

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4040

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PROCEDURE TITLE: Organization and Administration of Student Financial Aid Programs

STATUTORY REFERENCE: FLORIDA STATUTES 1004.65 AND 1009

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College

EFFECTIVE DATE: April 30, 1980

LAST REVISION DATE: January 13, 2004

LAST REVIEW DATE: January 13, 2004

I. PURPOSE

To set forth the general organization and framework for the administration of student financial assistance programs. To define the role and function of the financial assistance administrator within the framework of the goals and objectives of Miami Dade College.

II. PROCEDURE

The College maintains one office for the application, fiscal record keeping, and reporting responsibilities for its student financial assistance programs as required by governmental, private, and local agencies. Furthermore, the policies and procedures governing the administration and program requirements of financial assistance programs are determined and coordinated by the College Director of Student Financial Assistance Programs (“College Director”) with advisement from the College Financial Aid Committee.

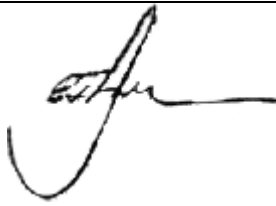
The College Director and the College Financial Aid Office, which is under the supervision and guidance of a Campus Director, represents the central organization and framework from which the student financial assistance programs are administered.

- A. The College Director is directly responsible for the development of and consistent implementation of policies and procedures relating to student scholarships, grants, loans, and student employment programs (College Work- Study Program and MDC Student Assistance Program) involving Federal, State, and College funds. The College Director further provides technical direction and regulates overall aspects of the student financial assistance program at the College including campus operations, fiscal planning and reporting, and procedures directly affecting the administration of student financial assistance at the College. More specifically, the College Director is directly responsible for:
1. The interpretation, communication, and implementation of Federal, State, and College program requirements; and the periodic review of the general operations to ensure compliance with regulations and College policy.
 2. The ongoing development and implementation of College-wide procedures for the overall administration of financial assistance programs in conjunction with recommendations originating from the College Financial Aid Committee.
 3. Planning, applications, and reporting activities for Federal, State, and College financial aid funds. This effort will be coordinated with the Campus Directors of Student Financial Assistance, District Office of Business Affairs, and other areas of the College as required.
 4. Serve as the representative of the College with regional and national agencies of student financial assistance including the Department of Education and the Florida State Department of Education.
 5. The development of the College's packaging plan and the allocation of financial resources to the campus operations in conjunction with recommendations originating from the College Financial Aid Committee.
 6. The development, negotiation, and maintenance of contractual agreements with various off-campus agencies for the placement of College Work-Study students.
- B. College Financial Aid Committee serves in an advisory capacity to the District College Director of Student Financial Assistance Programs in recommending policies and procedures for the administration and coordination of financial assistance programs offered by the College. Membership of the Committee consists of the College Director, who serves as chairperson, the Campus Directors of Student Financial Assistance, and a representative from the District Office of Business Affairs division. Non-voting resource members to the Committee include representatives from the District Internal Audit staff, Information Technology area, and Admissions and Registration Services. More specifically, the College Financial Aid Committee will have responsibility for:
1. The development and updating of financial aid operational policies and procedures so as to ensure compliance with federal and state regulations and private donor requests.
 2. Recommending the amount of aid dollars to be requested annually by the College through the Federal application process. Additionally, the Committee shall recommend

the campus distribution plan of financial aid funds received.

3. The development of College-wide financial aid applications and related forms.
4. The periodic review and evaluation of campus and general operations to ensure compliance with Federal, State, and College regulations.
5. Communicating and coordinating financial aid activities with other administrative areas of the College.

All procedures pertaining to the overall administration of financial assistance will be contained in the College Technical Manual of Procedures.

	
	1/13/04
PRESIDENT	DATE