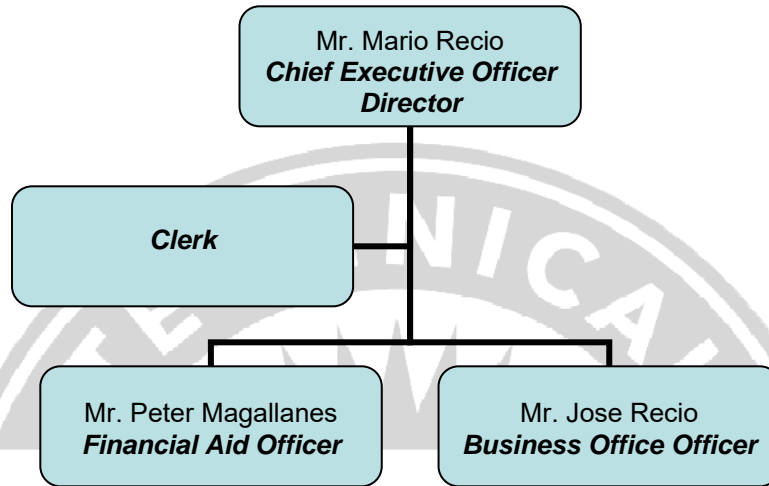


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34 CFR 668.16(b), 34 CFR 668.16(c)

The Financial Assistance Office at HVAC Technical Institute is committed to providing a high level of service and support to its students. In doing so we allow students to achieve their educational and vocational goals by supporting them with financial aid needs.



All offices are located in the main office on the campus of HVAC Technical Institute.

**4532 S Kolin Avenue
Chicago, Illinois 60632
(773)927-9562**

**Normal hours of operation are
Monday - Wednesday 9:00am-7:00pm
Thursday 9:00am - 4:30pm**

**Financial Aid Officer pmagallanes@hvac-tech.com
Website <http://hvac-tech1.tru-m.com/financial-aid>**

The Financial Assistance Office envisions itself as a student-centered department which is consistently striving to improve its level of service provided to all of HVAC Tech's students. It is our mission to provide financial resources for students to attend HVAC Technical Institute and in doing so provide the highest level of excellence in the service we provide. Appointments are done upon request and available during regularly scheduled office hours.

34 CFR 668.15

Administrative, Financial Aid, Business Office Structure

Responsibilities for the administration of Financial Aid Programs are divided between the Financial Aid Office, Business Office and the Clerks Office in conjunction with Financial Aid Services, a third party vendor. The Financial Aid Office and Business Office cooperate in the submission of request for federal funds and FFO Report.

It is the responsibility of HVAC Technical Institute to assure that functions are divided so that no office has responsibility for both functions with respect to any particular student aided under the programs. The two functions

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are carried out by at least two organizationally independent individuals who are not members of the same family, who do not together exercise substantial control over the institution.

Financial Aid Office

- Provides prospective students with information regarding the courses offered by HVAC Technical Institute
- Provides financial options for prospective students
- Assist prospective students in the completion of their Free Application for Federal Student Aid
- If applicable, obtain the prospective students Institutional Student Information Record
- Verify if the prospective student is in need of a verification and/or clearance of a C-Code. If so, will provide Financial Aid Services the required documentation for verification and/or to clear C-Codes
- Complete the verification worksheet
- If applicable, a student and spouse tax transcript must be completed
- If applicable, a selective service request for status information letter will be obtained
- If applicable, acknowledgement of final review and clearance of G-845
- In the event of a C-Code error an enrollment history school statement and student statement must be completed (**See 700B Administrative Capability - Fiscal and Cash Management**)
- Provide an award letter to student detailing the amortization of tuition fees
- Begin the registration process (**See 200 Administration – Registration/Admission**)

Business Office

- Responsible for disbursement of funds including Pell Grants and any additional student loans
- The Business Office is responsible for including student information into the Financial Aid Services Application, which provides a breakdown of the grants and/or loans awarded to the student and the disbursement dates
- Upon completion Financial Aid Services will receive and verify the loan amounts and the disbursement dates
- Financial Aid Services will report the prospective student's disbursements to COD on HVAC Tech's behalf
- COD will accept actual disbursement records and raise Current Funding Level to the accepted actual disbursements
- Common Origination of Disbursement will then in turn send Current Funding Level the requested amount to G5
- G5 will raise authorization to match Current Funding Level
- Financial Aid Services will then request funds from G5
- The prospective students are then entered into the National Student Loan Data System in order to go into the Transfer Monitoring List
- The Business Office of HVAC Tech is responsible for distributing funds according to student's financial aid award.

Clerks Office

- Responsible for the maintenance of permanent cumulative records
- Organize and keep up to date registration records for the student's enrollment at HVAC Tech
- Update attendance records, grades, and Transcripts after the completion of each module
- Scan and save the student records after graduation into the schools database (**See 403 Job Placement - Exit Interview**)
- Register in Matrix

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Placement Coordinator

- Responsible for assisting students in obtaining employment after graduation
- Performs an exit interview to identify the student's future employment goal (***See 403 Job Placement - Exit Interview***)
- If requested, will assist each student seeking placement (***See 404 Job Placement – Job Placement***)
- Will perform Student follow ups for non-placed graduates (***See 402 Job Placement – Graduate Follow-Up***)
- Will obtain Verifications of Employments from the employers of the students that have found employment

34 CFR 601.2, 601.21, 34 CFR 668.14(b) (27)

CODE OF CONDUCT

This policy was put in place to ensure there will be no conflict of interest in relation to a student's financial aid and to establish a code of conduct for all employees responsible with this task. The policy applies to all employees working with financial aid or any responsibility related to this. All employees will be informed annually of the following Code of Conduct provisions:

- No employee will enter in any revenue-sharing arrangements with any lender
- No employee will accept gifts from any lender, guarantor or servicer of educational loans. Gifts constitute as the following (whether provided by ticket, payment in advance or reimbursement after the expense has occurred):
 - Gifts of services
 - Transportation
 - Lodging
 - Meals
- No employee will accept any fee, payment, or other financial benefit as compensation from any lender for any type of consultation arrangement or other contract to provide services to a lender or on behalf of a lender relating to educational loans.
- No employee will direct any borrowers to a particular lender not assign a borrower to a lender through award packaging or other methods. Additionally, no employee will not refuse to certify or delay certification based on the borrower's selection of a particular lender or guaranty agency.
- No employee will request or accept any offer of funds for a private loan in exchange for providing promises to the lender for a specified number of loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement.
- No employee will request or accept from any lender any assistance with call center staffing or financial aid office staffing.
- No employee will receive anything of value from the lender, guarantor or group except for reimbursement of reasonable expenses incurred by serving on the board, commission, or group.

Performance Evaluation Process (See 204 Administration – Evaluations: Administration)

HVAC Technical Institute (HVAC Tech) has established a performance evaluation program to improve employee morale and job effectiveness.

FASLine Applications

- **FASLine** - Provides a breakdown of the grants and/or loans awarded to the student and disbursement dates
- **FAS App** - According to disbursement dates, application to request monetary funds from G5 and pulled by FAS
- **Anticipated Disbursements** - Notifications for disbursements are provided
- **Voucher Information** - Report on the disbursement of funds per student
- **Return of Title IV Funds (R2T4)** – (***See 702B General Provisions – Return of Title IV Funds***)
- **Reports** - To receive enrollment reporting and gainful employment reporting

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Security Measures

It is the position of HVAC Technical Institute (HVAC Tech) to protect a student's confidentiality and to ensure the protection of their files. Students files are scanned then stored in a lockable fireproof file cabinet located in the Office. Computer files are backed up on our server and an external hard drive. All student files are restricted and handled by authorized personnel only. HVAC Tech complies with the policy of the Family Education Rights and Privacy Act (FERPA). (***See 210 Administration – Student Records/FERPA***)

34 CFR 668.16(b)

Financial Aid Programs

Financial aid programs which are available to students attending HVAC Technical Institute are listed on our HVAC Tech website and can also be located in the student handbook.

Federal Resources

- Federal Pell
- Direct PLUS Loan
- Federal Supplemental Educational Opportunity Grant (FSEOG)

To be eligible to receive Federal Assistance programs, students must abide by U.S. Department of Education guidelines. Students may visit <https://studentaid.ed.gov/sa/eligibility> for additional information.

Federal State Resources

- Montgomery GI-Bill
- Post 9/11 GI-Bill

To be eligible to receive these Federal Assistance programs students must have served in the military and must have received an honorable discharge from the Military.

34 CFR 668.16(f), 34 CFR 668.54 (a) (3)

If the Financial Assistance Office of HVAC Technical Institutes suspects that a student, employee, or other individual has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, it must report those suspicions and provide evidence to United States Department of Education Office of Inspector General. Any individual suspecting fraud must report their concerns to the Chief Executive Officer/Director and may also notify legal counsel.

**U.S. Department of Education
Office of Inspector General
Special Agent: Gary J. Pawlak
500 W. Madison St., Suite 1414
Chicago, IL 60661
D: 312-730-1638
G: 312-730-1630
E-mail: gary.pawlak@ed.gov**

The Financial Aid Office maintains a hands-on approach in the identification and resolution of possible fraudulent information. Individuals employed within the Financial Aid Office receive training in identifying and resolving cases involving possible fraudulent information.

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Student Fraud

In reviewing reports and/or documentation and discrepancies arise on student's application, materials and/or documentation; such as income, citizenship, name, social security, and or signatures, must be investigated and resolved. The Financial Aid Office will contact the student to request additional information and/or documentation. If, in the Financial Aid Officer'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 Chief Executive Officer/Director for possible disciplinary action.

The Chief Executive Officer/Director and Financial Aid Office will review the student's financial aid file. Together they will pursue the possibility of denying or canceling financial aid. The Financial Aid Officer will contact the student to set up an appointment.

- If the student does not commit to the appointment, the Chief Executive Officer/Director may:
 - Not process a financial aid application until the situation is resolved
 - Not award financial aid
 - Cancel financial aid
 - Determine that financial aid will not be processed for future years
- If the student willfully submits fraudulent information, the student will be investigated to the fullest extent.

All cases of fraud and abuse will be reported to United States Department of Education Office of the Inspector General.

Employee and Third Party Fraud

Suspicion of fraud or abuse of Financial Aid will be investigated to its fullest extent and reported to the proper authorities. Under Federal Law, employees who report waste, fraud or abuse connected to Financial Aid Funds, may not be discharged, demoted or otherwise discriminated against because of his or her disclosure.

34 CFR 668.54 (a) (3)

Verification Procedures/Forms

(See 702C General Provisions – Student Verifications)