# Prior-Prior Year Implementation Reference Guide

## for Tuition Exchange school partners
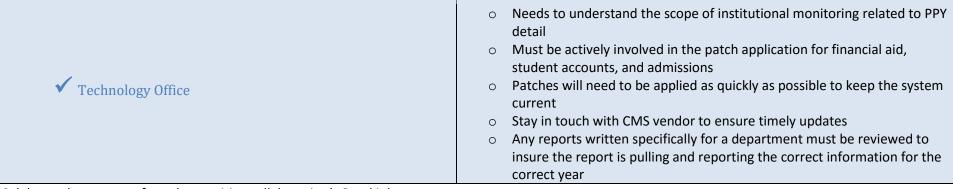
| | |
|---|---|
| **1 Determine Tasks** | This section describes typical school partner activities on Prior-Prior Year (PPY) Implementation.<br><br>**Considerations:** The implementation of PPY affects many institutional players. Each institutional office will appoint one member of their staff to assist with the overall implementation and success of the project |
| ✔ Team member appointment | • Financial Aid Office<br>• Enrollment Services Office<br>• Admissions Office<br>• Student Retention Office<br>• Business Office<br>• Human Resources Office<br>• Institutional Technology Office |
| ✔ Determine Team chair | • Who from the Team will chair this project |
| ✔ Determine meeting time and place | |

| | |
|---|---|
| ✔ Meeting 1 | ☐ Confirm all team members understand the scope of PPY as it affects each Team member's office<br>☐ Review the variety of documents available regarding PPY. Tuition Exchange has a host of documents available for review and consideration.<br>☐ Determine if the school is modifying any or all of the current admissions and new student awarding practices. Tuition Exchange encourages schools to check out your peer and aspirant schools.<br>☐ Assign each office the task of collecting consumer information related to applying for admission and financial aid distributed by the school or on the website |
| | |
| 2  Manage Tasks | It is important to create and manage a timeline. This enables the school to be well prepared for questions from families. Remember continuing students will need to understand that even though they apply in October, their financial aid renewal depends on their continued academic success and satisfactory progress. |

| | |
|---|---|
| ✓ Meeting 2 | ☐ Confirmation of changes, if any, to the school priority deadlines for student aid applications<br>☐ Review the Admissions action plans regarding early decision, if applicable, or regular decision-making<br>    o Remember, schools will have significant institutional grant dollars tied up for a longer period of time<br>☐ Share that student aid budget over-runs for year 1 may occur. Seek confirmation that this over-run will not harm the team's reputation<br>    o Assure all that every effort will be made to conserve funds<br>☐ Review the Financial Aid action plans regarding FAFSA results and sharing of early data markers with the team<br>☐ Ask for names of employees with potential high school juniors and seniors so that tuition remission and exchange information can be shared effectively<br>☐ Review all tuition remission and exchange policies to ensure conformity with changes related to PPY |
| ✓ Meeting 3 | ☐ Be sure to take the time to review all institutional internal and external communication documents with team members to confirm the language is correct<br>    o Update where and as necessary<br>☐ Create an education sub-group to find and modify information to share with faculty and staff<br>☐ Determine the best avenue to share PPY information<br>    o Faculty Meeting<br>    o Intranet pod-cast<br>    o FAQ<br>    o Individual staff meeting<br>    o Coaches meeting<br>    o Student newspaper/radio station<br>    o Don't forget parents and students<br>☐ Don't forget your high school counselors and other friends of the school who help with recruitment efforts |

| | |
|---|---|
| **3** Manage Time and Resources | Now that the team understands the issues surrounding PPY, it is time to create the timeline and resource center. |
| ✓ View resource information options | o Where can I find the best information about PPY?<br>o Where can I direct others for dependable information on PPY?<br> ▪ www.NASFAA.org<br> ▪ www.NACACNet.org<br> ▪ www.Collegeboard.com<br> ▪ www.Tuitionexchange.org<br> ▪ www.collegeaccess.org<br>o What is the best rollout of this important information?<br> ▪ Is there a way to make it fun and educational?<br> ▪ What areas on campus need additional explanations?<br> • Think Student Success Centers<br> • Trio program coordinators |
| **4** Implement Action | Now that the players are identified, the communication pieces reviewed, policies confirmed and possibly updated, it is time for action |

| | |
|---|---|
| ✔ Admissions, Enrollment Management, Student Retention, Tuition Exchange Officer | o Applications updated to reflect earlier applications?<br>o All marketing materials updated to reflect PPY issues<br>o Academic documents, transcripts and standardized test scores, monitored for appropriateness<br>o Tracking in place to request and review either 7 semester or final transcripts<br>    o Review your admission standards do you require a final high school transcript?<br>o When and how will you determine and announce scholarship winners?<br>o Will there be a change in your co-curricular recruiting timelines, signing announcements?<br>o What about campus visit days?<br>o NACAC member?  May 1 is still the national deposit date |
| ✔ Financial Aid | o If you have a separate Financial Aid application, is it updated to reflect appropriate terms/semesters?<br>o Do you know if your FAM system vendor is working on having the FA year patches available in October?<br>o How does the information between FA and Admissions connect?<br>    o If by year, is the system able to recognize the correct application for the right academic year?<br>o It is possible you will continue to receive current year FAFSA applications; how will you keep them separate and provide enrollment data and markers to Enrollment Management for new year applicants only?<br>o When will you determine your Cost of Attendance budget?<br>o Will you have future tuition costs confirmed in October?<br>o What about room and board costs?<br>o If the school is constantly adding new sites and/or programs how will you monitor that issue?<br>o Consumer Information reports<br>    o Peterson's Guide, US News and World Report, etc. requests<br>    o Get these automated now there is no more downtime in financial aid<br>o Awarding practices and guidelines developed earlier<br>o Budgets for scholarships, co-curricular, grant-in-aid, unfunded awards, and endowment all need to be reviewed and potentially determined earlier |

| | |
|---|---|
| ✓ Technology Office | o  Needs to understand the scope of institutional monitoring related to PPY detail<br>o  Must be actively involved in the patch application for financial aid, student accounts, and admissions<br>o  Patches will need to be applied as quickly as possible to keep the system current<br>o  Stay in touch with CMS vendor to ensure timely updates<br>o  Any reports written specifically for a department must be reviewed to insure the report is pulling and reporting the correct information for the correct year |

Celebrate the success of another positive collaboration!  Good job…

This document may be shared provided credit is acknowledged as originating with Tuition Exchange, Inc.

Tuition Exchange, Inc does not guaranty the accuracy of this document, it is intended to be used as a template/guide

03.03.2016