

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 3230

**TITLE:** STUDENT FINANCIAL AID INFORMATION

**BASED ON POLICY:** 3.23 STUDENT FINANCIAL AID AND FEE WAIVERS

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES

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I. Purpose:

To provide financial assistance to eligible students

II. Procedure:

Financial aid is awarded according to the guidelines for each type of aid. Awards may include loans, grants, scholarships, and part-time employment, all of which may be offered singly or in various combinations.

A. Application procedures

The application period for federal and college student financial aid opens October 1 for the academic year which begins the following August. Applicants may obtain the current Free Application for Federal Student Aid (FAFSA) via [fafsa.gov](http://fafsa.gov) or South Florida State College's (SFSC) website under the Financial Aid Office quick link at [southflorida.edu/current-students/financial-aid-scholarships](http://southflorida.edu/current-students/financial-aid-scholarships).

Applicants for federal financial assistance must complete the following:

1. An application for admission to SFSC
2. The Free Application for Federal Student Aid (FAFSA) – This application must be submitted each year as soon as possible after Oct. 1 for the academic year which begins the following August
3. A SFSC Foundation scholarship application if applicants wish to be considered for a Foundation scholarship – Awards are not renewable. Refer to the SFSC website for deadlines.

## B. Eligibility requirements

1. Applicants must be admitted and enrolled as a regular student in a degree or eligible vocational certificate program.
2. Applicants must have a high school diploma or GED or have been home-schooled in a setting approved under state law.
3. Applicants must have resolved any drug conviction issue.
4. Applicants must be U.S. citizens or eligible non-citizens with a valid social security number.
5. Male applicants between the ages of 18 and 25 must be registered with the selective service.

## C. Recipients of financial assistance

1. The student's financial aid file must be complete and all requirements met before an award is disbursed.
2. Financial aid awards are based on one or more of the following:
  - a. The student's enrollment
  - b. Academic record showing satisfactory progress
  - c. Availability of funds
  - d. The parents' and/or student's Expected Family Contribution (EFC)
  - e. Any other specific requirements of the awards
3. Recipients of financial assistance must notify the Financial Aid Office (FAO) of other sources of aid.
4. An award letter will be prepared by the FAO and emailed to students receiving awards. The award letter identifies the type and amount of each award, based on full-time enrollment, unless otherwise indicated.

## D. Disbursement procedures

In accordance with federal law, SFSC may not disburse funds until after the end of the drop with refund period for each term. At that time, the FAO will have evidence via the Registrar's Office of student's enrollment in school and funds will be disbursed accordingly.

Adherence to the following is critical:

1. Students will register for courses they wish to take at the beginning of

each term. Changes in a student's registration may affect the amount of funds the student receives. The student's aid is disbursed to the student's account based on the disbursement date.

2. Students must ensure that their mailing address is correct at the Registrar's Office for accurate mailing of any refund check should they be unable to pick up their check from the cashier's window.
3. Student tuition and other related charges will be deducted from awards. Students desiring to use their financial aid to purchase books from the College bookstore may do so if they have available funds in their account.
4. If a credit balance results, a refund will be made to the student.

#### E. Verification

1. Verification may be requested by:
  - a. The U.S. Department of Education if a student's application is randomly chosen
  - b. The FAO due to discrepancies in an application
2. The FAO will contact the student to submit the necessary additional information. Required forms are available via the Financial Aid webpage at [southflorida.edu/current-students/financial-aid-scholarships](http://southflorida.edu/current-students/financial-aid-scholarships).
3. The FAO cannot accept copies of tax returns to verify tax information. Only the following are accepted:
  - a. Tax returns submitted by using the IRS Data Retrieval Tool on the FASFA website
  - b. An original IRS tax return transcript, signed, with W2s

**HISTORY: Last Revised: 10/22/19**

**Adopted:** 8/27/84

**Reviewed:** -

**Revised:** 8/1/89, 1/22/02, 6/1/05, 12/01/09, 5/01/12, 10/22/19