Internal Audit
Entrance Meeting Agenda
Financial Aid Audit
May 16, 2013

- Introductions
- Meeting Objective
  - Review and agree scope and timing for audit activity.
- Audit Objective
  The overall objective of this review will be to opine of whether the University of West Georgia is adequately administering financial aid programs in compliance with 34 CFR 668.16 guidelines and other financial guidance.
  Specific areas of review will include:
  - Management and staffing levels
  - Cohort default rates
  - Program Participation Agreement
  - Selective Service enrollment aspects
  - Process to verify accuracy of FAFSA data
  - Satisfactory Academic Progress requirements
  - Return of Title IV funds
  - BPM section 10.1.1 regarding granting of credit and management of receivables
  - Records retention policies and practices
  - 3rd party servicer agreements
- Audit Scope
  Scope of the audit will vary based on the element under review.
- Tentative Audit Schedule
  To be discussed.
- Progress Reporting
  - We will communicate to you the observations and recommendations as they are identified during the course of audit.
  - Any issue identified during the audit will be factually verified before the closing meeting.
- Document/Information Request
  - Department organization chart or listing of personnel, primary duties and reporting lines.
  - Reports from any State or DOE audits conducted during the previous 5 years.
  - Copy of the UWG Title IV Program Participation Agreement.
  - Departmental policies or procedures documentation (if not published and available at westga.edu)
  - Listing and contract copy for any 3rd party servicer
  - Listing of record storage locations (if remotely or virtually located).
  - Enrollment statistics over the last 3 fiscal years (2011, 2012 and 2013)
  - Copies of documentation supporting any Satisfactory Academic Progress reviews or calculations completed over the prior 3 fiscal years.