

FINANCIAL ASSISTANCE COOPERATION AGREEMENT

The Financial Assistance departments of the Colleges of Contra Costa, in accordance with Board Policy 1013, agree to standardize processes in the following areas in order to serve students more effectively:

1. Information Dissemination

Financial assistance staff will receive cross training on a regular basis with uniform information about Districtwide as well as federal and state financial aid processes.

Consistent, accurate, and timely information about the financial assistance process will be available and communicated to appropriate prospects, applicants, and students Districtwide through outreach efforts.

Scheduled monthly meetings will be held with all college financial assistance leaders to gauge and plan effectiveness of services, set dates and priorities, and communicate current and future department and college practices.

Each college financial assistance leader will communicate results of monthly meetings with department staff and other necessary college or District administration and staff.

When necessary, other District and college staff and administrators will be requested to attend monthly meetings either as information liaisons or to assist in the goal-setting and decision-making process.

The financial assistance offices Districtwide will use Datatel's Communication Management Module to communicate standardized information to students related to verification of eligibility, awarding, satisfactory academic progress, and other financial assistance information.

2. Awarding

To provide consistent awarding, a standard set of Districtwide packaging criteria is defined and will be used in the Datatel automatic award packaging function.

A Districtwide Satisfactory Academic Progress (SAP) process is defined and used consistently at all colleges.

A Districtwide consortium agreement is in place to allow students to move easily between our colleges and receive consistent aid throughout their educational experience with Contra Costa Community College District.

A standard calendar will be used to draw down applications and award students in a timely manner.

3. **Approvals**

Approval Date: June 4, 2002

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