

7.10

Financial aid programs utilizing public and/or private funds are capably administered and accurately documented.

Exhibit 7.10.1 — Annual Financial Audit Report Excerpt (p. 9)



The tuition and fees allowance of \$613,095 and \$674,736 for fiscal years 2024 and 2023, respectively, represent tuition and fees paid by federal financial aid, federal and state grants, scholarships, fee waivers, and the employer services Custom Fit program. Generally, the allowance varies from year to year due to the number of students receiving Pell Grants and scholarships, their program costs, disbursements for living expenses, and the amount of sponsorship funds available to sponsors such as the Department of Workforce Services and the Utah Department of Vocational Rehabilitation. The decrease between fiscal years 2023 and 2024, however, was mostly due to a decrease in Educational Reengagement Scholarships of \$139,498, and a decrease in Custom Fit training provided by employers of \$42,712. There was an offsetting increase to Donor scholarships of \$71,861, an increase in awards through Learn & Work of \$14,089, an increase in Utah Works awards of \$12,185, and an increase to net PELL grants of \$12,903.

Source: [2024 Annual Financial Audit Report](#)

Exhibit 7.10.2 — Financial Aid Policy

SOUTHWEST TECH
SOUTHWEST TECHNICAL COLLEGE

Student Services
Financial Aid Policy

Effective Date: March 3, 2023

Approved Revision Date: March 2, 2023

Southwest Technical College, OPEID 04054300

1. Purpose

To outline the policies and procedures with regard to Federal Student Aid and other financial aid funds at Southwest Technical College (Southwest Tech or the College).

2. Administrative Capability

2.1. Southwest Tech administers the Title IV, HEA programs in accordance with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to the Title IV of the HEA¹. Southwest Tech:

- Maintains adequate number of qualified persons to administer the Title IV programs².
- Maintains checks and balances in its system of internal controls, and divides the functions of authorizing payments and disbursing or delivering funds so that no office has responsibility for both functions³.
- Applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory academic progress⁴, in accordance with regulations⁵.

Source: [Financial Aid Policy](#)

Exhibit 7.10.3 — Department of Veterans Affairs Audit



DEPARTMENT OF VETERAN AFFAIRS
Veterans Benefits Administration
Education Service
Washington, D.C. 20420

February 12, 2025

James Mullenax
Director of Student Services
Southwest Technical College
757 West 800 South
Cedar City, UT 84720

Facility Code: 1-5-0009-44

Dear James Mullenax:

A compliance survey was recently conducted on December 13, 2024 at your institution. Thank you for the kindness and cooperation you extended to me during the survey process. Attached you will find the narrative report of the survey findings, including any discrepancies found during the visit. This attachment will provide more specific information concerning the individual discrepancies.

If you have questions or require assistance with any VA regulations or requirements, please contact the Education Liaison Representative for your state by email at Compliance_Liaison@va.gov or contact the Education Hotline at 888-GIBILL-1 (888-442-4551), or [Ask VA](#).

Sincerely,

A handwritten signature in black ink, appearing to read "Tuan Chau".

Education Compliance Survey Specialist - Contractor
Saint George Consulting
+1 202-680-3261
Tuan.chau@saintgeorgeconsulting.com
Tuan.chau@va.gov

Enclosure: Narrative Report

Source: [VA Audit 2024](#)

STANDARD 7—FINANCIAL RESOURCES (EXHIBITS)

Exhibit 7.10.4 — Monthly Financial Aid Account Reconciliation Sample

Southwest Technical College Title IV Reconciliation

Fiscal Year Being Reconciled: FY25

COD, Financial Aid Office Records, and Fiscal Office Records match as of: 1/17/25.



Financial Aid Counselor
Financial Aid Administrator
Fiscal Office Administrator

U.S. Department of Education - EDCAPS G5
G5 - External Award Activity History Detail Report
As of Fri Jan 17 10:37:12 EST 2025

Parameters Entered: PR/Award No: P063P245928 Start Date: 01/2024 End Date: 01/2025

Award No.	P063P245928
Recipient Reference No.	24-25 STECH PELL
Net Draws	-\$489,963.00
Last Date To Draw Funds	2030-09-30
Net Authorizations	\$489,963.00
Total Draws	-\$501,943.00
Total Refunds	\$11,980.00
Total Returns	\$0.00
Net Adjustments	\$0.00

Snapshot of COD as of 1/17/25

Totals						
Date of Transaction	1/17/2025	1/13/2025	12/17/2024	12/16/2024	11/19/2024	
Time	11:16:47 AM	3:02:28 PM	9:51:27 AM	10:11:43 AM	9:42:39 AM	
GAPS Debit Date	1/17/2025		12/17/2024		11/19/2024	
Drawdowns/Payments	\$501,943.00	\$118,962.00		\$21,651.00		\$71,591.00
Drawdown Adjustments	\$0.00					
Refunds of Cash	(\$11,980.00)		(\$1,055.00)		(\$932.00)	
Returns of Cash	\$0.00					
Drawdown Offsets	\$0.00					
Days Since Net Draws Increase	0		31		59	
Days Left For On-time Reporting						
Unsubstantiated Cash Begin Date						
Payment Control Number	2025011686423		2024121647531		2024111806127	
Net Accepted & Posted Disbursements Applied	\$489,963.00	\$118,962.00		\$20,596.00		\$71,591.00
% of Net Accepted & Posted Disb. Applied to Net Draws	100.00%					
Cash > Net Accepted & Posted Disbursements	\$0.00					
% of Cash > Net Accepted & Posted Disbursements	0.00%					
Source System	GAPS	GAPS	GAPS	GAPS	GAPS	

Last Name	First Name	PP1 Dibb. \$	PP1 R2T4	Date	Crdts	PP2 Dibb. \$	PP2 R2T4	Date	Crdts	PP3 Dibb. \$	PP3 R2T4	Date	Crdts	PP4 Dibb. \$	PP4 R2T4	Date	Crdts	YTD
\$0.00		\$0.00		10/19/2024		\$0.00		10/19/2024	13	\$1,923.00		0/17/2024	7	\$0.00		10/19/2024	0	\$ 1,023.00
\$2,519.00		\$0.00		10/16/2024	8.5	\$0.00		10/19/2024	8.5	\$0.00		10/19/2024	0	\$0.00		10/19/2024	0	\$ 2,619.00
\$2,519.00		\$0.00		8/20/2024	8.5	\$2,619.00		11/19/2024	8.5	\$0.00		10/19/2024	0	\$0.00		10/19/2024	0	\$ 5,238.00
\$2,773.00		\$0.00		1/17/2025	9	\$0.00		10/19/2024	0	\$0.00		10/19/2024	0	\$0.00		10/19/2024	0	\$ 2,773.00
\$3,698.00		\$0.00		11/19/2024	12	\$0.00		10/19/2024	12	\$0.00		10/19/2024	6	\$0.00		10/19/2024	0	\$ 3,698.00
\$3,698.00		\$0.00		9/17/2024	12	\$0.00		10/19/2024	0	\$0.00		10/19/2024	0	\$0.00		10/19/2024	0	\$ 3,698.00
\$0.00		\$0.00		10/19/2024	0	\$0.00		10/19/2024	13	\$1,923.00		0/16/2024	7	\$0.00		10/19/2024	0	\$ 1,923.00
\$3,698.00		\$0.00		10/16/2024	12	\$0.00		10/19/2024	12	\$0.00		0/16/2024	7	\$0.00		10/19/2024	0	\$ 3,698.00
\$3,698.00		\$0.00		11/19/2024	15	\$0.00		10/19/2024	13	\$0.00		0/16/2024	7	\$0.00		10/19/2024	0	\$ 6,988.00
\$3,698.00		\$0.00		8/20/2024	12	\$0.00		10/19/2024	12	\$0.00		10/19/2024	7	\$0.00		10/19/2024	0	\$ 3,698.00
\$0.00		\$0.00		10/19/2024	0	\$0.00		10/19/2024	13	\$1,923.00		0/17/2024	7	\$0.00		10/19/2024	0	\$ 1,923.00
\$0.00		\$0.00		10/19/2024	0	\$2,527.00		8/20/2024	12	\$0.00		0/16/2024	7	\$0.00		10/19/2024	0	\$ 2,527.00
\$3,081.00		\$0.00		11/19/2024	10	\$0.00		10/19/2024	10	\$0.00		10/19/2024	0	\$0.00		10/19/2024	0	\$ 3,081.00
\$3,988.00		\$0.00		10/16/2024	10	\$0.00		10/19/2024	10	\$0.00		10/19/2024	0	\$0.00		10/19/2024	0	\$ 3,988.00
\$2,519.00		\$0.00		8/20/2024	8.5	\$2,619.00		11/19/2024	8.5	\$0.00		10/19/2024	12	\$0.00		10/19/2024	0	\$ 5,238.00
\$0.00		\$0.00		10/19/2024	8	\$2,526.00		9/17/2024	12	\$0.00		10/19/2024	0	\$0.00		10/19/2024	0	\$ 1,588.00

Source: [January 2025 FA Reconciliation](#). Additional FA reconciliation samples are available [here](#).

Exhibit 7.10.5 — Job Description VP of Student and College Services

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Vice President of Student and College Services
Last Revised:	12/20/2023
Reports To:	College President

Job Summary:

Vice President of Student Services functions include recruitment, enrollment, development, and service programs that support the educational mission of the college. This role reinforces the policies and procedures that apply to student services; and coordinates the planning, developing, and implementing of student services to meet the present and future needs of the community in compliance with USTC and COE accreditation standards.

Essential Functions:

1.	Provides coordination for the development and implementation of student recruitment, pre-enrollment advising, enrollment processing, financial aid orientation, student record-keeping, student counseling, student discipline and graduation ceremonies, etc.
----	--

Source: [Job Description for VP of Student and College Services](#)

Exhibit 7.10.6 — Professional Judgement Credential NASFAA James Mullenax



Source: [James Mullenax Financial Aid Certifications](#)

Exhibit 7.10.7 — Verification Credential NASFAA James Mullenaux



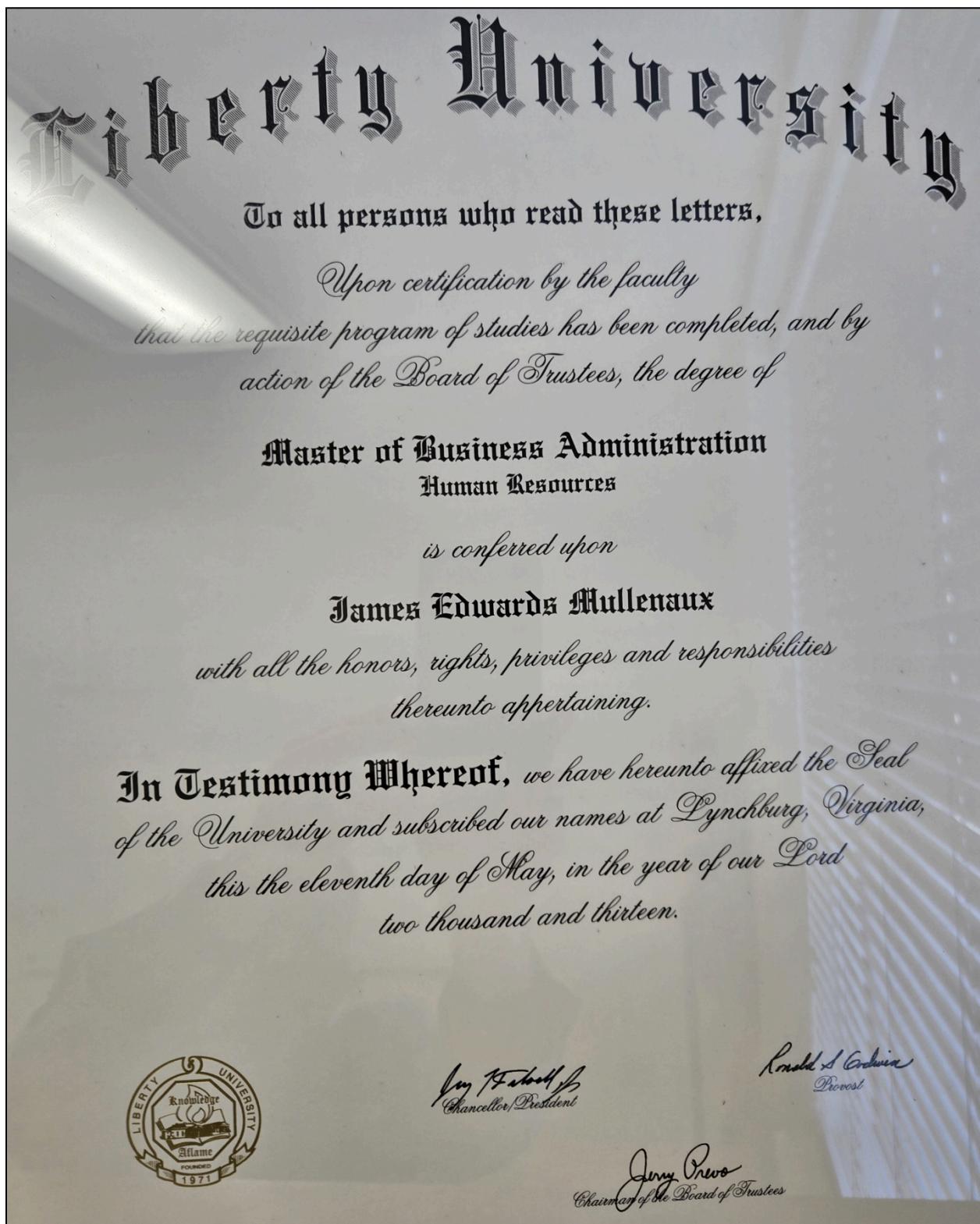
Source: [James Mullenaux Financial Aid Certifications](#)

Exhibit 7.10.8 — VA Training Certificate - James Mullenax



Source: [James Mullenax Financial Aid Certifications](#)

Exhibit 7.10.9 — MBA - James Mullenaux



Source: [James Mullenaux Financial Aid Certifications](#)

Exhibit 7.10.10 — Job Description Financial Aid Counselor

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Financial Aid Counselor
Last Revised:	12/30/2023
Reports To:	Director of Student Affairs

Job Summary:

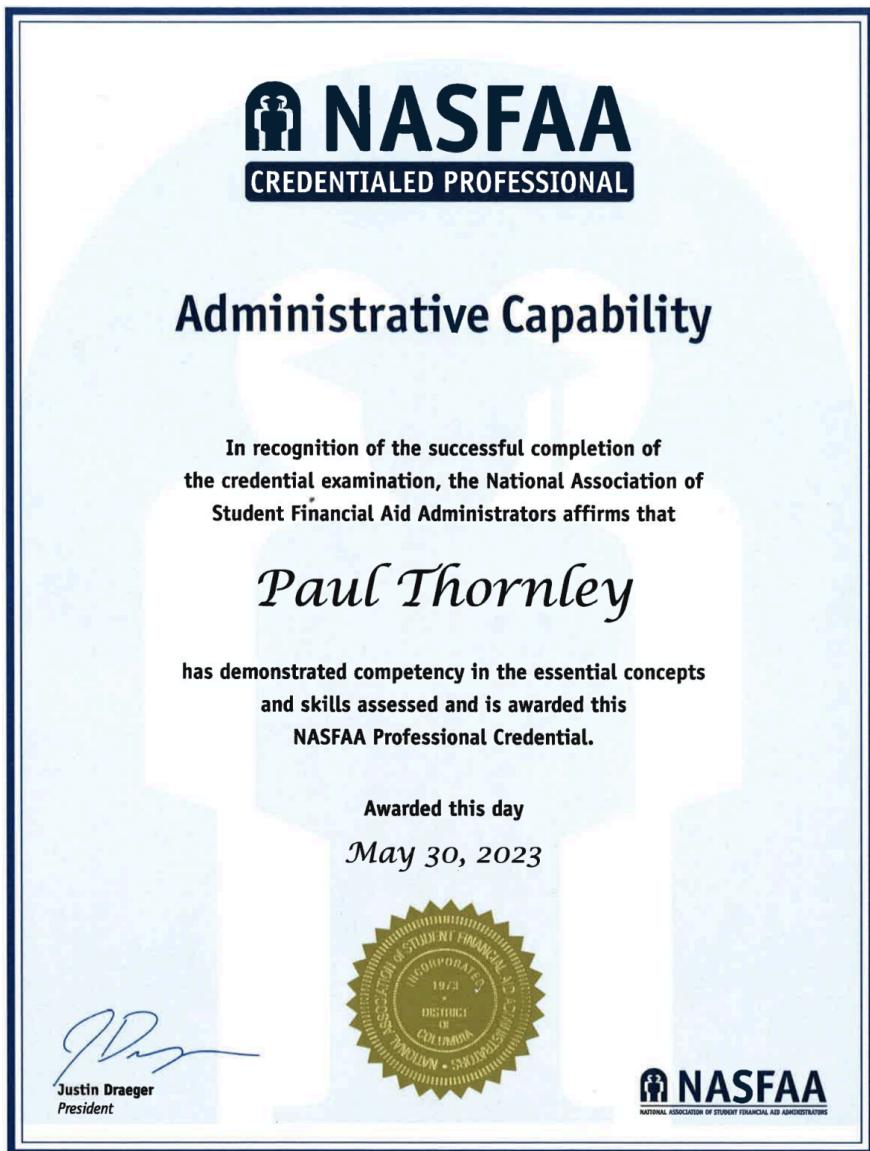
Performs frontline student services functions including but not limited to financial aid, recruitment, pre-enrollment, application, and support services, along with the data entry/maintenance and paperwork associated with these student services functions to assist all students at Southwest Technical College (Southwest Tech or the College) and in compliance with accreditation standards and federal regulations such as Title IV, ADA, and FERPA. This person follows the policies and procedures that apply to Southwest Tech and, at assigned times, serves as receptionist and telephone attendant for the front office representing Southwest Tech. Performs other office tasks as assigned.

Essential Functions:

1.	Cheerfully welcomes and attends to all visitors, students, and faculty, determines their needs, and directs them to the proper person and/or office.
2.	Coordinates all financial aid efforts under the direction of the Vice President of Student Services/Financial Aid Administrator; includes required documentation, award and return calculations, reporting, communication with third-party processor, student file preparation/submission, annual budget preparation assistance, student disbursements, student counseling, and other financial aid required items.

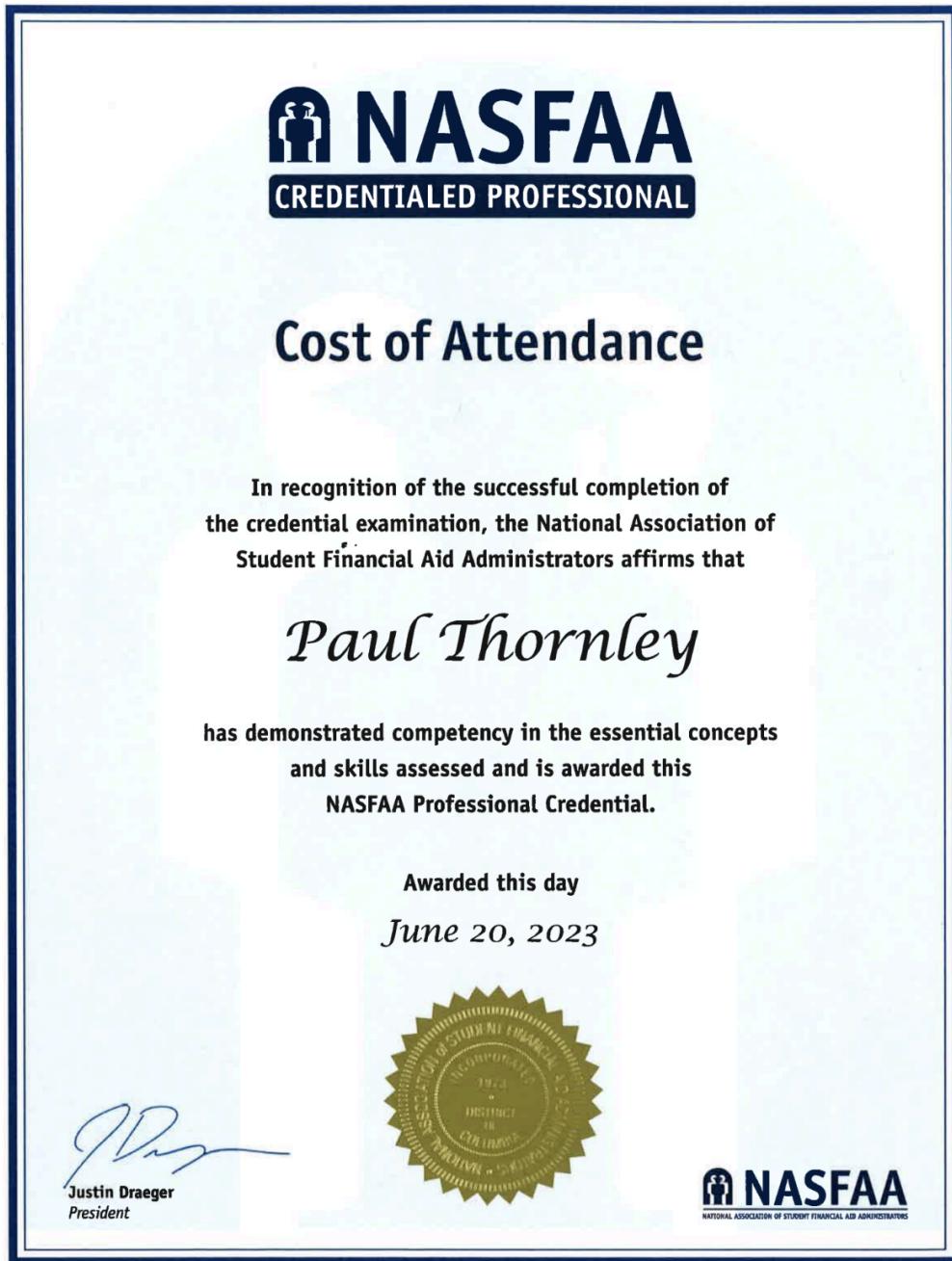
Source: [Job Description Financial Aid Counselor](#)

Exhibit 7.10.11 — Administrative Capability Credential NASFAA Paul Thornley



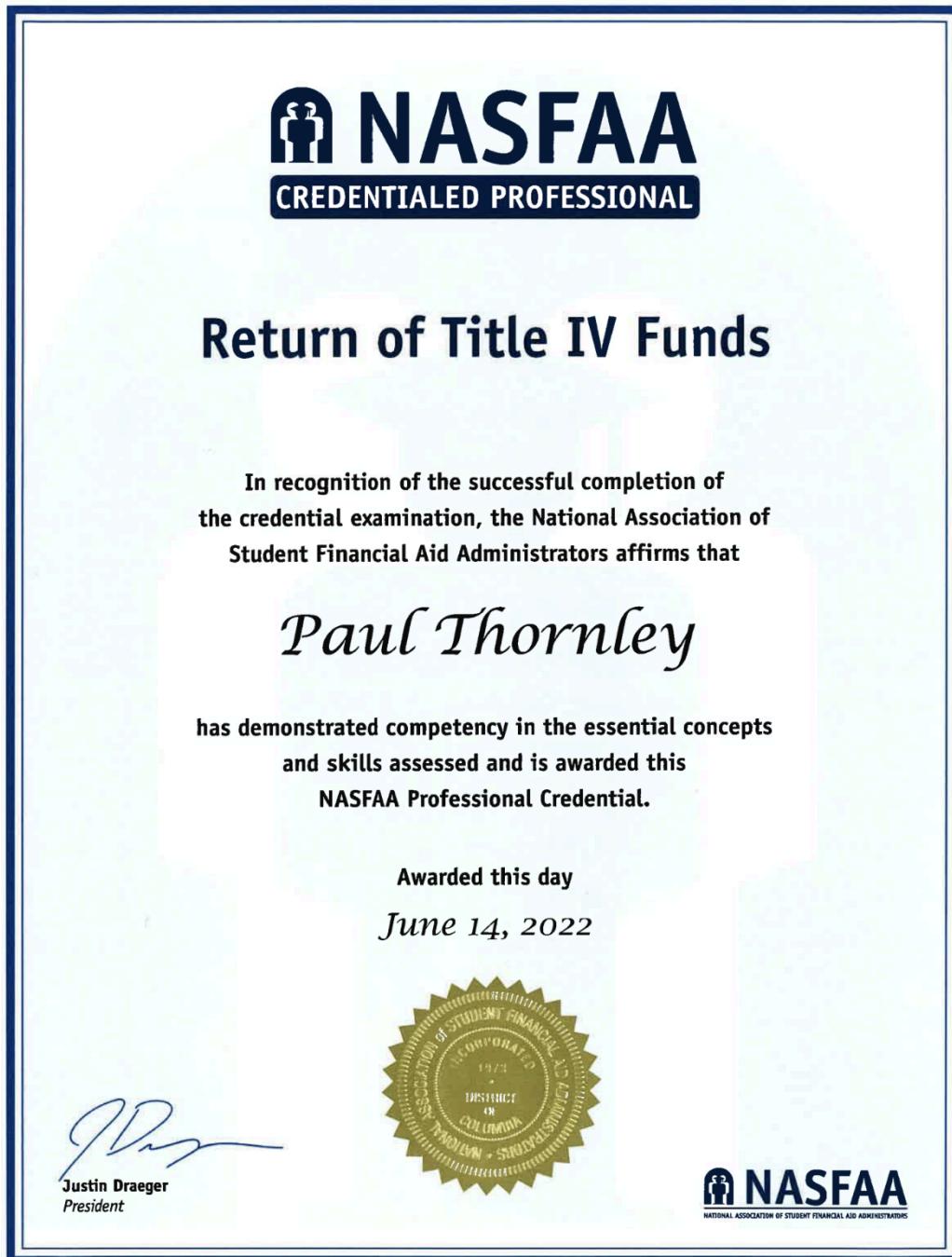
Source: [Paul Thornley - Financial Aid Certifications](#)

Exhibit 7.10.12 — Cost of Attendance Credential NASFAA Paul Thornley



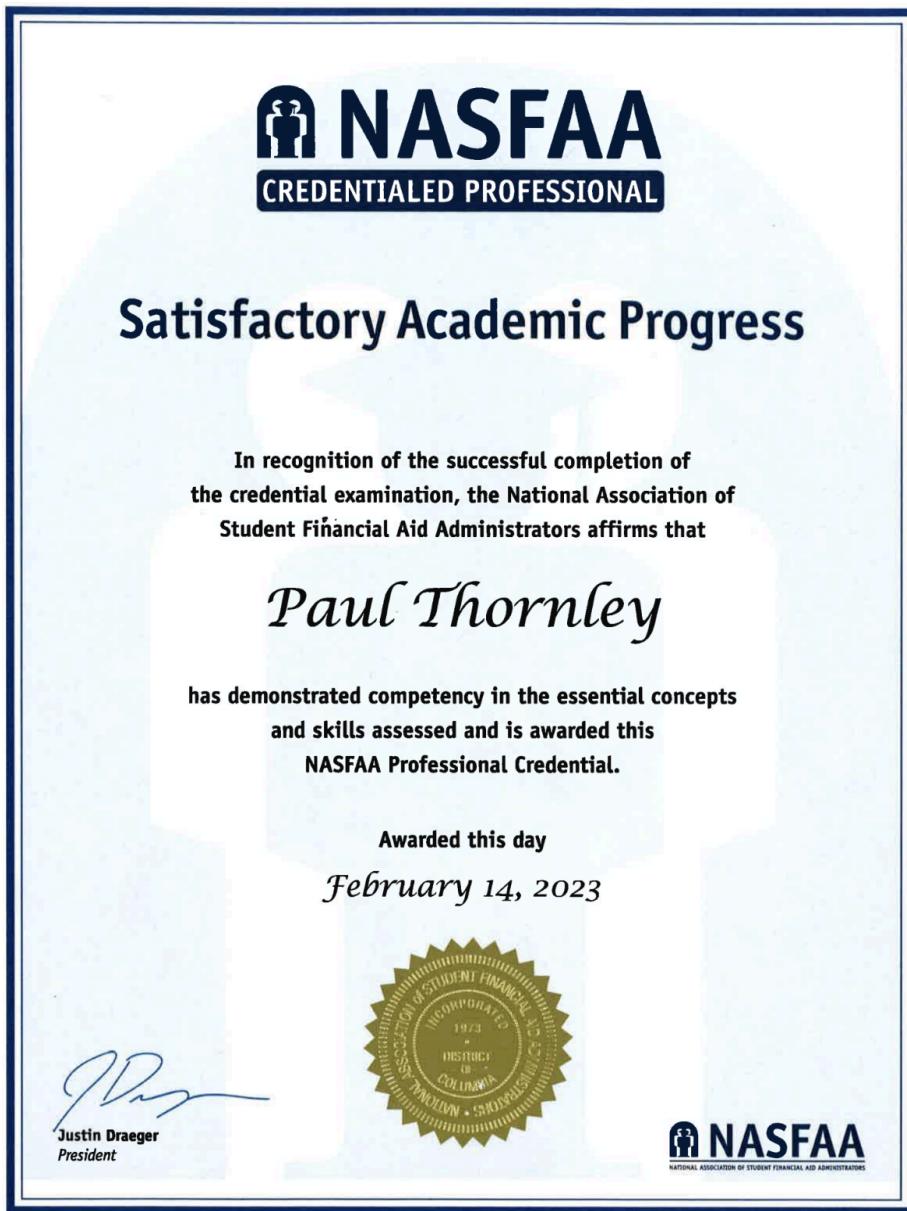
Source: [Paul Thornley - Financial Aid Certifications](#)

Exhibit 7.10.13 — Return of Title IV Funds Credential NASFAA Paul Thornley



Source: [Paul Thornley - Financial Aid Certifications](#)

Exhibit 7.10.14 — Satisfactory Academic Progress Credential NASFAA Paul Thornley



Source: [Paul Thornley - Financial Aid Certifications](#)

Exhibit 7.10.15 — BA Production Management Paul Thornley

Utah State University

On the nomination of the Faculty and as authorized by law.

Utah State University has conferred on

Paul W. Thornley

the Degree of

Bachelor of Arts

in Production Management

together with all the honors, rights, privileges and responsibilities pertaining thereto.

Given at Logan in the State of Utah the fifth day of June in the year
of our Lord nineteen hundred ninety-three and the University's one hundred fifth year.

Douglas S. Foxey

Chairman of the
Utah State Board of Regents

Nels R. Petersen

Commissioner of Higher Education



Bonnie J. Nielsen

Chairman of the
Board of Trustees

George H. Ernest

President of the University

Source: [Paul Thornley - Financial Aid Certifications](#)