

## CHAPTER 8 NEED ANALYSIS

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

8.1

### PRINCIPLES OF NEED ANALYSIS OUR PROCEDURES

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#### GENERAL SYSTEM RULES OF NEED ANALYSIS

- ISIRs are loaded into the system with calculated EFC information from CPS.
- If an ISIR file has not loaded with a calculated EFC for any reason, the file is placed in a tracking group through system rules that reflect either missing signatures or C code issues.
- Files with no EFC calculation due to C code issues are reviewed by FAO staff.
- In the file review process, all information on file for the student is checked for consistency or potential error. Common C code items reviewed on the ISIR include:
  - a. Unconfirmed Selective Service match;
  - b. Unconfirmed INS match;
  - c. Unmatched Social Security Number;
  - d. Loan default match;
  - e. Loan or grant overpayment
  - f. Drug conviction match;
- If a C code mismatch is corrected with appropriate documentation, the file is moved to a good tracking group and the needs analysis job is run in the system to calculate the corresponding EFC.
- If an ISIR file has been selected for tax verification or review request, appropriate adjustments are made to the EDE record and a revised EFC calculation is run through the system. Changes are sent electronically to CPS to generate a new FM EFC that can be loaded and matched to the EFC that we re-calculated through the system adjustments.

8.2

### COST OF ATTENDANCE (COA) OUR Policy and PROCEDURES

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#### METHOD OF DEVELOPMENT

- To determine standard amounts used for different cost components, we use figures provided by CSAC as guidance in setting the indirect costs. We use actual school costs for tuition and fees.
- Budgets are loaded into Banner. System automatically assigns budget based on FAFSA answers – Specialists review based on criteria below:

#### BUDGET CODES FOR BANNER

- REHOME – Resident, Living at Home
- REAWAY – Resident, Living Away from Home
- OTHOME – Out of State, Living at Home
- OTAWAY – Out of State, Living Away from Home

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### 2018-19 IVC BUDGETS

	Fees*	Books/ Supplies	Food/ Housing	Trans	Pers/Exp	Total
REHOME	1330	1971	6786	1134	3564	14785
REAWAY	1330	1971	15084	1278	3996	23659
OTHOME	8358	1971	6786	1134	3564	21813
OTAWAY	8358	1971	15804	1278	3996	31407

\*Fees for Full-Time students (based on 14.0 units per term) include:

- \$46 per unit enrollment fees
- \$251 per unit out-of-state tuition, plus
- Health Services and Student Representation Fees.

**NOTE:** Less than 1/2 time COA: limited to fees, books/supplies, transportation and limited allowance for room and board for up to 3 consecutive semesters.

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8.3

### EXPECTED FAMILY CONTRIBUTION (EFC) FORMULAS OUR PROCEDURES

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#### PARENTAL CONTRIBUTION

- **Resource for Dependents.** Based upon a review by the federal need analysis system, the determined amount of parental contribution will be counted as a resource for all dependent students; total amount is divided by number of dependents in college.
- **Modification of Contribution.** Adjustments may be made only by adjusting data elements used in the EFC calculation, not by adjusting the methodology or the EFC figure. Such action must be documented. **EXAMPLES:** Parent may have lost job, incurred excessive medical expenses, become disabled.

#### ALTERNATE EFC

- **Adjustment to Contribution for Periods Other Than Nine Months.** For dependent students, the parents' contribution continues to be adjusted, up or down, based on the number of months of enrollment. The formula for making this adjustment appears in the Department of Education publication *The EFC Formula*, which is now incorporated into the *Federal Student Financial Aid Handbook*.
- **Proration.** For both independent and dependent students, the EFC is prorated down for periods of enrollment that are less than 9 months. For periods, greater than 9 months, the 9-month EFC is used.
- **Separating Income:** When separating income, a straight percentage calculation will be done using the Proportional Distribution Method: calculate what percentage of the joint Adjusted Gross Income (AGI) was attributed to the student (or parent) and then assess the joint Taxes Paid and the joint Earned Income Credit by the same.