Dear Financial Aid Officer,

As you may know, RGM provides schools under HCM2 (Reimbursement) a “Student File” review service. However, this service is also available for schools that are not under HCM2 (Reimbursement). During our continuous work with different schools, RGM and the schools’ CPAs have encountered many discrepancies in the files. Some of these discrepancies are either over-documented or under-documented. The files are inconsistent and have many unresolved discrepancies that result in findings in Program Reviews and/or Audits.

In an effort to improve the students’ files, we are providing you a listing with the forms that we provide each year and that could be included in the students’ files. On the listing you will see which forms are required and some forms that are recommended but are not required. Again, this is only a guide to assist you with your student files.

Catalog (institutional catalog must be on your website and must be updated each year)

You can provide the following disclosures in your Catalog:

10004 NOTICE OF AVAILABLE G.E.D. TRAINING

10005 FEDERAL DISCLOSURE REQUIREMENTS – “Student Right to Know” "How are our students doing"

10006 CAMPUS SECURITY ACT DISCLOSURE STATEMENT - Clery Act

10007 DRUG & ALCOHOL ABUSE POLICY STATEMENT

10008 ADMISSIONS DISCLOSURE FORM

10026 GAINFUL EMPLOYMENT PROGRAM DISCLOSURE

Voting Registration

Constitution Day

Copyright Infringement

NSLDS Disclosure

Entrance/Exit Counseling information is included to remind student of this critical requirement as loan borrowers

**The above disclosures do not require signatures**

Students must use the Free Application for Federal Student Aid (FAFSA) as the only available tool to apply for Federal Financial Aid. Although the students may file through the school’s Financial Aid Office, where the Financial Aid Officer submits the form electronically to the Central Processing System (CPS), we strongly recommend that students use FAFSA on the Web (fafsa.ed.gov) and take advantage of the IRS retrieval tool, which eliminates any income questions when the IRS retrieval code 02 is used by a student who is selected for verification.

Whichever method is used by the student (and the parents for dependent students) to apply, it will provide the selected school an Institutional Student Information Record (ISIR) with a result calculation of the Expected Family Contribution (EFC). Any ISIRs received that require an ISIR correction are required to have student signature (and the parent signature if a dependent student). A paper FAFSA completed at the school will require the school to have the original signed FAFSA application in the file. A FAFSA done on the Web will not require to have a copy in the file. ALL ISIRs received must be retained in the student’s file.

If the student is selected for verification (\*), the student (and parent(s) if applicable) must complete the required verification forms that are provided to the school each year by RGM and are also available in transaction #5026 Student Verification under the Financial Aid menu.

RGM Document chart of student forms

**The following chart provides a list of the RGM Forms with their corresponding form number.**

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| **RGM Form number** | **Title of form****Form description** | **Required****or****Optional** |
| **10001** | **Documentation checklist****This form is not required, it serves the Financial Aid office as a tracking of the student forms needed for a given student. The school would decide if the form is to be implemented or not.****If it is implemented: It will apply to all students.** | **Optional** |
| **10003** | **Application for Admissions****This form is not required, it serves the Financial Aid office as a tracking of the student intent to enroll in a specific course of study offered by the institution. The school would decide if the form is to be implemented or not.****If it is implemented: It will apply to all students.****The form could be simplified by eliminating those questions in the FAFSA form. It would eliminate duplicates and possible errors.** | **Optional** |
| **10010** | **California BPPE School Performance Fact Sheet****This form is required from all institutions operating in the State of California and approved by BPPE. It is required to present this form to students for their signatures BEFORE they sign the enrollment agreement. Each course must have its own disclosure.****It applies to all students. This original document must be kept in the student file at all times. It is not subject to a limited retention time.** | **Required**  |
| **10012** | **Enrollment Agreement****This document must contain all requirements from the State agency, the accrediting body and the USDE.****It must be signed BEFORE the first day of class.****The official start date is the date indicated in the enrollment agreement.****This original document must be kept in the student file at all times. It is not subject to a limited retention time.** | **Required** |
| **10013** | **Acknowledgment of Disclosures Received****This form is not required, it serves the Financial Aid office as a tracking of the disclosures that have been accepted by the student at different times during the enrollment process. The school would decide if the form is to be implemented or not.****If it is implemented: It will apply to all students.** | **Optional** |
| **10015** | **Professional Judgment and/or Dependency Override Worksheet****This form is not required, it serves the Financial Aid office as a tracking tool and to document each time the FAO is in agreement to modify student expected contribution or cost of attendance or accepts a request from the student to change from a dependent to independent status. Remember: you can’t change a student from independent to dependent status. The school would decide if the form is to be implemented or not.****If it is implemented: It will ONLY apply to students with a professional judgement or a dependency override that has been accomplished.** | **Required in each student with PJ or D/O** |
| **10016** | **Understanding Disbursement of Federal Funds and Credit Balance****It must be clear that students understand certain disbursement requirements and conditions. This form is not required, however for protection of the institution it is strongly advised that the form be implemented and applied to all students.** | **Optional** |
| **10017** | **Special Selection of SEOG Recipient****This form applies ONLY to those students that are receiving an SEOG award that is outside the scope of the school SEOG awarding policy. The FAO is to register the reason why the student was selected for a different SEOG award.** | **Optional** |
| **10018** | **Advising and/or Counseling Report; This is not a required form, however agencies require that institutions document the approach provided to students when discussing academic or other matters. Therefore, we provide this form to track those incidents.** | **Optional** |
| **10019** | **Financial Aid Office Review and Disbursement Approval credit/clock hour non-term programs****This form IS NOT REQUIRED, however, governing agencies many times request documentation of SAP evaluations. The RGM system shows the information listed on this form, therefore the use of this form would be optional to the institution.****IF THE FORM IS IMPLEMENTED, it would apply to all Title IV recipients or all students as applicable by the school.** | **Optional** |
| **10020** | **Credit Balance Form****This form is required and MUST be completed at the time a disbursement of Title IV funds exceeds the amount owed on current institutional charges. RGM strongly suggests institutions to follow a packaging policy where students and schools receive 50% of available funds per payment period and avoid this form completely.** | **Required if Title IV Credit Balance** |
| **10021** | **Leave of Absence (LOA)****THIS FORM IS REQUIRED any time a leave of absence is granted to the student--it MUST be documented. Each leave must be documented to account for the number of calendar days on each leave. The maximum number of days in a 12-month period must not exceed 180 days. The school must have a written policy stating the allowable calendar days.** | **Required if LOA is granted** |
| **10022** | **Internal Notice of Termination/Graduation****This is not a required form, however Institutions are recommended to have a review where missing steps could be avoided when registrar, financial aid and fiscal departments review a student file before a termination is posted to the RGM system.** | **Optional** |
| **10023** | **Employment Waiver****This form is not required, but it serves the schools to document that from the time of enrollment, the institution and the student were both in agreement that the student would not be eligible for placement in USA due to eligibility status in the country.** | **Optional** |
| **10024** | **Student Loan Borrower Reference Tracking Form****ANY STUDENT receiving loan proceeds will be required to present a listing of references for tracking later on during the servicer collection of loans. Institutions are advised to collect this data as soon as possible to get better information.** | **Required if student is getting a loan** |
| **10025** | **Authorization Form to Release Information (FERPA)****THIS FORM IS REQUIRED TO BE COMPLETED ONLY AT THE TIME THAT A THIRD PARTY IS REQUESTING THAT INFORMATION ABOUT A STUDENT BE PROVIDED TO AN OUTSIDE REQUESTER. If the request comes from Local Authorities, State Agency, Accreditation or USDE, during the performance of their regular duties, schools do not need the authorization of the student or parent. Each time a request is made it must be documented individually.** | **Required in file for each time student data is provided to outsider**  |
| **10027** | **Contract Addendum****This is not a required form, however, many times when the student changes enrollment status there is no documentation in file to show evidence and reason for the changes. This form attempts to eliminate those questions in program reviews or audits.** | **Optional** |
| **10028** | **Institutional Record of Admission Applications****Some agencies request the institution evidence that not all applicants have been accepted for enrollment. It is recommended that institutions keep a record of those prospective students that have or have not been accepted into a course of study and the reasons for acceptance or rejection.** | **Optional** |

**1 FAFSA if completed on paper form (signed copy required)**

**2 ISIR all documents must be retained (each ISIR)**

**3 Verification documentation (Multiple pages)**

**4 Discrepancies resolution (it would vary in nature)**

**ALL THESE 4 DOCUMENTS ARE REQUIRED**