

ADMINISTRATIVE PROCEDURES

Title: AWARDING STUDENT FINANCIAL AID AT HCC	Identification: 5.05
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	Effective Date: 7/10/01
Authority: SBE 6A-14.0247 FS 240.319 HCC Rule 6HX-10-5.405	Signature/Approval: Gwendolyn W. Stephenson, Ph.D.

PURPOSE

This procedure establishes direction for awarding student financial aid at Hillsborough Community College

PROCEDURE

Awarding financial aid is contingent upon student eligibility and funding levels. The Federal and State agencies inform the HCC Directors of Financial Aid and Disbursement Offices of the academic year's funding authorization for each financial aid program. The institutional scholarship account funding level is determined by the anticipated amount collected from the financial aid fees. The Director of Budget will confirm with the Director of Financial Aid each academic year's institutional scholarships funding level. The Director of Financial Aid recommends to the Vice President of Education and Student Services the scholarship allocation for each institutional scholarship program.

The Financial Aid Office will construct an annual financial aid Student Cost of Attendance budget. Using the financial aid Student Cost of Attendance Budget and the Expected Family Contribution as determined by the Department of Education, the Financial Aid Office will determine the type of financial aid students are eligible to receive. Merit based, Grants, and scholarship awards are given precedence prior to awarding student loans. The Financial Aid Office will consider all resources known to the college before awarding campus based and student loans.

For the campus based federal, state grant, and institutional need-based scholarship programs, priority is given to students whose financial aid files are complete by the annually established priority date. If funds are available after awards are made to all students who met the priority date, the balance is distributed to each campus financial aid offices for additional awards.

The Financial Aid Office mails an Award Notice specifying the type and amount of the award to each student awarded any type of financial aid program. Award Notices are updated and mailed to students as additional financial aid is awarded.

Additional awarding information is provided in the college's financial aid pamphlets and brochures as well as within the HCC catalog.