to the Director for possible disciplinary action. After investigating the situation, if the Director believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the Department of Education or to the local law enforcement agency.

The Director reviews the student's aid file with the appropriate persons and if the decision is made by the Director to pursue the possibility of denying or canceling financial aid, a written request to make an appointment is sent to the student. If the student does not make an appointment, the Director may:

1. Not process a financial aid application until the situation is resolved satisfactorily
2. Not award financial aid
3. Cancel financial aid
4. Determine that financial aid will not be processed for future years.

All processing of the application or disbursement of funds shall be suspended until the Director has made a determination as to whether the student shall be required to make an appointment.

Fraudulent situations should be reported to the hot line of the Department of Education, Office of Inspector General at (202) 755-2270 or 1-800-MIS-USED.

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Audits and Program Reviews		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

AUDITS AND PROGRAM REVIEWS

Federal regulations require the FAO to have its records and student files audited on an annual basis. TU is audited annually.

Auditors review a sample of student aid files to ensure the FAO is in compliance with Federal, state and University policies. The auditors submit a preliminary memorandum of findings to the Director of Financial Aid who conducts research and prepares a response addressing resolution of the specific discrepancy and appropriate procedures to correct findings. Items which are resolved are deleted from the report and the final document is submitted to the Vice President for Business and Fiscal Affairs (VPBFA). The VPBFA distributes findings concerning each area to the respective department heads. The VPBFA relays a copy of the findings for the FAO to the Director. A response to the findings is submitted to the auditors. If the FAO resolves a finding with the auditors, the discrepancy is removed from the citation report.

An audit exit meeting is held at the University with the auditors and selected University personnel (i.e., Director of Financial Aid, Cashier, VPBFA, etc...) to discuss findings and allow the institution an opportunity to clarify a response. The auditors then submit findings to the U.S. Department of Education. Typically, the auditors will randomly select a specific number of students from each of the Title IV programs. The files are pulled and given to the auditors. Any additional assistance requested is responded to promptly.

Guidelines

A complete listing of financial aid audit guidelines is listed in the Audit Guide published by the U.S. Department of Education. (See this reference document for additional information.)

Tuskegee University
BUSINESS POLICIES AND PROCEDURES

Subject: Financial Aid Procedures		Direct All Inquiries To: Payroll Office 724-4682	
Sub-Title: Financial Aids Policy on Student Consumer Information		Replaces:	
Approved for Issuance: Cecil B. Lucy Vice President for Business & Fiscal Affairs	Date Issued:	Date Effective: Immediately	Code No.:

Student Consumer Information

Under the Education Amendments of 1980, the Student Consumer Information Services Regulations became applicable to all institutions participating in any Title IV Student Assistance programs.

Current law, as amended by the Higher Education Amendments of 1986, require that each eligible institution participating in any program under Title IV perform information dissemination activities. The following minimum information must be readily available to currently enrolled and prospective students and their families: (See Appendices F through I).

- procedures and forms to apply for financial assistance and requirements for accurately preparing such forms
- student eligibility requirements
- criteria for determining the amount of an applicant's award.

A. Financial Aid Program Availability

Financial aid programs which are available to students attending TU are distributed through the following TU published documents and sources:

1. The TU Catalog
2. The TU Financial Aid Handbooks and brochures and
3. TU Web site on the World Wide Web.

Additional resources are published outside of but are distributed through the FAO. These resources include:

1. The Student Guide published by the U.S. Department of Education and
2. Scholarship sources which are assessed through the World Wide Web.

Financial aid funds may be categorized into four basic sources: Federal, state, institutional, and private. Because there are many outside private sources too numerous to list in this manual, only Federal, state, and institutional sources for TU are listed below.

1. **FEDERAL**

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Work-Study Program (FWSP)
Federal Perkins Loan (FPL)
Federal William D. Ford Direct Subsidized, Unsubsidized and PLUS Loans
Scholarships for Disadvantaged Students (Veterinary Medicine, Nursing,
Occupational Therapy and Medical Technology)

2. **STATE**

Alabama Student Assistance Grant

3. **INSTITUTIONAL**

TU Grants (Academic/Merit Based scholarship)
Alabama Student Incentive Grants
Military (ROTC) Scholarship

B. Procedures and Forms Required to Apply for Financial Aid

The procedures and forms required to apply for financial aid are published in the TU Financial Aid Services Handbook and brochures. In addition, notices announcing deadlines and application availability are distributed on posters throughout the University and are printed in Registration Course Schedules. Aid is awarded on a first come, first served basis using a priority deadline for FSEOG and FPL. Students who complete their files after this priority date may receive limited funding (Pell Grant and loans) and should not expect to receive an award letter until after the beginning of the academic year.

There are many forms which may be required to evaluate student aid eligibility. However, a student need only submit the Student Aid Report (SAR) as a result of filing the Free Application for Federal Student Aid (FAFS), the TU William D. Ford Direct Loan Program Request Form, and a Financial Aid Transcript (FAT) from any post-secondary institution attended to begin the first step in applying for financial aid.

Additional documents may be requested to complete processing of the aid request. Notification of these additional required documents are sent to students through a missing document letter.

Additional information may include, but is not limited to, the following:

1. Proof of citizenship
2. Proof of selective service registration

3. Marriage certificate
4. Verification Form (independent and dependent)
5. Tax Returns (Parent and student or spouse)
6. Statement of Non-Tax Filer (parent and student or spouse)
7. Student Aid Report (SAR)
8. Admission Status
9. Student Certifications
10. Employment Verification
11. Verification of marital status

C. Methods of Disseminating Consumer Information

The primary method of disseminating consumer information to University students is through TU Financial Aid Handbooks and brochures. In addition, information is distributed through:

1. The Award Letter
2. The TU Catalogs
3. Registration Course Schedules and
4. The Student Guide published by the U.S. Department of Education

D. Student Eligibility requirements are listed in the following documents:

1. FAFSA
2. The TU Financial Aid Services Handbooks and
3. The Student Guide published by the U.S. Department of Education

To be eligible to receive Federal assistance, a student must:

1. Be enrolled in an eligible program of study
2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status)
3. Maintain Satisfactory Academic Progress in their course of study
4. Not be in default on any loan or owe a repayment on a Federal Pell Grant, FSEOG or State Grant and
5. Demonstrate financial need

E. Criteria for Selecting Recipients and Determining Award Amounts

Students may obtain the criteria used for selecting financial aid recipients and determining award amounts by making an appointment with a Financial Aid Counselor for discussion.

F. Availability of forms and instructions are listed in the following documents:

1. TU Catalogs
2. The TU Financial Aid Services Handbooks and brochures and
3. Posters distributed on campus and in the school newspaper.

G. Rights and Responsibilities of Students

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. These rights and responsibilities of students on financial aid are listed in the following documents:

1. The TU Catalogs and
2. The TU Financial Aid Services Handbooks.

Students have the right to know the:

1. Financial aid programs available at TU
2. Application process which must be followed to be considered for aid
3. Criteria used to select recipients and calculate need
4. TU Refund and Repayment Policy
5. FAO policies surrounding Satisfactory Academic Progress and
6. Special facilities and services available for the physically challenged

Students are responsible for:

1. Completing all forms accurately and by the published deadlines
2. Submitting information requested by FAO staff in a timely manner
3. Keeping the FAO informed of any changes in address, name, marital status, financial situation or any change in student status
4. Reporting to the FAO any additional assistance from non-University sources such as scholarships, loans, fellowships and educational benefits
5. Notifying the FAO of a change in enrollment status
6. Maintaining Satisfactory Academic Progress
7. Re-applying for aid each year.

H. Cost of Attendance

A description of the fees for attendance is published in the TU Catalog and brochures distributed by the Bursar's Office. An estimated budget for the total cost of attendance is published in the TU Financial Aid Information Brochure. A complete budget outlining the cost of attendance may be obtained from the FAO.

I. Refund Policy

A brief description of the refund policy is described in the TU Registration Course Schedule. A detailed description of the refund policy is listed in this manual under the section entitled "Refund/Repayments."

J. Academic Programs Offered

A description of the academic courses offered at TU is listed in the TU Catalog. Additional information may be obtained from individual departments.

K. Person(s) Designated to Provide Financial Aid Information

Information concerning persons designated to provide financial aid information is listed in the TU catalogs. Only information published, provided or referred by FAO staff is valid. Any additional information should be verified with staff from the FAO.

L. Student Retention and Completion Data

Student retention and completion data is gathered by the Provost and by the Office of Institutional Analysis.

M. Information for Students with Disabilities

Information concerning students with disabilities is listed in the TU catalog.

N. 1 Information on Accreditation

Information concerning accreditation is listed in the TU Catalog. Additional information may be obtained from the Office of the President.