# NOTICE OF AMENDED REGULATION

**January 22, 2024**

**BOARD OF GOVERNORS**

Division of Universities

University of North Florida

**REGULATION TITLE:**

Financial Aid Regulation

**REGULATION NO.:**

2.0470R

**SUMMARY:**

The proposed revisions to the regulation include updating policy committee voting member titles, as well as ex officio members and providing minor updates to the regulation in general.

**MEETING DATE AND TIME:**

February 26, 2024 @ 8:30 a.m.

**FULL TEXT:**

The full text of the regulation being proposed is attached.

**AUTHORITY:**

Florida Constitution, Article IX, Section 7(c)

Florida Board of Governors Regulation 1.001

Florida Board of Governors Regulation Development Procedures

Florida Board of Governors Regulation 3.009

**UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:**

Anissa Agne, Assistant VP Enrollment Management and Financial Aid

**INDIVIDUAL TO BE CONTACTED REGARDING THE PROPOSED REVISED REGULATION:**

Stephanie Howell, Paralegal, Office of the General Counsel, [showell@unf.edu](mailto:showell@unf.edu), phone (904)620-2828; fax (904)620-1044; Building 1, Room 2100, 1 UNF Drive, Jacksonville, FL 32224.

***Any comments regarding the amendment of the regulation must be sent in writing to the contact person on or before February 5, 2024 to receive full consideration.***

** Regulation**

**Regulation Number**: 2.0470R

**Effective Date**: 01/05/09 **Revised Date**:

**Subject: Financial Aid Regulation**

**Responsible Division/Department**: Academic Affairs/Enrollment Services

**Check what type of Regulation this is:**

New Regulation

Major Revision of Existing Regulation

Minor/Technical Revision of Existing Regulation

Reaffirmation of Existing Regulation

Repeal of Existing Regulation

**I. OBJECTIVE & PURPOSE**

The University of North Florida is dedicated to the principle that every student applying for financial aid shall receive full consideration. Policies designed to provide funding to students who would otherwise be unable to receive a post-secondary education will be executed through the Office of Student Financial Aid. The University of North Florida will assure consistent and equitable treatment of all applicants and attempt to meet the full need of as many applicants as possible.

**II. STATEMENT OF REGULATION**

1. Financial Aid Policy Committee. The committee members shall consist of:
   * 1. Voting Members:
        1. Senior Enrollment Services Administrator (Assoc. Vice President Enrollment Services)
        2. Vice President of Administration and Finance or designee
        3. Vice President of University Development and Alumni Engagement or designee
        4. Provost/Associate Provost or designee
        5. Associate Vice President for Institutional Research and Performance
     2. Ex officio members:
        1. Senior Student Financial Aid Administrator (Asst. Vice President Enrollment Management and Student Financial Aid), chair
        2. Chief Compliance and Ethics Officer

1. The purpose of the Financial Aid Policy Committee is as follows:
   * 1. Recommend University regulation on matters related to institutional financial aid and scholarship programs.
     2. Establish financial aid, scholarship, fund raising and development program objectives consistent with the University's mission and strategic plan.
     3. Monitor effectiveness of financial aid and scholarship activities.
     4. Recommend appropriate organizational structure and awarding criteria to ensure clear and transparent awarding standards.
     5. Oversee development/review of appropriate training for scholarship activities.
     6. Create Working Group Committee including representation from:
        1. Director Student Financial Aid Scholarships
        2. Director Student Financial Aid Processing
        3. Director Donor Engagement Steward
        4. Scholarship representative Brooks College of Health
        5. Scholarship representative Coggin College of Business
        6. Scholarship representative College of Computing, Engineering and Construction
        7. Scholarship representative College of Arts and Sciences
        8. Scholarship representative College of Education and Human Services
        9. Scholarship representative Hicks Honors College
        10. Scholarship representative University Development Alumni Engagement
        11. Controller
        12. Chief Budget Officer
2. Enrollment Management Student Financial Aid
   1. The Office of Student Financial Aid shall be the single office designated to coordinate and administer financial aid and scholarships at the University of North Florida.
   2. The Office of Student Financial Aid coordinates the distribution and use of all need-based resources, as well as all merit-based programs awarded by the Office of Admissions, the Graduate School and the individual colleges or departments of the University. Additionally, this office coordinates scholarships awarded to students by donors external to the University.

1. Distribution and Use of Financial Aid and Scholarship Funds
   1. Institutional resources include all federal, state, institutional, foundation and other aid programs that are locally administered.
      1. Financial need and academic merit are given primary consideration in the awarding of financial aid to students. Also considered are the balance of funding levels between need-based and non-need based programs to reflect the needs of the UNF student population, the necessity for increasing current programs versus the need for new programs and assuring fiscal integrity.

i. Need-based funds are distributed on a priority basis to students who apply by the established deadline each year and who have a demonstrated financial need, as determined by a nationally recognized need-analysis system, and who complete all student aid application requirements. The optimum financial aid package varies considerably due to student classification, family financial status, availability of funds and application date.

* + - 1. ii. Academic merit assistance is awarded to University of North Florida students according to their academic standing, achievement test scores or ability to contribute to the institution.

iii. The University of North Florida recognizes special student talents and qualities in artistic, athletic, technical and other areas and awards scholarships, grants and waivers for such contributions.

1. Information concerning any institutional need-based financial aid program may be obtained from the Offices of Student Financial Aid or Institutional Research.
   1. Institutional Research shall be the single office designated to coordinate the collection of data for all programs of financial aid for use in university system and state information systems.

**III. STATEMENT OF PROCEDURES**

1. Committee shall meet four times per year (quarterly).
2. Annual report on previous years’ activity are due by December 31 each year.
3. Review of all active College/Departmental scholarships are to be completed on an annual basis.
4. Review of all active foundation scholarships are to be completed on a rotating basis, one-third per year with all reviewed within 3 years.
5. Review and recommend preliminary estimated Institutional and Foundation scholarship budgets for following-year awards by August 1 (example: 2023-2024 estimated budgets established by August 1, 2022). Review finalized budget by May 1 for upcoming-year awards (example: 2023-2024 final budget approved by May 1, 2023).

Authority: BOG Regulation 3.009. Approved by BOT\_\_\_\_\_\_\_\_\_\_\_\_