

**PRESIDENTIAL DIRECTIVE**  
**THE UNIVERSITY OF WYOMING**  
**3-1995-1**

**Revised May 28, 2015**

**SUBJECT: Institutional Eligibility to Participate in Federal Student Assistance Programs**

1. **General Information.** The University of Wyoming has chosen to participate in the Federal Student Assistance programs under Title IV of the Higher Education Act (HEA), as amended.
2. **Purpose.** To outline key responsibilities and payment methods related to Title IV programs at the University.
3. **University Official Responsible for Administering Title IV Programs.** The President has designated the Director of Student Financial Aid as the University official responsible for administering its Title IV programs and for coordinating those programs with other student financial assistance programs.
4. **Payments to Students.** All financial aid awarded and/or delivered to a student must be cleared by the Office of Student Financial Aid. All payments to students must follow one of three University procedures:
  - a. **Financial Aid.** Funds may be used to pay scholarships, fellowships, grants, loans, tuition reductions, and tuition waivers. With the exception of loans through the University Short-Term Loan Program, these payments must be approved by the Office of Student Financial Aid for any student in any program.
  - b. **Payroll.** Funds may be used to provide compensation to students for work performed. These payments must be approved by the Human Resources Department.
  - c. **Payment for services.** Funds may be used to pay a student who acts as an independent contractor as defined by IRS Code. These payments must be approved by Procurement Services and the Accounts Payable Office.
5. **Communication of Information Impacting Student Eligibility for Aid.** Each University department or unit shall communicate to the Director of Student Financial Aid any information that the unit receives which impacts the student's eligibility for Title IV program assistance. Such information includes, but is not limited to, information about admissions; enrollment; grades; attendance; withdrawals; academic standing; debts; refunds; participation in exchanges, internships, and other off-campus academic experiences; and enrollments at other institutions. Such information shall be recorded in the student's record.
6. **Availability of Aid Counselors.** Aid counselors in the Office of Student Financial Aid shall be available upon reasonable notice during business hours to respond to financial aid questions from enrolled and prospective students on behalf of the University.

UW Presidential Directive – 3-1995-1

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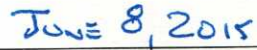
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Approved

A handwritten signature in blue ink that reads "Richard C. McGinity". The signature is written in a cursive style and is positioned above a horizontal line.

Richard C. McGinity  
University President

A handwritten date in blue ink that reads "June 8, 2015". The date is written in a cursive style and is positioned above a horizontal line.

Date

Source:

Originally approved August 24, 1995