

**UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED REGULATION**

**REGULATION TITLE: UWF/REG 4.010 Student Financial Aid**

**SUMMARY:** Florida Board of Governors Regulation 3.009 provides university boards of trustees the responsibility to establish by regulation a policy relating to the administration, distribution, and use of student financial assistance.

**AUTHORITY:** Florida Board of Governors Regulations 1.001 (5) and 3.009;

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION:**

Dr. Chula G. King, Provost

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION**

**IS:** James Felder, Associate General Counsel, [jfelder@uwf.edu](mailto:jfelder@uwf.edu), Phone (850) 474-3420; FAX (850) 857-6058; Bld. 10/Rm 128; 11000 University Parkway; Pensacola, FL 32514-5750.

Any comments regarding the proposed regulation must be sent in writing to the contact person on or before October 17, 2010 to receive full consideration.

**THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES  
REGULATION WEBSITE:**

October 1, 2010

**THE FULL TEXT OF THE PROPOSED REGULATION IS SET FORTH BELOW:**

**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 is the single office of the University designated to coordinate the collection of data for all financial aid 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.
- (a) Financial Aid Policy and Advisory Committee. This committee provides advice and recommendations on financial aid related matters to the Provost. 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. 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.
- (b) 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 \_\_\_\_\_.*