

**Policies for the  
Office of  
Student Financial  
Aid**

**Subject**

INTRODUCTION (A)

*Office of Student Financial Aid/Scholarships*

August 2020

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The purpose of this manual is to provide written guidance for the day to day operations of the Office of Student Financial Aid/Scholarships at Northwestern State University.

This manual is designed to be functional in nature. It addresses the day to day operations of the office. It deals with such subjects as the purpose of financial aid, the determination of individual financial need, the selection of financial aid programs appropriate for the individual student, and the working relationships between the office, students, and other college departments and/or divisions.

This manual also contains a guide to be followed when considering an individual for student financial assistance award(s) from programs offered by the university. The various federal, state, institutional, and private financial aid programs available to Northwestern State University students are dealt with on a separate basis. It is important to note that student financial aid, especially Federal Programs, is subject to constant change. For that reason, these modifications will be updated as necessary to remain abreast of particular programs. Dates within the Policy and Procedure will change to the specific category when changes are made to the specific part of the policy. The Director of Financial Aid is charged with the responsibility to ensure that policies and procedures are developed and available to all staff.

Any questions concerning the contents of this manual should be directed to:

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