

## Chapter HEA 1

### GENERAL

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**HEA 1.01 Single need analysis methodology.** The board adopts the national consensus need analysis methodology for use in determining student financial strength under all state-sponsored grant programs administered by the board. Copies of the national consensus need analysis are available upon request from the board at 131 W. Wilson St., Madison, WI, 53703.

**History:** Cr. Register, March, 1978, No. 267, eff. 4-1-78; am. Register, September, 1978, No. 273, eff. 10-1-78; correction made under s. 13.93 (2m) (b) 6., Stats., Register, September, 1984, No. 345; correction made under s. 13.93 (2m) (b) 6., Stats., Register, November, 1988, No. 395; correction made under s. 13.93 (2m) (b) 6., Stats., Register, February, 1990, No. 410.

**HEA 1.02 Student data information system.** The board shall administer a student data information system which will annually:

(1) Survey student economic data including but not limited to, students' financial needs, numbers of students aided and dollar amounts awarded;

(2) Identify the various types and forms of financial aid; and

(3) Analyze the impact of the various financial aid programs.

**History:** Cr. Register, March, 1978, No. 267, eff. 4-1-78.

**HEA 1.03 Program review procedure.** The board shall administer an institutional program review procedure to review program procedures, clarify operational guidelines, identify potential problem areas and improve methods of program administration.

**History:** Cr. Register, March, 1978, No. 267, eff. 4-1-78.

**HEA 1.04 Conflict of interest.** Staff members of the board or of an institutional financial aid office directly or indirectly exercising discretion in the selection of recipients or the determination of award amounts under any state program may not receive aid from such program nor may members of their immediate family. Only the executive secretary of the board may grant exemptions from this rule.

**History:** Cr. Register, March, 1978, No. 267, eff. 4-1-78.

**HEA 1.05 Disbursement of student aid checks.** State financial aid checks sent by the board to post-secondary institutions shall be disbursed to the students by an office or person other than the office or person requesting the aid checks.

**History:** Cr. Register, March, 1978, No. 267, eff. 4-1-78.

**HEA 1.06 Check security identification and enrollment of student recipients.** (1) Post-secondary institutions receiving state financial aid checks from the board shall maintain

security procedures to protect the checks from theft or loss. Checks shall be secured in a fire-proof locked file, vault or safe during non-office hours.

(2) Post-secondary institutions shall disburse aid checks to students only after the student has presented positive identification and evidence that the student is or will be enrolled at the institution.

(3) Checks shall be disbursed by the institution only to those students who are enrolled at least half-time in a certificate, diploma or degree course of study. Courses which are for a high school diploma or its equivalent, are not to be included in the minimum half-time status necessary to receive a check.

(4) Students who hold an earned bachelor's degree are not eligible for assistance for any of the undergraduate assistance programs administered by the board.

**History:** Cr. Register, March, 1978, No. 267, eff. 4-1-78; cr. (3) and (4), Register, April, 1992, No. 436, eff. 5-1-92.

**HEA 1.07 Unclaimed checks.** State financial aid checks not claimed within 21 days of their receipt by the post-secondary institution shall be promptly returned to the board, unless there is reason to believe that the checks will be claimed shortly.

**History:** Cr. Register, March, 1978, No. 267, eff. 4-1-78.

**HEA 1.08 Authorization for release of financial information.** Financial aid applicants and their parents agree that, to verify information reported on any state financial aid application, they will upon request provide to the board an official photostatic copy of their most recently filed state or U.S. income tax return. Applicants, in the case of independent students, and parents, in the case of dependent students, further agree to provide, if requested by the board, any other official documentation necessary to verify information reported on any state financial aid application.

**History:** Cr. Register, March, 1978, No. 267, eff. 4-1-78; renum. from s. HEA 1.09, Register, February, 1990, No. 410, eff. 3-1-90.

**HEA 1.09 Confidential student and parent information.** Without the written authorization of the student and parent, respectively, no individually identifiable financial need calculation data or state grant award information shall be released by the board except to the financial aid office of an educational institution the student proposes to attend, and the Wisconsin educational opportunity program offices. This does not restrict the board from releasing aggregate statistical information.

**History:** Cr. Register, April, 1992, No. 436, eff. 5-1-92.