

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4042

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PROCEDURE TITLE: Administration of Student Book Advances

STATUTORY REFERENCE: FLORIDA STATUTES 1004.65 AND 1006.50

BASED ON POLICY: IV-5 Student Rights and Responsibilities

EFFECTIVE DATE: June 26, 2019

LAST REVISION DATE: September 6, 2024


LAST REVIEW DATE: September 6, 2024

I. PURPOSE

To provide guidelines for the administration of book advances.

II. PROCEDURE

1. Book Advance funds may be available to students with eligible financial aid awards in excess of tuition and fees.
2. The College will establish a timeframe when students are eligible to use their book advance.
3. Students will be responsible for any debt incurred by the use of a book advance.
4. Subject to applicable laws, any debt as a result of an unpaid book advance may be assigned to a collection agency and any related costs, including legal fees and court costs may be added to the student's account.

	09/06/2024
PRESIDENT	DATE