

# **CHANGE ANNOUNCEMENT**

## **STUDENT FINANCIAL AID FORM**

**EFFECTIVE DATE: May 1, 2006**

### **CHANGE**

The Student Financial Aid Report form (SFAR) has been revised. Specifically, Part III of the form (right side) was revised. The section on 'Other Aid Sources' was added. The CALCULATION OF UNMET NEED was reformatted so it included the total of 'Other Aid Sources'. Four boxes were shadowed so they would stand out as those are the boxes used in the calculation of unmet need. Finally, the instructions on the back of the form were revised as needed to explain Part III of the form.

### **VRIS UPDATE**

A sample of the form can be viewed on VRIS under 'Printed and Marketing Materials' - 'Case Service Forms and Worksheets.'

### **TEAM COMMUNICATION**

Begin using the newly revised form immediately. Sandy Ham is sending out a supply of the new forms. All previous forms must be discarded. The changes should be reviewed at a team meeting with all members of the team.

### **LEADERSHIP CONTACT**

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