

*Appendix J. Sample Expedited Final Program Review
Determination – Version B*

XXXXXX
XXXXX
XXXX College
P.O. Box xxxx
City, State zip+four

**EXPEDITED PROGRAM REVIEW DETERMINATION LETTER
CERTIFIED MAIL #
RETURN RECEIPT REQUESTED
OPEID#: xxxxxxxx
PRCN#: xxxxxxxx**

Dear Dr. xxxxxxx:

On (date) through (date), Mr. xxxx and Dr. xxxxx conducted a review of xxxxx College's delivery of the U.S. Department of Education's, Title IV, Student Financial Assistance (SFA) Programs administered by your institution. The focus of the review was to determine the institution's compliance with Title IV statutes and regulations. The review consisted of, but was not limited to, an examination of the institution's Title IV policies and procedures, student financial aid and academic files, fiscal records, student ledgers and financial aid reports.

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning the institution's specific practices and procedures must not be construed as acceptance, approval or endorsement of those practices and procedures. Furthermore, it does not relieve the institution of its obligations to comply with all statutory and regulatory provisions governing the Title IV programs.

During the onsite review, no significant findings were cited, however one programmatic deficiency was identified and subsequently discussed with school administrators during the Exit Interview. Xxxxx College officials agreed with the determination of this finding and took appropriate corrective action.

This report references the program review finding to the applicable regulations and specifies the action required to comply with statutes and regulations. The institution must instruct its independent auditor to review and comment in the institution's next non-federal audit on the deficiency and the corrective action noted in the attached report.

The institution should consider the present correspondence to be the final program review determination letter which serves to close the program review of (date).

I would like to express my appreciation for the courtesy and cooperation extended to my staff during the review. If you have any questions concerning this report, please contact XXXXXXXX.

Sincerely,

XXXXXXXX, Area Case Director
Atlanta Case Management Team
Case Management and Oversight
Student Financial Assistance Programs

Cc: XXXXXXX, Director of Financial Assistance
XXXXXXXXXX, Case Management Specialist
XXXXXXXX, Case Management Specialist

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INTRODUCTION

Background

xxxxx College, an independent college located in xxxxx, offers the first two years of college-level education and continuing education courses. The institution offers liberal arts programs which enable students to transfer to four-year colleges and universities and provides pre-professional programs to prepare students for career entry into selected areas, such as, business, education, health and fitness, fine arts, communications and computer science; or, for transfer to baccalaureate and professional programs in colleges and universities.

xxxxx College offers the Associate of Arts, Associate of Science, and Associate of Music degrees. It provides a one-year and two-year curricula with an emphasis on basic courses in the liberal arts. The educational program is semester-based, and is designed to serve a variety of student purposes, including transfer to senior-level baccalaureate and baccalaureate-professional programs and direct entry into selected range of careers.

For the 1999 to 2000 academic year, xxxx College had approximately xxxx students participating in some type of Title IV program.

Scope of the Review

The Atlanta Case Team conducted a program review on February 5, 2001, through February 9, 2001, to examine the administration of Title IV, Student Financial Assistance programs. The focus of the review was to determine xxxx College's compliance with the statutes and Federal regulations as they pertain to the institution's administration and delivery of Title IV programs.

The review consisted of, but was not limited to, an examination of the school's policies and procedures regarding institutional and student eligibility. To accomplish this purpose, a statistically valid sample of student files from the 1999-2000 and 2000-2001 award years was reviewed. From this sample, a smaller random sample of 30 files was selected for immediate examination. The student files were reviewed in detail, including academic, admissions, financial aid, and fiscal records. The attached Appendix 1 lists the names and social security numbers of students whose files were examined during the program review.

During the onsite review, one area of non-compliance was noted: Lack of an Accurately Developed Student Award Notification Letter. This finding is referenced to the applicable regulations and specifies the action to be taken by the institution in order for it to comply with the regulations and statutes governing administration of Title IV programs.

Although the review was thorough, it cannot be assumed to be completely inclusive. The absence of statements in the report concerning the institution's specific practices and

procedures must not be construed as acceptance, approval or endorsement of those practices and procedures. It also does not relieve xxxx College of its obligations to comply with all of the statutory and regulatory provisions governing the Title IV, SFA programs.

PROGRAM REVIEW FINDINGS
xxxxx College
February 5, 2001 – February 9, 2001

Finding 1: Award Notification Procedures Not Developed

The institution does not have an adequate system to notify students of the amount and type of Title IV funds they can expect to receive, how and when that amount will be disbursed, and their rights regarding their ability to cancel their respective loan. Therefore, the institution does not provide adequate financial aid counseling to its eligible students who apply for Title IV assistance. Failure to provide adequate financial aid counseling to eligible students constitutes an inability by the institution to properly administer the Title IV, HEA programs.

Awarding aid is part of the process of finding the best combination of funds to meet a student's financial need, given limited resources and institutional constraints. Students who do not receive adequate financial aid counseling are harmed because they have not received information to determine which combination of aid best meets their need.

Requirement:

Before an institution disburses Title IV, HEA program funds for any award year, the institution must notify a student of the amount of funds that the student or his or her parent can expect to receive, and how and when those funds will be disbursed. 34 C.F.R. §668.165(a)(1).

In addition, if an institution credits a student's account at the institution with Direct Loan, FFEL or Federal Perkins Program funds, the institution must notify the student, or parent, of the date and amount of the disbursement; the student's right, or parent's right, to cancel all or a portion of that loan or loan disbursement; and the procedures and the time by which the student or parent must notify the institution that he or she wishes to cancel the loan or loan disbursement. 34 C.F.R. §668.165(a)(2). This notification must be made either in writing or electronically no earlier than 30 days before and no later than 30 days after crediting the student's account. 34 C.F.R. §668.165(a)(3).

The institution was required to develop a policy with procedures to ensure that each student is counseled and notified of the amount of Title IV aid she or he can expect to receive and how and when that amount will be paid.

In response to this finding, the institution submitted a copy of the revised Award Notification Letter and a description of the procedures the school has implemented to ensure that students are notified properly of Title IV HEA program awards and disbursements. Therefore, this finding may now be considered closed.

APPENDIX 1
xxxxx College
Student Sample

1999-2000

1. Terra xxxxxxx
2. Ken
3. Robert
4. Angela
5. Christina
6. Sophia
7. Emily
8. Stacey
9. Julie
10. Mary
11. Robbie
12. Maxine
13. Jessica
14. April
15. Ginger
16. Angela
17. Emily
18. Mary
19. Maxine
20. Shaun
21. Maronda
22. Jennifer
23. Veronica
24. Suzanne
25. Angela

Social Security

XXXXXXXXXXXX