



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # 2.306

Award and Packaging Policy

Authority: Enrollment Services

Effective Date: 06/08/2016

Last Revision: 04/01/2022

PURPOSE:

Fletcher Technical Community College administers and coordinates student financial aid from federal, state, institutional, and private sources. Resources are available to supplement what a student and/or the student's family is able to contribute to educational costs. The goal of the Enrollment Services Office is to attempt to meet the documented financial need, within funding limitations, for all students who have completed the required application processes. The College offers several scholarships and participates in Federal Title IV programs including grants, loans, and student employment. Awards are available to students according to the restrictions of the award and availability of funds.

POLICY STATEMENT:

Students are packaged on a first come-first served basis throughout the academic year. Applicants whose financial aid files are complete by Fletcher's priority deadlines will receive maximum consideration in the distribution of funding resources according to funding criteria. Eligible applicants completing a file after the priority deadline will be packaged based on availability of funding. Fletcher employs an up-front policy of packaging gift awards first and loans last. Students with demonstrated financial need are packaged subsidized loans based on eligibility. Unsubsidized loans are packaged for students who meet the eligibility criteria and who not have demonstrated financial need.

The results of the Free Application for Federal Student Aid (FAFSA) are used to determine eligibility for financial aid programs.

POLICY/PROCEDURE:

Construction of Packages

Students are packaged once they have satisfied all eligibility criteria and have completed the verification process, if applicable. Students are awarded the maximum amount allowable based on award limits, available funds, eligibility and remaining need. Financial need is calculated as:

Cost of Attendance – EFC = Financial Need

Scholarships, tuition waivers, other institutional grants or scholarships not controlled by the Enrollment Services Office and any other type of estimated financial assistance (EFA) are subtracted from the financial need first. Eligibility for all other awards, except Federal Pell grants, are calculated using the remaining need. Fletcher will consider all outside sources of aid that it has knowledge of when determining award amounts. If Fletcher becomes aware at a later point in time of an outside source of aid, the student financial aid package will be adjusted in accordance with federal and state regulations.

Eligible students who have submitted a FAFSA are processed through automated batch packaging. The majority of students will be packaged using the mass packaging functions. This will ensure that students are awarded consistently based on the same criteria.

General packaging guidelines are as follows:

- Determine if there are any outside resources (i.e. scholarship or state aid) for processing information.
- Determine Pell grant eligibility
- Determine eligibility for other aid in the following order:
 - SEOG, if offered by the college
 - Go Grant
 - Federal Direct Subsidized Loan
 - Federal Direct Unsubsidized Loan
 - Federal PLUS Loan
- As outside aid is received it will be included in the student award package

All funds, with the exception of Pell grant, will be offered. The Pell Grant will be automatically accepted.

Cost of Attendance

Fletcher adopts the standard budget recommended by the Louisiana Office of Student Financial Assistant (LASFAA). The college runs a process within the Banner system to programmatically update a student's cost of attendance at the end of each term. To ensure record accuracy, once the process is run, the college will run reports prior to disbursements that will review cost of attendance and packaging to confirm both are correct on student accounts. Aid will be adjusted at that time, if necessary.

OTHER PROCESSES:

Pending Loan Disbursements

The college will run reports at the end of each term to cancel pending disbursements in COD.

Fees

Because Title IV guidelines specify what types of fees can be covered using aid, when a new fee is proposed, the financial aid office will review to determine if the fee is considered to be an institutional fee or a non-institutional fee for the purposes of Title IV processing. The Executive

Director of Enrollment Management will work with the Business Office to do an annual review of fees to ensure accuracy.

Distribution: Distributed Electronically via College's Internet.

APPROVAL:

Reviewing Council/Entity	Approval Date
Governance Council	N/A
Chancellor's Leadership	N/A

DocuSigned by:

Kristine Strickland

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Chancellor

4/6/2022 | 1:52 PM CDT

Date