



Office of Student Financial Assistance

State Scholarship and Grant Programs Policy Manual

www.FloridaStudentFinancialAid.org

Foreword

The Florida Department of Education, Office of Student Financial Assistance (OSFA) administers state- and federally-funded scholarship and grant programs.

This *State Scholarship & Grant Programs Policy Manual* provides guidance on general policy affecting all state-funded financial aid programs.

The purpose of this manual is to assist financial aid professionals to implement state-funded financial aid programs by identifying institutional responsibilities and articulating policy related to the administration of state-funded programs.

The OSFA website at www.FloridaStudentFinancialAid.org provides information regarding all aspects of state scholarship and grant programs administration.

- Administration
 - Florida Financial Aid Application
 - Institution Eligibility Application
 - Certification for state-funded initial applicants
 - Disbursement Reports
 - Renewal certification for state-funded students
- Information
 - Postsecondary Institution Resources
 - State Programs Policy Manual
 - Annual Report to the Commissioner
 - State Scholarship and Grant Programs website
 - Florida Statutes
 - State Board of Education Rules

Our staff is available to assist you with any aspect of State Programs administration. You may contact our State Program's office at 888-827-2004 or select the State Programs Policy Manual link to access this guide.

**Florida Department of Education
Office of Student Financial Assistance**

**State Scholarship and Grant Programs
Policy Manual
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Florida Scholarship and Grant Programs

Access to Better Learning and Education Grant Program (ABLE)

Benacquisto Scholarship Program (FIS)

First Generation Matching Grant Program (FGMG)

Florida Bright Futures Scholarship Program

- Florida Academic Scholars (FAS) award
 - Academic Top Scholars (ATS) award
- Florida Medallion Scholars (FMS) award
- Florida Gold Seal CAPE Scholars (GSC) award
- Florida Gold Seal Vocational Scholars (GSV) award

Florida Farmworker Student Scholarship Program (FFSS)

Florida Student Assistance Grant Program (FSAG)

- Public
- Private
- Postsecondary
- Career Education

Florida Work Experience Program (FWEP)

Honorably Discharged Graduate Assistance Program (HDGAP)

José Martí Scholarship Challenge Grant Program (JM)

Mary McLeod Bethune Scholarship Program (MMB)

Minority Teacher Education Scholars Program (MTES)

Rosewood Family Scholarship Program (RFS)

Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV)

William L. Boyd, IV, Effective Access to Student Education Grant Program (EASE)

Scholarship & Grant Program Acronyms

| | |
|-------------------|---|
| AA | Associate in Arts Degree |
| AAS | Associate in Applied Science Degree |
| ABLE | Access to Better Learning and Education |
| AS | Associate in Science Degree |
| ATS | Academic Top Scholar |
| BS | Bachelor of Science Degree |
| BAS | Bachelor in Applied Science Degree |
| CLEP | College Level Examination Program |
| COA | Cost of Attendance |
| CSDDV | Children and Spouses of Deceased or Disabled Veterans |
| Department | Florida Department of Education |
| DER | Disbursement Eligibility Report |
| D/W | Drop/Withdrawal |
| HDGAP | Honorably Discharged Graduate Assistance Program |
| EASE | Effective Access to Student Education Grant Program |
| ED | United States Department of Education |
| EFC | Expected Family Contribution |
| FAFSA | Free Application for Federal Student Aid |
| FAS | Florida Academic Scholar |
| FFSS | Florida Farmworker Student Scholarship |
| FGMG | First Generation Matching Grant |
| FIS | Benacquisto Scholarship Program |
| FMS | Florida Medallion Scholar |
| FSAG | Florida Student Assistance Grant(s) |
| FWEP | Florida Work Experience Program |
| GAA | General Appropriations Act |
| GPA | Grade Point Average |
| GSC | Florida Gold Seal CAPE Scholars |
| GSV | Florida Gold Seal Vocational Scholars |
| HDGAP | Honorably Discharged Graduate Assistance Program |
| ISIR | Institutional Student Information Record |
| IRS | Internal Revenue Service |
| JM | José Martí Scholarship Challenge Grant |
| MMB | Mary McLeod Bethune Scholarship |
| MTES | Minority Teacher Education Scholars Program (also FFMT) |
| OE | Otherwise Eligible |
| OSFA | Office of Student Financial Assistance |
| P/F | Pass/Fail |
| PSI | Postsecondary Institution |
| RFS | Rosewood Family Scholarship |
| SACS | Southern Association of Colleges and Schools |
| SBE | State Board of Education |
| SSFAD | State Student Financial Aid Database |
| S/U | Satisfactory/Unsatisfactory |
| SSN | Social Security Number |
| US | United States |

State Programs Annual Calendar

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| July 1 | New fiscal year begins. |
| July | Summer Grade and Hours (G&H) Report opens for Bright Futures. |
| August | Term 1 program funds sent to eligible PSIs. |
| August 31 | Current year <i>Florida Financial Aid Application</i> (FFAA) closes. |
| September 30 | G&H Report deadline for current summer term for Bright Futures restoration eligibility. |
| September/ October | Term 1 Disbursement Eligibility Report (DER) is due to OSFA 30 days after the last day of drop/add. |
| October 1 | <ul style="list-style-type: none"> • The FFAA opens. • OSFA begins collection of FAFSA/ISIR information from ED. |
| November/ December | Term 1 refunds/reconciliation due to OSFA within 60 days after the last day of drop/add. |
| December | Term 2 program funds sent to eligible PSIs. |
| January | <ul style="list-style-type: none"> • Term 1 semester and quarter refunds of Bright Futures dropped/withdrawn course funds are due within 30 days of the institution's last day of each term. • Term 2 DER's are due 30 days after the last day of drop/add. |
| February 1 | The Reinstatement/Restoration Application is available for next academic year funding. |
| February/ March | Term 2 refunds/reconciliation due to OSFA within 60 days after the last day of drop/add. |
| March 1 | Program compliance audits due from participating private institutions. |
| March/April | <ul style="list-style-type: none"> • Term 2 <u>quarter</u> refunds of Bright Futures dropped/withdrawn course funds are due within 30 days of the institution's last day of each term. • Term 3 DER's are due 30 days after the last day of drop/add. |

State Programs Annual Calendar (continued)

| | |
|----------------|---|
| April 1 | <ul style="list-style-type: none"> • Priority deadline for CSDDV and FRS • Application deadline for JM |
| May | <ul style="list-style-type: none"> • Priority deadline for CSDDV and FRS • Application deadline for JM • FSAG uncommitted funds, if available, due to OSFA for reallocation. • Application deadlines for JM, RFS, and CSDDV for next year funding. • Term 2 <u>semester</u> refunds of Bright Futures dropped/withdrawn course funds are due within 30 days of the institution's last day of each term. • Term 3 refunds/reconciliation due to OSFA within 60 days after the last day of drop/add. • Begin G&H reporting for previous summer, fall, and spring terms. Reporting due to OSFA 30 days after the last day of classes or June 30, whichever comes first. |
| May 20 | Send G&H Report to OSFA for centralized programs: BF, CSDDV, FFSS, JM, RFS. |
| June | <ul style="list-style-type: none"> • Term 3 quarter and quinmester refunds of Bright Futures dropped/withdrawn course funds are due within 30 days of the institution's last day of each term. • Application for institutional participation in State Programs is due at the end of first full week of June. |
| June 1 | Academic year program budget reconciliation per institution due. |
| June 30 | <ul style="list-style-type: none"> • G&H Report deadline (due within 30 days after the last day of classes or June 30, whichever comes first). • Deadline for updating program student records; thereafter, send an email request to OSFA for late changes. • State of Florida fiscal year ends. |

Definition of Terms

A complete listing of definitions used by the Department of Education can be found in State Board of Education Rule 6A-20.001, Florida Administrative Code. The definitions included in this manual are additional or expanded definitions you may need for the administration of state-funded financial aid programs at your institution.

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| 3/2 Program | An undergraduate program that terminates in the awarding of a post-baccalaureate degree or the simultaneous awarding of a baccalaureate and post-baccalaureate degree. |
| Academic Year | An academic year begins fall term and ends at the start of the next fall term, in which students are funded two semesters or three quarters (fall - spring). |
| Annual Award | The maximum program award amount a student may receive during an academic year. Each state program will specify if an annual award is a flat award amount, is based on other criteria, or includes summer funding. An annual award is distributed in equitable term award amounts. |
| Appropriation | Legislative budget amount per program. |
| Allocation | Amount designated for an institution for a program disbursement to students (by term and annually). |
| Associate in Applied Science (AAS) | A specialized degree that is awarded to signify attendance, progress or satisfactory completion of the requirements of a technical or vocational program of study. An AAS program of study with an articulation agreement is considered a degree program. The institution is responsible for determining the degree status of an AAS program of study. |
| Associate in Arts (AA) | A degree that requires the completion of no fewer than 60 semester or 90 quarter hours, of which a minimum of 36 semester or 54 quarter hours must be in general education or liberal arts courses. |
| Associate in Science (AS) | A degree that requires the completion of no fewer than 60 semester or 90 quarter hours, of which a minimum of 15 semester or 23 quarter hours must be in general education. |
| Awarded Student | An applicant who meets all criteria to receive funding from a particular financial aid program, but may not necessarily have a net receipt of greater than zero dollars during the academic year. |

Definition of Terms (continued)

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|---|---|
| Award Year | This includes the first and second semesters, or the first, second and third quarters, or the equivalent, of an academic year. |
| Certificate | A recognized undergraduate educational credential issued by a postsecondary institution to an individual who completes a course or program of study that does not result in an Associate in Arts, Associate in Science, or a baccalaureate degree. |
| Clock Hour | A measure of credit based on an actual hour of attendance. |
| Clock Hour Conversion | <p>The standard formula for converting a number of clock-hour credits into a number of semester, trimester, or quarter credit hours. Twenty clock hours equal one quarter credit hour and 30 clock hours equal one semester or trimester credit hour.</p> <p>If an institution uses both clock hours and credit hours, convert the hours to the type of hours the institution reported on its Institutional Application as its primary hour type.</p> |
| Contact Hours | For a program of study, the regularly scheduled hours of direct classroom activity. |
| Cost of Attendance | The average cost for a student to attend a PSI for one academic year, which includes the cost of tuition and fees, books and supplies, room and board, transportation and personal expenses. Also referred to as the Cost of Education. |
| Cumulative Grade Point Average (GPA) | For the purposes of financial aid awards, the cumulative grade point average is defined as the overall grade point average for postsecondary course work attempted by the student, which earned quality points and was used by the institution for the attending student. |
| Degree Program | <p>An academic program of study, which upon completion, results in the awarding of one of the following degrees:</p> <ul style="list-style-type: none">• Associate in Arts• Associate in Science• Bachelor's• Master's• Doctorate |

Definition of Terms (continued)

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| | An AAS program of study with an articulation agreement is considered a degree program. The institution is responsible for determining the degree status of an AAS program of study. |
| Dependent Student | A student who meets the federal definition of a dependent student for Title IV purposes. |
| Developmental Education | A course defined by a postsecondary institution as necessary for a student to acquire the skills or knowledge required to perform successfully in college entry-level courses. Such a course is considered the same as a remedial course or developmental education course. Also see Preparatory Course. |
| Diploma (Postsecondary) | A recognized undergraduate educational credential issued by a PSI to an individual who completes a course or program of study that does not result in an AA, AS or baccalaureate degree. |
| Disbursed Student | An eligible student who accepts program awards during a specific academic term or year. |
| Disbursement | The transmission of funds from an eligible institution to an eligible recipient. |
| Distance Learning | An educational process that is characterized by the separation, in time or place, of instructor and student. |
| Doctorate | A degree that requires the completion of a minimum of 60 semester or 90 quarter hours beyond a baccalaureate degree. |
| Drop/Add Period | The limited time period immediately following the regular registration time period of any term, or the limited time period immediately following the registration time period of a mini term, module, or nonstandard term during which the PSI allows students to discontinue specific course(s) or to enroll in additional course(s). |
| Dual Enrollment | The enrollment of a secondary student in a post-secondary course creditable toward a postsecondary certificate, diploma, associate or baccalaureate degree, and, simultaneously, toward a high school diploma. |
| Duplicated Student | Those students who are counted more than one time because they received a disbursement for one program at multiple PSIs during different terms. A student who is counted more than one time for |

Definition of Terms (continued)

receiving a disbursement for more than one state-funded program or for one program at more than one PSI during an academic year.

Early Admission

A form of enrollment in which eligible secondary students apply for college admissions prior to the receipt of a high school diploma and enroll full-time in a PSI in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

Earned Credit Hours

The number of semester, quarter, or clock hours awarded to a student upon successful completion of an academic term of study and accepted by a postsecondary institution as the satisfactory completion of hours attempted.

Eligible Institution

A public or private postsecondary institution that meets statutory requirements for participation in specified state student financial assistance programs.

Eligible Student

A student who meets all criteria to receive funding from a particular financial aid program, but may not necessarily be disbursed.

Eligible Program of Study

A degree or postsecondary vocational or technical program of study authorized by a state student financial aid program statute.

Expected Family Contribution (EFC)

The amount of funds derived from the federal need analysis form (FAFSA) that a family is expected to contribute to the student's cost of attendance at a postsecondary institution.

Extended Term(s)/ Hour(s) of Eligibility

Additional term(s)/hour(s) for which an award may be available for a student who either is:

- Required to enroll in college preparatory courses; or
- Required to enroll in courses to obtain skills necessary to pass any part(s) of the CLAST that was not passed; or
- Enrolled in an undergraduate degree program that requires more than 120 semester hours (or the equivalent).

Fiscal Year

Academic year funding period of July 1 through June 30.

Free Application for Federal Student Aid (FAFSA)

A form to apply for federally-funded student aid programs and some state student financial aid

Definition of Terms (continued)

programs. The FAFSA requests demographic, financial, and other information about an applicant and the applicant's spouse or parent(s).

Grade Point Average

The number of attempted hours divided into the number of earned quality points for postsecondary credit work. (Also see Institutional Cumulative GPA for more information.)

Graduate Funding

Florida Bright Futures Scholarship recipients who graduate in the 2010-11 academic year and thereafter with a baccalaureate degree in 7 semesters, or the equivalent or fewer hours, and pursue graduate study may apply the unused portion of their Florida Academic Scholars award or Florida Medallion Scholars award toward 1 semester of graduate study, not to exceed 15 semesters hours paid at the undergraduate rate.

Graduate Student

A student enrolled in a degree program leading to a master's degree, doctoral degree, or any post-baccalaureate certificate.

Grant

A type of student financial assistance, usually based on financial need, designed to assist with educational costs and that has no repayment conditions.

Hours Earned

All hours in which a student was enrolled and completed (not failed) during the academic year. This may include repeated or remedial course work even if those hours were not funded.

Independent Student

A student who meets the federal definition of an independent student for Title IV purposes.

Initial Applicant

An eligible applicant who has not previously qualified for or received an award from a program.

Institutional Cumulative Grade Point Average

The grade point average for all postsecondary work attempted by the student that is included in a student's transcript at the institution where the student is seeking a degree or certificate.

Institutional Refund

The return of state funds to OSFA that have not been disbursed, were paid to ineligible applicants, overpaid to students, or resulted from dropped/withdrawn courses.

Loan

A type of student financial aid that must be repaid.

Definition of Terms (continued)

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| Loan Forgiveness | Payments toward educational loan balances for an eligible applicant who has completed employment service in specified areas and within a specified time frame. |
| Master's Degree | A degree that requires the completion of no fewer than 24 semester or 36 quarter hours beyond the baccalaureate degree. |
| Need | The amount of funds derived after deducting an individual's expected family contribution (EFC) from the institutional cost of education. |
| Nonstandard Term | A term type that does not conform to the standard definition of semester, trimester, quarter, or quinmester, as defined by the Department. Courses or programs offered in nonstandard terms are to meet commonly accepted academic standards regarding hours of instruction and term length within common calendar time frames. |
| Otherwise Eligible (OE) | Otherwise Eligible students are applicants who meet all criteria to receive FSAG, HDGAP, or FGMG awards, but were not awarded due to lack of funds. |
| Postsecondary Institution | An institution providing educational training opportunities beyond high school and awarding degrees, diplomas, or certificates. |
| Preliminary Disbursement | Funds sent to an institution from OSFA prior to the beginning of a term for awards expected to be made by the institution to students. |
| Preparatory Course | A course defined by a postsecondary institution as necessary for a student to acquire the skills or knowledge required to perform successfully in college entry-level courses. Such a course is considered the same as a remedial course or developmental education course. Also see Developmental Education. |
| Prorated Award | An award amount less than the maximum allowed that is based on the funds available and the number of eligible applicants, or based on the number of hours a student is enrolled. |
| Reconciliation | The balance of OSFA program reconciliation reports and payment summaries to institution data disbursement records. |

Definition of Terms (continued)

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| Regular Registration | The limited period of time prior to or at the beginning of each term during which the postsecondary institution allows students to enroll in courses. |
| Reinstated Student | An applicant who was determined eligible for a specific program award, but who did not receive funds during the immediately preceding award year. |
| Reports | <p>Disbursement Eligibility Report: Report from the postsecondary institution to OSFA of student eligibility and amount of funds disbursed to each student.</p> <p>End of Year Report: OSFA generated report for each program that contains total academic year numbers for students disbursed, average award amounts, and total award amounts for each eligible PSI.</p> <p>Grade and Hours Report: GPA and credit hours earned information on all disbursed students during a specified academic year.</p> <p>Payment Summary: A reconciliation tool that outlines by fund and term the payments sent to a participating institution, refunds received from the institution, total student disbursements reported by the institution, and the balance due from the institution or from OSFA.</p> <p>Reconciliation Report: A reconciliation tool that lists each student disbursement by program, term, and institution.</p> <p>Student Financial Aid Report: Report from the postsecondary institution to OSFA of all grants, scholarships, and loans for each student who received state aid the prior year.</p> |
| Renewal GPA | A grade point average that is calculated to two decimal points. The second decimal point may not be rounded. |
| Renewed Student | Eligible student who received an award one or more terms of the immediately preceding academic year. |
| Restored Student | A student who lost eligibility for a specific program award due to an academic standard(s) deficiency, and, after the subsequent summer or at least one academic year without specific program funding, re-established eligibility for a specific program award. |

Definition of Terms (continued)

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|---------------------------------------|--|----------|--|--|---------|---------|--------------------|----------|----------|---------|----------|----------|------------|---------|---------|
| Satisfactory Academic Progress | An institution’s written measurable progress policy that a student must meet to receive Title IV financial aid or the state measurable academic progress standard as specified in a state program statute or in State Board of Education (SBE) financial aid rules. | | | | | | | | | | | | | | |
| Scholarship | A type of student financial assistance based on academic criteria and that does not have to be repaid. | | | | | | | | | | | | | | |
| Standard Term | <p>Standard Term: A period of time that conforms to a commonly accepted academic standard during which classes are in session at a postsecondary institution. The following term lengths are considered standard term types.</p> <table><tr><td></td><td>Minimum</td><td>Maximum</td></tr><tr><td>Semester/Trimester</td><td>15 weeks</td><td>18 weeks</td></tr><tr><td>Quarter</td><td>10 weeks</td><td>12 weeks</td></tr><tr><td>Quinmester</td><td>8 weeks</td><td>9 weeks</td></tr></table> | | | | Minimum | Maximum | Semester/Trimester | 15 weeks | 18 weeks | Quarter | 10 weeks | 12 weeks | Quinmester | 8 weeks | 9 weeks |
| | Minimum | Maximum | | | | | | | | | | | | | |
| Semester/Trimester | 15 weeks | 18 weeks | | | | | | | | | | | | | |
| Quarter | 10 weeks | 12 weeks | | | | | | | | | | | | | |
| Quinmester | 8 weeks | 9 weeks | | | | | | | | | | | | | |
| State Program | Any financial aid program funded by state appropriations and administered by OSFA. | | | | | | | | | | | | | | |
| Student | (See definitions for awarded, dependent, disbursed, duplicated, eligible, graduate, independent, and initial.) | | | | | | | | | | | | | | |
| Supplemental Disbursement | Funds sent to an institution from OSFA when the preliminary disbursement is insufficient to cover awards made to eligible students. | | | | | | | | | | | | | | |
| Term Award | The maximum amount of funds an individual student is eligible to receive during an academic term. A term award is based upon the type of annual award and/or the institution’s term type. | | | | | | | | | | | | | | |
| Title IV | Any federal need-based funding at the postsecondary level authorized by the Higher Education Act. | | | | | | | | | | | | | | |
| Tuition and Fees | The matriculation and instructional fees charged to all students for enrollment in course work at a postsecondary institution. | | | | | | | | | | | | | | |
| Unrounded Initial GPA | A grade point average that is calculated to a minimum of three unrounded decimal places beyond the decimal point for José Martí and two unrounded decimal places for Bright Futures. | | | | | | | | | | | | | | |
| Unweighted GPA | A grade point average based on all quality points for earned credits awarded on a 4.0 scale. | | | | | | | | | | | | | | |

Definition of Terms (continued)

Weighted GPA

A grade point average including additional quality points per earned credit awarded in addition to the standard 4.0 scale. Weighted GPA is usually awarded at the secondary educational level for coursework that has enhanced curriculum requirements.

Institutional Responsibilities and Procedures

Institutional responsibilities are outlined in State Board of Education Rule 6A-20.002, Florida Administrative Code. These responsibilities apply to all state-funded programs.

Each participating institution will:

- Meet and maintain eligibility for participation in state scholarship and grant programs.
- Receive and administer state scholarship and grant program allocations.
- Determine student eligibility for decentralized state scholarship and grant programs.
- Disburse and report awards.
- Refund monies timely.
- Reconcile funds timely.
- Report grade and hours.
- Provide for appeals.
- Fulfill audit requirements.

1. Meet and Maintain Eligibility for Participation in State Scholarship and Grant Programs

Florida Statutes mandate institutional eligibility requirements for each state scholarship and grant program. State Scholarship and Grant Programs conducts an initial review to determine each school's eligibility to participate in state-funded financial aid programs.

The website at <http://www.FloridaStudentFinancialAidsg.org/SAPHome/SAPHome>, provides eligibility requirements for postsecondary institution participation. To maintain eligibility, participating institutions provide updated information to OSFA by annually completing the *Renewal Eligibility Application*, due at the end of the first full week of June.

It is the institution's responsibility to report to OSFA any change in institution contact information, licensure, and accreditation status, or additional site locations as they occur during the academic year. These changes may be made on the OSFA website at <http://www.FloridaStudentFinancialAidsg.org/SAPHome/SAPHome> or by calling 888-827-2004.

Institutional Responsibilities and Procedures (continued)

2. Receive and Administer State Scholarship and Grant Program Allocations

Allocations:

Once a school is determined eligible to participate in state-funded programs, OSFA allocates funds for programs prior to the start of each academic term.

- For those programs for which your institution receives an annual allocation, for example FSAG, Term 1 funding is sent to the institution based on the annual program appropriation and term type (semester, quarter, quinmester) providing the institution a prorated amount of the annual allocation.
- For those programs for which your institution does not receive an annual allocation, for example Bright Futures, Term 1 funding is sent to the institution based on prior year disbursements and current year legislative required adjustments.
- All subsequent funding will be generated based on program award amounts needed as determined from DER submissions that document student eligibility and appropriate expenditures.

Return of Funds:

- FGMG and FWEP: Institutions return any undisbursed state matching funds to OSFA by June 1.
- All other programs' refunds are due 60 days after the last day of drop/add.
- The institution is required to make a refund to the department within 30 days after the end of the semester of any Bright Futures funds received for courses dropped by a student or courses from which a student has withdrawn after the end of the drop/add period, unless the student has been granted an exception by the department.
- Institutions that fail to meet statutory deadlines may be provided funds on a reimbursement basis the following term or subsequent academic year.

3. Determine Student Eligibility for Centralized State Scholarship and Grant Programs

OSFA determines each student's academic eligibility to receive an award for centralized state-funded and federal programs. The institution determines that the student meets enrollment and general eligibility requirements as defined by Florida Statutes.

Centralized programs include:

- BF
- CSDDV
- FFSS
- JM
- RFS

The Benacquisto Scholarship is a hybrid program where the institution determines initial eligibility and OSFA determines renewal eligibility.

Institutional Responsibilities and Procedures (continued)

The financial aid program's enrollment requirements may include:

- Minimum number of hours enrolled. *(Does the financial aid program require a student be enrolled full-time or part-time?)*
- Appropriate program of study. *(Does the financial aid program require a student to be degree-seeking, or may the student be certificate-seeking?)*
- Appropriate degree level. *(Does the financial aid program require a student to be an undergraduate as defined in this manual, or does the financial aid program also fund graduate level work?)*

The general eligibility requirements include that the student:

- Be a Florida resident. (See Residency in this manual.)
- Be a U.S. citizen or eligible non-citizen. (See Citizenship in this manual.)
- Meet the institution's admissions and enrollment requirements.
- Meet the institution's measurable progress standards.
- Not be in default on a student loan. (See Default/Eligibility in this manual.)
- Not owe repayment of a federal or state grant or scholarship unless satisfactory arrangements have been made to repay.

Each state program stipulates student eligibility for specific programs in Chapter 1009, Florida Statutes, and State Board of Education Rules, Chapter 6A-20, Florida Administrative Code. Information obtained during verification of other federal aid programs may be used in determining a student's eligibility for state-funded programs.

Each student's eligibility status for a disbursement shall be determined by each institution as of the end of its regular registration period, inclusive of the drop/add period. The institution is not required to re-evaluate a student's eligibility status after the drop/add date for purposes of changing eligibility determinations previously made.

4. Determine Student Eligibility for Decentralized State Scholarship and Grant Programs

The institution manages program administration for decentralized state-funded programs. Decentralized programs include:

- | | |
|------------------------|---------|
| • ABLE | • FSAG |
| • MTES | • FWEP |
| • FGME | • HDGAP |
| • EASE (Formerly FRAG) | • MMB |

Institutions are responsible for determining student eligibility for these programs. The institution not only determines each student's general eligibility, but also evaluates each student's academic eligibility for initial, renewal, restoration, reinstatement, and probationary awards.

Institutional Responsibilities and Procedures (continued)

Determine Need:

Institutions determine if a student meets requirements for need-based programs such as FSAG and FWEP, based upon the results of the student's FAFSA. The applicant will submit a completed, error-free processed FAFSA by the institution's deadline. This application is the only application required by the state for FSAG and FWEP. The FGGMG program also requires the student to submit a FAFSA; however, participating institutions may require an institutional application as well. Although the completion of supplemental forms may be required for other financial aid programs (JM, MMB, and RFS), an institution may not impose additional criteria to determine a student's eligibility to receive an FSAG or FWEP award. FGGMG and FWEP will award first priority of funding to students who demonstrate need by qualifying and receiving federal Pell Grant funds up to the full cost of tuition and fees per term.

The following formula is used for FSAG, FWEP, HDGAP, and FGGMG:

| | |
|---------------------------------|---|
| Institutional Cost of Education | |
| Minus: | EFC (meet state cut-off for required state need programs) |
| Minus: | Pell Award |
| Minus: | Other sources of financial aid (except student loans) |
| Equals: | Unmet need (\$200 minimum for FSAG) |

FSAG and FGGMG have a state-specified EFC for student eligibility. Need-based awards may not exceed a student's need and a demonstrated unmet need of less than \$200 will render an applicant ineligible for an FSAG award.

FSAG EFC cutoff is determined each year based upon Pell Grant award amounts. FSAG-CE has no maximum EFC, but rather, the award is not to exceed the student's unmet need.

FSAG allows disbursement of funds in any academic term during an award year. Disbursement is not restricted to the academic term funds allocated. However, the annual allocation cannot be exceeded.

5. Disburse and Report Awards

Institutions have a responsibility to disburse awards to students in a timely manner. However, funds may not be disbursed until after the last day of drop/add. An institution's disbursement reporting schedule is established based upon the institution's term type. The institution is responsible for disbursing the awards based on the total eligibility amount according to the institution's policy. **The institution is not required to re-evaluate a student's eligibility status after the drop/add date for purposes of changing eligibility determinations previously made.**

Disbursement reports may be completed via the SSFAD website at <http://www.FloridaStudentFinancialAidsg.org/SAPHome/SAPHome> or via batch and are

Institutional Responsibilities and Procedures (continued)

due to OSFA no later than 30 days after the last day of drop/add. Exceptions to this 30 day deadline are:

- EASE disbursement deadlines are October 30 and February 28 for the first and second semesters or quarters and April 15 for the third quarter.
- FWEP disbursements are due within 30 days of the end of the term.

FSAG and FGMG require specific reporting for Otherwise Eligible (OE) students. OE students are applicants who meet all criteria to receive awards for either term, but were not awarded due to lack of funds. Institutions are to report these students on the DER using the disbursement code C99. **This OE count is used to calculate institutional annual and supplemental allocations.**

6. Refund Monies

Under certain conditions, institutions are required to return funds to OSFA. The Refunds section in this manual provides more details regarding this process.

7. Reconcile Funds

Participating institutions reconcile funds received from OSFA with funds disbursed to students and return any unused funds to OSFA. Reconciliation is due no later than 60 days after the last day of each term and may be completed online. This reporting activity is completed each term and includes a student by student review of funds disbursed using the school's last report. The Reconciliation Report displays the funding by student for each program and also includes dropped or withdrawn hours and dollar amounts for Bright Futures students. The Payment Summary displays the refund amounts due to OSFA by program.

Final reconciliation, including refunds, is completed by June 1. Institutions will have access to current academic year data through June 30. Beginning July 1, institutions may no longer adjust student disbursement records online for any past academic year. However, changes may be submitted to OSFA staff by fax or email.

8. Report Grade and Hours

Award recipients must meet renewal requirements to be eligible to receive an award the following academic year. Participating institutions file Grade and Hours Reports and corrections to these reports no later than 30 days after the last day of classes for the second semester, third quarter, or the equivalent. These reports are available online.

9. Provide for Appeals

Each institution is responsible for establishing an appeals procedure. The Appeals section in this manual provides more details regarding this process.

Institutional Responsibilities and Procedures (continued)

10. Fulfill Audit Requirements

Florida Statutes and the State Board of Education Rule 6A-20.0021, Florida Administrative Code (included in Appendix B of this manual), require the performance of a program compliance audit on an annual or a biennial basis for each state student financial aid program administered by a private independent college, university, or school. The institution shall secure an audit from an independent certified public accounting firm at the institution's expense. Audits shall be sent to OSFA for review.

Audit report submission schedule:

| Funding Type | Report Submission | |
|---|-------------------|--|
| Bright Futures Scholarship Program Funds | Annual | Bright Futures Scholarship Program funds are greater than (>) \$100,000. |
| Bright Futures Scholarship Program Funds and other State Programs Funds | Annual | Total State Student Financial Assistance is greater (>) than \$500,000. This is the combined total for all state funding and can include Bright Futures Scholarship Program funds. |
| Bright Futures Scholarship Program Funds | Biennial | Bright Futures Scholarship Program funds that are less than (<) \$100,000 |
| State Programs Funds | Biennial | Total Student Financial Assistance is less than (<) \$500,000 and Bright Futures Scholarship Program funds are less than (<) \$100,000. |

State Scholarship and Grant Programs Appeals Policy

Policy Statement

An applicant who believes his or her eligibility status for a state program award has been inaccurately determined has certain rights to appeal.

There are two kinds of appeals, institutional appeals and state (OSFA) appeals.

An institution has the responsibility to develop appeal procedures.

Conditions

An applicant may appeal to the institution under the following circumstances:

- Denial of a state program award for failure by the applicant to meet state academic progress requirements due to verifiable illness, other emergency beyond the applicant's control, or to include courses taken not already included in the GPA.

An applicant may appeal to the state (OSFA) under the following circumstances:

- Errors in eligibility determinations for state program awards made by OSFA.
- Failure by OSFA to transfer an award, in applicable programs, from one institution to another when the applicant has met the deadline for requesting a transfer.
Not all state programs guarantee transfer of awards.

Note: Also see policy on Transfer of an Award.

Prior to Filing an Appeal

Prior to filing an appeal, an applicant contacts the appropriate agency and makes every effort to resolve the matter by providing all necessary documentation. If the applicant is unable to resolve the matter satisfactorily, the applicant may file an academic progress appeal.

State Scholarship and Grant Programs Appeals Policy (continued)

Institutional Academic Progress Appeal

An academic progress appeal may be filed when a student does not meet academic progress requirements due to a verifiable illness or emergency beyond a student's control.

To appeal a denial of renewal of a state program award the student files a written appeal with the institution that includes:

For illness or emergency:

- specification that it is an appeal,
- statement of the circumstances of the illness or emergency and its impact on the student's performance, and
- documentation of the circumstances.

For GPA calculation:

- an official transcript(s) from the previously attended postsecondary institution(s), if applicable.

The institution determines whether:

- the circumstances constitute an illness or emergency,
- academic progress was affected due to the illness or emergency, and
- the documentation credibly verifies the illness or emergency, or
- additional courses from previous postsecondary institutions meet renewal requirements, if applicable.

Institutions shall have a written appeal procedure on file. Federal Title IV appeal procedures may be used for State Programs appeals.

Recommendations regarding institutional appeals are to be submitted to OSFA via the Grade and Hours Report, due 30 days after the last day of spring term or June 1, whichever is earliest. Extensions to this time line are allowed at the institution's request. The institution is responsible for verifying the illness or emergency.

Institutional Supporting Documentation

The applicant is responsible for providing the institution with supporting documentation.

Supporting documentation may include, but is not limited to, a physician's statement, accident report, or other pertinent reports. A parent(s)' written statement, without further verification, may not be sufficient documentation. The illness or other emergency must be beyond the applicant's control.

State Scholarship and Grant Programs Appeals Policy (continued)

Institutional Appeal Resolution

The financial aid director or designee recommends approval or denial of the appeal based upon documentation provided by the student.

The financial aid director electronically submits via the Disbursement Eligibility Report or the Grade and Hour Report (as appropriate) the following documentation to OSFA for each state program appeal filed by a student:

- Social Security number
- Name
- Institution's recommendation to approve or deny

The institution shall notify the student whether the appeal was approved or denied.

OSFA will refer inquiries regarding the status of an appeal or reasons for approval or denial of an appeal to the institution.

Institutional Appeal Deadlines

An institutional academic progress appeal deadline must allow the student at least 30 days from the issue date of a written notice of ineligibility to file an appeal.

The institution may establish an appeal deadline later than 30 days from the date of the ineligibility notice. The deadline for the student to file an appeal is either 30 days from the date of the ineligibility notice sent to the student by State Programs or the deadline set by the student's postsecondary institution, whichever is later.

Tuition Deferment

An applicant may request a deferment in the amount of the scholarship payment while the appeal is pending.

Disbursement of an award resulting from a successful appeal is contingent on the availability of funds.

OSFA Eligibility Determination Errors/Failure to Transfer Appeals

To appeal a matter involving an OSFA eligibility determination or transfer of an award, the applicant files a written request for appeal with the Director of State Scholarships and Grants.

The written appeal is to:

- Specify that it is an appeal;
- State the reason(s) the applicant believes the eligibility determination was in error or transfer of an award was denied; and
- State the steps taken by the applicant to resolve the matter prior to filing the appeal.

State Scholarship and Grant Programs Appeals Policy (continued)

Appeals regarding OSFA eligibility determinations or failure to transfer applicable awards are to be postmarked within 30 days of the date of written notice of ineligibility. An applicant who fails to file an appeal by the established deadline waives the right of appeal.

Programs Affected This policy applies to all state programs.

State Scholarship and Grant Programs Citizenship Policy

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|------------------------------|--|
| Policy Statement | An applicant must be a U.S. citizen or eligible non-citizen in order to receive state program awards. |
| Conditions | Citizenship for state programs is determined using the same criteria and documentation as for federal student aid programs, unless specified in State Board of Education Rules 6A-10.044 and 6A-20.003, Florida Administrative Code. |
| U.S. Citizen | <p>By federal law, a U.S. citizen includes persons born in:</p> <ul style="list-style-type: none">• the 50 states• the District of Columbia• Puerto Rico• the U.S. Virgin Islands• Guam• the Northern Mariana Islands <p>By federal law, a U.S. national includes:</p> <ul style="list-style-type: none">• all U.S. citizens• citizens of American Samoa• citizens of Swain's Island |
| Eligible Non-citizens | <p>An eligible non-citizen is legally permitted to live and work in the United States permanently.</p> <p>An applicant is considered an eligible non-citizen if he/she is a(n):</p> <ul style="list-style-type: none">• Refugee• Victim of human trafficking• Person granted asylum• Conditional entrant• Person paroled into the United States for at least one year• Some persons under the Violence Against Women Act• Cuban-Haitian entrants |
| Programs Affected | This policy applies to all state programs. |

State Scholarship and Grant Programs Cumulative GPA Policy

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|---|---|
| Policy Statement | All state programs require a minimum cumulative GPA to renew or restore an award. |
| Cumulative GPA | <p>The cumulative GPA for the purposes of renewal eligibility is determined at the end of the second semester, the third quarter, or the fourth quinquimester of the award year for all programs.</p> <p>The State recognizes, for the purposes of financial aid awards, the cumulative grade point average is the overall grade point average for postsecondary course work attempted by the student that earned quality points and was used at the institution for the student.</p> |
| Courses without Quality Points | Advanced Placement and International Baccalaureate courses taken at the secondary level, CLEP, P/F and S/U courses are not included in the calculation of the student's GPA. These earned credits do not receive quality points. |
| Treatment of Dual Enrollment Courses | Dual enrollment courses may be included in the student's GPA if it is to the student's advantage, unless specified otherwise by specific program requirements. |
| Corrections or Incomplete Grades | Corrections to the student's cumulative GPA that are due to instructor or institutional error should be reported as soon as known. |
| GPA and Probationary Awards | <p>A student who does not achieve the required GPA for a program may receive a probationary award for:</p> <ul style="list-style-type: none">• ABLE• CSDDV• EASE• FSAG• JM• RFS |
| Restoration | <p>CSDDV, JM, RFS, and MMB allow the student to restore in a subsequent year if the GPA is at the minimum requirements.</p> <p>The 2010 Florida Legislature amended restoration opportunities for a Bright Futures award.</p> <p>For 2009-10 high school graduates and thereafter: Students may only restore their award if they failed to meet the GPA renewal requirement at the end of spring term in their first year of funding. They may use their subsequent summer as their</p> |

State Scholarship and Grant Programs Cumulative GPA Policy (continued)

one-time restoration opportunity or they may attempt restoration at a subsequent renewal period (end of spring term) or summer.

Students who do not meet the minimum earned hours requirement will NOT be permitted a restoration opportunity.

Programs Affected

This policy applies to all state programs unless specified otherwise.

State Scholarship and Grant Programs Default Eligibility Policy

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|---|---|
| Policy Statement | <p>To be eligible for an award, an applicant must not be in default on any state loan program, state scholarship, or any federal Title IV loan program, unless satisfactory arrangements have been made to repay the loan.</p> <p>A loan is any financial assistance for educational costs and has specific repayment conditions outlined in a promissory note.</p> |
| Loan Default | <p>A default is a failure on the part of a borrower to repay a loan in accordance with the terms and conditions of a promissory note or a payment schedule accepted by the lender.</p> |
| Satisfactory Arrangements to Repay | <p>The lender or holder of the loan determines what constitutes satisfactory arrangements to repay.</p> <p>The postsecondary institution determines what constitutes satisfactory arrangements to repay a Bright Futures funded dropped/withdrawn course.</p> |
| Programs Affected | <p>This policy applies to all state programs.</p> |

State Scholarship and Grant Programs Developmental Education/Remedial Courses Policy

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|----------------------------|--|
| Policy Statement | Each state program will specify if the credit hours earned for developmental education and remedial courses can be counted toward meeting the enrollment requirement and in determining eligibility for a renewal award. |
| Hours Earned | <p>Each program will specify if developmental education or remedial courses in which a student is registered by the end of the institution's drop/add period can be counted toward the total number of hours required for enrollment for disbursement purposes.</p> <p>Credit for the successful completion of courses designated by the institution as developmental education or remedial are to be included when determining the number of earned credit hours for renewal, if the courses were included to meet the enrollment requirements.</p> |
| Calculating the GPA | Cumulative GPA includes all courses attempted by the student which earned quality points and are used by the institution for the student. |
| Programs Affected | Bright Futures does not fund developmental education or remedial hours. |

State Scholarship and Grant Programs FAFSA Requirements Policy

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|-----------------------|---|
| Policy | Certain state programs require students to submit the Free Application for Federal Student Aid (FAFSA) prior to receipt of funding. |
| Need-based Aid | <p>The following state programs require initial and renewing students to submit an annual FAFSA for the purposes of need eligibility:</p> <ul style="list-style-type: none">• FGMG• FSAG• FWEP• HDGAP• JM• MMB• RFS |
| Need Priority | FGMG and FWEP will award first priority of funding to students who demonstrate need by qualifying and receiving federal Pell Grant funds up to the full cost of tuition and fees per term. |
| Non-need Aid | The 2013 Florida Legislature repealed the requirement for initial and renewal students to file a FAFSA prior to receiving funding for BF, ABLE, and EASE. |

State Scholarship and Grant Programs Falsification Policy

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|----------------------------------|---|
| Policy Statement | An applicant must attest to the accuracy and completeness of information provided to demonstrate eligibility to receive a state program award. |
| Conditions | An applicant who knowingly gives inaccurate or incomplete information on applications, forms, reports, notes, or other documents used to determine eligibility for financial aid will be considered to have falsified information. |
| Penalty for Falsification | <p>The applicant must return all state program awards wrongfully obtained.</p> <p>Falsification of information will result in the denial of any pending application and revocation of any award currently held to the extent that no further disbursements will be made to the student.</p> <p>Additionally, applicants who falsify information in order to receive state program awards may be guilty of a misdemeanor of the second degree.</p> <p>Once funds have been repaid and received by OSFA, such student is eligible to apply for state financial aid programs and receive future awards based on accurate, current information.</p> |
| Programs Affected | This policy applies to all state programs. |

State Scholarship and Grant Programs Fees Policy

Policy Statement

A fee is one that is charged to all students who enroll in a particular course, and as a condition of enrollment, the student must pay that fee.

Bright Futures: GSC, and GSV award amounts for the Florida Bright Futures Scholarship Program are set in the General Appropriations Act in an amount per whole credit hour.

FAS awards are equal to an amount required to pay tuition and applicable fees at a public postsecondary institution. A FAS student enrolled in an eligible nonpublic postsecondary institution would receive an award equal to the amount required to pay for the average tuition and applicable fees of a comparable public postsecondary institution.

FMS awards are equal to an amount required to pay 75% of tuition and applicable fees at a public postsecondary institution. A FMS student enrolled in an eligible nonpublic postsecondary institution would receive an award equal to the amount required to pay for the average tuition and applicable fees of a comparable public postsecondary institution.

CSDDV: The 2010 Florida Legislative Session provided for the Scholarship for Children and Spouses of Deceased or Disabled Veterans (CSDDV) awards equal to an amount required to pay tuition and registration fees at a public postsecondary institution. A student enrolled in an eligible nonpublic postsecondary institution would receive an award equal to the amount required to pay for the average tuition and registration fees of a comparable public postsecondary institution.

RFS: Rosewood Family Scholarship (RFS) provides an annual award of up to \$6,100, not to exceed an amount in excess of tuition and registration fees.

The chart below lists allowable fees for Bright Futures, CSDDV and RFS.

State Scholarship and Grant Programs Fee Policy (continued)

Fees Allowed for Bright Futures (FAS & FMS), CSDDV, and RFS

| Fee | State University System | Division of Florida Colleges | Workforce |
|---------------------------|--------------------------------|-------------------------------------|------------------|
| Access and Transportation | 1009.24(14)(r) | | |
| Activity and Service | 1009.24(10) | 1009.23(7) | |
| Athletic | 1009.24(12) | | |
| Capital Improvement | 1009.24(8) | 1009.23(11)(a) | 1009.22(6)(a) |
| Financial Aid | 1009.24(7) | 1009.23(8)(a) | 1009.22(5) |
| Health | 1009.24(11) | | |
| Technology | 1009.24(13)(s) | 1009.23(10) | 1009.22 (7) |
| Tuition Differential | 1009.24(16) | | |

Note: The following fees are included in CSDDV and RFS but excluded from Bright Futures FAS/FMS: Green Fee, FSU Student Affairs Facility Fee, UNF Student Life and Services Fee, and USF Marshall Center Fee.

State Scholarship and Grant Programs Full-time Enrollment Policy

Policy Statement

Full-time enrollment is required to receive certain state program awards.

Conditions

Enrollment means registered for and payment arrangements made for credit or clock hour instruction.

For applicants seeking a postsecondary certificate or diploma, full-time enrollment means being registered for all weeks in the term for a minimum of 24 contact hours per week by the end of regular registration, including the institution's drop/add period.

For undergraduate degree-seeking applicants, full-time enrollment means being registered by the end of the institution's drop/add period for at least 12 credit hours for the semester or quarter.

For graduate degree-seeking applicants, full-time enrollment means being registered by the end of the institution's drop/add period for at least 9 credit hours for the semester or quarter.

An applicant registered at more than one eligible institution for a total of 12 credit hours may be considered enrolled full-time if the institution where the student is degree- or certificate-seeking takes responsibility for reporting the applicant's total hours enrolled at both institutions.

The institution at which a student is seeking a degree is the home institution and is the school that must fund each student. If the home institution has a consortium/transient student agreement with the school where the student will be taking additional coursework, the home institution may fund those additional hours and is the institution from which those grade and hours will be reported.

Audited classes may not be counted toward full-time enrollment.

Credit hours for classes that are repeated due to academic deficiencies are included in meeting full-time enrollment requirements.

College Level Examination Program (CLEP) courses do not count toward full-time enrollment.

State Scholarship and Grant Programs Full-time Enrollment Policy (continued)

A student may be designated as a full-time student for all programs of study for which the institution's (departmental) policy states that a specific term of study is considered to be full-time regardless of the number of hours the student is required to enroll that term. Such institutional determinations should be clearly defined in an institution's catalog or departmental policy and available for auditing purposes.

Degree-Seeking Students

Certain state programs require students to be degree-seeking. In order to be considered degree-seeking, a student must be enrolled in a program which, upon completion, results in the awarding of an AA, AS, baccalaureate, master's, or doctorate degree.

A student enrolled in an AAS program of study may be considered degree-seeking if the AAS program articulates into an AA, AS, or baccalaureate degree program. The institution is responsible for determining if the student is degree-seeking.

In order for a degree-seeking student to meet the full-time enrollment requirement, the student must be enrolled in courses applicable to the degree.

Renewal Hours Requirement

If credit hours are counted toward meeting enrollment requirements, these hours must be counted toward meeting the GPA.

For the purposes of renewal, Benacquisto students may not drop hours after the drop/add period of the term ends. Failure to meet the renewal requirements by the student will result in the permanent loss of the scholarship.

Disabled Applicants

An applicant who has a documented disability, as defined by the Americans with Disabilities Act, may attend an eligible postsecondary institution on a part-time basis and receive a prorated award based on the number of hours taken. Awards are prorated as follows:

- 12 or more credits – 100% of a full award
- 9-11 credits - 75% of a full award
- 6-8 credits - 50% of a full award

Programs Affected

State programs requiring full-time enrollment are:

- ABLE
- Benacquisto (FIS)
- EASE
- FFSS
- FSAG Postsecondary
- FSAG Private
- JM
- MMB
- RFS

State Scholarship and Grant Programs Maximum Terms/Hours of Eligibility Policy

Approved Five-year Undergraduate Degree Programs

For a student to receive at least one additional term award, the five-year undergraduate degree program will require a minimum of 132 semester undergraduate hours or 192 quarter undergraduate hours to complete.

The five-year undergraduate degree program may not result in the simultaneous award of both undergraduate and graduate degrees unless the state program specifies otherwise.

Earning credit hours in excess of the number of hours required by the institution for a degree due to a change in major or pursuit of other areas of academic interest does not qualify the student for additional terms/hours of eligibility.

A dual major does not qualify an applicant for additional terms of eligibility, unless one of the majors meets the requirements of an approved five-year undergraduate degree program.

3/2 Programs

Certain state programs provide eligibility for a student enrolled in an undergraduate degree program that terminates in the award of a post-baccalaureate degree or the simultaneous award of baccalaureate and post-baccalaureate degrees. An eligible student may receive an award at the undergraduate rate for the maximum of 110% of the number of credit hours required to complete a standard undergraduate program, or as defined per program. Each institution will determine the student's status as enrolled in a 3/2 program.

State Scholarship and Grant Programs Nonstandard/Mini-Term Policy

| | |
|---------------------------------------|---|
| Programs Affected | <p>The maximum terms/hours of eligibility for each state program are:</p> <ul style="list-style-type: none">• 100% of the number of whole credit hours required to complete a program of study for eligible FFSS, Bright Futures and Benacquisto students.• 110% of the number of credit hours required to complete a program: CSDDV, FSAG Public, and FSAG-CE.• 8 semesters/12 quarters: FWEP, JM, RFS, and MMB• 9 semesters/14 quarters: ABLE, EASE, FSAG Private, and FSAG Postsecondary <p>All programs allow a maximum of 10 semesters or 15 quarters for a student participating in developmental education courses, or enrolled in a 5-year undergraduate degree program.</p> |
| Policy Statement | <p>State program awards may be available for a student enrolled in nonstandard terms or mini-terms.</p> |
| Length of Term | <p>The length of nonstandard terms or mini-terms will be sufficient to allow for the minimum number of contact hours per semester or quarter required for the program of study.</p> |
| Nonstandard Term Disbursements | <p>The institution will disburse a term award after the drop/add date of the term where the student reaches the minimum number of semester or quarter hours for full-time (or in the case of some programs, part-time) enrollment.</p> <p>The institution will follow its established refund policy for refunds to the student who withdraws from a course(s) taken during a nonstandard or mini-term. If the institution's policy is to refund the student, any monies due the state will be refunded to the state.</p> |

State Scholarship and Grant Programs Nonstandard/Mini-Term Policy (continued)

Treatment of Nonstandard Term Credit Hours

Credit hours earned during nonstandard terms or mini-terms should be included in meeting the total credit hours required for renewal.

Any changes to credits earned would be reflected on the Grade and Hours Report at the end of the academic year.

A student is required to be registered prior to disbursement for a minimum of 12 credit hours in any combination of nonstandard terms or combination of mini-terms for ABLE, Benacquisto, FFSS, EASE, FSAG Private, FSAG Postsecondary, JM, MMB, and RFS.

A student is required to be registered prior to disbursement for a minimum of 6 credit hours in any nonstandard term or mini-term for Bright Futures (FAS, FMS, GSC, GSV), CSDDV, FSAG Public, FSAG-CE, FGMD, and FWEP.

Programs Affected

This policy applies to all state programs.

State Scholarship and Grant Programs Online Programs and State Funding Policy

| | |
|--------------------------|---|
| Policy Statement | Online programs of study and online courses may be funded by state scholarship and grant funds. |
| Conditions | <p>Florida Statutes require that postsecondary institutions meet specific criteria to participate in each state scholarship and grant program. All program statutes require that the eligible institution be located in the State of Florida.</p> <p>Florida Statutes also require that eligible students be enrolled in a program of study or, in the case of a transient student, be enrolled in courses leading to the student's program of study.</p> <p>Students who are enrolled in online courses that are part of the student's program of study or enrolled in an online program of study may be funded state scholarship and grant funds if the student meets student eligibility requirements for the program and is enrolled through the approved Florida site of the eligible institution.</p> |
| Programs Affected | This policy applies to all state programs. |

State Scholarship and Grant Programs Prior Baccalaureate Degree Policy

| | |
|--------------------------|--|
| Policy Statement | To be eligible to participate in state-funded financial aid programs as an undergraduate student, an applicant must not have previously received a baccalaureate degree. |
| Conditions | <p>An applicant who has received an associate's degree may be eligible to receive a state program award to pursue a baccalaureate degree.</p> <p>A student who has earned a baccalaureate degree from a postsecondary institution located outside the United States is considered to have previously received a baccalaureate degree.</p> |
| Programs Affected | <p>State programs require undergraduate status as a student eligibility criterion. Exceptions include:</p> <ul style="list-style-type: none">• BF – FAS and FMS recipients who graduate with a baccalaureate degree in seven or fewer semesters or the equivalent, may receive funding for ONE semester of graduate study at an eligible Florida postsecondary institution, not to exceed 15 credit hours paid at the undergraduate rate.• FWEP – Students holding a baccalaureate degree or higher and enrolled in a Florida approved educator preparation institute may receive funding from FWEP.• JM – Graduate students may apply; however, priority for the scholarship is given to graduating high school seniors. For graduate study, students submit a fully completed error free <i>Initial Student Florida Financial Aid Application</i> by April 1 and ensure that the PSI admissions office certifies the student's institutional cumulative undergraduate GPA.• MTES – A student may use the scholarship to pursue a graduate degree with a major in education, leading to initial certification. |

State Scholarship and Grant Programs Probationary Awards Policy

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|----------------------------|---|
| Policy Statement | A probationary award may be granted to a renewal applicant participating in certain state programs requiring a minimum cumulative GPA when the student fails to earn the required minimum cumulative GPA. |
| Conditions | <p>The student will have earned the minimum number of credit hours required for renewal and otherwise be qualified for renewal of an award to receive a probationary award. There is no limit on the number of probationary awards allowed; however, the student may not be granted a probationary award for consecutive years. A student may apply for restoration of an award after the loss of a scholarship while on probation.</p> <p>ABLE, CSDDV, EASE, FSAG, and RFS, do <u>not</u> allow a probationary period if hours are not met; however, a student may restore the following year, provided the GPA is sufficient for restoration.</p> |
| Probationary Period | <p>A probationary award may be granted for the first and second semesters or the first, second, and third quarters of an academic year.</p> <p>The student will be ineligible for an award the following academic year if the student fails to meet restoration requirements after receipt of a probationary award.</p> |
| Programs Affected | <p>The Florida Bright Futures Scholarship, Benacquisto, and the MMB programs do not permit probationary awards.</p> <p>Bright Futures recipients may <u>only</u> restore their award if they failed to meet the GPA renewal requirement at the end of the spring term <u>in their first year of funding only</u>. Students who do not meet the minimum earned hours requirement in their first year of funding or who fail to meet the minimum GPA requirement after their first year of funding will NOT be permitted a restoration opportunity.</p> |

State Scholarship and Grant Programs Refund Policy

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|--|--|
| Policy Statement | Institutions that receive state funds from OSFA are required to return funds that are not disbursed, paid to ineligible applicants, or overpaid. |
| Conditions | <p>Institutions participating in state-funded student financial aid programs are required to have a written refund policy.</p> <p>Federal regulations require that an institution establish a written financial aid refund policy for Title IV financial aid programs.</p> <p>An institution must return state funds to OSFA under the following circumstances:</p> <ul style="list-style-type: none">• for courses dropped or withdrawn after the last day of drop and add for students disbursed Bright Futures awards. The deadline for the institution to refund the cost of these courses is within 30 days after the end of the term.• funds not disbursed (see below)• payment to ineligible applicant (see below)• overpayment to student (see below) |
| Funds Not Disbursed | <p>The institution will refund 100% of state funds received but not disbursed to students.</p> <p>These refunds are to be made within 60 days of the last day of the regular registration period or</p> <p>For FGMG, and FWEP undisbursed funds are due by June 1.</p> |
| Payment to Ineligible Applicant | <p>The institution will refund 100% of state funds paid to or on behalf of an ineligible applicant by the institution.</p> <p>The institution is responsible for returning funds to OSFA regardless of whether the institution requires or has received repayment from the student.</p> |

State Scholarship and Grant Programs Refund Policy (continued)

Overpayment to Student

The institution refunds 100% of an overpayment of state funds made to or on behalf of a student.

An overpayment will occur if the student receives an amount in excess of:

- the student's financial need if receiving a need-based award, or
- the maximum award as determined by state program provisions.

The institution is responsible for returning the funds to OSFA regardless of whether the institution requires or has received repayment from the student.

Overpayment and Ineligibility Refunds Time Frames

The refund is to be made within 60 days of either:

- the last day of the regular registration period,
- the date the overpayment was discovered, or
- the date the ineligibility was determined.

Student Refunds

A student who withdraws from the institution may be required to return all or a portion of the scholarship or grant according to institutional policies.

The institution returns the amount of state funds due OSFA in accordance with the institution's financial aid refund policy.

If it is determined by the institution that a refund of paid tuition and fees are due, any state funds determined to be refunded should be refunded to OSFA and not the student.

Impact on Students

Failure to make refunds within the established time frames can adversely affect students by resulting in:

- delay in transferring a student's award from one eligible institution to another,
- the inability of OSFA to award another eligible student,
- the prorating of awards due to insufficient funds, or
- ineligibility for an award for failure to repay the cost of Bright Futures funded dropped/withdrawn hours.

State Scholarship and Grant Programs Refund Policy (continued)

Late Refund Penalty A delay in an institution's submission of a refund to OSFA may result in a delay of preliminary allocations for the next term or subsequent academic year.

An institution that fails to make a refund within the specified time frame because of extenuating circumstances beyond the institution's control may submit a written request detailing the circumstances for an extension to the State Scholarship and Grant Programs Director at OSFA.

OSFA will determine whether the circumstances detailed in the written request justify the continuance of a preliminary disbursement.

Programs Affected This policy applies to all state programs.

State Scholarship and Grant Programs Repayment Eligibility Policy

Policy Statement

To be eligible for an award, an applicant must not owe a repayment of a federal grant or a state grant or scholarship, unless satisfactory arrangements have been made to repay.

Conditions

A student who receives a federal grant or a state grant or scholarship owes a repayment when:

- the student was ineligible to receive the grant or scholarship,
- the student received an award for more than the amount the student was eligible to be awarded, or
- the student dropped or withdrew from a Bright Futures course; unless the student has repaid the cost of the course, made satisfactory arrangements to repay the cost of the course, or received an exception for repayment from DOE/OSFA.

Bright Futures students are required to reimburse the postsecondary institution for the cost of Bright Futures funded course(s) dropped or withdrawn after the initial drop/add period or make satisfactory arrangements to repay. Students who do not repay dropped/withdrawn Bright Futures funded courses will not be eligible for renewal and will be considered in default of a state scholarship

A student who owes a repayment is ineligible to receive additional state program awards when:

- the student fails to establish a repayment schedule with the agency from which the funds were received or
- the student fails to satisfactorily comply with the terms of a repayment schedule established with the agency from which the funds were received.
- the Bright Futures student fails to repay the institution by the end of the academic year the cost of a course(s) dropped or withdrawn or has failed to make satisfactory arrangements to the institution.

The institution refunds to OSFA the amount of the overpayment of state funds whether or not the institution requests or receives repayment from the student.

Note: Also see the policy section “Refund” for other conditions that would require the institution to make a refund to OSFA.

State Scholarship and Grant Programs Repayment Eligibility Policy (continued)

Satisfactory Arrangements to Repay

The institution or agency disbursing the grant or scholarship to the student will determine what constitutes satisfactory arrangements to repay.

Adjustments For Overpayments

An institution may reduce a student's disbursement for the second semester or second and third quarters in order to collect an overpayment made to the student in the first semester or quarter.

If the adjustment can correct the overpayment to the student within the same award year, the student will have met repayment requirements.

Postsecondary institutions should establish policies for the repayment of dropped/withdrawn hours for their Bright Futures students. Designating subsequent term other funding sources as repayment of student debt to institutions may be inappropriate unless students approve such use of the future funds.

Students who do not repay dropped or withdrawn hours Term 1, will still be eligible for funding Term 2. Renewal is determined annually at the end of the second semester or third quarter. If a student has not paid prior to renewal, the student will not be eligible for subsequent year funds.

Restoring Eligibility

Each institution will follow its own policy for restoration of eligibility of state-funded programs via repayment of an award. State Board of Education Rule 6A-20.027 (9), Florida Administrative Code, stipulates for the Rosewood Family Scholarship Fund that once funds have been distributed to the student or to the student's account, the student may not return all or part of the award for the purpose of restoring a term of eligibility.

State Scholarship and Grant Programs Residency Policy

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| Policy Statement | An applicant or a parent of a dependent applicant must be a legal Florida resident for purposes other than education for 12 consecutive months prior to the first day of classes of the academic term for which assistance is requested. |
| Conditions | <p>The institution has sole responsibility for making the determination of whether the applicant meets the residency requirements.</p> <p>Institutions will follow guidelines set forth in s. 1009.21, F.S., in conjunction with 6A-20.003 and 6A-10.044, F.A.C. for residency determinations. Institutions may also use <i>Florida Residency Guidelines for Tuition Purposes</i>, adopted by the Florida Department of Education, Articulation Coordinating Committee. These guidelines can be found at the https://www.floridacollegesystem.com website.</p> <p>State programs require that the applicant or parent of the applicant be a Florida resident for 12 consecutive months prior to the first day of classes of the first term of the academic year.</p> |
| Institution Verification | <p>The institution is responsible for determining whether the applicant meets the residency requirements and is responsible for maintaining documentation.</p> <p>Section 1009.21(3) (c), Florida Statutes, requires: "The residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified in this paragraph. No single piece of evidence shall be conclusive."</p> <p>Changes to the student's residency status should always be documented and retained in the student's financial aid file.</p> <p>The institution is required to check a student's eligibility by the last day of drop/add for disbursement purposes. The institution is not required to re-evaluate the student's eligibility status after the initial determination has been made.</p> |
| Residents of Neighboring States | Residents of neighboring states who participate in state university plans allowing for differential out-of-state fees do not automatically qualify for state-funded financial aid programs. |
| Programs Affected | RFS and FIS are the only state programs that <u>do not</u> require Florida residency. |

State Scholarship and Grant Programs Satisfactory/Unsatisfactory or Pass/Fail Courses Policy

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| Policy Statement | Credit hours will be counted for courses designated as satisfactory/unsatisfactory (S/U) or pass/fail (P/F) in determining eligibility for a renewal award and toward meeting the minimum enrollment requirement. |
| Conditions | <p>Courses that are designated as S/U or P/F for which a student is registered by the end of the institution's drop/add period will be counted toward the total number of hours enrolled to meet the minimum enrollment requirement.</p> <p>Credit for the successful completion of courses that are designated as S/U or P/F are to be included when determining the number of earned credit hours for renewal.</p> |
| Calculating the GPA | Credit hours and quality points earned in courses designated as satisfactory/unsatisfactory (S/U) or pass/fail (P/F) are not counted in computing the cumulative GPA. |
| Programs Affected | This policy applies to all state programs. |

State Scholarship and Grant Programs Study in Another State or Foreign Country Policy

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| Policy Statement | A student may apply an award toward the cost of a program of study in another state or foreign country for a period of up to one year. |
| Conditions | <p>A student must be enrolled in an eligible public or private college or university in Florida.</p> <p>The program of study must be offered or promoted by the Florida institution as an integral part of the student's academic studies or as a program that would enhance the student's academic experience.</p> <p>Nonpublic, postsecondary Florida institutions with out-of-state subsidiary institutions are not authorized to make Florida residents eligible for Florida financial assistance while they are attending their out-of-state subsidiary institutions.</p> <p>Study abroad <u>programs</u> through public and private postsecondary institutions may be funded if the process outlined in s. 1009.43, F.S. is followed.</p> |
| Programs Affected | This policy applies to all state programs. |

State Scholarship and Grant Programs Theology or Divinity Degrees Policy

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| Policy Statement | The postsecondary institution may award funds to students enrolled in a program of study leading to a degree in theology or divinity where permitted by law. |
| Conditions | <p>Section 1009.89, Florida Statutes, William L. Boyd, IV, Effective Access to Student Education Program (EASE), and Section 1009.891, Florida Statutes, Access to Better Learning and Education Grant (ABLE), prohibit otherwise eligible students from receiving state funded financial aid if the students are enrolled in a degree of theology or divinity.</p> <p>A Bachelor of Arts degree and a Bachelor of Science degree are not degrees in theology or in divinity.</p> <p>Although the course requirements for a theology major are religious in nature, if the degree title is Bachelor of Arts or Bachelor of Science students may be funded.</p> |
| Programs Affected | This policy applies to EASE and ABLE. |

State Scholarship and Grant Programs Transfer of Awards Policy

Policy Statement The student must request a transfer of state program awards from one institution to another.

Conditions Transferring from one institution to another could affect the student's eligibility to receive an award or the amount of the award for which the student is eligible.

Transfer of an award is dependent upon the availability of funds.

Not all programs guarantee transfer of awards.

To ensure that the award is transferred to be received timely at the new institution, the student is to request OSFA to transfer the award by the following dates for each term:

- First Term – August 15
- Second Term – December 15
- Third Term – February 15
- Fourth Term – April 15
- Summer Term – May 15

Transfer requests received after these dates may result in the award being forwarded to the previously attended or previously indicated institution.

The transfer of funds to the new institution may be delayed pending receipt of a refund from the previous institution.

Any contingencies on the transfer of an award will be identified in the specific program conditions.

Programs Affected The following state programs permit transfer of an award for an eligible student to another eligible PSI: Bright Futures, CSDDV, JM, and RFS.

The following state programs permit transfer of an award for an eligible student to an eligible PSI within the same year, dependent upon the availability of funds at the eligible institution(s): ABLE, FSAG, EASE, and FWEP.

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