**Title IV Federal Student Aid – Key Responsibilities**

*A list of the individuals with key responsibilities related to the provision of Title IV Federal Student Aid.****Active from September 2020***

***POLICY***

**Overview**

This document lists the officers involved in the provision of Title IV Federal Student Aid as administered by the University. It also lists the key areas of responsibility and names the individuals associated with each responsibility.

**Officials**

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| --- | --- |
| ***Name*** | ***Title*** |
| **Professor Mark E Smith** | President and Vice-Chancellor |
| ***Widening Participation and Social Mobility*** | |
| **Gino Graziano** | Director |
| **Florence Harvey** | Associate Director |
| **Roshana Wickremasinghe** | Head of Student Success |
| **Adrian Dolby** | Customer Service Advisor |
| **Hannah Kelly-Macura** | Customer Service Advisor |
| ***Finance and Planning*** | |
| **Alison Jarvis** | Executive Director |
| **Carol Johnson** | Banking and Treasury Manager |
| **Sarah Hedges** | Income Assistant |
| **Tracy Smith** | Income Assistant |
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**Responsibilities**

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| --- | --- |
| ***Area of Responsibility*** | ***Responsibility of*** |
| **Primary Destination Point Administrator** | Adrian Dolby |
| **Destination Point Administrator** | Hannah Kelly-Macura |
| **Institutional Title IV Federal Student Aid Compliance, and Data Protection** | Professor Mark E Smith |
| **Institutional Financial Audit and Statement** | Alison Jarvis |
| **Title IV Federal Student Aid Administrative Audit** | Gino Graziano |
| **Origination and Administration of Loans** | Florence Harvey, Roshana Wickremasinghe, Adrian Dolby, Hannah Kelly-Macura |
| **Drawdown of Funds from G5** | Carol Johnson, Sarah Hedges, Tracy Smith |
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