



Compliance Review Checklist

PREPARATION

- Receive Notice of Upcoming Review and Confirm Date with Compliance Team
Review Date _____

- Send Copy of Notification Memo to Other Offices and Individuals Who Will Participate or Provide Information:
 - ___ Immediate Supervisor
 - ___ Secondary Contact
 - ___ Director of Admissions
 - ___ Registrar
 - ___ Business/Bursar/Cashier's Office
 - ___ Information Technology

- Begin Collecting Documents and Information:
 - ___ Policies and Procedures Manual, Pertaining to the Administration of Scholarships and Grants programs
 - ___ Return of Funds
 - ___ Satisfactory Academic Progress Policies (Private/Proprietary Institutions)

 - ___ A Copy of Your Institution Catalog for Fiscal Year Under Review
 - ___ Summer and Fall/Winter/Spring Tuition and Fee Schedules for Fiscal Year Under Review

- Receive Sample Lists 15 Business Days Before Review Date

- Encrypted Disk Sent to the Compliance Team (date) _____ or 48 Hours Remote 'Read Only' BANNER Access (Two Weeks Prior to the Review Date) _____

- Residency/SAP Certification Letter Submitted to the Compliance Team (BOR & TCSG Institutions).

- Forward Sample Lists to Appropriate Individuals/Collect Required Information for Each Student:
 - ___ Copy of Student's State and/or Federal Financial Aid Application
 - ___ Student's Admission File
 - ___ Official Hard Copy of Student's Current Transcript (front & back)
 - ___ Hard Copy (front & back) of Academic Transcripts from Previous Institutions
 - ___ Student's Disbursement/Transaction Records

- Organize Files and Collected Information:
 - ___ Alphabetize by Sample List
 - ___ Sort by Student – Put All Records for Each Student Together

- Create/Designate/Clean Appropriate Workspace for 2 Compliance Officers:
 - ___ Access to Institution Computer System and Instructions
 - ___ List of Common Computer Codes Used
 - ___ Connection for 2 Compliance Officers' Laptop
 - ___ Copy Machine Access

ON-SITE REVIEW

- Double Check that All Information Required is Provided/Access Granted Before Compliance Officers Arrive

- Introduce Compliance Officers to Individuals Who Might Provide Assistant

- Explain Any Special Policies or Procedures

- Compliance Officers May Ask for Additional Documentation/Clarification – Provide What is Readily Available

- Compliance Officers Will Provide List of Students with Missing Documentation and the Type of Missing Documentation

POST REVIEW

- Send any Missing Documentation Identified During the Review to GSFC Within 10 Business Days of the Review Date

- Receive Review Report within 45

- Issue Response to Review Reports by the Indicated Deadlines