

**THE UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED AMENDMENT TO REGULATION**

DATE: January 26, 2021

REGULATION TITLE AND NUMBER: UWF REGULATION 4.010 – *Student Financial Aid*.

PURPOSE AND EFFECT: Florida Board of Governors Regulation 3.009 *Financial Aid* requires all SUS institutions to establish a policy committee for financial aid.

SUMMARY: The proposed amendments to this regulation are as follows:

Section (2)

- Amended to give responsibility to the Office of Financial Aid to coordinate data collection for both the university and the state information systems.

Section (9)

- Amended to establish one combined financial aid and policy committee.
- Amended to enumerate the purpose of the committee: (a) to recommend University policy on matters related to institutional financial aid programs; (b) to recommend program objectives consistent with the University’s mission and master plan; and (c) to facilitate the conduct of financial aid activities.
- Amended to set forth the composition of the committee: The President (or designee) appoints the chair, the VP for Academic Affairs appoints at least five members, and committee members will serve for three years.
- Deleted the paragraph on the Scholarship Allocation Committee.

History Section

- Will be updated to reflect applicable changes.

AUTHORITY TO AMEND THE REGULATION: Article IX of the Florida Constitution; Florida Board of Governors Regulation 3.009.

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED

REGULATION AMENDMENT: George Ellenberg, Provost and Senior Vice President.

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE: Pamela E. Langham, Esquire,

General Counsel, Office of the General Counsel at gnokes@uwf.edu, or 850-474-3420 or Office of the General Counsel, Building 10, 11000 University Parkway, Pensacola, Florida 32514.

THE FULL TEXT OF THE REGULATION: The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website:

<https://uwf.edu/offices/board-of-trustees/regulations/>

In addition, the full text of the proposed amendment to the regulation and current regulation are available upon request to the Office of the General Counsel, which can be contacted at 1.850.474.3420 or gnokes@uwf.edu.

**University of West Florida Regulation
UWF/REG 4.010 Student Financial Aid**

- (1) The University of West Florida is committed to the principle that every student who applies for financial aid will be given full consideration for all available financial aid based upon their eligibility. The University seeks to provide an environment that encourages students to apply for financial aid. The staff is dedicated to assisting students and their families with the tools to find financial resources to pay for their educational expenses. The annual review of the University's award priorities is intended to ensure that all funds are disbursed through fair and equitable practices.
- (2) The Office of Financial Aid shall be ~~is~~ the single office of the University designated to coordinate the collection of data for all programs of financial aid for use in university system and state information systems. ~~programs administered by the University.~~ The Office of Financial Aid is responsible for coordinating the distribution of all need-based and merit-based scholarships awarded by the Office of Undergraduate Admissions, all undergraduate and graduate departments, and donors external to the University. The Office of Financial Aid works to ensure that financial aid awards comply with federal, state, and institutional laws, guidelines and policies. Information concerning institutional need-based financial aid programs may be obtained from the Office of Financial Aid.
- (3) Financial need and academic merit are given primary consideration in the awarding of financial aid to students. Federal funds are awarded and distributed based on federal guidelines and regulations.
- (4) University need based funds are awarded on a first-come first served basis to eligible students who apply for financial aid by completing the FAFSA and the University Application for Financial Aid. In order to receive aid, students must be degree-seeking, be cleared for admission, be making satisfactory academic progress and provide complete and accurate information. Financial aid award packages will vary based on financial need and availability of funds.
- (5) Need based scholarships are awarded to students who meet the criteria in subparagraph (4) and who show academic promise.
- (6) Merit based scholarships are awarded to students based on their academic performance. These scholarships are determined by the Office of Undergraduate Admissions and specific academic departments.
- (7) Athletic/Talent scholarships are awarded to students who have demonstrated special athletic, artistic, or musical talents. These scholarships are determined through specific departments.

(8) All University offices and departments must report any and all financial aid awards made to students to the Office of Financial Aid, in a timely manner. This is so the award can be taken into consideration in terms of a student's total award package, so awards can be properly administered, and so the information can be included in the University's report to the Board of Governors and the Department of Education.

~~(9) There are two University committees which assist in policy formation related to the award or administration of financial aid.~~

(9) Financial Aid Policy and Advisory Committee. This regulation establishes a financial and policy committee, the purposes of which are:

- a) To recommend University policy on matters related to institutional financial aid programs;
- b) To recommend program objectives consistent with the University's mission and master plan; and
- c) To facilitate the conduct of financial aid activities.

~~provides advice and recommendations on financial aid related matters to the Provost, President or designee.~~

~~The committee includes the Director of Financial Aid, and/or the Associate Director of Financial Aid, and the Associate Vice President of Enrollment Services or other individuals as designated by the Provost. The President or designee shall appoint the chair of the committee. The Vice President for Academic Affairs shall appoint at least five (5) members to serve on the committee including representatives from the offices of undergraduate admissions, financial aid, student affairs and enrollment, and one at-large member. Committee member terms are generally for three (3) years. This Committee will regularly review amounts of funds available to be awarded as financial aid, review the projected student population and needs, and review the requirements of applicable law and policy, adjusting the University award priorities and expenditure plans accordingly.~~

~~Scholarship Allocation Committee. This Committee determines the amount of available institutional funds and allocates those funds to the Admissions and Graduate Admissions offices. The committee includes the Director of Financial Aid, the Coordinator of Scholarships for Financial Aid, the Associate Vice President for Enrollment Services, the Director of Admissions, and the Associate Director of Admissions or other individuals as determined by the Provost. This committee also monitors the balance of funding levels between need-based and non-need-based scholarship programs to assure compliance with applicable law and regulations.~~

(10) Financial Aid Appeals Committee. This committee reviews appeals by students who have been notified that their financial aid will be discontinued due to ineligibility.

(11) Institutional resources used to fund financial aid awards include, but are not limited to, state lottery funds, financial aid fees collected as a component of tuition, differential tuition dedicated to financial aid, funds provided by University of West Florida Foundation, Inc., interest earnings from designated University accounts, and any other

federal, state, institutional, foundation and other aid programs that are locally administered.

Authority: Article IX, Sec. 7, Fla. Constitution, Fla. Board of Governors Regulations 1.001, 3.009. History: New 12/10/10; substantive revisions _____, _____, 2021.