

FSU-3.037 Financial Aid.

(1) Introduction. Florida State University operates a comprehensive program of student aid consisting of grants and scholarships (gift aid), loans, fee waivers and employment. The ~~program~~ Office of Financial Aid provides assistance to students who without such aid would be unable to attend or remain ~~in~~ at the University, ~~and has as a goal the attainment of equality of educational opportunity.~~ It is the policy of the Office of Financial Aid to administer financial aid awards uniformly and equitably in accordance with existing regulations and without regard to race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression or any other legally protected group status, sex, race, color or creed.

~~F~~financial assistance is awarded on the basis of demonstrated need. Need and non-need based financial aid is awarded based on the nationally recognized need analysis which includes but is not limited to information gathered from the Free Application for Federal Student Aid (FAFSA). Assistance is normally provided as a package consisting of~~combining a loan, a grants, a or scholarships, a to those who qualify, and a work-study awards and a loans.~~ Students may also be awarded merit, talent-based and non-need funding in accordance with university standards for administering these funds. The Office of Financial Aid follows the requirements of both state and federal law pertaining to student financial aid, ~~including the requirements that students meet standards of satisfactory progress and academic good standing to be eligible to receive funds.~~

~~(2) Definitions:~~

~~(a) Academic Good Standing — a status in which grade point average (GPA) is high enough to allow a student continued enrollment in a degree granting program at FSU.~~

~~(b) Deferment — an authorized delay in payment of fees owed the university.~~

~~(c) Dependent Student — one who is not an independent student.~~

~~(d) Documented Financial Need — the amount of financial aid needed by a student to supplement the student resources to meet a standard budget as determined by the University.~~

~~(e) Full-time Student, — one enrolled for a minimum of 12 semester hours.~~

~~(f) Guaranteed Student Loan — moderately low interest loans made available to students through private lenders such as banks and S & L associations. An analysis of financial need must be submitted.~~

~~(g) Independent Student — a student who:~~

~~1. Has not been claimed and will not be claimed as an exemption for federal income tax purposes by his/her parents;~~

~~2. Has not received and will not receive financial assistance of more than \$750 in each year from his or her parent(s); and~~

~~3. Has not lived and will not live for more than six weeks (a total of 42 days) in each year in the home of his or her parent(s).~~

~~(h) Half-time Student—one enrolled for a minimum of 6 semester hours but fewer than 12 hours.~~

~~(i) Probationary/warning—notification of impending ineligibility for future receipt of financial aid.~~

~~(j) Resided in—means principal presence in Florida exclusive of temporary periods of absence such as vacations or study abroad.~~

~~(k) Resources—resources include, but are not limited to:~~

~~1. Funds a student may be entitled to receive from a Pell grant upon application.~~

~~2. Tuition and fee waivers.~~

~~3. Scholarships or grants, including athletic scholarships.~~

~~4. Fellowships or assistantships.~~

~~5. Insurance programs for the student's education.~~

~~6. Social Security benefits (except that part included as a part of student's estimated family contribution).~~

~~7. Guaranteed student loans.~~

~~8. Parent Loans for Undergraduate Students (PLUS), or Auxiliary Loans to Assist Students (ALAS).~~

~~9. Long term loans made by the University.~~

~~10. Net earnings from employment (gross earnings minus taxes and job-related costs).~~

~~(l) Satisfactory Progress—academic credit progression toward successful completion of course requirements for a degree or certificate.~~

~~(m) Suspension—a temporary status creating ineligibility of student to continue receiving financial aid.~~

~~(n) Termination—cessation of financial aid eligibility.~~

~~(32) Financial Aid Committee Campus Partners. The Associate Vice President for Academic~~

~~Affairs~~ Enrollment Management, the Director of Financial Aid (and staff as appropriate), the Budget Office, the Provost Office, the Controllers Office and Student Business Services shall periodically ~~appoint a Financial Aid Committee which shall~~ make policy recommendations regarding the administration of scholarships, grants, loans and work study awards.~~student employment.~~ This group e-Committee shall recommend specific financial aid programs' objectives and shall facilitate the operation of financial aid activities to ensure compliance with institutional, state, institutional and federal guidelines. This group also meets regularly once per month to review financial aid budgets and expenditures to provide an added layer of oversight and accountability.

~~((43))~~ The University has been designated to certify student eligibility and to verify financial aid information and applications for federal and state financial aid available under Title IV Pt B of the Higher Education Act of 1965 and through Chapter 240.227(1), F.S.~~(?)~~

~~(54)~~ All information and data collection coordination regarding financial aid, except fee waivers, shall be available through the Office of Financial Aid and shall be in accordance with applicable data retention and sharing laws. Information about fee waivers is available through Student Business Services or the departments or divisions offering the waivers. ~~For students on the Panama City campus, all information is available from the Office of Student Services on that campus.~~ The Office of Financial Aid ~~shall publishes annually, and shall make available upon request~~ a list of financial aid sources available through ~~the~~at office including grants, scholarships, loans, and work-study awards~~programs~~ and shall include criteria for application and selection. It shall also distribute information about financial aid resources available through state and federal aid programs. All of this information is published~~housed~~ and maintained on the FSU Office of Financial Aid website. ~~The Office of Financial Aid shall publish, distribute and post application deadline dates not later than January 15 of each year.~~

~~(6) Application Procedure.~~

~~(a) All student aid applicants must file a University application for assistance. A completed application should be in the Office of Financial Aid on or before April 1 for the following school year. Those who complete the application process after that date and who are eligible will be considered and assisted to the extent that funds permit.~~

~~(b) The student and/or his/her parent(s) must submit a need determination form, either the American College Testing Program (ACT) Family Financial Statement (FFS) — the preferred document — or the College Scholarship Service (CSS) Financial Aid Form (FAF). The parent(s),~~

the student, or both complete(s) the information form based upon the student's dependency status as specified now or in the future by the U. S. Department of Education.

In addition to the ACT FFS or CSS FAF, other forms required for University financial aid assistance include:

1. Application for admission (if applicable);
2. Financial aid transcripts from previously attended institutions (if applicable);
3. Copies of signed income tax forms for the previous year;
4. Alien registration card (if applicable);
5. Veterans benefit documentation (if applicable);
6. Social security benefit documentation (if applicable);

(7. Certification of registration with selective service or certification that student is not required to register;

8. Signed statement of educational purpose. The financial aid award process cannot begin until all required documentation has been received by the Office of Financial Aid. Failure to accurately report information such as one's financial aid history, including previous loan defaults, may result in the suspension or termination of financial aid eligibility.

5) (e) Financial assistance is normally granted by the University on an academic year basis. It is necessary to file a new FAFSA application for all types of financial aid each year. Reapplications should be filed annually beginning with the opening of the FAFSA application window typically no earlier than January-October 1st. All required supporting documentation should be supplied to The Office of Financial Aid by July 15th to ensure a timely fall disbursement. Applications for summer term assistance are available each year on or about February 15.

(a) A student does not have to be accepted for admission to the University before applying for financial assistance. Awards, however, are not made until the student is admitted to the University. Admission decisions are made without regard to the financial need of the applicant.

(7) Family Contribution. The applicant and the applicant's parents have the primary responsibility to finance a college education. Financial assistance from the University is to be used to supplement, not replace, the resources of the student. Students who need financial assistance are expected to provide self-help through employment and/or programs of borrowing, and/or employment. Any changes in the student's personal or family financial status must should be reported immediately to the Office of Financial Aid. Failure to properly notify tThe Office of

~~Financial Aid of changes in financial situations may result in cancellation, reduction or repayment of financial aid. will evaluate income reductions in compliance with federal regulations to determine if additional financial aid may be awarded based on the federal methodology.~~

(7) Financial Need Determination. Student need will be determined by subtracting the Expected Family Contribution (EFC)/ Student Aid Index (SAI), plus other outside resources and assistance, from the cost of attendance.

(88) Awarding. Students are notified of awards by the Office of Financial Aid as soon as possible. This notification date depends on a number of factors, the most significant of which is receipt of federal and state allocations. Generally, fall/spring financial aid is awarded beginning the March prior to the start of the term and summer is generally awarded beginning in the April prior to the start of the term. In awarding need based assistance, the Eexpected Ffamily Ccontribution (EFC)/Student Aid Index (SAI), financial need, and date of admissionapplication date and academic merit as appropriate shall be given primary consideration.

(99) Overawards. A student is considered overawarded if the amount of financial assistance receiveds assistance that is \$200.00 greater is greater than thehis/her demonstrated need. All financial assistance including fee waivers, scholarships, fellowships, assistantships, on and off-campus employment shall be considered as part of a student's assetseEstimated fFinancial aAssistance. Adjustments in award amounts will be made when a student is found to be receiving more than their determined need or the allowable cost of attendance. Special needs-situations (e.g. medical bills, burial expenses and other emergencies documented by the student ~~or counselor~~, and approved by the ~~director~~ office of financial aid), may result in review and possible recalculation of demonstrated need and/or cost of attendance.

(1010) Tuition-/Fee Payments.

(a) Current semester tuition charges are ~~assessed against~~ deducted from each student's financial aid, ~~check(s) at the time of check distribution. When the student signs all checks, a deduction for the assessed tuition amount will be made.~~

~~Financial aid students who pay tuition in advance of check distribution should get a receipt to present at the check distribution site for clearance. The student must present proof of payment to avoid being charged twice for tuition. Acceptable proof of payment consists of a receipt, cancelled check, or copy of billing or waivers. A validated ID is not proof of payment.~~

(b) Deferments.

Tuition fee deferments may be granted only to student aid recipients whose authorized aid is unavoidably delayed. Students seeking a deferment of tuition payments must ~~complete an application for a tuition deferment by the last scheduled day of check distribution in each school term~~ contact the Office of Financial Aid to avoid ~~payment assessment~~ of the \$100.25 late fee. ~~Deferments expire no later than the last day of classes for the semester.~~ Failure to pay the deferred tuition fees will result in cancellation of the student's registration. Tuition deferments may not be given when a student, due to his own fault, does not receive his assistance on time. Deferments are good for only one (1) semester and do not extend across semesters.

~~(c) University Housing Deferment Policy. Students receiving enough aid to cover both tuition and a portion of their housing may have payments on their housing deferred until check distribution week. The housing office will defer payment until check distribution based on a listing provided by the Office of Financial Aid of students receiving financial aid.~~

(d) Installment Plans.

~~Financial aid recipients~~ Any FSU student that is unable to pay a tuition bill can apply for the tuition installment plan. Students may contact Student Business Services to set up a plan. ~~The initial installment payment must include the health fee (if required by law as a separate fee) and half of the total tuition fees less waivers and third party billing. The balance of tuition fees is due by the end of the seventh week of classes regardless of whether financial aid checks have been received. Failure to pay by that date will result in the cancellation of registration. Students on the installment plan cannot be issued deferments.~~

~~(11) Confidentiality. All records and conversations between an aid applicant, his family and financial aid administrators are confidential and no public announcement shall be made of amounts awarded. Requirements set forth in Section 228.093, F.S. and in 20 USC 1232(g) with regard to confidentiality of student records will be adhered to.~~

~~(12) Financial Need Determination. Student need will be determined by subtracting family and student financial contributions, plus other outside resources and assistance, from budgets as shown on the standard budget description, available from the Office of Financial Aid.~~

~~(13)~~ 11 Emergency and Delayed Delivery Loans.

(a) The Office of Financial Aid may provide emergency loans in order to ease undue hardships or contingencies. The maximum loan is ~~\$150~~ 1,000, ~~and a cosigner is required; however, a cosigner is not required for loans of \$100 or less.~~ Emergency loans have an ~~interest~~ \$5 charge and must be repaid within three (3) months. Exceptions to the maximum loan amount may be made at the discretion of the Director of Financial Aid. Other emergency loan funds may be available to students from other offices and the purpose and intent of those loans and the eligibility criteria may vary.

(b) Delayed Delivery Loan. If a student's awarded financial aid is not available at the time fees are to be paid, the student may be eligible for a delayed delivery loan, to a maximum of ~~\$150~~ 1,000. Delayed delivery loans are available to ~~full-time~~ students enrolled in the current semester whose anticipated financial aid is sufficient to cover all charges owed to the University plus the amount of the loan. Delayed delivery loans accrue no interest and must be repaid when the financial aid ~~check is received~~ funding is disbursed. Exceptions to the maximum amount of the loan may be made at the discretion of the Director of Financial Aid.

~~(14) Student Contributions. All applicants are expected to work and to save funds to be used in meeting their educational needs. The expected yearly contribution from a student's earnings and savings is \$900 for dependent students and \$1200 for independent students. Special family circumstances as determined by a financial aid professional counselor may alter the student's contribution.~~

~~(15) Required Hours of Enrollment. Registration for twelve hours is considered full-time enrollment and registration for six to eleven hours is considered half-time for financial aid eligibility purposes. All half- or full-time students receiving financial aid must meet the Standards of Satisfactory Progress and Academic Good Standing as outlined below. Students in attendance for fewer less than six hours are ineligible for financial aid.~~ (12) Confidentiality. All records and conversations between an aid applicant, his family and financial aid administrators are confidential and no public announcement shall be made of amounts awarded. Requirements set forth in Section 1002.22 F.S. and in 20 USC 1232(g) with regard to confidentiality of student records will be adhered to.

(13) Appeals. Students may request to provide a written appeal to the Office of Financial Aid if a student or parent disagrees with a decision of the office. Appeals should be accompanied by documentation to support the claim and will be forwarded to the Director.

Special students are categorically ineligible for financial aid with the exception of Guaranteed Student Loans.

~~(16) Standards of Satisfactory Progress. Standards of satisfactory progress and academic good standing are applied to the cumulative academic record of the student. Undergraduate students must:~~

~~(a) Meet the cumulative grade point average required by the retention policy of the university. Cumulative grade point averages are reviewed at the end of each term from academic retention data furnished by the Office of Records and Registration. Students who are allowed to continue a degree granting program are eligible for future financial aid consideration.~~

~~(b) Complete their educational objectives within a time frame of 240 semester hours attempted. The 240 hour time frame evaluation will be made at the end of each term.~~

~~(c) Progress toward earning a degree by satisfactorily completing at least 50 percent of all hours attempted (cumulative) as calculated by the university. The 50 percent progress increment (the ratio of hours completed to hours attempted) will be calculated annually at the completion of the spring term. Graduate and professional students must meet the intent of the policy and procedures outlined above. The time frame for each graduate or professional degree is 120 hours attempted and the progress increment is 50 percent. Attendance in a degree granting program attests to academic good standing.~~

~~(17) Financial Aid Probation, Suspension and Termination. Student financial aid may be suspended or terminated under the following conditions:~~

~~(a) Suspension. Students who do not meet the minimum standards of satisfactory progress and academic good standing described above will be notified in writing of their probationary status or of the suspension or termination of their financial aid eligibility. The communication will be sent to the address on record for the student in the Office of Records and Registration. Students placed on academic warning or probation by the University are considered to be on financial aid probation. Students who do not meet the minimum incremental progress requirement of 50 percent will also be placed on financial aid probation until the following annual review. Financial aid eligibility will be suspended or terminated when the student has:~~

- ~~1. Been academically dismissed by the university.~~

~~2. Attempted the equivalent of 240 course hours of study as determined by the university, or~~

~~3. Not met the 50 percent incremental requirement following the one-year probationary period.~~

~~The suspension period will remain in effect until the student meets the standards of satisfactory progress and academic good standing. Students in attendance in a degree granting program via academic exception or reinstatement may be eligible for financial aid. Students who regain financial aid eligibility may apply for available funds at that time.~~

~~(b) Effects of Incompletes, Remedial and Repeated Courses. Students who receive “I” or “NG” grades at the time of evaluation will receive a one-semester grace period on financial aid. Records will be re-evaluated at the end of the next semester for which the student is enrolled. If the “I” or “NG” has not been changed to a letter grade and the Office of Records and Registration has not been informed of an extension, the student will be assigned the grade of “IE” or “NG” which will be computed as an “F”. Such action may result in the student being placed on financial aid probation or suspension. All grades, including remedial coursework, will be considered at face value for the purpose of determining the cumulative grade point average for financial aid eligibility.~~

~~(c) Effect Of Withdrawal. Withdrawal from classes may result in failure to meet the Standards of Satisfactory Progress and Academic Good Standing. Students who officially withdraw from classes because of mitigating circumstances such as, but not limited to, medical, military or death in the family, may appeal their financial aid probationary or suspension status. Upon withdrawal from the University all or part of a financial aid award may have to be repaid. If the withdrawal occurs before classes begin, all financial aid issued must be returned. If withdrawal occurs after classes begin, repayment of the disbursed aid is expected on a pro-rated basis. If a student withdraws before full financial aid disbursement has occurred, the financial aid sources specified in the University financial aid refund/repayment procedures will be applied to University charges accrued by the student, including housing and tuition and fee costs.~~

~~(d) Overaward. If a student has been overawarded, further financial aid may be suspended.~~

~~(18) Appeals from the decisions of the Office of Financial Aid with regard to financial aid status or awards may be made in the following ways:~~

~~(a) Appeal of Award Decision. If a student believes the award request was not given proper or adequate consideration, the student is afforded the opportunity to appeal.~~

~~1. If a student upon receiving notice of an award decision disagrees with that decision, the~~

student must first attempt to resolve the issue through discussion with a financial aid officer within 10 work days of the date of notice from the University.

~~2. If the problem results from policy, the student shall meet with an Assistant Director of Financial Aid who will review the student's file in detail and attempt to resolve the student's concern. Such meeting shall be within 10 work days of the above meeting with a financial aid officer. If the matter is not resolved, the student shall submit an appeal form to the Assistant Director who will prepare a recommendation for the Associate Director. Such recommendation shall be filed with the Associate Director within 5 work days of receipt of the appeal form.~~

~~3. The Associate Director of Financial Aid will review the appeal and recommendation and take action within 5 work days of receipt.~~

~~4. The Associate Director will notify the student of the decision in writing.~~

~~5. If the student is dissatisfied with the appeal decision, the student may request in writing to have the appeal file forwarded to the Director of Financial Aid for review and reconsideration. The Director will make the final departmental decision concerning the appeal within 5 work days and notify the student in writing.~~

~~6. If the student is still dissatisfied with the decision, the student may file a written request for review by the Dean of Undergraduate Studies within 10 work days after the date of decision from the Director of Financial Aid.~~

~~(b) Appeal upon Failure to Meet Standards of Academic Progress.~~

~~1. Upon receipt from the University of notice of suspension or termination of financial aid a student may file a written appeal with the Office of Financial Aid. Such appeal must be filed within 15 work days from the date of the suspension/termination notice from the University. The written appeal shall state with specificity the basis on which the student is appealing and should include all documentation of mitigating circumstances such as change in program of study, illness, etc.~~

~~2. Written appeals will be reviewed by an Appeals Committee appointed by the Director of Financial Aid. The Appeals Committee shall approve or deny the student's appeal.~~

~~3. The Appeals Committee shall notify the student in writing of approval or denial of the appeal within 10 work days of the receipted date of that appeal. Notification will be sent to the address on file in the Office of Records & Registration.~~

~~(c) Appeal of Financial Aid Probation/Suspension Based on Academic Probation/Suspension. Grade point averages are calculated by the Office of Records & Registration and probation or~~

~~suspension status is determined by that office. All appeals with regard to grade point averages, academic status, and total hours attempted are governed by Rule 6C2-5.004, F.A.C.~~

Specific Authority BOG Regulation 1.001(3)(j) ; Reg. Procedure July 21, 2005. Law Implemented 1002.22, 1009.27, 1009.42, 1011.43 FS. History—New 9-30-75, Amended 1-19-86, _____Formerly 6C2-3.37.