



Broward
Community
College

Policy Manual

Title: Student Financial Services Programs	Number: 6Hx2-5.11
Legal Authority: Fla. Statutes 240.345; 240.35 Fla. St. Bd. of Ed. Admin. Rules 6A-14.054	Page: 1 of 3

All financial assistance programs of the College; including loans, grants, scholarships, work/study jobs, short terms loans, fee and book advances, and postponement of fees (per BCC Policy 6Hx2-6.14) 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.

Sources of financial aid include: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study Program (FWSP), Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans, Federal PLUS Loans, Florida Student Assistance Grant (FSAG), State of Florida Bright Futures Scholarship Program, BCC Foundation Scholarships, and the State of Florida Work Experience Program.

Students at Broward Community College will 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, ~~and~~ state, and institutional procedures. Financial need shall generally be determined through the need analysis provided by the U. S. Department of Education.

Fee Advances. In accordance with State Board of Education Rules, deferrals of student fees are authorized as follows:

1. Registration and tuition fees may be advanced for students receiving financial aid from institutional, state, or federal assistance programs when the transmission of this aid to the students is delayed by circumstances beyond their control. Registration fees may be advanced up to 60 days, but not beyond the end of the term, unless the institution, state, or federal rules or regulations require additional time, events, or documentation that cannot be completed within the prescribed 60 day period. A student's failure to make timely application for such aid, however, shall be insufficient reason to receive an advance. A list of persons for whom fees are advanced and the amount of fees advanced shall be maintained by the accounting department.

2. Veterans and other eligible students receiving benefits under *Florida Statutes*, Chapter 240.345(2)(b)1, shall be entitled to one fee advance for the payment of registration

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.

Approved by the Board of Trustees	Date 08/29/01	President's Signature 	Date 08/29/01
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fees each academic year and an additional advancement each time the receipt of their benefits is delayed. These fee advances shall be for 60 days, but shall not extend beyond 10 days before the end of the term.

3. Charges for fees, books, and supplies may be advanced up to 60 days, but not beyond the end of the term, for those students for whom the College has received a written authorization for payment from a business, governmental agency, non-profit organization, or civic agency which is approved as an authorized organization for underwriting such an obligation, unless the business, industry, or government unit, nonprofit organization, or civic organization rules or regulations require additional time, events, or documentation that cannot be completed within the prescribed 60 day period.
4. When Florida Prepaid College Program benefits are delayed in being paid from the program to the community college through circumstances beyond the control of the student, registration fees covered by the benefits shall be advanced until the benefits are paid.
5. Registration fees include the resident and non-resident matriculation fee, student financial aid fee, student activities fee, capital improvement fee, campus services fee, laboratory fees, and all other fees collected during the registration process.

Tuition and Matriculation Fee Waivers and Exemptions. In accordance with *Florida State Board of Education Administrative Rules*, the President or his/her designee shall waive matriculation tuition, and special fees for the following categories of students:

1. Any dependent child of a special risk member, as defined in *Florida Statutes*, Chapter 121.021 (15)(b), shall have matriculation, tuition, and registration fees waived for 2 academic years, not to exceed 8 semesters. These benefits, available only to a student in good standing, shall continue until the child's 25th birthday.
2. Fee exemptions shall be awarded to individuals for whom the state is paying a foster care board payment as defined in *Florida Statutes*, Chapter 240.35(2)(a), and who have been denied financial aid pursuant to *Florida Statutes*, Chapter 240.404. Any student eligible for a fee exemption under these provisions shall receive such an exemption for 2 consecutive years or 4 semesters, unless the



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student is participating in college-preparatory instruction or requires additional time to complete the college-level communication and computation skills testing program. Such a student is eligible to receive a fee exemption for a maximum of 3 consecutive years or 6 semesters.

3. High school juniors and seniors who meet the admissions requirements for the Dual Enrollment and the Early Admissions programs per BCC College Policy and Procedure 6Hx2-4.11, Program Acceleration, shall have their application, registration, and laboratory fees waived.

Institutional Scholarships. In accordance with *Florida Statutes*, Chapter 240.35(10), funds collected through the Student Financial Services Fee shall be disbursed to students as quickly as possible. Up to 25 percent or \$300,000 of the funds collected, whichever is greater, may be used to assist students who demonstrate academic merit; who participate in athletics, public service, cultural arts, and other extracurricular programs. A minimum of 50 percent of the balance shall be used to provide financial aid based on need, and the remainder of the fund shall be used for academic merit purposes and other purposes approved by the Board of Trustees.

Foundation Scholarships. In accordance with Broward Community 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.

[Link to Procedure A6Hx2-5.11](#)