

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4040

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PROCEDURE TITLE: Student Financial Assistance Program Operational Manual (SFAPOM)

STATUTORY REFERENCE: FLORIDA STATUTES 1004.65, 1009.29

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

EFFECTIVE DATE: April 30, 1980

LAST REVISION DATE: June 26, 2019

LAST REVIEW DATE: June 26, 2019

I. PURPOSE

To prescribe to a uniform Student Financial Assistance Program Operational Manual (SFAPOM) governing student financial assistance programs offered by Miami Dade College, which defines the framework and administration of all Financial Aid Programs at the College.


II. PROCEDURE

The College must keep comprehensive, accurate program and fiscal records related to its use of Federal, State, and College financial aid funds. The Campus Financial Aid Directors and the Associate Vice Provost of Student Financial Services will contribute to the drafting of policies and procedures governing the administration and program requirements of financial aid programs.

1. College procedures governing grants, scholarships, loans, student employment, and record maintenance are provided in the SFAPOM, which is a supplemental manual to the College Procedures, Volume III. The SFAPOM specifies operations and functions consistent throughout the College that have been specifically developed for those areas, offices, and personnel directly involved with student financial assistance.
2. Campus Financial Aid Directors and the Associate Vice Provost of Student Financial Services are directly responsible for:
 - a. The development, review, and modification of the SFAPOM, the College policies and MDC Technical Manual of Procedures (TMOP's) are intricately related to the Financial Aid operations to ensure compliance with the U.S. Department of Education (USDE), the Florida Department of Education (FLDOE) and institutional guidelines. The Associate Vice Provost of Student Financial Services and the Executive Vice President

- and Provost approve the College TMOP recommendations.
- b. Planning, applications, and reporting activities for Federal (USDE), State (FLDOE), and College financial aid funds.
 - c. Serving as the representatives of the College with external agencies, including the USDE and FLDOE.
 - d. The allocation and distribution of financial resources.
 - e. The coordination of financial aid recruitment activities.
 - f. The dissemination of information to students regarding financial aid programs through financial aid communication letters and related forms.

All procedures pertaining to the overall administration of the financial aid programs will be contained in the SFAPOM..

	06/26/2019
PRESIDENT	DATE