

Vernon College

Assessment Activity/Report Communication Form

Title: Department of Education Independent Audit Date of completion: Dec 16, 2010

Please circle: Assessment Activity Report Both

Highlights of data: We received an unqualified audit with one material weakness identified. Institutions are required to ensure that student loan recipients complete exit counseling upon dropping below half-time status. If the student does not complete exit counseling, the college must notify the student of the requirement to do so. Of the 50 students files sampled for testing that were subject to exit counseling requirements, 12 included no documentation that the student completed exit counseling or that the college notified the student of the requirement to do so. Exit materials were mailed within the timeframe specified in the regulations to each student who failed to complete the requirement before ceasing to be enrolled at least half-time. This is evidenced by the completion of exit counseling by several students after their status change. After discovering that documentation verifying exit materials were sent was not contained in some student's files, the FAO mailed the appropriate letters and materials again to identified students. This finding was the result of exit letters not being scanned into our document imaging system prior to being mailed. We have implemented new procedures to ensure that this documentation is retained in all student files.

Use of data: A school that participates in any federal student aid (FSA) program, must have an independent auditor conduct an annual audit of the school's compliance with the laws and regulations that are applicable to the FSA programs in which the school participates and an audit of the school's financial statements. Audits are conducted to identify compliance problems at the school and identify corrective actions. If a school is cited in an audit for improperly disbursing FSA program funds, the school must restore those funds as appropriate. If a school is cited in an audit for other serious program violations, the school may be subject to corrective action and sanctions, such as fines, emergency action, or limitation, suspension, or termination from the FSA programs.

Where the report can be found: Financial Aid Office

Submitted by: Melissa Elliott
(responsible party)

Date: December 15, 2010

Received by Office of Institutional Effectiveness: 12.15.10

Presented to College Effectiveness Committee: December 2010, via Blackboard