


ADMINISTRATIVE PROCEDURE MANUAL			
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BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED	
6Hx7-10.2 Intercollegiate Athletic Team Eligibility and Financial Assistance		February 2, 2022	

Purpose

The purpose of this procedure is to establish requirements for financial assistance for intercollegiate athletic participants.

Procedure

- A. The Office of the Athletic Director, under the supervision of the Vice President of Student Services, has primary responsibility for advising and informing all student athletes of the procedures and requirements for receiving financial assistance.
- B. In order to receive any type of College administered financial assistance, all student athletes must first complete and submit a Free Application for Student Financial Assistance (FAFSA) form prior to their first day of intercollegiate sport participation at Florida State College at Jacksonville (FSCJ). All funds awarded shall be administered through the Financial Aid Scholarship office.
- C. The College may award scholarships and Athletic Talent Grants (ATG) to deserving athletes based on the recommendation of the Athletic Director to the Vice President of Student Services who submits approved requests to the College's Scholarship Manager. Priority shall be given to student athletes who qualify as residents of the state of Florida for fee purposes as outlined in Section 1001.65(8) FS
 1. The amount and number of awards granted shall be in accordance with the rules of the FCSAA, the NJCAA and federal and state financial aid packaging guidelines.
 2. An Athletic Talent Grant may be awarded to admitted student athletes and is limited to a maximum of:
 - a. Tuition and fees
 - b. Room and board (for Division I student athletes only)
 - c. Required course related books and instructional materials
- D. Talent Grants: Athletic Talent Grant (ATG) recipients must be enrolled in twelve (12) or more credits in the Fall and/or Spring terms unless the student athlete is in his/her last term of degree completion (per NJCAA) and certified part-time on the NJCAA roster based on this exception. During all terms, the student athlete must be making satisfactory progress and meet the minimum enrollment required in courses that are applicable to the primary Program of Study (POS).
 1. ATG recipients must not be in default of any federal student loans.
 2. ATG recipients must maintain a minimum 2.0 FSCJ Talent Grant GPA.
 3. ATG recipients who register for twelve (12) or more credits must successfully complete a minimum of twelve (12) credits during a term of enrollment unless the student athlete (per NJCAA) is in his/her last term of degree plan and is NJCAA certified part time on the roster.
 4. ATG recipients must have a valid high school diploma or GED, and official transcripts on file and

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evaluated by the College.

5. ATG recipients may attempt college credits up to the degree requirements of their program of study. Institution funding will be limited to a maximum of 72 credit hours per student in an Associate Degree program.
6. If a student has been accepted into and is pursuing a baccalaureate degree, the Talent Grant may cover up to a maximum of 132 credit hours as long as continuing eligibility criteria are met.
7. ATG recipients will be eligible to receive Bookstore Authorizations up to the budget limit authorized for that academic year as established by the Letter of Intent (LOI)/Scholarship agreement.
 - a. Students are expected to purchase their books and supplies during the published dates of the book authorization window and limit purchases to instructional materials.
 - b. Classes that are added after book authorization closes are eligible to be reimbursed in the event the student purchases required instructional material.
 - c. The student must submit a receipt for reimbursement to the office of the Athletic Director who will forward it to the Scholarship Office. If the purchaser is eligible for reimbursement, the sum when added to the amount spent under the book authorization cannot exceed the book authorization total specified in the LOI.
8. Financial Assistance for summer term enrollment may be provided “as needed” to maintain participation eligibility, and requires approval by the Athletic Director, who must submit documentation and requests for assistance to the College’s Scholarship manager prior to the last day of add/drop for the summer term selected.
9. If available, Foundation funds may be used for the summer term; however, student athletes must be approved by the Director of Athletics in priority order (i.e.: graduation needs, post-remedial coursework, etc.). Requests with enrollment documentation must be submitted from the Athletic Director who will forward to the appropriate Foundation staff for processing.
10. The Director of Athletics, or designee, will be responsible for transcript verification prior to submitting scholarship requests to the Foundation.
11. Students receiving funds from the Foundation must adhere to all Foundation policies referenced in the Foundation Policies and Procedures Manual. Eligibility for Foundation administered scholarship assistance is based on donor criteria.
12. The Scholarship Office shall maintain records adequate to assure that the assistance given each student does not exceed the actual amount needed to attend the College. FSCJ will assign the standard cost of attendance (COA) as applicable according to the student’s dependency status and

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- residency. ATG and Foundation funds can neither in combination with any other financial assistance nor separately exceed the COA.
13. An individual student file is to be maintained by the Scholarship office for each student athlete receiving assistance. These records shall indicate the total of the student's calculated need and the type and amount of assistance awarded through the College annually.
 14. FSCJ will only pay the in-state portion of tuition for the third and any subsequent attempt of the same course. Attempts will be tracked via records maintained in the Scholarship Office.
 15. Award authorizations for payment of tuition, fees, books, living expenses, etc., are prepared by the financial aid Scholarship Office and transmitted to student accounts for disbursement.
- E. Renewal Criteria
1. ATG's are awarded on annual or semester basis.
 2. A new ATG agreement must be signed each academic year or each semester if awarded on that basis.
 3. ATG renewal applicants must file a new FAFSA each year in order to maintain eligibility for the grant.
 4. ATG recipients must have maintained a 2.0 Talent Grant GPA.
 5. Prior to the beginning of each academic year, the Athletic Director shall submit a Letter of Intent Award Worksheet to the Financial Aid office for each student recommended to receive athletic scholarship funding.
 6. Supplemental funds are not intended to be used to reimburse students for personal items that are lost or stolen.



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REFERENCES: F.S. 1001.64, 1001.65, 1006.71, 1009.23, Florida College System Activities Association (FCSAA), National Junior College Athletic Association (NJCAA)

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