

Key Resources for the Successful Financial Aid Administrator

1

JOHNATHAN BUTTON
ASSOCIATE VICE CHANCELLOR FOR STUDENT
AND FINANCIAL AID SERVICES
TENNESSEE BOARD OF REGENTS

ANDREW B. LINN
EXECUTIVE DIRECTOR OF STUDENT FINANCIAL AID AND SCHOLARSHIPS
UNIVERSITY OF MEMPHIS

Agenda

- **DISCUSSION AND DEMONSTRATION OF TOP RESOURCES FOR FINANCIAL AID ADMINISTRATORS (IN NO PARTICULAR ORDER AND ACCORDING TO A NEGOTIATED LIST BY JB & ANDREW)**
 - ▶ FEDERAL STUDENT AID HANDBOOK
 - ▶ NASFAA ASKREGS
 - ▶ NASFAA SELF-STUDY GUIDES
 - ▶ NASFAA COMPLIANCE ENGINE
 - ▶ NASFAA COMMUNITY RESOURCES
- **BRIEF OVERVIEW/LIST OF OTHER HELPFUL RESOURCES**
 - ▶ DEPT. OF ED
 - ▶ THEC/TSAC
 - ▶ NASFAA & TASFAA
 - ▶ OTHER RESOURCES



Top Resources

- **#1 - FEDERAL STUDENT AID HANDBOOK**

[HTTPS://FSAPARTNERS.ED.GOV/KNOWLEDGE-CENTER/FSA-HANDBOOK](https://fsapartners.ed.gov/knowledge-center/fsa-handbook)

- ▶ FAA'S PRIMARY RESOURCE FOR REGULATORY GUIDANCE AND RULES
 - ▶ GREAT FOR PROVIDING JUSTIFICATION TO OR ANSWERING QUESTIONS FROM CAMPUS PARTNERS
 - ▶ AVAILABLE IN WEB AND PDF FORMAT
 - ▶ SEARCHABLE
 - ▶ MORE HELPFUL CALLOUTS, NOTES, AND HELPFUL CONTEXT THAN IN YEARS PAST
- ▶ GUIDELINES CAN BE AMBIGUOUS, CONFLICTING, AND LEAVE QUESTIONS



Top Resources

- **#2 – NASFAA ASKREGS**

[HTTPS://ASKREGS.NASFAA.ORG/](https://askregs.nasfaa.org/)

- ▶ PROVIDES A SEARCHABLE KNOWLEDGEBASE OF ANSWERS TO FAA'S QUESTIONS
 - ▶ REAL WORLD SCENARIOS
 - ▶ SLIGHT VARIATIONS IN QUESTIONS WITH DISTINCT ANSWERS
 - ▶ EXPLORE BY CATEGORIES
 - ▶ STATUTORY REFERENCES
 - ▶ DEPT. OF ED RESPONSES
 - ▶ REGULARLY UPDATED
 - ▶ RECENT QUESTIONS
 - ▶ TRENDING QUESTIONS
- ▶ INCLUDED WITH BASE NASFAA MEMBERSHIP



Top Resources

- **#3 – NASFAA SELF-STUDY GUIDES***

[HTTPS://WWW.NASFAA.ORG/SELF_STUDY_GUIDES](https://www.nasfaa.org/self_study_guides)

- ▶ COMPREHENSIVE GUIDES TO COMMON FINANCIAL AID TOPICS

- APPLICATION PROCESS
- STUDENT ELIGIBILITY
- COST OF ATTENDANCE
- NEED ANALYSIS
- VERIFICATION
- TEACH GRANT
- PELL AND IRAQ AND AFGHANISTAN SERVICE GRANTS
- CAMPUS-BASED PROGRAMS
- PACKAGING AND AID NOTIFICATION
- DIRECT LOANS
- RETURN OF TITLE IV FUNDS
- CONSUMER INFORMATION
- CASH MANAGEMENT
- PROFESSIONAL JUDGMENT
- ADMINISTRATIVE CAPABILITY
- SATISFACTORY ACADEMIC PROGRESS
- OVERVIEW OF THE FINANCIAL AID PROGRAMS



Top Resources

- **#3 – NASFAA SELF-STUDY GUIDES (CONT.)**
 - ▶ UPDATED EACH YEAR (OR AS NEEDED BASED ON CHANGING REGULATIONS)
 - ▶ EXCELLENT RESOURCE FOR TRAINING
 - ▶ INCLUDES SHORT QUIZZES FOR FREE KNOWLEDGE ASSESSMENT
 - ▶ GREAT AS A REFRESHER FOR EXPERIENCED FAAS
 - ▶ PROVIDES RECOMMENDATIONS FOR BEST PRACTICES AND GUIDANCE NOT FOUND ELSEWHERE
 - ▶ LENGTHY AND EXTENSIVE SO REQUIRES ADEQUATE ALLOCATION OF TIME

**MAY REQUIRE AN ADDITIONAL FEE BASED ON NASFAA MEMBERSHIP LEVEL. IF NOT INCLUDED OR ALREADY FREE, CAN BE PURCHASED FOR \$119/EACH.*



Top Resources

- **#4 – NASFAA COMPLIANCE ENGINE**

[HTTPS://WWW.NASFAA.ORG/ENGINE](https://www.nasfaa.org/engine)

- ▶ ELF-EVALUATION CHECKLISTS
 - ▶ GREAT TO USE PERIODICALLY TO ENSURE YOU ARE UP-TO-DATE ON CHANGING REGULATIONS
 - ▶ **(TIP: NEW AID YEAR SETUP IS A GREAT TIME TO DO THIS)**
- ▶ POLICIES AND PROCEDURE BUILDER*
 - ▶ EXCELLENT TOOL THAT GUIDES YOU THROUGH THE POLICY AND PROCEDURE BUILDING PROCESS
 - ▶ INCLUDES STATUTORY AND REGULATORY REQUIREMENTS
 - ▶ PROMPTS FOR REQUIRED COMPONENTS OF YOUR P&P MANUAL
- ▶ DELEGATE AND COLLABORATE
 - ▶ ALLOWS YOU TO ASSIGN TASKS
 - ▶ REVIEW UPDATES
 - ▶ APPROVE UPDATES

**P&P BUILDER MAY REQUIRE AN ADDITIONAL FEE BASED ON NASFAA MEMBERSHIP LEVEL (\$119/YEAR)*



Top Resources

- **#5 – NASFAA COMMUNITY RESOURCE LIBRARIES**

[HTTPS://WWW.NASFAA.ORG/COMMUNITY_LIBRARY](https://www.nasfaa.org/community_library)

- ▶ VARIETY OF RESOURCES SUBMITTED BY FINANCIAL AID ADMINISTRATORS AND VETTED BY NASFAA
 - ▶ SAMPLE DOCUMENTS
 - ▶ ORGANIZATION CHARTS
 - ▶ COMMUNICATIONS
 - ▶ PRESENTATIONS
 - ▶ INTERVIEW QUESTIONS
 - ▶ POSITION DESCRIPTIONS
 - ▶ ONBOARDING DOCUMENTS
 - ▶ FINANCIAL LITERACY RESOURCES
- ▶ FINANCIAL AID SIMPLIFICATION SPECIFIC RESOURCES



Dept. of Ed Resources

9

- ▶ **FEDERAL STUDENT AID KNOWLEDGE CENTER**
[HTTPS://FSAPARTNERS.ED.GOV/KNOWLEDGE-CENTER](https://fsapartners.ed.gov/knowledge-center)
- ▶ **FSA HANDBOOK**
 - ▶ [HTTPS://FSAPARTNERS.ED.GOV/KNOWLEDGE-CENTER/FSA-HANDBOOK](https://fsapartners.ed.gov/knowledge-center/fsa-handbook)
- ▶ **KNOWLEDGE CENTER FAQs**
 - ▶ [HTTPS://FSAPARTNERS.ED.GOV/KNOWLEDGE-CENTER/FAQS](https://fsapartners.ed.gov/knowledge-center/faqs)
- ▶ **FEDERAL STUDENT AID TRAINING CENTER (FORMERLY FSA COACH)**
 - ▶ [HTTPS://FSATRaining.ED.GOV/](https://fsatraining.ed.gov/)
- ▶ **NEGOTIATED RULEMAKING PROCESS/ANNOUNCEMENTS**
 - ▶ [HTTPS://WWW2.ED.GOV/POLICY/HIGHERED/REG/HEARULEMAKING/2023/INDEX.HTML](https://www2.ed.gov/policy/highered/reg/hearulemaking/2023/index.html)



THEC/TSAC Resources

10

▶ FAST HELP CENTER

- ▶ [HTTPS://EGRANDS.TSAC.TN.GOV/FAST/HELP](https://EGRANDS.TSAC.TN.GOV/FAST/HELP)
- ▶ PROGRAM RULES AND POLICIES
- ▶ AWARD RULES/CHARTS
- ▶ FAST USER GUIDE
- ▶ RESIDENCY GUIDES
- ▶ FAQs

▶ TENNESSEE CODE

- ▶ [LEXIS NEXIS](#) (FREE)



NASFAA Resources

11

- ▶ AskREGS
 - ▶ [HTTPS://ASKREGS.NASFAA.ORG/](https://askregs.nasfaa.org/)
- ▶ COMMUNITY RESOURCE LIBRARY
 - ▶ [HTTPS://WWW.NASFAA.ORG/COMMUNITY_LIBRARY](https://www.nasfaa.org/community_library)
- ▶ COMPILED TITLE IV REGULATIONS
 - ▶ [HTTPS://WWW.NASFAA.ORG/COMPILED_TITLE_IV_REGULATIONS](https://www.nasfaa.org/compiled_title_iv_regulations)
- ▶ COMPLIANCE ENGINE SELF-EVALUATION CHECKLISTS
 - ▶ [HTTPS://WWW.NASFAA.ORG/SEC](https://www.nasfaa.org/sec)
- ▶ MONOGRAPHS
 - ▶ [HTTPS://WWW.NASFAA.ORG/MONOGRAPHS](https://www.nasfaa.org/monographs)
- ▶ NASFAA U ONLINE COURSES* (PRICE VARIES BY COURSE)
 - ▶ [HTTPS://WWW.NASFAA.ORG/ONLINE_COURSES](https://www.nasfaa.org/online_courses)
- ▶ OFF THE CUFF PODCASTS
 - ▶ [HTTPS://WWW.NASFAA.ORG/OFF_THE_CUFF](https://www.nasfaa.org/off_the_cuff)



NASFAA Resources (cont.)

12

- ▶ POLICIES & PROCEDURES BUILDER* (\$119/YEAR IF NOT INCLUDED IN YOUR NASFAA MEMBERSHIP LEVEL)
 - ▶ [HTTPS://WWW.NASFAA.ORG/PPB](https://www.nasfaa.org/ppb)
- ▶ QUICK REFERENCE GUIDES
 - ▶ [HTTPS://WWW.NASFAA.ORG/QUICK_REFERENCE_GUIDES](https://www.nasfaa.org/quick_reference_guides)
- ▶ SELF-STUDY GUIDES* (\$119/EACH IF NOT INCLUDED OR ALREADY FREE)
 - ▶ [HTTPS://WWW.NASFAA.ORG/SELF_STUDY_GUIDES](https://www.nasfaa.org/self_study_guides)
- ▶ TODAY'S NEWS
 - ▶ [HTTPS://WWW.NASFAA.ORG/TODAYS-NEWS](https://www.nasfaa.org/todays-news)
- ▶ TOPIC SPECIFIC WEB CENTERS (FAFSA SIMPLIFICATION, GAINFUL EMPLOYMENT, AND PRISON EDUCATION PROGRAMS)
 - ▶ [HTTPS://WWW.NASFAA.ORG/FAFSA_SIMPLIFICATION](https://www.nasfaa.org/afsa_simplification)
 - ▶ [HTTPS://WWW.NASFAA.ORG/GE](https://www.nasfaa.org/ge)
 - ▶ [HTTPS://WWW.NASFAA.ORG/PEP](https://www.nasfaa.org/pep)
- ▶ WEBINAR SERIES* (\$120/EACH IF NOT INCLUDED OR ALREADY FREE)
 - ▶ [HTTPS://WWW.NASFAA.ORG/WEBINARS_LIVE_AND_ON_DEMAND](https://www.nasfaa.org/webinars_live_and_on_demand)



TASFAA Resources

13

- ▶ MEMBER ONLY RESOURCES
 - ▶ [HTTPS://TASFAATN.COM/MEMBERS-ONLY](https://tasfaatn.com/members-only)
 - ▶ SUBJECT MATTER EXPERT LIST/SEARCH
 - ▶ MEMBERSHIP DIRECTORY LIST/SEARCH
 - ▶ NEWSLETTER & IMPORTANT UPDATES
- ▶ CONFERENCES AND TRAINING
 - ▶ NEW AID OFFICER WORKSHOPS
 - ▶ FALL TRAINING
 - ▶ ANNUAL SPRING CONFERENCE



Other Resources

- STUDENT AID REFERENCE DESK (COLLABORATIVE EFFORT BY MULTIPLE HIGHER-ED FOCUSED ORGANIZATIONS)
 - ▶ [HTTPS://WWW.STUDENTAIDREFDESK.ORG/REFDESK ABOUT](https://www.studentaidrefdesk.org/refdesk_about)
- SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS (SASFAA)
 - ▶ [HTTPS://WWW.SASFAA.ORG/MEMBERSERVICES/RESOURCES](https://www.sasfaa.org/memberservices/resources)
- NATIONAL STUDENT EMPLOYMENT ASSOCIATION (NSEA)
 - ▶ [HTTPS://WWW.NSEA.INFO/](https://www.nsea.info/)



Questions?

15

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AND FINANCIAL AID SERVICES
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EXECUTIVE DIRECTOR OF STUDENT FINANCIAL
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UNIVERSITY OF MEMPHIS
ABLINN@MEMPHIS.EDU

