FLORIDA A&M UNIVERSITY
FINANCIAL AID OFFICE
EFFECTIVE March 17, 2008

MANUAL OF FINANCIAL
AID/SCHOLARSHIPS

POLICIES AND PROCEDURES
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1 **Section One: Introduction**

Federal regulations mandate that institutions have written policies and procedures. Beyond the federal requirement, there are many benefits to having a written document outlining financial aid office policies and procedures: 1) for distribution to appropriate others outside the Financial Aid Office (FAO) for the purpose of informing and fostering an understanding of the complexity and operation of the FAO; 2) for FAO staff as a referral guide to assist in maintaining consistency in the problem-solving process; and 3) as an important component of a comprehensive training program.

1.1 **Statement of Purpose**

The purpose of this document is to record policies and procedures surrounding the delivery of financial aid and scholarships at Florida A&M University (FAMU). If no policy or procedure addresses a given issue, the FAO staff is expected to use professional judgment based upon the intent of all financial aid programs and Office practices.

This Manual:

1. Provides the financial aid staff with current policies and procedures which pertain to eligibility assessment for federal, State, and University programs.

2. Provides each staff member with general and specific responsibilities of the total staff, their individual responsibilities, and the Office’s relationship to other departments/divisions of the University.

3. Provides each staff member with general office procedures in order that a systematic and consistent approach may be taken in the operation of all programs; ensuring that similar operations will be handled in a uniform manner.

4. Provides quick reference to various practices.

5. Facilitates the orientation and training of personnel when changes occur.
1.2 Financial Aid Reference Documents

There are many resource guides which assist the FAO staff. These citations are maintained by the Director's Administrative Assistant and are available to staff members.

The documents which are used to determine students eligibility for financial aid include current regulations published in the Federal Register, Department of Education guides (such as the Federal Student Financial Aid Handbook, Verification Guide, formula books, and Audit Guide), Dear Colleague Letters, financial aid legislation and other laws or regulations that impact student aid, and the National Association for Student Financial Aid Newsletters.

2 Section Two: Philosophy of Student Financial Aid at FAMU University

The philosophy of student aid is to provide access and choice to students, who without such assistance would not be able to attend an institution of higher learning.

2.1 History of Financial Aid at Florida A&M University

The FAO was established at FAMU in 1887 to coordinate all financial assistance offered to students at the University. The Office was charged with the responsibility of assuring that the principles identified below become operationally effective.

2.2 Policy Development

2.2.1 Responsibility for Institutional Policy Development

The Director of Financial Aid is responsible for establishing Institutional policy development surrounding the delivery of financial assistance. Policy development adheres to federal and State laws and regulations as well as to the mission of the University. Financial Aid policy is reported to and approved by the President when appropriate.

2.2.2 Institutional Principles of Financial Aid
The staff at FAMU has adopted the Principles of Student Financial Aid Administration from the U.S. Department of Education.

1. The purpose of any financial aid program - institutional, governmental, or private - should be to provide monetary assistance to students who can benefit from further education but who cannot do so without such assistance. The primary purpose of a collegiate financial aid program should be to provide financial assistance to accepted students who, without such aid, would be unable to attend that college.

2. Each university has an obligation to assist in realizing the national goal of equality of educational opportunity. The college, therefore, should work with schools, community groups, and other educational institutions in support of this goal.

3. The university should publish budgets that state total student expenses realistically by including, where applicable, maintenance at home, commuting expenses, personal expenses, and necessary travel.

4. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.

5. Financial aid should be offered only after determination that the resources of the family are insufficient to meet the student’s educational expenses. The amount of aid offered should not exceed the amount needed to meet the difference between the student’s total educational expenses and the family’s resources.

6. The amount and type of self-help expected from students should be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance should go to students with the least ability to pay.

7. The university should review its financial assistance awards annually and adjust them, if necessary to reflect changes in the financial needs of students and the expenses of attending the institution. The university has an obligation to inform students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.

8. Because the amount of financial assistance awarded reflects the economic circumstances of students and their families, the college should
refrain from any public announcement of the amount of aid offered and encourage students, their secondary schools, and others to respect the confidentiality of this information.

9. All documents, correspondence, and conversations between and among aid applicants, their families, and financial aid officers are confidential and entitled to the protection ordinarily arising from a counseling relationship.

10. Concerns for the student should be paramount. Financial aid should be administered in such a manner that other interests, important though they may be, are subordinate to the needs of students.

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2.2.3 Operating Policies

The following operating policies are designed to assure that the FAO is effective in carrying out its responsibilities:

1. All students must apply for financial assistance by submitting appropriate application forms to the U.S. Department of Education and Florida Department of Education when appropriate.

2. All funds available to the University for financial assistance shall be administered through the FAO. The selection of students to receive certain designated scholarships and athletic awards shall be submitted by the responsible department to the FAO for processing. When funds or awards for students are received from outside sources by other offices (such as the Controller's Office) that office will be required to notify the FAO.

3. The FAO shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of need and or the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.

4. Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.

5. Priority consideration for aid is given to students whose files are complete by March 1 of each year.
6. All undergraduate students applying for aid are required to apply annually for federal assistance. If the student is a resident of the State of Florida, he/she is encouraged to apply for the Florida Student Assistance Grant.

2.2.4 Financial Aid Committee

The Financial Aid Committee is a policy level committee established by the Director of Financial Aid which:

1. Establishes University policy on matters relating to scholarships, grants, loans and student employment.

2. Establishes program objectives consistent with the University strategic plan.

3. Monitors the effectiveness of financial aid/scholarship activities.

The composition of the Committee includes senior campus officials from administrative, academic and student areas including representatives from the FAO, the Admission's Office, student government and the Development Office.

Section Three: Administrative Organization of the Financial Aid Office

3.1 Organizational Charts

The following diagrams illustrate the organizational structure for FAMU, and the Financial Aid Office.

3.1.1 Institution

See Exhibit 3A for an organizational diagram of FAMU.

3.1.3 Financial Aid Office

See Exhibit 3B for an organizational diagram of the FAO.

3.2 Division of Responsibility between Financial Aid and Fiscal Offices

There exists a clear and separate division of responsibility for the administration of financial aid programs which are divided between the FAO, and the Office of Student Accounts. In order to maintain this division, each office is accountable for the following responsibilities.

The Financial Aid Office
The FAO is responsible for the following:

1. Collect supporting documentation for the determination of aid eligibility.
2. Determine student eligibility for financial assistance.
3. Award Federal, State, and University aid in compliance with laws, regulations, and policies.
5. Compile and complete all institutional, State and federal reports.

The Office of Student Accounts

The Office of Student Accounts is responsible for the following:

1. Maintain and disburse accurate bills.
2. Collect payments for student accounts.
3. Disburse funds to students.
4. Report scholarship donations to the FAO

3.3 Job Descriptions: Financial Aid Office

The job descriptions for each position in the FAO are listed below. These descriptions are updated on an annual basis.

3.3.1 Director of Financial Aid

The Director of Financial Aid is responsible for the following:
(See Appendix A)

3.3.2 Associate Director of Financial Aid

The Associate Director of Financial Aid is responsible for the following:
(See Appendix A)

3.3.3 Assistant Director

The Assistant Director of Financial Aid is responsible for the following:
(See Appendix A)
3.3.4 Sr. Financial Aid Officer

The Sr. Financial Aid Officer is responsible for the following:
(See Appendix A)

3.3.5 Financial Aid Officer

The Financial Aid Officer is responsible for the following:
(See Appendix A)

3.3.6 Program Assistant

The Program Assistant is responsible for the following:
(See Appendix A)

3.3.7 Office Manager

The Office Manager is responsible for the following:

3.4 Job Descriptions: Office of Student Accounts

The job descriptions for positions related to the FAO in the Office of Student Accounts are listed below. These descriptions are updated on an annual basis.

3.4.1 Director of Student Accounts
(See Appendix A)
The Director of Student Accounts is responsible for the following:

3.5 General Financial Aid Office Administration

3.5.1 Office Hours

The FAO is open and available to service students from 8:30 a.m. to 4:30 p.m. Monday through Friday.

3.5.2 Correspondence

General administrative correspondence is routed by the Office Manager. In the absence of the Office Manager, the Director’s Administrative Assistant will route all incoming and outgoing mail.

Where appropriate, correspondence should be responded to within ten business days. If a staff member is responding to a specific
complaint, it is typical procedure for the staff member to have the Director overview the correspondence. This allows the Director to be aware of potential problems.

3.5.3 Telephone

Telephone calls are answered in a friendly and professional manner (i.e., Financial Aid Office, this is "Susie." May I help you?) Typically, Sr. Financial Aid Officers answer incoming calls. If the caller requires general information, the Sr. Financial Aid Officer should respond. If the caller requires specific information, the Sr. Financial Aid Officers should screen the call thoroughly and transfer the information and caller to the appropriate individual. The person transferring the call should inform the call recipient of the following:

1. A summary of the callers request/circumstances.

2. The caller's name and student identification number (if appropriate).

3.5.4 Distribution of Forms

General financial aid forms are distributed from the front desk of the FAO which is located on the first floor of Foote Hilyer Administration Center.

Financial aid packets (consisting of the Free Application for Federal Student Aid (FAFSA) and a FAMU Aid Programs at a Glance sheet, and a student information newsletter) are distributed in several ways. The packets may be:

1. Mailed to out-of-town students

2. Distributed by the Admissions Office

3. Distributed through the FAMU Student Center

4. Distributed during financial aid workshops

3.5.5 Staff Meetings
Staff meetings are held every Monday with administrative staff. Other meetings are called at the discretion of the Director.

3.5.6 Personnel Policies

The personnel policies of staff members are outlined in the following documents:

1. The FAMU Personnel Policies Manual which is stored in the Director’s office.

2. The FAMU Employee Handbook which is distributed to employees during orientation.

3.5.7 Performance Evaluations

Performance evaluations are conducted on an annual basis. The evaluation form (see Exhibit 3C) provided by the Human Resources Department is used for FAO employees. Forms must be completed by immediate supervisors; however, input from co-workers and the Director should be solicited.

3.5.8 Absence Approvals

All requests for absences must be submitted in writing (see Exhibit 3D) to the employee’s immediate supervisor and then submitted to the Director. Approved leave requests are posted on the office calendar.

3.5.9 Appointments with Office Staff

Students and parents are not required to make appointments. Either the Financial Aid Officer, the Assistant Director, or the Associate Director is available at all times. Any person wishing to make an appointment with the Director should be referred to the Administrative Assistant.

3.6 Records Management

3.6.1 Confidentiality of Records

All records and conversations between and aid applicant, his/her family and the staff of the FAO are confidential and entitled to the protection ordinarily given a counseling relationship. FAMU assures the confidentiality of student educational records in
accordance with FAMU rules, State, and federal laws including the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment - whose primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the student written consent) as amended. As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. Parents of dependent students, as defined by the Internal Revenue Code, who give evidence of this status, have the same rights. A student who wishes to obtain access to his/her financial aid record is able to do so in the presence of a FAO employee (See FERPA Policy- 3E).

3.6.1.1 Public Information

The following information, considered "directory information" may be disclosed to the public by any FAMU employee unless; the student has specifically requested in writing that this information be withheld.

1. Name
2. Local address
3. Local telephone number
4. Birth date and place of birth
5. Major
6. Year in school
7. Enrollment status
8. Participation in sports
9. Weight and height of athletes
10. Dates of enrollment
11. Degrees and awards received
12. Most recent attendance of previous educational institution
13. Anticipated graduation date

3.6.1.2 Non-Public Information

A student's consent is required for the disclosure or publication of any non-directory information with the following exceptions:

1. Another University employee
2. Representatives of federal and State agencies
3. Accrediting organizations

A student must submit a written release of information for any additional information to be released to any other person or agency. The student’s release (see Exhibit 3F) must contain:

1. Date of request
2. Student's Social Security Number
3. Student's signature
4. Specific contact name or agency
5. Summary of information which may be released.

3.6.2 Active Records

As required by 34CFR 668.24 The FAO maintains an on-line master record for each student receiving financial assistance. Financial Aid folders are maintained for students who have been selected for verification. All financial aid folders are retained for four years after submission of the FISAP report. Any records involved in any claim or expenditure which has been questioned by federal audit are retained until the question is resolved.

3.6.3 Inactive Records
Inactive records are kept in the FAO for one year following the close of the fiscal year in which they were active. At the end of one year, the folders are moved to on campus storage. The FAO keeps inactive records for four years or longer depending on University policy. After the appropriate time period, records are shredded.

3.6.4 Records on Computer Discs

Student records are maintained on-line for three years. When a new year is added, the oldest year is moved off-line to cartridge storage at the Computer Center.

3.6.5 Automated Program Files

The FAO maintains the PeopleSoft module for Financial Aid on a mainframe computer. Federal eligibility information is received electronically from the Department of Education.

4 Section Four: Calendar of Financial Aid Activities

FINANCIAL AID ANNUAL SCHEDULE OF REOCCURRING EVENTS

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>Loan Processing</th>
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<tbody>
<tr>
<td></td>
<td>Process Second Disbursement (Spring) Loan Proceeds for 2006-2007</td>
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<tr>
<td></td>
<td>Assist Student Accounts in delivery of Spring loan proceeds</td>
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<tr>
<td></td>
<td>Facilitate delivery of delayed loan proceeds</td>
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<tr>
<td></td>
<td>Facilitate processing of loans for late applicants</td>
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<tr>
<td></td>
<td>Application Processing</td>
</tr>
<tr>
<td></td>
<td>Begin processing FAMU Financial Aid applications for Spring 2007</td>
</tr>
<tr>
<td></td>
<td>Continue reviewing, processing and awarding Pell/Stafford/PLUS</td>
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<td></td>
<td>Federal Work-Study Program</td>
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<td></td>
<td>Interview and place new (spring only) Federal Work-Study students</td>
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<td></td>
<td>Confirm the return of Federal Work-Study Students</td>
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<tr>
<td></td>
<td>End-of the Year reporting for Federal Work-Study earnings</td>
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</tbody>
</table>

January 1

Florida Financial Aid Application for Teachers available online for next academic year funding

Verify enrollment status of all financial aid applicants – January 12, 2007

(Add/drop period ends January 12, 2007)
The first spring disbursement is on January 16, 2007

Very heavy counseling period

Publish and e-mail Financial Aid Newsletter to all students

Install 2007-2008 software PeopleSoft / Ed Connect

Conduct Financial Aid Workshops at FAMU

Entrance loan counseling for first-time borrowers

Complete testing of staff on chapters 1-6

Term 2 DER’s due 30 days after the PSI’s last day of drop/add

OSFA begins collecting FAFSA/ISIR information from USDE for 18 months

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>Loan Processing</th>
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<tbody>
<tr>
<td>Process Second Disbursement (Spring) Loan Proceeds for 2006-2007</td>
<td></td>
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<tr>
<td>Assist Student Accounts in delivery of Spring loan proceeds</td>
<td></td>
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<tr>
<td>Facilitate delivery of delayed loan proceeds</td>
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<tr>
<td>Facilitate processing of loans for late applicants</td>
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Application Processing

Begin processing FAMU Financial Aid applications for Spring 2007

Continue reviewing, processing and awarding Pell/Stafford/PLUS

Continue Financial Aid Workshops at FAMU

Continue training office staff on systems (ELM, OPENNET, PEOPLESOFT)

PEOPLESOFT

Install 2007-2008 PeopleSoft software updates

Load 2007-2008 PeopleSoft tables (Sessions, budgets, loan periods, etc)

Continue processing FAMU Financial Aid Applications for 2006-07 school year

Continue reviewing, processing and awarding Pell/Stafford/PLUS for 2006-07

Reawarding returned money

Continue processing 2006-2007 loan proceeds

Begin Application Processing for 2007 – 2008 (Freshmen Admits)

Conduct Financial Aid planning retreat

Assess Staff Training Needs

Design and/or schedule training

Exit Counseling - Run a program to get list of spring graduates

Participating PSI disbursement deadline for FRAG for Term 2

**Term 2 refund/reconciliation due to OSFA 60 days after the PSI’s last day of drop/add**

<p>| MARCH | Priority Filing Date – March 1 |</p>
<table>
<thead>
<tr>
<th>March 1</th>
<th><strong>Florida Bright Futures annual audit and other program biannual audit deadline</strong></th>
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<tbody>
<tr>
<td></td>
<td>Continue reviewing, processing and awarding Pell/Stafford/PLUS for 2006-07</td>
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<tr>
<td></td>
<td>Reaward returned money</td>
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<tr>
<td></td>
<td>Continue processing 2006-2007 loan proceeds</td>
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<tr>
<td></td>
<td>Begin Reconciliation of Pell/Perkins/Federal Work-study 2006-2007</td>
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<tr>
<td></td>
<td>Continue processing and awarding financial aid for freshmen admits 2007-2008</td>
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<thead>
<tr>
<th>APRIL</th>
<th><strong>FSAG uncommitted funds due to DOE/OSFA from PSIs for reallocation</strong></th>
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</thead>
<tbody>
<tr>
<td>April 1</td>
<td><strong>Application deadlines for next year’s Jose Marti Scholarship Challenge Grant, the</strong></td>
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<td><strong>Rosewood Family Scholarship Fund, and the Scholarships for Children and</strong></td>
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<td></td>
<td><strong>Spouses of Deceased or Disabled Veterans</strong></td>
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<tr>
<td>April 15</td>
<td><strong>Application deadline for next year’s Robert C. Byrd Honors Scholarship</strong></td>
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<tr>
<td></td>
<td>On-time Freshmen admit award letters are complete (April 15)</td>
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<td></td>
<td>Begin to award continuing students award letters (2007-2008)</td>
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<td></td>
<td>Complete Reconciliation of Pell/Perkins/Federal Work-study 2006-2007</td>
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<td></td>
<td>Exit counseling sessions for Spring 2007 graduates</td>
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<td></td>
<td>Process summer 2007 Financial Aid applications (April 1 – 14)</td>
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<table>
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<tr>
<th>MAY</th>
<th><strong>Grade and Hours Report opens for current year (summer, fall, and winter/spring)</strong></th>
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<tbody>
<tr>
<td>May 15</td>
<td><strong>PSI deadline to certify Jose Marti graduate level applicants</strong></td>
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<tr>
<td>May 30</td>
<td><strong>Application program deadline for Bright Futures reinstatement/restoration</strong></td>
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<tr>
<td></td>
<td><strong>Application Processing</strong></td>
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<tr>
<td></td>
<td>Continue processing FAMU Financial Aid Applications for 2007-2008 school year</td>
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<tr>
<td></td>
<td>Continue reviewing, processing, and awarding Pell/Stafford/PLUS for 2007-2008</td>
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<tr>
<td></td>
<td>Processing of summer loan proceeds</td>
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<td></td>
<td>Private Scholarship Renewals</td>
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<td></td>
<td>Satisfactory Academic Progress Determination</td>
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<td>Review all students for SAP</td>
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<tr>
<th>JUNE</th>
<th><strong>Application Processing</strong></th>
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<td></td>
<td>Continue processing FAMU Financial Aid Applications for 2007-2008 school year</td>
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<td>Continue reviewing, processing, and awarding Pell/Stafford/PLUS for 2007-2008</td>
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<td>Processing of summer loan proceeds</td>
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<td>Satisfactory Academic Progress Determination</td>
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<td>Review all students for SAP</td>
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<tr>
<td></td>
<td>Continue processing of Summer loan proceeds; second disbursements</td>
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<tr>
<td></td>
<td>SAP – Continue to evaluate and make decisions on appeals</td>
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<td></td>
<td>Renew memberships for state, regional and national associations</td>
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<td></td>
<td>Pay authorization for Summer Pell Grants</td>
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<tr>
<td></td>
<td>Athletic Scholarships are due</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>June 1</td>
<td>Renewal application due to OSFA for institutional participation in State Programs&lt;br&gt;Academic year program budget reconciliation due from PSIs&lt;br&gt;PSIs participating in the Mary McLeod Bethune Scholarship Program will notify OSFA of matching contributions&lt;br&gt;Grade and Hours Report deadline (due within 30 days after the last day of classes).</td>
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<tr>
<td>June 30</td>
<td>Deadline to update student disbursement records&lt;br&gt;PSIs participating in the FWEP Program submit Institutional Request Form to DOE/OSFA&lt;br&gt;Bright Futures application deadline (high school graduation)</td>
</tr>
<tr>
<td>JULY</td>
<td>Application Processing&lt;br&gt;Continue processing FAMU Financial Aid Applications for 2007-2008 school year&lt;br&gt;Continue reviewing, processing, and awarding Pell/Stafford/PLUS for 2007-2008&lt;br&gt;Processing of summer loan proceeds&lt;br&gt;Private Scholarship Renewals&lt;br&gt;Satisfactory Academic Progress Determination&lt;br&gt;Review all students for SAP&lt;br&gt;Continue processing of Summer loan proceeds; second disbursements&lt;br&gt;SAP – Continue to evaluate and make decisions on appeals&lt;br&gt;Renew memberships for state, regional and national associations&lt;br&gt;Pay authorization for Summer Pell Grants&lt;br&gt;Run program for summer graduates exit counseling&lt;br&gt;Assist with Freshmen Orientation&lt;br&gt;Band Scholarship notifications are due&lt;br&gt;Departmental scholarships are due&lt;br&gt;DOE/OSFA provides preliminary disbursements and allocations to PSIs currently participating in Florida Work Experience Program (FWEP)&lt;br&gt;New Academic fiscal year begins. Memos sent to all eligible postsecondary institutions (PSI) regarding appropriations and program award amounts.</td>
</tr>
<tr>
<td>July 1</td>
<td>Grade and Hours (G &amp; H) report for Bright Futures students ineligible for renewal after spring evaluation opens for current summer term</td>
</tr>
<tr>
<td>July 10</td>
<td>Florida Student Assistant Grant (FSAG) annual program/PSI allocation memo&lt;br&gt;Program deadline for Critical Teacher Shortage (CTS) Student Loan Forgiveness Program</td>
</tr>
<tr>
<td>July 15</td>
<td>PSI deadline to certify CTS Loan Forgiveness applicants</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>July 30</td>
<td>FWEP disbursement reporting deadline</td>
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<td>AUGUST</td>
<td>Application Processing</td>
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<td>Continue processing FAMU Financial Aid Applications for 2007-2008 school year</td>
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<td>Satisfactory Academic Progress Determination</td>
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<td>Review all students for SAP</td>
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<td></td>
<td>Intensive Individual Counseling</td>
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<td>SAP discussions</td>
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<td></td>
<td>Purchase of Textbooks</td>
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<tr>
<td></td>
<td>Is my net check ready?</td>
</tr>
<tr>
<td></td>
<td>Why is my loan proceeds not here?</td>
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<tr>
<td>August 1</td>
<td>Prepare for school opening</td>
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<td>Reports are due</td>
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<td></td>
<td>PSIs participating in the Mary McLeod Bethune Scholarship Program will notify OSFA</td>
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<td></td>
<td>of matching contributions</td>
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<td>Program allocations requested for eligible PSIs</td>
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<tr>
<td>SEPTEMBER</td>
<td>Application Processing</td>
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<td>Continue processing FAMU Financial Aid Applications for 2007-2008 school year</td>
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<td>Processing of summer loan proceeds</td>
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<td>Private Scholarship Renewals</td>
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<td>Satisfactory Academic Progress Determination</td>
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<td></td>
<td>Review all students for SAP</td>
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<td>Reports FISAP (very important)</td>
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<td></td>
<td>Pell</td>
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<td>Florida Financial Aid Data File</td>
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<td></td>
<td>Other miscellaneous reports</td>
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<td></td>
<td>Continued Intensive Individual Counseling</td>
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<td></td>
<td>Begin to update 2008-2009 FAMU Financial Aid Guide</td>
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<td></td>
<td>Pay authorizations for FWS students/contracts from departments</td>
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<tr>
<td></td>
<td>DOE/OSFA request Term 1 allocations to PSIs newly participating I FWEP</td>
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<td></td>
<td>Program deadline for CTS Tuition Reimbursement Program</td>
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<td></td>
<td>PSI deadline to certify CTS Tuition reimbursement applicants</td>
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<td></td>
<td>Grade and Hours Report deadline for current summer term for Bright Futures students</td>
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<tr>
<td></td>
<td>ineligible for renewal after spring evaluation</td>
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<tr>
<td>Term 1 Disbursement Eligibility Report (DER) due to OSFA 30 days after the last day of the PSI’s drop/add</td>
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<td><strong>OCTOBER</strong></td>
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<td>Application Processing</td>
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<tr>
<td>Continue processing FAMU Financial Aid Applications for 2007-2008 school year</td>
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<tr>
<td>Continue reviewing, processing, and awarding Pell/Stafford/PLUS for 2007-2008</td>
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<tr>
<td>Processing of summer loan proceeds</td>
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<td>Private Scholarship Renewals</td>
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<td>Review all students for SAP</td>
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<td>Pay authorizations for FWS students/contracts from departments</td>
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<td>Fall planning retreat</td>
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<td>Training for Staff members</td>
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<td><strong>NOVEMBER</strong></td>
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<td>Application Processing</td>
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<td>Continue processing FAMU Financial Aid Applications for 2007-2008 school year</td>
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<td>Continue reviewing, processing, and awarding Pell/Stafford/PLUS for 2007-2008</td>
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<td>Processing of summer loan proceeds</td>
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<td>Private Scholarship Renewals</td>
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<td>Satisfactory Academic Progress Determination</td>
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<td>Review all students for SAP</td>
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<td>Continued Intensive Individual Counseling</td>
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<tr>
<td>Pay authorizations for FWS students/contracts from departments</td>
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<tr>
<td>Term 1 refund/reconciliation due to OSFA 60 days after the last day of the PSI’s drop/add</td>
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<td><strong>DECEMBER</strong></td>
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<td>Application Processing</td>
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<td>Continue processing FAMU Financial Aid Applications for 2007-2008 school year</td>
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<td>Continue reviewing, processing, and awarding Pell/Stafford/PLUS for 2007-2008</td>
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<td>Processing of summer loan proceeds</td>
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<td>Private Scholarship Renewals</td>
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<td>Satisfactory Academic Progress Determination</td>
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<td>Review all students for SAP</td>
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<td>Continued Intensive Individual Counseling</td>
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<td>Pay authorizations for FWS students/contracts from departments</td>
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<td>Satisfactory Academic Progress</td>
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<tr>
<td>Obtain probation/dismissal/suspension list</td>
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<tr>
<td>Determine students who did not make SAP</td>
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<tr>
<td>Review and make decisions on appeals</td>
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<tr>
<td>Bright Futures Academic Top Scholars Awards listed on the Master Eligibility List</td>
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<tr>
<td>Program allocations requested for eligible PSIs for Term 2</td>
<td></td>
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<tr>
<td>Florida Financial Aid Application or Students available online for next academic year funding</td>
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</tbody>
</table>
5 Section Five: Student Consumer Information

The staff in the FAO recognizes that in order to understand the complications of Financial Aid, accurate and timely dissemination of information to consumers is vital. Several policies have been implemented to ensure appropriate dissemination is achieved.

5.1 Financial Aid Program Availability

Financial aid programs which are available to students attending FAMU are distributed through the following FAMU published documents:

1. The FAMU University Catalog (See university website – www.famu.edu).

2. An aid information sheet distributed to students with award letters (See Exhibit 5A).

3. The FAMU Financial Aid Information newspaper (see in progress).

4. The scholarship guide (See Exhibit 5B).

5. Scholarship Data Base (College Board Fund Finder).

Additional resources are published outside of, but are distributed through the FAO. These resources include:


2. Financial Aid Sources for Florida Students published by the State of Florida (See www.floridastudentfinancialaid.org).

Financial aid funds may be categorized into four basic sources: federal, state, institutional, and private. Because there are too many outside private sources to list in this Manual, only Federal, State, and Institutional sources for FAMU are listed below.

1. FEDERAL

Federal Parental Loan for Undergraduate Students (FPLUS)
Federal Pell Grant
Federal Perkins Loan
Federal Subsidized Stafford Loan (FSSL)
Federal Supplemental Educational Opportunity Program (FSEOG)
Federal Supplemental Loan for Students (FSLS)
Federal Unsubsidized Stafford Loan
Federal Work-Study Program (FWSP)
Federal Academic Competitiveness Grant
Federal SMART Grant (National Science and Mathematics Access to retain Talent Grant)
Federal PLUS Loan
Federal Graduate PLUS

2. STATE

Florida Bright Futures Scholarship Program
Jose Marti Scholarship Challenge Grant Fund
Robert C Byrd Honors Scholarships
Rosewood Family Scholarship Fund
Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service members
Mary McLeod Bethune Scholarship Program
Florida Student Assistance Grant program
Florida Work Experience Program (FWEP)
First Generation Matching Grant Program (FGMG)
Critical Teacher Shortage Student Loan Forgiveness Program (CTSLF)
Critical Teacher Shortage Tuition Reimbursement Program (CTSTR)

3. INSTITUTIONAL

Emergency Loan
Grant-In-Aid Athletic Scholarships
FAMU Academic Scholarships:

Additional information about these programs is listed in Section Twelve.

5.2 Procedures and Forms Required to Apply

The procedures and forms required to apply for financial aid are published in the University Catalog and the FAMU Financial Aid university website. In addition, notices announcing deadlines and application availability are distributed on posters throughout the University and are printed in the student newspaper. Aid is awarded on
a first-come, first-serve basis using a priority deadline. Students who complete their files after this priority date may receive limited funding and should not expect to receive an award letter until after the beginning of academic year.

There are many forms which may be required to evaluate student aid eligibility. However, a student need only submit the Free Application for Federal Student Aid Form (FAFSA).

Additional documents may be requested to complete processing of the aid request. Notifications of these additional required documents are sent to students through a missing document letter. Additional information may include, but is not limited to, the following:

1. Proof of citizenship.
2. Proof of selective service registration.
4. Verification form (independent and dependent).
5. Tax returns (parent and student or spouse).
6. Statement of non-tax filer (parent and student or spouse).
7. Student Aid Report (SAR).
8. Admission Status.
9. Student Certifications.
10. Employment Verification.
11. Verification of marital status.

5.3 Methods of Disseminating Consumer Information

The primary method of disseminating consumer information to University students is through the FAMU Graduate and Undergraduate Catalogs. In addition, information is distributed through:

1. Information sheets distributed to students with award letters.
2. The financial aid webpage.

3. The FAMU Financial Aid Information newsletter.

4. The scholarship guide.

5. The Scholarship Data Base.

6. University Orientation Program

5.4 Student Eligibility Requirements

Student eligibility requirements are listed in the following documents:

1. FAMU Graduate and Undergraduate Catalogs.

2. The FAMU Financial Aid Information newspaper.

3. On specific aid applications (i.e., loan applications for Stafford Loan and scholarship applications describe eligibility requirements).

To be eligible to receive Federal assistance, a student must:

1. Be enrolled in an eligible program of study.

2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status).

3. Maintain satisfactory academic progress in their course of study.

4. Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant.

5. Demonstrate financial need.

Additional information is listed in Section Twelve.

5.5 Criteria for Selecting Recipients and Determining Award Amounts
Students may obtain the criteria used for selecting financial aid recipients and determining award amounts by making an appointment with a Financial Aid Administrator. Additional information concerning criteria and selection is listed in Section Fourteen.

5.5 Availability of Forms and Instructions

Availability of forms and instructions is listed in the following documents:

1. FAMU Graduate and Undergraduate Catalogs.

2. The FAMU Financial Aid Information newspaper.

3. Published on posters distributed on campus and in the school newspaper.

4. On specific aid applications (i.e., loan applications for Stafford Loan and scholarship applications describe eligibility requirements).

5.7 Rights and Responsibilities of Students on Financial Aid

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. These rights and responsibilities of students on financial aid are listed in the following documents:

1. The FAMU Graduate and Undergraduate Catalogs.

2. The FAMU Financial Aid Information newspaper.

Students have the right to know the:

1. Financial aid programs available at FAMU.

2. Application process which must be followed to be considered for aid.

3. Criteria used to select recipients and calculate need.

4. FAMU refund and repayment policy.

5. FAO policies surrounding satisfactory academic progress.

7. Special facilities and services available for the handicapped.
Students are responsible for:

1. Completing all forms accurately and by the published deadlines.

2. Submitting information requested by FAO staff in a timely manner.

3. Keeping the FAO informed of any changes in address, name, marital status, financial situation, or any change in student status.

4. Reporting to the FAO any additional assistance from non-University sources such as scholarships, loans, fellowships, and educational benefits.

5. Notifying the FAO of a change in enrollment status.

6. Maintaining satisfactory academic progress.

7. Re-applying for aid each year.

5.8 Cost of Attendance

A description of the fees for attendance is published in the FAMU Graduate and Undergraduate Catalogs. An estimated budget for the total cost of attendance is published in the FAMU Financial Aid Information brochure. A complete budget outlining the cost of attendance may be obtained from the FAO. Cost of attendance information is listed in Section Seven.

5.9 Refund Policy

A brief description of the refund policy is described in the FAMU Catalog. A detailed description of the refund policy is listed in Section Nineteen.

5.10 Academic Programs Offered

A description of the academic programs offered at FAMU is listed in the FAMU Graduate and Undergraduate Catalogs. Additional information may be obtained from individual departments.

5.11 Person(s) Designated to Provide Financial Aid Information

Information concerning persons designated to provide financial aid information is listed in the FAMU Graduate and Undergraduate Catalogs.
Only information published, provided, or referred by FAO staff is valid. Any additional information should be verified with staff from the FAO.

5.12 Student Retention and Completion Data

Student retention and completion data is gathered by the Office of Institutional Research.

5.13 Information for Students with Disabilities

Information concerning students with disabilities is listed in the FAMU Graduate and Undergraduate Catalogs. Students are also notified of their responsibility to inform the FAO of any special or unusual circumstances via the following:

1. On information sheets distributed to students with award letters.

2. The FAMU Financial Aid Information newspaper.

Disabled Student Services provides information and assistance to students with disabilities who are in need of special accommodations. This office should be contacted for additional information.

5.14 Information on Accreditation

Information concerning accreditation is listed in the FAMU Graduate and Undergraduate Catalogs. Additional information may be obtained from the Office of the President.

5.15 Changes in Governance

A school must report any changes that result in an individual acquiring the ability to substantially affect the actions of the school. Such a change must be reported within 10 days of the change.
6 **Section Six: Student Application for Financial Aid**

Students are required to submit aid applications on an annual basis. Priority consideration for receipt of financial aid funds administered by the FAO shall be given to students who submit all required documentation by the assigned deadline.

6.1 Forms

There are many forms which may be required to evaluate student aid eligibility. However, a student need only submit the Federal Application for Federal Student Aid (FAFSA) and FAMU Financial Aid Application (FAA) to begin the first step in applying for aid.

Addition documents may be requested to complete processing of the aid request. Notification of these additional required documents is sent to students through a missing document letter. Below are documents which may be required.

1. Free Application of Federal Student Aid (FAFSA) - a need analysis document published by the Department of Education. Information is sent to the Central Processing Center (CPS) for an analysis of the expected family contribution (EFC). Students receive a Student Aid Report (SAR) which shows the results of the analysis. Federal aid may only be awarded based on the official results of the FASFA.

2. Student Aid Report (SAR) - students are not automatically required to submit SAR's. However, an Aid Administrator may request the document to verify conflicting information

4. Federal Subsidized Stafford Loan Application - Students, who wish to receive a Federal Subsidized Stafford Loan from a lender other than those who certify loans electronically through the State of Florida Guarantee Agency, must submit an application. Students who wish to borrow from an electronically approved lender, instructions will be sent with the award letter.

5. Federal Unsubsidized Stafford Loan Application - students who wish to receive an Federal Unsubsidized Stafford Loan from a lender other than those who certify loans electronically through the State of Florida Guarantee
Agency, USA Funds, ASA, or Texas Guarantee must submit an application. Students who wish to borrow from an electronically approved lender will be sent instructions with the award letter.

6. Federal Tax Returns - Federal Income Tax returns may be requested if a student is selected for verification, or if the Aid Administrator deems it necessary to verify conflicting information. Dependent students must submit their tax returns and the returns of their parents. Independent students must submit their tax returns and their spouse's if applicable. Tax returns must be signed or have the preparer's section completed, and a complete copy of the tax return is necessary including all schedules.

8. Income Certification Statement - Students, parents, and spouse's who are required to submit a Federal Income Tax return, but are not required to file, must submit an Income Certification Statement. This document collects nontaxable sources of income.

9. Verification Worksheet - a document which collects updated information submitted on the FAFSA. Students who are selected for verification must submit a worksheet. Dependent students must obtain their parents' signature. Independent students must obtain their spouse's signature if appropriate. An Aid Administrator may request a Verification Worksheet to resolve conflicting documentation.

10. Citizenship/Residency Verification - a document which collects proof that the student has citizenship status eligible for financial aid purposes. A copy of appropriate documentation must accompany this form.

11. Student Certifications - a document which collects information concerning the statement of educational purpose, the statement of registration status, and the certification of the anti-drug abuse act.

12. Certification of Separation - a document which verifies that a married student is separated and living separately from his/her spouse. This document must be notarized (see Exhibit 6K).
13. Employment Verification - a document which verifies a student, spouse, or parents’ change in employment status. This document must be completed by the student, spouse, or parents’ current or former employer whichever is appropriate.

6.2 Application Process

Students begin the application process by submitted any piece of documentation. This submission informs the FAO that the student wishes to apply for financial aid. Tracking letters are sent to students informing the student of documents or information which still needs to be submitted. If a student submits an incomplete document, it is returned for completion (see Exhibit 6M). If a student doesn’t submit the required information if the appropriate time span, the application will become inactive and no further correspondence is sent. Once the student submits all the required documentation, an aid file is created and forwarded to the Financial Aid Officer for review or to the appropriate Aid Administrator if not selected for verification. If the Financial Aid Officer requires additional information, a letter and any appropriate forms will be sent to the student. If the student does not submit the requested information, the file will be considered inactive. Once the requested information is received, it is forwarded to the appropriate Aid Administrator for packaging.

6.3 Deadlines

March 1, preceding the academic year for which aid is applied, is the priority deadline at FAMU.

6.4 Independent Student Status

The EFC from an independent student takes into account only the income and asset value of the student and spouse if applicable; the parent’s financial information is not included. Students are automatically considered independent if they meet the following criteria:

1. They were born before January 1, 1964.

2. They are married, or enrolled in a graduate or professional course of study.
3. They are an orphan or a ward of the court or were a ward of the court until age 18.

4. They have legal dependents (other than a spouse).

5. They are a veteran of the U.S. Armed Forces.

Aid Administrators have the authority to change students who do not meet the above criteria independent under special circumstances using Professional Judgment. Special circumstances must be documented and a copy of the documentation must be maintained in the student's file. Examples of special circumstances include:

1. An abusive relationship with the family.

2. A student under the age of 24 who is divorced.

Aid Administrators adjust the student's dependency status by completing the Dependency Override School Use Only section of the FAFSA or FAFSA Correction application.

7 Section Seven: Student Budgets

Student budgets are an important component in the financial aid process. Standard student budgets reflecting the FAMU average student population cost of attendance at a modest, but adequate standard of living are used to award financial aid. Special budget considerations are approved by the Financial Aid Officer on a case-by-case basis.

7.1 Basis for Student Budgets

The Director collects information to prepare standard costs on an annual basis.

Tuition and Fees

Because the State Legislature does not establish tuition and fee charges until late summer, estimated charges are used to award aid until actual costs are finalized. Typically, this estimated information is collected by using previous year costs plus an estimated percentage increase. A full time enrollment (12 credit hours for undergraduates and 9 credit hours for graduates) is used unless the student indicated otherwise. Students who do not
establish Florida residency are charged an additional out-of-state fee.

**Books and Supplies**

A survey of expenses within the different academic areas and the College Board National Costs Survey are used to collect costs for books and supplies.

**Room and Board**

Room and board expenses are divided into three categories: living with parents, living on-campus, and living off-campus. The living with parents costs are based on the minimum required under the law and an average of estimated weekly expenses. The off-campus costs are based on a survey of rent for two-bedroom apartments in the FAMU area. Room budgets are based on the assumption of double occupancy.

**Transportation**

Transportation costs include the price of an annual bus pass.

**Personal Expenses**

Personal expenses include costs for clothing, toiletries, medical/dental, recreational, and other miscellaneous expenses.

### 7.2 Standard Student Budgets

See Exhibit 7A for FAMU standard budgets.

### 7.3 Special Budget Considerations

Upon request, Aid Officers may review, and if appropriate, adjust a student's budget. Students must submit supporting documentation.

Examples of changes to standard budgets include, but are not limited to:

1. Child care - the cost of child care for single parents (or parents with a spouse also in college) with dependent
children may be added to a standard budget. In the Florida area, most child care centers do not accept children on an hourly basis; therefore, full monthly costs are used.

2. Special needs - disabled students or students with special problems may be allocated funds to cover reasonable costs associated with disabilities or problems that are not already covered by other resources.

8 Section Eight: Systems Operations

The FAO at FAMU is highly automated. The FAO uses the University student information system (PeopleSoft) to automate processing aid applications as much as possible.

8.1 Loading Financial Aid Data

Federal eligibility information is received electronically from the Department of Education using Electronic Data Exchange (EDE).

8.1.1 Processing Federal Data
8.1.2 Correcting Federal Data

8.2 Automatic Budgets

8.3 Automatic Tracking

The FAO uses an automatic tracking program to monitor information and documents required from students. Refer to Exhibit 8A for tracking documents and procedures.

8.4 Automatic Packaging

The FAO uses the People Soft Module to automate the awarding of the majority of students.

8.5 Run Schedules

Listed below is the standard weekly run schedule for the FAO

INBOUND – Monday/Wednesday
1. ISIR’s
2. ISIR Corrections Data
3. Pell Data
4. Loan Data
5. MYF Data
6. Bright Futures Data

OUTBOUND – Tuesday/Thursday
7. Pell Data
8. Loan Data
9. ISIR Corrections Data

COMMUNICATIONS – Monday/Wednesday
10. Verification Letters
11. SAR C Flag Letters

PACKAGING - FRIDAY ONLY
12. Federal/State/Institutional Packaging
13. Award Letters Created
9 **Section Nine: Verification**

9.1 Introduction

Verification is the process of confirming the accuracy of student reported data on financial aid applications. Only a portion of the student population is selected for verification.

9.2 Selection of Applications to be Verified

The FAO verifies those applicants identified by the Department of Education (DOE). Typically, the DOE selection criteria translate into verifying thirty percent of the financial aid population at FAMU. In addition, Aid Administrators may select a student for verification if there is a discrepancy or a condition which is unusual and warrants investigation.

9.2.1 Exclusions

Listed below are certain circumstances where students do not have to complete verification. Counselors must identify and document in the aid folder why the student is not required to complete verification.

1. An applicant who died during the award year.

2. A resident of Guam, American Samoa, the Northern Mariana Islands, the Marshall Islands, the Federated States of Micronesia, and the Trust Territory of the Pacific Islands (Palau).

3. A student who is incarcerated

4. Applicants whose parents do not live in the United States and cannot be contacted.

5. A student immigrant (however, the student must meet the citizenship requirement).

6. A dependent student whose parents cannot comply because of specified reasons (i.e., parents are deceased, are physically or mentally incapacitated, or the student does not know where the parents reside).

7. A student who does not receive Title IV funds.
9.2.2 Conflicting Information for Non-selected Applicants

Aid Administrators are required to resolve any discrepancies discovered in a student's file. Because need analysis information is only collected from the DOE, and additional information is typically not requested from students who are not selected for verification, conflicting information is systematically rare.

9.3 Verification Time Frame

Upon receipt of any documentation that a student intends to apply for financial aid, a Tracking Letter listing missing items is sent to the student when the student record is activated after receipt of a federal transmission. This letter informs the student of any additional information which is required to complete his/her financial aid file. If the FAO has received DOE information identifying the student as being selected for verification, the tracking items letter (see Exhibit 9A) requests the appropriate verification documents (i.e., verification form, student and parent tax returns).

Students are notified that the majority of financial aid funds are awarded on a first-come, first-serve basis and that until the missing items are submitted to the FAO, additional processing of their file is not possible.

If a student submits documentation which appears fraudulent, the FAO staff member must notify the Director of Financial Aid (See Section 21 for additional information).

9.4 Document Collection Procedures

Required documentation items are identified and receipt date is maintained on an automated tracking system (refer to the missing items screen #4). When documents arrive, the Senior Clerk enters a receipt date beside the document name. When all required documents are received, the student is considered complete and ready to be packaged. The Senior Clerk gathers all documentation and creates a student folder for new students and updates previous year files for returning students. These files are routed to the Financial Aid Officer for verification and packaging.

9.4.1 Documentation
Documentation submitted to the FAO must be legible, appropriate, and have the student's social security number for identification purposes. If the student submits a document which is not legible (i.e., a copy of a tax return in which the income numbers are not identifiable), appropriate (a tax return is requested and the student submits a W-2), or identifiable (student submits a copy of the step-parents tax return and the last name does not match the student's and there is no student social security number) the documents will be returned and a request for additional documentation is requested. If possible, the return of documentation is recorded on the computer system (screen #4).

9.4.2 Processing Time Period

Students are notified that the majority of financial aid funds are awarded on a first-come, first-serve basis and that until the missing items are submitted to the FAO, additional processing of their file is not possible.

9.4.2.1 Failure to Comply

Students who fail to submit verification documents never become complete; therefore, aid is not awarded for these students.

9.4.2.2 Submission after Deadline

Students who submit verification documents very late after the time they were requested will be awarded aid on an availability basis. Typically, by the end of the summer, aid funds beyond federal loans and the Federal Pell Grant are depleted.

9.4.3 Notification of Verification to Applicants

Students are notified that they are selected for verification on the Student Aid Report (SAR). In addition, the tracking letter indicates to the student he/she has been selected for verification.

9.5 Verification of Data Elements
FAMU systematically verifies only those data elements required by the federal government. However, Aid Administrators are free to ask for additional information if further investigation is needed to resolve a discrepancy.

9.5.1 Adjusted Gross Income

Adjusted Gross Income is verified by comparing a copy of the student, spouse, or parent income tax return or Income Certification Statement to federal data. Discrepancies outside of tolerance levels must be corrected before further processing (See Section 8 for additional information).

9.5.2 U.S. Income Tax Paid

U.S. Income Tax paid is verified by comparing a copy of the student, spouse, or parent income tax return or Income Certification Statement to federal data. Discrepancies outside of tolerance levels must be corrected before further processing (See Section 8 for additional information).

9.5.3 Household Size

Household size is verified by comparing the Verification Worksheet to federal data. Discrepancies must be corrected before further processing (See Section 8 for additional information).

9.5.3.1 Exclusions

Although regulations allow situations when verification of household size is not required (See Chapter 2, page 20 of the DOE Verification Guide), the FAO does not have a systematic way to track these exclusions. Therefore, all students selected for verification must submit a response to the Household size question on the Verification Worksheet.

9.5.4 Number in Postsecondary Institutions

Number of family members enrolled at least half-time in postsecondary institutions is verified by comparing the Verification Worksheet to federal data. Discrepancies must be corrected before further processing (See Section 8 for additional information).
9.5.4.1 Exclusions

Although regulations allow situations when verification of number in college is not required (See Chapter 2, page 19 of the DOE Verification Guide), the FAO does not have a systematic way to track these exclusions. Therefore, all students selected for verification must submit a response to the Household size question on the Verification Worksheet.

9.5.5 Institutional Discretionary Items

The FAO verifies those applicants identified by the Department of Education (DOE). Aid Administrators may select a student for verification if there is a discrepancy or a condition which is unusual and warrants investigation. If a student submits verification documentation (i.e., tax return), the FAO staff must verify the information on the document against the information in the student's file.

9.6 Tolerances

When verifying a student's record, there are two instances when discrepant information does not have to be corrected.

1. When the absolute value of the discrepancies does not exceed $400.

2. When the EFC is 0 and a recalculation determines the EFC would remain 0.

9.7 Notification to Students

Students are notified of the results of verification by receipt of an electronic award letter.

9.7.1 Correction Procedures

The procedure FAMU requires to make corrections is identified in Section 8. Refer to this section for additional information.

9.7.2 Overpayments
FAO policies and procedures are designed to eliminate the possibility of an overpayment from any fund. If however, an overpayment does occur, the student is placed on hold until the overpayments can be corrected. Students are not allowed to register for subsequent terms and academic transcripts are withheld until the account has been cleared.

9.9 Updating Requirements and Procedures

There are three situations whereby an Aid Administrator may update student information. When students notify the aid office of an allowable update, the Aid Administrator may recalculate the student's EFC and the new figure may be used to award financial aid. Updates may occur for:

1) Dependency status (Dependency status may not be changed for previously certified Stafford Loans, and may not be changed due to marital status).

2) Family size.

3) Number of family members enrolled in a postsecondary institution.

9.9 Interim Disbursements

Because the FAO is liable for disbursements made prior to verification, the FAO policy does not allow interim disbursements. Students must complete the verification process before aid is awarded or disbursed. Exceptions must include extenuating circumstances, be documented in the student’s folder, and be monitored by an Aid Administrator.

10 Section Ten: Need Analysis

10.1 General Policies of Need Analysis

The Need Analysis formula is the standard formula used to calculate a student’s EFC, which is used in determining need for all Federal Student Financial Assistance programs.

The family has primary responsibility to pay for educational costs.
Students and parents are expected to contribute to the extent they are able.
Families should be evaluated in an equitable and consistent manner.

10.2 Calculating Federal Methodology

10.3 Calculating Institutional Methodology

10.4 Standard Adjustments to Need Analysis

11 Section Eleven: Professional Judgment

The Higher Education Act of 1992 allows financial aid administrators to make professional judgment decisions for special or unusual family student circumstances. These circumstances must be documented. Circumstances requiring professional judgment decisions must be analyzed on a case-by-case basis.

Aid Administrators may treat a student with special circumstances differently than the strict application of the methodology would otherwise permit. Adjustments can either increase or decrease a student's EFC or cost of attendance. In the case of an adjustment to a student's EFC or cost of attendance, specified adjustments may be made to data elements. The reason for the adjustment must relate to that student's special circumstances and must be documented in the student's file.

11.1 Areas of Administration

Professional judgment decisions may be made to adjust eligibility for all institutional, Title IV, and campus-based aid. Documentation supporting special circumstances must be maintained in the student's folder (see Exhibit 11A).

11.2 Staff Authority

The Director, Associate Director, Assistant Director, and Financial Aid Officer have the authority to adjust a student's eligibility using professional judgment.

11.3 Circumstances

Student circumstances which may warrant a professional judgment decision include, but are not limited to:
1. Cancellation of parental contribution due to an abusive relationship with a family member. A signed letter (on business stationary) from a Priest, a Rabbi, a therapist, an adult, non-family member would be an example of appropriate documentation. If possible, three letters documenting the situation should be collected.

2. Cancellation of parental contribution due to parental abandonment of the student. A notarized letter from an adult explaining the circumstances of the abandonment would be appropriate documentation. Typically, another adult is assisting the student (lives with a grandparent, a girlfriend/boyfriend's parent). If the student is receiving other assistance, in-kind support should be checked and documented.

11.4 Student Appeals

Students may appeal decisions of Aid Administrators. A student must first submit a written appeal to the Financial Aid Office Satisfactory Academic Progress Appeals Committee. If the decision is not reversed, the student may make an appointment with the Director. The decision of the Director is final, and no further means for appeal are available.

11.5 Documentation

Aid Administrators are required to document professional judgment decisions (see Exhibit 11A). This documentation must be maintained in the student's file. Because professional judgment situations are unique, specific required documentation is not listed for each case. It is left to the discretion of the Aid Administrator to select what is appropriate documentation.

1. Documentation should substantiate the student's situation.

2. Typically, documentation should be from a professional outside the family and not a family member.

3. If collecting documentation about a student's life situation, documentation from more than one person should be collected.
Section Twelve: Participation in Financial Aid Programs

The FAO participates in a variety of financial aid programs. Assistance may include scholarships, grants, loans, and jobs. Scholarships and grants are gift awards which do not have to be repaid. Loans and work opportunities are considered self-help awards since repayment or performance of duties are required. The type of aid awarded depends upon the student's financial need and is generally a combination of gift and self-help assistance.

12.1 Institutional and Program Eligibility

12.1.1 Institutional Eligibility

As a public nonprofit institution, FAMU has been authorized by the United States Secretary of Education to participate in financial aid programs authorized by Title IV of the Higher Education Act of 19612 as amended.

12.1.2 Terms of Agreement

The Program Participation Agreement (see Exhibit 12A) between FAMU and the Department of Education entitles the FAO to participate in the following federal programs:

1. Federal Pell Grant Program.

2. Federal Family Educational Loan Program (including the Stafford Loan Program, the Unsubsidized Stafford Loan Program, and the Parent Loan for Undergraduate Students Program).

3. Federal Perkins Loan Program.

4. Federal Supplemental Educational Opportunity Grant Program.

5. Federal Work-Study Program.

12.1.3 Institutional Application for Federal Funds

The FAO applies for funds through the Fiscal Operation Report and Application to Participate (FISAP) (see Exhibit 12B). The FAO applies annually for federal funds through
the FISAP which is submitted each September. The Director, Associate Director and the Accountant work together to collect the necessary statistics to complete the report. The Accountant loads the finalized data into the Electronic FISAP Program and the information is sent electronically to the Department of Education. The signature page and required certifications are sent certified mail.

12.2 General Student Eligibility for Federal Title IV Financial Aid

There are several eligibility requirements which students must meet in order to be considered for federal funds. Students must:

1. Demonstrate financial need according to Federal Methodology.
2. Have a high school diploma, a GED, or have passed a test approved by the Department of Education.
3. Be enrolled in a degree seeking or eligible certificate program.
4. Be a U.S. Citizen or eligible non-citizen.
5. Make satisfactory academic progress as determined by the institution.
6. Sign a statement of educational purpose and a certification statement on refunds and default.
7. Sign an Anti-Drug Abuse Act Certification.
8. Sign a statement of registration status.

12.3 Federal Programs

The federal programs in which the FAO participates are listed in Section 12.1.2 above. The Federal Perkins Loan Program, the Federal Supplemental Educational Opportunity Grant Program, and the Federal Work-Study Program are referred to as campus-based programs because although funded primarily with federal dollars, the institution is able to determine how these funds should be awarded to students.

12.3.1 Federal Pell Grant
The Federal Pell Grant is an entitlement program. Students must demonstrate financial need to qualify.

12.3.1.1 Purpose of Program

The Federal Pell Grant program is federally funded with the purpose of helping financially needy students meet the cost of postsecondary education. This program is centrally administered by the federal government and is typically the foundation of a student's aid package.

12.3.1.2 Institutional Policy Statement

**Determining Eligibility**

The FAO uses the Pell award as the foundation of the student's financial aid package. Therefore, students requesting financial assistance during their enrollment are required to establish Federal Pell Grant eligibility before additional determination of funds eligibility is made and/or awarded.

In order to determine eligibility for any federal financial aid program, students must file a Free Application for Federal Student Aid (FAFSA) and have the results sent to FAMU. The FAO will accept results through electronic transmission with the Central Processing System (CPS). Student eligibility is determined only through the CPS of the Department of Education using the Federal Methodology need analysis formula. The FAO must have an official EFC before eligibility for any fund may be determined. Students who qualify for a Pell Grant have an Expected Family Contribution (EFC) under $4,110.

Students are notified of the amount of their Pell Grant through an award letter. Information regarding scheduled disbursement of aid is located on the financial aid webpage. See Section 18 for additional information.

Students who are enrolled on a less-than-half-time basis may receive a Pell Grant.
All reports required by the Department of Education are submitted in a timely fashion.

The enrollment status of students is not determined until after the end of the add/drop period of the term. At that time, the actual amount of Pell Grant is determined for each student. Disbursement occurs only when the enrollment matches the appropriate Pell award. See Section 18 for additional information.

Pell awards are recalculated when there is a change in the EFC, when the enrollment status changes between terms within the same award year, and when the cost of attendance changes. Students must submit the FAFSA and have electronic data submitted by June 1 of each academic year in order to allow time to process the award. Neither SAR's nor electronic data are accepted after this deadline.

Students who submit eligible SAR's or have electronic Pell data submitted to FAMU after the end of an enrollment period for which the student met all the necessary criteria, will receive a retroactive (late) award provided the student's file is complete prior to the last day of classes for the academic year.

Students who do not use their entire Pell allocation during the fall and spring semesters may use the balance during the following summer period. It is the responsibility of the students to inform the FAO that they will be enrolled during the summer period and request assistance.

Payment

Pell Grant funds are disbursed to students on the first day of classes for those students who have an official Pell Index and a valid award letter. Before disbursement, a compliance computer match is run to ensure the student remains eligible for the grant and is registered for the appropriate number of classes.

The Pell Grant is disbursed through electronic transmission to the Cashier’s Office. After subtracting
tuition and other appropriate outstanding charges Cashier’s staff releases the remaining proceeds to the student.

Overawards

In the event of an overaward, the student's account is placed on hold until such time that the overpayment is rectified.

Recordkeeping

Financial aid records for students selected for verification are maintained in student’s folders as well as on the computer system. The Associate Director and the Accountant are responsible for account management and appropriate record security for all student aid account transactions. The amount and date of any overpayment restored to the program account, the cost of attendance, determination of enrollment status, and enrollment period, eligibility of enrolled students who submit valid Pell records, name, Social Security number, amount paid, and amount and date of each payment are maintained electronically.

12.3.1.3 Student Eligibility

Students must meet the eligibility requirements described in Section 12.2. In addition, the Pell Grant is awarded only to first-time undergraduates. Student eligibility is determined only through the Central Processing System of the Department of Education using the Federal Methodology need analysis formula.

12.3.1.4 Determination of Institutional Federal Pell Grant Budget

The determination of the Federal Pell Grant Budget is identical to the budget used for other institutionally awarded aid. See Section 7 for additional information.

12.3.1.5 Amount of Federal Pell Grant
The amount of Federal Pell Grant for which a student is eligible is determined using the Expected Family Contribution (EFC) and the corresponding cost of education from the Federal Pell Grant Eligibility Chart published by the Department of Education (see Exhibit 12C). The maximum amount for academic year 2007-2008 is $4310; the minimum is $400.

12.3.1.6 Verification Procedures

Verification procedures for the Federal Pell Grant are identical to other Title IV aid. See Section 9 for additional information.

12.3.1.7 Student Aid Report (SAR) Processing

See Section 8 for additional information.

12.3.1.8 Disbursement Procedures

Pell Grant funds are disbursed to students only after an official EFC from the Department of Education has been received. Offered aid must be accepted by the student via the financial aid award letter. See Section 18 for disbursement procedures for all aid funds.

12.3.2 Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a gift program for students who demonstrate financial need.

12.3.2.1 Purpose of Program
The FSEOG program is federally funded for the purpose of helping the financially needy students meet the cost of postsecondary education. This program is administered by the institution; however, FSEOG funds are awarded only to Pell Grant recipients.

12.3.2.2 Institutional Policy Statement
To meet the federal regulation 34 CFR 676.10, The Office of Financial Aid and Scholarships has defined
students with exceptional need as those students with a zero EFC. FAMU will give first priority to students who are Pell Grant eligible and have a zero EFC.

13 Section Thirteen: Scholarships

13.1 University Scholarships

13.1.1 Academic Scholarships

Presidential Scholars Program

SAT scores used for scholarship awards are computed based on Math and Verbal scores ONLY

This scholarship is a four-year undergraduate scholarship awarded to a high school senior. Must have a GPA of 3.5 and have a SAT score (V&M) of 1200 or an ACT score of 27. The scholarship covers: Tuition, fees, room and board (the housing deposit of $350 will be waived) for Florida Scholars* (*Florida Academic Scholars awardees will receive books up to $300 per semester if student has a 3.50 GPA; 1280 SAT (V&M) or 28 ACT)

Distinguished Scholars Award

Deadline January 31st, except for National Achievement/Merit Finalists (Florida Residents Only)

This scholarship is a four-year undergraduate scholarship awarded to a high school senior. Must have a GPA of 3.5 and have a SAT score (V&M) of 1200 or an ACT score of 27. The scholarship covers: Tuition, fees, room and board (the housing deposit of $350 will be waived) and books up to $300.

Distinguished Scholars Award

Deadline January 31st, except for National Achievement/Merit Finalists (National Achievement and Merit Finalists Only)

This scholarship is a four-year undergraduate scholarship awarded to a high school senior. Must have a GPA of 3.5 and have a SAT score of 1200 (V&M) or an ACT score of 27. The scholarship covers: Tuition and fees only. Scholarships for students with a GPA of 3.5 and have a SAT score of 1300 (V&M) or an ACT score of 29 will receive tuition, fees, room and board (the housing deposit of $350 will be waived) and books up to $300 per semester.
Distinguished Scholars Award
Deadline January 31st, except for National Achievement/Merit Finalists (Non-Florida Residents)
This scholarship is awarded to a high school senior who has attained the honor of valedictorian or salutatorian of his/her graduating class. This student is selected from geographical areas where contractual agreements with the high school and/or school board districts have been established. This is a four-year undergraduate scholarship, covering the cost of tuition and fees, room and board (the housing deposit of $350 will be waived).

Adopted High School Award
Deadline April 30th (Florida Residents Only)
This partial scholarship is awarded to a high school senior for four years or an out-of-state community/junior college student for two years. This scholarship is awarded in the amount of $2,000 per academic year. A high school recipient must have a minimum cumulative 3.0 GPA and have an SAT score of 1100 (V&M) or higher or a 23 or higher ACT score. A transfer recipient must have a minimum cumulative 3.0 GPA with the Associate of Arts Degree or Associate of Science Degree.

George W. Gore Assistantship
Deadline January 31st
This partial scholarship is a four-year undergraduate scholarship awarded to a high school senior. A high school recipient must have a minimum cumulative 3.0 GPA and at least an SAT score of 1100 (V&M) or at least an ACT score of 23. Awarded per year: ACT 23 $2,000 SAT 1100-1120 $2,000 ACT 24 $3,000 SAT 1130-1140 $3,000 ACT 25 $4,000 SAT 1150-1160 $4,000 ACT 26 $5,000 SAT 1170-1180 $5,000 SAT 1190 $6,000

President’s Special Scholarship
Deadline January 31st
This scholarship was established to provide financial assistance to a high-achieving Florida community/junior college graduate. This partial scholarship is a two-year undergraduate scholarship awarded to a transfer student who has a minimum cumulative 2.5 GPA and has earned the Associate of Arts Degree or Associate of Science Degree and is not enrolled as a FAMU Student. Scholarships are awarded per year as follows:

University Grants GPA 2.5-2.74 $1,000 GPA 2.75-2.9 $1,500

University Scholarships GPA 3.0-3.4 $2,500 GPA 3.5-3.9 or PTK $3,000
GPA 4.0 and up $5,000

**Florida Community College Scholarship**

*Deadline August 20th*

(Florida Transfers Only)

This partial scholarship is a four-year undergraduate scholarship awarded to a high school senior in the amount of $2,500 per year. A recipient must have completed 50 or more college hours with a 3.00 GPA while enrolled in high school.

**High School/Community College Award**

*Deadline August 1st*

**Academic Year 2006-2007**

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13.2. Need-based Scholarships

13.2.2.1 Honor Scholarships

13.2.2.2 Special Scholarships

13.2.2.3 General Scholarships

13.3 Departmental Scholarships

*To apply for these scholarships, please call the number listed.*

- **ROTC Scholarships** (Army, Navy, Marine, Corps, Air Force) Call (850) 599-3515 — Covers tuition and fees, $250 per semester for books, uniforms and monthly stipends starting at $250 per year. (Limited room and board scholarships to ROTC students that qualify.) GPA, SAT and academic major requirements vary between services.

- **NAVY ROTC Scholarships** Call (850) 599-3980 — Covers tuition and fees, $250 per semester for books, uniforms and monthly stipends starting at $250 per year. (Limited room and board scholarships to ROTC students that qualify.) Must have at least a 2.5 GPA and 530v SAT, 520m SAT or 22 English ACT, 22 Math ACT.

- **FGLSAMP** Call (850) 561-2680 — Offers stipends from $350 up $1,000 per semester based on cumulative GPA and other criteria. Must have at least a 3.0 GPA, SAT (V&M) 1000 or 21 ACT and be majoring in Biology, Chemistry, Physics, Mathematics, Computer Science, CIS, Environmental Sciences, Engineering, Biology-Pre-Med, Science or Mathematics Education or Biological and Agricultural Systems Engineering.
BASE (Biological & Agricultural Systems Engineering)  
Call (850) 561-2198 — This is a partial scholarship of up to $5,500 for in-state students with a 3.0 GPA and a SAT score of 1060 (verbal & math) or 25 ACT. Up to $10,000 for out-of-state students with 3.5 GPA and a SAT score of 1160 (verbal & math) or 27 ACT. Must major in BASE.

Freddie Lang Groomes Scholarship Call (850) 599-3491  
This is a partial scholarship for $1,000. Must be a single mother with at least a 2.5 GPA.

Minority Transfer Scholarship Call (850) 599-3076 — A competitive program for a qualified minority (Alaskan Native, American Indian, Asian, Black, Hispanic and Pacific Islander) Florida resident community college transfer student.

Minority Teacher Education Scholarship Call (850) 599-3691— Must be a college junior admitted to the Teacher Education Program at FAMU and must commit to teach in Florida at least two years.

Forestry Scholarships Call (850) 443-3451

Journalism Scholarships Call (850) 599-3379

Business Scholarships Call (850) 561-2361

Architecture Scholarships Call (850) 599-3041

Environmental Sciences Scholarships Call (850) 599-3550

Athletic Scholarships Call (850) 599-3868

Music/Band Scholarships Call (850) 599-3024

Physics Scholarships Call (850) 599-3470

Southern Scholarship Foundation Call (850) 222-3833

13.4 Outside Scholarships

13.5 Scholarship Resources

13.6 Scholarship Reconciliations

Policies and Procedures: The institution will conduct monthly audits to ensure that funds and resources are used and reported in accordance with the appropriate methods prescribed by the U.S. Department of Education, Florida Office of Student Financial Assistance and the institution. The Associate Director of Student Financial Aid and Scholarships will serve as the administrative officer responsible for directing the monthly audit activities. By the fifth day of each month, the Office of Fiscal Affairs will provide the Office of Student Financial Aid and Scholarships with a general ledger report of all the expenditures posted to the student information system (PEOPLESOFT). The Assistant Director of State Scholarships will
reconcile both reports and resolve discrepancies. The Director of
Student Financial Aid and Scholarships and the Controller will sign the
final reconciliation report and submit it to the appropriate university
personnel.
14  Section Fourteen: Awarding Financial Aid

The FAO staff has developed an institutional packaging philosophy to ensure consistent, equitable, and fair distribution of financial aid funds.

14.1 Institutional Packaging Philosophy

Priority is given to students who submit a financial aid application by March 1 annually. Late applicants are funded on a first-come, first serve basis, if funds are available.

14.2 Institutional Packaging Procedures

Guidelines for awarding financial aid:

1. The Expected Family Contribution (EFC) is determined as a result of the Free Application for Federal Student Aid (FAFSA).

2. The Federal Pell Grant is the foundation of the financial aid package.

3. Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded according to federal guidelines. Federal Pell Grant recipients with the lowest Expected Family Contribution have first priority for FSEOG funding. Second priority is given to students with Federal Pell Grant eligibility and the lowest Expected Family Contribution, that were late applicants. The minimum FSEOG award is $200.

4. Applicants not receiving FSEOG will be considered for other institutional and/or private funds administered by Florida A & M University. Students with the highest unmet need will be considered for other funding within the guidelines for each program.

5. Award packages are created based on expected full-time enrollment. Adjustments will be made at the end of the 100% refund period (approximately two weeks after the start of each semester) for changes in enrollment status. These adjustments will affect assigned budgets and award amounts and may result in reduced or cancelled awards. This information is noted on the reverse side of the award letter.

6. The University reserves the right to issue adjusted award letters due to an error in calculating. This information is provided in the financial aid notification supplement.

14.3 Determination of Total Funds to be Awarded

The Director, determines the total aid to be awarded during an academic year. The Department of Education sends the FAO information detailing annual fund allocations through the Federal
Authorization Letter with the Official Notice of Funding. Determining the total funds available includes an evaluation and projection of available funds, required matching, and administrative expense. Careful projections are made to enable the FAO staff to offer fair and equitable packages to students. A determination is made based on prior year history, and an increase of projected funds to account for attrition.

14.4 Florida Bright Futures Scholarship Program

Florida Academic Scholar – A student will receive an amount equal to 100% of tuition and fees* (may include lab fees up to $300 per semester) plus $300 per semester for college related expenses (excluding summer term) prorated by term and hours. Renewal – minimum GPA = 3.0
Minimum hours = 6 semester hours

Academic Top Scholars award with the highest academic ranking in each county will receive $750 award per semester in addition to the Florida Academic Scholars award (prorated by term and hours and excluding summer term).

Florida Medallion Scholar – A student will receive an amount equal to 75% of tuition and fees* (may include lab fees up to $300 per semester). A student may receive up to 132 semester hours towards completion of a certificate or a first baccalaureate degree. A student who is in an undergraduate program of study that requires more than 120 hours may apply for an extension of hours for funding. Renewal –
Minimum GPA = 2.75
Minimum Hours = 6 semester hours

Florida Goal Seal Scholar – A student will receive an amount equal to 75% of tuition and fees (may include lab fees up to $300 per semester). Renewal –
Minimum GPA = 2.75
Minimum Hours = 6 semester hours

Awards are disbursed after the end of the drop/add period. Funding is disbursed in the fall and spring terms. Funding is not available in the summer.

14.5 Outside Resources
Students are encouraged to seek assistance from outside resources. It is required that all outside assistance be reported to the FAO. Student aid including outside resources, may not exceed the student's cost of attendance. Therefore, if a student has been awarded by the aid office and receives an outside award, an adjustment to the original award letter may be necessary. If an adjustment is made, the outside aid will replace self-help aid if possible.

14.6 Award Letter and Acceptance of Awards

Students receive notice of financial aid (see Exhibit 14A) via an electronic award letter. Students are required to accept or decline loan awards (blank responses are considered acceptances). Students who do not respond to their award letters (on-line) within 30 days may lose all funds. Campus-based funds are reawarded to other needy students. A student may receive a reinstatement of a canceled offer only if aid funds are available. Monies are not reserved for reinstated awards.

14.7 Summer Aid

There are only a few financial aid programs for which students may apply during the summer. If a student has eligibility for a Pell Grant and has not used his/her entire allocation during the academic year, the appropriate remainder may be used during the summer enrollment period (i.e., for a 2006-07 Pell award, remaining monies may be used for summer 07 only. Exceptions must be approved by the Director.

Students may also apply for Stafford (Subsidized and Unsubsidized) loans and FPLUS loans during summer terms. Students who apply for summer loans are informed that receipt of those funds may affect their eligibility for loans during the next academic year.

14.8 Consortium Agreements

A student may receive Title IV aid if he/she is taking courses at two or more schools, if the participating institutions enter into a consortium agreement. A consortium agreement specifies which institution will process and disburse student aid. The agreement also should stipulate which institution will consider the student enrolled. Whichever institution disburses aid funds is responsible
for keeping records and returning Title IV funds in the case of an overaward (see Exhibit 14B).

14.9 International Students

International students are not eligible for federal or state financial aid because they do not meet the citizenship requirement. International students may receive non-federal aid and are encouraged to apply for such aid. International students seeking assistance are referred to the Office of International Studies.

15 Section Fifteen: Revision of Financial Aid Awards

Financial aid is based on a student’s expected enrollment, which is indicated on your Free Application for Federal Student Aid (FAFSA). If a student indicated that they will attend full-time, the Financial Aid Notification letter reflects a full-time award(s). If a student indicated that they will attend part-time, the Financial Aid Award Notification letter will state that the award(s) is based on part-time enrollment. If a student’s enrollment status changes, the student must notify the Office of Student Financial Aid and Scholarships immediately. Please note, if you drop hours after funds have been disbursed, you may be required to repay all or a portion of the aid.

Any change in name, address, legal residency, or enrollment status must be reported immediately to Registrar. Also, all scholarships provided by outside agencies must be reported to The Office of Financial Aid and Scholarships and may affect the student’s financial aid award.

If a student declines a portion of the financial aid award offer, e.g. Federal Work-Study or Federal Stafford Loans, we cannot replace those funds with grants. We reserve the right to change, adjust, or cancel financial aid awards.

16 Section Sixteen: Processing Loans

16.1 Student Loan Process

Student Loan Policy

Students must be enrolled in and attending at least six (6) credit hours per semester at Florida Agricultural & Mechanical University (FAMU) to receive a Stafford loan. Summer hours are calculated the same as any other semester. You still must be enrolled in 6 hours to be eligible for a loan.

Awarding Student Loans:

2. Complete financial aid file, returning all requested documentation to the Financial Aid Office (if selected for verification).
3. All loans are awarded in an offered only status and the student must log into the student information system (OURFAMU) to accept or decline a loan.
4. All first time FAMU student borrowers must complete the online Entrance Counseling. This counseling is mandatory.
Failure to complete it will delay the processing of the loan. Loan entrance counseling is provided by “Mapping Your Future” via a hyperlink on the student’s “To Do List” on OURFAMU as a checklist item.

5. Loans are transmitted to the lender of choice after a student selects a lender on the “Lender At A Glance” webpage.

6. The student completes an online Loan Application (MPN). Failure to e-sign and submit the application will delay the processing of the loan. The student should receive a confirmation from the lender once the process is completed. Once step 6 is complete, the lender will notify ELM of your pending loan application so that FAMU can certify the loan. If you received a Stafford Loan from FAMU in the prior year, you will not need to complete step 6 again.

7. Additional Unsubsidized loans are available for dependent students whose parents are denied the Parent PLUS Loan. For Additional Unsubsidized Stafford Funds- the student must print and complete the loan request form, and return it to the Office of student Financial Aid and Scholarships.

8. Parent PLUS Loans are initiated by the parent to the lender. PLUS loan are awarded in an offered only status and the student must log into the student information system (OURFAMU) to accept or decline the loan. Parents must select a lender on the “Lender AT A Glance” webpage. Once the MPN is signed and the loan approved the lender will notify ELM of the pending loan application so that FAMU can certify the loan.

   • Approved PLUS applications are manually accepted on the student information system and certification information is sent to the lender via ELM.
   • Denied PLUS applications are cancelled on the student information system and the award is removed. If a student requests an unsubsidized Stafford Loan to replace the Parent PLUS Loan – an electronic or written copy of the denial letter is required. Freshman/Sophomore can receive up to an additional $4,000 and Juniors/Seniors can receive up to and additional $5,000.

9. Graduate PLUS Loans are initiated by the student.
   • Approved Graduate PLUS Loan applications are manually accepted on the student information system and then transmitted to the lender for certification.
   • Denied Graduate PLUS Loan applications are cancelled.

10. Alternative (private loans) are initiated by the student. Certification requests are received via ELM and students are manually awarded after eligibility is determined by the Office of Student Financial Aid and Scholarships. The loan is then transmitted to the lender with certification information.

Once all of the above steps have been completed, the lender selected by the student will send FAMU notification of a loan to certify for that student. The Financial Aid Office will process the loan with the selected lender. The lender will send the first disbursement of the loan to the university via EFT (Electronic Funds Transfer) according to the disbursement dates requested by the school. The lender will notify the student of the loan details by mailing them a Disclosure Statement. Funds will be credited to the student’s accounts and will pay unpaid charges in the following order: tuition, fees, books, dorm and any other remaining charges. Any excess loan funds due to the student after the account is paid in full will be refunded to the student.

**Loan Reports/Files**

11. Loan Entrance Counseling files are downloaded from “Mapping Your Future” by the Associate Director of Student Financial Aid and Scholarships (Systems Manager) and loaded into the student information system. The checklist item is updated on the financial aid status screen.

12. All FFEL and alternative loan information is received electronically in a data file from ELM and loaded into the student information system on a daily basis.

13. Response files are loaded in the inbound process. An error report is generated, reviewed, and all errors resolved by the Student Loan Department as the files are received.

14. EFT roster is received on Wednesday’s and Friday’s via ELM and loaded into the student information system. An error report is created and issues resolved within a three business day period. If a loan cannot be disbursed funds are returned via ELM to the respective lender.

15. The University will deliver the loan disbursement within three (3) business days of receipt by crediting the student’s account.

16. Any funds exceeding the student’s outstanding balance with the University will be issued to the student in the form of a refund check or direct deposit to the student’s bank account. Refunds are processed by the Office of Student Financial Services and are mailed or directly deposited to the student’s bank account within 14 business days from the date of the
17. The University will return all undeliverable disbursements to the lender within the 10 business day period. If the University determines that the student meets the FFEL eligibility requirements during this period, the university will deliver the disbursement to the borrower.

POLICY:

34CFR 668.166(a)

- General. (1) The Secretary considers excess cash to be any amount of title IV, HEA program funds, other than Federal Perkins Loan Program funds, that an institution does not disburse to students or parents by the end of the third business day following the date the institution received those funds from the Secretary. Except as provided in paragraph (b) of this section, an institution must return promptly to the Secretary any amount of excess cash in its account or accounts.

FAMU policy on loan limits per academic year (two semesters): Freshman (1-29 completed hours) $3500 year. Sophomore (30-or 59 credit hours) $4500 year. Juniors and Seniors (60 and beyond credit hours). If a student applies for a loan for a single semester, the maximum allowed will be ½ of the yearly limit.

All student loans are processed in two disbursements by the lender. If the student is borrowing for only one semester, the loan will be disbursed in two EFT’s within that one semester, with the second disbursement being at midterm. If the student is borrowing for the academic year (two semesters), the loan will be disbursed in one EFT each semester.

All student loan borrowers are subject to the Satisfactory Academic Progress Policy established by FAMU. A copy is included with your Award Letter and listed on our website www.famu.edu. Students who drop below 6 credit hours before a loan is disbursed will not receive that disbursement. The loan will be returned to the lender and cancelled. The loan funds will be returned within a three day business period as required by 34 CFR 668.162 (b) (3).

Guidelines for Student Loan Debt

The maximum Stafford Loan amount an undergraduate student may borrow is $23,000 for a dependent student and $46,000 for an independent student. The following guidelines are provided to assist students in monitoring accumulated debt. Your total loan debt should not exceed the amount listed for the number of credit hours earned.

<table>
<thead>
<tr>
<th>Credit Hours Earned</th>
<th>Dependent Student</th>
<th>Independent Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>$3500</td>
<td>$7500</td>
</tr>
<tr>
<td>30-59</td>
<td>$4500</td>
<td>$8500</td>
</tr>
<tr>
<td>60-89</td>
<td>$5500</td>
<td>$10500</td>
</tr>
<tr>
<td>90+</td>
<td>$5500</td>
<td>$10500</td>
</tr>
</tbody>
</table>

FAMU encourages students to limit their debt to the extent possible. Student loans must be repaid within 10 years and may not be included in any bankruptcy proceedings.

Notification of Disbursement: In accordance with 34 CFR 668.165(a) the Office of Student Financial Services (Student Accounts) will notify the student or parent in writing (“in writing” means on paper or electronically when Perkins, Stafford, or Plus loan funds are being credited to a student’s account. This notification must be sent no earlier than 30 days before and no later than 30 days after crediting the student’s account. The notification includes the date and amount of the disbursement, the student’s (or parent’s) right to cancel all or part of the loan or disbursement: and procedures and the time by which the student (or parent) must notify the school that he or she wishes to cancel the loan or disbursement.
Example of the Loan Notification letter:

Date
Dear Student:

Financial Aid students/parents receiving Federal Loans (Federal Subsidized or Unsubsidized, PLUS or Federal Perkins) may cancel all or a portion of your loans within 14 days of the original disbursement date by contacting the Student Financial Services office in the Foote Hilyer Administration Center, room G7. Federal loan funds have been credited to your account on _____________________, in the amount of $____________. (Disbursement date)

Should you choose to cancel all or part of your Federal loan, please complete the bottom section of this form and take it to the office of Student Financial Services. In addition, you may incur a financial obligation to the University which must be paid immediately if you cancel your loan. Failure to satisfy outstanding financial obligations will affect your ability to enroll or receive other University services. If you have questions regarding this notification, please contact the office of Student Financial Services within fourteen days of the date of this letter. You do not need to respond unless you wish to cancel this loan (full or partial), or have questions regarding this correspondence. Thank you.

Sincerely,

Student Accounts Manager
Office of Student Financial Services

I, ________________________________, authorize Florida Agricultural Mechanical University, Office of Student Financial Services, to cancel my loans and return my student loan proceeds to my lender for the period indicated above. I understand, I am responsible for any fees and/or charges that may occur as a result of this cancellation.

_________________________________  __________________________
Student Signature                  Print Name

_________________________________  __________________________
Student ID #                      Date
FFEL Loan Entrance Counseling Requirements: 34 CFR 682.604(f) Before a first disbursement may be made to a first-time Stafford borrower, the student must receive entrance counseling that explains the loan obligation. The counseling must be conducted in person, by audiovisual presentation, or by interactive electronic means. Florida A & m University conducts entrance loan counseling through www.mappingyourfuture.com.

FFEL Loan Exit Counseling Requirements: 34 CFR 682.604(g) Each school must ensure that students receive exit counseling before they leave school. Counseling may be provided in person, (individually or in groups), or using audiovisual materials. Florida A & M University conducts exit loan counseling through www.mappingyourfuture.com.

Loan entrance and exit counseling for the Federal Perkins Loan fund is conducted by the Office of Student Financial Services (See attached Policies and Procedures).

**Federal Perkins Loan Exit Counseling**

**Purpose:**
The purpose of this procedure is to define the process by which exit counseling is performed for all Federal Perkins Loans borrowers upon graduation, withdrawal, or when the borrower ceases to enroll at least half-time.

**Authority:**
Per Federal 34 CFR 674.42(b and c), Exit interviews and contact is required with the borrower during the initial and post-deferment status.

**Accountability:**
The Loans and Collections Manager is responsible for ensuring that exit counseling materials are provided to Federal Perkins Loans borrowers upon separation from the University due to graduation, withdrawal, or they cease to enroll half-time.

**Usage:**
The Loans and Collections staff will conform to this policy to ensure that quality services are rendered in a timely manner.

**Procedure:**
1. A candidate for graduation list will be obtained from the Registrar each academic term which is sorted to identify students that have had Perkins Loans.
2. Exit counseling workshops are held prior to graduation as well as at the graduation rehearsal. Students are given an opportunity to complete the exit materials at this time.
3. For students that do not complete exit counseling materials during the workshop, Perkins Exit Loan service indicators are placed in Our FAMU to restrict access to University services.

4. Exit counseling materials are sent via US Postal Service to ensure that each borrower has been provided exit counseling materials as required. (See attached).

5. Student Financial Services will coordinate with Financial Aid to obtain a list of withdrawals to ensure that exit counseling materials are completed by the borrower.

6. Upon withdrawal, exit counseling materials are sent via US Postal Service to ensure that each borrower has been provided exit counseling materials as required. (See attached).

7. For students that do not complete exit counseling materials, Perkins Exit Loan service indicators are placed in Our FAMU to restrict access to University services.

Student Financial Services will coordinate with the Registrar to identify

17 Section Seventeen: Processing Financial Aid Transcripts

Financial aid transcript data is collected through the National Student Loan Data System for the majority of students at FAMU.

17.1 National Student Loan Data System (NSLDS)

The National Student Loan Data System, or NSLDS, is a national database of information about loans and other financial aid awarded to students under Title IV of the Higher Education Act of 1965. This system prescreens applications for Title IV aid, supports program administrative research functions, and improves Title IV aid delivery through automation and standardization.

18 Section Eighteen: Disbursement of Funds

18.1 Responsibility for Disbursement of Funds

The Cashier's Office has the responsibility for disbursement of loan, grant, and scholarship checks. The Payroll Office has responsibility for disbursement of FWSP paychecks.

18.2 Separation of Functions

There is a clear and distinct separation of functions between the FAO and the Cashier's Office. The Aid Office assures and maintains the accurate and appropriate awarding of aid funds. This information is electronically transmitted to the Cashier's Office. These funds credit the student’s account. Any monies in excess of charges are disbursed to the student by Cashier’s Office staff.

18.3 Procedures
FAMU electronically transfers aid to the student’s account if all appropriate papers have been signed and the student is registered for the correct number of hours.

18.3.1 Verification of Identity of Student

Students must present a valid identification to receive financial aid monies from the Cashier’s Office (i.e., valid student I.D. card, or a driver's license.).

18.3.2 Verification of Status

The student's eligibility status is checked by the financial aid office. Computer edit checks are run to ensure current eligibility before transmission. If, after a transmission, the status changes and the student becomes ineligible, an aid officer will manually cancel a check (see Exhibit 18 A).

18.3.3 Student Endorsement

Students are required to endorse co-payable checks before funds can be released (i.e., student loan checks). The student is the only person who may endorse the check. There are no substitutions and no exceptions to this policy. If a student is not available for a signature, (i.e., on an internship out-of-state), the student must submit a letter to the Cashier's Office requesting that the check be sent to the student. The student may then endorse and return the check. The aid funds may then be credited to the student's account and/or released to the student.

19 Section Sixteen: Refunds/Repayments

When a student withdraws from classes, he/she may be entitled to receive money back which had been paid to the University. The University may be able to refund all or a portion of the tuition, fees, housing costs, etc. the student paid. If the tuition, fees, housing costs, etc. were paid with financial aid dollars, then all or a portion of the student's refund must be returned to the student aid programs from which the money was awarded. A student who receives a cash disbursement to assist with living expenses and then withdraws, drops out, or is expelled, may be required to repay money to the aid programs from which the money was awarded. The University has designed the following policies and procedures to ensure proper accountability when a student leaves the University.
19.1 Refund Policy for all Students

When a student withdraws on or after the first day of class during a semester, the University will refund the student’s account according to the policy below:

A 100% fee refund/charge adjustment will be made to the student for tuition and registration fees if notice of withdrawal from the university is approved prior to the end of the drop/add/period and written documentation is received from the student. Terms in the student housing contract will determine the refund of room rent, whereas board will be prorated based on the approved date of cancellation.

A 25% refund/charge adjustment of registration and tuition and fees, less building and capital improvement fees, will be made if notice of withdrawal from the university is approved prior to the end of the fourth (4th) week of classes and written documentation is received from the student, or at an appropriate time as designated by the university for summer sessions. The late registration/payment is nonrefundable.

A 100% refund/charge adjustment will be made of the registration and tuition fees, if a student withdraws or drops a course due to circumstances determined by the university to be exceptional and beyond the control of the student, including but not limited to:
1) illness
2) Death of the student or immediate family (parent, spouse, child or sibling)
3) Involuntary call to active military duty
4) Or a situation in which the university is in error

The refund policy reflects the standards of the school’s accrediting agency and State law.

The date used to calculate the refund is determined as follows:

1. In the case of a student who officially withdraws, the date of the withdrawal.

2. In the case of a student who unofficially withdraws the drop out date which is the last recorded date of class attendance as documented by the institution.
3. In the case of a student who is expelled, the date of the expulsion.

19.2 Refund Policy for Financial Aid Recipients

Institutions are required to have a fair and equitable refund policy for students who receive financial aid. Students receiving financial assistance are subject to an additional refund analysis.

19.2.1 Refund Policy for Title IV Recipients

See the University Refund Policy On page 35 of the university catalog.

19.4 Refund Procedures

19.4.1 Official Withdrawal
To comply with 34 CFR 668.22 and Section 668.173(b) (return of Title IV funds) the Office of Student Financial Aid and Scholarships has developed a procedure to coordinate the timely return of the institutional portion of unearned funds to the Title IV programs when a student withdraws before completing the period of enrollment. On a weekly basis, Financial Aid will run (FATIVRTN) a program from the student information system (PEOPLESOFT), which will compile a list of withdrawn students. A return of TITLE IV funds calculation will be performed to determine the institution’s and student’s liability and if funds are required to be returned. Please note the calculations are performed using software delivered by the U.S. Department of Education and uploaded into PEOPLESOFT.

To determine the withdrawal date the following procedures are used.

For a student who provides notification to the University of his or her withdrawal, the institution will use the date of notification of withdrawal.

19.4.2 Unofficial Withdrawal

To comply with 34 CFR 668.22 and Section 668.173(b) (return of Title IV funds) the Office of Student Financial Aid and Scholarships has developed a procedure to coordinate the timely return of the institutional portion of unearned funds to the Title IV programs when a student withdraws before completing the period of
enrollment. On a weekly basis, Financial Aid will run (FATIVRTN) a program from the student information system (PEOPLESOFT), which will compile a list of withdrawn students. A return of TITLE IV funds calculation will be performed to determine the institution’s and student’s liability and if funds are required to be returned. Please note the calculations are performed using software delivered by the U.S. Department of Education and uploaded into PEOPLESOFT.

To determine the withdrawal date the following procedures are used:

If the university determines that a student did not begin the withdrawal process or otherwise notify did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student’s control, the withdrawal date is the date the school determines that the student ceased attendance because of the aforementioned applicable event.

The second category of unofficial withdrawals encompasses all other withdrawals (all failing, incomplete, and/or withdrawal grades during the term) where official notification is not provided to the school. For these withdrawals, commonly known as dropouts, the withdrawal date is the midpoint of the payment period or period of enrollment, as applicable, or the last date of an academically related activity that the student participated in.

19.4 Distribution of Refund Policies

FAMU’s refund and repayment policies are disseminated to students in the FAMU Graduate and Undergraduate Catalogs. Students may receive additional information by making an appointment with an Aid Administrator.

19.5 Stale Dated Checks/Return of Title IV Funds

Treasury Operations
Student Financial Services
Florida A&M University
Procedure last updated 08/31/07
Stale Dated Checks/Return of Title IV Funds

Purpose:
The purpose of this procedure is to define the process by which funds from stale-dated checks are returned to Federal Programs.

Authority:
Per the Student Financial Aid Handbook, Volume 4, page 4-44 states the following (excerpt from Prohibition on Escheating of FSA Funds): A school must have in place a procedure to ensure that funds do not go to an unintended third-party. Moreover, a school must have a process through which it identifies a credit balance that remains on a student's account or is undelivered to the student and returns those funds to the FSA programs on behalf of the student. The search for the student should end and the refund/return to the Department should be completed prior to the date the funds would otherwise escheat, but no later than a few days after a check to the student would cease to be negotiable (180 days).

Accountability:
The Coordinator, Refunds is responsible for ensuring the timely return of Title IV funds to the Federal Student Aid programs after due diligence has been performed to locate the student.

Usage:
The Refund Staff will conform to this policy to ensure that quality services are rendered in a timely manner.

Procedure:
8. Returned refund checks are received by the University Controller’s office.
9. The Controller’s Office will provide to the Refund staff, Student Financial Services a listing of all checks that have returned for outstanding/bad addresses.
10. Student Financial Services will provide an alternate address for the check to be remailed within 48 hours.
11. Call and/or email student to attempt to locate students on the stale dated check list for them to come in to pick up check or process a stop payment on the outstanding check.
12. If there are any checks remaining in the Controller’s safe after 180 days, they will be forwarded to General Accounting to be marked void. Checks that have not been physically received will need to have a stop payments placed on them by Student Financial Services. All of these check numbers should be identified on a stale dated check listing. This list will exclude any stop payments/reissues that were done on the original check.
13. The Stale Dated check list will be forwarded to the Coordinator, Refunds who will secure the reversal of all stale-dated checks in the Peoplesoft system on the student’s account.
14. The University Legacy system and Peoplesoft are used to determine what portion of the refund should be returned to the Federal programs in the following order Federal Loans then Grants.
15. The Financial Aid Office will adjust the student’s financial aid award by year.
16. The return of the funds should be documented by fund and by year. This record should be kept by the Refund section.
17. A memo will be drafted for any funds from the system to the University Controller’s Office to request a check be sent to the U. S. Department of Education for the return of the funds. A copy of the check will be maintained with the request in the official Treasury Operations records.
20 Section Twenty: Satisfactory Academic Progress

Federal regulations require the University to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria which outlines the definition of student progress towards a degree and the consequences to the student if progress is not achieved. FAMU students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

20.1 Institutional Policy

The FAO evaluates student academic progress at the beginning of each award year. Students are evaluated on the basis of grade point average (G.P.A.), credit hour completion, and maximum time frame limitation.

20.1.1 Grade Point Average

To receive financial aid, a student must maintain a minimum qualitative measure of progress defined as cumulative G.P.A. as listed below:

1. Freshman (0 -29) - 2.0
2. Sophomore (30 – 59) – 2.0
3. Junior (60 – 89) - 2.0
4. Senior (90+) - 2.0
5. Graduate- 3.0

20.1.2 Credit Hour Completion (Incremental Progress)

Students are also required to meet a measure of incremental progress.

Students must successfully complete no less than 67% of all credit hours attempted each semester.
20.1.3 Maximum Time Frame Limitation (Degree Completion)

Students are also subject to a quantitative measure of progress.

The maximum time frame to complete the undergraduate degree is 150% of the published number of hours that are required to complete the students’ undergraduate degree program requirements (See Satisfactory Academic Policy - 20 A).

20.2 Institutional Procedures

Students are notified of the SAP policy in the FAMU Graduate and Undergraduate Catalogs. In addition, a SAP policy letter is mailed to aid recipients with each award letter (see Appendix 20A).

20.2.1 Denial

A student will be denied assistance if any of the following occurs:

1. The student's G.P.A. is below the minimum requirements as defined in Section 20.1.

2. The student does not make the incremental progress as described under Section 20.1.

3. The student reaches the maximum time frame for completion of his/her program of studies as defined in Section 20.1.

20.2.2 Probation

A student will be placed on probation if the following occurs:

A student seeking to reestablish eligibility of financial aid may do so by:

1. Achieving the required G.P.A. as outlined in Section 20.1.

2. Appealing the financial aid decision.
20.3 Appeal Process

Any student denied financial aid that can prove special circumstances pertaining his/her case, may appeal the decision denying aid.

20.4 Consequences of Denial

Students who do not maintain satisfactory academic progress, lose eligibility for aid for the entire academic year. Exceptions must be approved by two Aid Administrators and documented in the student's file.

21 Section Twenty-one: Fund Management and Reconciliation

Reconciliation procedures have been enhanced to ensure the GAPS and COD reconciliations are performed and completed monthly for the fiscal year. The reconciliations will be submitted to the Assistant Controller for review monthly. Once approved, the reconciliations will be submitted to the Office of Student Financial Aid and Scholarships for review and clearing before the program ends for the fiscal year. The Office of Student Financial Aid and Scholarships along with Student Financial Services is working to have each office reconcile, make adjustments, and then transmit accurate figures to the general ledger.
21 Section Twenty-one: Fund Management and Reconciliation

TYPE OF FUNDS

1. Federal Funds
2. State Funds
3. Institutional Funds

TYPE OF RECONCILIATIONS

Monthly Reconciliations
Year-End Reconciliations
FISAP
22 **Section Twenty-two: Fraud**

There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining or obtaining additional assistance. The FAO is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse.

22.1 Policy for Fraud

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

22.2 Procedures for Fraud

If, in an Aid Administrator's judgment, there has been intentional misrepresentation, false statements, or alteration of documents which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the case shall be referred to the Director for possible disciplinary action. After investigating the situation, if the Director believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the Department of Education or the local law enforcement agency.

The Director reviews the student's aid file with the appropriate Aid Administrator and if the decision is made by the Director to pursue the possibility of denying or canceling financial aid, a written request to make an appointment is sent to the student. If the student does not make an appointment, the Director may:

1. Not process a financial aid application until the situation is resolved satisfactorily.
2. Not award financial aid
3. Cancel financial aid
4. Determine that financial aid will not be processed for future years.
All processing of the application or disbursement of funds shall be suspended until the Director has made a determination as to whether the student shall be required to make an appointment.

Fraudulent situations should be reported to the hotline of the Department of Education Inspector General at (202) 755-2270 or 1-800-MIS-USED.

Anyone suspecting fraud may use this hotline to report fraudulent activity regarding any Lender that participates in the Federal Family Education Loan Program. You may also report any misconduct or improprieties committed by an employee of the Office of Student Financial Aid and Scholarships involved with these programs. The U.S. Department of Education will investigate all allegations that contain sufficient information to identify the suspected wrongdoer and the questionable activity. At the university level, you should report any suspected misconduct or improprieties directly to the Vice President of Student Affairs, Vice President of Audit and Compliance and the Chief of Staff.

23 **Section Twenty-three: Audits and Program Reviews**

The FFEL Program regulations require guaranty agencies to conduct program reviews at postsecondary schools. A guaranty agency must conduct biennial (once every two years) on-site reviews of at least all schools for which it is the principal guaranty agency that have a cohort default rate for either of the two preceding fiscal years that exceeds 20%. Alternatively, a guaranty agency may use its own criteria to select schools for the biennial on-site reviews if the Department approves the agency’s proposed alternative selection methodology.

FAMU is audited annually by the Auditor General of the State of Florida as part of the review of the State University System.

Auditor’s review a sample of student aid files to ensure the FAO is in compliance with federal, State, and University polices. The auditors submit a preliminary memorandum of findings to the Director of Financial Aid who conducts research and prepares a response addressing resolution of the specific discrepancy and appropriate procedures to correct faulty processing. Items which are resolved are deleted from the report and the final document is submitted to the State Office of the Auditor General. The President distributes findings concerning each university to the respective Presidents. The President relays a copy of the findings for the FAO to the Director. The Director has one week to submit a response to errors discovered by the
Auditors. If the FAO submits a valid response to the Auditors, the discrepancy is removed from the citation report.

An audit exit meeting is held at the University with the auditors and selected University personnel (i.e., Director of Financial Aid, Cashier, President, etc.) to discuss findings and allow the Institution an opportunity to clarify a response. The Office of the Auditor General then submits findings to the Board of Trustees and the U.S. Department of Education. The President submits a final report with the responses from each FAMUS institution to the U.S. Department of Education.

23.1 Preparation

The only preparation for the audit is to cooperate with the Auditors requests. Typically, the Auditors will randomly select a specific number of students from each of the Title IV programs. The files are pulled and given to the Auditors. Any additional assistance requested is responded to promptly.
APPENDIX A
EXHIBIT 3A INSTITUTION ORGANIZATIONAL CHART
EXHIBIT 3C

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
Tallahassee, Florida

A&P AND NON-UNIT FACULTY EVALUATION FORM

PART I

EMPLOYEE: ___________________________________________
TITLE: ________________________________________________
DEPARTMENT: ___________________________ SUPERVISOR: ___________________________
PERIOD OF REVIEW: From ____________________________ To ____________________________

Ratings: 1 = Unsatisfactory, 2 = Marginal, 3 = Satisfactory, 4 = Above Satisfactory, 5 = Outstanding

PART II

A. General Responsibilities: Rating

1. ________________________________________________
2.

Specific

Objectives:

TOTAL SCORE = Sum of Ratings:

Overall Rating = Total Score divided by number of ratings:____
Legend: 1.49 and Below = Unsatisfactory; 1.50 - 2.79 = Marginal; 2.80 - 3.89 = Satisfactory; 3.90 - 4.59 = Excellent; 4.60 and Above = Superior

COMMENTS: (Attach additional sheets, if necessary)

PART III COMMENTS (Attach additional if necessary)

Reviewing Officer's Signature    Date

PART IV COMMENTS (Attach additional sheets, if necessary)
**EXHIBIT 3 D**

**LEAVE REPORT FORM**

*Florida Agricultural and Mechanical University*

---

**COMPLETE THE INFORMATION REQUESTED BELOW**

SS#: XXX - XX-

Office of Student Financial Aid

Dept. Number:

---

**CHECK THE APPLICABLE BLOCKS UNDER POSITION TYPE AND CONTRACT PERIOD**

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Contract Period</th>
<th>Types of Leave</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>[ ] 9 Months</td>
<td>Annual</td>
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<td>Administrative &amp; Professional</td>
<td>[ ] 10 Months</td>
<td>*Jury Military Duty</td>
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<td>Executive Service</td>
<td>[ x] 12 Months</td>
<td>Leave without Pay (LWOP)</td>
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<td>DRS Day (FAMU High School Only)</td>
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**RECORD OF LEAVE REQUESTED/TAKEN**

In the appropriate column, indicate the beginning and ending dates, total hours and type of leave that is requested or taken.

In the approval date column, indicate the date leave is approved and affix your initials in the supervisor’s initial column.

<table>
<thead>
<tr>
<th>Beginning Time</th>
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<th>Ending Time</th>
<th>Ending Date</th>
<th>Total Hours</th>
<th>Type of Leave</th>
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**I hereby certify that this is a true and accurate record of all leave requested/taken during the period(s) specified**

Employee’s Signature

*Attach a copy of jury summons for jury duty and/or official orders for military duty.

Supervisor’s Signature
FERPA POLICY

EXHIBIT 3E

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
Schools may disclose, without consent, "directory" information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Exhibit 3F
FERPA AUTHORIZATION

FLORIDA A &M UNIVERSITY

FINANCIAL AID

FERPA Authorization/Student’s Statement of Acceptance

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Please check the option under which you, the student, request the FAMU Financial Aid Office to apply your FERPA rights in connection with financial aid:

_____ I do give authorization to discuss my financial aid records with my parents(s) or adoptive legal guardian(s).

_____ I do not give authorization to discuss my financial aid records with my parent(s) or adoptive legal guardian(s).

___________________________________                __________________
Student’s Signature                                                       Date

This is for the Office of Financial Aid use only.
Dear Student:

We are pleased to offer you the financial aid award enclosed with this supplement. To view your award(s) you must log on to www.famu.edu and click the “OurFAMU” tab. You must accept or decline all loan awards. Failure to do so may cause your award(s) to be canceled.

(Please note: It’s a good idea to keep all of your financial aid information together in a folder for future reference.) The terms used on your Financial Aid Notification letter are explained on page 2 of this supplement.

Your financial aid, excluding Federal Work-Study, may be applied toward your tuition, fees, and residence hall charges. If you have any questions concerning charges on your bill, please contact the Office of Student Financial Services in room G-7 of the Foote Hilyer Administration building. After all charges are covered, any remaining credit balances will be mailed to you by check or by direct deposit. Make sure that the Registrar has your current address.

Remember, no loans can be processed until you accept your award via the Internet.

AWARD POLICIES AND CONDITIONS

Your financial aid is based on your expected enrollment, which you indicated on your Free Application for Federal Student Aid (FAFSA). If you indicated that you would attend full-time, your Financial Aid Notification letter reflects a full-time award(s). If you indicated that you would attend part-time, your Financial Aid Award Notification letter will state that the award(s) is based on part-time enrollment. If your enrollment status changes, you must notify the Financial Aid Office immediately. Please note, if you drop hours after funds have been disbursed, you may be required to repay all or a portion of the aid.

To continue to receive financial aid, including student loans, you must make satisfactory academic progress (see page 6.) In evaluating your academic progress for financial aid purposes, your enrollment status (full-time, half-time, etc.) at the end of the first week of classes (drop/add period) is used as course work attempted for that semester.

Any change in your name, address, legal residency, or enrollment status must be reported immediately to Registrar. Also, all scholarships provided by outside agencies must be reported to The Office of Financial Aid and Scholarships us and may affect your financial aid award.
Your financial aid award will be void if incorrect information is discovered on any documents used to determine eligibility. This includes, but is not limited to, your Student Aid Report (SAR), and verification forms or statements. In addition to voiding your financial aid awards, intentional misrepresentation or false statements on any of these documents may subject you to a fine or imprisonment, or both, under the provisions of the U.S. Criminal Code.

The above policies, and your award, are subject to the following:

1. **Availability of funds.** State and federal funding is necessarily tentative at the time of the award and Florida A & M University cannot guarantee substitute awards if any anticipated funding does not materialize.
2. **Program regulations relative to individual programs or awards granted to the student.**

**Explanation of Terms**

**FT REQUIRED** - If this comment appears with any of the awards you are offered, it means that you indicated that you would attend full-time (12 credit hours or more) and your award was based on full-time status. If you decide to attend less than full-time you must notify the Financial Aid Office so your award can be adjusted accordingly.

**STAFFORD LOAN - SUBSIDIZED** - These amounts reflect your total eligibility for a subsidized Stafford Student Loan. Subsidized means the government will pay the interest on your loan while you are enrolled at least half-time. You must accept or reject the loan. If you accept the loan, please choose a lender from the lender list on page 3 and enter your choice on the Financial Aid Notification letter. If you wish to borrow a lesser amount, simply line through the loan amount and write the amount you want to the left of the lined through amount. For more information about Stafford Loans, please refer to your FAMU Financial Aid Guide or contact your financial aid advisor.

**STAFFORD LOAN - UNSUB** - These amounts reflect your total eligibility for an unsubsidized Stafford Student Loan. Unsubsidized means that you are responsible for the interest, which accrues while you are enrolled. If you wish, you may defer payment until you are no longer enrolled. You must accept or reject the loan. If you accept the loan, please choose a lender from the lender list on page 3 of this supplement and enter your choice on the Financial Aid Notification letter. If you wish to borrow a lesser amount, simply line through the loan amount and write the amount you want to the left of the lined through amount. For more information about Stafford Loans, please see page 3 of this supplement or the FAMU Financial Aid Guide.

**FEDERAL PLUS LOAN** - It is necessary that you accept or decline this award. It is a loan that we processed for you through a commercial lender. It is on your award notification for information purposes only. You are required to have a credit check performed in order to determine approval. Please refer to your FAMU website for information about repayment and interest rates and to your promissory note for information concerning deferment and cancellation provisions. This loan must be repaid.

**FEDERAL PERKINS** – The Federal Perkins is a low-interest loan for undergraduate and graduate students with financial need. This loan must be repaid.

**FEDERAL PELL GRANT** - A need-based federal grant administered by FAMU. Pell Grants are generally awarded only to undergraduate students (those who haven’t earned a bachelor’s degree). This grant does not have to be repaid.
**FEDERAL SEOG** - Federal Supplemental Educational Opportunity Grant - A federally funded need-based grant administered by FAMU. Unlike Pell Grants, the amount of the FSEOG award you receive depends not only on your financial need but also on the amount of other aid you get and the availability of funds at the university. This grant does not have to be repaid.

**ACADEMIC COMPETITIVENESS GRANT (ACG)** – The ACG is available to undergraduate students who have successfully completed a “rigorous secondary school program of study.” Eligibility is determined based on the Free Application for Federal Student Aid (FAFSA) and awards range from $750 for first-year students up to $1300 for second-year students. For more information, go to [http://www.studentaid.ed.gov/](http://www.studentaid.ed.gov/), click on Federal Student Aid Programs, then Grants.

**National Science and Mathematics Access to Retain Talent Grant (SMART)** – Smart is available to undergraduate students who major in physical, life or computer science, engineering, mathematics, technology or a critical foreign language. Eligibility is based on the FAFSA. Awards range up to $4,000 per year for third and fourth year students. For more information, go to [http://www/studentaid.ed.gov/](http://www.studentaid.ed.gov/), click on Federal Student Aid Programs, then Grants.

**Explanation of Terms**

**FWSP** - Federal Work-Study Program - This is a need-based work program offered to students enrolled full-time. You must work to earn the money awarded.

**Florida Bright Futures Scholarship Program** – Provides scholarships based on high school academic achievement. The student must meet Florida’s residency requirements, be a U.S. citizen or eligible non-citizen, and meet specific coursework and minimum grade point average (GPA) and test score requirements. Renewal is contingent upon meeting certain grade point averages.

**Florida Student Assistance Grant Program (FSAG)** - A need-based grant program provides assistance to degree-seeking, resident, undergraduate students who demonstrate financial need. To be considered you must file a Free Application for Federal Student Aid (FAFSA). To be eligible for renewal the following year, the student must have earned the required credits and an institutional cumulative GPA of 2.0 on a 4.0 scale. Students are awarded based on demonstrated need, FAFSA application date and the availability of funds.

**Robert C. Byrd Honors Scholarship Program** – Provides scholarships to outstanding high school graduates who show promise of continued academic achievement. To be considered for this highly competitive scholarship, a student must submit a completed (error-free) Florida Financial Aid Application by April 15th. Students are also nominated by the Florida high school principal or designee.

**First Generation Matching Grant** – Provides grant funding to undergraduate students enrolled at state universities who demonstrate financial need and whose parents have not earned baccalaureate degrees. To be considered, a student must submit a completed (error-free) FAFSA by March 1. Students are awarded based on demonstrated need, FAFSA application date and the availability of funds.

**Mary McLeod Bethune Scholarship** - Provides scholarship assistance to undergraduate students who meet academic requirements, demonstrate financial need and attend FAMU. An application is required. This scholarship program has limited funding.

The Florida Department of Education (FDOE) offers a variety of student financial aid. For full program descriptions, initial eligibility requirements, application procedures, renewal procedures, reinstatement procedures, GPA requirements, and award process, go to [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).
IMPORTANT NOTE: If you decline a portion of your financial aid award offer, e.g. Federal Work-Study or Federal Stafford Loans, we cannot replace those funds with grants. You should contact the Financial Aid Office if you have questions. We reserve the right to change, adjust, or cancel financial aid awards.

OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS
Federal Family Education Loan Program (FFELP)

Federal Stafford Loan Lenders at a Glance

Below are some lenders you may consider to use for your Federal Stafford Loan. The following lenders disburse funds electronically to our school. This allows funds to be posted directly to the students' account.

Florida A&M University students are free to choose any lender that participates in the Federal Family Education Loan Program (FFELP). **If you are a repeat borrower, we recommend that you use the same lender you used previously.** If you wish to use a lender not on the lender list below, please be sure that the lender provides the Office of Student Financial Aid & Scholarships with the necessary information in order to process your loan in a timely manner.

*If you have any questions, please contact the Office of Student Financial Aid & Scholarships at (850) 599-3730.*

Please note that all FFELP loans are disbursed in two equal installments.

<table>
<thead>
<tr>
<th>Lender Name</th>
<th>LENDER Code</th>
<th>WEB Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regions Bank</td>
<td>810612</td>
<td><a href="http://www.opennet.salliemae.com">www.opennet.salliemae.com</a></td>
<td>888-272-5543</td>
</tr>
<tr>
<td>Edamerica</td>
<td>831453</td>
<td><a href="http://www.edamerica.net">www.edamerica.net</a></td>
<td>800-337-1009</td>
</tr>
<tr>
<td>Citizens Bank</td>
<td>833881</td>
<td><a href="http://www.citizensbank.com">www.citizensbank.com</a></td>
<td>800-282-1550</td>
</tr>
<tr>
<td>Wachovia</td>
<td>830005</td>
<td><a href="http://www.wachovia.com/education">www.wachovia.com/education</a></td>
<td>800-338-2243</td>
</tr>
<tr>
<td>College Loan Corp.</td>
<td>833733</td>
<td><a href="http://www.colegeloan.com">http://www.colegeloan.com</a></td>
<td>888-972-6314</td>
</tr>
<tr>
<td>CHASE</td>
<td>803000</td>
<td><a href="http://www.chasesstudentloans.com">www.chasesstudentloans.com</a></td>
<td>888-222-5919</td>
</tr>
<tr>
<td>BANK OF AMERICA</td>
<td>801871</td>
<td><a href="http://www.bankofamerica.com">www.bankofamerica.com</a></td>
<td>800-344-8382</td>
</tr>
<tr>
<td>SUNTRUST</td>
<td>824135</td>
<td><a href="http://www.suntrust.education.com">www.suntrust.education.com</a></td>
<td>888-889-5191</td>
</tr>
<tr>
<td>Key Bank</td>
<td>813760</td>
<td><a href="http://www.key.com/Stafford">www.key.com/Stafford</a></td>
<td>800-539-5363</td>
</tr>
<tr>
<td>Citibank</td>
<td>826878</td>
<td><a href="http://www.studentloan.com">www.studentloan.com</a></td>
<td>800-967-2400</td>
</tr>
</tbody>
</table>

*NOTE: If you receive an unsubsidized Federal Stafford Student Loan and you elect to have the interest capitalized (deferred and added to the principle) while you are enrolled, lenders have several options of how they can capitalize the interest. Some lenders capitalize quarterly or annually while you are in school, or they may not capitalize until you go into repayment, which is the least expensive option of the three.
PLEASE READ, THIS EXTREMELY IMPORTANT INFORMATION.

The Loan Process in Ten Easy Steps:

1. All borrowers must accept or decline your loans, by logging in at www.famu.edu and click the Our FAMU tab.

2. Go to www.famu.edu/financialaid - Click Loans


4. Select Lender (To make the best informed decision on selecting a lender, it is strongly recommended that students and their families research the offers and opportunities available to them by the lender of their choice).

5. Click Apply Now

6. Complete Loan Request Form

7. Click Continue

8. Now Complete Loan Entrance Counseling

9. Once you complete loan entrance counseling, click the blue exit box

10. Now you will be directed to your chosen lender’s website to complete your Master Promissory Note (MPN) – You must sign a Master Promissory Note with your lending institution.

If you do not fully complete this process, we cannot receive or disburse your student loan proceeds. It is important that you do not miss any steps.

Florida A & M University will set all FFELP disbursement date(s) after the end of drop/add for each semester. Disbursement dates will be posted on-line at www.famu.edu/financialaid under the link “Important Dates.”

Student loan disbursements will be electronically wired to the Student Account Office and the funds will automatically be applied to all charges. If you sign up for direct deposit, any refund due will be forwarded to your designated bank account. If you do not provide this information, a refund check will be mailed to the address on file with the Registrar. We strongly recommend that all students verify refund amounts with their designated bank.
Financial Aid Satisfactory Academic Progress Policy

In order to receive financial aid, a student must, in addition to meeting all other eligibility criteria, make satisfactory academic progress toward his/her degree and be in good academic standing.

Satisfactory Academic Progress (SAP) - A student is allowed six academic years to complete a four-year baccalaureate degree program.

Maintaining Eligibility

Federal guidelines for the continued receipt of student financial assistance funds require that standards of satisfactory academic progress be applied to all students who are enrolled at the university. These standards must be equal or stricter than the standards required of students who are not receiving financial assistance. Florida A & M University is required by federal regulations to institute standards of satisfactory progress for students receiving Title IV assistance. The university has adopted financial aid standards that differentiate between students receiving assistance and those students not receiving assistance. Requests for financial assistance for each upcoming academic year will be reviewed for Satisfactory Academic Progress at the end (Spring Semester) of each academic year.

ELIGIBILITY: Undergraduate

Eligibility for financial assistance requires an undergraduate student to earn a cumulative grade point average of at least 2.0 and to successfully complete no less than 67% of all credit hours attempted each semester. This provision applies to all semesters of enrollment regardless of whether the student received student financial assistance. Any student who fails to meet these requirements will be placed on financial aid probation for a period of two semesters. At the end of the two semesters, the student must have made up all deficiencies and must be meeting the requirements of the policy as stated above. (A 2.00 cumulative grade point average and the successful completion of at least 67% of all courses attempted.) Students should be aware that all transfer hours completed at previous institutions will be counted in the hours attempted calculations including those hours which may not have been accepted toward degree requirements at Florida A & M University. Any student who does not meet the minimum requirements at the end of the two semester probationary period will be placed on financial aid suspension and will not be eligible to receive financial assistance until such time that an accepted appeal has been approved or until the student has met the stated requirements without the use of financial assistance.

ELIGIBILITY: Graduate

Graduate students are required to maintain a cumulative grade point average of 3.0 and successfully complete at least 75% of the semester hours attempted. Failure to meet these minimum requirements will result in the immediate suspension of the student’s eligibility for the continued receipt of financial assistance. Professional students (Pharmacy Graduate Students) are required to maintain a cumulative grade point average of 2.5 and successfully complete at least 75% of the semester hours attempted. Failure to meet these minimum requirements will result in the immediate suspension of the student’s eligibility for the continued receipt of financial assistance. Law students are required to maintain a cumulative grade point average of 2.0 and successfully complete at least 75% of the semester hours attempted. Failure to meet these minimum requirements will result in the immediate suspension of the student’s eligibility for the continued receipt of financial assistance. Please note that there is no probationary period for graduate and professional students.

MAXIMUM TIME FRAME
The maximum time frame to complete the undergraduate degree is 150% of the published number of hours that are required to complete the students’ undergraduate degree program requirements. For example, a student who is enrolled in an undergraduate degree program which requires 126 credit hours in which to complete the degree will be allowed to attempt up to 189 credit hours (150%). This maximum time frame requirement does take into consideration students who are not attending on a full time basis. Students should also be reminded that all attempted hours, including those from previous institutions, will be counted in the total hours attempted calculations regardless as to whether those hours were accepted toward degree requirements at Florida A & M University.

ACCEPTABLE GRADES

Only grades of A, B, C, D or P are considered acceptable for purposes of determining the number of hours successfully completed during an academic term. Grades of E, I, F, W, NR or X will be counted toward total hours attempted but will not count credits successfully completed. Incomplete grades (I’s) will be counted as successful completion if that final grade is a D or better grade. Otherwise, those grades (I’s) will be counted only in the attempted hours calculation.

APPEAL PROCESS

Undergraduate or graduate students who fail to meet the Satisfactory Academic Progress Standard may appeal the suspension of their student financial assistance funds. Letters of appeal should be based on some type of mitigating circumstances that impacted negatively upon the students’ ability to meet the required standards. Examples of such circumstances are; (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the student (i.e. hurricanes, storms, etc) or other personal or family matters/situations which may have negatively impacted the students ability to meet the required standards.

Steps to the APPEAL PROCESS:

1. Students must submit a written letter of appeal to the Office of Student Financial Aid & Scholarships, 101 Foote-Hilyer Administration Center, Tallahassee, FL 32307.
2. Students must attach all necessary documents (grade change, current grade report, doctor’s statement, death certificate, accident report, etc.) to the written appeal request.
3. The students’ letter of appeal will be reviewed within two weeks of receiving the request and all necessary documents.
4. The student will be notified in writing of the decision to reinstate or deny the financial aid eligibility.
5. If the student is determined eligible for reinstatement of financial aid, he/she will be considered for aid available at the time of reinstatement.
6. If the appeal is approved, the student will be reviewed again at the end of the following Spring semester and will be subject to the same required standards as previously stated unless otherwise stated so in the letter of reinstatement.
7. ALL APPEALS MUST BE SUBMITTED TO THE OFFICE OF STUDENT FINANCIAL AID NO LATER THAN TEN (10) DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS!

Academic Year - Full-time enrollment for two semesters equals one academic year. The academic year is prorated for less than full-time students. IMPORTANT NOTE - The number of hours the student is enrolled in at the end of the first week of classes will be used to determine full-time or part-time enrollment status for evaluating the academic progress.
Attention Students Admitted for the Summer Session of 2008:


2. All students planning to attend the summer session are required to complete and submit a Florida A & M University summer school application. The summer school application will be made available on April 1, 2007. The deadline for submission of these applications will posted on-line under “Important Dates.” Failure to submit the application by the established deadline dates will result in denials for financial assistance. Summer school applications will be posted on-line at www.famu.edu/financialaid. Go to Financial Aid, then to forms and publications. Download the summer session application and mail it to the Office of Student Financial Aid and Scholarships.

3. Students enrolled in the Freshman Studies Program are not eligible for financial assistance, during the summer session.

Tips to Making Your Financial Aid Experience a Positive One:

1. Learn all you can about the financial aid process
2. Complete the FAFSA, even if you do not think you qualify for aid
3. Know and adhere to all established and published deadlines
4. Read everything the Financial Aid Office sends you
5. Remember our Priority Filing Date is March 1, and you must complete the Free Application for Federal Student Aid (FAFSA) annually.
6. Follow up – Return all requested documentation in a timely manner

We hope this notification supplement is helpful in guiding you through the financial aid process. For additional information, please visit our webpage at www.famu.edu/financialaid. We wish you the best in your educational endeavors and look forward to working with you in the near future!

Best Wishes,

The Office of Student Financial Aid and Scholarships
EXHIBIT 5B

FLORIDA A&M UNIVERSITY
universityscholarships@famu.edu

This scholarship is a four-year undergraduate scholarship awarded to a high school senior. Must have a GPA of 3.5 and have a SAT score (V&M) of 1200 or an ACT score of 27. The scholarship covers: Tuition, fees, room and board (the housing deposit of $350 will be waived) for Florida Scholars* (*Florida Academic Scholars awardees will receive books up to $300 per semester if student has a 3.50 GPA; 1280 SAT (V&M) or 28 ACT)

Distinguished Scholars Award
Deadline January 31st, except for
National Achievement/Merit Finalists
(Florida Residents Only)
This scholarship is a four-year undergraduate scholarship awarded to a high school senior. Must have a GPA of 3.5 and have a SAT score (V&M) of 1200 or an ACT score of 27. The scholarship covers: Tuition, fees, room and board (the housing deposit of $350 will be waived) and books up to $300.

Distinguished Scholars Award
Deadline January 31st, except for
National Achievement/Merit Finalists
(National Achievement and Merit Finalists Only)
This scholarship is a four-year undergraduate scholarship awarded to a high school senior. Must have a GPA of 3.5 and have a SAT score of 1200 (V&M) or an ACT score of 27. The scholarship covers: Tuition and fees only. Scholarships for students with a GPA of 3.5 and have a SAT score of 1300 (V&M) or an ACT score of 29 will receive tuition, fees, room and board (the housing deposit of $350 will be waived) and books up to $300 per semester.

Distinguished Scholars Award
Deadline January 31st, except for
National Achievement/Merit Finalists
(Non-Florida Residents)
This scholarship is awarded to a high school senior who has attained the honor of valedictorian or salutatorian of his/her graduating class. This student is selected from geographical areas where contractual agreements with the high school and/or school board districts have been established. This is a four-year undergraduate scholarship, covering the cost of tuition and fees, room and board (the housing deposit of $350 will be waived).

Adopted High School Award
Deadline April 30th
(Florida Residents Only)
This partial scholarship is awarded to a high school senior for four years or an out-of-state community/junior college student for two years. This scholarship is awarded in the amount of $2,000 per academic year. A high school recipient must have a minimum cumulative 3.0 GPA.
and have an SAT score of 1100 (V&M) or higher or a 23 or higher ACT score. A transfer recipient must have a minimum cumulative 3.0 GPA with the Associate of Arts Degree or Associate of Science Degree.

**George W. Gore Assistantship**

*Deadline January 31st*

This partial scholarship is a four-year undergraduate scholarship awarded to a high school senior. A high school recipient must have a minimum cumulative 3.0 GPA and at least an SAT score of 1100 (V&M) or at least an ACT score of 23. Awarded per year:

- ACT 23 $2,000 SAT 1100-1120 $2,000
- ACT 24 $3,000 SAT 1130-1140 $3,000
- ACT 25 $4,000 SAT 1150-1160 $4,000
- ACT 26 $5,000 SAT 1170-1180 $5,000 SAT 1190 $6,000

**President's Special Scholarship**

*Deadline January 31st*

This scholarship was established to provide financial assistance to a high-achieving Florida community/junior college graduate. This partial scholarship is a two-year undergraduate scholarship awarded to a transfer student who has a minimum cumulative 2.5 GPA and has earned the Associate of Arts Degree or Associate of Science Degree and is not enrolled as a FAMU Student. Scholarships are awarded per year as follows:

- **University Grants**
  - GPA 2.5-2.74 $1,000
  - GPA 2.75-2.9 $1,500

- **University Scholarships**
  - GPA 3.0-3.4 $2,500
  - GPA 3.5-3.9 or PTK $3,000
  - GPA 4.0 and up $5,000

**Florida Community College Scholarship**

*Deadline August 20th*

(Florida Transfers Only)

This partial scholarship is a four-year undergraduate scholarship awarded to a high school senior in the amount of $2,500 per year. A recipient must have completed 50 or more college hours with a 3.00 GPA while enrolled in high school.

**High School/Community College Award**

*Deadline August 1st*

**Presidential Scholars Program**

*SAT scores used for scholarship awards are computed based on Math and Verbal scores ONLY*

Other Departmental Scholarships: To apply for these scholarships, please call the number listed.

- **ROTC Scholarships** (Army, Navy, Marine, Corps, Air Force) Call (850) 599-3515 — Covers tuition and fees, $250 per semester for books, uniforms and monthly stipends starting at $250 per year. (Limited room and board scholarships to ROTC students that qualify.) GPA, SAT and academic major requirements vary between services.

- **NAVY ROTC Scholarships** Call (850) 599-3980 — Covers tuition and fees, $250 per semester for books, uniforms and
monthly stipends starting at $250 per year. (Limited room and board scholarships to ROTC students that qualify.) Must have at least a 2.5 GPA and 530v SAT, 520m SAT or 22 English ACT, 22 Math ACT.

- **FGLSAMP** Call (850) 561-2680 — Offers stipends from $350 up $1,000 per semester based on cumulative GPA and other criteria. Must have at least a 3.0 GPA, SAT (V&M) 1000 or 21 ACT and be majoring in Biology, Chemistry, Physics, Mathematics, Computer Science, CIS, Environmental Sciences, Engineering, Biology-Pre-Med, Science or Mathematics Education or Biological and Agricultural Systems Engineering.

- **BASE (Biological & Agricultural Systems Engineering)** Call (850) 561-2198 — This is a partial scholarship of up to $5,500 for in-state students with a 3.0 GPA and a SAT score of 1060 (verbal & math) or 25 ACT. Up to $10,000 for out-of-state students with a 3.5 GPA and a SAT score of 1160 (verbal & math) or 27 ACT. Must major in BASE.

- **Freddie Lang Groomes Scholarship** Call (850) 599-3491 This is a partial scholarship for $1,000. Must be a single mother with at least a 2.5 GPA.

- **Minority Transfer Scholarship** Call (850) 599-3076 — A competitive program for a qualified minority (Alaskan Native, American Indian, Asian, Black, Hispanic and Pacific Islander) Florida resident community college transfer student.

- **Minority Teacher Education Scholarship** Call (850) 599-3691 — Must be a college junior admitted to the Teacher Education Program at FAMU and must commit to teach in Florida at least two years.

- **Forestry Scholarships** Call (850) 443-3451
- **Journalism Scholarships** Call (850) 599-3379
- **Business Scholarships** Call (850) 561-2361
- **Architecture Scholarships** Call (850) 599-3041
- **Environmental Sciences Scholarships** Call (850) 599-3550
- **Athletic Scholarships** Call (850) 599-3868
- **Music/Band Scholarships** Call (850) 599-3024
- **Physics Scholarships** Call (850) 599-3470
- **Southern Scholarship Foundation** Call (850) 222-3833

Based on fifteen (15) credit hours.

**Registration**

**In-state**
- Tuition $1,523.25
- Health Fee $59.00
- Rattler ID Card $5.00
- Transportation Fee $50.00
- Orientation Fee $25.00

**Out-of-State**
- Tuition $7,484.10
- Health Fee $59.00
- Rattler ID Card $5.00
- Transportation Fee $50.00
- orientation Fee $25.00

**Fee per credit hour:** 101.55 $498.94

\[101.55 \times 15 \times 15\]

\[15 \times 15 \times 15\]

**Tuition:** $1,523.25 $7,484.10
**Health Fee:** $59.00 $59.00
**Rattler ID Card:** $5.00 $5.00
**Transportation Fee:** $50.00 $50.00
**Orientation Fee:** $25.00

**Registration In-state Out-of-State**
$1,662.25  
+ $25.00  
$7,623.10  
**Room Rent** (avg) $1,779.00 $1,779.00  
**Meal Plan** (19-meal plan)  
$1,190.00 $1,190.00  
**Per Semester** $4,656.25  
x 2  
$10,617.10  
x 2  
**Total Per Year** $9,432.50 $21,234.20  
**Grand Total Over Four Year Period**  
x 4 yrs  
$37,725.50  
x 4 yrs  
$84,936.80  

**Estimated College Fees 2006-2007**  
Subject to change without advance notice.  

Date: / /  

| Soc. Sec. No. (Optional) Last Name First Name MI |  
| Mailing Address City State Zip |  
| (Area Code) Phone No. Email Address: (Print legibly.) |  
| GPA ACT SAT* Fall Spr. Sum. YR________ |  
| Expected Term of Entry: |  
| Intended Major:______________________________________ |  
| I am a National Achievement/Merit: |  
| High School or Community College Currently Attending SEMIFINALIST FINALIST |  
| Select only one: [ ] Distinguished Scholars Award [ ] Adopted High Sch [ ] George W. Gore [ ] President’s Special Sch [ ] Florida Community College [ ] High School/Comm Coll Award |  
| *VERBAL AND MATH SCORES ONLY |  
| To apply for Presidential Scholarship program awards, complete and return this form to: Florida A&M University Office of University Scholarships 1600 Martin Luther King Jr Boulevard University Commons Tallahassee, FL 32307 Or Fax (850) 561-2079 |
Cost of Attendance

The budget components are **ESTIMATED** averages and may not reflect your actual expenses. They are used solely for calculating financial aid eligibility. The tuition and fees component is based on an average costs in the fall and spring semesters. The room and board component for residents varies depending upon housing location and meal plan.

### 2007-2008 Cost of Attendance

<table>
<thead>
<tr>
<th></th>
<th>UNDERGRADUATE</th>
<th></th>
<th>UNDERGRADUATE</th>
<th>OUT-OF-STATE</th>
<th></th>
<th>UNDERGRADUATE</th>
<th>OUT-OF-STATE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IN-STATE ON CAMPUS</td>
<td>$12,398</td>
<td>IN-STATE OFF CAMPUS</td>
<td>$14,644</td>
<td>$9,376</td>
<td>IN-STATE ON CAMPUS</td>
<td>$24,320</td>
<td>$26,566</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OUT-OF-STATE ON CAMPUS</td>
<td>$24,320</td>
<td>OUT-OF-STATE OFF CAMPUS</td>
<td>$26,566</td>
<td>$21,298</td>
<td>OUT-OF-STATE W/ PARENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRADUATE</td>
<td>$14,134</td>
<td>GRADUATE</td>
<td>$18,140</td>
<td>$10,672</td>
<td>GRADUATE</td>
<td>$25,314</td>
<td>$29,320</td>
</tr>
<tr>
<td></td>
<td>IN-STATE ON CAMPUS</td>
<td></td>
<td>IN-STATE OFF CAMPUS</td>
<td></td>
<td></td>
<td>IN-STATE ON CAMPUS</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>OUT-OF-STATE ON CAMPUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Dear Student,

Thank you for submitting your application for financial assistance. You've been selected for a process called verification by the U.S. Department of Education where additional information is required from you to complete our review of your application for financial assistance for the Financial Aid Year 2007-2008.

The following documents are required to complete your application: According to the federal government your dependency status is Dependent. Please provide tax documentation and/or income verification for the 2006 tax year.
• A signed copy of your parent’s Federal Income Tax Return (IRS 1040) based on the tax year listed above with dependent students name and ID# indicated on all pages. If your parents filed separately, we need both signed tax returns with dependent student information included on all pages.
• A signed verification worksheet. Please visit the following website http://www.famu.edu/financialaid/ and click on Forms and Publications to download the required document.

You can confirm our receipt of these items by checking your “To Do” list on OUR FAMU. We encourage you to check your “To Do” list periodically for important announcements concerning your financial aid.

When we receive your information, we will make any necessary changes and finalize your financial aid application for the academic year. If you have any questions concerning this request, please contact our office at (850) 599-3730 and speak to one of our Representatives. We appreciate your prompt response to this request.

Sincerely,

Office of Student Financial Aid & Scholarships

EXHIBIT 11A

2007-2008 Special Circumstance Review Application

All applicants are required to complete this section. (The application will be returned if all applicable pages are not completed and submitted.)

This application should be used AFTER the 2007-2008 Free Application for Federal Student Aid (FAFSA) has been submitted. Complete this form ONLY if there have been recent unusual or extenuating circumstances, which have caused a significant decrease in your 2007 taxable or non-taxable income.

Each request for a special circumstance review is evaluated on an individual basis. In order to have your award re-evaluated; your initial award must be processed first. The number of special circumstance requests by this office may possibly cause a delay in reviewing your application. The student will be notified by mail of the decision.

Circumstances which might be considered unusual or extenuating may include (but not limited to) the following:
A. Income Reduction
B. Non-elective Medical/Dental Expenses (not covered by insurance)
C. Dependent Care Expenses for family members with disabilities or handicapped
D. Child Care Expenses for Independent Students Only
E. Unusual debts
F. Dependency Override

Current or future financial aid could be adjusted/revised if the documentation does not support the claim.

Florida Agricultural and Mechanical University
Tallahassee, Florida, 32307-3100

Student ID #

______________________________________ ____________________________ __________________ ____________________ 
Student’s Social Security Number Student’s Last Name First Name Middle Initial

______________________________________ ____________________________ __________________ ____________________ 
Street Address City State Zip

( ) _____________________________ ( ) ________________________________ ( ) ______________________
Home Telephone Number Work Telephone Number Other contact Telephone Number

Please select ONLY ONE of the appropriate boxes.

Please indicate who is affected by the income reduction:

□ Student (Independent Student only) □ Mother □ Father □ Spouse

□ 1. UNEMPLOYMENT Effective date _________ New date of employment__________
Required Documents: -Employment Verification Form (supplied with packet)
-Certification of total 2006 unemployment benefits eligibility
-2007 earnings up to the last date of employment
-2006 1040 Tax Returns

□ 2. CHANGE IN EMPLOYMENT Effective date ___________________
Required Documents: -Employment Verification Form (supplied with packet)
-First and/or last date of employment
-2007 earnings up to the last date of employment
-2006 1040 Tax Returns

□ 3. RETIREMENT Effective date ___________________
Required Documents: -Employment Verification Form (supplied with packet) -if military discharge, copy DD214
-First and/or last date of employment -retirement statement for 2007
-2007 earnings up to the last date of employment -Certification of unemployment
-2006 1040 Tax Returns benefits (if applicable)

□ 4. DIVORCE / SEPARATION Effective date ___________________
Required Documents: -Divorce -Copy of divorce decree
-Separation -Copy of legal separation or
-Signed copy from attorney indicating date of separation or
-A notarized statement verifying separation
-Rent and/or utility receipts for both parents
-2006 1040 Tax returns (both parties)
-2006 W-2s (both parties)
5. **DEATH** Effective date ___________________
Required Documents: -Obituary -Copy of death decree

6. **DISABILITY** Effective date ___________________
Required Documents: -A letter from the doctor stating the nature and date of disability
-Copy of expected social security benefits for 2007

7. **LOSS OF BENEFITS AND/OR UNTAXED INCOME** Effective date ___________________
Child Support □ Alimony □ Workman’s Comp □ Social Security □ Disability □ Other □
Required Document: -Letter certifying appropriate loss on verifying letterhead

8. **DEPENDENCY OVERRIDE**
Required Document: Both parents are deceased and/or incarcerated. Documentation must be submitted from an official third party county, state, or federal agency to provide proof of status.

A. **INCOME REDUCTION**
Will your Income and/or your parent(s)/spouse’s income be less in the 2007 calendar year than reported on your FAFSA?
Select one option.
1. How much did you/your parent(s)/spouse pay for medical/dental insurance in 2006? (Do not include employer’s contribution.) $ __________________________________
2. Amount paid for 2006 medical/dental expenses NOT paid by insurance. $_______________________
3. Amount expected to pay for 2007 for medical/dental expenses NOT paid by insurance. $ ___________________

*Unusual Medical/Dental Expenses*
Medical/Dental expenses up to 11% of the family’s income are already taken into account by the federal need analysis formula when determining financial aid eligibility. Therefore, only the portion of expenses, which exceed 11% will be considered an unusual circumstance.

Required Documentation: -2006 1040 Federal Tax Return, Schedule A – Itemized Deductions AND -Paid receipts of medical and dental payments NOT covered by insurance
(HIGHLIGHT YOUR PORTION OF THE PAYMENT)

C. **DEPENDENT CARE EXPENSES FOR FAMILY MEMBERS WITH DISABILITIES AND/OR HANDICAPPED**
1. Do you pay for elementary or secondary education expenses for a disabled or handicapped family member? Yes □ No □
List family member(s) and the amount of expenses for each by completing the grid below:

<table>
<thead>
<tr>
<th>Family Member’s Name</th>
<th>Age</th>
<th>Relationship</th>
<th>Elementary Ed Expense</th>
<th>Secondary Ed Expense</th>
<th>Total 2006 Expense</th>
</tr>
</thead>
</table>

2. Do you have dependent care expenses for elderly or disabled family member(s)? Yes □ No □
Family Member’s Name Age Relationship
Total Care Expenses 2006
Required Documentation: -2006 1040 Federal Tax Returns and all attachments
- Paid receipts for payments made in 2006
- Letter from caregiver stating amount of payment for the 2006 year

D. CHILDCARE EXPENSES (INDEPENDENT STUDENTS ONLY)
List your child/ren enrolled in childcare and the amount paid in grid below

<table>
<thead>
<tr>
<th>Family Member’s Name</th>
<th>Age</th>
<th>Total 2005 Expense</th>
</tr>
</thead>
</table>

Required Documentation: -2006 1040 Federal Tax Return
- Receipts for payments made in 2006
- Letter from daycare provider stating total fees paid by student in 2006

B. NON ELECTIVE MEDICAL/DENTAL EXPENSES (NOT COVERED BY INSURANCE)

E. UNUSUAL DEBTS

NOTE: Debts like car, mortgage, credit cards and school loans are NOT unusual debts.

1. Do you have unusually high debts or loans due to unemployment, failed business or emergency medical expenses within 2006 for which you are currently making monthly payments? □ Yes □ No

If yes, provide the following information: (NOTE: If additional debts have been incurred, write the information on an additional sheet of paper and attach to this application.)

a. Type or cause of debt: _______________________________________________________________

b. Owed by whom? ___________________________________________________________________

c. Amount of original debt: $ ____________________________________________________________

d. Date incurred (month/year): ________________________________________________________

e. Balance owed on debt: $ ____________________________________________________________

f. Date payments began (month/year): __________________________________________________

g. Monthly payment: $ __________________________________________________________________

h. Holder of debt: _____________________________________________________________________

i. Date payments end (month/year): __________________________________________________________________

j. Will these expenses be higher in 2007? Explain why:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

k. From what resources will you finance these expenses? ____________________________________

Required Documentation: - Contract
-Lien
-Billing or payment summary from person, company, or agency to who debt is owed
**ESTIMATED INCOME FOR 2007 CALENDAR YEAR**

*(Please complete applicable sections)*

If you (the student) are divorced or separated, include only YOUR income information. If your parents are divorced or separated, include only your custodial parent’s income information. If your custodial parent has remarried you must include their spouse’s income information. If the loss of income is due to the death of your (the student) spouse/parent, include only your income information or the surviving parent’s income information.

**NOTE:** Write in zero (0) if an item does not apply *(1/1/2007 – 12/31/2007)*

<table>
<thead>
<tr>
<th>Father</th>
<th>Mother</th>
<th>Student</th>
<th>Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Taxable:</strong> Wages, Salaries, and Tips</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Unemployment Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alimony</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non-Taxable:</strong> Social Security Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFDC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support Received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Untaxed Income/ Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ANTICIPATED INCOME**

Cash & Savings

**HOUSEHOLD SIZE AND NUMBER IN POST-SECONDARY SCHOOL**

This section MUST be completed if your household size or number of family members enrolled in post-secondary education has changed since you completed the original FAFSA.

Write the number of people that your parents (or you and your spouse) will support between July 1, 2006 and June 30, 2007. Include yourself (the student) in this figure. Write in the number of people from the household who will be attending postsecondary school between July 1, 2006 and June 30, 2007. Include yourself (the student) but only include others if they are enrolled on at least a half-time basis in a degree or certificate program.

Total Number of Family Members: __________________________
Number in College: ______________________________________

**EXPLANATION OF EXPENSES AND/OR INCOME REDUCTION**

(All must complete this section)

Please explain in detail the reason(s) for your request for special consideration. Give details of your income reduction, extenuating circumstances or additional expenses. Provide an additional sheet if necessary.

**CERTIFICATION STATEMENT:**

**Although your Special Circumstances may be approved, it may not warrant additional aid due to availability of funds.**

We certify that the information provided on this form is complete and accurate to the best of our knowledge. If additional changes occur during the 2007-2008 academic year that would alter the information provided on this Special Circumstance...
Form, we will immediately contact the Financial Aid Office.

Student’s Signature ___________________________________________________ Date __________________________

Spouses Signature ____________________________________________________ Date __________________________

(Step) Father’s Signature ______________________________________________ Date __________________________

(Step) Mother’s Signature ______________________________________________ Date __________________________

**WARNING: If you purposely give false or misleading information on this worksheet, You may be fined, sentenced to jail, or both.**

Rev. 7/5/07

**EMPLOYMENT VERIFICATION**

Student’s Name __________________________ SSN _______________________

**MESSAGE FOR STUDENT AND PARENT(S) OF DEPENDENT STUDENTS**

Additional information is required in order to further process your request due to loss of employment in your family.

Please sign below to authorize release of information and then give this form to your present or previous employer.

When the employer completes this form, return it with all other forms to the address below.

If you are not presently employed, when was your last date of employment? _________________________________

Employee’s Name (Please Print) Relation to Student Social Security Number

Employee’s Signature Date

**EMPLOYER SECTION: TO BE COMPLETED BY EMPLOYER (CURRENT/PREVIOUS)**

Company’s Name: ________________________ Address: ________________________

City/State/Zip Code: ______________________________________________________________

Name of person completing this section (Please Print): _________________________________

Title: ______________________________

Business Telephone: _______________ Fax # _______________ Date ______________

**Please complete lines that apply:**

The individual name above is/was employed beginning: Month __________ Day ________ Year _______

_____________________ Terminated employment Month _______ Day ________ Year _______

_____________________ number of hours worked

_____________________ reason for termination

_____________________ is still employed by the company

_____________________ number of hours per week

Income: Hourly Rate of Pay:__________ Gross Salary $___________ Per ________

TOTAL EARNED YEAR-TO-DATE: $_________________

Signature of person completing this section________________

Rev. 7/5/07
EXHIBIT 12B

ED Form 646-1
OMB no 1845-0030
Expires 06/30/2008
FISAP Version: Page A-1

Fiscal Operations Report and Application to Participate (FISAP)
Report: Award Year July 1, 2006 through June 30, 2007; Application: Award Year July 1, 2008 through June 30, 2009

Part I. Identifying Information, Certification and Warning

Section A. Identifying Information

1(a) Name and address of school

________________________________________________________________________________

2. OPEID Number __________________________

3. Type of school (select one)
   __ 3.1 public
   __ 3.2 private/non-profit
   __ 3.3 proprietary
   (Select one if proprietary)
   __ (a) art
   __ (b) business
   __ (c) cosmetology
   __ (d) trade and technical
   __ (e) other

5. Additional locations
Schools with separately eligible additional locations that will be funded under this application must list these locations and their addresses and OPEID Numbers on the screen. You may not file a separate application for any separately eligible school listed herein.

1(b) Mailing address (if different from 1(a))

________________________________________________________________________________

4. Length/type of longest program (select one)
   __ 4.1 less than 1 year
   __ 4.2 1 year but less than 2 years
Florida A&M University
Financial Aid Office

__ 4.3 2 years but less than 3 years
__ 4.4 3 years but less than 4 years
__ 4.5 4 years (no higher than a baccalaureate degree)
__ 4.6 5 years or more
__ 4.7 post-baccalaureate only
We have entered a list of separately eligible additional locations included in this application. __ yes __ no

6. Financial Aid Administrator
Name ______________________________ Telephone No. __________________
E-mail address __________________________ Fax No. __________________

7. Name and address of private financial aid consultant firm, if any
Name ________________________________________
Address 1 ______________________________________
Address 2 ______________________________________
City __________________ State ______ Zip __________

ED Form 646-1
OMB no 1845-0030
Expires 06/30/2008
FISAP Version: A-2

Section B. Certification and Warning
Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, “New Restrictions on Lobbying.” This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions (Available at the following link: http://www.ed.gov/fund/grant/apply/appforms/sflll.doc); and
(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification. I further certify that the information contained in this electronic FISAP is in compliance with governing legislation and regulations and is true and accurate. I understand that all information associated with this FISAP is subject to audit and program review by representatives of the Secretary of Education.

WARNING: Any person who knowingly provides false or misleading information on this FISAP will be subject to a fine of up to $10,000 or imprisonment of up to 5 years or both under provisions of Section 1001, Title 18 of the U.S. Code.

8. Chief Executive Officer (includes President, Chancellor, and Director)

Signature
_________________________________
Date signed
______________________________

Name
____________________________________

Title
_____________________________________

Telephone No.
______________________________

Fax No.
________________________

E-mail address
_________________________________

Mail signed form to
FISAP Administrator
2020 Company, LLC
3110 Fairview Park Drive
Suite 950
Falls Church, VA 22042

ED Form 646-1
OMB no 1845-0030
Expires 06/30/2008
FISAP Version: DO NOT SEND THESE PAGES TO THE DEPARTMENT Page A-3

Application to Participate, Part II

Name of school ____________________________________________

OPEID Number ________ State ________

Part II. Application to Participate for Award Year July 1, 2008 through June 30, 2009

Section A. Request for Funds for the 2008-2009 Award Year

1. Federal Perkins Loan Level of Expenditures $ __________
2. Federal Perkins Loan Federal Capital Contribution $ __________
3. FSEOG federal funds $ __________
4. FWS federal funds $ __________

Section B. Federal Perkins Loan Program Liquidation Request

(Appplies only to certain schools; see instructions)

5. My school wishes to discontinue participation in the Federal Perkins Loan Program. __ yes __ no

Section C. Waiver Request for the Underuse of Funds

My school has returned more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for the 2006-2007 award year.

6. My school wishes to apply for a waiver of the penalty for the underuse of funds and will provide, on the Additional
Application to Participate, Part II (continued)

Name of school ______________________

OPEID Number __________ State __________

Part II. Application to Participate for Award Year July 1, 2008 through June 30, 2009

Section D. Information on Enrollment

My school’s calendar is __ Traditional __ Non-Traditional Schools with a non-traditional calendar that had 2006-2007 enrollment, fill in fields 9 through 20.

Schools with a traditional calendar that had 2006-2007 enrollment, Continuing Students New Starts
fill in Field 7. (a) (b)

Undergraduate Graduate/Professional 9. July 1, 2006 ___________ 
(a) (b) 10. August 1 ___________ 
13. November 1 ___________

Schools with a traditional calendar that did not have 2006-2007 enrollment, fill in Field 8.
14. December 1 ___________

Undergraduate Graduate/Professional 16. February 1 ___________
8. Estimated number of (a) (b)
17. March 1 ___________ students, 2007-2008 ___________ 18. April 1 ___________ 
19. May 1 ___________
20. June 1, 2007 ___________
21. TOTAL ___________

Section E. Assessments and Expenditures

Undergraduate Graduate/Professional

(a) (b)

22. Total tuition and fees for the award year July 1, 2006 to June 30, 2007 $ ___________ $ ___________

23. Title IV, Part A, Subpart I, Grants

(a) Total Federal Pell Grant expenditures for the 2006-2007 award year $ ___________
(b) Total ACG expenditures for the 2006-2007 award year $ ___________
(c) Total National SMART Grant expenditures for the 2006-2007 award year $ ___________
24. Total expended for state grants and scholarships made to
undergraduates for the award year July 1, 2006 to June 30, 2007 $ ___________

Section F. Information on Eligible Aid Applicants Enrolled in Your School for Award Year 2006-2007

Dependent Undergraduate Independent Undergraduate Independent
Without Baccalaureate/ With Baccalaureate/ Without Baccalaureate/ With Baccalaureate/ Graduate/
1st Prof. Degree 1st Prof. Degree 1st Prof. Degree 1st Prof. Degree Professional
(a) (b) (c) (d) (e)
25. Students with an
“Automatic” Zero EFC

Taxable and Untaxed Income

| Taxable and Untaxed Income | $0 - $999 | $1,000 - $1,999 | $2,000 - $2,999 | $3,000 - $3,999 | $4,000 - $4,999 | $5,000 - $5,999 | $6,000 - $6,999 | $7,000 - $7,999 | $8,000 - $8,999 | $9,000 - $9,999 | $10,000 - $10,999 | $11,000 - $11,999 | $12,000 - $12,999 | $13,000 - $13,999 | $14,000 - $14,999 | $15,000 - $15,999 | $16,000 - $16,999 | $17,000 - $17,999 | $18,000 - $18,999 | $19,000 - $19,999 | $20,000 and over |
|---------------------------|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 26. $0 - $2,999           |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 27. $3,000 - $5,999       |           | $1,000 - $1,999| $2,000 - $2,999| $3,000 - $3,999| $4,000 - $4,999| $5,000 - $5,999| $6,000 - $6,999| $7,000 - $7,999| $8,000 - $8,999| $9,000 - $9,999| $10,000 - $10,999| $11,000 - $11,999| $12,000 - $12,999| $13,000 - $13,999| $14,000 - $14,999| $15,000 - $15,999| $16,000 - $16,999| $17,000 - $17,999| $18,000 - $18,999| $19,000 - $19,999| $20,000 and over |
| 28. $6,000 - $8,999       |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 29. $9,000 - $11,999      |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 30. $12,000 - $14,999     |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 31. $15,000 - $17,999     |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 32. $18,000 - $23,999     |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 33. $24,000 - $29,999     |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 34. $30,000 - $35,999     |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 35. $36,000 - $41,999     |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 36. $42,000 - $47,999     |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 37. $48,000 - $53,999     |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 38. $54,000 - $59,999     |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 39. $60,000 and over      |           |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |                |
| 40. TOTAL                |           | $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over| $20,000 and over|

Fiscal Operations Report, Part III

Name of school ________________________________

OPEID Number ________ State ________

Part III. Federal Perkins Loan Program for Award Year July 1, 2006 through June 30, 2007

Section A. Fiscal Report (Cumulative) as of June 30, 2007

Field Item | Amount | Number of Borrowers | Debit Balances | Credit Balances
-----------|--------|---------------------|---------------|-----------------|
(a)         | (b)    | (c)                 | (d)           |
1.1. Cash on hand and in depository as of 6/30/2007 | $ ________ |
1.2. Cash on hand and in depository as of 10/31/2007 | $ ________ |
2. Funds receivable from federal government | $ ________ |
3. Funds receivable from school | $ ________ |
4. Funds advanced to students | $ ________ |
5. Loan principal collected | $ ________ |
6. Loan principal assigned to and accepted by the United States | $ ________ |

Loan principal canceled for the following categories:
7. teaching/military service (applies to loans made prior to 07/01/1972) | $ ________ |
8. certain subject matter teaching service (math, science, foreign languages, bilingual education) | $ ________ |
9. all other authorized teaching service | $ ________ |
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. military service (applies to loans made 07/01/1972 and after)</td>
<td>______</td>
</tr>
<tr>
<td>11. volunteer service</td>
<td>______</td>
</tr>
<tr>
<td>12. law enforcement and corrections officer service</td>
<td>______</td>
</tr>
<tr>
<td>13. child/family/early intervention service</td>
<td>______</td>
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<tr>
<td>14. nurse/medical technician service</td>
<td>______</td>
</tr>
<tr>
<td>15. death/disability</td>
<td>______</td>
</tr>
<tr>
<td>16. bankruptcy</td>
<td>______</td>
</tr>
<tr>
<td>17. surviving spouses of public service victims of 9-11 terrorist attacks</td>
<td>______</td>
</tr>
<tr>
<td>18. loans discharged due to closed schools</td>
<td>______</td>
</tr>
<tr>
<td>19. Loan principal adjustments – other</td>
<td>______</td>
</tr>
<tr>
<td>20. Federal Capital Contributions</td>
<td>______</td>
</tr>
<tr>
<td>21. Repayments of fund capital to federal government</td>
<td>______</td>
</tr>
<tr>
<td>22. Institutional Capital Contributions</td>
<td>______</td>
</tr>
<tr>
<td>23. Repayments of fund capital to school</td>
<td>______</td>
</tr>
<tr>
<td>24. Interest income on loans</td>
<td>______</td>
</tr>
<tr>
<td>25. Other income</td>
<td>______</td>
</tr>
<tr>
<td>26. Reimbursements to the Fund of the amounts canceled on loans made 07/01/1972 and after</td>
<td>______</td>
</tr>
<tr>
<td>27.1. Administrative cost allowance</td>
<td>______</td>
</tr>
<tr>
<td>27.2. Collection costs</td>
<td>______</td>
</tr>
<tr>
<td>27.3. Administrative cost allowance and collection costs (control)</td>
<td>______</td>
</tr>
<tr>
<td>Cost of loan principal and interest canceled for the following categories:</td>
<td></td>
</tr>
<tr>
<td>28. teaching/military service (applies to loans made prior to 07/01/1972)</td>
<td>______</td>
</tr>
<tr>
<td>29. certain subject matter teaching service (math, science, foreign languages, bilingual education)</td>
<td>______</td>
</tr>
<tr>
<td>30. all other authorized teaching service (applies to loans made 07/01/1972 and after)</td>
<td>______</td>
</tr>
<tr>
<td>31. military service (applies to loans made 07/01/1972 and after)</td>
<td>______</td>
</tr>
<tr>
<td>32. volunteer service in the Peace Corps or under the Domestic Volunteer Service Act of 1973</td>
<td>______</td>
</tr>
<tr>
<td>33. law enforcement and corrections officer service</td>
<td>______</td>
</tr>
<tr>
<td>34. child/family/early intervention service</td>
<td>______</td>
</tr>
<tr>
<td>35. nurse/medical technician service</td>
<td>______</td>
</tr>
<tr>
<td>36. death/disability</td>
<td>______</td>
</tr>
<tr>
<td>37. bankruptcy</td>
<td>______</td>
</tr>
<tr>
<td>38. surviving spouses of public service victims of 9-11 terrorist attacks</td>
<td>______</td>
</tr>
<tr>
<td>39. Cost of loan principal and interest assigned to and accepted by the United States</td>
<td>______</td>
</tr>
<tr>
<td>40. Cost of loan principal and interest canceled for loans discharged due to closed schools</td>
<td>______</td>
</tr>
</tbody>
</table>

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**Fiscal Operations Report, Part III (continued)**

Name of school  
OPEID Number  
State  

Part III. Federal Perkins Loan Program for Award Year July 1, 2006 through June 30, 2007

Section A. Fiscal Report (Cumulative) as of June 30, 2007

<table>
<thead>
<tr>
<th>Field</th>
<th>Item</th>
<th>Amount</th>
<th>Number of Borrowers</th>
<th>Debit Balances</th>
<th>Credit Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 41.   | Other costs or losses $  
| 42.   | Balancing Adjustments (Debits) $  
| 43.   | Balancing Adjustments (Credits) $  
| 44.   | Total debits and credits (Sum of fields 1.1 through 43) $  

Section B. Fund Activity (Annual) During the 2006-2007 Award Year (July 1, 2006 through June 30, 2007)

<table>
<thead>
<tr>
<th>Number of Borrowers</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 1. Final adjusted Federal Capital Contribution (FCC) authorization $  
| 2. FCC transferred to:  
| (a) FSEOG $  
| (b) FWS $  
| 3. The unexpended amount of final adjusted authorized FCC for award year 2006-2007  
| that was NOT requested from GAPS by June 30, 2007. This amount will be reduced  
| from your total award amount next spring (see instructions). $  
| 4. Institutional Capital Contribution (ICC) deposited into the Fund between July 1, 2006 and June 30, 2007 $  
| 5. Loans advanced to students from the Fund during the 2006-2007 award year  
| (minus 2006-2007 award year refunds) $  
| 6. Administrative cost allowance claimed for the 2006-2007 award year (see  
| instructions) $  
| 7. Total principal and interest repaid by borrowers from all sources during the 2006- 
| 2007 award year $  
| 8. Total principal repaid by borrowers from all sources during the 2006-2007 award  
| year for loans in default for more than 2 years but not more than 5 years $  
| 9. Total principal repaid by borrowers from all sources during the 2006-2007 award  
| year for loans in default for more than 5 years $  

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**Fiscal Operations Report, Part III (continued)**

Name of school  
OPEID Number  
State  

Part III. Federal Perkins Loan Program for Award Year July 1, 2006 through June 30, 2007
Section C. Cumulative Repayment Information as of June 30, 2007

Status of Borrowers as of June 30, 2007

<table>
<thead>
<tr>
<th>Amount Lent</th>
<th>Principal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Borrowers Outstanding

1. Borrowers whose loans are fully retired
   (a) (b) (c) (d)

1.1. Borrowers whose loans are fully retired
   $__________

1.2. Loans that have been purchased
   $__________

2. Borrowers whose loans were assigned to and officially accepted
   by the U.S. Department of Education as of June 30, 2007

   (Note: Field 2 equals the sum of Field 2.1 plus Field 2.2.)

2.1. Assignments due to default or liquidation
   $__________

2.2. Assignments due to total and permanent disability discharge
   $__________

3. Total borrowers not in repayment status
   $__________

4. Borrowers on schedule in repayment status
   $__________

5.1. In default less than 240 days (monthly installments)
   or less than 270 days (other installments)

   $__________

5.2. In default 240 days or more (monthly installments)
   or 270 days or more (other installments)

   $__________

5.3. In default more than 2 years but not more than 5 years

   $__________

5.4. In default more than 5 years

   $__________

Cohort Default Rate (Sections D and E)

Schools with fewer than 30 borrowers who entered repayment in the 2005-2006 award year should skip to Section E.

Section D. Schools with 30 or More Borrowers Who Entered Repayment in the 2005-2006 Award Year

1. Number of borrowers who entered repayment in 2005-2006

   ____________________________

1.2. Number of borrowers from Field 1.1 above with loans in default by June 30, 2007

   ____________________________

1.3. Cohort default rate ((Field 1.2 / Field 1.1) x 100)

   ____________________________

Section E. Schools with Fewer than 30 Borrowers Who Entered Repayment in the 2005-2006 Award Year

2.1. Number of borrowers who entered repayment in 2005-2006

   ____________________________

2.2. Number of borrowers with loans in default by:

   (a) 2003-2004 (07/01/2003-06/30/2004)

   (b) 2004-2005 (07/01/2004-06/30/2005)

   (c) 2005-2006 (07/01/2005-06/30/2006)

2.3. Total number of borrowers who entered repayment during the three years above

   ____________________________

2.4. Total number of borrowers with loans in default during the three years above

   ____________________________

2.5. Cohort default rate ((Field 2.4 / Field 2.3) x 100)

   ____________________________

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Fiscal Operations Report, Part IV

Name of school ____________________________

OPEID Number ________ State __________

Part IV. Federal Supplemental Educational Opportunity Grant (FSEOG) Program for Award Year

July 1, 2006 through June 30, 2007
### Section A. Federal Funds Authorized for FSEOG

1. Final adjusted FSEOG authorization $

### Section B. Federal Funds Available for FSEOG Expenditures

2. FWS funds transferred to and spent in FSEOG +$
3. Federal Perkins Federal Capital Contribution funds transferred to and spent in FSEOG +$
5. Additional 2007-2008 FSEOG funds carried back and spent for 2007 summer enrollment +$
7. 2006-2007 funds carried forward to be spent in 2007-2008 -$
8. 2006-2007 funds carried back and spent in 2005-2006 -$
9. Additional 2006-2007 funds carried back and spent for 2006 summer enrollment -$
10. Total federal funds available for 2006-2007 FSEOG (fields 1 + 2 + 3 + 4 + 5 + 6 - 7 - 8 - 9) $

### Section C. Funds to FSEOG Recipients

11. Total funds to FSEOG recipients (fields 12 + 13) $
12. Nonfederal share of funds to FSEOG recipients (25 percent of Field 11) $
   (a) Cash outlay contributed $
   (b) Other resources designated $

### Section D. Federal Funds Spent for FSEOG Program

13. Federal share of funds to FSEOG recipients (75 percent of Field 11) $
14. Administrative cost allowance claimed +$
15. Federal funds spent for FSEOG (fields 13 + 14) $

### Section E. Use of FSEOG Authorization

16. Expended FSEOG authorization (fields 7 + 8 + 9 + 15) minus (fields 2 + 3 + 4 + 5 + 6) $
17. Unexpended FSEOG authorization (Field 1 - Field 16) (cannot be negative) $

---

**Florida A& M University**

**Financial Aid Office**

**Fiscal Operations Report, Part V**

Name of school __________________________

OPEID Number _______ State ________

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2006 through June 30, 2007

### Section A. Federal Funds Authorized for FWS

1. Final adjusted FWS authorization $

### Section B. Federal Funds Available for FWS Expenditures

2. Federal Perkins Federal Capital Contribution funds transferred to and spent in FWS +$
3. FWS funds transferred to and spent in FSEOG -$
5. Additional 2007-2008 FWS funds carried back and spent for 2007 summer enrollment +$
7. 2006-2007 funds carried forward to be spent in 2007-2008 -$
8. 2006-2007 funds carried back and spent in 2005-2006 - $
9. Additional 2006-2007 funds carried back and spent for 2006 summer enrollment - $
10. Total federal funds available for 2006-2007 FWS (fields 1 + 2 - 3 + 4 + 5 + 6 - 7 - 8 - 9) $

Section C. Total Compensation for FWS
11. Total earned compensation for FWS Program $
   (a) On-campus earned compensation $
   (b) Off-campus earned compensation for public or private non-profit agencies, excluding amounts reported in Field 11c $
   (c) Off-campus earned compensation for agencies that were unable to pay regular nonfederal share and had a federal share up to 90 percent $
   (d) Off-campus earned compensation for private for-profit organizations $
12. Total institutional share of earned compensation (see instructions) $

Section D. Funds Spent from Federal Share of FWS
13. Total federal share of FWS earned compensation $
   (a) Federal share paid at a rate up to 75 percent $
   (b) Federal share paid at a rate up to 100 percent for waivers of nonfederal share $
   (c) Federal share paid at a rate up to 90 percent for agencies that were unable to pay regular nonfederal share $
   (d) Federal share paid at a rate up to 50 percent for off-campus, private for-profit organizations $
14. Administrative cost allowance claimed +$
15. Federal share of Job Location and Development (JLD) Program expenditures +$
16. Total federal funds spent for FWS (fields 13 + 14 + 15) $

Section E. Use of FWS Authorization
17. Expended FWS authorization (fields 3 + 7 + 8 + 9 + 16) minus (fields 2 + 4 + 5 + 6) $
18. Unexpended FWS authorization (Field 1 - Field 17) $

Section F. Information About the Job Location and Development (JLD) Program
19. Total expenditures for the JLD Program $
20. Institutional expenditures for the JLD Program (see instructions) $
21. Number of students for whom jobs were located or developed $
22. Total earnings of the students in Field 21 above $

Fiscal Operations Report, Part V (continued)
Name of school ____________________________________________
OPEID Number ______ State __________
Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2006 through June 30, 2007
Section G. Information About FWS Students Employed in Community Service Activities
23. Number of students in community service employment _______________
24. Federal share of community service earned compensation $ ____________
25. Nonfederal share of community service earned compensation $ ____________

**Section H. Information About FWS Students Employed as Reading Tutors of Children or Employed in Family Literacy Activities**

26. Number of FWS students employed as reading tutors of children or employed in family literacy activities ____________
27. Federal share of earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities $
   (a) Amount of the federal share in Field 27 spent on community service employment $ ____________
28. Total earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities $ ____________

**Section I. Information About FWS Students Employed as Mathematics Tutors of Children**

29. Number of FWS students employed as mathematics tutors of children ____________
30. Federal share of earned compensation for FWS students employed as mathematics tutors of children $ ____________
31. Total earned compensation for FWS students employed as mathematics tutors of children $ ____________

**Fiscal Operations Report, Part VI**

Name of school __________________________________________
OPEID Number ________ State ____________________________

**Part VI. Program Summary for Award Year July 1, 2006 through June 30, 2007**

**Section A. Distribution of Program Recipients and Expenditures by Type of Student**

<table>
<thead>
<tr>
<th>Taxable and Untaxed Federal Perkins Loan</th>
<th>FSEOG</th>
<th>FWS</th>
<th>Unduplicated</th>
<th>Funds</th>
<th>Recipients</th>
<th>Funds</th>
<th>Recipients</th>
<th>Funds</th>
<th>Recipients</th>
<th>Funds</th>
<th>Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Type</td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
<td>(g)</td>
<td>(h)</td>
<td>(i)</td>
<td>(j)</td>
<td>(k)</td>
</tr>
<tr>
<td>Undergraduate Dependent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>1. $0 - $5,999</td>
<td></td>
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<td>2. $6,000 - $11,999</td>
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<td>3. $12,000 - $23,999</td>
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<td>4. $24,000 - $29,999</td>
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<td>5. $30,000 - $41,999</td>
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<tr>
<td>6. $42,000 - $59,999</td>
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<td>7. $60,000 and over</td>
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<tr>
<td>Undergraduate Independent</td>
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<tr>
<td>8. $0 - $1,999</td>
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<td>9. $2,000 - $3,999</td>
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<td>10. $4,000 - $7,999</td>
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</tr>
</tbody>
</table>

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11. $8,000 - $11,999
12. $12,000 - $15,999
13. $16,000 - $19,999
14. $20,000 and over
15. Graduate/Professional does not apply does not apply
16. TOTAL (fields 1-15)
17. Total less-than-full-time students
(from fields 1-15)
18. Total “Automatic” Zero EFC students
(from fields 1-15)
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Fiscal Operations Report, Part VI (continued)
Name of school _______________________________________________________
OPEID Number _______ State _______
Part VI. Program Summary for Award Year July 1, 2006 through June 30, 2007

Section B. Calculating the Administrative Cost Allowance
Administrative Cost Allowance Worksheet (Worksheet must be retained for audit and program reviews)
Step 1. Calculate the amount spent in 2006-2007 on which the administrative cost allowance is based.

1. Total compensation in FWS (amount from Part V, Section C, Field 11) $
2. Amount of Federal Perkins Loan funds advanced to students (amount from Part III, Section B, Field 5) +$
3. Total funds to FSEOG recipients (amount from Part IV, Section C, Field 11) +$
4. Total amount spent (fields 1 + 2 + 3) $

Step 2. Calculate the administrative cost allowance.
Schools whose total amount spent was $2,750,000 or less

5. Enter total amount spent (Field 4) $
6. Multiply x 0.05
7. Total administrative cost allowance—go to Step 3 $
Schools whose total amount spent was more than $2,750,000 but less than $5,500,000

8. Enter total amount spent (Field 4) $
9. Subtract - $ 2,750,000
10. Expenditures over $2,750,000 (Field 8 - Field 9) $
11. Multiply x 0.04
12. Administrative cost allowance on expenditures over $2,750,000 (Field 10 x Field 11) $
13. Add administrative cost allowance on expenditures of $2,750,000 ($2.75 million x .05) +$ 137,500
14. Total administrative cost allowance (Field 12 + Field 13)—go to Step 3 $
Schools whose total amount spent was $5,500,000 or more

15. Enter total amount spent (Field 4) $
16. Subtract - $ 5,499,999
Florida A&M University
Financial Aid Office

17. Expenditures of $5,500,000 or more (Field 15 - Field 16) $

18. Multiply x 0.03

19. Administrative cost allowance on expenditures of $5,500,000 or more (Field 17 x Field 18) $

20. Add administrative cost allowance on expenditures less than $5,500,000 (($2.75 million x .05) + Field 12) +$ 247,500

21. Total administrative cost allowance (Field 19 + Field 20)—go to Step 3 $

Step 3. Decide how much administrative cost allowance your school claimed.

22. How much administrative cost allowance did your school claim? (The amount may be the same or less than the amount calculated in Step 2.) $

EXHIBIT 12 C

Federal Pell Grant Program
Regular Payment Schedule for Determining
Full Time Full-Time Scheduled Awards in the 2007-2008 Award Period
February 2007

<table>
<thead>
<tr>
<th>Expected Family Contribution</th>
<th>Cost of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 199</td>
<td>0 - 199</td>
</tr>
<tr>
<td>200 - 299</td>
<td>400 400</td>
</tr>
<tr>
<td>300 - 399</td>
<td>400 400</td>
</tr>
<tr>
<td>400 - 499</td>
<td>400 400</td>
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<tr>
<td>500 - 599</td>
<td>400 400</td>
</tr>
<tr>
<td>600 - 699</td>
<td>400 400</td>
</tr>
<tr>
<td>700 - 799</td>
<td>400 400</td>
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Important: schools must use the alternate schedule for students in the cells outlined above when tuition plus dependent care or disability related expenses are lower than $805. $4,310 Maximum
### STUDENT SECTION

**Student Name:** ______________________________________  **Students Social Security #:** _______________________

**Term you will be transient:** Fall______  Spring______  Summer______  **Academic Year _______________**

1. You are responsible for paying tuition and fees to the Host Institution, if payable prior to the disbursement of your financial aid. You will also need to be prepared to pay for books and other expenses prior to your financial aid disbursement.
2. You must be a degree seeking student at FAMU and meet all of the eligibility requirements for approval for transient study, as determined by the Office of the Registrar.
3. You must be registered for the approved courses appearing on the statement of approval from the parent institution.
4. You must be enrolled in 6 credit hours.
5. Summer semester students must have a completed financial aid summer application on file with the Florida A&M University Office of Student Financial Aid. **Summer awarding will not occur until we have received the Consortium Contract from the Host school.**
6. You may be required to repay certain financial aid awards should you drop or withdraw from any classes after financial aid disbursement.

### HOST SCHOOL - SECTION BELOW TO BE COMPLETED BY HOST INSTITUTION ONLY

1. The host institution will not provide financial aid to the student for the period of enrollment indicated below.
2. The host institution agrees to notify Florida A&M University if the student ceases enrollment prior to the end of the term(s) indicated or drops below 6 credit hours.

- This student is currently enrolled for all courses listed on the attached transient student form. ___Yes ___No
- **The period of enrollment commences on ________________________ and ends on ______________________________**

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<tr>
<th>Credit hours enrolled this term</th>
<th>Tuition/fee cost per credit hour</th>
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<td>Transportation</td>
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**Home Institution**

__________________________  **Host Institution**

__________________________  ____________________________

Florida A&M University
EXHIBIT 20C

Satisfactory Academic Progress Policy

Maintaining Eligibility

Federal guidelines for the continued receipt of student financial assistance funds require that standards of satisfactory academic progress be applied to all students who are enrolled at the university. These standards must be equal or stricter than the standards required of students who are not receiving financial assistance. Florida A & M University is required by federal regulations to institute standards of satisfactory progress for students receiving Title IV assistance. The university has adopted financial aid standards that differentiate between students receiving assistance and those students not receiving assistance. Requests for financial assistance for each upcoming academic year will be reviewed for Satisfactory Academic Progress at the end (Spring Semester) of each academic year.

ELIGIBILITY: Undergraduate

Eligibility for financial assistance requires an undergraduate student to earn a cumulative grade point average of at least 2.0 and to
successfully complete no less than 67% of all credit hours attempted each semester. This provision applies to all semesters of enrollment regardless of whether the student received student financial assistance. Any student who fails to meet these requirements will be placed on financial aid probation for a period of two semesters. At the end of the two semesters, the student must have made up all deficiencies and must be meeting the requirements of the policy as stated above. (A 2.00 cumulative grade point average and the successful completion of at least 75% of all courses attempted.) Students should be aware that all transfer hours completed at previous institutions will be counted in the hours attempted calculations including those hours which may not have been accepted toward degree requirements at Florida A & M University. Any student who does not meet the minimum requirements at the end of the two semester probationary period will be placed on financial aid suspension and will not be eligible to receive financial assistance until such time that an accepted appeal has been approved or until the student has met the stated requirements without the use of financial assistance.

**ELIGIBILITY: Graduate and Professional**

Graduate students are required to maintain a cumulative grade point average of 3.0 and successfully complete at least 75% of the semester hours attempted. Professional students are required to maintain a cumulative grade point average of 2.5 and successfully complete at least 75% of the semester hours attempted. Law Students are required to maintain a cumulative grade point average of 2.0 and successfully complete at least 75% of the semester hours attempted. Failure to meet these minimum requirements will result in the immediate suspension of the student’s eligibility for the continued receipt of financial assistance. Please note that there is no probationary period for graduate and professional students.

**MAXIMUM TIME FRAME**

The maximum time frame to complete the undergraduate degree is 150% of the published number of hours that are required to complete the students’ undergraduate degree program requirements. For example, a student who is enrolled in an undergraduate degree program which requires 126 credit hours in which to complete the degree will be allowed to attempt up to 189 credit hours (150%). This maximum time frame requirement does take into consideration students who are not attending on a full time basis. Students should also be reminded that all attempted hours, including those from previous institutions, will be counted in the total hours attempted calculations regardless as to whether those hours were accepted toward degree requirements at Florida A & M University.

**ACCEPTABLE GRADES**

Only grades of A, B, C, D or P are considered acceptable for purposes of determining the number of hours successfully completed during an academic term. Grades of E, I, F, W, NR or X will be counted toward total hours attempted but will not count credits successfully completed. Incomplete grades (I’s) will be counted as successful completion if that final grade is a D or better grade.
Otherwise, those grades (I’s) will be counted only in the attempted hours calculation.

**APPEAL PROCESS**

Undergraduate or graduate students who fail to meet the Satisfactory Academic Progress Standard may appeal the suspension of their student financial assistance funds. Letters of appeal should be based on some type of mitigating circumstances that impacted negatively upon the students’ ability to meet the required standards. Examples of such circumstances are; (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the student (i.e. hurricanes, storms, etc) or other personal or family matters/situations which may have negatively impacted the students ability to meet the required standards.

**Steps to the APPEAL PROCESS:**

8. Students must submit a written letter of appeal to the Office of Student Financial Aid & Scholarships, 101 Foote-Hilyer Administration Center, Tallahassee, FL 32307.
9. Students must attach all necessary documents (grade change, current grade report, doctor’s statement, death certificate, accident report, etc.) to the written appeal request.
10. The students’ letter of appeal will be reviewed within two weeks of receiving the request and all necessary documents.
11. The student will be notified in writing of the decision to reinstate or deny the financial aid eligibility.
12. If the student is determined eligible for reinstatement of financial aid, he/she will be considered for aid available at the time of reinstatement.
13. If the appeal is approved, the student will be reviewed again at the end of the following Spring semester and will be subject to the same required standards as previously stated unless otherwise stated so in the letter of reinstatement.
14. **ALL APPEALS MUST BE SUBMITTED TO THE OFFICE OF STUDENT FINANCIAL AID NO LATER THAN TEN (10) DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS!**
Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

**Essential Functions of the Job** - Serves under the working title of Director of Financial Aid. Reports to the Associate Vice President for Enrollment Management – Student Affairs Division. The incumbent is responsible for providing administrative leadership and supervision. The Director of Student Financial Aid serves as the University’s Financial Aid Officer and is responsible for organizing, administering, managing, and evaluating a comprehensive financial aid office and designated outreach programs to current students and to other University constituents. The Director of Financial Aid works with Fiscal Affairs to ensure that Financial Aid funds are distributed fairly, equitably, and in compliance with Federal, State, and Institutional regulations. This position provides the day-to-day management and leadership necessary for the effective administration of Title IV student financial aid programs and ensures quality service to students, families, and other constituents in relation to financial aid matters. The Director will take a leadership role in collaboration with other offices, committees, and individuals in formulating services, outreach and policies and practices, in respect to financial aid. Specifically, the incumbent

1. Operates Financial Aid under the highest standards to insure financial aid compliance with Federal and State regulations and with institutional objectives and audit compliance for all programs.
2. Manages the daily operations of the financial aid office, including training, supervising, and evaluating professional and support staff; overseeing the collection of data from students and parents to determine need and eligibility for various financial aid; processing of applications; allocating financial aid resources and authorizing the disbursement of funds; analyzing, monitoring, and reporting the distribution of financial aid funds. Supervises staff in their roles in intake, analysis of student financial need, file review, record maintenance for auditing, implementing, awarding, and monitoring federal, state, and institutional financial aid programs, including work study and other activities. Monitors the expenditures, reconciliations and other funds activity in all financial aid programs.
3. Provides daily leadership, guidance, and training on quality customer service in order to maintain a high level of professionalism.
4. Interprets federal regulations, guidelines and professional literature on financial aid; inform financial aid staff of changes, modifications and interpretations resulting from new or current legislation.
5. Prepares and submits appropriate applications and reports for the continued funding of federal and state financial aid programs; prepares financial aid and scholarship disbursement requests; certifies loan applications; processes Title IV refunds; reconciles financial aid account balances with fiscal services office and federal and state records.
6. Provides outreach to currently enrolled and prospective students and their families to advise on eligibility and responsibility, program requirements, alternative resources and budgeting; provide information individually and in group presentations for both financial aid and scholarship programs. Develops, coordinates, and supervises recruitment programs specifically targeting economically or educationally disadvantaged students. Financial Aid programs include, but are not limited to, financial aid information sessions, orientations, FAFSA completion workshops, off-campus financial aid workshops and events, and general admissions/recruitment outreach and retention/student success activities.
7. Works with the Department of Athletics and verifies that the college is in compliance with all rules and regulations related to
Florida A&M University
Financial Aid Office

NCAA guidelines.
8. The work study, student loans, scholarships, and state financial aid programs are all under the supervision of this position.
9. Lends direct support to EIT for the management, general administration, continued development and refinement of student financial aid information systems in PeopleSoft for the delivery of all financial aid services.
10. Ensures that FISAP and electronic loan transmissions are functioning and utilized correctly.
11. Supervises and is actively involved in monitoring of satisfactory academic progress for financial aid students, ensuring that review and notification to students is done based on the established University schedule. Reviews SAP appeals and makes effective use of professional judgment and need analysis in decision-making. Notifies students and academic counselors of decisions reached.
12. Maintains the office policy and procedure manual as it relates to financial aid programs.
13. Tracks the allocation of funds, including campus based funds and is responsible for collecting and analyzing other relevant data as requested. Provides reports and analyses to the VP for Student Affairs and/or Associate VP for Student Affairs as needed.
14. Creates and maintains effective communication plans for transmitting and receiving critical data inter-departmentally and to and from key University offices such as admissions, registrar, recruitment, athletics, and academic departments.
15. Coordinates and maintains all student correspondence as it relates to financial aid in the development of a communication plan for all such communications. Will also serve on any committees of working groups that monitor communication plans.
16. Monitors the loan entrance and exit process, ensuring the most effective processes are in place.
17. Works closely with the Division of Fiscal Affairs to ensure that clerical and professional staff are cross-trained in appropriate functions.
18. Collaborates with University staff and other offices in strategic and operational planning aimed at delivering outstanding student services.
19. Serves on University committees and task forces as assigned.
20. Manages the office budget
21. Maintains an active role with appropriate professional organizations
22. Other duties as assigned.

Level of Public Contact (statement of internal and external business contact, including frequency and scope) – Has high level of public contact as a representative of the Office for Student Financial Aid in activities as they pertain to financial aid activities.

Marginal Functions of the Job** - Performs other duties as assigned by the Vice President for Enrollment Management and/or Associate Vice President for Enrollment Management.

17. POLICY MAKING INTERPRATION: Assists the Associate Vice President for Enrollment Management in monitoring the university’s compliance with the Federal, State, and University statutes/rules, which relate to financial aid. Implements policies, interprets federal, state and university policies for university administrators, staff, and students. Makes recommendations to the Associate Vice President for Enrollment Management in the formulation, development, and implementation of University policy and procedures regarding financial aid.
Is responsible for the interpretation and implementation of policies and procedures regarding the transfer of credit. Interprets and implements Board of Trustees policies, rules, and Florida Statues.

18. SUPERVISOR’S POSITION: Number: Class Code: Class Title: Director, Financial Aid

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.
Associate Director of Financial Aid, Three Assistant Directors of Financial Aid, ____ Coordinators, ____ Senior Financial Aid Officers, ____ Financial Aid Officers, 1 Administrative Assistant, 1 Office Manager, ____ Program Assistants

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsible funds, amount and consequence of error. Responsible for developing and maintaining expenditure records of the assigned annual budget and auxiliary accounts under the supervision of the Associate Vice President for Enrollment Management, and/or Vice President for Student Affairs.

21. Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor. Acts independently without need for daily supervision, but seeks guidance as necessary and keeps the Vice President and Associate Vice President for Enrollment Management in formed of programs, services, data and any critical matters, Supervision occurs through routine meetings with appropriate leadership. Annual evaluation by the AV for Student Affairs – Enrollment
22. **Education/Training/Experience –**

**Specialized Minimum Qualifications:** Master’s degree from an accredited institution in an appropriate area of specialization and six years of management experience in admissions and recruitment or related area or bachelors degree in appropriate area of specialization and eight years of appropriate experience

**Preferred Qualifications:** Master’s degree from an accredited institution in an appropriate area of specialization and four years of management experience in student financial aid. Professional work experience in student financial aid in a higher education institution.

**Knowledge, Skills and Abilities:**

- Excellent oral and written communication skills, required. Excellent presentation skills and ease in speaking before large and small groups. Demonstrated ability to interact and communicate effectively with all constituent groups i.e. students, parents, faculty, staff, local and state community, Federal and State officials.
- Thorough knowledge of and experience in implementing federal, state and institutional financial aid program practices, laws and compliance regulations. Direct experience with completing the FISAP report, required.
- Successful experience with Title IV financial aid programs funds management, as well as state and institutional fund management.
- Demonstrated ability to initiate and utilize innovative financial aid technology and strategies. Knowledge and skill in the use of integrated student information management software systems (People Soft preferred) and Microsoft Office applications in the delivery of, tracking of, and evaluation of financial aid programs essential. Experience providing electronic/on-line student services a plus.
- Demonstrated commitment and sensitivity to the importance of diversity and inclusion. Ability to work effectively with ethnic, cultural, and socially diverse populations.
- Knowledge of financial aid trends as they relate to the use and delivery of student financial aid.
- Demonstrated understanding of the importance of financial aid outreach initiatives, and the ability to demonstrate effective use of strategies to positively impact recruitment, enrollment, and retention of students.
- Ability to interpret qualitative and statistical data for problem solving, decision-making, and forecasting.
- Demonstrated commitment to excellent service with a track record of creative problem-solving, team-building, process redesign, and innovation.
- Must have the ability to work occasional evenings and potentially weekends. Must have the ability to commute between campuses and to off campus events.

Ability to think creatively, and develop innovative ways to recruit, admit and enroll a diverse population of students to meet university enrollment goals. Ability to use personal computers with knowledge of Microsoft Office Suite. Ability to organize and manage multiple projects simultaneously. Ability to communicate effectively and work with a diverse student body, university personnel and various constituents. Ability to travel extensively and work flexible hours – evenings and weekends hours as required.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

Please review statements below check all that apply.

- This position requires a background check and/or fingerprinting. Florida Statutes
- This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
- This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION
1. Division: **Student Affairs**  
2. Transaction Type:  
   - [ ] Establishment  
   - [x] Reclassification  
   - [ ] Update  
   - [ ] Transfer  
3. Position Number:  
4. School/College/Department  
5. Department Number: **040 50 0000**  
6. Effective Date: (Personnel Use Only)  
7. Section: **Student Financial Aid**  
8. FTE: **1.0**  
9. Budget Entity:  
10. Pay Plan:  
11. Subsection:  
12. Class Code: **9493**  
   - Class Title: **Associate Director, Student Financial Aid**  
13. City: **Tallahassee**  
14. County: **Leon**  
15. Class Code:  
   - Class Title:  

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24. SIGNATURES:  
   - Incumbent:  
   - Signature:  
   - Date:  
   - Danielle Kennedy-Lamar, AVP EM  

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16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Identify Essential and Marginal functions. Attach additional sheets if necessary, to properly describe the position.

**Essential Functions of the Job:** The position serves as the Associate Director of Student Financial Aid and reports to the Director of Student Financial Aid. Responsible for coordinating the technical services and related functions for the Financial Aid office, to include, interactions with technicians supporting PeopleSoft and the Information Technology areas. In addition, the Associate Director will facilitate the technical services related to COD, CPS, GAPS, NSLDS, FAA, Title IV WAN, and other related Federal and State automated functions and databases. The Associate Director will assist the Director in developing and updating the department’s strategic planning and budgeting process. Further, this position will assist the Director in developing and implementing the area’s policies and procedures, represents the Director in his/her absence and at meetings and other University functions.

The Associate Director will inform subordinates of all relevant University Regulations and Internal Operating Procedures and provides access to all related documents. Assess and document subordinates’ ability to comply with all relevant University Regulations and Internal Operating Procedures. Employ measures of accountability for compliance with University Regulations and Internal Operating Procedures. Conduct and document performance evaluations in a timely manner for each subordinate, in accordance with University Regulations and Internal Operating Procedures.

**Marginal functions and Responsibilities:** The Associate Director will collaborate with the internal and external offices to ensure that the Financial Aid flow is appropriately supported by automation, to facilitate the University’s receipt of ISIR’s, processing of Financial Aid, distribution of award letters, transmissions of origination and disbursement data to the US DOE, and assuring the timely reconciliation of Federal and State financial assistance.

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STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Identify Essential and Marginal functions. Attach additional sheets if necessary, to properly describe the position.

Essential Functions of the Job: The position serves as the Assistant Director of Student Financial Aid and reports to the Associate Director of Student Financial Aid. Responsible for coordinating and facilitating the Title IV Programs, Loans, and Compliance functions of the Student Financial Aid office. Assist the Director in the operations and implementation of the Financial Aid office, and other duties and responsibilities as assigned.

In carrying out these responsibilities, the Assistant Director is responsible for:
- assuring that a professional standard of customer service is provided by all staff to students, parents, and others who seek services and inquire about Financial Aid services
- informing subordinates of all relevant University Regulations and Internal Operating Procedures and provides access to all related documents
- providing for in-service, University sponsored, and outside consulting services provided customer service training to all staff on a continuing basis
- assessment and records subordinates’ ability to comply with all relevant University regulations and Internal Operating Procedures
- Assuring that all staff is properly trained on the use of Financial Aid technologies, Financial Aid compliances, office operational procedures, and other related services to students and general public
- coordinating the processing of student awarding/packaging, loans, and maintaining compliance of all financial aid awarded.
- assist the Director in developing and updating the department’s strategic planning and budgeting process. Further, this position will assist the Director in developing and implementing the area’s policies and procedures, and as needed, represents the Director in his/her absence and at meetings and other University functions.
- documenting performance evaluations in a timely manner for each subordinate, in accordance with University Regulations and Internal Operating Procedures.
- developing measures of accountability for compliance with University Regulations and Internal Operating Procedures

Marginal functions and Responsibilities: The Assistant Director will collaborate with the internal and external offices to ensure that the Financial Aid flow of communications, materials, brochures, letters, forms, and related material is professionally written, presented, and timely distributed to the appropriate individuals, groups, and organizations.

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ESSENTIAL FUNCTIONS:

Responsible to the Assistant Director, Student Financial Aid or appropriate administrator in Student Financial Aid. Responsible for interpreting student financial aid administrative rules and policies and for recommending new and improved programs to effectively manage student financial aid administration. Responsible for disseminating information in regard to SUS/University rules, policies, and contracts. Designs, develops and conducts special studies in assigned area of student financial aid.

MARGINAL FUNCTIONS:

40% Advises and counsels with students, parents and University personnel on various types of financial aid available. Advises and assists students and parents in the completion of various forms used to determine need for assistance. Assists in the correcting of information submitted in error or conflicts with data submitted to the federal government. Collects and analyzes data as appropriate. Assist students with electronic processes via the internet. Assists with determining the eligibility criteria and limitations of programs, standards of satisfactory progress and documentation required to complete the financial aid process. Records and disseminates confidential records on all information collected. Assists with conducting campus and community workshops to create an environment that exemplifies good customer service.

30% Assist in the reviewing of all documents submitted for all federal, state and institutional aid programs to determine eligibility and award packaging. Processes acknowledgements of aid awarded to eligible applicants in the coordination of federal/state and institutional aid. Processes adjustments to prevent and/or document possible over-awards, denial letters and collect appeals requests.

15% Establishes, maintains, and updates documentation as required with new and/or revised rules and regulations issued by the federal government, state legislature, institution and/or other certifying agencies. Attends workshops and conferences provided by the institution, state, federal government and other local agencies to maintain knowledge of financial aid programs.

15% Performs other related duties as assigned.
ESSENTIAL FUNCTIONS:

Responsible to the Assistant Director, Student Financial Aid of Customer Service and Training, to evaluate student financial aid applications and supporting records to determine the types of aid and amounts available to the student according to various federal, state, and university rules and regulations.

- **40%** Provides customer service to students seeking information via the telephone call center and front desk.
- **20%** Advises students and parents of financial aid possibilities, student budget, money management, adjustments of financial aid awards, and completion of aid forms.
- **20%** Analyzes and evaluates student financial aid applications and supporting records to determine the need of the student via the front desk counter and telephone.
- **15%** Responsible for making necessary adjustments to student awards based on federal, state and/or institutional eligibility.
- **5%** Cross-training and assisting of various areas during non-peak periods.

MARGINAL FUNCTIONS:

- Assist the collection and arrangement of data and requests for additional documentation from students.
- Assist with conducting workshops and/or presentations for students and the university community. Performs other duties as assigned.
ESSENTIAL FUNCTIONS:

Responsible to the Assistant Director, Student Financial Aid of Customer Service and Training, to assist with the processing of student financial aid applications and supporting records according to various federal, state, and university rules and regulations.

- **30%** Assigned to the document intake area of the office to receive, track, and screen various documents submitted to the office by students and parents.
- **30%** Responsible for creating and maintaining files and completion of requested financial aid forms for all students for each academic year; and forwarding the files to the appropriate area for further review.
- **25%** Assist with telephone calls to confirm the receipt of documents and processes institutional documents as requested/received.
- **15%** Prepares additional documentation for departmental/institutional use.

MARGINAL FUNCTIONS:

- Reviews, verifies, and assesses financial aid applications and supporting documentation.
- Interacts with students and/or families regarding their application status, when needed.
- Responds to inquiries and researches and resolves problems involving student financial aid.
Essential Functions of the Job
This position reports to the Associate Director of Student Financial Aid. The responsibilities include but are not limited to: coordination of schedules for all office staff, greeting visitors to the office, sorting mail, running errands, working on office projects, answering phones and directing calls and assisting with general office responsibilities.

- 40%  General Responsibilities
  - Perform responsible clerical functions for the Associate Director and other office staff such as preparing correspondence and other necessary forms, answering phone calls, greeting the public, mail distribution, typing, filing, photocopying, and providing general information and referral assistance upon request.
  - Maintain general organization and maintenance of office area.
  - Schedule the calendars of all staff members, including making appointments, scheduling meetings and reserving meeting rooms as needed.
  - Type requisitions, and other documents, receiving and picking up of deliveries throughout the city and surrounding areas, processing all necessary paperwork to execute the purchase orders, collect receipts and invoices from vendors.
  - Maintenance of office supplies and equipment (fax machine, copier, computers, supply room, etc. including the temporary storage of equipment related to events and activities).
  - Responsible for day-to-day operation of front office (including staff, equipment, office security and related items).
- 30%  Staff Supervision and Training
  - Assist in the hiring, training, assigning, and supervising of student office staff including College Work Study students and student volunteers.
  - Responsible for the creation of a master work schedule and maintenance of all up-to-date contact information (including class schedules, personal contact information, etc.) for all student staff.
- 30%  Budget Responsibilities
  - Responsible for maintaining time sheets; processing payroll and documentation related to employment; processing requisitions for office supplies and monitor and maintain inventory of supplies and equipment.

Marginal Functions of the Job
- Assist with other office staff with activities/events as needed.