Data Entry

The following are types of Financial Aid documents that may be required (but not limited to) from students.

1. Student Aid Report (SAR)/Institutional Student Information Report (ISIR)
2. Title IV Authorization Form
3. Verification Worksheets
4. Student tax return transcript
5. Parent tax return transcript
6. W-2
7. DD214
8. High School Diploma

Upon receipt of any documents, they are reviewed for completeness. Complete documents are entered into the FAM system. Incomplete documents are returned to the student via mail for any additional information needed. Student information is reviewed at this time to determine the need for any additional documents, i.e. academic transcripts, tax return transcript, etc.

Documents will be filed into the individual student's file once they have been properly processed. All Student files are stored in a locked area.