



“To offer quality professional trainings in healthcare, it & business related disciplines”

Policy for Use of Required Electronic Processes

Purpose

This policy ensures that CTK Healthcare & Career Institute complies with the U.S. Department of Education’s requirement to use all designated electronic systems for administering Title IV financial aid programs effectively and securely.

a. Required Electronic Systems Used by CTK

CTK uses all the following Department-mandated systems for Title IV processing:

A. FSA Systems and Portals

- **CPS (Central Processing System)** – to receive and process FAFSA/ISIR data.
- **COD (Common Origination and Disbursement)** – to originate and report Pell Grants and Direct Loans.
- **NSLDS (National Student Loan Data System)** – for monitoring student aid history, defaults, and overpayments.
- **G5 (Grants Management System)** – to request, track, and manage federal cash drawdowns and fund reconciliation.
- **eZ-Audit** – for electronic submission of financial and compliance audits.
- **E-App (Electronic Application)** – to report institutional changes and maintain eligibility.
- **SAIG (Student Aid Internet Gateway)** – to securely transmit data to and from ED systems.

b. Institutional Access and Security

- CTK ensures **only authorized personnel** have access to FSA systems.
- Each user is assigned a **FSA User ID** with appropriate role-based access.
- Users must complete **annual FSA training and certification** for continued access.

c. Data Security and Integrity

- All transmissions occur through **secure Department-approved channels** (e.g., SAIG).
- Student records and ISIRs are stored in compliance with **FERPA** and federal data protection standards.
- Audit logs are maintained for user activity and data transmission.

d. Internal Training and Oversight

- All Financial Aid and Business Office staff are trained on how to:
 - Use FSA electronic systems,
 - Comply with reporting deadlines,
 - Monitor error reports and reject codes.
- The **Financial Aid Director** oversees compliance and ensures staff complete necessary **system-specific training**.

e. Monitoring and Updates

- CTK monitors Department of Education communications (FSA Handbook, Electronic Announcements, IFAP updates) to remain current with all electronic requirements and system changes.
- Systems and procedures are reviewed annually to ensure ongoing compliance.