



FINANCIAL AID COMPETENCY

LAWS, REGULATIONS & COMPLIANCE

This competency centers on understanding and applying federal and state financial aid laws, regulations, and policies, including the legislative process and regulatory hierarchy. Financial aid administrators must stay current on compliance requirements, use trusted resources to interpret guidance, and effectively communicate and advocate within the legal and ethical framework of aid programs.

Competency Statements

- Financial aid legislative and regulatory knowledge
- Ethical compliance with Title IV program requirements
- Correlation of multiple sources of aid
- Advocacy in public policy

RESOURCES, TRAINING,
AND PROFESSIONAL
DEVELOPMENT OPPORTUNITIES



Knowledge Statements

Legislative and Regulatory Framework

- Display a basic understanding of civics
 - Differentiate between a law and a regulation, and subregulatory guidance
 - Differentiate between a policy and a procedure
 - Understand the hierarchy of different laws and regulations (federal vs state)
 - Understand how a bill becomes a law
 - Understand negotiated rulemaking process
 - Understand the role of each branch of government and how they intersect
 - Understand the federal budget process
- Be aware of the historical context of financial aid programs

Ethics and Stewardship

- Maintain ethical compliance with Title IV program requirements
- Act as a good steward of federal, state, and institutional aid programs
- Honor both the spirit and the letter of the law

Policy and Program Administration

- Navigate the interplay between aid programs from all sources
- Apply financial aid packaging philosophies and allowable flexibilities

Advocacy and Communication

- Advocate in the area of public policy
- Understand how to prioritize advocacy and compliance efforts
- Know who to communicate with and how to approach them effectively

Task Statements

Monitor and Stay Informed

- Keep abreast of legislative and regulatory changes
- Read Department of Education publications and NASFAA's Today's News
- Attend training from federal partners and professional associations
- Utilize official resources to find and interpret guidance

Apply Guidance to Operations

- Complete verification and resolve conflicting information
- Review professional judgment appeals, special and unusual circumstances, and dependency overrides
- Evaluate satisfactory academic progress status and appeals
- Determine eligibility for student disbursements
- Reconcile disbursements with the finance office
- Certify VA enrollments

Maintain Institutional and Program Compliance

- Maintain institutional and academic program eligibility
- Prepare ECAR (Eligibility and Certification Approval Report), E-App, and recertifications
- Update accreditation bodies on changes
- Respond to OIG/ED complaints
- Prepare for and navigate compliance audits
- Monitor and evaluate office processes for regulatory compliance
- Accurately report financial aid data to external partners

Develop and Review Policies

- Write, implement, maintain, and evaluate office policies and procedures
- Develop policies for new programs

Collaborate and Make Informed Decisions

- Collaborate with faculty, the development office, and administration on scholarships
- Make informed, ethical decisions and provide sound advice