




Policy SE009: Outside Aide

Recommended for Approval by:



Sue Bloom, Executive Director Financial Aid

Approved by:



Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 2/24/2023

A. Intent

To establish procedures for Outside/External Scholarships and assure it is regulatory compliant with the U.S. Department of Education's Federal Student Aid, state and institutional requirements.

B. Definition(s)

Cost of Attendance (COA) – COA is an estimate of a student's educational expenses for the period of enrollment. Components of the COA include tuition and fees, room and board, books and supplies, transportation and miscellaneous/personal expenses.

Estimated Financial Assistance – The estimated amount to of assistance for a period of enrollment that a student (or a parent on behalf of a student) will receive from Federal, State, institutional, or other sources such as scholarships, grants, net earnings from need-based employment, or loans, including but not limited to [34 CFR 685.102\(b\)](#)

Overawards – Aid in excess of the Cost of Attendance.

C. Policy

Federal, State, and University regulations prohibit "overawards." - Outside sources of aid are funds given by entities apart from the federal, state, and institutional aid programs. Federal Regulations require students who are receiving outside sources of financial assistance (scholarships, grants, awards) to notify the Financial Aid Office, including awards paid directly to the student.

D. Procedure(s)

All outside awards, whether based on academic merit or financial need, will be counted as a source of aid and will be added to the total financial aid package and split evenly between all semesters of the aid year, unless otherwise noted. This may result in adjustments and/or reduction of other aid, such as loans, work study or institutional scholarships if the amount of aid received is over the student's cost of attendance. Institutional aid reduced/removed due to an overaward will be

reinstated in future years if the student is still meeting the original eligibility criteria and is within the cost of attendance for that aid year.

E. Forms

List and link any associated forms needed.

F. Related policies

List any related policies or procedures.

G. Contact Information

Office/Name	Location	Phone Number
Financial Aid – Sue Bloom	Clarion Campus	814-393-2667
Financial Aid – Kelly Vitelli	Edinboro Campus	814-732-1964
Financial Aid – Traci Necciai	California Campus	724-938-5535

H. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in Federal or Pennsylvania law, BOG, or PASSHE would create the need for an immediate change.