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### **RGM Memo**

Date November 22, 2013  
To School Owners and Financial Aid Personnel  
RE RGM Application for Admissions Form 10003

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**In an effort to assist our clients, we are providing a detailed explanation of the questions included in our Form Number 10003 titled "Application for Admission".**

**We found it necessary to provide a detailed explanation of this form due to multiple discrepancies discovered on inconsistent information in the student file during program reviews, audits and reimbursement.**

**We are recommending that schools review the attached description of the form in reference to the expected answers.**

**Hope you find this helpful.**

**Rafael**

## [10003] APPLICATION FOR ADMISSION

**Personal data:**

<b>Name:</b> <b>FAFSA Q# 1-3</b>	Student name must match to the name on record at the Social Security Agency (SSA). A name change due to marital status or naturalization should be reported by the student to the SSA SSA match flag would comment on the discrepancy which will delay the aid process.
<b>Address:</b> <b>FAFSA Q# 4-7</b>	It is critical that you get an accurate address where the student may continue to get regular mail. Check this address against any other addresses given in the form specially the parent's address.
<b>Phone number:</b> <b>FAFSA Q# 10</b>	Phone number are an important tracking tool Home number, Cell number, work number if all available
<b>Email:</b> <b>FAFSA Q# 13</b>	More and more, Email is becoming an important toll to communicate with the student while in school, during the grace period and also during the repayment period. All students should have an email, if not it may be beneficial for the school to assist the student to create one.
<b>Social Security No.</b> <b>FAFSA Q# 8</b>	Student SSN must match to the number on record at the Social Security Agency (SSA) SSA match flag would comment on the discrepancy which will delay the aid process. Check this number against any other document presented by the student.
<b>Date of Birth:</b> <b>FAFSA Q# 9</b>	Student DOB must match to the DOB on record at the Social Security Agency (SSA) SSA match flag would comment on the discrepancy which will delay the aid process. Check this Date against any other document presented by the student. Check if the student is below 18 or by state rules, when parents signature or guarantor signature may be required on enrollment agreement. Check student is old enough to be admitted in the course offered. Age at the time of the application. If the student is over 24, the student is independent
<b>Gender:</b> <b>FAFSA Q# 21</b>	Male: Is the student registered with the Selective Service? If not, is the student below 26 for him to register via the FAFSA? Is the student over 26? Why did he fail to register? Selective Service will match registration on record
<b>Citizenship:</b> <b>FAFSA Q# 14</b>	U.S. Citizen. If not, alien registration number or neither Social Security Administration will match citizenship, Department of Home Security will match the alien states of the applicant
<b>Handicap:</b>	Does the institution has handicap facilities sufficient to met the student's needs
<b>Veteran:</b> <b>FAFSA Q# 49</b>	Veterans Administration: the VA will flag inconsistencies with their records If the student is a Veteran from the U.S. Armed Forces, the student is independent
<b>Marital status</b> <b>FAFSA Q# 16-17</b>	As of the date of the application is the student single? Married, separated, divorced or widowed As of what date was did the latest status took place? A married student is an independent student.
<b>Family household size:</b> <b>FAFSA Q# 93</b>	Dependents: The definition is clear; a dependent is a child that the student supports with more than 50% of the child's support for the entire award year. Other then the spouse, a dependent is a person that lives with the student that receives more that 50% of his/her support from the student for the entire award year. This is a significant problem, the fact that the person lives in the household does not means is automatically counted as part of the family size. Who supports who and for how long is the question to answer in determining a member of the household.
<b>Housing while attending school:</b> <b>FAFSA Q# 101</b>	Will the student be living with parents, renting or buying a home, or in school campus if available. The answer to this question would affect the cost of attendance (COA)
<b>Race/Ethnicity Required by IPEDS:</b>	<input type="checkbox"/> Hispanic/Latino OR select one or more of those listed below <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White

**Educational data:**

<b>High school validity:</b>	<p>Many accrediting agencies require a high school transcript as confirmation of High School. If the High School is listed in the FAFSA dropdown is more than likely that the high school validity will be ok but, not guaranteed. In addition the following links can be used to confirm the school validity.</p> <p>Here are a few links you may use to verify the High School.</p> <p><a href="http://www.acswasc.org/directory_searchlist.cfm">http://www.acswasc.org/directory_searchlist.cfm</a></p> <p><a href="http://www.cde.ca.gov/re/sd/simplesearch.asp">http://www.cde.ca.gov/re/sd/simplesearch.asp</a></p> <p>Or the Directory:</p> <p><a href="http://www.acswasc.org/pdf_general/ACS-WASC_Directory.pdf">http://www.acswasc.org/pdf_general/ACS-WASC_Directory.pdf</a></p> <p>For online High Schools:</p> <p><a href="http://www.acswasc.org/directory_distancelearning.htm">http://www.acswasc.org/directory_distancelearning.htm</a></p> <p>For Private Schools:</p> <p><a href="http://www2.ed.gov/admins/comm/choice/regprivschl/index.html">http://www2.ed.gov/admins/comm/choice/regprivschl/index.html</a></p>
<b>Equivalency;</b>	<p>U.S. Equivalency means 12 years of school</p> <p>Foreign diplomas should be validated by evaluators in this area</p> <p>GED certificate</p> <p>Two years of college credits that would be acceptable toward a bachelors degree program at that school or any other school, however the school must test that those credits are in fact acceptable for the bachelor program.</p> <p>Student certification is no longer acceptable for foreign diplomas. The High School evaluators are charging an average of \$80.00 per evaluation.</p>
<b>ATB</b>	ATB still is an approved process for admission, if the student can provide documentation of has attended a Title IV eligible institution prior to July 1, 2012.
<b>Last grade completed</b>	Some state boards require that the student had completed the 10 <sup>th</sup> grade prior to be allow to take the state exam.
<b>Certificate, Diploma or degree achieved</b>	<p>A private school certificate or diploma may indicate prior Title IV received See ISIR</p> <p>Bachelor or higher degree may indicate ineligibility for Pell and SEOG</p> <p>Higher degree may indicate high levels of Title IV received.</p> <p><b>Note: Educational Level only applies to the level entered at the chosen program of study</b></p>
<b>Last school/college attended:</b>	Last school attended name
<b>Last date attended or graduation date</b>	Last date attended or last graduation date
<b>Financial aid history</b>	It is a critical question to determine possible eligibility for financial aid

**Employment Experience:**

<b>Current or prior employer</b>	<b>Provides history on work experience and maybe related to the course of training and a good reason for admissions</b>
<b>Address</b>	<b>Always a good tracking tool</b>
<b>Phone</b>	<b>A good reference may be available in this source</b>
<b>Position held</b>	<b>Once again Job responsibilities</b>
<b>Dates of employment</b>	<b>Endurance, responsibility and commitment may be derive from a length of time of employment.</b>
<b>Rate of pay</b>	<b>Income history as related to financial aid or comparable to course of study expected earnings.</b>
<b>Reason for leaving</b>	

**Family Data and Emergency Contact:**

<b>Father</b>	<b>Best time to get this info for Federal Loan tracking</b>
<b>Mother</b>	<b>Best time to get this info for Federal Loan tracking</b>
<b>Emergency Contact</b>	<b>Best time to get this info for Federal Loan tracking Other than Parents</b>

**Personal Reference:** *(You must provide complete references that are NOT family members)*

<b>Reference 1</b>	<b>Best time to get this info for Federal Loan tracking. Very important!</b>
<b>Reference 2</b>	<b>Best time to get this info for Federal Loan tracking. Very important!</b>
<b>Reference 3</b>	<b>Best time to get this info for Federal Loan tracking. Very important!</b>

**Recruiting, admissions and certification section**

How did you hear about our school?		Referred by:	
What course of study would you be interested in enrolling?		Would you enroll	Full time <input type="checkbox"/> or Part time <input type="checkbox"/>
How soon would you be able to start school?			
Males ages 18-26: Are you registered with Selective Service?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Must be registered for Federal Aid (See the FAO for assistance )	
Females: Are you Pregnant?	Yes <input type="checkbox"/> No <input type="checkbox"/>	This question relates to possible job hazards during pregnancy.	
Do you have a felony record?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please check (if applicable) your eligibility for the State Board Licensing Exam.	
<b>I certify that all the information on this form is true and correct to the best of my knowledge. I also understand that if required, I must provide supporting documentation of the information reported.</b>			

<b>Applicant's Signature:</b>		<b>Date:</b>	
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