



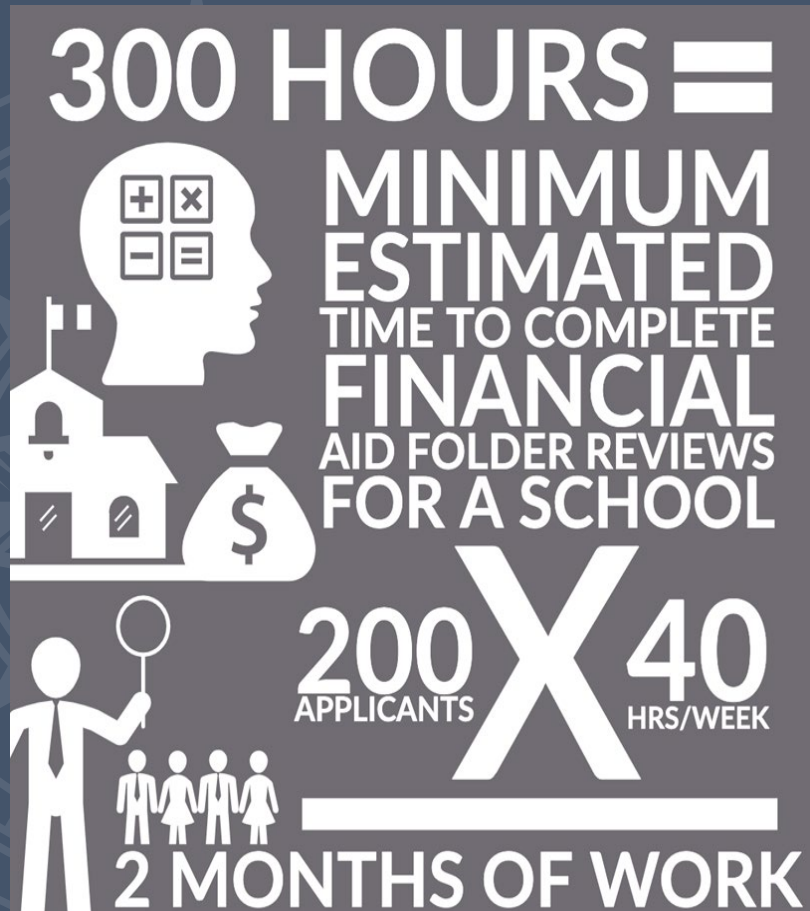
Setting Up Your Award Committee Process for Success

AISAP
Educate. Elevate. Empower.

Association of Independent
School Admission Professionals



Consulting & Support Services



Financial Aid Review Program

Save school administrators time by outsourcing folder reviews from error correction through awarding. Or conduct post-season audits to measure your program's success.

Professional Development

Leverage high-quality training resources like parent nights, webinars, online tutorials, and a wide range of information resources.



Keys to Success

Preparation
Prevention
Process
Management





Preparation

Clean Up On Aisle 20-21

- Closing out the “Traditional aid” 20-21 Season
- Closing out the “COVID Aid” Round 1 (2,3,4)
 - Depending on your COVID process, you will want to ensure that all requested documents, status check in’s, and/or updated supplemental questions are completed.
 - Send out updated supplemental questionnaire
- Update all records to reflect the correct:
 - Grant Awarded (Traditional/COVID)
 - Enrollment Status
 - COVID Tracking
- Send a Welcome Email to all returning applicants
 - Reminding them of the process, deadline dates docs required





Prior To Season-Policy Review

- Review FA Policy Guide Internally/externally
- Do you have one and/or Is it updated annually?
 - Define the common appeal reasons, state what would be required?
 - How do you track appeals?
 - What is your success rate?
- Do you have a consistent process for parents?
 - Creating a template of what is required
 - Clear language about the process for email.
 - Timeline of review for family
- How did/does this differ from your COVID review process?
 - Creating a template of what is required when COVID spikes again
 - Clear language about TEMP/One Time
 - Timeline of review for family to state need/award

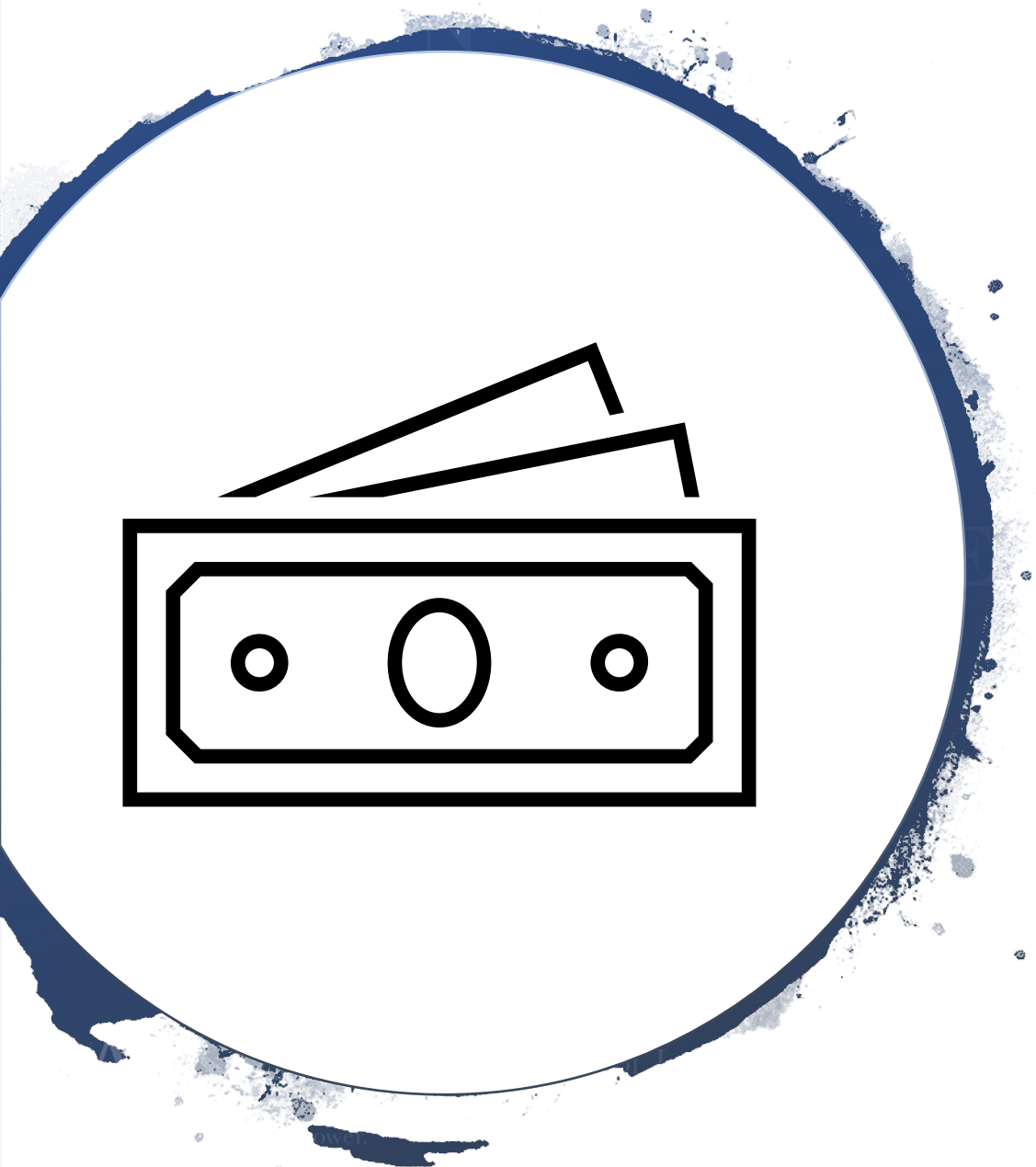


Prevention & Process



Timing Is Everything!

- **Appeal Now or Appeal Later**
- **Outlier Report**
 - Parent Offer to Pay vs. System suggested award
- **Timeline Changes**
 - This is especially important if we are using prior year verification, 2019 taxes used, but parents lost job in 2020 or COVID impacted.
 - Build out your matrix (if this/than that)
- **Awarding Schedule**
 - It is much easier to deal with an appeal weeks before enrollment contracts go out vs. after.



Awarding Process

- Committee Meeting Group Communication
- Important fields to share with group
- Awarding spreadsheet “Impact Buckets”
- Live tracking spreadsheet

H	I	J	K	L	M	N	O	P	Q	R	S
Total Family Income	Total Family Income Prior	Change	Total Assets Contributed	Total Assets Contributed Prior	Change	FACTS Calculated Need	FACTS Calculated Need Prior	Change	Parent Offer to Pay	Proposed Payment	Proposed Grant
\$71,315	\$94,566	-\$23,251	\$0	\$0	\$0	\$0	\$361	-\$361	\$7,800	\$7,800	\$8,540
\$24,667	\$50,624	-\$25,957	\$1,236	\$0	\$1,236	\$0	\$0	\$0	\$9,825	\$10,040	\$6,300
\$29,400	\$44,904	-\$15,504	\$9,406	\$2,537	\$6,869	\$0	\$0	\$0	\$13,872	\$14,040	\$2,300
\$89,525	\$86,919	\$2,606	\$0	\$0	\$0	\$1,739	\$1,407	\$332	\$6,300	\$6,340	\$10,000
\$33,000	\$39,751	-\$6,751	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,040	\$11,300
\$126,944	N/A		\$12,810	N/A		\$10,846	N/A		\$12,560	\$12,640	\$3,700
\$93,608	\$111,705	-\$18,097	\$0	\$0	\$0	\$4,863	\$8,827	-\$3,964	\$9,840	\$9,840	\$6,500
\$104,748	\$91,512	\$13,236	\$0	\$0	\$0	\$9,523	\$4,935	\$4,588	\$12,000	\$12,000	\$4,340
\$60,738	\$101,650	-\$40,912	\$4,407	\$13,471	-\$9,064	\$3,465	\$5,933	-\$2,468	\$10,000	\$10,000	\$6,340

- Covid-19 Applicants
- Total Awarded-New
- Total Pending-New
- Total Awarded-Returning
- Total Pending-Returning
- ✓ Awarding to Budget Live

Applicants ▾
Total Awarded-New ▾
Total Pending-New ▾
Total Awarded-Returning ▾
Total Pending-Returning ▾

Awarding to Budget Live ▾

Spreadsheet Layout-Key Areas

	T	U	V	W	X	
d	Tuition	Tuition Remission	Prior Year Payment	Payment Change	COVID Impacted	
,540	\$16,340		\$7,500	\$300		Fa
,300	\$16,340		\$13,350	-\$3,310	YES	M
,300	\$16,340		\$8,100	\$5,940		M
,000	\$16,340		\$6,300	\$40		M
,300	\$16,340		\$5,000	\$40		M
700	\$16,340		\$4,000	\$40		M

Spreadsheet Layout-Additional Data

E	F	G	H	I	J	K	L
al Income	Income Supplement	Severity	Grant Awarded	Covid-Award	Tuition	Tuition Remission	Financial Aid Notes
\$63,249	\$31,760	2	\$0	\$6,000	\$11,040		From the family- Emily was ju COVID Review- estimat
\$121,000	\$13,807	2		\$6,000	\$16,340		Covid Review-Droppi
\$93,608	\$0	1	\$6,500	\$6,000	\$16,340		Covid P
\$76,470	\$121,270	1	\$0	\$1,000	\$16,340		From
		1	\$0	\$1,000	\$11,040		
					\$16,340		

Spreadsheet Layout-COVID Tab

	21-22 FA Budget		
Total	Allocated*	Remaining	% Allocated
	\$5,908,612	\$157,971	97%
	\$389,650	\$110,350	78%
	*Includes pending enrollment		
	2021-22 New Pending	\$0	
	2021-22 Returning Pending		
	2021-22 New-Actual	\$705,630	
	2021-22 Returning-Actual	\$5,202,982	
	2021-22 New-Remission Pending	\$0	
	2021-22 Returning-Remission Pending		
	2021-22 New-Remission Actual	\$99,642	
	2021-22 Returning-Remission Actual	\$991,284	
	2021-22 Covid Awards	\$389,650	

Spreadsheet Layout-Live Awarding



Management



Management

- Tracking over time is critical
 - If appeals are on the rise and they are not related to a change of circumstance, what is the reason?
 - Are you outpacing a family's ability to keep up? (Tuition increase problem)
 - Are you missing important factors not taken into consideration in your financial aid tool. (middle income gap)
- Set a process internally to be consistent and fair
 - Always asking for the same items by situation
 - If decision is made by committee, ensure that committee awards the appeal
 - Have an appeal timeline so it isn't open ended for families.
 - If follow up is required, ensure you do that with a family, so they don't perceive requests as empty ones.

Questions?

Thank you!

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