



***2003 SASFAA Summer
New Aid Officers Workshop***

**Furman University
Greenville, SC
June 15-20, 2003**





SASFAA NAOW Committee and Faculty

Purpose

The SASFAA Summer Workshop is an intense professional development activity designed to provide a working knowledge of the federal financial aid programs, as well as an understanding of the laws and regulations that govern these programs. The curriculum will take the student from A-Z through the basics of financial aid.

Intended Audience

The workshop is intended for new financial aid administrators with less than three years of experience in the field of financial aid. Other individuals whose professional responsibilities include significant contact with the financial aid process are welcome to attend the workshop on a space-available basis. Check with the SASFAA Vice President for Professional Advancement - Ellen Green - about available space.

Format of Workshop

A carefully selected faculty of experienced aid officers, selected from the SASFAA states and representing diverse institutions, will conduct the class sessions. The instructors will teach in teams of two and work with the same class of participants throughout the week. New aid administrators will be grouped according to experience level, so that the pace of instruction will be appropriate for each class. Lectures, interactive instruction and case studies will be used throughout the week. The faculty will be on site for the entire week, providing opportunities for ample interaction outside the classroom.

Curriculum

Topics to be covered include:

Application Process	SAR/ISIR	Student Eligibility
Federal Methodology	Federal Title IV Programs	IRS Forms
Verification	Record Keeping	Cost of Attendance
Packaging	Professional Judgment	Cash Management
Sat. Academic Progress	Loan Certification Issues	Legislative Process
Debt Management	EDE Overview	Customer Service
FERPA and Consumer Info	High School Nights	Annual Reports
Program Reviews	Audits	

Location and Dates

The workshop will be held on the beautifully wooded campus of Furman University in Greenville, South Carolina. Classes will be conducted in state-of-the-art classrooms that contain pcs, projectors, and other equipment. All workshop participants will stay at the North Village Apartments on campus (view the campus www.engagefurman.com/tour). Participants should plan to arrive no later than 1:00 p.m. on Sunday, June 15, 2003 to check-in and take care of on-site registration activities. Check-in and on-site registration will be from 9:00 a.m. to 2:45 p.m. on Sunday, June 15, 2003. This first class begins at 3:00 p.m. on Sunday, June 15, 2003. The workshop concludes at 12:00 p.m. on Friday, June 20, 2003. Participants may arrive on Saturday, June 14, 2003. Check-in and on-site registration will be available from 12:00 p.m. to 4:00 p.m., Saturday, June 14, 2003. There is an additional charge if you arrive on Saturday. Please make your travel arrangements to allow you to arrive before the workshop begins on Sunday afternoon and for you to attend all of Friday morning's activities.

Cost

Registration fee for the workshop is \$650, if postmarked by June 2, 2003 and \$700 if postmarked after June 2, 2003. The registration fee includes all instructional materials, meals, housing and your 2003-04 SASFAA membership (\$25). A limited number of commuter registrations may be available pending approval of the Treasurer. The commuter registration fee is \$500, if postmarked by June 2, 2003 and \$550 if postmarked after June 2, 2003. A minimum non-refundable (but transferable) deposit of \$100 must accompany the registration form. Early arrivals – those participants arriving on Saturday, June 14, 2003 will be charged an additional \$30 fee to cover the additional night's lodging.

Housing

Housing is provided in apartments – North Village Apartments – located on

Furman's campus. Each apartment should have four bedrooms (single occupancy in each bedroom), two bathrooms, a kitchen/living room area, and balcony/patio. Basic furniture – bed, dresser, desk, sofa, chairs – and appliances – stove, sink, refrigerator - are provided. Linens are provided (one pillowcase, two sheets, one pillow, one blanket, facecloths, towels per person). The apartments do not have televisions.

All rooms are air-conditioned. Phones are located in public areas. There are phone jacks in the apartments and you will be assigned a number if you bring a telephone with you (to call long-distance, you will need to bring a phone card). You will be issued two keys – one for the apartment and one for your bedroom. If you lose a key, you must pay a \$25 key replacement charge.

Furman University recreational facilities include indoor/outdoor tennis courts, an 18 hole golf course, indoor swimming pool, athletic fields, and walking, jogging, and fitness trails. Fees are charged for the use of some facilities.

Food

The following meals will be provided to participants:

Sunday	June 15, 2003	Dinner (Picnic)
Monday	June 16, 2003	Breakfast Lunch Dinner
Tuesday	June 17, 2003	Breakfast Lunch Dinner
Wednesday	June 18, 2003	Breakfast Lunch (Dinner on your own)
Thursday	June 19, 2003	Breakfast Lunch Dinner (Banquet)
Friday	June 20, 2003	Breakfast (Buffet)

Special Activities

We will begin the week with a picnic and the traditional "SASFAA Olympics" (Sunday, June 15, 2003). We will also have a games night at the University Center, with bingo, movies, various board and card games, billiards, etc. We will celebrate the week with a banquet and dance on Thursday evening,

June 19, 2003.

Travel

Furman University is located approximately 30 minutes from Greenville-Spartanbu International Airport. Major air carriers serve the airport. All registrants must provide information to Ellen Green (egreen@csuniv.edu) about arrival plans, i.e., flight arrival time, car, bus, etc.

Registration Form

[Registration Form in Word](#)

[Registration Form in pdf](#)

Complete the SASFAA Summer 2003 New Aid Officers Workshop Registration Form. Because payment must accompany the form (either payment in full or a \$100 non-refundable deposit), you should print the form, complete it, and mail it to SASFAA Treasurer – Sonja McMullen – at the address listed on the form.

Professional Advancement Committee and Workshop Staff

Committee Members and Workshop Faculty:

Ron Anderson	University of Florida
Brad Barnett	James Madison University
Zita Barree	Virginia Commonwealth University
Patty Bolyard	Gardner-Webb University
Wendy Hutchins	Millsaps College
David Mohning	Vanderbilt University
Sandra Neel	University of Louisville
Kelvin Nichols	University of Mississippi
Chip Quisenberry	Enterprise State Junior College
Thelma Ross	Clark Atlanta University
Glenn Shumpert	University of South Carolina - Aiken
Carolyn Sparks	Spartanburg Methodist
Tolly Tolleson	University of North Carolina - Greensboro

For more information, contact:

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