



Oklahoma Association of Student Financial Aid Administrators  
Fall 2001 Decentralized Training

***Policies and Procedures 2001: An Aid Odyssey***

**November 15, 2001**

Tom Steed Center, Rose State College

NASFAA's Fall 2001 Workshop Series, which is sponsored in Oklahoma by SWASFAA, shows how to create and maintain a policies and procedures manual that meets staff needs for the proper administration of student financial aid in an electronic age. The workshop is designed for new and experienced aid professionals responsible for creating, implementing, and/or evaluating policies and procedures.

**WHAT YOU WILL LEARN:**

- The role and importance of financial aid policies and procedures in an environment that is increasingly electronic;
- Issues involved in developing and maintaining a P & P manual;
- Various required and optional pieces that make up a P & P manual;
- The importance of constant review and evaluation in building and maintaining a P & P manual;
- How to establish collaborative, team approaches to developing and maintaining a P & P manual.

**TRAINING MATERIALS (\$45 PER SET) WILL CONTAIN:**

- P & P Manual Template on diskette
- P & P Regulatory Resources Guide
- P & P Development Tools
- P & P Manual Formatting Tools
- Guidance on reading and interpreting regulation and statute

Registration: 8am – 9am  
Program begins at 9am and concludes about 3:30 pm  
(Lunch on your own)  
Workshop Fee: \$15 per person  
Workshop Materials (optional): \$45 per set



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### Registration Form

If you plan to attend the workshop, you should pay the \$15.00 registration fee.  
If you would also like the workshop materials, you should also include \$45.00.

**Name:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

_____	Registration	\$15.00
_____	Workshop Materials	\$45.00
	<b>TOTAL</b>	<b>\$ _____</b>

You may pay in advance or “at the door.”

Registration should be submitted by **November 2, 2001** to:

Cheryl Rasmussen  
C/O Great Plains AVTS  
4500 West Lee Blvd.  
Lawton, OK 73505  
FAX: 580-250-5677