

PROCEDURE

SUBJECT	PROCEDURE: SCHOLARSHIPS, ATHLETIC GRANTS-IN-AID AND STUDENT FINANCIAL ASSISTANCE	PAGE
		P4.03-1
LEGAL AUTHORITY	P6Hx23-4.03	11/18/08 Revision #08-11

P6Hx23-4.03 PROCEDURE: SCHOLARSHIPS, ATHLETIC GRANTS-IN-AID AND STUDENT FINANCIAL ASSISTANCE

- I. Overview statement of principles, policies, and procedures for student financial assistance
 - A. The financial assistance program provides financial assistance to students who, without such assistance, would be unable to attend St. Petersburg College.
 - B. Financial assistance consists of scholarships, athletic grants-in-aid, need-based grants, loans, and employment offered to students.
 - C. The family of a student is expected to make a maximum effort to assist the student with college expenses. Financial assistance from the College is viewed as supplementary to the efforts of the student and the family.
 - D. The College will strive, through cooperation with schools and other colleges and through its publications and other communications, to encourage college attendance by all able students.

- II. Operating Policies
 - A. All students applying for financial assistance and/or student employment must complete a Free Application for Student Financial Assistance (FAFSA) form. The results of the FAFSA should be submitted to the Scholarships and Student Financial Assistance office and the student should complete any other required processes.
 - B. All funds available to the College for student assistance shall be administered through the Scholarships and Student Financial Assistance office, with the exception of funds restricted to special programs. Nominations of individuals to receive designated scholarships and other awards shall be submitted by the responsible division or agency to the director's office of Scholarships and Student Financial

PROCEDURE

SUBJECT	PROCEDURE: SCHOLARSHIPS, ATHLETIC GRANTS-IN-AID AND STUDENT FINANCIAL ASSISTANCE	PAGE
		P4.03-2
LEGAL AUTHORITY	P6Hx23-4.03	11/18/08 Revision #08-11

Assistance for processing. The President may offer athletic grants-in-aid to students for athletic performance in one of the sports offered in the St. Petersburg College athletic program. Priority shall be given to student athletes who qualify as residents of the state of Florida for fee purposes as outlined in Section 1001.65(8) Florida Statutes.

- C. Generally, on-campus student employment will be administered through the campus Scholarships and Student Financial Assistance office. The Scholarships and Student Financial Assistance office is responsible for cooperating with the employing officer in matching the capabilities of the individual student to the requirements of the job. All divisions and agencies may make requests for individual students (by name) for employment. Wage schedules to be applied to student part-time positions are to be set by the Board of Trustees' policy in compliance with federal guidelines, if any.

- D. Students applying for financial assistance are to be given consideration for all college programs for which they are eligible. The student's "assistance package" may consist of one or more of these programs, including grant, work, and/or loan, or any other combination that in the opinion of the financial assistance officer best meets the student's needs.

- E. There is no deadline for student applications for financial assistance, but students whose files are complete prior to May 1 of each year will be in a much better position to receive assistance. Students are to be notified as soon as possible after receipt of their application of the package of financial assistance to be offered to them. Acceptance forms, where applicable, must be returned to the Scholarships and Student Financial Assistance office by the student.

The Scholarships and Student Financial Assistance office shall maintain records adequate to assure that the assistance given each student does not exceed the actual amount needed to attend the College if program regulations put such limitations on student assistance.

PROCEDURE

SUBJECT	PROCEDURE: SCHOLARSHIPS, ATHLETIC GRANTS-IN-AID AND STUDENT FINANCIAL ASSISTANCE	PAGE
		P4.03-3
LEGAL AUTHORITY	P6Hx23-4.03	11/18/08 Revision #08-11

An individual student file is to be maintained by the Scholarships and Student Financial Assistance office for each student receiving assistance. These records shall indicate the total of the student's need and the type and amount of assistance awarded through the Scholarships and Student Financial Assistance office.

- F. Award authorizations for payment of tuition, fees, books, etc. are prepared by the financial assistance officer and transmitted to student accounts for disbursement.

- G. In order to comply with Section 1009.42 of Florida Statutes, the following procedure with regard to Financial Assistance appeals is in effect:
 - 1. Any student who feels he/she has been treated unfairly in the awarding of financial assistance may meet with a financial assistance officer or specialist to attempt to resolve the issue.

 - 2. If the issue is not resolved, the student may appeal the decision to the campus assistant director of Scholarships and Student Financial Assistance. The assistant director of Scholarships and Student Financial Assistance along with the campus financial assistance officer or specialist will consider the appeal.

 - 3. Further appeal may be made to the College director of Scholarships and Student Financial Assistance. The director of Scholarships and Student Financial Assistance will meet with the assistant directors of Scholarships and Student Financial Assistance and issue a ruling.

 - 4. Further appeal may be made to the College Financial Assistance Committee. This collegewide committee consists of administrators, staff and faculty as appointed annually by the President.

 - 5. Further appeal may be made to the College President.

PROCEDURE

SUBJECT	PROCEDURE: SCHOLARSHIPS, ATHLETIC GRANTS-IN-AID AND STUDENT FINANCIAL ASSISTANCE	PAGE
		P4.03-4
LEGAL AUTHORITY	P6Hx23-4.03	11/18/08 Revision #08-11

- H. The Scholarships and Student Financial Assistance office shall be responsible for providing a pool of available students for the on-site student employment program. It will perform the following functions:
1. Assist provosts, associate provosts, and program directors in the establishment of student on-site, part-time employment programs (student assistance and work study).
 2. Receive requests from program directors and other supervisors for assistance in obtaining student employees.
 3. Maintain in a file of all students seeking part-time positions (college work/study or student assistant) and assign student applicants to on-site program directors or other supervisors. Insofar as possible, students will be assigned to jobs related to their major field of study, or in accordance with their interests and abilities.
 4. When an applicant has been selected for employment, campus financial assistance officer of specialist will review and process the payroll input form, affidavit form, withholding statement, etc., and distribute these documents properly.
 5. Program directors and other supervisors approve student hours worked on time sheets and certify hours worked on a biweekly basis to the payroll office for payment. A copy of the time sheet is sent to the campus Scholarships and Student Financial Assistance office.
 6. No student is considered employed, and cannot be authorized for payment from federal funds for any work performed prior to the submission and approval of the properly executed forms supplied by the appropriate Scholarships and Student Financial Assistance office.

PROCEDURE

SUBJECT	PROCEDURE: SCHOLARSHIPS, ATHLETIC GRANTS-IN-AID AND STUDENT FINANCIAL ASSISTANCE	PAGE
		P4.03-5
LEGAL AUTHORITY	P6Hx23-4.03	11/18/08 Revision #08-11

- I. The primary responsibility for informing the Scholarships and Student Financial Assistance office of changes in financial situations rests with the student. However, information about some changes in student financial status is routinely received in other campus offices. Whenever information about a change in student financial status is received by any department or agency, this information is to be forwarded to the Scholarships and Student Financial Assistance office.

- J. General requirements for students seeking financial assistance are listed in the College catalog, the financial assistance brochure, and on the College's website. Conditions of awards are listed on the back of the financial assistance award letter.
 1. A personal interview with a financial assistance officer or specialist is desirable.
 2. The student must be accepted for admission, be enrolled for a minimum of 6 credit hours per term, and be in good academic standing. For certain types of aid, priority is given to full-time students.
 3. The student must have a demonstrated financial need based on the FAFSA or any other College approved needs analysis.
 4. For standards of progress, see current College catalog.
 5. Procedures for various state and federal programs are defined by the source agency and are subject to change without notice. These procedures are outlined in the various manuals.

History: Amended 7/2/83, 6/12/84. Effective 6/12/84, 9/24/91. Filed - 9/24/91. Effective - 9/24/91; 5/21/96. Filed - 5/21/96. Effective - retroactive to 4/1/96; 7/16/96. Filed - 7/16/96. Effective - 7/16/96 for the title changes and Session II, 1996-97 for the application/service fee change; 12/14/98. Filed - 12/14/98. Effective - 12/15/98; 5/16/00. Filed - 5/16/00. Effective - Session

PROCEDURE

SUBJECT	PROCEDURE: SCHOLARSHIPS, ATHLETIC GRANTS-IN-AID AND STUDENT FINANCIAL ASSISTANCE	PAGE
		P4.03-6
LEGAL AUTHORITY	P6Hx23-4.03	11/18/08 Revision #08-11

III, 1999-00; 2/17/05. Filed – 2/17/05. Effective – Session I, 2005-06; 11/18/08. Filed – 11/18/08. Effective – 11/10/08.