

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3232

TITLE: SCHOLARSHIPS

BASED ON POLICY: 3.23 STUDENT FINANCIAL AID AND FEE WAIVERS

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

I. Purpose:

To provide a standard process for administering scholarships to students provided by the South Florida State College (SFSC) District Board of Trustees

II. Procedure:

A. For the purposes of this procedure, the following definitions are used:

1. Full-time – Enrolled in at least 12 credit hours or 480 contact hours per major term.
2. Continuous – Enrolled in consecutive major terms (fall, spring, fall, spring). Summer terms may be included, but are not required.

B. Scholarships are offered to designated students who are participating in specified activities that serve the college community.

1. Athletic scholarships – Athletic Scholarships are limited to 1440 semester hours and/or clock hour equivalents per academic year.

Athletic scholarships may cover all or part of the cost of books, meals, tuition and housing, in addition to other fees up to 30 credits per year. Awards are generally valid for two years unless withdrawn by the college for failure of the student to meet academic, disciplinary and/or performance standards. The vice president for academic affairs and student services may extend the scholarship.

The student must register as a full-time student (a minimum of 12 hours during fall and spring terms) in a qualified degree or certificate program unless otherwise approved by the athletic director. The student must maintain a minimum grade point average of 1.75 in the initial term and 2.00 in each succeeding term. The student must be making progress

toward a degree or certificate for all work that is attempted and must meet any performance standards set by the athletic director.

A maximum of 54 athletic scholarships will be awarded subject to the maximum allowed under the regulations of the Florida Colleges Athletic Association. The maximum number of scholarships for each sport is as follows:

- a. 24 - Men's Baseball
- b. 12 - Women's Volleyball
- c. 18 - Women's Softball

Special procedures

- a. A list of students will be provided to the Financial Aid Office by the athletic director. The list must include student name, student ID number, and specific activity (e.g., baseball, volleyball). This list must be received before the first day of classes each term.
- b. The list of students will be verified by the director, financial aid or designee to ensure that the scholarship award will not cause an over award of federal student aid.
- c. The athletic director will notify the director, financial aid or designee and the cashier's office of any award status changes and/or ineligible students. The athletic director will then notify the individual student of his/her status.
- d. If continuous full-time enrollment is not maintained, the student will continue to receive the scholarship for the current term; however, he/she will not be eligible to receive the scholarship for the upcoming term, unless otherwise approved by the athletic director.
- e. If students do not meet the academic or activity standards for the continuation of the scholarship, they may appeal any extenuating circumstances to the Academic Appeals committee.
- f. The athletic director will provide regular updates of authorized scholarship recipients to appropriate offices. The athletic director and athletic advisor will work together to ensure that 30 credits per student, per year are not exceeded.

2. Service scholarships

SFSC will award a limited number of scholarships to students making a significant contribution to the college. The list of scholarships for students who make a significant contribution to the college will include:

- a. Brain Bowl
- b. Student Ambassadors
- c. Student Government Association

The amount of the scholarship may be all or part of the tuition and other fees. Students may receive these scholarships even if enrolled part-time.

3. Academic scholarships

- a. Top Ten Percent Scholarship - SFSC may provide an enrollment incentive to students who graduate in the top 10 percent of a Highlands, Hardee, or DeSoto county public high school graduating class.
- b. The dean, arts and sciences may recommend students for consideration of an academic scholarship that support enrollment management and accountability initiatives, enrollment of targeted populations, and start-up of new programs. Scholarships are subject to confirmation of the Financial Aid and Scholarship (FAS) committee. The director, financial aid, or designee, will verify the student's eligibility. Requirements for students to have filed the Free Application for Federal Student Aid (FAFSA) and to have unmet need may be waived. These awards will be limited by budget availability.

4. Vocational fee scholarships

- a. Any student registering for any technical course or program may be eligible for a vocational scholarship. Students requesting a vocational scholarship will be required to apply for financial aid by completing the FAFSA.

The Financial Aid Office (FAO) shall review a needs analysis, as prescribed by law, on all such applications (as described above) and determine the students' total need, the mixture, and the types of aid which are available to meet that need.

When the director, financial aid or designee determines that a student has met all eligibility to receive a vocational scholarship (VS), based on criteria outlined on the VS application, the following will occur:

- 1) The director, financial aid or designee will submit the recommended list of students to the FAS committee for vote. The VS applications, once approved by the FAS committee, are then awarded on the students' accounts by the FAO.
- 2) The Cashier/Accounts Receivable Department will notify the FAO if students become eligible for external scholarships/3rd party payment so that proper adjustments are made to the VS.

- b. The dean, applied sciences and technologies may recommend students for consideration of a vocational scholarship that supports enrollment management and accountability initiatives, enrollment of targeted populations, and start-up of new programs. Scholarships are subject to confirmation of the FAS committee. The director, financial aid or designee, will verify the student's eligibility. Requirements for students to have filed the FAFSA and to have unmet need may be waived. These awards will be limited by budget availability.
5. Vocational fee waivers
- a. Vocational fee waivers can be utilized for waivers of vocational and adult education fees.
 - b. Annually, the budget for vocational fee waivers is limited by the amount budgeted. The amount budgeted should not exceed eight percent of the anticipated total fees to be collected.
 - c. The president is authorized to award vocational fee waivers.
6. Other scholarships

The college may offer other scholarships that support accountability initiatives, enrollment of targeted populations, and start-up of new programs.

HISTORY: Last Reviewed: 5/15/15

Adopted: 8/27/84

Reviewed: 5/15/15

Revised: 8/2/94, 1/22/02, 3/13/07, 1/5/10, 9/27/11, 10/4/11, 5/1/12, 11/20/12, 10/22/13