



Student Financial Assistance Attestation Guide

Massachusetts Office of Student Financial Assistance

Third Edition – January 2003

**Massachusetts Office of Student Financial Assistance
Compliance Attestation Division
454 Broadway, Suite 200
Revere, Massachusetts 02151
617-727-9420**

Major Changes

In revising the Massachusetts Office of Student Financial Assistance Compliance Attestation Guide, the Massachusetts Office of Student Financial Assistance sought to incorporate changes in the two following areas:

Compliance Attestation Report Frequency

As part of its effort to offer regulatory relief to institutions that have “performed” well in their administration of Massachusetts State financial aid programs, the Massachusetts Office of Student Financial Assistance now offers the flexibility to qualified institutions to submit their Compliance Attestation Report of Massachusetts State financial aid programs on an every-third year rotation basis (see pages 2, 3 and 4 of this Guide).

Schedule of State Financial Assistance Expenditures

As part of the new reporting requirements, independent auditors who perform compliance attestation-level reviews of Massachusetts State financial aid programs must now complete a Schedule of State Financial Assistance Expenditures (see Exhibit C of this Guide). In addition, the independent auditor is also required to provide an opinion as to the validity of the information that is represented on the Schedule. The independent auditor may opt to issue **any one** of the following opinions related to the Schedule of State Financial Expenditures. The three options are as follows:

1. Report on supplementary information in an auditor-submitted document that does not include the basic financial statements and auditor’s report thereon (Exhibit C-2)
2. Audit report on the Schedule of State Financial Assistance Expenditures (Exhibit C-3)
3. Opinion on financial statements and supplementary Schedule of State Financial Assistance Expenditures (Exhibit C-4)

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Background Information

Compliance Review Requirement

The Massachusetts Office of Student Financial Assistance (OSFA) has responsibility to provide oversight for all post secondary institutions that participate in the Massachusetts student financial aid programs. OSFA's oversight role requires that it develop adequate safeguards to ensure that participating institutions are accountable for the proper administration and disbursement of state funds. Traditionally, OSFA had relied upon the auditor's examination of Federal programs as adequate to infer administrative compliance with the requirements of the state financial aid programs. This *Guide* has been developed to provide clarification regarding the specific policies and procedures that auditors should follow when performing compliance reviews of these state-sponsored programs. The *Guide* should be used by independent auditors as an aid in determining institutional compliance with the applicable laws and regulations of the Commonwealth of Massachusetts.

Guidance for Public Institutions of Higher Education in the Commonwealth

Throughout this *Guide*, there are several provisions and requirements that are applicable **only** to the **public** colleges and universities in the Commonwealth of Massachusetts. The references to the public institutions are applicable to the University of Massachusetts, the State Colleges, the Community Colleges, and any other similar institution, which may be created in the future.

Uncoordinated outside audits of *public* state and community colleges within the Commonwealth could conflict with Chapter 7A, Section 10 of the Massachusetts General Laws. The attestation requirements of this *guide* are limited to state funds and do **not** extend to Federal programs. **Any request for a separate audit under the Office of Management and Budget Circular A-133 must have prior approval by the Commonwealth's Office of the State Comptroller.** As public institutions follow the requirements of the *Guide*, they must adhere to the communications and delivery standards set forth by the Office of State Comptroller. Should public institutions have any questions about these communications and delivery standards, please feel free to contact the Deputy Comptroller over Financial Accounting and Reporting or Director, Financial Reporting Bureau, (617) 727-5000.

Relationship to Federal Audit Requirements

To participate in the financial assistance programs administered by the Commonwealth of Massachusetts, institutions must be eligible to participate in the Title IV student financial assistance programs administered by the U.S. Department of Education. Federal audit

requirements specify that participating institutions must annually submit a compliance audit of their administration of the Federal student financial aid programs. For many institutions this audit requirement is satisfied by a Single Audit of the institution under the guidelines established in the OMB Circular A-133. For those institutions exempt from the requirements of the Single Audit Act, the U.S. Department of Education requires a program specific audit of the Federal student financial aid programs. Under the audit guidelines established by the U.S. Department of Education's Office of the Inspector General, program specific audits shall be performed as compliance attestations and shall apply the attestation standards set forth in Statement on Standards for Attestation Engagements (SSAE) No. 3 "*Compliance Attestation*" as established by the American Institute of Certified Public Accountants (AICPA).

The Audit Guide for Compliance Audits of Federal Student Financial Assistance Programs issued by the U.S. Department of Education's Office of the Inspector General defines the required management assertions, compliance requirements and suggested procedures for independent auditors to use when performing program specific audits of institutions participating in the Federal student financial aid programs.

This program review *Guide* extends the Federal compliance attestation requirement to all institutions that participate in the student financial assistance programs administered by the Massachusetts OSFA. The Massachusetts OSFA, has developed this Guide to assist independent auditors in understanding the required management assertions, compliance requirements and suggested procedures necessary to perform a program specific review of the Massachusetts student financial assistance programs.

Massachusetts State Financial Aid Programs Compliance Attestation Report Frequency

Effective with fiscal years that begin after May 31, 2002, **ALL** institutions that administer Massachusetts State financial aid programs funds are required to submit a Compliance Attestation Report specific of Massachusetts State financial aid programs on an **every third year** rotation basis, **EXCEPT** those that meet any one of the following three conditions:

- ✍ Institutions of higher education that administered Massachusetts State financial aid programs funds in fiscal years 2000, 2001, 2002 and submitted Compliance Attestation Reports for those State programs that reported significant findings for **any** of the above three fiscal years and selected by the Massachusetts Office of Student Financial Assistance to submit a Compliance Report on a yearly basis. **Significant findings are defined as those with questioned costs that, in aggregate, total \$1,000 or more.**
- ✍ Institutions that, in prior reports, had internal control weaknesses.
- ✍ Institutions identified by the Massachusetts Office of Student Financial Assistance (OSFA) as having specific conditions that can result in the improper administration

of Massachusetts State financial aid programs and, in which case, OSFA requests that the institution submit a Compliance Attestation Report of Massachusetts OSFA programs, on a yearly basis.

In all instances, the Massachusetts Office of Student Financial Assistance (OSFA) reserves the option of requesting institutions or agents acting on OSFA's behalf to perform a compliance attestation-level review of Massachusetts State financial aid programs at the institution for specific audit year(s), as appropriate.

Institutions that are eligible to submit a Compliance Attestation Report of Massachusetts State financial aid programs on an every third year rotation basis are nonetheless required to submit copies of any internal or external reports, and/or program reviews (i.e. A-133 Audit, State or Federally conducted program reviews, etc.) on financial aid, that take place at the institution for the rotation years when a Massachusetts State Financial Aid Program specific Compliance Attestation Report is not required by the Massachusetts Office of Student Financial Assistance. Copies of those internal or external reports, and/or program reviews must be submitted to the Massachusetts Office of Student Financial Assistance within thirty (30) days of being available to the institutions.

The Massachusetts Office of Student Financial Assistance will notify, in writing, each institution that administers State financial aid funds as to whether or not it is exempt from the yearly Massachusetts State financial aid compliance attestation requirement, effective with fiscal years that begin after May 31, 2002, and, thereby, subject to this reporting every third year. Consequently, an institution that is eligible to submit a Massachusetts State financial aid programs specific attestation report on an every third year rotation basis (beginning with fiscal years after 05/31/02), will submit such first report starting with fiscal year 2005. The above notification will be sent to the institution's President, Chief Fiscal Officer as well as Director of Financial Aid.

An institution that has been selected to submit a Massachusetts State financial aid programs specific Compliance Attestation Report on a yearly basis for audit years beginning after May 31, 2002, will again be re-evaluated at the conclusion of the second subsequent audit year and considered for inclusion in the every third year Compliance Attestation Report submission program.

Likewise, an institution that participates in the every third year reporting rotation program will be evaluated during that third year. If the Massachusetts State financial aid programs Compliance Attestation Report shows significant findings during that third year, the institution will automatically revert to annual submission of the Report and will need two consecutive years of no reporting of significant findings, before it can again return to the every third year rotation.

Purpose of the Guide

This *Guide* has been prepared to assist independent auditors in performing compliance reviews of Massachusetts Student Financial Assistance programs. This revised *Guide* is effective for OSFA compliance reviews (attestation engagements) for fiscal years **beginning** after May 31, 2002.

This Massachusetts OSFA requires compliance review reports for all institutions that participate in the:

<u>Programs</u>	<u>Statutory Reference</u>
Need Based Financial Assistance (Cash Grant)	MGL ch. 15A s. 9B
General Scholarship Program (MASSGrant)	MGL ch. 15A s. 16
Performance Bonus Program (Part of MASSGrant)	Line Item 7070-0065
Christian A. Herter Memorial Scholarship Program	MGL ch. 15A s. 16
Matching of Scholarship Grants (Gilbert Grant)	MGL ch. 15A s. 16
Part Time Student Grant Program	MGL ch. 15A s. 16
Public Service Scholarship Program	MGL ch. 15A s. 16
No Interest Loan Program	MGL ch. 15A s. 9cc
Tomorrow's Teachers Scholarship Program	MGL ch. 15A s. 19D
Matching Student Aid Program	MGL ch. 15As. 16
Paraprofessional Teacher Preparation Grant	Item 7070-065 of Chapter 184 of the Acts of 2002
Massachusetts Foster Child Grant	Chapter 384 of the Acts of 2000, Line-item 7066-0016
Tuition Waiver Programs:	
A. Need Based Tuition Waiver	MGL ch. 15A s. 19
B. Categorical Tuition Waivers	" "
C. Graduate Student Tuition Waiver	" "
D. Massachusetts Education Financing Authority Prepaid Tuition Waiver	" "
E. Joint Admission Tuition Advantage Program Tuition Waiver	" "
F. Senator Paul E. Tsongas Scholarship Tuition Waiver	" "
G. Washington Center Program Tuition Waiver	" "
H. University of Massachusetts Academic and Artistic Talent Program Tuition Waiver	" "
I. University of Massachusetts Exchange Program Tuition Waiver	" "
J. University of Massachusetts Division I Athletic Program Tuition Waiver	" "
K. Cooperative Association of States for Scholarships Program Tuition Waiver	" "
L. Incentive Program for Aspiring Teachers Tuition	

	Waiver	"	"
M.	Collaborative Teachers Tuition Waiver	"	"
N.	Career Advancement Program Tuition Waiver	"	"
O.	High Technology Scholar/Intern Tuition Waiver	"	"
P.	DSS Adopted Children Tuition Waiver	"	"
Q.	DSS Foster Care Children Tuition Waiver	"	"
R.	Stanley Z. Koplik Certificate of Mastery Tuition Waiver	"	"
S.	Valedictorian Program Tuition Waiver	"	"
T.	Commonwealth September 11, 2001 Tragedy Tuition Waiver		

MGL ch. 15A s. 19

The OSFA requires that these program compliance reviews be performed in accordance with the standards for audits of the U.S. General Accounting Office's *Government Auditing Standards* (1994 Revision) issued by the comptroller general of the United States. These standards, also referred to as the "Yellow Book", relate to audits of government organizations, program, activities, and functions, and of government funds received by contractors, nonprofit organizations, and other non-government organizations. The standards incorporate the AICPA Statements on Auditing Standards for fieldwork and reporting, and prescribe the additional standards needed to meet the more varied interests of users of reports on governmental audits.

These standards are available from the Government Printing Office (GPO), superintendent of Documents, Washington, DC 20401.

Objectives

The OSFA compliance attestation objectives are:

- ☞ To determine and report whether the institution's management's assertions relative to compliance with specific compliance requirements in this *Guide* are fairly stated in all material respects (institutional eligibility and student eligibility, disbursements, reporting and refunds).
- ☞ To assist OSFA in meeting its responsibilities by addressing instances of material noncompliance and internal control weakness and providing adequate information for OSFA to use to initiate action.

This *Guide* requires an examination-level attestation engagement relative to the institution's management's assertions about certain compliance aspects related to OSFA program participation. The refore, in addition to applicable standards contained in the *Government Auditing Standards*, the Statements on Standards for Attestation Engagements (SSAE) No. 3, Compliance Attestation, issued by the American Institute of Certified Public Accountants (AICPA) also applies.

This *Guide* is intended to be used by **ALL** institutions that administer Massachusetts OSFA funds, **EXCEPT**:

- ✍ Institutions of higher education that expend a total amount of Massachusetts State financial assistance program funds equal to, or less than \$25,000, or such other amount specified by the Chancellor in any fiscal year.
- ✍ Institutions located in a state other than Massachusetts and which do not provide programs within Massachusetts to recipients of Massachusetts OSFA funds.

Disclaimer

This *Guide* is not intended to be a complete manual of procedures, nor is it intended to supplant the independent auditor's judgment of the work required. Suggested procedures described may not cover all circumstances or conditions encountered at a particular institution. The independent auditor should use professional judgment and due care to tailor the procedures so that the compliance attestation engagement objectives are achieved. However, the independent auditor must address all applicable management assertions contained in this *Guide*.

In performing compliance reviews of Massachusetts State Financial Assistance Programs, the independent auditor shall have available, in addition to this *OSFA Student Financial Assistance Attestation Guide*, a fiscal year specific copy of Massachusetts State Financial Assistance Programs Guidelines and Procedures, as well as any and all relevant "Dear Colleague" letters published by OSFA.

Engagement Periods and Report Due Dates

The annual period to be reviewed coincides with the fiscal year end of the institution. For **public institutions**, this is the fiscal year ending June 30.

- ✍ Compliance is based on the institution's fiscal year and includes examining and reporting on the institution management's assertions about compliance with specified Massachusetts laws and regulations, in accordance with SSAE No. 3 and *Government Auditing Standards*.
- ✍ Compliance attestation reports are due six months following the fiscal year end, unless otherwise agreed upon in writing by the Massachusetts Office of Student Financial Assistance.

Matters Requiring Immediate Attention

Irregularities or Illegal Acts

Professional standards require independent auditors to design and perform procedures to provide reasonable assurance of detecting significant illegal acts. Independent auditors should be aware of fraud or high-risk indicators, recognizing basic weaknesses in internal control and performing sufficient substantive tests. The independent auditor should avoid

performing review steps mechanically (auditing form over substance) and accepting explanation for review exceptions without question.

Authoritative guidance on detecting fraud and illegal acts is extensive. The auditor should be extremely well informed of the responsibility for accepting the engagement and the detection of errors, irregularities and illegal acts by clients. For supplemental guidance, see the *Government Auditing Standards* and Statement on Auditing Standards (SAS) No. 53 and No. 54, entitled, *The Auditors Responsibility to Detect and Report Errors or Irregularities and Illegal Acts by Clients*, respectively.

The independent auditor should promptly prepare a separate written report concerning such acts or indications of such acts. This report should be submitted to the Massachusetts Office of Student Financial Assistance at the address below within 30 days after the date of discovery of the acts. In addition, public institutions should submit a copy of this report to the Office of the State Comptroller and the Office of the State Auditor. If the independent auditor decides to explore further the indications of such acts to determine the size and seriousness of the situation, the report should be submitted within 30 days after the independent auditor has completed the additional work.

Reports should be mailed to:

Massachusetts Office of Student Financial Assistance
Compliance Attestation Division
454 Broadway, Suite 200
Revere, Massachusetts 02151

In addition, public institutions should send copies to:

Office of the State Comptroller
Director, Financial Reporting
1 Ashburton Place, 9th Floor
Boston, Massachusetts 02108

Office of the State Auditor
1 Ashburton Place, 18th Floor
Boston, Massachusetts 02108

Also, public institutions are required under Chapter 647 of the Acts of 1989, to **immediately** report all unaccounted for variances, losses, shortages or thefts of funds or property to the Office of the State Auditor, using a form provided by that office.

Auditor Qualifications

The independent auditor must meet the qualification and independence standards specified in *Government Auditing Standards*, including continuing education requirements. Internal auditors of an institution are not independent while auditing

within it. However, the independent auditor may consider the work of the internal auditors in performing the examination-level compliance attestation engagement.

Government Auditing Standards require the independent auditor and audit firms to comply with applicable provisions of the public accountancy law and rules of the jurisdiction in which they are licensed and where the engagement is being conducted. If the institution is located in a state outside of the home state of the independent auditor, and the independent auditor performs substantial field work in the institution's state, the independent auditor should document his/her compliance with licensing requirements of the public accountancy laws of that state. This *Guide* does not impose additional licensing requirements beyond those established by the individual State Boards of Accountancy.

Planning Considerations

Engagement Letter

An engagement letter between the institution and the independent auditor shall be prepared and must include the following:

- ✍ A statement that the compliance attestation engagement is to be performed in accordance with SSAE No. 3, *Government Auditing Standards*, and this *Guide*;
- ✍ A description of the scope of the engagement and the related reporting that will meet the requirements of this *Guide*;
- ✍ A statement that both parties understand that OSFA intends to use the independent auditor's report to help carry out its oversight responsibilities with respect to the Massachusetts Student Financial Assistance programs; and
- ✍ A provision that the independent auditor is required to provide OSFA, and their representatives access to working papers (including making photocopies, as necessary). [The independent auditor should refer to AU Section 9339, "Interpretations of AU Section 339 "Working Papers," of the AICPA Professional Standards for guidance.] For public institutions of higher education in the Commonwealth, the Office of the State Auditor has access to the working papers under Chapter 11, Section 12 of the Massachusetts General Laws. The Office of the State Comptroller, in the course of the Commonwealth's audit, may request working papers from the institution.
- ✍ A statement that the attestation engagement is to be performed in accordance with SSAE ("Statements on Standards for Attestation Engagements") 3, *Government Auditing Standards*, and this *Guide*.

Follow-up on Prior Review Findings

The independent auditor should review prior review findings, including previous auditor's reports and licensing agency reports. If there are no prior years compliance review reports, provide a statement to that effect.

Site Visits

A substantial portion of an institution's records and processes may be at another location, yet enrollment/financial aid application processes and attendance monitoring are generally located at the institution. In order to obtain an understanding of the related internal control structure and to assess control risk, the processes that take place at the institution must be observed. Therefore, the independent auditor must perform compliance review procedures at the institution either during the review or during the review period. There should be a visit to every location in the first year of an engagement. For a cyclical approach to be accepted, each location should be visited at least once every two years.

Corrective Action Plan

OSFA requires an institution to submit an applicable corrective action plan (CAP) as part of its compliance attestation report package. In the CAP, which must be on the institution's letterhead, institution officials must provide a statement of concurrence or non-concurrence with the independent auditor's findings and must describe the corrective actions taken or planned. In addition, the institution must comment on the status of corrective action taken on prior review findings. Compliance attestation reports submitted without an applicable CAP are incomplete and will be returned to the institution.

Compliance Attestation Engagement

The compliance attestation engagement must be performed as an examination level engagement in accordance with SSAE No. 3 and *Government Auditing Standards*. Management's written assertions are the basis for the independent auditor's testing and therefore are an integral part of the engagement. Such assertions normally should be obtained from management in a letter of representation to the independent auditor. The independent auditor should also obtain management's written representations as discussed in paragraph 70 of SSAE No. 3.

The institution is responsible for all assertions in this *Guide* even if the institution contracted with an outside provider to perform certain of the compliance activities covered by this *Guide*. Institutions shall maintain, or have access to sufficient documentation to make the required assertions described in this *Guide*. Institutional eligibility, student eligibility, disbursements to students, reporting requirements and refund documentation originates at the institution. If necessary, documentation should be obtained from the outside provider so management can make the required assertions. Scope limitations because of management's refusal to provide the assertions required by this *Guide* may result in termination of the institution's participation agreement for non-

compliance. SSAE No. 3 paragraph 71 discusses the independent auditor's responsibility when management refuses to furnish all appropriate written representations.

Consideration of Internal Control Structure Over Compliance

Overall guidance for the consideration of the internal control structure in an examination-level attestation engagement is provided in *Government Auditing Standards* and in paragraphs 44-46 of SSAE No. 3. Paragraph 44 of SSAE No. 3 states that the independent auditor should obtain an understanding of relevant portions of the internal control structure over compliance sufficient to plan the examination engagement and to assess control risk for compliance with the specified requirements. The independent auditor must document this understanding and his assessment of control risk.

In planning the engagement, the independent auditor should be aware that OSFA programs may be administered by more than one organizational component within the institution and that each component may maintain a separate or different internal control structure, policies, or procedures for ensuring compliance.

Material Weakness and Reportable Conditions

During an examination-level attestation engagement, the independent auditor may become aware of reportable conditions or material weaknesses in the institution's internal control structure over compliance.

A reportable condition is a significant deficiency in the design or operation of the internal control structure over compliance that could adversely affect the institution's ability to comply with the specified requirements.

A material weakness is a reportable condition in which the design or operation of the internal control structure does not reduce, to a relatively low level, the risk that noncompliance with one or more specified requirements could occur, and not be detected within a timely period by employees in the normal course of performing their assigned functions.

The independent auditor's responsibility to communicate these deficiencies in an examination of management's assertion is similar to the independent auditor's responsibility described in SAS No. 60. However, this *Guide* requires all communications of reportable conditions and material weakness in the internal control structure over compliance to be in writing and requires the independent auditor to include a copy of such report(s) in the independent auditor's reporting package.

Except for disclosing reportable conditions and material weakness as described above, no other reporting on the internal control structure over compliance is required. The *Government Auditing Standards* requirement for a report on internal controls based on performing a financial-related audit does not apply.

Materiality

Paragraph 35 of SSAE No. 3 provides guidance on the independent auditor's consideration of materiality as it relates to each separate management assertion about compliance. Materiality for purposes of compliance assertions differs from materiality for financial reporting purposes. Accordingly, materiality relates to each separate management assertion about compliance. The independent auditor should consider the materiality of management's assertions in the context of total OSFA funding or individual attribute. Ultimately though, materiality requires professional judgment on the part of the auditor. Such judgments however, should take into account the minimum reporting requirements of noncompliance as established by this *Guide*.

Reporting Noncompliance

This *Guide* requires that all known or likely errors that, in aggregate, total \$1,000, or more, as identified by the institution's management in its assertions or by the independent auditor during his/her engagements, be reported as a finding in the Schedule of Findings and Questioned Costs. This applies even in those cases where corrective action was taken by the institution after the examination period.

Compliance Attestation Reporting

The institution shall transmit the institution's compliance reporting package and corrective action plan to:

Massachusetts Office of Student Financial Assistance
Compliance Attestation Division
454 Broadway, Suite 200
Revere, Massachusetts 02151

In addition, public institutions should send copies to:

Office of the State Comptroller
Director, Financial Reporting
1 Ashburton Place, 9th Floor
Boston, Massachusetts 02108

Office of the State Auditor
1 Ashburton Place, 18th Floor
Boston, Massachusetts 02108

The institution's report package must include the following:

- ✍ Report on management's assertions on compliance
- ✍ Schedule of Massachusetts State financial aid expenditures
- ✍ Opinion related to the Schedule of State Financial Assistance Expenditures
- ✍ Schedule of Findings and Questioned Costs, or a statement that there were "No

Findings"

- ✍ Comments on resolution matters of prior findings
- ✍ Reportable conditions or material weakness
- ✍ Reports on illegal acts

Future Revisions

As revisions to certain auditing standards occur, the auditor must modify his or her professional performance to meet the revised standards.

OSFA may periodically revise the program compliance requirements. The auditor is responsible for assuring that he/she is using the most current version of this *Guide*.

Compliance requirements and management's assertions

Introduction

- ✍ Sets forth the minimum standards, which are the subject of management's written compliance assertions;
- ✍ Describes the related compliance requirements; and
- ✍ Provides guidance on the general approach the independent auditor should consider in designing and carrying out procedures in his or her examination of management's written assertions.

The suggested procedures in this section are not intended to be a complete set of procedures to satisfy the engagement objectives, nor are they intended to supplant the independent auditor's judgment about the testing necessary for he or she to report on management's assertions.

Preparation

Auditor should be familiar with relevant statutes and sections of Massachusetts General Laws to obtain a complete understanding of the compliance requirements. Specific requirements may change periodically.

To perform the engagement, the independent auditor should obtain, read or have available:

- ✍ Massachusetts General Laws, Chapter 15A § 9B, §9 (cc), § 9 (ee), §. 16, and §. 19. Chapter 30 § 42.
- ✍ Massachusetts Student Financial Assistance program guidelines, policies and procedures
- ✍ Any relevant OSFA or Board of Higher Education "Dear Colleague" letters
- ✍ Other practitioners reports
- ✍ Regulatory agency's reports

The institution's

- ✍ Management representation letter
- ✍ Policy Manuals
- ✍ Accounting Manuals
- ✍ Relevant Memorandums
- ✍ Procedural Write-ups
- ✍ Flowcharts
- ✍ Internal auditor's reports
- ✍ For public institutions, reports from the Office of the State Auditor

Institutional Eligibility

Required Management Assertion

"[Institution] complied with the institutional eligibility and participation requirements listed in the Massachusetts OSFA Student Financial Assistance Attestation Guide."

Compliance Requirements

To participate in the Massachusetts student financial assistance programs, an institution must be an eligible private, public, independent, for profit or nonprofit institution of higher education issuing associate and/or bachelor's degrees, or certificate programs or graduate programs, and must have:

- ✍ A valid Participation Agreement issued by the Massachusetts Office of Student Financial Assistance.
- ✍ An accreditation letter from its accrediting agency evidencing that the institution is fully accredited and that the institution's accreditation is in force as of the date of execution of the Participation Agreement and has remained in force since.
- ✍ A valid U.S. Department of Education *Institutional Approval Notice* that lists approved locations and eligible programs under the Title IV student financial assistance program
- ✍ Been licensed to conduct business or programs by the jurisdiction/agency in which it is located.
- ✍ Notified the Massachusetts Office of Student Financial Assistance within ten (10) days, in writing, of any change in ownership, consolidation, or dissolution, or any other transfer, suspension or discontinuance of any facility, branch or location where notification is required under Federal law or regulation pursuant to the institution's participation in Federal Title IV programs.

In addition to meeting the general provisions set forth in the institution's Participation Agreement, the institution must be in compliance with all laws, policies and guidelines specific to any financial assistance program established by the Office of Student Financial Assistance and the Commonwealth of Massachusetts that the institution participates in.

Specific institutional eligibility requirements for other OSFA programs are included in **Appendix A** of this program *Student Financial Assistance Attestation Guide*.

Suggested Procedures

- a) Obtain an understanding of the institution's procedures for ensuring compliance with institutional eligibility and participation criteria.
- b) Obtain and inspect the Institution's OSFA Participation Agreement
 - 1) Determine that the institution is properly authorized to participate in the Massachusetts State financial assistance programs that it offers.
- c) Obtain and inspect the Institution's *Institutional Approval Notice* to participate in the Federal Title IV student financial assistance programs.
 - 1) Determine that the institution is eligible and authorized to participate in the Title IV student financial assistance programs.
- d) Test graduated students' academic records to determine that educational programs were offered and were conducted in accordance with eligible program guidelines.
- e) Obtain and inspect the following to determine that the institution was in compliance with its accreditation agency(s):
 - 1) The accreditation letter from the institution's accrediting agency covering the current award period.
 - 2) Any additional correspondence from the accrediting agency.
- f) Make inquiries of institution's management and obtain, as part of the management representation, written representation that the institution:
 - 1) Notified OSFA of any changes in ownership, consolidation, or dissolution, or any other transfer, suspension or discontinuances of any facility, branch or location where notification is required under Federal law or regulation.

Student Eligibility

Required Management Assertion

"[Institution] complied with the student eligibility compliance requirements listed in the Massachusetts OSFA Student Financial Assistance Attestation Guide."

Massachusetts OSFA Program Descriptions

☞ Massachusetts Assistance for Student Success Program

1. MASSGrant (General Scholarship Program)

MASSGrant is a grant assistance program funded by appropriations from the Massachusetts State Legislature in accordance with Massachusetts General Laws, Chapter 15A, Section 16. The MASSGrant program provides need-based financial assistance to undergraduate students who reside in Massachusetts and who are enrolled in and pursuing a program of higher education in any approved public or independent college, university, school of nursing, or any other approved institution furnishing a program of higher education. The MASSGrant provides financial assistance to Massachusetts students demonstrating the greatest financial needs.

2. Gilbert Matching Scholarship

The Gilbert Matching Scholarship makes funds available to participating Massachusetts's independent institutions of higher education and schools of nursing. At least one hundred percent must be used for direct financial assistance to needy Massachusetts undergraduate students to enable such students to attend or continue to attend such institutions.

3. Christian A. Herter Memorial Scholarship Program

The Christian Herter Memorial Scholarship program offers scholarship to twenty-five students annual of extraordinary need and ability selected in the tenth or eleventh grades by persons or agencies designated by the Board of Higher Education and set forth under the regulations of this program.

4. Part-Time Grant Program

The Part-Time Grant program is a grant assistance program that provides need based financial assistance to part-time students who reside in Massachusetts and who are enrolled in a program of higher education in any approved public, private, independent, for profit or nonprofit, institution in the Commonwealth of Massachusetts.

5. Cash Grant Program

The Cash Grant program is designed to assist needy students in meeting institutionally-held charges such as mandatory fees and non-state-supported

tuition. It is a complementary program to the Need-Based Tuition Waiver Program for the purpose of providing financial support to those individuals who would be denied the opportunity for higher education, without such assistance.

6. Public Service Scholarship Grant Program

The Public Service Scholarship program is a non-need based grant program that has been established to provide educational opportunity to the family members upon the loss of a parent and or spouse who is killed or missing in the line of public service duty in the Commonwealth of Massachusetts.

7. No Interest Loan Program (NIL)

The NIL program is designed to provide eligible, needy Massachusetts residents attending post-secondary educational institutions in Massachusetts with a state-funded loan. Administered by the Massachusetts Office of Student Financial Assistance, the NIL program offers zero interest loans to assist in meeting educational costs. Students have a maximum of ten (10) years to repay their NIL loan(s).

8. Performance Bonus Grant

The Performance Bonus Grant provides need-based, meritorious financial assistance to the neediest undergraduate students who reside in Massachusetts and who are enrolled in and pursuing a program of higher education in any approved public or independent college, university, school of nursing, or any other approved institution furnishing a program of higher education. Students must be eligible to receive a MASSGrant and must have achieved a cumulative grade point average of 3.0, prior to the semester for which award is being made.

9. Tomorrow's Teachers Scholarship

The 1999 Massachusetts Legislature created the Tomorrow's Teachers Scholarship Program to meet the increasing demand for top quality teachers for the Commonwealth of Massachusetts' public schools. This special program offers scholarships to academically talented high school students who wish to pursue teaching as a career. Four-year scholarships are awarded to qualifying students who plan to attend Massachusetts public colleges and universities, and who agree to teach for four years in Massachusetts public schools, upon graduation from college.

10. Massachusetts Foster Child Grant

The Massachusetts Foster Child Grant provides financial assistance to foster children in state custody who were neither adopted or returned home and are attending post-secondary institutions in the Commonwealth of Massachusetts or the continental United States. Students who are eligible for the Massachusetts Foster Child Grant can receive a maximum of \$6,000 per academic year for not more than 5 consecutive years. In all cases, awards must be made as "last dollar" grants, with eligibility

determined after consideration of all other state, federal and institutional scholarship and grant resources.

11. Paraprofessional Teacher Preparation Grant

The Paraprofessional Teacher Preparation Grant is designed to encourage and assist paraprofessionals who wish to become certified to teach full-time in Massachusetts's public schools. Students who are eligible under the program can receive up to \$500 per credit at a public university (not to exceed \$6,500 per academic year); up to \$350 per credit at a public four-year college (not to exceed \$5,000 per academic year); \$250 per credit at a public two-year college (not to exceed a maximum of \$3,500 per academic year).

12. The Tuition Waiver Program

The Tuition Waiver program is designed to provide financial support to those individuals who would be denied the opportunity for higher education at Massachusetts public colleges and universities, without such assistance. Over the years, tuition waivers have been utilized as supplemental scholarships in campus-based financial aid packaging strategies. The single Tuition Waiver program consists of several components designed to ensure maximum access for Commonwealth residents and provide incentives for improving student quality and institutional collaboration as follows: need based waivers, categorical waivers, graduate tuition waivers, and additional categories of waivers as approved by the Board of Higher Education.

Compliance Requirements

A grant, loan or tuition waiver award may be made only to a recipient who meets the following requirements:

- ✍ Is eligible to receive a Pell Grant and/or other Federal Title IV student financial assistance.
- ✍ Has met the Institution's and the financial assistance program's enrollment requirements.
- ✍ Is an undergraduate student enrolled in an eligible course or in the process of attaining either an associate, certificate or a bachelors degree.
- ✍ Has not received a first bachelors degree except for specific programs providing financial assistance to graduate students.
- ✍ Is a resident of the State of Massachusetts for at least one year prior to the opening of the traditional academic year, and is a U.S. citizen or non-citizen eligible under Title IV regulations.
- ✍ Has financial need and is eligible under the Federal need analysis criteria unless the

specific program is not need based, or is otherwise designated.

- ✍ Has his or her enrollment status, as defined in the program, certified to the Massachusetts Office of Student Financial Assistance by the Institution.
- ✍ Is maintaining satisfactory academic progress according to institutional definitions and Federal Standards.
- ✍ Is in compliance with the requirements of the Military Selective Service Act or has been excused therefrom.
- ✍ Is not in default of any Federal or State loan for attendance at an institution.
- ✍ Does not owe a refund for any previous financial assistance received.

Institutions must coordinate the OSFA programs with the other Federal and non-Federal student financial assistance programs it administers and must establish controls to preclude awarding assistance in excess of students' financial aid need.

Suggested Procedures

1. Review, evaluate, and document the institution's procedures for determining student eligibility.
2. Select a representative sample of student files and test to determine whether selected students were eligible for the Massachusetts student financial assistance programs for which they received awards. Representative samples should include all forms of state financial assistance awarded by the institution.
3. Obtain and inspect student academic files, financial aid files and other files to determine if the student:
 - (a) Is eligible to receive Title IV student financial assistance;
 - (1) Is a regular student enrolled or accepted for enrollment in an eligible program for at least the minimum required number of credits or the equivalent;
 - (2) Is a U.S. citizen or eligible non-citizen;
 - (3) Has financial need (as defined);
 - (4) Has total financial assistance, including Federal and State aid as well as other outside sources, that does not exceed financial need;
 - (5) Has calculated expected family contribution that complies with Federal regulations;

- (6) Has a cost of education that agrees with the appropriate student budget established by the institution, or otherwise documented;
 - (7) Does not owe a refund for any previous financial aid received;
 - (8) Is not in default of any student loans;
 - (9) Is maintaining satisfactory progress (as defined);
 - (10) Is in compliance with Selective Service Registration;
 - (11) Has a correct Social Security Number;
 - (12) Has a high school diploma or general equivalent diploma;
 - (13) Is above the age of compulsory attendance in the Commonwealth of Massachusetts;
 - (14) Has Ability to Benefit;
 - (15) An undergraduate student has completed a Free Application for Federal Student Aid and received a SAR;
- (b) Has not received a first bachelors degree except for specific programs providing financial aid to graduate students;
 - (c) Is a resident of Massachusetts for at least one year prior to the opening of the traditional academic year;
 - (d) Is attending an eligible post secondary institution in Massachusetts or an approved out of state institution;
 - (e) Has, if applicable, provided all necessary documentation to complete verification;
 - (f) Has all required financial aid transcripts on file, or the equivalent; and
 - (g) Has his or her enrollment status, as defined in the program, certified to the Massachusetts Office of Student Financial Assistance by the Institution.
4. Determine that the student is not in default of any Federal or State loan.
- (a) For Federal loans, obtain and review Student's Institutional Student Information Report record (ISIR), Verify that non default status has been documented.
 - (b) For State loans, obtain all reports of Current No Interest Loan Defaults and verify

that state financial assistance program awards had not been disbursed to a State loan defaulter's student account after the institution had been notified of the student's default status.

Reporting

Required Management Assertion

"[Institution] complied with the reporting requirements listed in the Massachusetts OSFA Student Financial Assistance Attestation Guide."

Compliance Requirements

Institutions receiving OSFA funds are required to ensure that reports contain reliable information and are prepared and submitted in accordance with the applicable program guidelines.

Reports required for attestation reporting:

For all Programs:

The institution shall submit annually, by July 31, or otherwise specified by OSFA, account reconciliation for all state financial assistance programs that the institution participates in. In addition, the institution shall provide data to OSFA and the Board for Higher Education in response to information requests concerning administration and evaluation of financial assistance available to the institution's students.

For Grant Programs:

The institution shall be required to furnish to the Chancellor annually, by August 31st, or otherwise specified by the Massachusetts Board of Higher Education, a report detailing the total amount of grant program funds received and expended, the total number of grant awards made to students, and the average grant award made to eligible students.

Tuition Waiver Program

The institution shall, for each program requiring such a report, complete annually, by August 31st, or unless otherwise specified by OSFA, a report detailing the number and characteristics of tuition waiver recipients.

Suggested Procedures

1. Review, evaluate and document procedures for reporting amounts and disclosures provided in:
 - (a) Annually Reconciliation Report
 - (b) Response to Information Request
 - (c) Grant Award Information
 - (d) Waiver Information Report
2. Obtain and inspect the required reports.
 - (a) On a test basis determine that the institution performed the required reconciliation and disclosure procedures and submitted the report in a timely manner.

- (b) For unmatched and mismatched amounts determine that the institution performed the following:
 - (1) Promptly researched and reconciled detailed records; and
 - (2) Transmitted corrections to OSFA.

Disbursements

Required Management Assertion

"[Institution] complied with the disbursement compliance requirements listed in the OSFA Student Financial Assistance Attestation Guide"

Compliance Requirements

- ✍ The independent auditor shall review student's accounts to ensure that awards from the State financial assistance programs are properly disbursed.
- ✍ The institution's records shall reflect all disbursement transactions accurately and identify disbursements by OSFA program.

Payment Periods

Awards are generally made as a component of the student's total financial aid package. Institutions are required to make at least two disbursements, or unless otherwise permitted under the program, during the traditional academic year. Students must continue to meet eligibility criteria following the initial disbursement to be eligible to receive subsequent disbursements. Awards may not exceed a student's demonstrated financial need, unless otherwise designated. Specific Program Requirements are:

- ✍ **Massachusetts Assistance for Student Success Program**
MASSGrant Program, Gilbert Matching Grant Program, Part-Time Grant Program, Need Based Cash Grant and Performance Bonus Program are disbursed to the institution in two equal payments corresponding to the fall and spring semesters of the traditional academic year. Students must continue to meet all eligibility criteria as certified by the institution. Should the student discontinue enrollment during the academic year, the institution shall apply Federal Title IV refund policies to State financial assistance programs.
- ✍ **Christian A. Herter Memorial Scholarship Program, Public Service Grant Program and Tomorrow's Teacher Scholarship Program**
Pre-payment in the amount of the total award for each semester will be mailed to each institution under separate cover.
- ✍ **The Tuition Waiver Program**
Tuition Waivers are awarded as a component of the students financial aid package.
- ✍ **No Interest Loan**
 - (a) Student should not be in default of any Federal or State loan.
 - (b) Shall be at least (2) disbursements.
 - (c) Single disbursement if current date is greater than loan period end date; or, loan period is less than 155 days in length.

- (d) Subsequent disbursements must occur on or after previous disbursement date.
- (e) Disbursements must be whole dollar amounts determined by dividing loan amount by the number of disbursements.
- (f) Loan increases within a loan period are considered new loans.
- (g) Late disbursement of an existing loan may occur up to 45 days from the borrower's last date of enrollment.

Disbursement Period

First disbursement

Current date, if less than or equal to 20 days prior to start of loan period; otherwise 20 days prior to start of loan period, in all other cases.

Second disbursement (no 3rd disbursement)

If current date is less than or equal to 20 days prior to midpoint of loan period, then disbursement date is 20 days prior to midpoint of loan period. Otherwise current date is the disbursement date. At no time shall second disbursements occur prior to first disbursement.

Second disbursement (3rd disbursement selected)

If current date is then or equal to 20 days prior to 1/3 point of loan period, then disbursement date is 20 days prior to 1/3 point of loan period. Otherwise current date is the disbursement date. At no time shall second disbursement occur prior to first disbursement.

If current is less than or equal to 20 days prior to 2/3 point of loan period, then disbursement date is 20 days prior to 2/3 point of loan period. Otherwise current date is the disbursement date. At no time shall third disbursement occur prior to second disbursement.

Suggested Procedures

Review, evaluate and document procedures for

- (a) Completing loan applications
- (b) Recording financial transactions
- (c) Disbursing funds by payment periods and within timeframes and restrictions
- (d) Conducting entrance and exit counseling
- (e) Identifying credit balances in student accounts
- (f) Identifying students in default of State loans and adjusting awards accordingly

Using the same representative sample selected to test student eligibility determine that payments are properly calculated and disbursed according to the program requirements. Obtain and inspect student academic and financial aid files, student accounts and attendance records and test to determine:

That the institution DID NOT:

- (a) Release funds or credit a student account for a student on a leave of absence.

- (b) Make a second and or subsequent disbursement prior to the initial disbursement date.

That the institution:

- (a) Has a completed and signed promissory note for Massachusetts No Interest Loans.
- (b) Performed and documented required entrance and exit counseling.
- (c) Has adjusted loans, as necessary, in cases where students have been identified as being in default.

Refunds

Required Management Assertion

"[Institution] complied with the refund requirements listed in the Massachusetts OSFA Student Financial Assistance Attestation Guide"

Compliance Requirements

Massachusetts Grant Programs

Refunds to OSFA may be due as a result of adjustments to EFC, change in dependency status, transfer, withdrawal, dropping below full time status, or an approval leave of absence.

- ✍ State financial aid programs refund policy shall be used in determining percentage and amount to be refunded to State programs .
- ✍ Refunds should be made, in the timeframe specified within OSFA program guidelines or, in a timely manner. Refunds should be made to OSFA and accompanied by a completed refund form.

Massachusetts No Interest Loan Program

- ✍ Institutions are expected to refund all or any portion of Massachusetts No Interest Loan disbursements that were not applied by the recipient to educational expenses during the academic year.
- ✍ If a student becomes ineligible as a result of a change in enrollment status, NIL loan proceeds shall be returned to OSFA within 30 days.

Suggested Procedures

Review, evaluate and document procedures for:

- (a) Identifying students who either were or should have been identified as withdrawn, dropped, terminated or on leave of absence.
- (b) Assuring that refunds are repaid to OSFA in a timely manner.

Using the same representative sample selected to test student eligibility and disbursements determine that refunds were properly calculated and disbursed according to the program requirements. If the representation sample does not include a sufficient number of students who withdrew, dropped, terminated or on leave of absence, then select additional students from a combined list of the above categories to arrive at an adequate sample. Obtain and inspect students' academic and financial aid files, student

accounts, attendance records and cancelled checks. Determine if the enrollment status of any of the students in the representative sample is indicative of a refund.

For each student identified as due a refund:

- (a) Determine the amount that should have been refunded.
- (b) Compare refund payments made to calculated amounts.
- (c) Determine that refunds were properly paid to OSFA or to students within the timeframes established by law or regulation.

Illustrative Reports

Exhibit A. Attestation Services Checklist and Certification

Exhibit B. Independent Accountants' Report Examples

Exhibit C. Schedule of State Financial Assistance Expenditures

Exhibit C-2, C-3, C-4 Auditor's Opinion Related to Schedule of State Financial Assistance Expenditures

Exhibit D. Schedule of Findings and Questioned Costs

Exhibit E. Summary Schedule of Prior Review Findings

**Massachusetts Office of Student Financial Assistance
Attestation Services Checklist and Certification**

YES NO

I. Selection of Auditor:

Was the independent auditor selected and engaged by the College or University's audit committee or Board of Trustees? _____

II. Training Requirements:

Has the person responsible for directing your engagement submitted a letter representing completion of the continuing education and training requirements for performing audits in accordance with *Government Auditing Standards ("Yellow Book")*? _____

III. Experience/Qualifications:

A. The person responsible for directing your engagement has provided a letter representing the completion of the following number of Yellow Book audits:

_____ 0-5 _____ 5-10 _____ 10+

B. The Board of Public Accountancy has the following information about the audit firm:

_____ no history of sanctions _____ current sanctions _____ sanction older than 3 years

C. The external quality control review of the audit firm indicates:

_____ no problems _____ current disqualification _____ disqualification older than three years

Signed: _____
College/University Representative

Independent Accountants' Report on Management's Assertions on Compliance with Specified Requirements Applicable to the Massachusetts Office of Student Financial Assistance Programs

(No noncompliance identified)

Addressee
(Name of Entity):

We have examined Management's assertions, included in its representation letter dated (date), that (name of entity) complied with the following compliance requirements as specified in The Massachusetts Office of Student Financial Assistance Audit Guide for the year ended (date):

- ? Institution eligibility
- ? Student eligibility
- ? Reporting
- ? Disbursements
- ? Refunds

As discussed in that representation letter, Management is responsible for (name of entity)'s compliance with those requirements. Our responsibility is to express an opinion on Management's assertions about (name of entity)'s compliance based on our examination.

Our examination was made in accordance with standards established by the American Institution of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about (name of entity)'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on (name of entity)'s compliance with specified requirements.

In our opinion, management's assertion that (name of entity) complied with the aforementioned requirements for the year ended (date) are fairly stated, in all material respects.

This report is intended solely for the use of the Board of Higher Education of the Commonwealth of Massachusetts, [for public colleges add - the Office of the State Auditor and the Office of the State Comptroller of the Commonwealth of Massachusetts,] and the audit committee and management of (name of entity), and is not intended to be and should not be used by anyone other than these specified parties.

(Date)

Independent Accountants' Report on Management's Assertions on Compliance with Specified Requirements Applicable to the Massachusetts Office of Student Financial Assistance Programs

(No material noncompliance identified)

Addressee
(Name of Entity):

We have examined management's assertions, included in its representation letter dated (date), that (name of entity) complied with the following compliance requirements as specified in The Massachusetts OSFA *Student Financial Assistance Attestation Guide* for the year ended (date):

- ? Institution eligibility
- ? Student eligibility
- ? Reporting
- ? Disbursements
- ? Refunds

As discussed in that representation letter, Management is responsible for the College's compliance with those requirements. Our responsibility is to express an opinion on management's assertion about (name of entity)'s compliance based on our examination.

Our examination was made in accordance with standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about (name of entity)'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide legal determination on (name of entity)'s compliance with specified requirements.

In our opinion, management's assertion that (name of entity) complied with the aforementioned requirements for the year ended (date) is fairly stated, in all material respects. However, our examination disclosed instances of nonmaterial noncompliance, which are described in the accompanying Schedule of Findings Questioned Costs as items (identify finding numbers).

This report is intended solely for the use of the Board of Higher Education of the Commonwealth of Massachusetts, [for public colleges add - the Office of the State Auditor and the Office of the State Comptroller of the Commonwealth of Massachusetts,] and the audit committee and management of (name of entity), and is not intended to be and should not be used by anyone other than those specified parties.

(Date)

Independent Accountants' Report on Management's Assertions on Compliance with Specified Requirements Applicable to the Massachusetts Office of Student Financial Assistance Programs

(Material noncompliance identified)

Addressee
(Name of Entity):

We have examined Management's assertions, including in its representation letter dated (date), that, except for the noncompliance described in (specify finding number), (name of entity) comply with the following compliance requirements as specified in The Massachusetts OSFA *Student Financial Attestation Guide* for the year ended (date):

- ? Institution eligibility
- ? Student eligibility
- ? Reporting
- ? Disbursements
- ? Refunds

As discussed in that representation letter, management is responsible for (name of entity)'s compliance with those requirements. Our responsibility is to express an opinion on management's assertions about (name of entity)'s compliance based on our examination.

Our examination was made in accordance with standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about (name of entity)'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on (name of entity)'s compliance with specified requirements.

Our examination disclosed material noncompliance as described in the accompanying Schedule of Findings and Questioned Costs (identify finding numbers).

In our opinion, except for the material noncompliance described in the preceding paragraph, management's assertion that (name of entity) complied with the aforementioned requirements for the year ended (date), is fairly stated, in all material respects.

This report is intended solely for the use of the Board of Higher Education of the Commonwealth of Massachusetts, [for public colleges add - the Office of State Auditor and the Office of the State Comptroller of the Commonwealth of Massachusetts,] and the audit

committee and management of (name of entity), and is not intended to be and should not be used by anyone other than these specified parties.

(Date)

Independent Accountants' Report on Management's Assertions on Compliance with Specified Requirements Applicable to the Massachusetts Office of Student Financial Assistance Programs

(Material and nonmaterial noncompliance identified)

Addressee
(Name of Entity):

We have examined management's assertions, included in its representation letter dated (date), that, except for the noncompliance described in the (specify finding number), (name of entity) complied with the following compliance requirements as specified in the Massachusetts OSFA *Student Financial Attestation Guide* for the year ended (date):

- ? Institution eligibility
- ? Student eligibility
- ? Reporting
- ? Disbursements
- ? Refunds

As discussed in that representation letter, management is responsible for (name of entity)'s compliance with those requirements. Our responsibility is to express an opinion on management's assertions about (name of entity)'s compliance based on our examination.

Our examination was made in accordance with standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about (name of entity)'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on (name of entity)'s compliance with specified requirements.

Our examination disclosed material noncompliance as described in the accompanying Schedule of Findings and Questioned Costs (identify finding numbers).

In our opinion, except for the material noncompliance described in the preceding paragraph, management's assertions that (name of entity) complied with the aforementioned requirements for the year (date), is fairly stated, in all material respects. However, our examination disclosed instances of nonmaterial noncompliance which are described in the accompanying Schedule of Findings and Questioned Costs (identify finding numbers).

This report is intended solely for the use of the Board of Higher Education of the Commonwealth of Massachusetts, [for public colleges add - the Office of the State Auditor and the Office of the State Comptroller of the Commonwealth of Massachusetts,] and the audit committee and management of (name of entity), and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

(Date)

Example Entity
 Schedule of State Financial Assistance Expenditures
 Year ended (date)

Massachusetts OSFA Program Title	Expenditures
Need Based Financial Assistance (Cash Grant)	_____
General Scholarship Program (MASSGrant)	_____
Performance Bonus Program (Part of MASSGrant)	_____
Christian A. Herter Memorial Scholarship Program	_____
Matching of Scholarship Grants (Gilbert Grant)	_____
Part Time Student Grant Program	_____
Public Service Scholarship Program	_____
No Interest Loan Program	_____
Tomorrow's Teachers Scholarship Program	_____
Matching Student Aid Program	_____
Paraprofessional Teacher Preparation Grant	_____
Massachusetts Foster Child Grant	_____
Need Based Tuition Waiver	_____
Categorical Tuition Waivers	_____
Graduate Student Tuition Waiver	_____
Massachusetts Education Financing Authority Prepaid Tuition Waiver	_____
Joint Admission Tuition Advantage Program Tuition Waiver	_____
Senator Paul E. Tsongas Scholarship Tuition Waiver	_____
Washington Center Program Tuition Waiver	_____
UMASS Academic and Artistic Talent Program Tuition Waiver	_____
University of Massachusetts Exchange Program Tuition Waiver	_____
UMASS Division I Athletic Program Tuition Waiver	_____
Cooperative Association of States for Scholarships Program Tuition Waiver	_____
Incentive Program for Aspiring Teachers Tuition Waiver	_____
Collaborative Teachers Tuition Waiver	_____
Career Advancement Program Tuition Waiver	_____
High Technology Scholar/Intern Tuition Waiver	_____
DSS Adopted Children Tuition Waiver	_____
DSS Foster Care Children Tuition Waiver	_____
Stanley Z. Koplik Certificate of Mastery Tuition Waiver	_____
Valedictorian Program Tuition Waiver	_____
Commonwealth September 11, 2001 Tragedy Tuition Waiver	_____
Total State Student Financial Assistance	\$ _____

Note: Include or exclude specific programs as appropriate to the institution.

Report on supplementary information in an auditor-submitted document that does not include the basic financial statements and auditors' report thereon

Independent Auditors' Report on Supplementary Information

Addressee
(Name of Entity):

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of (name of entity) as of and for the year ended (date), and have issued our report thereon dated (date).

Our audit was made for the purpose of forming an opinion on the basic financial statements of (name of entity) taken as a whole. The supplementary information included in Exhibit C-1 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of the Board of Higher Education of the Commonwealth of Massachusetts, [for public colleges add – the Office of State Auditor and the Office of the State Comptroller of the Commonwealth of Massachusetts], and the audit committee and management of (name of entity), and is not intended to be and should not be used by anyone other than these specified users.

(Date)

Audit report on the schedule of state financial assistance expenditures

Independent Auditors' Report

Addressee
(Name of Entity):

We have audited the accompanying schedule of state financial assistance of (name of entity) for the year ended (date). This schedule is the responsibility of (name of entity)'s management. Our responsibility is to express an opinion on this statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the schedule is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in that schedule. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall schedule presentation. We believe that our audit of the schedule of state financial assistance expenditures provides a reasonable basis for our opinion.

In our opinion, the schedule of state financial assistance expenditures referred to above presents fairly, in all material respects, the state financial assistance of (name of entity) for the year ended (date), in conformity with accounting principles generally accepted in the United States of America.

(Date)

Opinion on Financial Statements and Supplementary Schedule of State Financial Assistance Expenditures

Independent Auditors' Report

Addressee
(Name of Entity):

We have audited the accompanying statement of financial position (statement of net assets) of (name of entity) as of (date), and the related statements of activities (revenues, expenses and changes in net assets) and cash flows for the year then ended. These financial statements are the responsibility of Example NFP's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of (name of entity) as of (date), and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated (date) on our consideration of (name of entity)'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedule of expenditures of state financial assistance expenditures is presented for purposes of additional analysis as required by the Massachusetts Office of Student Financial Assistance Compliance Attestation Guide, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Date

Exhibit D

Example Entity

Schedule of Findings and Questioned Costs

(List findings or state that no matters are reported.)

Reference Number

Program:

Description

A well developed finding has the following elements:

- ? The condition (what is)
- ? Criteria (what should be)
- ? The effect (the difference between what is and what should be)
- ? The cause (why it happened)

Questioned Costs

Amount, and if applicable, the computation

Recommendations

How would the problem be corrected?

Exhibit E

Example Entity

Summary Schedule of Prior Review Findings

Year Ended (Date)

Reference	Summary of Findings	Status	Planned/Partial Corrective Action
0X-01	Description of findings and questioned costs	Not Corrected (see note 1).	
0X-02	Description of findings and questioned costs	Corrected	

Note: Listed planned corrective actions above or partial corrective action taken.

Program Guidelines

PROGRAM	MASSACHUSETTS ASSISTANCE FOR STUDENT SUCCESS (MASSGRANT)	GILBERT MATCHING GRANT	CHRISTIAN A. HERTER MEMORIAL SCHOLARSHIP	TOMORROW'S TEACHERS SCHOLARSHIP
<p>Eligible Institution</p> <ul style="list-style-type: none"> ? Any eligible degree or certificate program offered by State approved public, private, independent, for profit or nonprofit institution in the Commonwealth of Massachusetts or ? State approved public, private, independent, nonprofit institution in New Hampshire, Connecticut, Maine, Vermont, Rhode Island, Pennsylvania, District of Columbia and Maryland ? Accredited and eligible to participate in the Federal Title IV student financial assistance program ? Valid participation agreement on file with the OSFA 	<p>State approved independent college or nursing school within the commonwealth of Massachusetts that:</p> <ul style="list-style-type: none"> ? Admit regular students ? Is legally authorized to provide a program of post secondary education ? Offers a program of study that leads to an associate or bachelor's degree, or, ? Provides an education that leads to a diploma indicating satisfactory completion of a hospital school of professional nursing program approved by the State Board of Registration in Nursing ? Is accredited by the New England Association of Schools and Colleges ? Does not have as its primary purpose education for religious purposes ? Valid Participation Agreement on file with OSFA ? Public and proprietary institutions not eligible 	<p>Any public or private institution in the continental United States and in the Commonwealth of Massachusetts, offering any approved degree or certificate program</p> <p>Valid Participation Agreement must be on file with OSFA</p>	<p>Any public or private institution in the continental United States and in the Commonwealth of Massachusetts, offering any approved degree or certificate program</p> <p>Valid Participation Agreement must be on file with OSFA</p>	<p>Massachusetts public and independent colleges or universities that offer teacher education programs</p> <p>Valid Participation Agreement must be on file with OSFA</p>
<p>Eligible Student</p> <ul style="list-style-type: none"> ? Massachusetts resident ? Must be eligible for a Federal Pell Grant ? Be enrolled as a full time student (at least 12 undergraduate credits or equivalent) ? Maintain satisfactory academic progress ? Not in default of a Federal or State loan or we a refund for any previous financial aid received ? Comply with Selective Service requirements ? Must have a documented eligible Pell EFC ? All US Department of Education verification requirements must be met ? Not have reached the maximum semester of eligibility ? Must not have received a prior bachelors degree or its equivalent ? If enrolled in a clock hour program, must: <ol style="list-style-type: none"> 1) complete a minimum of 24 clock hours per week 2) complete a minimum of 320 hours during the period of July 1-December 31 to qualify for Fall Disbursement 3) complete a minimum of 320 hours during the period of January 1 - June 30 to qualify for a Spring disbursement ? If enrolled in English as Second Language (ESL) program courses, student must be simultaneously enrolled in a certificate, associate or bachelors degree program 	<p>Massachusetts resident</p> <p>Enrolled full-time</p> <p>Demonstrates financial need as evidenced by incurring educational expenses at least \$500 greater than the student's total resources under the Federal methodology and,</p> <p>Not yet received first Bachelor's or professional degree, and,</p> <p>Has not yet earned a first diploma from a hospital of professional nursing program</p>	<p>Enrolled full time</p> <p>Cumulative secondary school GPA of 2.75 on a 4.0 scale</p> <p>Exhibits difficult personal circumstances, high financial need and strong academic promise</p> <p>Provides evidence of documented financial need</p> <p>Is in compliance with Selective Service requirements</p> <p>Is not in default of a Federal or State loan and does not owe a refund of previous financial aid</p> <p>Not a MASSGrant recipient</p> <p>All US Department of Education verification requirements must be met</p> <p>If enrolled in a clock hour program, must:</p> <ol style="list-style-type: none"> 1) complete a minimum of 24 clock hours per week 2) complete a minimum of 320 hours during the period of July 1- December 31 to qualify for a Fall disbursement 3) complete a minimum of 320 hours during the period of January 1- June 30 to qualify for a Spring disbursement <p>If enrolled in English as a Second Language (ESL) program courses, student must be simultaneously enrolled in either a certificate, associate or bachelors degree program</p>	<p>Resident of Massachusetts</p> <p>Ranked in top 25% of high school graduating class</p> <p>US citizen or eligible non-citizen</p> <p>Enrolled in a four-year bachelor's degree program leading to teacher certification at an eligible Massachusetts public or independent college or university</p> <p>Agree to teach for four years in a teacher shortage subject area in Massachusetts public schools</p>	
<p>Disbursements</p> <ul style="list-style-type: none"> ? Shall be disbursed in two (2) equal payments for the fall and spring semesters ? 100% of funds shall be used to credit the student's account ? Funds must be disbursed to student during the traditional academic year ? Institution may accept partial payment for a student when student is ineligible for the total grant amount 	<p>100% of funds disbursed to students</p> <p>No award in excess \$2,500 per academic year</p> <p>No award less than \$200</p> <p>Awarded only in increments of \$100</p> <p>Administered by existing financial aid office</p> <p>Be received and disbursed from a separate financial aid account</p> <p>Funds for administration and support of GMSGP do not constitute expenditures from amount allocated for scholarship aid</p> <p>No portion of scholarship grant shall be used to reduce the institution's expenditures of institutional funds</p>	<p>Award may not exceed student's demonstrated financial need</p> <p>Prepaid amount to be received by the institution for each semester upon student's certification</p>	<p>Tuition and required fees are paid to institution at the beginning of each semester upon school's completion of a certification roster.</p>	

PROGRAM	MASSACHUSETTS ASSISTANCE FOR STUDENT SUCCESS (MASSGRANT)	GILBERT MATCHING GRANT	CHRISTIANA A. HERTER MEMORIAL SCHOLARSHIP	TOMORROW'S TEACHERS SCHOLARSHIP
Reporting Requirements	? Institutions are required to file a reconciliation report with OSFA annually	? Application shall be filed annually ? May be required to submit a report prior to April 30 of each fiscal year projecting portion, if any, of allocation that will not be used ? Shall be required to furnish annually ? Total amount GMSG program funds received and expanded ? Total amount GMSGP awards made to students ? Average GMSG award	? As required by the Massachusetts Board of Higher Education	? As required by the Massachusetts Board of Higher Education
Refunds	? Refunds to OSFA may be due as a result of adjustments to EFC, change in dependency status, transfer, withdrawal, dropping below full time status, or an approved leave of absence. ? Refunds should be made in a timely manner to OSFA and accompanied by a completed refund form. ? OSFA's refund policy shall apply.	? GMSGP funds not allocated shall be repaid to Commonwealth ? Refunds to OSFA may be due as a result of adjustments to EFC, change in dependency status, transfer, withdrawal, dropping below full time status, or an approved leave of absence. ? OSFA's refund policy shall apply.	? Christian A. Herter funds not disbursed shall be returned to the Massachusetts Office of Student Financial Assistance ? Refunds to OSFA may be due as a result of adjustments to EFC, change in dependency status, transfer, withdrawal, dropping below full time status or an approved leave of absence ? OSFA's refund policy shall apply.	? Funds not disbursed shall be returned to the Massachusetts Office of Student Financial Assistance within 30 days ? OSFA's refund policy shall apply.
Attestation Review	? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's requirements	? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's requirements	? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's requirements	? All books, records and documents shall be opened to inspection and audit by the Chancellor ? Records shall be maintained for a period of seven years ? Program subject to OSFA's requirements
Award Amount	? Awards vary according to EFC and school type. See MASS Grant payment schedule in OSFA's Policies and Procedures Manual. ? May not exceed calculated financial need	? No award in excess of \$2,500 per academic year ? No award less than \$200 ? Awarded only increments of \$100	? 50% of students financial need for each of the four undergraduate years	? <u>Public college</u> ? Value of tuition and required fee charges at public institution ? Independent college ? Value of maximum full-time in-state tuition and required fee charges at a public institution

PROGRAM	PART TIME GRANT PROGRAM	CASH GRANT PROGRAM	PUBLIC SERVICE GRANT PROGRAM	MASSACHUSETTS NO INTEREST LOAN PROGRAM
Eligible Institution	? Public, Private or Independent for profit or not-for-profit institution in the Commonwealth of Massachusetts ? Institution is eligible to participate in Federal Title IV programs ? Valid Participation Agreement on file with OSFA ? Must be fully accredited	? An institution within the system of public institutions of higher education under §5 of Chapter 15a of the General Laws ? Valid Participation Agreement on file with OSFA	? Public, or independent college or university when the Commonwealth of Massachusetts that is accredited by the New England Association of Schools and Colleges ? Valid Participation agreement on file with OSFA	? Private, public, independent, for profit, nonprofit offering a program of study leading to bachelors degree or certificate ? Eligible to participate in the Federal Title IV programs ? Be fully accredited ? Valid Participation Agreement on file with the OSFA
Eligible Student	? Massachusetts resident ? In compliance with Selective Service requirements ? Eligible for Federal Title IV Student financial assistance ? Not in default of a Federal or State loan or owe a refund on a Federal grant ? Demonstrates financial need ? Achieving Satisfactory Academic Progress ? Requires a minimum of 6 - 11 credit hours ? Must have an eligible Estimated Family Contribution (EFC) as per program requirements ? Has not earned a baccalaureate or professional degree	? A permanent legal resident of the Commonwealth of Massachusetts ? A U.S. Citizen or non-citizen eligible under Federal Title IV regulations ? In compliance with Selective Service registration ? Not in default of any Federal or State student loan for attendance at any institution or owe a refund on a Federal grant ? Evidences financial need as measured by a Federally approved system of needs analysis, unless otherwise designated ? Enrolled for at least three undergraduate credits per semester ? Maintaining satisfactory academic progress ? Supplied all documentation required to complete verification ? Not yet received first bachelors degree	? Massachusetts resident ? No yet received first Bachelors degree ? Enrolled full-time ? In compliance with Selective Service requirements ? Not in default of a Federal or State loan or owe a refund on a Federal grant ? Achieving Satisfactory Academic Progress ? Provide documentation evidencing that the student is the child or spouse of a Massachusetts Police Officer, Firefighter or Corrections Officer killed in the line of duty, or , is the child or a Prisoner of War or MIA whose service was between February 1, 1955 and the end of the Vietnam campaign; or, is the child of a Veteran whose service was credited to the Commonwealth and who was killed in action or died as a result of such service ? If enrolled in a clock hour program, must: 1) complete a minimum of 24 clock hours per week 2) complete a minimum of 320 hours during the period of July 1- December 31 to qualify for a Fall disbursement 3) complete a minimum of 320 hours during the period of January 1- June 30 to qualify for a Spring disbursement ? If enrolled in English as a Second Language (ESL) courses, student must be simultaneously enrolled in either a certificate, associate or bachelors degree program	? Massachusetts resident ? US Citizen or eligible under Federal Title IV programs ? Not have received a first bachelors degree ? Be enrolled full-time ? Maintain satisfactory academic progress ? Not in default of a Federal or State loan or owe a refund for any previous financial aid received ? Comply with Selective Service requirements ? Demonstrate financial need as evidenced by an eligible Estimated Family Contribution (EFC) ? All US Department of Education verification requirements must be met ? Has provided his or her fully legible signature on a valid NIL promissory note ? Has a documented EFC between 0-6500 at the institution ? If enrolled in a clock hour program, must: 1) complete a minimum of 24 clock hours per week 2) complete a minimum of 320 hours during the period of July 1- December 31 to qualify for a Fall disbursement 3) complete a minimum of 320 hours during the period of January 1- June 30 to qualify for a Spring disbursement ? If enrolled in English as a Second Language (ESL) program courses, student must be simultaneously enrolled in a certificate, associate or bachelors degree program
Disbursements	? 100% of funds disbursed to students ? Funds must be awarded during traditional academic terms	? Cash grants are awarded as a component of the student's financial aid package	? Funds received directly from Treasurer's office ? Certification of student eligibility required as per payment roster received by institution at beginning of academic semester	? Shall be at least two (2) disbursements ? Single disbursement if current date is greater than loan period end date; or, loan period is less than 155 days in length ? Subsequent disbursements must occur on or after previous disbursement date ? First Disbursement ? Current date is less than or equal to 20 days prior to start of loan period. 20 days prior to start of loan period in all other cases. ? Second disbursement (no 3 rd disbursement) ? If current date is less than or equal to 20 days prior to midpoint of loan period, then disbursement date is 20 days prior to midpoint of loan period. Otherwise current date is disbursement date. At no time shall second disbursement occur prior to first disbursement. ? Second disbursement (3 rd disbursement selected) ? If current date is less than or equal to 20 days prior to 1/3 point of loan period, then disbursement date is 20 days prior to 1/3 point of loan period. Otherwise current date is disbursement date. At no time shall second disbursement occur prior to first disbursement. ? If current date is less than or equal to 20 days prior to 2/3 point of loan period, then disbursement date is

PROGRAM	PART TIME GRANT PROGRAM	CASH GRANT PROGRAM	PUBLIC SERVICE GRANT PROGRAM	MASSACHUSETTS NO INTEREST LOAN PROGRAM
				<p>20 days prior to 2/3 point of loan period. Otherwise current date is disbursement date. At no time shall third disbursement occur prior to second disbursement.</p> <p>? Disbursements must be whole dollar amounts determined by dividing loan amount by the number of disbursements</p> <p>? Loan is increases within a loan period are considered new loans</p> <p>? Late disbursement may occur up to 45 days from the borrowers last date of enrollment</p>
Reporting Requirements	<p>Shall be required to furnish annually</p> <p>? Total amount of PTSG program funds received and expended</p> <p>? Total number of PTSG awards made to students</p> <p>? Average PTSG award</p> <p>? Amount of Federal Pell Grant dollars received by Massachusetts part time students</p> <p>? Number of part time Pell Grant recipients</p>	<p>? Institutions shall furnish annually by August 31st, a report detailing the number and characteristics of Cash Grant recipients for the previous academic year</p>	<p>? AS required by the Massachusetts Board of Higher Education</p>	<p>? Institutions are required to notify the Commonwealth's service provider anytime there is a change in enrollment status and or to provide the student's graduation/separation date</p>
Refunds	<p>? Unexpended funds must be returned to the Massachusetts Office of Student Financial Assistance</p> <p>? Refunds to OSFA may be due as a result of adjustments to EFC, change in dependency status, transfer, withdrawal, dropping below part time status or an approved leave of absence</p> <p>? OSFA's refund policy shall apply.</p>	<p>? Refunds to OSFA may be due as a result of adjustments to EFC, change in dependency status, transfer, withdrawal, dropping below full-time status, or an approved leave of absence</p> <p>? OSFA's refund policy shall apply.</p>	<p>? Must accompany payment roster</p> <p>? Refunds to OSFA may be due as a result of adjustments to EFC, change in dependency status, transfer, withdrawal, dropping below full-time status or an approved leave of absence</p> <p>? OSFA's refund policy shall apply.</p>	<p>? Institutions are expected to refund all or any portion of disbursements not applied by the borrower to educational expenses during the academic year</p> <p>? Refunds are to occur in a timely manner</p> <p>? Institutions must use Massachusetts NLL refund form</p> <p>? If a student loses eligibility as a result of a change in enrollment status, loan proceeds shall be returned to OSFA within 30 days</p> <p>? OSFA's refund policy shall apply.</p>
Attestation Review	<p>? All books, records and documents opened to inspection, review and audit by Chancellor</p> <p>? Records shall be maintained for a period of seven (7) years</p> <p>? Program subject to OSFA's requirements</p>	<p>? All books, records and documents opened to inspection, review and audit by Chancellor</p> <p>? Records shall be maintained for a period of seven (7) years</p> <p>? Program subject to OSFA's requirements</p>	<p>? All books, records and documents opened to inspection, review and audit by Chancellor</p> <p>? Records shall be maintained for a period of seven (7) years</p> <p>? Program subject to OSFA's requirements</p>	<p>? All books, records and documents opened to inspection, review and audit by Chancellor</p> <p>? Records shall be maintained for a period of seven (7) years</p> <p>? Program subject to OSFA's requirements</p>
Award Amount	<p>? Based on award schedule for part-time grants not to exceed demonstrated financial need</p>	<p>? Cash Grant award may not exceed combined institutional tuition and fees</p> <p>? Cash Grants, in combination with other resources may not exceed a student's demonstrated financial need, unless otherwise designated</p> <p>? Students may qualify for full or partial grants to cover direct charges</p>	<p>? Public: Cost of the institution's full-time annual tuition charges</p> <p>? Independent: full-time annual tuition at UMass Amherst, not to exceed \$2500</p>	<p>? Academic year maximum award of \$4,000</p> <p>? Lifetime borrowing limit of \$20,000</p> <p>? Minimum award \$1,000</p> <p>? Minimum loan increase \$500</p>

PROGRAM	PERFORMANCE BONUS PROGRAM	NEED BASED TUITION WAIVER	CATEGORICAL TUITION WAIVER PROGRAM	GRADUATE TUITION WAIVER PROGRAM
Eligible Institution	? Massachusetts public and private colleges and nursing schools. Proprietary institutions and out-of-state institutions are not eligible. ? Valid Participation Agreement on file with OSFA	? An institution within the system of public institutions of higher education under §5 of Chapter 15A of the General Laws ? Valid Participation Agreement on file with OSFA	? An institution within the system of public institutions of higher education ? Valid Participation Agreement on file with OSFA	? An institution within the system of public institutions of higher education ? Valid Participation Agreement on file with OSFA
Eligible Student	? Massachusetts resident ? Eligible for the MASS Grant Program ? Enrolled in an associate or bachelors degree program ? Must have achieved a GPA of 3.0 or greater prior to the semester during which award is received ? Have an EFC of Zero (0) in an eligibility index system approved by the Board of Higher Education ? Completed at least 24 college credits beyond high school	? A permanent legal resident of the Commonwealth of Massachusetts ? A U.S. Citizen or non-citizen eligible under Federal Title IV regulations ? In compliance with Selective Service registration ? Not in default of any Federal or State student loan for attendance at any institution or owe a refund for any previous financial aid received ? Evidences financial need as measured by a Federally approved system of needs analysis ? Enrolled for at least three undergraduate credits per semester ? Maintaining satisfactory academic progress ? Supplied all documentation required to complete verification	? Massachusetts resident ? Enrolled in a public college or university undergraduate degree or certificate program ? Not in default of any Federal or State loan for attendance at any institution or owe a refund for any previous student financial aid received ? Supplied all required documentation to satisfy categorical waiver eligibility ? Is a member of an eligible category as defined below: ? Veteran (as provided in M.G.L. Chap 4 Sec 7(43)) ? Native American as certified by the Bureau of Indian Affairs ? Senior Citizen (Person over the age of 60) ? Active duty Armed Forces ? Is certified as client of the Massachusetts Rehabilitation Commission or Commission for the Blind	? Enrolled in any graduate degree or post baccalaureate certificate program offered by an institution ? Meets other criteria established by institution
Disbursements	? Shall be disbursed in two (2) equal payments for the fall and spring semesters	? Tuition waivers are awarded as a component of the students financial aid package	? Tuition waivers are awarded as a component of the students financial aid package ? Categorical waiver eligibility is limited to space available basis	? Tuition waivers are awarded as a component of the students financial aid package
Reporting Requirement	? Institution's must provide GPA's for all eligible students, at the time of the initial award for the program year, and certify that the student also meets other criteria for the Bonus	? Institution shall furnish annually by August 31 st , a report detailing the number and characteristics of Need Based Tuition Waiver recipients for the previous academic year	? Institution shall furnish annually by August 31 st , a report detailing the number and characteristics of Categorical Tuition Waiver recipients for the previous academic year	? Institutions granting full or partial tuition waivers under this category must annually file guidelines with the Board of Higher Education. Such Guidelines shall include but not limited to the award value, criteria for determination of need, and eligibility criteria. ? Institution shall furnish annually by August 31 st , a report detailing the number and characteristics of Graduate Tuition Waiver recipients for the previous academic year
Refunds	? Refunds to OSFA may be due as a result of adjustments to EFC, change in dependency status, transfer, withdrawal, dropping below full-time status, or an approved leave of absence. ? OSFA's refund policy shall apply. ? Refunds should be made in a timely manner to OSFA and accompanied by a complete refund form	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.
Attestation Review	? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements	? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements	? Institutions must maintain adequate documentation of students categorical waiver eligibility ? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements	? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements
Award Amount	? \$500 per academic year if the student is enrolled in a degree program at a four-year institution ? \$350 per academic year if the student	? Amount determined by eligible institution	? Award may not exceed the institutional tuition and fees charged for the award period ? Tuition waivers in combination with other resources may not exceed student's demonstrated financial need	? Individual award may not exceed the institutional tuition charged for the award period ? Tuition waivers in combination with other resources may not exceed student's demonstrated financial need

PROGRAM	PERFORMANCE BONUS PROGRAM	NEEDBASED TUITION WAIVER	CATEGORICAL TUITION WAIVER PROGRAM	GRADUATE TUITION WAIVER PROGRAM
	<p>is enrolled in a degree program at two-year institution</p> <p>? \$350 per academic year at an approved school of nursing</p>		<p>need</p> <p>? If recipient receives both need based tuition waiver and a categorical tuition waiver the total value of both waivers may not exceed the total cost of tuition</p> <p>? Qualifying students may be granted full or partial tuition waivers to cover direct charges</p> <p>? Campus fees are not included in waivers</p>	<p>? Qualifying students may be granted full or partial tuition waivers</p>

PROGRAM	PAUL E. TSONGAS SCHOLARSHIP PROGRAM	UNIVERSITY OF MASSACHUSETTS EXCHANGE PROGRAM	UNIVERSITY OF MASSACHUSETTS ATHLETIC PROGRAM	COOPERATIVE ASSOCIATION OF STATES FOR SCHOLARSHIP PROGRAM
Eligible Institution	? The nine Massachusetts State Colleges ? Has valid Participation Agreement on file with OSFA ?	? The five campuses of the University of Massachusetts ? Has valid Participation Agreement on file with OSFA ?	? The five campuses of the University of Massachusetts ? Has valid Participation Agreement on file with OSFA ?	? Berkshire Community College and other institutions approved by the Board of Higher Education ? Has valid Participation Agreement on file with OSFA ?
Eligible Student	? Any student enrolled in a State college who: ? graduated from high school within three years ? Has a grade point average of 3.75; and, ? Has a Scholastic Aptitude Test score of at least 1,200; or, ? Has graduated from high school and has met the one year residency requirement for tuition classification at the State College; and ? Has pursued other endeavors for a minimum of five years; and, ? Meets the requirements established under the exceptional life experience category set forth in the guidelines ? Maintain a cumulative grade point average of 3.3	? Any student enrolled in the University of Massachusetts who meets the criteria established by the University of Massachusetts ?	? Any student enrolled in the University of Massachusetts who meets the criteria established by the University of Massachusetts ?	? Student is eligible under the auspices of the Cooperative Association of States for Scholarships (CASS) program funded by the US Agency for International Development ? Students shall be considered non-resident students ?
Disbursements	? Tuition waivers are awarded as a component of the students financial aid package ? Each State College may provide five new State College Scholars waivers per academic year	? Tuition waivers are awarded as a component of the students financial aid package ? Campuses collectively may award up to \$65,000 annually	? Tuition waivers are awarded as a component of the students financial aid package ? Campuses collectively may award up to \$1,500,000 annually	? Tuition waivers are awarded as a component of the students financial aid package ? Each institution is eligible to award up to \$250,000 annually ?
Reporting Requirement	? Institution's shall develop eligibility criteria and a method for selecting State College scholars that shall be filed with the Board of Higher Education upon adoption	? As required by the Massachusetts Board of Higher Education	? As required by the Massachusetts Board of Higher Education	? Institution shall furnish annually by August 31 st , a report detailing the number and characteristics of Cooperative Association of States for Scholarships Program recipients for the previous academic year ?
Refunds	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.
Attestation Review	? Institutions must maintain adequate documentation of students eligibility as a Paul Tsongas Scholarship recipient ? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements	? Institutions must maintain adequate documentation of students eligibility as an Exchange Program Tuition Waiver recipient ? University of Massachusetts President's Office shall provide adequate documentation of Exchange Program tuition waivers awarded ? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements	? Institutions must maintain adequate documentation of students eligibility as an Athletic Program Tuition Waiver recipient ? University of Massachusetts President's Office shall provide adequate documentation of Athletic Program Tuition Waivers awarded ? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements	? Institutions must maintain adequate documentation of students eligibility as a Cooperative Association of States Scholarships Tuition Waiver recipient ? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements
Award Amount	? Cost of tuition and fees	? an amount determined by the University of Massachusetts	? an amount determined by the University of Massachusetts	? Tuition waivers may be granted up to the full amount of non-resident tuition or any portion thereof

PROGRAM	UNIVERSITY OF MASSACHUSETTS ACADEMIC AND ARTISTIC TALENT PROGRAM	WASHINGTON CENTER PROGRAM	JOINT ADMISSIONS TUITION ADVANTAGE PROGRAM	MEFA PREPAID TUITION WAIVER
Eligible Institution	? The five campuses of the University of Massachusetts	? The nine Massachusetts State Colleges and the four undergraduate campuses of the University of Massachusetts; and, Institution has established additional eligibility criteria and a method for selecting Washington Campus Award recipients	? An institution within the system of public institutions of higher education	? An institution within the system of public institutions of higher education that participates in the Prepaid Tuition Waiver
Eligible Student	? A student enrolled in a degree program at the University of Massachusetts who meets the criteria established by the University of Massachusetts	A resident student enrolled in an eligible degree program at the University of Massachusetts or at a State college who: ? Has obtained a 3.0 cumulative grade point average; and, ? Meets the eligibility requirements established by the institution and the Washington Center	Any student enrolled in a State college who: ? Completed an associate degree at a public community college within the prior calendar year as a participant in the Joint Admissions Program with a minimum 3.0 Grade Point Average ? Presented the receiving institution documentation of Tuition Advantage Program Eligibility to include transcripts demonstrating compliance with Joint Admissions Requirements; or, ? Upon approval of the Joint Admissions Tuition Advantage Program by the University of Massachusetts a student enrolled at the university who has ? Completed an associate degree at a public community college within the prior calendar year as a participant in the Joint Admissions Program with a minimum 3.0 Grade Point Average ? Presented the receiving institution documentation of Tuition Advantage Program Eligibility to include transcripts demonstrating compliance with Joint Admissions Requirements ? To be eligible for the tuition waiver in the second year of matriculation the student must obtain a cumulative grade point average of 3.0 for the first two semesters of enrollment at the State, college or university	? Any student that is the owner or qualifying beneficiary of a MEFA Prepaid Tuition Program
Disbursements	? Tuition waivers are awarded as a component of the students financial aid package	? Eligible Institutions may provide nine Washington Campus Tuition Waivers per academic year ? Tuition waivers are awarded as a component of the students financial aid package	? Tuition waivers are awarded as a component of the students financial aid package	? Tuition waivers are awarded as a component of the students financial aid package
Reporting Requirement	? As required by the Massachusetts Board of Higher Education	? As required by the Massachusetts Board of Higher Education	? Institution shall furnish annually by August 31 st a report detailing the number and characteristics of Joint Admissions Tuition Advantage Program recipients for the previous academic year	? Institution shall furnish annually by August 31 st a report detailing the number and characteristics of Prepaid Tuition Waiver recipients for the previous academic year
Refunds	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.
Attestation Review	? Institutions must maintain adequate documentation of students eligibility as an Academic or Artistic Talent Tuition Waiver recipient ? University of Massachusetts President's Office shall provide adequate documentation of academic and artistic talent waiver awarded ? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years	? Institutions must maintain adequate documentation of students eligibility as a Washington Center Tuition Waiver recipient ? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements	? Institutions must maintain adequate documentation of students Tuition Advantage Program Eligibility ? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements	? All books, records and documents opened to inspection, review and audit by Chancellor ? Records shall be maintained for a period of seven (7) years ? Program subject to OSFA's attestation requirements

PROGRAM	UNIVERSITY OF MASSACHUSETTS ACADEMIC AND ARTISTIC TALENT PROGRAM	WASHINGTON CENTER PROGRAM	JOINT ADMISSIONS TUITION ADVANTAGE PROGRAM	MEFA PREPAID TUITION WAIVER
Award Amount	<p>? Program subject to OSFA's requirements</p> <p>? Eligible students receive a tuition waiver in an amount determined by the University of Massachusetts</p>	<p>? A waiver of tuition, regular mandatory fees and a housing scholarship provided by the Washington Center</p>	<p>? Eligible students receive a tuition waiver equal to 33% of the resident tuition rate at a State college or matriculation that immediately follow their community college enrollment</p>	<p>? Participating institutions shall waive the amount of tuition that would otherwise be due from the eligible student if the tuition charged by the participating public institution exceeds the amount received as a tuition credit pursuant to the Prepaid Tuition Program</p>

PROGRAM	INCENTIVE PROGRAM FOR ASPIRING TEACHERS	COLLABORATIVE TEACHERS TUITION WAIVERS	CAREER ADVANCEMENT PROGRAM	HIGH TECHNOLOGY SCHOLAR/INTERN
Eligible Institution	? The nine Massachusetts State Colleges and the four undergraduate campuses of the University of Massachusetts	? The nine Massachusetts State Colleges and the four undergraduate campuses of the University of Massachusetts	? The nine Massachusetts State Colleges and the four undergraduate campuses of the University of Massachusetts	? Any institution within the system of public institutions of higher education Section 5 of Chapter 15A of the General Laws
Eligible Student	? Is in his/her third and/or fourth year enrolled in State approved teacher education programs in fields with teacher shortages ? Has a cumulative 3.0 grade point average in general education courses ? Commits to teaching for two years (one year for each year of full or partial tuition waiver received) in a public school in the Commonwealth upon successful completion of a bachelor's degree from the college or university and the appropriate certification pursuant to section 38G of Chapter 71 M.G.L. ? As determined by the institution	? Massachusetts public school (collaborative) teachers who mentor a student teacher from a State college or university in their classroom. An eligible student must be a public school teacher in the year he/she is using the award.	? Massachusetts public school teachers who have passed all three components of the Massachusetts Teachers Test. Eligibility is restricted to one State-supported graduate course tuition waiver for each of the first three years of teaching. An eligible student must be a public school teacher in the year they are using the award.	? Enrolled in an eligible program as determined by the Board of Higher Education ? As determined by the participating company or corporation ? Enrolled in Computer Information Science/Technology and Engineering programs to be reviewed annually by the Board of Higher Education ? A permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year and who is a U.S. Citizen or non-citizen eligible under Federal Title IV E regulations ? Loans for attendance at any institution or owe a refund for any previous financial aid received
Disbursements	? Tuition waivers are awarded as a component of the students financial aid package	? Tuition waivers are awarded as a component of the students financial aid package	? Tuition waivers are awarded as a component of the students financial aid package	? Tuition waivers are awarded as a component of the students financial aid package
Reporting Requirement	? N/A	? See "Attestation Review" below	? See "Attestation Review" below	? See "Attestation Review" below
Refunds	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.
Attestation Review	? It shall be the responsibility of each state college and university to maintain adequate documentation of a student's eligibility in the Incentive Program for Aspiring Teachers ? The Chancellor shall require each campus to furnish at the end of each semester a report detailing the number of Incentive Program for Aspiring Teachers recipients for the previous semester, the corresponding amount of tuition waived, and copies of the student-signed agreements (promissory notes) ? All financial books, records and documents pertaining to this program shall at all times be open to inspection, review and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The Institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42. ? Program subject to OSFA's attestation requirements.	? It shall be the responsibility of each state college and university to maintain adequate documentation of a student's eligibility in the Program ? The Chancellor shall require each campus to furnish annually by August 31 a report detailing the number of Collaborative Teacher recipients for the previous year and the corresponding amount of tuition waived. ? All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42. ? Program subject to OSFA's attestation requirements.	? It shall be the responsibility of each state college and university to maintain adequate documentation of a student's eligibility in the Program ? The Chancellor shall require each campus to furnish annually by August 31 a report detailing the number of Commonwealth Futures Program recipients for the previous year and the corresponding amount of tuition waived. ? All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42. ? Program subject to OSFA's attestation requirements	? It shall be the responsibility of each institution of higher education to maintain adequate documentation of a student's eligibility in the Industry and High Technology/Intern Tuition Waiver Program ? The Chancellor shall require each campus to furnish annually by August 31 a report detailing the number of Commonwealth Futures Program recipients for the previous year and the corresponding amount of tuition waived. ? All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42. ? Program subject to OSFA's attestation requirements

PROGRAM	INCENTIVE PROGRAM FOR ASPIRING TEACHERS	COLLABORATIVE TEACHERS TUITION WAIVERS	CAREER ADVANCEMENT PROGRAM	HIGH TECHNOLOGY SCHOLAR/INTERN
Award Amount	<p>? Students eligible for the Incentive Program for Aspiring Teachers will be entitled to a tuition waiver equal to the resident tuition rate at the state college or participating university campus at which they are enrolled for two (2) years. The tuition waiver for the second year of eligibility (senior year) is contingent upon the student earning a 3.0 grade point average in the third year. Students are required to complete an agreement regarding services and/or repayment (including interest)</p>	<p>? Collaborative Teachers shall be eligible for a tuition waiver for up to one state-supported graduate-level course for each student teacher mentored with a maximum of one student teacher mentored per semester.</p> <p>Collaborative Teachers can request waivers for up to two years after the completion of the mentoring relationship for which eligibility is based. Individual student awards shall be no more than the resident graduate tuition rate at the participating institution.</p>	<p>? Teachers shall be eligible for a tuition waiver for up to three state-supported graduate courses (in education or areas related to the teacher's subject matter), one for each of their first three years of teaching. Waivers must be used within two years of the year of teaching in a public school that has provided eligibility for the waiver. Individual student awards shall be up to the resident tuition rate at the participating institution.</p>	<p>? Individual student awards shall match industry scholarships up to the resident undergraduate tuition rate at the participating institution.</p> <p>? The Board of Higher Education is authorized to provide High Technology Scholar/Intern Tuition Waivers to support enrollment in computer and information science/technology and engineering programs. Campus fees are not included in the waivers. Institutions may, but are not required to, waive specific fees for participating students</p>

PROGRAM	DSS ADOPTED CHILDREN TUITION WAIVER	DSS FOSTER CARE CHILDREN TUITION WAIVER	STANLEY Z. KOPLIK CERTIFICATE OF MASTERY TUITION WAIVER
Eligible Institution	? An institution within the system of public higher education under Section 5 of Chapter 15A of the General Laws. ? Has filed a State Financial Aid Participation Agreement with the Massachusetts Office of Student Financial Assistance	? An institution within the system of public higher education under Section 5 of Chapter 15A of the General Laws. ? Has filed a State Financial Aid Participation Agreement with the Massachusetts Office of Student Financial Assistance	? An institution within the system of public institutions of higher education under Section 5 of Chapter 15A of the General Laws. ? Has filed a State Financial Aid Participation Agreement with the Massachusetts Office of Student Financial Assistance
Eligible Student	? All children in the custody of the Department of Social Services adopted by an eligible Massachusetts State employee through the Department of Social Services who are age twenty-four or under. ? All children in the custody of the Department of Social Services adopted by an eligible Massachusetts resident through the Department of Social Services who are age twenty-four or under.	? To be eligible for a tuition waiver, a foster child must meet all of the following requirements: 1) The youth is a current or former foster child who was placed in the custody of the State through a Care and Protection Petition. 2) The youth is age twenty-four or under. 3) The youth was in the custody of the Commonwealth for at least twelve consecutive months 4) The youth was not adopted or returned home.	? Any student who has graduated from a Massachusetts high school and awarded a Certificate of Mastery by the Massachusetts Department of Education ? Initial recipients of the Stanley Z. Koplik Certificate of Mastery Tuition Waiver shall maintain a G.P.A. of 3.3 for continued eligible for the tuition waiver for up to eight semester of study.
Eligible State Employee and Resident	? Eligible State employees shall include all individuals determined to be Massachusetts State employees at the time of adoption of the eligible student including: 1) all full and part-time employees at the time of the adoption by the Massachusetts State government for at least six months, 2) employees who are working for the State for at least six months after the adoption ? Eligible Massachusetts residents shall include: All individuals determined to be Massachusetts State residents at the time of the adoption of the eligible student.	? N/A	? N/A
Eligible Course	? Any State-supported course offered by an institution at a public college or university, excluding all graduate courses and courses in the MD program at the University of Massachusetts Medical Center. Eligible courses include those toward an undergraduate degree program, certificate program, short-term certificate program, and non-credit courses. Institutions are encouraged to develop waiver programs for eligible students that would provide 50% tuition waiver for non-State supported courses and/or certificate programs.	? Any State-supported course offered by an institution at a public college or university, excluding all graduate courses and courses in the MD program at the University of Massachusetts Medical Center. Eligible courses include those toward an undergraduate degree program, and non-credit courses. Institutions are encouraged to develop waiver programs for eligible students that would provide 50% tuition waiver for any non-State supported courses and/or certificate programs.	? N/A
Disbursements	? Tuition waivers are awarded as a component of the student's financial aid package.	? Tuition waivers are awarded as a component of the student's financial aid package.	? Tuition waivers are awarded as a component of the student's financial aid package.
Reporting Requirements	? The Chancellor shall require each campus to furnish annually by August 31 st a report detailing the number of DSS recipients for the previous year and the corresponding amount of tuition waived.	? The Chancellor shall require each campus to furnish annually by August 31 st a report detailing the number of DSS Foster Care Children recipients for the previous year and the corresponding amount of tuition waived.	? The Chancellor shall require each campus to furnish annually by August 31 st a report detailing the number of Stanley Z. Koplik Certificate of Mastery Tuition Waiver recipients for the previous year and the corresponding amount of tuition waived.
Refunds	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply.
Attestation Review	? All financial books, records and documents pertaining to this program shall, at all times be open to inspection, review, and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42. ? Programs subject to OSFA's requirements	? All financial books, records and documents pertaining to this program shall, at all times be open to inspection, review, and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42. ? Programs subject to OSFA's requirements	? It shall be the responsibility of each college and university to maintain adequate documentation of a student's eligibility. ? All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.
Award Amount	? Student entitled to at tuition waiver equal to 100% of the resident rate for eligible State-supported courses offered at the participating public higher education institution.	? Students eligible for the DSS Foster Care Children Tuition Waiver program will be entitled to a tuition waiver equal to 100% of the resident tuition rate for eligible State-supported courses offered at the participating public higher education institution.	? Individual student awards shall be no more than the resident undergraduate tuition rate at the participating institution.

PROGRAM	VALEDICTORIAN TUITION WAIVER PROGRAM	COMMONWEALTH SEPTEMBER 11, 2001 TRAGEDY TUITION WAIVER	FOSTER CHILD GRANT PROGRAM	PARAPROFESSIONAL TEACHER PREPARATION GRANT
Eligible Institution	? An institution within the system of public higher education under Section 5 of Chapter 15A of the General Laws. ? Has filed a State Financial Aid Participation Agreement with the Massachusetts Office of Student Financial Assistance	? An institution within the system of public higher education under Section 5 of Chapter 15A of the General Laws. ? Has filed a State Financial Aid Participation Agreement with the Massachusetts Office of Student Financial Assistance	? An eligible institution shall mean a public, private, independent, for profit or non profit institution in the Commonwealth of Massachusetts and the continental United States authorized to offer undergraduate degrees or certificate programs. The institution must be accredited and eligible to participate in the Federal Title IV programs. ? Has filed a State Financial Aid Participation Agreement with the Massachusetts Office of Student Financial Assistance.	? Any regionally accredited public college or university in the Commonwealth of Massachusetts that offers a teacher preparation program leading to licensure, approved by the Massachusetts Department of Education (MDOE); or a two-year public college that has a signed articulation or joint-admissions agreement with such an institution for a teacher preparation program. ? Has filed a State Financial Aid Participation Agreement with the Massachusetts Office of Student Financial Assistance.
Eligible Student	? Student enrolled in a degree program at a public higher education institution in the Commonwealth who was been designated by a public or private high school in the state as a valedictorian and meets the eligibility criteria as established by the public higher education institution for this program. ? Maintains satisfactory academic program in accordance with institutional standards. ? A permanent legal resident of Massachusetts for at least one year prior to the opening of the academic year and who is a U.S. citizen or a non-citizen eligible under Federal Title IV regulations. ? In compliance with applicable law regarding Selective Service Registration ? Not in default of any Federal or State Student Loans for attendance at any institution or owe a refund for any previous financial aid received.	To be eligible for a Commonwealth September 11, 2001 Tuition Waiver, a student must meet all of the following requirements: ? Be the spouse or child of a resident of Massachusetts who was the victim of the tragic events that occurred on September 11, 2001, who died or is missing and officially presumed dead as a direct result of the act of terrorism that occurred in the United States on September 11, 2001. The student must submit the following to the institution: 1) Copy of the student's legal birth certificate 2) Certificate of Death for the spouse, parent or legal guardian (or other official documentation of death). 3) Proof that the death is connected to the terrorism that occurred on September 11, 2001.	Shall mean a student who has not earned his or her baccalaureate degree and meets the following conditions: ? Is a permanent legal resident of Massachusetts ? Was placed in the custody of the Department of Social Services through a Care and Protection Petition ? Is not over the age of 24 ? Has signed a voluntary agreement with the Department of Social Services establishing the terms and conditions for receiving such aid ? Is enrolled full-time (12 credits or its equivalent) ? Application for Federal Student Aid (FAFSA) and ? Is in compliance with applicable law regarding Selective Service. ? Is not in default of any Federal or State Student Loans for attendance at any institution or owe a refund for any previous financial aid received ? He is in good standing and meets the institution's requirements for satisfactory academic progress	An undergraduate enrolled full or part-time and meeting the following requirements: ? Is a permanent legal resident of Massachusetts for at least one year prior to the start of the academic year and who is a U.S. citizen or a non-citizen eligible under Federal Title IV regulations ? Is in compliance with applicable law regarding Selective Service registration ? Is not in default with applicable law regarding any Federal or State student education loans for attendance at any institution or owes a refund for any previous financial aid received. ? Is enrolled full-time (12 semester credits or the equivalent) or part-time (3-11 credits or the equivalent) in a traditional academic semester. ? As worked, and continues to work, as a paraprofessional in a public school in the Commonwealth of Massachusetts for a minimum of two years or is employed as a paraprofessional and is enrolled in an pursuing courses of study that will lead to certification as a teacher in bilingual education , special education, math, science, or foreign language, while working as a paraprofessional in a public school in the Commonwealth. ? Maintains satisfactory academic progress in accordance with institutional standards. ? Annually files the Free Application for Federal Student Aid (FAFSA) and completes a minimum of credits each academic year as part of the application for renewal of the grant ? Provides documentation to the Office of Student Financial Assistance of Compliance with required program of study and academic progress, as requested ? Signs an agreement to teach in a public school in the Commonwealth of Massachusetts upon graduation and certification, in accordance with section 38G of Chapter 71 M.G.L.
Eligible State Employee and	? N/A	? N/A	? N/A	? N/A
Eligible Course	? Any state supported course offered by an institution at a public college or university, excluding all graduate courses and courses in the M.D. program at the University of Massachusetts Medical Center. Eligible courses include those toward an undergraduate degree program, certificate program, short term certificate program, and non-credit courses.	? Any state-supported course offered by an institution at a public college or university, excluding all graduate courses and courses in the M.D. program at the University of Massachusetts Medical Center. Eligible courses include those toward an undergraduate degree program, certificate program, short term certificate program, and non-credit courses.	? Any eligible degree or certificate program offered by the institution.	? Any undergraduate baccalaureate degree program, offered by an eligible institution, with a teacher preparation program approved by the Massachusetts Department of Education or a program at a community college with a signed articulation or joint admissions agreement with an institution offering and MDOE approved program.
Disbursements	? Tuition waivers are awarded as a component of the student's financial aid package.	? Tuition waivers are awarded as a component of the student's financial aid package.	? Award is set to the institution in two equal disbursements	? Academic year awards with be disbursed in equal payments for the fall and spring semesters.
Reporting Requirements	? The Chancellor shall require each campus to furnish annually by September 1 a report detailing the number of Valedictorian Program recipients for the previous year and the corresponding amount of tuition waived.	? The Chancellor shall require each campus to furnish annually by August 31, a report detailing the number of Commonwealth September 11, 2001, Tuition Waiver recipients for the previous year and the corresponding amount of tuition waived.	? It shall be the responsibility of each institution to maintain adequate documentation of a recipient student's eligibility for the Foster Child Grant Program ? The Chancellor shall require each institution to complete an annual report to the Board of Higher Education which details recipient data for the Commonwealth of Massachusetts Foster Child Grant Program	? The Chancellor shall require each campus to furnish annually to the Board of Higher Education a report detailing information regarding recipients of the Paraprofessional Teacher Preparation Grant Program. The Office of Student Assistance will coordinate specification and procedures for this report to Financial Assistance (OSFA).
Refunds	? OSFA's new refund policy shall apply	? OSFA's refund policy shall apply.	? OSFA's refund policy shall apply	? OSFA's refund policy shall apply

PROGRAM	VALEDICTORIAN TUITION WAIVER PROGRAM	COMMONWEALTH SEPTEMBER 11, 2001 TRAGEDY TUITION WAIVER	FOSTER CHILD GRANT PROGRAM	PARAPROFESSIONAL TEACHER PREPARATION GRANT
Attestation Review	<p>? All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.</p> <p>? Program subject to OSFA's requirements</p>	<p>? All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.</p>	<p>? It shall be the responsibility of each college and university to maintain adequate documentation of a student's eligibility.</p> <p>? All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.</p>	<p>? All financial books, records and documents pertaining to this program shall at all times be open to inspection, review, and audit by the Chancellor, the State Auditor or their authorized representatives who shall have access to the premises wherever such books records and documents are located. The institution shall retain such financial books, records and documents for seven years. An institution may retain such records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42.</p>
Award Amount	<p>? Student entitled to at tuition waiver equal to 100% of the resident rate for eligible State-supported courses offered at the participating public higher education institution.</p>	<p>? Eligible student entitled to a tuition waiver equal to 100% of the resident tuition rate for eligible state-supported courses offered at the participation public higher education institution.</p>	<p>? The award under this program shall be as follows:</p> <ul style="list-style-type: none"> ? Maximum of \$6,000 per academic year for eligible students enrolled in public institutions for not more than five consecutive years ? Maximum of \$6,000 per academic year for students enrolled in private non-profit or private for profit institutions for not more than five consecutive years <p>In all cases, funds must be awarded as "last dollar" grants, with eligibility determined after consideration of all other state, federal and institutional scholarship and grant resources. Institutions may not use the Foster Child Grant to supplant other state, federal or institutional aid previously awarded to the student. Wherever possible, institutions are encouraged to use the Foster Child Grant to reduce student education loan debt.</p>	<p>? The award under this program shall be as follows:</p> <ul style="list-style-type: none"> ? Up to \$500 dollars per credit at a public university, not to exceed \$6,500 per academic year. ? Up to \$350 per credit at a public four year college, not to exceed the maximum of \$5,000 per academic year. ? Up to \$250 per credit for public two year colleges, not to exceed the maximum of \$3,500 per academic year. <p>The Board of Higher Education will annually review public university and college tuition and fee charges and adjust the program and values, as it deems necessary.</p>