



**MCNALLY SMITH
COLLEGE OF MUSIC**

Financial Aid Office

**POLICIES AND PROCEDURES GUIDE
2015-16**

3/30/2015

Financial Aid Office

MISSION STATEMENT

It is the goal of the Financial Aid Office to service each student by fulfilling their economic needs to attend McNally Smith College of Music. This allows the students to achieve their educational goals. The Financial Aid Office also strives to give personal student loan counseling to any student entering or leaving the school to protect the student's financial credibility as well as the credibility of McNally Smith College of Music to provide a rewarding education.

Financial Aid Office Policy and Procedures Guide

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I. STATEMENT OF GOOD PRACTICES

The purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue post-secondary education. The following practices are recommended to financial aid personnel in order to accomplish this task.

The Financial Aid Administrator:

1. Shall make every effort in an ethical manner to meet the demonstrated need of all students at the institution to the extent funding will permit.
2. Shall award all aid on the basis of demonstrated financial need, except where funds are specified for recognition of specific talents.
3. Shall exercise adequate controls to insure need-based awards for each student do not exceed documented need for attendance at the institution.
4. Shall recognize the primary responsibility for financing post-secondary education rests with the student and the student's family.
5. Shall help students seek, obtain, and maintain use of all financial resources available.
6. Shall provide each student with a clear statement of the actual costs of attendance and amount of financial aid awards.
7. Shall inform the student of all conditions under which an award is granted at the time the offer is made.
8. Shall counsel each student loan borrower regarding their rights, responsibilities, and consequences of default at the start and ending of their enrollment period.
9. Shall, when preparing funding requests, estimate needs honestly and fairly.
10. Shall oppose the administration of aid to accomplish disciplinary objectives.

II. FINANCIAL AID OFFICE CODE OF CONDUCT

McNally Smith College Financial Aid Professionals:

- will refrain from taking any action solely for their personal benefit.
- will refrain from taking any action they believe is contrary to law, regulation, or the best interests of the students and parents they serve.
- will ensure that the information they provide is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.

- will be objective in making decisions and advising their institution regarding relationships with any entity involved in any aspect of student financial aid.
- will refrain from soliciting or accepting anything other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in making, holding, consolidating or processing any student loans, including anything of value (i.e. reimbursement of expenses) for serving on an advisory body or as part of a training activity or sponsored by such entity.
- will disclose any contractual involvement with or interest in any entity involved in any aspect of student financial aid.
- will not accept staffing assistance from any student loan lending or servicing entity.
- will disclose any family relationship with a current or prospective student. The student will be serviced by a different Financial Aid Administrator to avoid any conflict of interest.

III. CONFIDENTIALITY POLICY

The McNally Smith College Financial Aid Office will refrain from making any public announcement of the amount or type of financial aid awarded to a student in order to protect the confidentiality of the economic circumstances of the student and the student's family. Student financial aid files will be stored in the financial aid office or a locked cabinet in proximity to the financial aid office. Information will be released only with the consent of the student and/or the student's family. McNally Smith College employees will be allowed to view student financial aid files only at the discretion of the financial aid office. All policies and procedures will protect the students' rights of privacy.

IV. APPLICATION PROCEDURE

A. Applicants must be enrolled, accepted, or applied for enrollment at McNally Smith College in order to be offered financial assistance.

B. Students must submit the proper forms and documentation to McNally Smith College to be considered for financial assistance. The required forms are as follows:

- 1.. Free Application for Federal Student Aid (FAFSA), Renewal FAFSA, or Institutional Student Information Record (ISIR)
2. McNally Smith College Verification Forms, if needed.
3. Verification documents as required by state and federal regulations. McNally Smith College follows the federal regulation requiring verification of 30% of all federal financial aid applicants.

4. Additional information as requested by the Financial Aid Department.

C. Eligibility for the Federal Pell Grant, Federal SEOG, Minnesota State Grant, and McNally Smith Founders' Grant is determined for every financial aid applicant.

D. Additional applications are required for students applying for the Federal Direct Loan Program (Stafford and PLUS Loans), Minnesota SELF Loan Program, or alternative loan programs.

V. AWARDING POLICY

A. General Statement:

1. Policies established by McNally Smith College must conform to Federal, State, or private agency regulations, which apply to financial aid programs administered by McNally Smith College.
2. The student has the right to have access to the awarding policies established by McNally Smith College.

B. Eligibility Requirements:

1. An individual must be enrolled as a regular student in the institution, accepted for enrollment, or applied for enrollment to be offered financial assistance.
2. An individual must have a high school diploma or its recognized equivalent (GED).
3. An individual must be either a U.S. Citizen or an eligible non-citizen.
4. The student must be making satisfactory progress as outlined in the McNally Smith College catalog to receive financial assistance.
5. The student must be enrolled at a half-time basis or above to receive federal or state loan assistance. Overall eligibility will be limited if the student is enrolled at less than a full-time status.
6. The student must sign a statement of updated information, Registration Status, Anti-Drug Abuse Act Certification, and an Educational Purpose/Statement of Refunds and Defaults.
7. Students who are in default on previous educational loans or owe refunds to the Federal and/or State grant programs are not eligible, as set in the Federal Regulations.

8. A student may not borrow in excess of the annual or aggregate loan limits for the Department of Education Direct Loan Programs.

9. Students with a baccalaureate degree are not eligible for Federal Pell Grant, Federal SEOG, Minnesota State Grant, or McNally Smith Founders' Grant programs. Also, Minnesota State Grant applicants who have an equivalent of four years or more of post-secondary education are not eligible to receive State Grants regardless of degree status.

C. Verification

1. For the 2015-16 financial aid year, federal verification falls within 5 groups:

- a. Standard Dependent/Independent Student Verification (V1)
- b. Child Support Paid Dependent/Independent Student Verification (V3)
- c. Custom Dependent/Independent Student Verification (V4)
- d. Aggregate Dependent/Independent Student Verification (V5)
- e. Household Resources Dependent/Independent Verification (V6)

2. Students may fall within one of these 5 categories. The verification form is emailed to the student with instructions on completing the form. Additional, copies of IRS tax transcripts may also be required for income verification from the student and the student's parent(s).

3. Once verification is completed, the Financial Aid Administrator will update the data fields on the ISIR and submit back to the Central Processor (if changes are necessary). Once the updated/verified ISIR is returned with the new EFC, award amounts may be determined.

D. Determining the amount of the awards:

1. Students may be funded up to their maximum demonstrated need.
2. The financial aid office deals with professional judgment (e.g. dependency overrides, etc.) on a case-by-case basis.
3. The financial aid office reserves the right to reduce the amount of a student loan if the student's aid package satisfactorily meets the needs of the student.

E. Notification of Awards:

1. Students will be notified of their estimated awards via the student portal upon completion of the required applications. The student may accept or decline awards through the online student portal.

2. Notification of actual awards will consist of an electronic financial aid acknowledgement at the time of disbursement.

F. Disbursement Schedule:

1. All disbursements will be made to the student's institutional account. This account shows the student's charges and all credits to the student.

2. Disbursements will be made on a semester basis. Federal Pell Grant, Federal SEOG, and State Grant amounts will be disbursed first.

a. Federal Pell Grant and State Grant disbursement amounts will be set by the Federal and State governments respectively.

i. Federal Pell Grants are determined in the 2015-16 EFC/COA/Pell Chart set by the U.S. Department of Education.

ii. Minnesota State Grants are determined by the following:

Tuition and Fees Maximum (\$)

- Living and Miscellaneous Expense Allowance (LME)

x Assigned Student Responsibility (%)

- Federal Pell Grant Maximum

x Proration of Assigned Family Responsibility

\$\$ at 15 credits. Then prorated for 3-14 credits.

2015-16 MN State Grant awards as follows (est. on 3/5/2015):

| 4 Year Program | # Credits | Annual Maximum Grant | 0 EFC Annual Maximum | Comments |
|-------------------------|-----------|----------------------|----------------------|----------|
| Bachelor Degrees | 15 | 10745 | 5015 | |
| | 14 | 10029 | 4299 | |
| | 13 | 9312 | 3582 | |
| | 12 | 8596 | 2866 | |
| | 11 | 7880 | 3582 | |
| | 10 | 7163 | 2865 | |
| | 9 | 6447 | 2149 | |
| | 8 | 5731 | 2866 | |
| | 7 | 5014 | 2149 | |
| | 6 | 4298 | 1433 | |

| | | | | |
|--|------------------|-----------------------------|-----------------------------|--|
| | 5 | 3582 | 2149 | |
| | 4 | 2865 | 1432 | |
| | 3 | 2149 | 716 | |
| | | | | |
| 2 Year or shorter Program | # Credits | Annual Maximum Grant | 0 EFC Annual Maximum | |
| AAS and Diploma Degrees | | | | |
| | 15 | 7149 | 1419 | |
| | 14 | 6672 | 942 | |
| | 13 | 6196 | 466 | |
| | 12 | 5719 | 0 | |
| | 11 | 5243 | 945 | |
| | 10 | 4766 | 468 | |
| | 9 | 4289 | 0 | |
| | 8 | 3813 | 948 | |
| | 7 | 3336 | 471 | |
| | 6 | 2860 | 0 | |
| | 5 | 2383 | 950 | |
| | 4 | 1906 | 473 | |
| | 3 | 1430 | 0 | |
| | | | | |
| 96% of PC for Dependent students | | | | |
| 86% SC for Independent students with dependents | | | | |
| 50% SC for Independent students with no dependents | | | | |

iii. Prior College semester credits must be entered into the MN units worksheet to determine how many semesters of eligibility are left. 96.0 units maximum of eligibility. A full semester may be awarded to a student with 93.6 prior units or less.

b. Federal SEOG amounts, are set by the McNally Smith College Financial Aid Office within Federal guidelines.

c. Direct Loan Programs will be disbursed upon receipt of the funds within the federal guidelines.

3. If a credit exists on a student's account, this credit balance will be disbursed to the student within 10 days (within 7 days at the beginning of the semester) unless otherwise requested in writing by the student. The Financial Aid Office checks the Enrolment Account Balance report in CampusVue each week to determine any student with a negative account balance. Those students are compiled into a

living expense list. The Accounting Office reviews the list and then checks are cut each Friday during the semester for any student with a credit balance. Students may pick up these checks from the Bursar Office (for credit balances involving a Federal PLUS Loan checks will be cut to the parent and mailed on that Friday).

VI. FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

In selecting among eligible students for Federal SEOG Awards in each award year, this institution will select those students with the lowest expected family contributions (EFC) who also receive Federal Pell Grants in the same award year.

A. Award Process - Federal SEOG funds will be awarded to the following groups according to their priority level:

1. Priority Group 1 – All undergraduate Financial Aid applicants (current & incoming students) with a 0 EFC and a FAFSA submission date of May 1, 2015 or sooner.
2. Priority Group 2 – Any new undergraduate SPR15 or SUM15 incoming students with a 0 EFC and a FAFSA submission date of October 1, 2015.
3. Priority Group 3 – Any remaining undergraduate Financial Aid applicants with a 0 EFC.
4. Priority Group 4 – Any remaining undergraduate Federal PELL Grant recipients.

The maximum award is \$400 for the 2015-16 Financial Aid Year (\$200 for a fulltime semester). All students in Priority Group 1 will be fully funded. Any remaining monies from the yearly allocation will be distributed to the next Priority Group, if available. McNally Smith College is contributing 25 percent in matching funds to the Federal SEOG program (or more if funding is needed to pay all Priority Group 1 students).

If this institution has Federal SEOG funds remaining after giving awards to all eligible students in Groups 1, 2, & 3, remaining funds will be used for Administrative Cost Allowance (ACA), carried forward to the next financial aid year, or transferred into the Federal Work Study (FWS) program. Any remaining funds that cannot be carried forward or transferred into FWS will be used to fund Group 4 students. Drawdown amounts for Federal SEOG funds are requested through the Department of Education Grant Administration and Payment System (GAPS).

B. Minimum and Maximum Awards for 2015-16

- Full-time student \$200.00 per semester, \$400 per year

- 3/4 time student \$150.00 per semester, \$300 per year
- 1/2 time student \$100.00 per semester, \$200 per year
- less than 1/2 time \$50.00 per semester, \$100 per year

VII. FEDERAL PELL GRANT LIFETIME ELIGIBILITY USED (LEU)

A. Students are allowed 6 years (12 semesters) total of Federal PELL Grant. Tracking is based upon 600% total Federal PELL used and encourages students to graduate in a timely manner.

Federal PELL LEU is kept track in the following manner:

- a. 1 year (2 semesters) = 100%
 - b. 2 years (4 semesters) = 200%
 - c. 3 years (6 semesters) = 300%
 - d. 4 years (8 semesters) = 400%
 - e. 5 years (10 semesters) = 500%
 - f. 6 years (12 semesters) = 600%
- B. The Department of Education will keep track of semesters used in COD. COD will send weekly reports to the school of students who are over 400%. The Financial Aid Director will disburse the list of students to the Financial Aid Staff so they can inform the student and also to not over-award PELL for the current year.
- C. The student information system (CampusVue) also keeps track of PELL LEU when disbursements are imported from COD. Please refer to the PELL origination screen when awarding Federal PELL Grants.

VIII. McNALLY SMITH FOUNDERS' GRANT

The goal of the McNally Smith Founders' Grant program is to make a college education accessible to students with a high level of financial need. It is a grant, based on a financial need calculation, and does not need to be repaid. The grant amount is calculated using a student EFC (Estimated Family Contribution – from the FAFSA application) to determine the level of financial need. The Founders Grant covers remaining tuition costs for eligible students (after State and Federal grant and loan programs are applied). Estimated average award amount is \$2,500/semester, with an estimated maximum of up to \$5,033/semester (based on federal calculation, not determined by McNally Smith's Financial Aid Office).

Eligible Students

All undergraduate students with a first enrollment at McNally Smith College for Summer 2014 semester or beyond

- Including transfer students from other institutions
- Excluding students with a prior Bachelor's degree
- Excluding students who attended McNally Smith College prior to Summer 2014 semester
- Excluding international students
- Applicant pool may be adjusted according to budgetary constraints

Requirements

- Must attend class full time (at least 12 credits)
- Must maintain a cumulative 2.5 GPA
- Must maintain continuous enrollment (including summers)
- Founders Grant will be awarded each semester student is eligible (student must submit FAFSA information each year)
- 8 semester limit (4 semesters for AAS, 3 semesters for diploma)

Application process

1. Complete online admissions application for McNally Smith degree program and submit with application fee. (Apply online at www.mcnallysmith.edu/apply)
2. Complete FAFSA and submit with McNally Smith school code (030012).
3. No additional application for the Founders Grant. The Founders' Grant award along with any other Federal and State grant and loan money will be added to the student's Financial Aid Award Letter.
4. Funding is awarded on a first come, first served basis. Applicant pool may be adjusted due to budgetary constraints.

Calculation

Tuition only each semester (\$12,155 flat rate for 2014-15 awards, \$12,870 flat rate for 2015-16 awards, regardless of start date)

- Less Estimated Family Contribution (EFC) as determined by FAFSA
- Less Federal & State grant monies (FPELL, FSEOG, MNSG amounts for the calculation determined at 15 credits in a bachelor degree for all students)
- Less base & additional Federal Loans available to all students (\$4750 Freshman, \$5250 Sophomore, \$6250 Juniors & Seniors each semester)

Equals Founders Grant each semester

Other Considerations

- Same award for all full-time attendance (12+ credits)
- Students will receive award up to a maximum of 8 consecutive semesters (as long as minimum cumulative GPA and fulltime attendance requirements are met)
- 3rd semester in one award year will have additional Founders' Grant awarded to make up for any FPELL shortage
- Re-apply each year with the FAFSA
- Student fees, course fees, and living costs are not covered – Founders Grant only applies to tuition costs.
- Parent PLUS Loans and Alternative Loans are available to cover any remaining costs.
- Awards range from \$100 to approximately \$5000 per semester (based on federal calculation) and EFC's from 0 – 7500 may be eligible.
- Award may decline slightly each year as grant allocations may increase and base loan maximums increase
- Funds are limited and awards (or the applicant pool) may be adjusted due to budgetary constraints

IX. STUDENT WITHDRAWAL PROCESS

A. The financial aid office is informed of a student withdrawal or termination via email from the Registrar Office. This is an automatic communication sent to all administrative departments for any student status change to a permanent out status (Withdrawal, Dismissal, Graduate, or Completer).

B. All unsigned aid must be returned to the appropriate agency within 3 days.

C. The Financial Aid Office calculates the refund using the Student Information System (CampusVue). Any refunds are processed and sent to the appropriate agency in accordance with the time frames outlined by State and Federal regulations (generally 30 days). All grant and loan refunds, are scheduled by the Financial Aid Office and processed/posted by the Accounting Office. Refunds to students and alternative programs are made by the Accounting Office.

D. The student is billed by the Bursar's Office for any tuition amount still due after the refund calculation. A balance due may still occur even if there is a refund to a Financial Aid Program.

E. An exit interview is sent to the student by email notification within 30 days of the withdrawal (or graduation) notification. Students are placed on a transcript hold until exit counseling is completed online at the Department of Education loan counseling website. The school is notified of all exit loan counseling completions via electronic communication.

X. REFUND POLICY

A. McNally Smith College follows the following table when determining tuition refund amounts.

| Week | Days | Refund |
|-------------|-------------|---------------|
| 1 | 1 - 5 | 100% |
| 2 | 6 - 10 | 100% |
| 3 | 11 - 15 | 75% |
| 4 | 16 - 20 | 50% |
| 5 | 21 - 25 | 25% |
| 6+ | 26+ | 0% |

B. A pro-rata refund for Federal Title IV aid is also calculated. Students who have attended at least 60% of the semester will not be eligible for a federal financial aid refund. McNally Smith College's refund policy follows State and Federal guidelines.

C. The order in which Title IV aid will be refunded is as follows:

1. Federal Direct Unsubsidized Stafford Loan (FDSSL)
2. Federal Direct Subsidized Stafford Loan (FDUSSL)
3. Federal Direct PLUS / Grad PLUS Loan (FDPLUS / FDGPLUS)
4. Federal Pell Grant (FPELL)
5. Federal SEOG (FSEOG)
6. Other Title IV grant or loan assistance

D. Any remaining refund will be divided proportionately among the student, State, and other aid programs.

XI. SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory academic progress (SAP) is measured each semester. Transfer credit and test-out credit will not be counted in McNally Smith College cumulative GPA or qualitative academic progress standards. Accepted transfer credits and test-out credits will be included in the quantitative maximum time frame and completion percentage calculations. For students who transfer into a second program at McNally Smith, only those credits that apply to the new program will be used when determining satisfactory academic progress requirements.

Full details of the Satisfactory Academic Progress Policy are available in the 2015-16 McNally Smith College Catalog, including quantitative and qualitative measures of progress, failure to meet standards and academic warning status, how to appeal and re-establishing eligibility for federal funds.

XII. ATTENDANCE POLICY

Perfect attendance is expected of all students, but it is also understood that absences of a serious nature sometimes occur (e.g. contagious illness, death in the family, accidents, or other similar emergencies). Regardless, missing class for any reason is considered an absence. The Attendance Policy is enforced school-wide and requires students to attend a minimum of 85% of the class hours for a given course. In addition, tardiness and early departure from class are unacceptable. Students arriving 15 minutes late or leaving 15 minutes early are considered absent. Students who exceed the maximum percentage of absences may be withdrawn by the instructor, or they will receive an 'F' for the class.

Whenever a student is absent, it is the student's responsibility to meet with each instructor to discuss making up the work missed. The provision of makeup work is at the discretion of the instructor who will decide if such makeup work is necessary and set the guidelines for completing the work.

Leave of Absence

Students who need to be gone from school for military, medical, personal, or professional reasons of a short duration may petition the school for a leave of absence. Such petitions are submitted to the Academic Appeals Board for review. Upon approval, it is the student's responsibility to review and complete any material covered during the absence.

In extenuating cases (such as a family crisis or long-term medical situation), a leave of absence may be granted through the end of the semester and 'Student' status will continue until the following semester. The student would be expected to retake the same or similar coursework during the make-up term. Long-term leaves will have a limit of 180 days and may be granted only once during a student's career at McNally Smith College.

Students may be inactive for one semester per year (i.e. Summer term). Students inactive

for a longer period of time will be considered withdrawn. Any student interrupting all classes in the middle of a term will be considered withdrawn or terminated and the appropriate refund calculation will be made. Withdrawn or terminated students must re-apply with the admissions office and receive departmental approval before reinstatement into the school.

XIII. REGISTRATION PROCEDURE

- A. First semester students are registered for classes prior to orientation. Any adjustments due to placement examinations or time conflicts will be made during the Drop/Add period.
- B. All currently enrolled students who plan to attend the following semester meet with their Faculty Advisor during the final weeks of the current semester. The student then registers for classes through the student portal.
- C. Any changes to a student's schedule after the Drop/Add Period must be accompanied by a schedule change form to notify administration of the change.

XIV. STUDENT LOAN COUNSELING

- A. Entrance counseling for student loan borrowers is handled online prior to orientation. All students receive information on their rights and responsibilities in the Federal Direct Loan Program. Students also receive information on budgeting and consequences of default. All students must complete online entrance counseling prior to disbursement of any Direct Loan (Direct PLUS Loan excluded). The school is notified of all entrance loan counseling completions via electronic communication from the Department of Education.
- B. Ongoing loan counseling occurs with students while they are in school. A Financial Aid Administrator is available to answer any questions the students may have.
- C. Exit counseling is handled online. Graduating students may choose to meet with a Financial Aid Administrator by appointment. The student is informed of their rights and responsibilities, repayment schedules, and deferment and forbearance options.
- D. Exit counseling materials for withdrawn or terminated students are delivered online.
- E. As a default management measure, McNally Smith College has contracted with NorthStar Education Services to help counsel prospective, current, and former students with student loan repayment. NorthStar provides online tools through their GradReady product. The product, in conjunction with the McNally Smith Financial Aid Office,

provides financial literacy information, budget tools, and repayment calculators to assist students.

XV. ACCOUNTS RECEIVABLE PROCEDURE

A. An accounts receivable system has been developed and implemented to track tuition payments from current students. The Bursars Office is responsible for creating payments and monitoring student balances with assistance from the financial aid office.

B. Tuition is due each semester on the first day of classes. There is a 10 day grace period for payment (same as the Drop/Add period).

C. It is the policy of McNally Smith College to ensure that all tuition and fees be paid in full for a student to graduate.

D. It is McNally Smith College's policy to write-off any amounts due or amounts payable of less than \$10 at the end of a student's enrollment with McNally Smith College.

E. Various administrative reports are used to monitor Accounts Receivables as well as financial aid received.

XVI. FEDERAL AND STATE WORK-STUDY

McNally Smith College provides Federal and State Work-Study to assist students with financing college costs while gaining work experience and furthering career goals.

1. Work-study is reserved for students who are eligible on a financial need basis.
2. Students participating in the work-study program are monitored for continued program eligibility.
3. Federal drawdown amounts are requested through the Department of Education's G-5 Payment System.

A. Minnesota State Work-Study

1. To be eligible for State Work-Study a student must qualify as a Minnesota resident.
2. McNally Smith College will explore off-campus work-study sites, in addition to on-campus positions.

B. Federal Work-Study Community Service Requirements

1. 7% of the Federal Work-Study (FWS) Program funds must be used to compensate students employed in community service positions.
2. The FWS Program allows off-campus community service organizations to hire students at a fraction of the cost of regular payroll. FWS Program funds pay 75% of the student worker wages, while the community service organization pays the remaining 25%.
3. Community service positions must be related to community improvement, and open to members of the community, especially low-income individuals. “Work Performed must be in the public interest.” (from the FSA Handbook) The terms ‘community improvement’ and ‘public interest’ refer to any organization that provides services that are open and benefit the general public.
4. Off-campus FWS positions must be with federal, state or local public agencies, or private non-profit organizations, and must also be in the public interest. Community service organizations cannot be membership based or religious in nature.
5. At least one student is employed as a reading tutor.
6. McNally Smith College must enter into an off-campus work–study contract with the community service organization. This contract is to ensure that the participating organization and the work to be performed is consistent with the purpose of the FWS Program.
7. McNally Smith College will provide the payroll for the community service position, while the community service organization will supply time records needed for payroll.
8. Regular evaluation of the community service works study experience will be conducted.

C. Work-Study Opportunities

Information for Work-Study student employment opportunities are available online at the McNally Smith College website. McNally Smith College is an equal opportunity, affirmative action employer.

Hiring Process:

1. Applications for employment may be obtained on-line and submitted to the appropriate department for review.

2. Each new work-study employee must have a pre-hire worksheet completed and submitted to the Human Resources Department by their supervisor.
3. The student worker must complete and submit all payroll paperwork required by the Human Resources Department.
4. McNally Smith College will determine the duration of the work-study position, as well as how many hours a student is able to work a week.

D. Student Wage Levels

Students participating in the Work-Study Program must earn at least the current legal minimum wage. The following wage scale reflects the wage levels for student employment at McNally Smith College.

| WORK-STUDY WAGE SCALE | | | | |
|--|--------|---------|---------|---------|
| Level | 1 | 2 | 3 | 4 |
| Wage | \$9.00 | \$10.00 | \$11.00 | \$12.00 |
| <p><u>LEVEL 1</u> Most on-campus positions begin at level 1.</p> <p><u>LEVEL 2</u> Most off- campus Community Service positions begin at level 2 and remain at level 2.</p> <p><u>LEVEL 3</u> Student workers with an extensive amount of experience or training. <i>Example:</i> Students in a supervisory position.</p> <p><u>LEVEL 4</u> Reserved for students in positions with a heightened level of responsibility, often filled by Graduate level students.</p> | | | | |
| <p>❖ Performance Reviews of students are generally conducted every 6 months. Student workers may receive a \$0.25/hour wage increase as the result of a positive performance review.</p> | | | | |

XVII. MISCELLANEOUS

A. Because of the complexity of the rules and regulations that govern financial aid, it is required that the Financial Aid Office attend certain training workshops and informational sessions that pertain to financial aid programs at McNally Smith College of

Music, currently or in the future. In addition, attendance at these workshops produce strong relationships between McNally Smith College and other members of the financial aid community (schools, lenders, guaranty agencies, etc.).

B. The Financial Aid Administrator is required to help administer other financial aid programs not mentioned earlier. These include, but are not limited to, Department of Veterans Affairs, Job Training Partnership Act (JTPA), Department of Rehabilitation Services (DRS), Minnesota Indian Scholarship Program, Tribal Scholarships, Minnesota Childcare Grant Program, and private scholarships.

C. Many of the McNally Smith College merit-based scholarships are awarded through the McNally Smith College Scholarship Selection Committee, a committee comprised of faculty members from various departments at the college.

D. Other circumstances may arise that the Financial Aid Administrator will handle on a case-by-case basis.