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Purpose

The purpose of this procedure is to establish the purpose, structure, and operating procedures of the Financial Aid Advisory Committee.

Procedure

A. Name and Purpose


1. The name of this committee shall be the Financial Aid Advisory Committee which will serve:
 - a. To make suggestions on improving the effectiveness of financial aid and scholarship programs;
 - b. To provide advice and make recommendations to the Vice President of Student Services on the awarding of scholarships.

B. Responsibilities

1. The responsibilities of the Committee shall be:
 - a. To review and react to proposals regarding the financial aid and scholarship programs;
 - b. To make recommendations designed to improve the effectiveness of the financial aid and scholarship programs;
 - c. To advise the Admissions Office in reference to recruitment, student rights and responsibilities in financial aid and scholarship programs, and on packaging and delivery of financial aid;
 - d. To recommend revisions to the financial aid and scholarship programs standards of progress;
 - e. To make recommendations on the addition or deletion of scholarship programs;
 - f. To suggest changes to the procedures on administering scholarship programs;
 - g. To review and recommend to the Vice President of Student Services and the Vice President of Finance and Administration the annual financial aid scholarship budget in line with available funds identified by the Associate Vice President of Administrative Services.

D. Membership

1. The Financial Aid Advisory Committee shall be composed of the following voting members:
 - a. Vice President of Student Services;
 - b. Associate Vice President of Enrollment Management and Student Success, or designee;
 - c. Executive Director of the Foundation, or designee;
 - d. Faculty member from the credit/ degree seeking program and a program measured in clock hours;
 - e. Student appointed by collegewide Student Government Association (SGA) Executive Board;
 - f. Director of Admissions and Enrollment.

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- g. Provost/ Vice President of Academic Affairs or Associate Provost designee; and
- h. Other appointments as approved by the Chair and College President.

2. The Student Aid Advisory Committee shall also include the following non-voting members:

- a. Director of Financial Aid;
- b. Assistant Director of Financial Aid Scholarships; and
- c. Controller.

3. The Director of Financial Aid shall serve as the Staff Administrator for the Committee will prepare the agenda, and carry out other functions to ensure the smooth and efficient operation of the Committee in collaboration with the Chair.

E. Official File of Record

- 1. The summary of Committee actions will be prepared by the Director of Financial Aid following each meeting. The summary will be forwarded to the Committee Chair for approval.
- 2. The official file of record for the summary of actions shall be maintained by the Director of Admissions. Correspondence shall be maintained in the Office of Financial Aid.
- 3. The Committee meets once each term of the academic year unless additional meetings are called by the College President, Vice President of Student Services, or Committee Chair.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: August 31, 1993

Revision Date: November 23, 1999, April 9, 2002, September 20, 2011, January 22, 2013, February 3, 2015, July 19, 2023