

Peralta Community College District



Financial Aid

Reporting of Change of Governance Procedures

Training document

February 16, 2021

General Information

Within 10 days of undergoing a change in governance (change to College Director of Financial Aid, College Chief Business Officer, and College President) the college will report that change to the Department of Education electronically.

- FSA Handbook Vol 2- School Eligibility and Operations 2019-2020
- 34 CFR 600.31

College Financial Aid Office Procedure

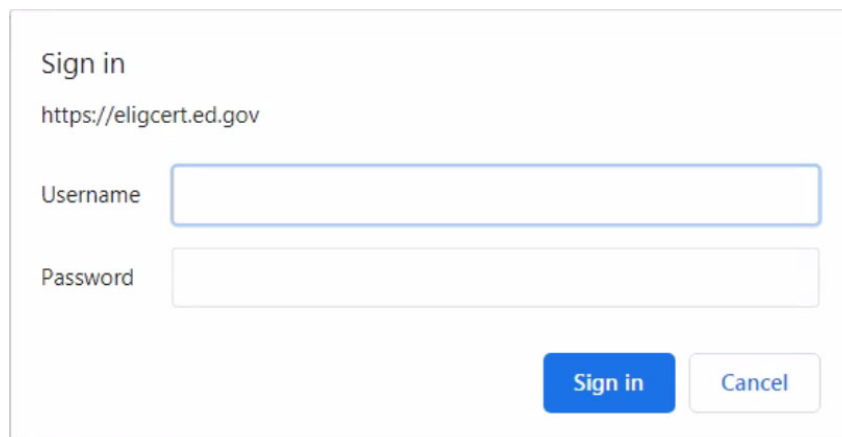
The listed offices will notify their College Financial Aid Department when there are changes to the following positions:

- College Director of Financial Aid – Office of Financial Aid
- College Chief Business Officer – Office of the College President
- College President – Office of the Chancellor

In addition, the Board of Executives will announce new appointees during monthly board meetings. The College Office of Financial Aid will review updates through the monthly posted Board Agendas.

The College Director of Financial Aid (or Interim College Director of Financial Aid; a Director of Financial Aid must always be maintained at any given time) will notify the Department of Education within 10 days of change for any of the aforementioned positions through: <http://eligcert.ed.gov/>

The College Director of Financial Aid or Interim College Director of Financial Aid will maintain the login information for the site:



Sign in
https://eligcert.ed.gov

Username

Password

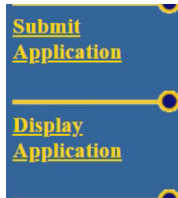
Updates will be done in Section A to address these positions:

Section A

Questions 1-9
Questions 10-12
Questions 13-14

*General questions
CEO, chief financial officer, and financial aid director
Correspondence recipient and application contact*

Once changes have been made the college can submit electronically:



After you have completed all of the necessary sections of the application, you must click here to submit the application to ED

Click here to display your entire application on one page for printing.

Upon submission the Department of Education requires the submission of a signature page from the College President. The College Financial Aid Office will print two copies, one to be signed and submitted to the address below:

Mailing address for supporting documents

U.S. Department of Education
Federal Student Aid
School Eligibility Service Group
830 First Street, NE
Washington, DC 20002-5403

The other copy will be filed with the College Financial Aid Office.

Additional Internal Procedures:

For Financial Aid administrators leaving:

- College FA DPA will revoke outgoing employee's access on all Financial Aid Platforms:
 - o Federal: <https://fsawebenroll.ed.gov/pmenroll/index.jsp>
 - o State: <https://webgrants.csac.ca.gov/>
 - o Send ITS department request to terminate access to FA modules through helpdesk

All completed receipts of these actions will be filed with the resigned employee's file.