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TITLE: Financial Aid

EFFECTIVE DATE: October 1, 2014

LAST REVISION: October 9, 2014

Policy No. 5.551

Policy Statement

Purpose

To provide guidance for awarding of scholarships, grants, and other financial aid assistance to eligible students attending Baton Rouge Community College.

Scope/ Background

The Office of Financial Aid at Baton Rouge Community College administers federal, state, institutional and private aid programs. The college reviews, awards and ensures eligibility of available funds in an effort to support and maximize access to academic and technical programs offered through the college.

Applicability

This policy and its procedures apply to students who are pursuing various forms of financial aid including but limited to grants, loans and scholarships in accordance with specified federal regulations.

Criteria for Eligibility

The determination of need will be based on income and need as established by the federal financial aid process. Students must meet the following criteria:

- Demonstrate financial need according to Federal methodology
- Have a high school diploma, GED or its equivalent
- Be enrolled in a degree, diploma seeking or eligible certificate program.
- Be a U.S. Citizen or eligible non-citizen
- Make satisfactory academic progress as determined by the institution
- Complete the admissions process

Procedure for Financial Aid


1. Students must apply for financial aid by submitting appropriate application forms to the Office of Financial Aid.
2. All funds available to the college for financial assistance shall be administered through the Financial Aid Office (FAO). The selection of students to receive certain designated scholarships and other awards shall be submitted by the responsible department to the



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FAO for processing. When funds or awards for students are received from outside sources by other offices (i.e. Bursar's office) that will notify the FAO.

3. The FAO shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of need or the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.
4. Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.
5. All students applying for aid are required to apply annually for Federal and State assistance.

Source of Policy: BRCC Office of Financial Aid
Related Policy: Financial Aid SOP
Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Director of Financial Aid
LCTCS Policy Reference: _____
LCTCS Guideline Reference: _____
Date: 10/09/14