

USF System USF USFSP USFSM

Number: USF3.0121
Title: Financial Aid Administration, Distribution and Use of Financial Aid Resources
Responsible Office: Academic Affairs

Date of Origin: 12-31-86

Date Last Amended: 7-21-17 (technical)

Date Last Reviewed: 7-21-17

(1) University Scholarships & Financial Aid Services (USFAS) is the single office designated to coordinate and administer financial aid for the University of South Florida System (USF System). All USF System offices and departments must report any and all awards made to students to USFAS in a timely manner, so that this information is properly included in the USF System's reports to the Board of Governors and the Department of Education.

(2) Two University committees were established to assist in policy formation and to handle appeals and grievances related to the award or administration of financial aid.

(a) **Financial Aid Policy and Advisory Committee.** This Committee provides advice and recommendations on financial aid related matters to the Provost and Executive Vice President. The Committee is chaired by the Associate Vice President for Enrollment Planning and Management and includes the Director of Undergraduate Admissions, the Associate Vice President for Resource Management and Analysis, the University Controller or designee, and representatives designated by the authorized spending authorities for funds managed by the Three Year Financial Aid Plan. Committee responsibilities include:

1. Reviewing and recommending changes to USF System policies related to the administration of institutional financial aid programs.
2. Reviewing the USF System's Three Year Financial Aid Plan and recommending changes to the plan so as to keep it consistent with the Strategic Plan and goals.
3. Reviewing new and continuing USF System aid programs to evaluate their viability and effectiveness.
4. Reviewing and approving over-commitment amounts/percentages for the packaging of institutionally administered aid programs.
5. Reviewing revenue sources and expenditure plans.

(b) Financial Aid Appeals and Grievance Committee. This Committee is chaired by the Dean of Undergraduate Studies or designee and includes a financial aid representative, a faculty member, and a student representative appointed by the Vice President for Student Affairs and Student Success.

1. Any appeal/grievance must be presented in writing to the Director of University Scholarships & Financial Aid Services, who will forward it to the Committee Chair.
2. The Committee Chair is responsible for convening the Committee and distributing the appeal/grievance information to the members.
3. The Committee should convene, consider the appeal/grievance and make its recommendation to the Vice President for Student Affairs and Student Success within 30 days. The decision of the Vice President for Student Affairs and Student Success is final.

(3) Institutional resources include all programs in the USF System's Financial Aid Three-Year Plan, tuition remissions and waivers, and federal, state, institutional, foundation and other aid programs that are locally administered.

(a) Financial need and academic merit are given primary consideration in the awarding of financial aid to students. Also considered are the balance of funding levels between need-based and non-need-based programs to reflect the needs and diversity of the USF System student population, the necessity for increasing current programs versus the need for new programs and assuring fiscal integrity within the USF System's Three-Year Financial Aid Plan.

(b) Information concerning any institutional need-based financial aid program may be obtained from USFAS. This office coordinates the distribution and use of all need-based resources, as well as all merit-based programs awarded by the Office of Undergraduate Admissions, the Graduate School, the individual colleges, departments, USF System institutions and campuses. Additionally, this office coordinates scholarships awarded to students by donors external to the USF System.

Authority: Art. IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001, 3.009; 1009.24, 1009.42, F.S.

History: New (BOT approval) 12-31-86, Amended 10-1-91, 11-8-93, 7-29-01, Formerly, 6C4-6.0121, F.A.C., Amended 9-25-07, 12-27-10, 7-21-17 (technical).

Certification: The University of South Florida System certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.