

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

**Subject**

**Corrections (D-2)**

*Office of Student Financial Aid/Scholarships*

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The Office of Student Financial Aid will perform needed corrections on Student Aid Reports at the Financial Aid Administrator's discretion to correct any conflicting information supplied on the SAR.

The corrections are keyed in manually to the CPS by using FAA Access Online. Corrections can also be made within the FAM system. Jobs (RLRLOGG, REBCDXX, RERCRCR) can be ran to extract the corrections to be uploaded to CPS. The students' files are held in the office of the staff member performing the corrections until the corrections are received from the Department of Education.

The corrected SAR/ISIRS are downloaded from the Department of Education and imported into the EDE database on dates that the office is open, when permissible.

The staff member assigned to process the corrections upon receipt will monitor the time between the corrections being made and received from CPS. Through this process the staff member will ensure that corrections are being processed in a timely manner.

Once the corrections are received and verification is completed, the student's financial aid is ready to be processed and packaged for appropriate award programs, if all other paperwork has been completed.