

# Policy Manual



<b>Title:</b> Student Financial Services Programs	<b>Number:</b> 6Hx2-5.11
<b>Legal Authority:</b> Fla. Statutes 1009	<b>Page:</b> 1 of 3

## GENERAL STATEMENT

All financial assistance programs offered to Broward College (the “College”) students, including federal grants and loan programs, fee and/or book advances, foundation scholarships, institutional scholarships and short-term loans, private educational loans, state grants and scholarships, and work study, shall be the responsibility of the Student Financial Services Department, which shall impose no fees for its services except as authorized by law or rules of the State Board of Education.

Students at the College shall be eligible to apply for financial assistance regardless of race, age, national origin, religion, sexual orientation, gender, marital status, or disability and in accordance with the federal, state, and institutional procedures. Financial need shall generally be determined through the need analysis provided by the U. S. Department of Education.

## THE POLICY AND THE STUDENT

Students and applicants for admission are required to complete all paperwork and provide all requested documentation in accordance with BC Procedure 6Hx2.5.11 – Student Financial Services Programs, in order to be eligible for financial aid.

## THE POLICY AND THE FACULTY AND STAFF

Faculty and staff are required to comply with applicable Federal, State, and College rules regarding the awarding of financial aid.

## IMPLEMENTATION AND OVERSIGHT

The Associate Vice President for Student Success and Enrollment Management Services, under the direction of the Vice President for Student Affairs and Enrollment Management is responsible for the implementation and oversight of policy compliance. Under all situations, the College is bound to abide by Federal and State law and rules regarding the awarding of financial aid. Students who wish to grieve a decision of the Office of Student Financial Services may appeal in writing to the Associate Vice President for Student Success and Enrollment Management Services within 5 business days of the decision. The Associate Vice President will consider the appeal and render a decision within 5 business days after receiving the request from the student. If the student is not satisfied with the response of the Associate Vice President, he/she may appeal in writing to the Vice President for Student Affairs and Enrollment Management within 5 business days after the decision is rendered by the Associate Vice President. The Vice President for Student Affairs and Enrollment Management will render a decision within 5 business days after receiving the request from the student. The decision of the Vice President for Student Affairs and Enrollment Management shall be final.

**History:** Revised as Policy 5.20 (*Financial Aid*) on October 20, 1981; revised on September 21, 1982; revised on December 16, 1986; revised and re-titled *Student Financial Services* on November 15, 1988; revised, combined with Policy 5.18 (*Deferment of Student Fees*), Policy 5.28 (*Tuition Scholarships*), and Policy 5.16 (*Student Fee Waivers*), and re-numbered on July 23, 1997; revised on August 29, 2001, revised August 26, 2008.

<b>Approved by the Board of Trustees</b>	<b>Date</b> August 26, 2008	<b>President's Signature</b> 	<b>Date</b> August 26, 2008
--	--------------------------------	--	--------------------------------

# Policy Manual



<b>Title:</b> Student Financial Services Programs	<b>Number:</b> 6Hx2-5.11
<b>Legal Authority:</b> Fla. Statutes 1009	<b>Page:</b> 2 of 3

## VIOLATION OF POLICY

Students who make false or misleading statements in their financial aid application and supporting documentation are subject to discipline through the Student Code of Conduct, up to and including dismissal from the College. Additionally, students or applicants may be denied aid in the current and subsequent terms for making false or misleading statements. Applicants for admission who make false or misleading statements in their financial aid application or supporting documentation may be denied admission to the college. In all cases, students who make false or misleading statements may be required to reimburse the College for aid received under false pretenses and may be referred to appropriate Federal or State entities for prosecution.

Staff are required to conform to ethical standards of conduct in regard the College's relationship with loan providers, as required by BC Policy 6Hx2-3.38. Staff who violate this policy are subject to discipline, up to and including termination.

## DEFINITIONS

Federal Grants and Loan Programs - Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study Program (FWSP), Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans, Federal PLUS Loans.

Fee and/or Book Advances – a short-term postponement of student fee or book charges in accordance with Florida Administrative Code Rule 6A-14.054 - Student Fees

Foundation Scholarships - In accordance with Broward College Policy 6Hx2-6.20, *Foundation Scholarship Funds*, the Student Financial Services Office shall award donor scholarships in accordance with donor criteria. These criteria may be based on need, merit, or service.

Institutional Scholarships and Short-Term Loans – are funded by various sources, including, but not limited to, the Financial Aid Fee, Foundation scholarships, concession revenue, etc. Funds collected through the Financial Aid Fee shall be disbursed in accordance with *Florida Statutes*, Chapter 1009.23(8).

Private Educational Loans – Loans offered to students directly from a private lender where the College may assist in the application/disbursement process at the request of the lender.

State Grants and Scholarships - Florida Student Assistance Grant (FSAG), State of Florida Bright Futures Scholarship Program, and the State of Florida Work Experience Program.

Work-Study – Federal and State program administered by the College, which allow students to work part-time to earn funds to assist with educational costs.

**History:** Revised as Policy 5.20 (*Financial Aid*) on October 20, 1981; revised on September 21, 1982; revised on December 16, 1986; revised and re-titled *Student Financial Services* on November 15, 1988; revised, combined with Policy 5.18 (*Deferment of Student Fees*), Policy 5.28 (*Tuition Scholarships*), and Policy 5.16 (*Student Fee Waivers*), and re-numbered on July 23, 1997; revised on August 29, 2001, revised August 26, 2008.

<b>Approved by the Board of Trustees</b>	<b>Date</b> August 26, 2008	<b>President's Signature</b> 	<b>Date</b> August 26, 2008
--	--------------------------------	--	--------------------------------

## Policy Manual



<b>Title:</b> Student Financial Services Programs	<b>Number:</b> 6Hx2-5.11
<b>Legal Authority:</b> Fla. Statutes 1009	<b>Page:</b> 3 of 3

[Link to Procedure A6Hx2-5.11](#)

**History:** Revised as Policy 5.20 (*Financial Aid*) on October 20, 1981; revised on September 21, 1982; revised on December 16, 1986; revised and re-titled *Student Financial Services* on November 15, 1988; revised, combined with Policy 5.18 (*Deferment of Student Fees*), Policy 5.28 (*Tuition Scholarships*), and Policy 5.16 (*Student Fee Waivers*), and re-numbered on July 23, 1997; revised on August 29, 2001, revised August 26, 2008.

<b>Approved by the Board of Trustees</b>	<b>Date</b> August 26, 2008	<b>President's Signature</b> 	<b>Date</b> August 26, 2008
--	--------------------------------	--	--------------------------------