

Policy Manual



Title: Student Financial Aid	Number: 6Hx2-5.11
Legal Authority: Fla Statutes 1009, College Cost Reduction and Access Act (CCRAA), Higher Education Opportunity Act (HEOA), Federal Title IV – Federal Guidelines for Financial Aid	Page: 1 of 4

GENERAL STATEMENT

Broward College (the “College”) is authorized by the U.S. Department of Education to offer Title IV Student Financial Aid programs, and by the State of Florida to offer need and merit based programs. All financial assistance programs offered to Broward 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 U.S. Department of Education, or the Florida State Department 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.

Aid is disbursed based on students’ enrollment status at the time of disbursement. Federal and State aid programs require students to be enrolled in a minimum number of hours in order to receive the aid award. Federal Direct Loans and Florida Bright Futures programs require students to be enrolled at least half-time by the end of the drop/add period and at the time of disbursement.

THE POLICY AND THE STUDENT

Initial Aid Eligibility

In order to be eligible for Financial Aid, students must be admitted to the College in accordance with College Policy 6Hx2-5.01 – Admissions. Non high school graduates may be eligible to receive aid by taking the Ability to Benefit Test. New and continuing students may apply for student financial aid programs by completing a Free Application For Student Aid (FAFSA) offered by the U.S. Department of Education each calendar year beginning January 1, for the next academic year. The College processes and awards aid to registered students only. All new and continuing students are required to complete all paperwork and provide all required documentation in accordance with BC Procedure 6Hx2.5.11 – Student Financial Services Programs.

Enrollment Verification

New and continuing students are required to validate their enrollment by attending a minimum of one class in every class on their schedule during the enrollment verification period at the beginning of each term. Student aid will NOT be disbursed without enrollment verification.

History: **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, revised on November 30, 2010.

Approved by the Board of Trustees	Date: 11/30/2010	President’s Signature 	Date 11/30/2010
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Continued Aid Eligibility

Students must remain enrolled in all classes on their schedule through the 60 percent point in each session of the term. Student who stop attending and do not officially withdraw, may be withdrawn by faculty due to non-attendance or failing the class attendance policy as outlined on the faculty's syllabus. For all classes where students withdraw or stop attending prior to the 60% point in each session of the term, Federal aid will be returned based on a prorated Return of Title IV formula, provided by the Federal government. The amount of aid returned will be billed to the students.

Satisfactory Academic Progress (SAP)

All Federal aid grant and loan programs and merit-based State Aid programs require students to maintain qualitative and quantitative academic standards of progress (SAP) in order to continue aid eligibility. SAP is evaluated each semester to determine continued eligibility. The guidelines are outlined in the procedure for this policy

Administrative Withdrawals

Students can be administratively withdrawn by the College due to disciplinary reasons in accordance with College Policy and Procedure 6Hx2-5.02 – Student Code of Conduct, and the tuition for the term refunded. If a student has received aid over the amount of tuition refunded due to the administrative withdrawals, all excess refunds must be repaid to the College. If the student is eligible to return to the College after a disciplinary suspension, all prior debts must be paid before the student can register for subsequent terms

THE POLICY AND THE FACULTY AND STAFF

Staff are required to comply with applicable Title IV Federal, State, and College financial aid and employment policies and procedures regarding the processing, awarding, and disbursement of financial aid. Financial aid staff will not disburse aid to students who are not eligible to receive it.

Faculty are required to comply with Title IV Federal Student Financial Aid regulations regarding enrollment verification at the beginning of the term, monitoring attendance during the term up to the 60% period, and providing a last date of attendance and documentation (tests, quizzes, final examination, projects, and/or assignment), indicating participation in the class after the 60% point for students who earn end of term failing grades (F-Failure and U-Unsatisfactory).

Documentation for end of term failing grades must be provided to and kept by the Associate or Discipline dean. The Associate or Discipline Dean are required to retain documentation for failing grades in a central location for one (1) academic year, plus one term and provide this information to State auditors upon request.

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IMPLEMENTATION AND OVERSIGHT

The President has the authority to establish procedures to implement this policy. The Associate Vice President for Student Affairs/Financial 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 Affairs/Financial 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.

VIOLATION OF POLICY

Any student who makes false or misleading statements in their financial aid application and supporting documentation are subject to losing their current and future aid eligibility, and discipline through the Student Code of Conduct, up to and including dismissal from the College. In all cases if aid is disbursed, students who are found to have made 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 authorities for prosecution.

Faculty and Staff are required to comply with all applicable Federal and State regulations and College ethical standards of conduct as required by BC Policy 6Hx2-3.38. Staff who violate this policy are subject to discipline, up to and including termination.

Full-time Faculty who violate this policy will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

DEFINITIONS

60% Point in Term – The point in the term at which point a student is eligible to receive 100% of their Federal financial aid. Students who withdraw or fail to attend prior to this point may be required to return all or part of their financial aid award on a pro-rata basis.

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Documentation for End-of-Term Failing Grade – tests, quizzes, final examinations, projects, and/or assignments.

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.

Quantitative Academic Standards of Progress – attempted v. earned credits; and 150% program completion.

Qualitative Academic Standards of Progress – academic term and cumulative grade point average of a 2.0 or higher.

[Link to Procedure A6Hx2-5.11](#)

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