



Broward
Community
College

Procedure Manual

Title: Student Financial Services Programs	Number: A6Hx2-5.11
Policy Number: 6Hx2-5.11	Page: 1 of 3

The President has delegated responsibility for administering student financial assistance programs to the Director of Student Financial Services. Students who wish to apply for financial assistance are required to adhere to the following requirements.

1. All students must complete a Free Application for Federal Student Aid, including students who are applying only for a student loan (with the exception of a Federal Plus Loan).
2. The priority deadline is April 15 (based on the receipt date of the first Institutional Student Information Record (ISIR) of each year for all terms aid is requested.
3. Students must maintain satisfactory academic progress in their course of study. Satisfactory progress is defined as follows:

Attempted Credit Hours	Grade Point Average (GPA)/ Completion Rate	Financial Aid Status
1 - 30	Less than 2.0 or less than 67% completion rate	Eligible but in danger of losing aid
31 or more	Less than 2.0 or less than 67% completion rate	Not eligible
150% of program hours	N/A	Not eligible
Suspension	N/A	Not eligible

4. Whenever possible, financial assistance shall be packaged in the following sequence: Pell Grant will be used as the primary program for all awards, followed by FSEOG, State Grants, Institutional Funds, FWS, Student Loans, followed by donor funds.

Advance Fees and Short Term Loans

Interest free advances for tuition, books, or short-term loans are available to eligible students and are made at the discretion of the Director of Student Financial Services or his/her designee. Only those students who are making satisfactory academic progress will be considered eligible. The Director of Student Financial Services establishes the due date for

Recommending Officer's Signature 	Date 08/29/01	President's Signature 	Date 08/29/01
---	-------------------------	----------------------------------	-------------------------



Broward
Community
College

Procedure Manual

Title: Student Financial Services Programs	Number: A6Hx2-5.11
Policy Number: 6Hx2-5.11	Page: 2 of 3

repayment. All loans must be repaid in full by the established due date. No grades or transcripts will be released and graduation and future enrollment will not be permitted until the loan is paid in full. No subsequent short-term loan will be issued until a student has repaid all previous loans. Exceptions may be made at the discretion of the Director of Student Financial Services.

Tuition Waivers & Exemptions

Fee waivers and exemptions cover one term only. The amount of the fee waiver will be automatically credited to the student’s account. Students who withdraw from classes paid by a fee waiver may be required to make repayment.

Special Risk Member. After registering, the dependent child of a special risk member (as defined in *Florida Statutes*, Chapter 121.021 if the special risk member was killed in the line of duty) can apply to have all matriculation and tuition fees waived up to a maximum of 32 credit hours per academic year. Eligible students may receive this waiver until their 25th birthday.

Foster Care. After registering, a state foster care board student can apply to have all matriculation and tuition fees waived up to a maximum of 32 credit hours per academic year. The waiver is for 2 consecutive years or 4 semesters, but may be extended for 3 years of 6 semesters if a student is in college preparatory courses. The student must apply and be denied financial aid in order to be eligible for the waiver. The fee waiver includes special charges. All courses must be taken for credit and must be completed for credit.

Early Admission/Dual Enrollment. The early admission or dual enrollment student shall apply to the Admissions Office to have all tuition and application fees exempted as well as book charges paid. Students can receive an exemption for a maximum of 24 semester hours.

Institutional Scholarships Supported by the Student Financial Services Fee

Unless otherwise stated, tuition scholarships are limited to a maximum of 30 credit hours per academic year for a maximum total scholarship not to exceed the total number of credit hours required for the program. Limits may exceed this amount with the approval of the Director of Student Financial Services or his/her designee. Students who withdraw from classes paid by a tuition scholarship may be required to make repayment. All scholarships will be



Broward
Community
College

Procedure Manual

Title: Student Financial Services Programs	Number: A6Hx2-5.11
Policy Number: 6Hx2-5.11	Page: 3 of 3

awarded each year on the basis of available funds. Priority consideration will be given to students who apply for financial assistance (FAFSA). If extenuating circumstances prevent the student from completing any term with the required GPA or credit hours, the student may petition the Assistant Director for reinstatement of funds. A variety of scholarships are offered in the following categories:

- Need
- Merit
- Athletics
- Service to the College
- International
- Cultural Arts

Fire Rescue. Fire rescue members are identified by the Broward County Aviation Division. Following application by student and approval by Broward County Aviation Division, the student can have application, tuition and special fees awarded for fire rescue training.

[Link to Policy 6Hx2-5.11](#)