

Instructions for Workforce Solutions Financial Aid Budget Request Form

New Issue – A Financial Aid Communication System (FACS) request for a commitment of financial aid to a customer who has not been receiving financial aid or has only received short term financial aid totaling \$200 or less in the last 12 months.

Changing Current Commitment – The Financial Aid Payment office has approved a financial aid commitment to the customer. This commitment was approved using the Financial Aid Budget Request Authorization Form.

Continuing Commitment – The career office has made a commitment to pay financial aid or to continue financial aid but has not yet issued vouchers, or other request for payment, for the entire commitment. All continuing commitments must have been reported to the Financial Aid Payment Office.

Budget Authorization Request Forms must be sent on all continuing students, and others with previously approved unpaid commitments, no later than 5 p.m. Monday July 31, 2006.

Career office staff must send the Budget Authorization Form for all customers who have commitments for Workforce Solutions Financial Aid and who have not yet received vouchers by July 31.