

Financial Aid and Awards Institutional Learning Outcomes Alignment

The responsibilities of Financial Aid and Awards (detailed below) are aligned to help students demonstrate information competency, analyze critically and imaginatively, use knowledge and skills proficiently and initiate inquiries and develop solutions to problems.

1. FAA key responsibilities listed below align with ILO #1, 3 & 4

- a) Advise new and returning students on financial aid:
 - Policy and procedures for Canada student loans, BC student loans, Out-of-Province student loans
 - Repayment Assistance program and Loan Reduction program
 - Students with Disabilities Assistance program, Part-time Studies Assistance programs and Adult Basic Educations Assistance program
 - Emergency grants
- b) Advise new and returning students on award programs:
 - Bursaries
 - Scholarships
 - Entrance scholarships
 - Private/external awards
 - Monitor criteria for scholarship renewal
- c) Advise new and returning students on course load requirements and appeals:
 - Student loan appeals (multiple withdrawals, medical, over awards, etc.)
 - Bursary appeals
 - International study arrangements
 - Issue and receive split enrolments to ensure student aid eligibility
 - Monitor course load restrictions for withdrawals below 60% course load and repeated courses
- d) Advise student on financial planning/budgeting:
 - Award composition/disbursements as related to the Moderate Standard of Living needs assessment tool
 - Budgeting and planning through presentations and appointments

2. Other responsibilities where FAA align with all ILOs, 1, 2, 3 & 4

- a) Campus consultation for new or revised program eligibility as it relates to meeting Government student loan funding criteria
- b) Collaborate with faculty and program departments heads to update institutional appendix details in order to report an accurate list of UFV programs, costs, start

- and end dates to maintain student loan eligibility according to Ministry criteria
- c) Award Adjudication
 - d) Assessment of financial need for bursaries and emergency funding
 - e) Link various FA program elements to the development of new awards for assurance of meeting program, recipient and donor requirements
 - f) Provide detailed Government reports to ensure allocation of grants for UFV students
 - g) Present award/loan programs to future UFV students at high schools, program information nights and at various UFV orientations
 - h) Work closely with other student services departments - refer students in crisis to counselling, refer vacillating students to career counselling or academic advising, and refer students with disabilities to disability services
 - i) Advise parents, as well as students – ensure key messaging is being clearly and consistently communicated
 - j) Prioritize limited bursary funding to allocate the resources as equitably and timely as is possible
 - k) Ensure scholarship adjudication committee includes diverse program and faculty representation
 - l) Provide one-on-one assistance and financial aid advising, with daily opportunity for drop-in emergency assistance
 - m) Work proactively with students who are at-risk of default to ensure they have timely student loan repayment details and to provide relevant student services information and referrals

Financial Aid and Awards advises potential and current student aid recipients on many funding opportunities for educational achievement – without financial aid options many students would not succeed in fulfilling UFV's Institutional Learning Outcomes as graduates.