

SECTION: 4.0 ADMINISTRATION

SUBJECT: DIRECT LOAN RECONCILIATION COMPLIANCE

Title: Direct Loan Reconciliation Compliance

Point of Contact: Vice President for Finance & Administration

Other LCSC offices directly involved with implementation of this policy or significantly affected by the policy: Vice President for Student Affairs, Financial Aid, Office of the Controller

Date of Approval by LCSC authority: June 12, 2017

Date of State Board Approval: N/A

Date of Most Recent Review: July, 2022

Summary of Major Changes incorporated in this revision to the policy: Format changes using LC State style guide

Policy

Lewis-Clark State College (LC State) participates in the Direct Loan Program and is therefore required under 34 CFR 685.300(b)(5) to prepare monthly & year-end reconciliations of funds received (from the G5 system) to pay its students with the actual disbursement records it has submitted to the Common Origination and Disbursement (COD) system.

- A. Formal monthly & year-end reconciliations will be prepared and independently reviewed for accuracy.
- B. The reconciliation and supporting documentation will be retained in accordance with LC State record retention requirements.