

Title: Financial Aid Systems Operations	Policy	Date: 4/16/2008	Rev.:
		No.: ADM 3.32	
Areas Affected: All BSMSO Faculty			Page 1 of 1

## Systems Operations

The OFA at Bon Secours Memorial School of Nursing College is automated/manual in processing.

### Loading Financial Aid Data

Federal eligibility information is received electronically from the Department of Education using EDConnect. This information is uploaded into the financial aid software system, PowerFaid, for further processing.

Processing Federal Data- Students file their FAFSA on-line. FAFSAs may be electronically filed by the OFA on rare occasions.

Correcting Federal Data- Student FAFSAs will be corrected via PowerFaid during the verification.

### Automatic Budgets

Budgets are assigned to students based on the information provided on the FAFSA.

### Automatic Tracking

The OFA uses an automatic tracking program in PowerFaid to monitor information and documents required from students.

### Packaging

All packaging is done manually.

### Transferring Awards

Financial aid awards ready for disbursement are transferred from PowerFaid to the School's data management system, SonisWeb, and the OFA, once the awards are loaded into SonisWeb, authorizes Fiscal Services to match and post the awards to the student's accounts.

Reference Policy # \_\_\_\_\_

### Approved by:

_____	_____	_____
Signature	Title	Date

### Approval History:

Committees and Dates:

Faculty Organization – \_\_\_\_\_  
Faculty Forum – \_\_\_\_\_

Key words: \_\_\_\_\_