

**Action Items**  
**FA Coordinator Meeting Minutes**  
**April 23, 2008**  
**9:30am**  
**Finance Conference Room**

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**ITEM 1. Items from Pam & Erin:**

- New & improved check stubs are now a reality! Thank you!
- Direct deposit could be utilized more – and direct deposit needs to be completed separately for work study students.
- The Low Income Certification Form should be put online.
- Erin distributed EXPLORING STUDENT FINANCIALS – Employee Web/who to have access?

*ACTION:* Carol has added the Low Income Verification Statement to the FA web under Forms/Verification 4/24.

**ITEM 2. 08-09 Lender List**

- We have five – SunTrust, Sallie Mae, Bank of America, Ed Fund and Wells Fargo
- Frankie and Brian will work on E-list for early June

*ACTION:* Carol – modify current Stafford Loan form on web-delete non-participating lenders. Completed 4/25.

**ITEM 3. Policy on restricting TEACH-Grants to EPI students**

*Discussion:* Education Prep Institute – I’ve no clue what this was about.....”C”

*ACTION:* Nor do I remember the outcome of this.....must have been quite boring....

**ITEM 4. Work flow of Consortium form-flow to District queue?**

*Discussion:* Shirley processes all currently by viewing all queues – simplify the process by having all routed to the District queue. Dual enrollment – same – be certain to mail original to Shirley.

**ITEM 5. Revise FA Appeals Form –**

*ACTION:* Duges is creating a new FA Appeals form – student friendly-will coordinate thoughts/ideas from all involved and have it placed on the Web.

**ITEM 6. VA “Process” to web page**

*ACTION:* Duges has given Carol a flow chart to post to the Web under VA – (in process).

**ITEM 7. Other** –Panthercard Site/ was this the same authorization topic as Employee Web/Financials...who can have access to view the student’s financials (same info. as on their PantherWeb)?

Submitted by: CAC

c. Minutes Distribution List:

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