1. As of August 31, 2011, the Financial Aid Office has processed 4,657 FAFSA’s and awarded 2988 students for the 2011-12 academic year. These numbers represent a 14% and 23%, respectively, increase over the same figures for 2010-11. In order to process student applications, make awards, and certify loan applications in an efficient and effective manner, staff members have been working overtime to meet the needs of the students.

2. The Financial Aid Office supports recruitment and retention efforts to help students in receiving funding to assist them with the cost of classes, books and supplies. In order to increase the number of students receiving aid, the Financial Aid Office began awarding students in February 2011 so that returning students would know their aid package prior to the end of the spring term, and new students could adequately plan for the costs of the first year. In addition, the office tried to process all FAFSA applications and have students awarded within one to two weeks of applying for aid. On August 12, the first day of disbursement for the fall term, the office disbursed over four million in aid to its students which was a 9.5% increase over fall 2010.

3. All UHCC Financial Aid Offices would increase productivity and the number of students receiving aid with additional staff or overtime for current staff members to process the overwhelmingly large numbers of applicants. Increasing the number of students receiving aid would also increase the revenue for each campus.

The strategies for centralization are an attempt to streamline and identify processes that will support all campuses in the future.

4. This proposal supports the Goal 1, Objective 1 of the UH System Strategic Plan in enhancing the quality and efficiency of student service functions. It also supports the Hawaii Community College Strategic Plan Goal A2.2 of promoting student success and graduation rate by increasing the Pell Grant participation rate of eligible students and increasing the total annual amount of Pell Grants disbursed.

5. After any system funding ends, the Financial Aid Office will submit overtime proposals to its VCSA for consideration. The campus has been committed to support overtime pay in the absence of any external aid.
6. The success of this project will be determined in the increased number of awards made, loans certified, Pell grant funds disbursed, loan funds disbursed, and the overall conversion rate of FAFSA applicants to students who receive awards and enroll. All of these data items can be easily reported from Banner and Discoverer reports. By December 2011, the office seeks to have a greater number of FAFSA’s processed and students awarded than for the entire 2010-11 academic year. Further, the office has a goal of exceeding fifty percent for the number of Pell Grant recipients of the students enrolled and exceeding fifty percent for the number of students awarded based upon the number of FAFSA applications.

7. Students who receive aid in a timely manner are able to register, buy books and supplies and successfully compete academically. They are able to attain their degree without having any breaks in enrollment from lack of access to funding.

8. The proposed budget would be $7757 for APT overtime for the next nine months, beginning in October and ending in July, 2012.

Without funding for additional full-time, permanent APT staff members, the Financial Aid Office has strived to meet the demands of increased enrollment and overwhelming numbers of students applying for federal aid. The overtime pay recognizes staff members who go above and beyond with extra hours to ensure that the work is done in a timely manner for student access to Hawaii Community College, and, ultimately, student success.