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Purpose

The purpose of this procedure is to provide the process for approving hardship loans to students for tuition and books.

Procedure

- A. At the sole discretion of the College, hardship loans to students for the payment of tuition and books may be made under certain extenuating circumstance as a “*lender of last resort.*”
- B. Eligibility is limited to students whose pending financial aid or Veteran’s benefit has been delayed through circumstances beyond the control of the student.
- C. All such loans are subject to availability of funds and approval by the College Chief Financial Officer.
- D. Loans shall be due sixty (60) days from the origination date of the loan, or the end of the term for which funding was approved, whichever occurs first.
- E. Student applications will be made through the office of the Campus Dean of Student Success who will evaluate the hardship nature of the request before forwarding the request to the Financial Aid Department.
- F. The Financial Aid Department will be responsible for the verification of the student’s eligibility to receive aid, confirm the status and amount of any pending aid award; net of any and all other outstanding financial obligations of the student to the College, and will determine the availability of alternative resources to fund the request; such as scholarships, deferments or waivers.
- G. Subject to the determinants outlined in (F), The Financial Aid Department will forward the request to the Office of the Bursar for final verification, document preparation and approval by the College Chief Financial Officer.
- H. The Campus Dean of Student success will notify the student of the approval or denial of the loan request, and will handle the execution of the loan documents.
- I. The Office of the Bursar will authorize the Campus Business Affairs Office to initiate the voucher and post the student obligation to the accounts receivable system only upon receipt of the properly executed loan documents from the Campus Dean of Student Success.



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REFERENCES: F.S. 1001.64, SBE Rule 6A-14.0261

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