

College Operating Procedures (COP)



Procedure Title: Financial Aid Policies and Operations
Procedure Number: 06-0301
Originating Department: Student Services

Specific Authority:

Board Policy 6Hx6:6.06
Florida Statute FS 1009.01-1009.984
Florida Administrative Code

Procedure Actions: Adopted: 07/27/2009; 02/02/21

Purpose Statement: Florida SouthWestern State College is authorized by the Department of Education to offer Title IV Student Financial aid programs and by the State of Florida to offer need and merit-based aid programs. The Office of Student Financial Aid ensures regulatory compliance with all Federal, State, and Institutional financial aid programs.

Guidelines:

All federal, state, foundation and institutional aid program offered to FSW students are administered by the Office of Student Financial Aid. Financial Aid Policy and Procedures serve as the comprehensive source for written, procedural guidance for financial aid staff in administering and ensuring regulatory compliance with all Federal, State and Institutional financial aid programs. Protocols are updated as necessary to comply with changes in requirements imposed on the Office of Student Financial Aid by any of its governing authorities.

Procedures:

When any change or update to federal requirements or there is an internal process change, the Director or Financial Aid updates the internal Financial Aid Policy and Procedures manual. This provides a single reference source for information regarding the purpose and philosophy of the Office of Student Financial Aid, administrative organization, office management, financial aid programs, educational loans, consumer information, application process and forms, file review, student budgets, awarding and packaging financial aid, professional judgment, disbursement, satisfactory academic progress, return of Title IV funds, Title IV fraud and audits, including appendices. When any change is made due to external compliance or internal processes listed directly above, the Director of Financial Aid submits the updated Financial Aid Policies and Procedures to the Associate Vice Provost for Enrollment Management for review and final approval. Review and approval will be completed as needed and at least once per year.