

**Maui Community College
Student Services**

**Financial Aid Office
Mission and Functional Statements**

Mission:

The mission of the Maui Community College Financial Aid Office is to assist students in accessing higher education by minimizing economic barriers and by promoting financial literacy.

Functional Statements:

1. Provide high quality services, including financial aid counseling and awarding, to all financial aid students.
2. Distribute financial aid resources in an equitable manner that compliments institutional priorities.
3. Provide stewardship over Federal, State, institutional and external funds in compliance with regulations.
4. Maintain accurate records necessary to meet federal, state and institutional reporting requirements.
5. Develop and distribute policies and procedures to streamline the financial aid process for students and parents while meeting federal requirements.
6. Oversee the student employment process, including maintaining accurate records for the Federal Workstudy program.
7. Promote financial literacy.
8. Assist students in the transition from secondary to post-secondary education, as well as between institutions of post-secondary education. Assist re-entry students in the transition between period of non-enrollment to re-enrollment.
9. Pursue continued professional development opportunities to ensure staff knowledge of current regulatory policies.
10. Utilize technological initiatives to simplify and streamline the delivery of financial aid services.
11. Participate in campus meetings and committees to foster institutional communication and collaboration in servicing our students.
12. Provide financial aid outreach services to the Maui County community at large.