

Federal Student Assistance – Companion Self-Evaluation Report Template

**General Instructions:** Institutions eligible to participate in Federal Student Assistance Title IV funding complete and submit this companion template with their Self-Evaluation Report. When information required directly aligns with a DEAC-Handbook Core Component, it is identified with the corresponding capital letter. When information required is unique to this document, it is identified numerically.

# Standard III: Program Outcomes, Curricula, and Materials

Contact Person: Name and Title of Contact Person

1. **Academic Units of Measurement:** DEAC reviews the institution’s policies and procedures for defining its chosen academic unit of measurement and how they are measured, as defined in 34 CFR 600. DEAC evaluates the process an institution uses to award credits for courses and programs and makes a reasonable determination whether the institution’s assignment of credit hours conforms to commonly accepted practices in higher education.
2. Provide evidence that the federal student assistance Title IV programs meet the Federal minimum length of time requirements.

# Standard IV: Educational and Student Support Services

Contact Person: Name and Title of Contact Person

1. **Satisfactory Academic Progress:** The institution implements and consistently applies a satisfactory academic progress policy that complies with all Federal Student Assistance Title IV program requirements as stated in current Federal regulations.
2. Describe the institution’s satisfactory academic progress policy.

For this exhibit: Insert Link to Policy

1. Describe how the institution’s satisfactory academic progress policy complies with all Federal student assistance requirements as stated in current federal regulations including quantitative and qualitative requirements.
2. Describe how the institution monitors students’ satisfactory academic progress, including how often students are verified and how often they are informed of their academic progress and standing in the program.
3. If the institution allows for Leaves of Absence, describe how the institution’s Leave of Absence policy complies with Federal student assistance requirements as stated in current federal regulations, including how the institution complies with related timeframe limitations and National Student Loan Data System (NSLDS) reporting requirements.
4. Describe the actions taken by the institution and notification provided to the student if a student is unable to meet minimum standards of progress including whether the institution allows for Financial Aid Warning and Financial Aid Probation periods.

1. **Regular and Substantive Interaction:** The institution implements policies and procedures that ensure that regular and substantive interaction occurs between students and faculty. The institution maintains records that document appropriate interactions occur throughout the student’s enrollment.
2. Describe how the institution implements policies and procedures that ensure that regular and substantive interaction occurs between students and faculty at least once every seven days.
3. Explain how regular interactions between students and faculty are substantive and academic in nature.
4. Describe how regular and substantive interaction is documented.
5. Describe the records maintained by the institution that document that appropriate interactions occur throughout the student’s enrollment.

1. **Career and Financial Aid Advising:** The institution makes available to students, upon request, career advising related to their program of study. The institution makes available financial aid advising to all students in need of financial assistance, students that are applying for financial assistance, and other persons seeking additional information regarding the process for applying for and receiving federal student assistance. Such advising may take place via a variety of media sources and communication methods. Upon request of the student, the institution provides personal assistance on questions related to the application and delivery of financial aid.
2. Describe how the institution provides career advising, upon request, to students related to their program of study.
3. Describe how the institution provides financial aid advising to all students who need financial assistance, apply for financial assistance, and seek additional information regarding the process for applying and receiving Federal Student Assistance.
4. Describe the various media sources and communication methods used by the institution to provide career and financial aid advising.
5. Describe how the institution provides personal assistance to students on questions related to the application and delivery of financial aid.
6. **Entrance and Exit Loan Advising:** The institution conducts entrance and exit loan advising that encourages loan repayment. The institution, through the financial aid office and the use of available media, encourages repayment of any FSA student loan funds that were obtained for payment of the tuition and other costs associated with the student’s attendance and enrollment in the institution’s educational offerings.
7. Describe how the institution conducts entrance and exit loan advising with students that encourages Federal Student Assistance loan repayment.
8. Describe the media the institution uses to encourage repayment of any Federal Student Assistance student loan funds that were obtained for payment of the tuition and other costs associated with the student’s attendance and enrollment in the educational offerings.

# Standard VII: Advertising, Promotional Literature, and Recruitment Personnel

Contact Person: Name and Title of Contact Person

1. **Advertising and Promotion Disclosures:** Any statements the institution makes in any advertising or promotional materials are complete and accurate regarding the following:
2. Its eligibility for or participation in FSA Title IV programs,
3. Its efforts to become certified to participate in such programs, and/or
4. The availability of FSA Title IV benefits to students who enroll at the institution.

The institution will not use the availability of FSA Title IV funds to students as the primary inducement or rationale for students to enroll in a program.

All promotional materials, catalogs, websites, or other materials that describe the financial assistance available to students, including any FSA Title IV funds that might be available, must state that the assistance is available only to those students who qualify and must include the federal and institutional requirements students must meet in order to qualify for and maintain eligibility for such assistance.

The institution discloses accurate course material information, including ISBN and retail prices. The institution’s textbook pricing policy for new or used textbooks is fair to students.

1. Provide links to the institution’s promotional materials, catalogs, websites, or other materials that describe its participation in Federal Student Assistance Title IV programs.
2. Describe the processes followed by the institution to ensure that advertising and promotional materials provide complete and accurate information to students on its participation in Federal Student Assistance Title IV programs.
3. Describe how the institution ensures that the availability of FSA Title IV funds is not used as a primary inducement or rationale for enrolling students in a program.
4. Provide the language the institution publishes that states Federal Student Assistance Title IV funds are available only to those students who qualify.
5. Describe how the institution discloses to students the federal and institutional requirements they need to meet in order to qualify for and maintain eligibility for Federal Student Assistance.

**C. Student Recruitment:** Individuals authorized by the institution to participate in the enrollment process with prospective students do not have final decision-making authority in the approval or awarding of FSA Title IV. An institution that participates in FSA Title IV programs is aware of, and complies with, all U.S. Department of Education regulations and restrictions on methods of compensation that pertain directly or indirectly to success in student recruiting or admission activities or in making financial aid decisions.

1. Describe the policies and procedures in place that prevent individuals authorized by the institution to participate in the enrollment process with prospective students from possessing final decision-making authority in the approval or awarding of FSA Title IV funds.
2. Describe how the policies and procedures for compensation of individuals involved in recruitment or admission activities and those involved with making financial aid decisions comply with all Federal student assistance requirements as stated in current federal regulations, including restrictions on student referrals made by institution personnel.

# Standard IX: Financial Disclosures, Cancellations, and Refund Policies

Contact Person: Name and Title of Contact Person

1. **Refund Policy:** The institution must have and implement a fair and equitable refund policy in compliance with state requirements or, in the absence of such requirements, in accordance with DEAC’s refund policy standards under Standard IX.C. The institution discloses the date from which refunds are calculated (e.g., the date of determination of withdrawal or termination). The institution complies first with the Return of Title IV requirements when a student who is a FSA Title IV recipient withdraws from the institution.
2. Describe how the institution’s refund policy complies first with the Return of Title IV requirements when a student who is a FSA Title IV recipient withdraws from the institution. [EXHIBIT 42: Sample Return of Title IV Calculation Documentation]

# Standard XI: Financial Responsibility

Contact Person: Name and Title of Contact Person

1. **Federal Student Assistance Administrator:** The institution employs a capable individual(s) responsible for administering all FSA Title IV programs in which it participates and for coordinating those programs with the institution’s other financial assistance programs. The institution employs other individuals, as needed, to assist in the administration of FSA Title IV programs.
2. Identify and describe the qualifications of the capable individual(s) responsible for administering all FSA Title IV programs in which it participates.
3. Describe how this individual coordinates those programs with the institution’s other financial assistance programs.
4. Describe the institution’s procedures for hiring and employing other individuals, as needed, to assist in the administration of FSA Title IV programs.
5. Provide the name of the individual from the institution who attended the DEAC-sponsored Federal Student Assistance Title IV Administration workshop and state whether the individual was certified by DEAC prior to the institution’s participation in any Federal Student Assistance program.
6. **Default Management Plan:** The institution’s default management plan addresses student loan information (borrower’s rights and responsibilities, information regarding repayment and consolidation of student loan debt, communications with lenders and loan servicing agents, and the consequences of default), advising and monitoring, cooperation with lenders, and collection information to facilitate location of borrowers. The institution documents implementation of the default management programs and regularly conducts an evaluation of the effectiveness of its efforts as part of its self-study program.

The published cohort rate for the institution for any cohort year—where 30 or more borrowers enter repayment—cannot exceed the allowable rates as prescribed by the U.S. Department of Education. Institutions that receive a published rated greater than 25 percent are required to implement and adhere to a default reduction plan that specifically outlines the means by which the institution will provide services and contracts to the borrowers in an attempt to reduce the cohort default rate.

1. Provide the institution’s most recent official three-year Cohort Default Rate.
2. Describe how the institution’s default management plan addresses student loan information, advising and monitoring, cooperation with lenders, and collection information to facilitate location of borrowers.
3. Describe how the institution documents implementation of the default management programs and regularly conducts an evaluation of the effectiveness of its efforts as part of its self-study program.
4. **Financial Responsibility:** The institution meets the financial responsibility and administrative capability rules for Federal financial aid participation that includes the annual submission of audited comparative financial statements for the two most recent fiscal years, auditor opinion and management letters, and composite score calculation.
5. Describe how the institution meets the financial responsibility and administrative capability rules for Federal Student Assistance participation that includes the annual submission of audited comparative financial statements for the two most recent fiscal years, auditor opinion and management letters, and composite score calculation.
6. Provide the institution’s composite score. If the institution’s score is below 1.5 describe guidance received by the Federal Student Aid department and how the institution is complying with applicable Federal requirements and department guidance.

1. **Limitations on Title IV Revenue and Enrollment Growth:** 
   1. Revenue from all FSA Title IV programs by eligible institutions may not account for more than 50 percent of an institution’s total revenue during its first 12 months of eligibility for FSA Title IV program participation, and not more than 75 percent of its revenue for all subsequent years of participation until such time that the institution (a) receives renewal of accreditation while participating in Title IV programs, and (b) demonstrates that its three-year cohort default rate and financial statement composite score fall within acceptable ranges as prescribed by the U.S. Department of Education. Once the institution successfully meets the aforementioned requirements, the Commission will approve the institution to draw the maximum revenue from FSA Title IV Programs allowed under applicable Title IV regulations. “Revenue” is defined as total receipts from all of the institution’s distance education students for tuition, books, fees, and all institutional charges, excluding refunds made, regardless of whether they received FSA Title IV programs funds.

Students who enrolled in an institution’s programs prior to the date in which FSA Title IV program eligibility is granted and who subsequently elect to receive FSA Title IV funds will not be included in the institution’s FSA Title IV program revenues.

1. For institutions already eligible for FSA Title IV program participation, provide the percentage of the institution’s revenue from Title IV programs for its most recent fiscal year and describe how it complies with DEAC’s Title IV revenue limitation requirements.
2. For institutions seeking initial eligibility for participation in FSA Title IV programs, certify that the institution understands its obligation to comply with DEAC’s Title IV revenue limitation requirements.
   1. An institution that, due to its participation in FSA Title IV programs, experiences annual growth of more than a 50 percent increase in student enrollments and/or has more than a 50 percent increase in annual tuition receipts in any calendar year may be directed to undergo an on-site evaluation, at the discretion of the DEAC.
3. Certify that the institution understands, if it has annual growth of more than a 50 percent increase in student enrollments and/or more than a 50 percent increase in annual tuition receipts in any calendar year, it may be directed to undergo an on-site evaluation at the discretion of the DEAC.

1. **Program Reviews:** The institution notifies DEAC in writing within 10 days of having undergone any program reviews, inspections, or other reviews of its participation in Federal Student Assistance Title IV programs by the U.S. Department of Education. The institution also provides complete copies of any reports (both preliminary and final) of these reviews and provides any available compliance audits within 10 days of its receipt of these documents.
2. State whether or not the institution has received a program review by the U.S. Department of Education in the past five years. If yes, explain the status of the program review.
3. Certify that the institution understands its obligation to notify DEAC in writing within 10 days of having undergone any program reviews, inspections, or other reviews of its participation in Federal Student Assistance Title IV programs by the U.S Department of Education and will provide complete copies of any reports (both preliminary and final) of these reviews including available compliance audits within 10 days of the receipt of these documents.
4. **Bankruptcy:** An institution that files for federal bankruptcy protection, simultaneously and immediately forfeits its DEAC accredited status and Federal Student Assistance Title IV program eligibility.
5. Certify that the institution understands that it immediately forfeits its DEAC accredited status and Federal Student Assistance Title IV program eligibility once it files for federal bankruptcy protection.