



# MASFAP MONITOR

Volume 2005, Issue 4

December 2005

## From the President

Angie Comstock  
MASFAP President

It is hard to believe that 2005 is coming to the end. It never ceases to amaze me just how fast time goes by. MASFAP was busy and accomplished a great deal. The year was also full of changes and challenges for many of us and as a society as a whole. We are about to embark on 2006 with the hope that the tragic events seen over the last year will not be thrust upon us again.

I have been asked by a number of the membership to share the words that I had quoted at the conference. I thought this would be a good place and time to do so. Whenever things don't go the way you would like them to, try to remember these words of wisdom from Maya Angelou:

"I've learned that no matter what happens, or how bad it seems today, life does go on, and it will be better tomorrow.

I've learned that you can tell a lot about a person by the way he/she handles these three things: a rainy day, lost luggage and tangled Christmas tree lights.

I've learned that regardless of your relationship with your parents, you'll miss them when they're gone from your life.

I've learned that making a living is not the same as

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## MASFAP Raises Over \$5500 in Scholarship Funds for Hurricane Victims

Lori Hartman  
Program Committee Chair

This could be one for the record books! MASFAP and friends raised over \$5500 at the 2005 Fall Conference to benefit hurricane victims who are students attending Missouri institutions. Eleven scholarships of \$500 each have been sent to MASFAP member institutions to be awarded to one of their students who were a victim of the hurricanes in the gulf coast this past fall.

Congratulations to the institutions being sent a scholarship:

Southeast Missouri State University  
University of Missouri - Kansas City  
Southwest Baptist University  
Missouri Valley College  
University of Missouri - Columbia  
Three Rivers Community College  
Harris-Stowe State University  
Central Christian College of the Bible  
St. Louis College of Pharmacy  
Drury University  
Rockhurst University

Look for articles in this issue and in future issues of the MASFAP Monitor with information on our scholarship recipients.

Members raised the funds through purchasing raffle tickets for prizes. The prizes were all gift card packages ranging in value from \$100 to the \$500 Grand Prize. Congratulations to the prize winners:

Kim Cary, Ozarks Technical Community College  
Kristen Cross, edamerica  
Dave Rice, St. Louis College of Pharmacy  
Michelle Mohn, Deaconess College of Nursing  
Carolyn Gordy, Lebanon Technology & Career Center

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making a life.

I've learned that life sometimes gives you a second chance.

I've learned that you shouldn't go through life with a catcher's mitt on both hands; you need to throw some things back.

I've learned that whenever I decide something with an open heart, I usually make the right decision.

I've learned that even when I have pains, I don't have to be one.

I've learned that every day you should reach out and touch someone. People love a warm hug, or just a friendly pat on the back.

I've learned that I still have a lot to learn.

I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

I hope that these words will make you reflective in a positive way to help reinforce what is important to each of us personally and professionally.

As we begin another year, I hope that it finds each of you healthy, happy and full of hope for what is to come. I look forward to working with each of you in 2006!

## College Goal Sunday 2006

Submitted by Michael Smith

College Goal Sunday is fast approaching. This year's event will take place on Sunday, February 12, 2006 from 2-4 PM. This will mark the 3<sup>rd</sup> year for CGS and the number of sites has increased from 23 to 27 locations throughout the state. **Volunteers are still needed** at all the sites so sign up to help if you haven't done so already. Just click on [www.collegegoalmissouri.com](http://www.collegegoalmissouri.com) to volunteer at a location near you.

If you have any questions you can contact the co-chairs Karla Gable at 636-532-0600 ext 3313 or Michael Smith at 314-516-5527.

Save the Date!  
Spring MASFAP  
March 8-10 2006

## MASFAP Hurricane Scholarship Recipients

St. Louis College of Pharmacy has awarded their funds to two students who transferred in from Xavier University. Shanika and Chelsea arrived at StLCoP with nothing more than a few possessions and a fierce determination to continue their pharmacy studies.

The Saturday before Hurricane Katrina reached land, Shanika was working an evening shift behind the pharmacy counter at the Walgreen's store just a few blocks from Xavier when the gravity of the situation finally sunk in. "I did 350 scripts in four hours—just me and the pharmacist," she says. "I realized being there that if all these people were getting their prescriptions and leaving town, then I needed to leave, too."

Shanika arrived in her hometown of St. Louis on Sunday morning, expecting to be back in class on Thursday of that week, once the storm blew over. Less than 24 hours later, Katrina left its mark on New Orleans and history, leaving Shanika and her fellow pharmacy students without a place to live, let alone a place to complete the degree program that would secure their futures.

Chelsea was having a great start to her first year as a Xavier University College of Pharmacy student, looking forward to finally getting hands-on experience in the professional part of the degree program. With her family's house situated right near the compromised levee, Chelsea evacuated the area with them on Sunday morning, taking with her only some clothing and her textbooks so that she could study. The family headed to the Dallas area to stay with her cousin. After three days, at the family's request, and after hearing from StLCoP President that she was welcome to attend tuition-free until Xavier reopened, Chelsea agreed to head north to St. Louis. "I had nothing else to do," she says. "I was tired of crying about what happened. I cried about it for a week straight." As difficult as it's been adjusting to a new school and new town, Chelsea is grateful that she left the area when she did. "I really didn't want to see anything upsetting," she says. "I've heard people say that they saw dead bodies floating in the water. I think the bad thing would be going back right now. When we do go back, we're not expecting to go back to much. I'm fortunate. I have somewhere to stay. I have food to eat. I'm going to make it. I'm going to be OK."

# Election Results

Congratulations to the following individuals. MASFAP is fortunate to have your leadership.

## President-Elect

Brad Gamble, Southwest Baptist University

## Vice-President

Lori Hartman, University of Missouri-Columbia

## Secretary

Jennifer Haynes, Moberly Area Community College

## Treasurer-Elect

Regina Blackshear, Harris Stowe State College

## Delegate-At-Large

Kathy White, Evangel University

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Ellie Brown, Covenant Theological Seminary  
 Norma Hahn, St. Louis Community College  
 Paul Schwartz, Univ. of Missouri – Kansas City  
 Kaye Faulkner, Rolla Technical Institute  
 Raschelle Johnston, William Jewell College

And many, many thanks to the sponsors of the charity drive who donated the gift cards for the prizes! Once again, you have supported us when we needed it!

Acapita – A Brazos Group  
 Bank of America  
 Bank One/Chase  
 Citibank  
 College Board  
 edamerica  
 EDFUND  
 MASFAP Associate Members Committee  
 MOHELA  
 National City  
 National Education  
 Nelnet  
 NSLP  
 Saint Louis University  
 SmartFUNDS  
 Student Loan Xpress  
 US Bank  
 USA Funds  
 Vantage Credit Union  
 Wachovia  
 Wells Fargo  
 Individual members of MASFAP

## MASFAP Officers 2006

Archives	TBD
Associate Concerns	Sara Edwards
Association Governance and Legal Issues	TBD
Awards	Debby Williams
Budget and Finance	TBD
Career Schools	George Holske
College Goal Sunday	Michael Smith
Corporate Support	Rebecca Hedrick
Delegate-at-Large	Kathy White
Delegate-at-Large	Anna Fligge
Delegate-at-Large	Amy Hager
Delegate-at-Large	Keith Schawo
Early Awareness	Colleen Heneghan
Ex-Officio Member	Dan Peterson
Leadership	TBD
Legislation	Todd Martin
Membership	Jan Brandow
Newcomer-Welcome	Michelle Mohn
Nominations and Elections	TBD
Past President	Jon Gruett
Past-Presidents Cabinet	Kathy Morriss
President	Angie Comstock
President-Elect	Brad Gamble
Professional Development	Kathy Thomas Michelle Pursel
Program	Lori Hartman
Research	TBD
Secretary	Jennifer Haynes
Site	Kelly Fleming
Technology and Communications	Paul Schwartz
Treasurer	Cathi Nolde
Treasurer-Elect	Regina Blackshear
Vice President	Lori Hartman

And a special thank you to The Sallie Mae Fund and US Bank for their matching contributions to the scholarship fund, and to MOHELA for doubling what we raised with their matching contribution! You folks are all wonderful supporters!

## Morriss receives first Lifetime Membership

Todd Morriss received the first MASFAP Lifetime Membership at the fall conference. Todd has 30+ years in financial aid with the majority of those years spent at Southwest Missouri State University (Missouri State University). His office grew from 7 people to 25 people while administering a financial aid program of over \$50,000,000.

Todd has been active in MASFAP as well as MASFAA serving in various positions and has always been a willing, knowledgeable presenter when called on. He has served as a NASFAA trainer, MASFAA Summer Institute, MASFAP Summer Institute and various conferences over the years.

He was appointed to the first board of MOHELA and served for 6 years as chairman of the board in 1987. In MASFAA Todd has served on various committees—Site, Program, Professional Development and as delegate on the board.

Todd has been a member of MASFAP since 1973 and served as vice-president and president. He has been active on committees – Program, Research and Professional Development.

He was also a member of the Missouri ACT Council Executive Board, ACT/SAFE Advisory board and the Coordinating Board for Higher Education advisory committee.

Since his retirement from SMSU in 2001, he worked part-time as a consultant for Baird Kurtz and Dobson, as a consultant for financial aid. He retired again in 2004 and he is currently enjoying retirement. He spends time taking care of the finances of his 90-year old father who lives in the Dallas area but his most valued time is spent with his three grandchildren—Rainen, Zoe, and Aiden. He likes spending time in Arkansas at the cabin he and Kathy have, and making occasional trips to Philadelphia to see the other grandson—and if his sons happen to be there then that's OK too.

Todd has given to the profession what he can and what he is good at. He's always good for a joke or laugh too. He's one of the exclusively "older than dirt" club who remember when the HEA was first passed and is glad the new generation is carrying on the MASFAP tradition of service, training, support, and friendships.

## Fall 2005 MASFAP Award Recipients

### Missouri Award

Dave Rice, St. Louis College of Pharmacy

### President's Award

Michelle Paul, Crowder College

Kyla McCarty, College of the Ozarks

Ronn Ramey, Bank of America

### Committee of the Year

Corporate Support

### Bob Berger Newcomer Award

Daniel Holt, William Jewell College



Jon Gruett gives Michelle Paul and Kyla McCarty their President's Awards.

*Photo by Larry Viterna*



Attendees at the annual OAKFAP holiday luncheon held at Mr. Yen's in Springfield.

*Photo by Todd Morriss*

## Impressions of Financial Aid

*Impressions of Financial Aid is a new column about the impressions of a new counselor. If you are new to the financial aid industry, please consider submitting an article. Thanks to Jan Brandow of UMKC for the idea!*

**By Scott Young and Kristine Lester**  
*University of Missouri-Kansas City*

### *Scott's story:*

When I started working in the financial aid office, I began with the hope of making a difference in people's lives. I had the idea that I could help people get through college and pursue a decent career. It was a dream that every student could be helped and there was no problem that was too big. Currently I have been working in the financial aid office for about three months, and I have learned a lot. Yet, the longer I work here the more I meet a harsh reality. I can't help everyone.

As much as I want to give many students an opportunity to make their dreams come true, I also understand that there are people out there that fall through the cracks. As much as I would love to tell people, "Yes, I can help you," many times I end up sending people to an alternative they don't like to hear. But I work with very dedicated people, who desire to meet the needs of those students who fall through the cracks.

I am glad to work with such committed people, who have a heart to meet the needs of every student. In fact that is what I have grown to enjoy about the financial aid office. I get the chance to help students, even if it is only informing them what kind of aid they have received. One of the highlights in my short working career as a financial aid advisor was when I was informing a student that they had received some "free-money." As soon as I had told them this news, I could hear them celebrating on the other end of the phone. As I sat there listening to her excitement on the other end of the phone, I felt satisfied and I realized that what I do makes a difference.

After all the students I have worked with, who have had so many different kinds of reactions and comments, it has been well worth it to hear the joy and excitement of just one student. Knowing that ultimately makes my hope of impacting student's lives a reality.

### *Kristine's story:*

I have been working in Financial Aid for about three months. I came to Financial Aid with a background in Accounting, Banking and Education. I was drawn to a career in Higher Education Administration initially because it gave me the opportunity to work in a University environment, which I truly love. I was a student here at UMKC and I enjoy the urban-feel and kindness of the people who work and study here.

I chose to work in Financial Aid because I was searching for a career in which I could use my talents and skills that I have gained from all of my past experiences, allow me to help others and be fulfilling. I also love learning and I was intrigued by the opportunity to learn all about a new field. There are lots of things to learn when you first begin a career in Financial Aid!

I really enjoy that I get the chance to help others have the opportunity to learn and obtain a college education every day. I have been able to use many of the skills I have acquired through my past work experiences. Through my experiences in Mathematics Education, I have had a great deal of practice explaining complicated material to others. This has really come in handy since Financial Aid processes can be very complicated for students to understand. I get to put my customer service skills to use when I am answering the phones or assisting walk-in students. I enjoy having the chance to work with numbers and I even get to use my tax knowledge on occasion when I answer questions about the FAFSA. One of the things I have enjoyed most about becoming a Financial Aid professional is that it has been challenging.

I felt that the most challenging part of becoming a new Financial Aid professional was learning our software, SAM. Our system has many screens and codes to learn. At first, it could be hard to remember what screen I needed to look at to find the information I needed to answer the students' questions. Once I got to the correct screen, I had to remember what all of the codes meant. I also have had the opportunity to take an on-line course through the NASFAA. At times, there was a lot of information given in the course lessons at once and it was a challenge to learn it all. There is also the occasional upset student who can be a challenge to calm down so that I can work out how to best help them or point them in the right direction.

Because being a new Financial Aid professional has presented me with challenges and has been rewarding, I have really enjoyed my experience here in the Financial Aid office at UMKC. I am looking forward to taking on new challenges in the future and growing professionally.

## 2005 Fall MASFAP Conference

...And that's a winner folks!

By Lori Hartman  
*Chair, Program Committee*

It was a winner! Over 290 team mates registered! Speakers joined us from all areas of the nation: St. Louis, California, Illinois, Iowa and Washington DC. Game plans were formed, revamped, and fine tuned. We learned the latest on reauthorization and the happenings in Washington. Our MASFAP rookies are now veteran players. And our financial aid rookies are now experts on SAP, PJ and trade tools. Each school should be up to date on what is required to be administratively capable in ED's eyes, given that you had a second and third chance to catch (get it, catch) the NASFAA training. Some of you have an insight on the Gen Y students at your school, while others caught up on FERPA technicalities, plus many many other areas. And all of us should be better teammates!

We found out what our second names are. Mine is Dorfus Rhino Doodle. What was yours? We are all now educated on etiquette at the table. I learned my lesson -- I will never again raise my own glass when someone is toasting me. And I promise to never again delay your dinner!

So, here is to a championship conference, due in total to the extremely hard working members of the Program Committee for 2005! Thank you, again, to each of you! Nothing this big is ever possible without the efforts of a great team!

See everyone in March for the 2006 Spring Conference! Until then, for those of you who took a piece of the conference home with you in your cd from The Bel Airs, happy listening. For the rest of you, you'll have to make it to the Spring Conference and I will share mine there.

## Mapping Your Future's Top 10 Tips for Managing Your Student Loan

10. Become familiar with the terms that you and your lender established for repaying your students loan. These terms are outlined in the Master Promissory Note you signed when you first requested your loan.

9. Round your monthly payment up to the next \$5 or \$10 marker, and indicate to your loan holder that the extra amount is to reduce your principal balance. This will save you interest expenses throughout repayment.

8. Stay in touch with your loan holder. It is your responsibility to let them know if any of your personal circumstances change.

7. View the repayment options web cast. This Internet broadcast combines Microsoft PowerPoint presentations for visuals with audio commentaries, providing general information on the rules of student loan repayment.

6. If you have fallen on hard times and can't make the required payment on time, contact your loan holder. Sometimes unfortunate circumstances arise that make it difficult for you to repay your loan. Deferments and forbearance are two important tools that allow you to adjust or postpone your payments.

5. Visit the Mapping Your Future Loan Wizard, your online guide to keeping your student loans in good standing.

4. Include your estimated student loan payment as a "fixed cost" in your budget, along with rent, food, and utilities. This will allow you to focus on your true discretionary income as you consider the need for credit cards or non-essential items.

3. If you have several different loan payments and wish to make just one, you may want to consider a Federal Consolidation Loan. With loan consolidation, your lender combines your existing loans into a new single loan. Make sure you fully research consolidation to see if this is the right option for you.

2. Keep a record about your loan. Make copies of all letters, canceled checks, and any forms you sign.

And the number one tip for managing your student loan is . . .

**Repay your student loan on time to build good credit!**

## Applications Accepted Starting January 2006 for USA Funds Scholarships

Submitted by: Brent Carpenter  
USA Funds Services

Applications will be available Jan. 2, 2006, for the USA Funds® Access to Education Scholarships® for the 2006-2007 academic year. Students must apply online at the USA Funds Web site, [www.usafunds.org](http://www.usafunds.org). The application deadline is March 1, 2006.

The program will assist eligible students in achieving their higher-education goals by awarding a total of \$3 million in renewable scholarships to qualified students demonstrating financial need, according to the following criteria:

USA Funds Access to Education Scholarships are open to high-school seniors, currently enrolled college students or incoming college students who have an annual adjusted gross family income of \$35,000 or less. Up to 50 percent of the scholarship awards will be targeted to applicants who are members of an ethnic-minority group or have a documented physical disability.

The program will award scholarships worth \$1,500 for full-time undergraduate, graduate and professional students, and half-time undergraduate students. The scholarships may be renewed annually, if the student maintains a 2.5 grade-point average on a four-point scale, until the continuously enrolled student receives a final degree or certificate, or until the total award to the student reaches \$6,000.

### MONITOR ARTICLE SUBMISSION POLICY:

Articles may be submitted by any person, company, or organization for consideration by the MASFAP Monitor staff and are subject to approval prior to printing the newsletter. The author's name should be included in the submission. The editor reserves the right to reject or edit the content of any article or information submitted. Articles will be edited for accuracy, quality and appropriate length.

Articles are intended to be informational and for the benefit of MASFAP members and not for company promotion or advertising. If the author is unavailable or a resolution cannot be reached, the editor will refer it to the Committee chairperson and President for a decision about publication.

## Tidbits

- **Laurie Wallace at Missouri Baptist** had a baby girl, born October 8--5 weeks early, but a healthy 6lbs, Katrina Ann.
- **Cheryl Dobson at Missouri Southern State University** has been made interim Registrar during their change to the Banner system. We hope to see her back in F.A. once the system is up and running.
- **Lashawna Harris** recently moved from a Coordinator at UMKC to Assistant Director at **Cleveland Chiropractic College**.
- **Mary Walley**, previously the Assistant Director at Fontbonne Options, started at St. Louis University earlier this fall.
- **Denise Welsh** recently joined the Financial Aid Office at **Forest Institute of Professional Psychology**. Denise worked previously as the Financial Aid Coordinator at Texas County Technical Institute's Bolivar Campus
- **Laci Englebrecht** recently started as a Financial Aid Advisor at **Cox College of Nursing**.

From Pauletta Burns, Three Rivers Community College:

It has been wonderful to be a part of an association that is so caring for one another and not to mention the 'Smartest Folks on Earth'. I would like to thank each and every one of you for the many friendships, mentors, and laughs (as most of you know I love to laugh).

After much consideration I have decided to take a position at Columbia State Community College in Columbia, TN as the Director of Financial Aid/Assistant Director of Enrollment Management. It is a wonderful opportunity for me to advance in my career.

I will miss everyone. However, I am truly blessed for all the memories that I take with me. Thanks again for your friendships.

P.S. I hope Tennessee is ready for me!

# Packaging and Overaward Procedures Question and Answers

Submitted by Jaimie Trussell

Scholarship Coordinator at Missouri State University

How would a university address the following scenarios in compliance with the USDE?

1. Student A receives the Smith scholarship (\$1000 annually - a donor funded award through the University foundation) for 4 years. The Smith scholarship has a provision that if Student A graduates after the 4th year, Student A will receive an additional \$1000 'award'. Should the OSFA add the additional \$1000 to the student's aid package and make necessary adjustments to prevent an overaward, or is it considered payment 'earned' that should be reported on a 1099 but not as a resource?
2. Student B is selected by the English Department to receive \$500 from a donor funded account established with the University foundation for writing the best paper during the spring semester. Should the OSFA add the \$500 to the student's aid package as a resource and make adjustment if required, or count is as services earned? Does it depend on when the selection of the student is made? For example, if awarded after the end of a semester should adjustments be made to the prior AYR awards, to the upcoming AYR awards, or not at all? What if the student graduated, and the OSFA wasn't notified until after graduation?
3. Students C and D perform in the Jazz Band. The band director issues \$25 to each student after each performance from a University general revenue account. Should OSFA add the \$25 amounts to the students' financial aid packages, even though the students will be issued a 1099? What if the student graduated, and the OSFA wasn't notified until after graduation?
4. Student E is a graduate student receiving \$3000 each semester from the Department of Defense and Strategic Studies. As a requirement of receiving this amount, the student is expected to work in the academic office 20 hours each week. Should the OSFA be figuring the \$3000 in the student's aid package?
5. Student F assisted low income families with completing their tax forms. The Accounting Club selects Student F to receive \$250 for this public service to be drawn from a donor funded account established through the University foundation. Should the OSFA add the \$250 to the student's aid package, or is it to be considered payment for services rendered? What if the student graduated, and the OSFA wasn't notified of the award until after graduation?
6. Student G is an actor and non-traditional student, selected to play the lead in the University's summer theatre program. The University has a donor-funded account set up to fund expenses of the summer theatre program. The

## Answers in all caps are from the Department of Education

### Answers for Situation 1, Student A:

- Most definitely a resource. We would have packaged it upfront as an estimated award.
- It would depend on when the funds were disbursed to the student. If the additional \$1,000 was given during the student's 4th year, we would include it in the student's aid package for that year. If it was given after graduation, and the student is continuing his/her studies at our institution, we would include it in a financial aid award package for the graduate courses. If the student received it after graduation and is no longer attending school, we wouldn't include it in the prior year's financial aid package. We would consider it as a payment to be reported on a 1099.
- The awards the student receives each year should be counted as a resource in each award year in which they are received. The money she receives after graduating does not need to be considered as a resource since it will be received after the award year has ended.
- I think you could do it either way on this one. You would know by checking with the registrar the semester the student was planning to graduate and include the funds in the awards package or wait until after graduation and send a 1099.
- ANY TIME AN AWARD IS GIVEN TO PAY FOR POSTSECONDARY EXPENSES OR BECAUSE OF POSTSECONDARY ENROLLMENT, THEN IT MUST BE TREATED AS A RESOURCE OR ESTIMATED FINANCIAL ASSISTANCE (EFA) UNLESS A SPECIFIC STATUTORY, REGULATORY, OR POLICY EXCEPTION IS MADE, SUCH AS FOR NON-NEED BASED EMPLOYMENT AND CERTAIN GI BILL OR AMERICORPS BENEFITS.

### Answers for Question 2, Student B

- We would count it in the student's package for the semester in which the paper was written.
- We would include it as a resource in the aid package for whatever year the student received the funds. If the student received the funds during the academic year but the OSFA didn't know about it, we would adjust the student's aid package as soon as we learned about it, even if the student already graduated. If the funds were received in between academic years, we would include it in the upcoming academic year's aid package.
- If you are notified while the student is still in school you should count the award. If you don't find out until after the award year is over you do not need to count it.
- I would include it as a resource and again tell the department they need to be making awards much sooner. Since this was based on something the student did while still enrolled I would make the necessary adjustments (repaying SEOG or Perkins) to the prior year's aid package.
- ANY TIME AN AWARD IS GIVEN TO PAY FOR POSTSECONDARY EXPENSES OR BECAUSE OF POSTSECONDARY ENROLLMENT, THEN IT MUST BE TREATED AS A RESOURCE OR ESTIMATED FINANCIAL ASSISTANCE UNLESS A SPECIFIC STATUTORY OR REGULATORY EXCEPTION IS MADE, SUCH AS FOR NON-NEED BASED EMPLOYMENT AND CERTAIN GI BILL OR AMERICORPS BENEFITS. HOWEVER, IF THE WRITING CONTEST WAS OPEN TO THE GENERAL PUBLIC (AND THEREFORE NOT CONTINGENT UPON ENROLLMENT IN POSTSECONDARY EDUCATION) THEN IT WOULD BE CONSIDERED INCOME RATHER THAN A RESOURCE AND EFA.  
WE HAVE PROVIDED GUIDANCE (IN THE FSA HANDBOOK) THAT FOR AWARDS MADE THAT AN INSTITUTION IS UNAWARE OF, AND THAT ARRIVE AFTER THE STUDENT IS NO LONGER ENROLLED, THEN THOSE FUNDS MAY BE APPLIED AS A RESOURCE AND EFA TO THE NEXT PERIOD OF ENROLLMENT. IF THE NEXT PERIOD OF ENROLLMENT NEVER OCCURS BECAUSE THE STUDENT GRADUATES OR DOESN'T RETURN, THEN SO BE IT...THAT'S THE NATURE OF THE AWARDING CYCLE. HOWEVER, WE WOULD NOT CALL THIS AWARD ONE THAT THE INSTITUTION WAS UNAWARE OF BECAUSE THE INSTITUTION ITSELF WAS AWARDING THE FUNDS.

### Answers for Question 3, Students C and D

- If it is considered "employment", we would not count it against it. The institution would have to process it through the payroll system.
- We would consider the \$25 as money earned from non-need-based employment so we wouldn't add it to the financial aid packages. (Since the students are issued 1099s, it would be reported on the next year's FAFSA)
- First the amount is small even though the same student might get several checks adding up to a few hundred dollars. The 1099 makes it more like taxable income since with the issue of the 1099 to the student, the same information will be reported to the IRS.
- We had exactly this same thing happening for years and making adjustments in March and April. We made them change it to a payroll stipend.
- YOU PROBABLY NEED TO CHECK WITH THE SCHOOL'S LEGAL COUNSEL TO DETERMINE WHETHER THIS IS PAYMENT FOR EMPLOYMENT OR A FORM OF GIFT ASSISTANCE WITH A SERVICE REQUIREMENT. IT SOUNDS TO ME LIKE IT IS GIFT ASSISTANCE AND MUST BE TREATED AS A RESOURCE OR EFA, BUT MY SUGGESTION IS TO CHECK WITH LEGAL COUNSEL SO THAT THE CONDITIONS AROUND THE AWARD ARE FULLY UNDERSTOOD.

### Answers for Question 4, Student E

- The institution needs to decide if it is employment or a scholarship (that may be determined by the source of funds). If it is handled similarly to a GA, then don't count it. If not, it is aid.
- We would treat it like we treat fellowships and would figure the \$3,000 in the aid package.
- You don't say if this person will be issued a 1099. If so, I would feel okay with ignoring it just like an off campus job. On the other hand, if no 1099 will be issued, I think you have to count it.
- We changed all these awards to payroll if there is 'work' involved.
- IS THE STUDENT RECEIVING ONLY \$3000, AND FOR THAT \$3000, HE/SHE MUST VOLUNTEER A NUMBER OF WORK HOURS IN THE ACADEMIC OFFICE? OR, DOES THE STUDENT RECEIVE A WAGE FOR THE WORK IN THE ACADEMIC OFFICE IN ADDITION TO THE \$3000? IF IT IS THE LATTER, THEN, AS NOTED ABOVE, YOU PROBABLY NEED TO CHECK WITH THE SCHOOL'S LEGAL COUNSEL TO DETERMINE WHETHER THIS IS PAYMENT FOR EMPLOYMENT OR A FORM OF GIFT ASSISTANCE WITH A SERVICE STIPULATION. THIS SOUNDS AS THOUGH IT MIGHT BE A GRANT/SCHOLARSHIP WITH A SERVICE REQUIREMENT (WHICH IS A TAXABLE SCHOLARSHIP) RATHER THAN NON-NEED BASED EMPLOYMENT, WHICH MEANS IT WOULD BE A RESOURCE AND EFA (AND SUBSEQUENTLY LISTED ON FAFSA WORKSHEET C NEXT YEAR WHEN IT APPEARS IN AGI).  
IF IT IS INDEED A SITUATION IN WHICH THE STUDENT RECEIVES \$3000 AND A SALARY, THEN THE \$3000 CLEARLY MUST BE COUNTED AS A RESOURCE AND EFA, AND THE SALARY INCOME WOULD NOT BE COUNTED AS A RESOURCE AND EFA (AS LONG AS IT WAS NOT AWARDED BASED ON FINANCIAL NEED).

### Answers for Question 5, Student F

- Same answer as student e.
- We would treat it as an outside scholarship and would add it to the aid package. If the student received the money during the academic year but we weren't notified about the scholarship until after the student graduated, we would still add it to the aid package for the academic year in which the funds were received.
- Same as the others if you don't find out till after graduation, but if you find out during the award year it should be counted.
- If it's coming from a foundation account it needs to be considered a resource and not payroll. Again – don't let them wait until after graduation to do the award and if they do the make the necessary adjustments to their aid package.
- AS NOTED IN # 1 ABOVE, ANY TIME AN AWARD IS GIVEN TO PAY FOR POSTSECONDARY EXPENSES OR BECAUSE OF POSTSECONDARY ENROLLMENT, THEN IT MUST BE TREATED AS A RESOURCE OR ESTIMATED FINANCIAL ASSISTANCE. WOULD THE STUDENT HAVE RECEIVED THIS IF NOT FOR BEING ENROLLED IN POSTSECONDARY EDUCATION? THIS IS ANOTHER ONE TO RUN BY LEGAL COUNSEL, BUT IT SOUNDS LIKE A GRANT/SCHOLARSHIP THAT WAS AWARDED BASED ON SERVICE.

### Answers for Question 6, Student G

- We would tell the department that they couldn't give a scholarship to a student for a semester in which they were not enrolled.
- I don't know if I understand this one... How would he/she have an aid package if he/she is not enrolled? If I understand the scenario correctly, we would treat it as income earned during the summer, and have the student report the income on the next year's FAFSA.
- This money should only be a resource if the student is enrolled in summer classes and receiving other forms of need based student financial aid. If the student IS enrolled and receiving, for example, a FFELP loan, the \$2000 would have to be considered as a resource.
- Again, if it's coming from the foundation account we would include it in the aid package. We wouldn't be giving funds from the foundation to a non-enrolled student.
- THIS SOUNDS LIKE ONE OF THE POLICY EXCEPTIONS (REFERENCED IN MY RESPONSE TO # 1) AS LONG AS THE SUMMER THEATRE PROGRAM IS NOT PART OF THE STUDENT'S REQUIRED OR ELECTIVE COMPONENTS OF HIS/HER ACADEMIC PROGRAM. IF THE FUNDS ARE TO PAY FOR EXPENSES EXPLICITLY OUTSIDE OF ANY TITLE IV COST OF ATTENDANCE COMPONENTS, THEN YOU WOULD NOT BE REQUIRED TO COUNT THEM AS A RESOURCE AND EFA. THE STUDENT MAY HAVE TO REPORT THEM AS INCOME, BUT BECAUSE THE STUDENT IS NOT ENROLLED DURING THE TIME THEY ARE AWARDED (AND THEY ARE NOT FOR COSTS ASSOCIATED WITH THE STUDENT'S PROGRAM), THEN THEY WOULD NOT BE COUNTED AS A RESOURCE OR EFA.

#### Disclaimer:

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The MASFAP Monitor is brought to you by:  
**The Technology and Communications  
Committee**

**Paul Schwartz**, Chair, University of Missouri –  
Kansas City

**Janice Barnes**, Commerce Bank

**Jan Brandow**, University of Missouri-Kansas City

**Larry Doggett**, ELM Resources

**Jennifer Hendrickson**, Nelnet

**Gurleen Kaur**, University of Missouri-St. Louis

**Pam King**, Nelnet

**Michael Passer**, University of Missouri-Kansas  
City

**Samantha Ruffini**, University of Missouri-St. Louis

The Monitor is co-edited by Pam King and Jenny  
Hendrickson

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