

Procedure Manual



Title: Student Financial Services Program	Number: A6Hx2-5.11
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General Financial Aid Procedures for Students

Financial Aid Application Process

Students complete a Free Application for Federal Student Aid (FAFSA) each year. The FAFSA for the next academic year beginning in August is available beginning on or shortly after January 1 of each year. Students and parents are encouraged to have their taxes filed before completing the FAFSA. Students can maximize the amount of aid they receive if their financial aid application (FASFA and any completed verification documents) is received by May 15th. Students who apply after May 15 may only be eligible for their federal student aid award (Pell or subsidized loans).

Scholarships

Students who wish to apply for scholarships made available through Broward College or the Broward College Foundation complete an online scholarship application available on the Broward College website.

Federal Verification

Students may be selected for verification by the FAFSA processor, or by the College. Students who are selected for verification must provide additional documentation to complete their financial aid file. When the College receives a student's FAFSA record, any additional documentation required is posted to the student's MyBC account as red flag items. All documentation is submitted to the Financial Aid Office for processing. When staff members review verification documents, and note conflicting information, additional documentation may be requested. Any conflicting information must be resolved before financial aid can be awarded. Online students may submit documents by scanning and emailing them or by faxing them to the financial aid office. The only exception is for citizenship verification documents which must be shown to a financial aid advisor.

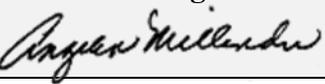
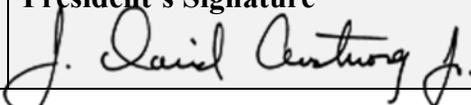
Student Loans

Students applying for loans through the Federal Direct Student Loan Program for the first time at Broward College must complete online student loan entrance counseling and electronically sign a Master Promissory Note at www.studentloans.gov.

First time borrowers, borrowers who have not met Satisfactory Academic Progress standards, and students who have aggregate student loan debt of \$20,000 must attend a Debt Management Workshop before a loan application is certified.

Federal Subsidized Direct Loan Eligibility

Students who are eligible for Subsidized Direct Student Loans and indicate their interest in student loans on MyBC are offered the amount they may borrow at the time other financial aid is awarded. Students indicate their final borrowing decisions by declining, reducing, or accepting the offered loan amount online.

Recommending Officer's Signature 	Date: 12/04/2013	President's Signature 	Date: 12/04/2013
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Federal Unsubsidized Direct Loan Eligibility

Per policy, the College limits unsubsidized loans and will only award those loans to students based on the following criteria.

Category	May Request
Students admitted to one of the programs below. Students receiving sponsorships are not eligible for Direct Unsubsidized Loans: A.S. – Nursing A.S. – Dental Hygiene	Dependent Students: Up to \$2000 in unsubsidized loan Independent Students: Up to \$4000 in unsubsidized loan
Students admitted to: A.S. – Professional Pilot Technology	Dependent Students: First year student: \$5,500 minus subsidized loan eligibility Second year student: \$6,500 minus subsidized loan eligibility Independent Students: First year student: \$9,500 minus subsidized loan eligibility Second year student: \$10,500 minus subsidized loan eligibility
Out- of-state students paying non-resident tuition	Dependent Students: First year student: \$5,500 minus subsidized loan eligibility Second year student: \$6,500 minus subsidized loan eligibility Third or subsequent year (Bachelor degree): \$7,500 minus subsidized eligibility Independent Students: First year student: \$9,500 minus subsidized loan eligibility Second year student: \$10,500 minus subsidized loan eligibility Third or subsequent year (Bachelor degree): \$12,500 minus subsidized eligibility
Students with no Federal or State aid, including Direct Subsidized Loans	First year student: \$3,500 Second year student: \$4,500 Bachelor’s degree student: \$5,500
Students whose total financial aid award, including Direct Subsidized Loans is less than \$5,500	\$5,500 minus other financial aid and subsidized loan eligibility

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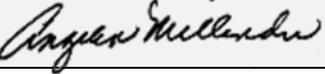
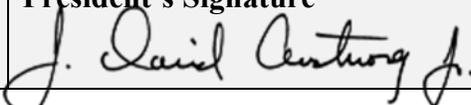


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Private Loans

Broward College only certifies loan applications from private lending institutions for the following categories of students:

- Students admitted to the A.S, Professional Pilot Technology program
- Students paying non-resident tuition
- International students who do not meet federal eligible non-citizen definition

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