

CHAPTER 1

GENERAL STUDENT ELIGIBILITY REQUIREMENTS

This Chapter outlines basic student eligibility requirements for the Iowa Department of Education's Bureau of Iowa College Aid (Iowa College Aid) student financial aid programs. Specific requirements about individual programs and any exceptions to these General Requirements can be found in individual program chapters (see Chapters 4 through 16).

A. ELIGIBLE STUDENTS

To receive state-funded student financial aid in Iowa, students must be:

- Residents of the state of Iowa (as defined in this Chapter), and
- United States citizens or nationals, or
- U.S. permanent residents, other eligible noncitizens, or citizens of the Freely Associated States: the Federated States of Micronesia and the Republics of Palau and the Marshall Islands (as stipulated for Federal Student Aid eligibility).
 - The All Iowa Opportunity Scholarship requires a student to be a US citizen or national or a U.S. permanent resident.

Note: Undocumented students are not eligible for financial aid programs appropriated by the State of Iowa. ¹

These general guidelines are consistent with Federal Department of Education requirements provided in Volume 1, Chapter 2 of the Federal Student Financial Aid Handbook. Other general eligibility requirements, consistent with Title IV federal student aid eligibility, are also applicable to state financial aid eligibility.

In addition, applicants must:

¹ On 2/19/2013, the Iowa Attorneys General Office issued informal advice to Iowa College Aid on the legality of allowing undocumented students access to state-funded student financial aid programs (conclusion shown below).

Homeland Security's implementation of Deferred Action for Childhood Arrivals (DACA) reflects a significant change in policy regarding the enforcement of immigration laws. DACA, however, does not alter the federal government's prohibition on the receipt of state-based aid by individuals who are not qualified aliens, non-immigrants or humanitarian parolees under section 1621. ICSAC continues to be prohibited by federal law from providing state-based aid to undocumented students regardless of their deferred action status.

- Be currently enrolled or planning to enroll in an undergraduate or graduate degree program that is eligible for federal student aid programs authorized under Title IV of the federal Higher Education Act of 1965.
- Complete required application(s).
- Demonstrate financial need, as defined by Iowa College Aid (in Section E of this chapter), for need-based programs.
- For incarcerated recipients state aid can be used for direct costs only, no refund of state aid can be made to the student.

B. APPLICATION - STUDENT AND FAMILY

To be considered for scholarships and grants administered by Iowa College Aid, Iowa students (and their parents when applicable) must complete the Free Application for Federal Student Aid (FAFSA). Applications must be **received** by the Department of Education's FAFSA Processing System (FPS) and the student's Application Receipt Date on the Institutional Student Information Record (ISIR) must be on or before the corresponding state deadline, not simply postmarked on or before the deadline. All

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contributors on the FAFSA (the student, and in some cases the parent) both have to authorize transfer of IRS data in order for the SAI to be calculated and for the student to be eligible for federal and state aid. The following Iowa College Aid programs use the FAFSA as the application:

- Future Ready Iowa Last-Dollar Scholarship
- Iowa Tuition Grant - Not-For-Profit
- Iowa Tuition Grant - Proprietary
- Iowa Vocational Technical Grant
- Kibbie Grant
- Workforce Grant

The following programs require completion of both the Iowa Financial Aid Application (IFAA) and the FAFSA. For a complete list of application deadlines, please refer to the specific Iowa Student Financial Aid Guide Chapter for each program or refer to Appendix D.

- All Iowa Opportunity Scholarship
- Education & Training Voucher Program
- Future Ready Iowa Grant
- Iowa National Guard Service Scholarship
- Workforce Incentive Payment (only IFAA required)

The IFAA is available on the Iowa College Aid website. Students are also given the opportunity to complete the IFAA directly from the FAFSA as long as the student has listed their legal state of residence as Iowa.

Iowa Work-Study applicants are not restricted by FAFSA filing deadlines; however, applicants **must** file FAFSAs and demonstrate need. Students and their families are responsible for giving complete and accurate information and for reporting changes to the need analysis processor and/or college/university officials.

Iowa College Aid encourages students and college/university officials to make all changes and adjustments directly through the FPS. This process can be handled by students updating FAFSA on the web, submitting revised FAFSA Submission Summaries, or by college/university officials submitting updates and/or corrections directly through the FPS.

Iowa College Aid will receive corrections, adjustments, and changes made through the need analysis processor for all Iowa residents. College/university officials must report any changes to student information that affect eligibility for state programs that are not reported through the processor. Iowa College Aid is unable to process revisions provided directly by students to Iowa College Aid.

C. IOWA RESIDENCY

When determining Iowa residency for a given student, the following policies are utilized, although certain exceptions exist (explained below):

- Community Colleges - refer to Iowa Administrative Code chapter 281-21, Iowa Community College Uniform Policy on Student Residency Status.

<https://www.legis.iowa.gov/docs/ACO/IAC/LINC/06-10-2015.Rule.281.21.2.pdf>

*Exception - If the individual qualifies for Iowa resident classification under section in 281–21.2(11)b(5) **only**, that individual is not considered a resident of Iowa for purposes of state-funded student financial aid.*

- Regent Universities/Private Colleges and Universities/Barber and Cosmetology Schools - refer to the Board of Regents policy, Iowa Administrative Code, Chapter 681, Section 1.4.

<https://www.legis.iowa.gov/docs/iac/chapter/11-23-2016.681.1.pdf>

Exception- If the individual qualifies for Iowa resident classification under section in 681–1.4(2)b only, that individual is not considered a resident of Iowa for purposes of state-funded student financial aid.

Generally, if an independent student indicates on the FAFSA that they have lived in Iowa since July 1, 2019, and there is no reason to believe otherwise, the student is considered an Iowa resident for purposes of Iowa College Aid administered scholarships and grants.

If a student comes to Iowa primarily for educational purposes, that student will be considered a nonresident for Iowa College Aid's programs. The burden of proof that the student came to Iowa for reasons other than pursuing an education or that the student has subsequently established Iowa residency falls on the student.

A student's domicile is presumed to be the same as their parent unless the person is independent and establishes a separate domicile.

When determining Iowa residency under the Board of Regents policy, the following guidelines should be considered:

1. Financially dependent students, whose parents move from Iowa after the students enroll in postsecondary education, remain Iowa residents throughout terms of continuous enrollment. Students are continuously enrolled if they maintain enrollment throughout the regular nine-month academic year.

(Students may reside with parents during the summer unless the course of study requires summer enrollment.)

2. If the parents of dependent students move from Iowa while the students are seniors in high school, the students are considered Iowa residents as long as the students do not establish domicile in another state.

3. Individuals who come to Iowa and enroll in any postsecondary education institution for a full or substantially full program are presumed to have come to Iowa primarily for educational purposes and are not considered to be Iowa residents.

4. Former Iowa residents who leave Iowa for periods of less than 12 months and reestablish domiciles in Iowa are considered to be Iowa residents. If the absences are longer than 12 months, students may be considered residents if they reestablish Iowa domiciles and present evidence showing long-term ties to Iowa.

5. Independent students who move to Iowa may be considered Iowa residents at the next registration following 12 consecutive months in Iowa provided the students have

not enrolled as more than half-time students in any academic year term, at any postsecondary institution, are not enrolled for more than 4 credits in a summer or winter term at any postsecondary institution for any classification, and provide evidence of the establishment of an Iowa domicile. The 12 consecutive months need not be the first 12 months students are in Iowa.

6. Continuously enrolled dependent students who are financially dependent upon their parents and whose parents move to Iowa may be considered Iowa residents at the beginning of the next term.

7. Refugees or individuals granted asylum by the government may be considered Iowa residents only if they come directly to Iowa from refugee facilities or ports of debarkation or come to Iowa within a reasonable time and have not established domiciles in other states.

8. Aliens who have immigrant status establish Iowa residency in the same manner as U.S. citizens.

9. American Indians who have origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition with a tribe or nation connected with the state of Iowa may be considered Iowa residents.

10. Individuals who have received a homeless youth determination may be classified as residents.

Additional residency determination examples include, but are not limited to the following:

- If a dependent student's parents are divorced/separated and not living together, use the residency of the parent whose data is provided on the FAFSA.
- If an independent student is enrolled and moves out of state, that student is no longer considered an Iowa resident. However, if the student is in the middle of an enrollment term, they are allowed to keep funding for the remainder of the term.
- If an independent student marries an Iowa resident, moves to Iowa, and enrolls in college, it is suggested that colleges/universities have the student complete the Application for Iowa Resident Classification.

Iowa College Aid staff will review individual student cases through information provided on the Application for Iowa Resident Classification. The Application for Iowa Resident Classification is available in [Appendix E](#) of the Iowa Student Financial Aid

Guide. Once the student completes the application and the financial aid office determines the information is consistent with admissions data received from the student, the financial aid office must sign and submit the electronic application.

For students that are documented Iowa residents but list a state of legal residence on the FAFSA other than Iowa, you must update the State of Legal Residence on the ISIR to Iowa and submit the update to the FPS. The updated ISIR record should be available in ICAPS within two weeks of submitting the update to FPS, and will be available for reporting in ICAPS

NEW For the 2024-2025 academic year, if the student is a documented resident of Hawaii or Alaska, and must remain a resident (due to the Pell Grant calculation using the poverty guideline for the student's family size and state of residence), then you must email a copy of the ISIR via secure email to Iowa College; we will add the student record to ICAPS.

D. ENROLLMENT

The number of enrollment hours required to qualify for assistance varies by program. Information concerning specific enrollment criteria is provided in individual program chapters of this Guide. For all awards, college/university officials must maintain documentation verifying Iowa aid recipients' enrollment status and report the correct enrollment status in ICAPS.

The credit hours used to calculate a state scholarship/grant award can only include courses that fulfill a credit hour requirement under the student's eligible certificate/degree program.

Recipients of state scholarships/grants can only retain awards corresponding to credit hours for courses that are attended in a term of enrollment. If the student does not attend the course, the state scholarship/grant award must be recalculated.

Consortium Agreements

When a student is enrolled for a term via a consortium agreement state aid can be used toward the cost of attendance when:

- The student is enrolled at an eligible home institution in Iowa.
- The home institution awards financial aid and reports enrollment and state aid disbursements in ICAPS.
- All courses included in the enrollment status used to calculate state aid eligibility meet credit requirements within the student's program of study.

- The student pays tuition for the consortium courses at the home institution.
- The host institution participates in the same state aid program(s) for which the home institution wants to award the student.

Study Abroad

Students studying abroad can be eligible for state aid payments to offset the cost of attendance when:

- The student is enrolled at an eligible home institution in Iowa.
- The home institution awards financial aid and reports enrollment and state aid disbursements in ICAPS.
- All courses included in the enrollment status used to calculate state aid eligibility meet credit requirements within the student's program of study.
- The student pays tuition for the study abroad program at the home institution.

In the event the student is studying abroad via a consortium agreement, utilize the Study Abroad guidance.

E. DETERMINATION OF NEED

Iowa financial need is defined as the difference between the student's cost of education and the student's ability to pay those costs (the calculated Student Aid Index (SAI) as determined by the FPS using the information provided on the FAFSA). In most cases, students must meet the SAI criteria for state program eligibility, in addition to establishing financial need, in order to qualify for state need-based aid.

Determining financial need: $\text{COA} - 9\text{-month SAI} = \text{financial need}$

Students can receive state need-based aid as long as it, in conjunction with other forms of need-based aid received, does not exceed the student's calculated financial need.

Students can receive state aid that is not based on financial need as long as all sources of aid received do not exceed the COA.

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Federal veteran's education benefits, foster care benefits received under Title IV, Part E, of the Social Security Act; and emergency financial assistance that is excluded from other financial assistance (OFA) in the calculation of federal student aid will be excluded from OFA when calculating state financial aid programs administered by the Iowa College Aid, except where otherwise indicated (ex. ETV is required to be applied in the calculation of a Last-Dollar

Scholarship). Also, the Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, allows institutions of higher learning to enter into agreements with the Department of Veterans Affairs (VA) to fund tuition expenses that exceed the highest in-state public undergraduate tuition rate covered under the Post-9/11 GI Bill. Colleges/universities that volunteer to participate in the Yellow Ribbon Program must provide institutional contributions to eligible students. Institutional contributions provided by a participating college/university should not include state financial aid funding administered by Iowa College Aid.

In accordance with Iowa Code Chapter 12D.7, students, parents, and college/university officials may request that an SAI be recalculated by Iowa College Aid if the student or family was required by the federal Department of Education to include information about an Iowa 529 plan on the FAFSA. Iowa 529 plan proceeds are not to be included when determining eligibility for state-funded aid. College/University officials may request an SAI recalculation based on a 529 plan by emailing grants@iowacollegeaid.gov.

F. PROFESSIONAL JUDGEMENT

College/university officials must use sound judgment and detailed documentation when reviewing special cases for possible adjustments to the SAI, especially when judgments affect Iowa aid eligibility. College/university officials should use the Federal Department of Education's guidance on use of Professional Judgment found in The Federal Student Aid Handbook.

G. PROJECTED INCOME

College/university officials may use projected income to determine an applicant's eligibility for state-funded student financial aid awards. One disbursement of state-funded student financial aid may be made prior to verifying actual income as long as college/university officials have no reason to believe application information is inaccurate.

When projected income (income in the year the student begins school) is used, college/university officials must collect and review income documents and use new documented income to recalculate student SAIs and verify student eligibility. New SAIs must be calculated based on the actual base year income and must be completely documented in student files.

If a student is found to be ineligible for Iowa aid based on information collected and the new SAI calculation, college/university officials must provide updated student

disbursement information in ICAPS. Iowa College Aid administered scholarships and grants must be returned to Iowa College Aid, and future awards for the student must be made based on final SAI calculations.

H. RESTRICTIONS

1. Defaulted Loans & Overpayment

Students receiving state-funded student financial aid must not be in default on Federal Family Education Loans, Federal Direct Student Loans, Perkins/National Direct/National Defense Student Loans or any other federal student loans, or owe repayment (or be in overpayment status) on any Title IV assistance or state awards (this includes exceeding NSLDS loan limits).

After loan defaults/overpayments have been resolved, college/university officials may provide Iowa financial aid awards. Documentation of resolved loan

defaults/overpayments must be maintained in student files. If the student's  information in NSLDS or on the ISIR shows no federal student loans in a default status, or if the institution receives a default clearance letter, regardless of their participation in Fresh Start, that student may qualify for state scholarships and grants.

If an initial disbursement of state aid is made to the student and a subsequent ISIR is received with a default/overpayment flag, the student can keep the initial disbursement that was made prior to the school being notified of the default, but all future state aid payments must be canceled until the default/overpayment is resolved.

2. Satisfactory Academic Progress

Students must be making Satisfactory Academic Progress (SAP) as defined by college/university standards. Students not meeting the college/university's SAP policies may not receive state financial aid. Retroactive awards cannot be made when students achieve SAP standing.

3. Ineligible Course Work

The repeat coursework policy for state financial aid mirrors the Federal Student Aid policy. If a student is retaking coursework and qualifies for Federal Student Aid for

that coursework, the student also qualifies for most state aid, exceptions are noted below.

Iowa Code under the Iowa Vocational Technical Tuition Grant, Kibbie Grant, and for-profit Iowa Tuition Grant at barber and cosmetology schools specifies that in certain situations, colleges cannot pay a student for repeated coursework. Those stipulations are clarified below:

“A qualified full-time student may receive...tuition grants for not more than four semesters or the trimester or quarter equivalent of two full years of study...if a student resumes study after at least a two-year absence, the student may again be eligible for the specified amount of time, except that the student shall not receive assistance for courses for which credit was previously received.”

The definition of ‘courses for which credit was previously received’ is a completed course for which a college awarded credit (for example, a passing grade).

Students also may not apply state funds toward courses to be completed through life experience credit, credit by examination, consortium course work delivered by non-HLC-accredited institutions, or correspondence study.

I. APPEALS

Students may appeal Iowa College Aid rules by providing a written explanation of the issue and related circumstances to grants@iowacollegeaid.gov. Program Administration staff will use the procedures outlined in Iowa College Aid's appeal process found in Iowa Administrative Code (see Appendix C).