



Converse University Policy for Awarding

Effective Date: July 1, 2021

Last Revision Date: April 27, 2022

Responsible Party: Associate Vice President for Student Financial Services
Associate Director of Student Financial Services

1. Policy and Purpose

To establish the guiding principles, basic terms, and administrative authority for making awards to eligible students.

2. Policy Statement

It is the policy of Converse University through the Student Financial Aid Office to offer financial assistance to eligible students demonstrating need on a first-come, first-served basis until funds have been exhausted.

3. Procedures

Files that are complete and for which the Verification Review Check Sheet has been completed will be identified for packaging. These files have been appropriately reviewed for the following items:

- Verification issues (see Verification Policy)
- Low or no reported income (note: students with parents on AFDC, SNAP, TANF or other public assistance or with low income (under \$12,000 annually) with an earned income credit (EIC), or low or no income will not be offered a Parent PLUS loan.
- Significant changes in eligibility
- Determine if the student has indicated that he or she is expecting any other grants and/or scholarships
- Review any other relevant notes (i.e. – request for change in circumstance, previous acceptance of loans, etc.)
- SC State aid eligibility
- Awards are determined based on criteria, policies and procedures from the SC Commission on Higher Education.
- The file will be noted as “Ready to Package” (RP) by the PowerFails system.
- Auto-packaging is run via PowerFails following the appropriate business process guide.
- Award Notification letters and/or emails are assigned to each awarded student and mailed with appropriate enclosures.



4. Administrative Authority

4.1 Basic Terms and General Management Procedures

4.1(a) Basic Terms

The Associate Vice President for Student Financial Services has the authority to establish and modify the basic terms for awarding.

4.1(b) The Associate Vice President for Student Financial Services has the authority to develop and maintain general management procedures for awarding financial aid.