Addendum A

Scope of Services

Oregon Coast Community College

Executive Summary

Oregon Coast Community College is seeking the services of Global Financial Aid Services, Inc. (GFAS) to provide full scope Back Office financial aid administration for all enrolled students. GFAS will provide, in a timely and professional manner, to and on Oregon Coast Community College's behalf the following described Back Office services:

- GFAS will perform a compliance review of each student's electronic Financial Aid file within our SAINT Director software.

- GFAS will certify and originate Direct Loans and/or Pell Grant and ensure satisfaction of all regulatory student eligibility requirements.

- GFAS will provide centralized packaging, disbursement and reconciliation of Title IV and HEA Program funds.

- GFAS will prepare and provide applicable reports to Oregon Coast Community College to ensure timely and accurate record keeping and reporting consistent with Title IV.

- GFAS will calculate refunds and returns to the Title IV, HEA Programs and lenders, as applicable, in order to ensure Oregon Coast Community College will be able to make timely and accurate refunds and returns in accordance with Oregon Coast Community College policies. This service is available 90 days after initial conversion is complete.

GFAS will provide support services to Oregon Coast Community College, including training of Oregon Coast Community College personnel to utilize the SAINT Director application and SAINT Student process. Oregon Coast Community College will engage in a contract with GFAS to be effective on a date to be determined. This contract will incorporate providing services for all new students and repackaging existing students (including re-entries) being recruited by Oregon Coast Community College beginning with the 2020-2021 Award Year to affect a start date yet to be determined.

Global Financial Aid Services, Inc.

Back Office Services

Responsibilities Grid

	GFAS	Institution
Institutional Eligibility		
Maintain and Update Program Participation Agreement/ECAR		X
Maintain and Update Accreditation status		X
Maintain and Update Eligible programs		X
Coordination of Title IV Programs		
Financial aid organization		X
Other information available		X
Administrative Capability		

Student file maintenance	X	X
Record retention	X	X
Transfer Monitoring		X
Multiple Reporting Records (MRR's)		X
Computer/Software Requirements		
Terminal and software security	X	X
Data integrity	X	X
Systems and data backup	X	X
Disaster recovery plan	X	
Integration with student information system		X
Conversion Process		
Open Federal Funds Accounts	X	X
Submit Required documents for initial set-up	X	X
Approve Federal Work Study Job Description	X	
Profiling SAINT Director and Client Profile Sign-off	X	X
Sample Budget Creation and Client Sign-off	X	X
SFTP setup and testing	X	X

	GFAS	Institution
Provide Academic Extract or equivalent academic information entered by the campus user into SAINT Director via Demographics		X
Academic Extract Testing (if applicable)	X	X
User Acceptance Testing and Client Sign-off	X	X
Return SAIG Signature page-ISIR Destination Point/NSLDS Reporting	X	X
Return SAIG Signature pages - FDSL Setup	X	X
Return Bank Account Paperwork (Federal Funds Account Setup)	X	X
SAINT Director Software load on Client Network	X	X
Update ECAR to show GFAS as Third-Party Servicer		X
On-Site Training	X	X
Student Eligibility / Compliance Review		
Adding and Revising student awards to budget prior to submitting file for compliance review		X
Submit electronic and scanned documents for review		X
High school diploma or equivalent or Ability-to-Benefit		X
Regularly enrolled in eligible program		X
Citizen or permanent resident	X	X
Satisfactory Academic Progress		X

		Institution
Default/Overpayment	X	X
Social security number match requirement	X	X
Review FAFSA and all supporting documentation	X	X
Review Verification documents	X	X
Review C Flag documents	X	X
Ensure Pell and Campus-Based Funds eligibility	X	X
Review NSLDS		X
Ensure loan eligibility	X	X
Review and address incomplete or rejected files		X
Review confirmed budget for accuracy		X
Submit G-845 for secondary confirmation		X
Review impact of subsequent ISIRs		X
Pell LEU	X	X
Unusual Enrollment History	X	X
Certification of Proof of Identity/Educational Purpose	X	X

	GFAS	Institution
Professional Judgments		
Satisfactory Academic Progress		X
Selective Service	X	X
EFC Adjustment	X	X

Dependency Override	X	X
Disbursements		
Independent/Dependent status determination	X	X
Timing and amount of disbursements	X	X
Negative Disbursements	X	X
Refunds		
Global Automated Refund Process (GARP)	X	X
Pell Grant		
Calculation and disbursement of award	X	X
Timing of payment	X	X
COD Submission	X	X
COD Reconciliation	X	
Financial reports	X	
Multiple Reporting Records/Pell Overpayments		X
Private Loans		
Certify private loans		X
State Grants		
Certify State Grant Rosters		X

	GFAS	Institution
Campus-based programs (general)		
<u>Program expenditures</u>	X	X
<u>Accuracy of FISAP data</u>	X	
Campus-based programs (FSEOG)		
<u>Eligible expenditures</u>	X	X
<u>Matching</u>		X
<u>Selection of students for FSEOG awards</u>	X	X
	GFAS	Institution
<u>Awarding FSEOG</u>		X
<u>Disbursement of FSEOG</u>	X	X
Campus-based programs (FWS)		
<u>Eligible expenditures</u>	X	X
<u>Types of employment allowed</u>	X	X
<u>Types of expenditures allowed</u>	X	
<u>Matching</u>		X
<u>Selection of students for employment</u>		X
<u>Approval of time sheets and payment to students</u>		X
<u>Awarding FWS</u>		X
<u>Disbursement of FWS</u>	X	X

Campus-based programs (Perkins)		
Eligible Expenditures	X	X
Awarding of Perkins		X
Maintain Entrance and Exit Counseling		X
Disbursement of Perkins	X	X
Maintain payments and collection information		X
Federal Direct Student Loan Program (FDSLP)		
Determination of eligibility	X	X
Certify FDSL	X	
Originate loan	X	
Transmit to COD	X	
Entrance and exit counseling		X
Loan disbursement	X	X
Monthly data matching, including:		
a. Loan and cash detail records	X	
b. Summary records	X	
FDSLP status reporting		
a. NSLDS — Enrollment Reporting completion (SSCR)		X
b. Change in enrollment status		X
Cash Management		

Drawdowns	X	
Transfer funds to Client operating account	X	
Authorization vs. expenditures	X	
Reconcile general ledger to bank	X	
Reports	X	X
Financial Reports		
FISAP	X	
EDPMTS/G5	X	
IPEDS		X
State Reporting		X
Refunds or overpayments		
Policy		X
Update Student Information System with new student status		X
Submit electronic and scanned documents for review		X
Refund calculations	X	
Tuition adjustments	X	
Post Tuition adjustments		X
Overpayment calculations	X	X
Exit Counseling	X	X
Process Refund Checks		X

Review and address incomplete or rejected files		X
Accounting for refunds/overpayments	X	
Determination of PWD releases on FDSL		X

Additional Information

Institutional Eligibility

A. <u>Maintain and Update Program Participation Agreement/ECAR</u> – The Institution will maintain responsibility for updating the PPA and ECAR. GFAS will not make any updates to the PPA or ECAR on the Institution's behalf.

B. <u>Maintain and Update Accreditation status</u> - The Institution will maintain responsibility for updating the Accreditation status. GFAS will not make any updates to the Accreditation status on the Institution's behalf.

C. <u>Maintain and Update Eligible programs</u> – The Institution will maintain responsibility for maintaining and updating all documentation to support Title IV eligible programs.

Coordination of Title IV Programs

A. <u>Financial aid organization</u> – The institution will maintain responsibility for determining which Title IV programs they will participate in based on the programs approved for the institution on the Program Participation Agreement with ED.

B. <u>Other Information Available</u> - The institution will maintain responsibility for providing any other pertinent information applicable to the Title IV programs they are approved for.

Administrative Capability:

A. <u>Student file maintenance</u> - The Institution retains the original or a copy of the original file documentation scanned into SAINT Director for GFAS to review. GFAS's SAINT Director system saves the scanned and electronic documents for retrieval when needed.

B. <u>Record retention</u> - The Institution is responsible for maintaining a copy of original file documentation sent to GFAS. GFAS's SAINT Director system retains all records used to make Title IV disbursements or loan certifications. SAINT Director saves the scanned and electronic documents for retrieval when needed.

C. <u>Transfer Monitoring</u> – The Institution is responsible for adding, deleting, updating, and reviewing students to/on the Transfer Monitoring List.

D. <u>Multiple Reporting Records (MRR's)</u> - The Institution is responsible for resolving any MRRs.

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