Community Colleges of Spokane

Spokane Community College

TITLE IV CODE OF CONDUCT

FEDERAL POLICY **CFR 688**

FEDERAL POLICY – The law requires schools to have written policies and procedures for administering aid.

INSTITUTIONAL POLICY – Spokane Community College's Financial Aid Office maintains records and financial data on student information to ensure efficiency, confidentiality, compliance with Federal and State regulations and information access by Financial Aid office professionals.

The following Code of Conduct is followed for File Review:

- Spokane Community College provides financial assistance to students in the form of grants, loans, employment and scholarships from a variety of institutions and private resources. All grant, loan and work -study applicants need to complete a Free Application for Federal Student Aid (FAFSA) each year to determine eligibility for need based programs.

- Our goal is to assist, inform and educate students and their families about their financial aid options as well as provide funding to eligible applicants in a fair and timely manner. The Financial Aid staff will determine, within the boundaries of Federal and State Regulations, the applicants' ability to contribute to the cost of his/her education. In addition, we will process student applications on a first come, first serve manner by date received.

- Spokane Community College Financial Aid office creates and maintains a policy and procedure manual for proper administration of student financial aid. These policies and procedures facilitate the effective operation of the federal processing system and the reporting systems for individual programs.