

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

Chapter 5 – Admissions and Financial Aid

5-1001 Mission Statement and Goals

The mission of the Office of Admissions and Financial Aid is to identify, recruit, enroll, and provide appropriate financial assistance to a diverse population of high ability students, with the potential to benefit from, and contribute to, NCF's education program as described in the College's mission statement. To maintain this mission, the Office has the following goals:

- (1) To develop and maintain an enrollment profile consistent with a nationally recognized public liberal arts honors college.
- (2) To aid prospective students, their families, and advisors by providing comprehensive information, interactive experiences, and individualized counseling regarding the NCF academic program.
- (3) To counsel prospective, new, and continuing students and their families about the sources and availability of financial aid.
- (4) To aid prospective, new, and continuing students and their families by assisting them in obtaining aid through federal, state, local, and private agencies.
- (5) To provide accurate and efficient delivery of financial aid funds.
- (6) To continue adherence and compliance with the principles of good practice as set forth by the National Association for College Admission Counseling and by the National Association of Student Financial Aid Administrators, as well as all local, state, and federal regulations.

History: Created as regulation 5.01 on 6-16-07; Revised and renumbered 10-7-09.

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5-1002 Definitions

“Financial Aid” and “Financial Assistance” shall mean programs relating to internal and external scholarships, grants, loans, student employment, and fee waivers.

History: Created as regulation 5.02 on 6-16-07; Revised and renumbered 10-7-09.

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5-1003 Regulation Purpose

The purpose of this regulation is to establish NCF's guidelines for recruitment, selection, and enrollment of new students; and financial assistance to prospective, new, and continuing students.

History: Created as regulation 5.03 on 6-16-07; Revised and renumbered 10-7-09.

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5-1004 Admissions

(1) General. NCF is highly selective in admitting students. The College actively recruits individuals who meet the requirements of Section 1007.261, F.S., State of Florida BOG Regulations 6.001, 6.002, 6.004, 6.009, and 6.018, the requirements of this regulation, which are consistent with the mission of the College:

- (a) Demonstrate above average ability, academic motivation and self-discipline;
- (b) Will benefit from the demanding academic program and flexible curriculum;
- (c) Demonstrate evidence of intellectual potential, strong academic preparation, self-motivation and initiative, tenacity, curiosity, and concern for others;
- (d) Are eager to take responsibility for their own educations; and
- (e) May positively impact the College community through contributing to 1) the College's mission of attaining the educational benefits of diversity, 2) an active campus life, and/or 3) community engagement.

(2) Recruitment practices are guided by the Statement of Principles of Good Practice of the National Association for College Admission Counseling.

(3) Admissions Decisions. The Dean of Enrollment Services makes admissions decisions, subject to the institutional goals set by the College President and BOT. An applicant's completed application file will undergo review for a recommendation by an admissions counselor to gauge the extent to which the applicant demonstrates the academic ability, creativity, or talent to perform the required work within the College's academic program and the potential to succeed within and contribute to the College community. Admission of new students at all levels is on a selective basis within curricular, space and fiscal limitations. Satisfaction of minimum admission requirements does not guarantee acceptance. The selection process takes into consideration such factors as grades, test scores, pattern of courses completed, class rank, educational objectives, past conduct, school letters of recommendation, personal letters of recommendation, and personal records of involvement in activity outside the curriculum. The Dean may consider an applicant's demonstrated interest in attending the College and allocation of limited guaranteed scholarship resources as criteria for admission to NCF.

(4) Admission practices are guided by the Statement of Principles of Good Practice of the National Association for College Admission Counseling.

(5) Non-Discrimination in Admissions. The College encourages applications from qualified applicants without regard to race, color, religion, age, disability, sex, marital status, national origin or veteran status. (As provided by law, the College does not discriminate in admissions based upon these characteristics.) The College's admissions criteria shall not be applied so as to discriminate against community college transfers with Associate in Arts ("AA") degrees from Florida public community colleges in favor of State University students who are applying for admission or plan to continue enrollment after the completion of sixty (60) semester credits at the lower division level.

(6) Substitution, Modification or Waiver of Admission Requirements.

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(a) In the case of applicants with disabilities, the College will grant reasonable substitution or modification of any admission requirement pursuant to BOG Regulation, where the College's Disabilities Services Coordinator reviews the documentation submitted by the applicant and assesses that the failure of the applicant to meet the requirement is due to his or her disability, and the Dean of Enrollment Services determines that substitution or modification does not constitute a fundamental alteration of the College's academic program. An applicant may appeal the Dean's decision regarding substitution or modification through a written petition addressed to the Dean of Enrollment Services; the petition will then be forwarded for review by the President of NCF. The President's decision on appeal shall constitute the College's final decision. Information regarding special admission consideration based upon a disability and for appealing a denial of admission is posted in the admission portion of the College website and in the admission portion of the NCF General Catalog. Applicants are provided this information in the New College of Florida Supplement to the Common Application.

(b) The Dean of Enrollment Services will consider for admission an applicant who does not fully meet minimum admission requirements but who has special attributes, special talents or unique circumstances that may contribute to a representative and diverse student body. If the Dean determines that the applicant can reasonably be expected to do satisfactory work at NCF and has important attributes, special talents or unique circumstances that may contribute to a representative and diverse student body, the Dean may admit the applicant.

(7) Previously Degreed and Non-Degree Seeking Students. The College does not enroll students who have previously attained graduate or four year undergraduate degrees, or non-degree seeking students, and they will not be permitted to register for courses.

(8) Prior Misconduct of Applicant for Admission. The College may refuse admission to a student whose record shows previous misconduct not in the best interest of the College community. Review of misconduct may be done by the Dean of Enrollment Services (or his/her designee) or, in more serious cases, by the Student Affairs Judicial Coordinator. If the Student Affairs Judicial Coordinator's review results in denial of admission, the applicant may appeal in writing through a petition to the Dean of Enrollment Services, to be forwarded to the Dean of Students for review.

(9) Appeals of Admissions Decisions. Denied applicants may appeal the decision with a written petition addressed to the Dean of Enrollment Services. Petitions will be considered by the appropriate reviewer(s) as follows:

(a) Appeal of conduct review—NCF Dean of Students. See 5-1004(8).

(b) Appeal on basis of disability—NCF President. See 5-1004(6).

(c) All other appeals—NCF Provost; appeals denied by the Provost may be further reviewed by the Academic Administrative Council.

(10) Early Admission. NCF provides an early admission program for mature high school students to enter the College prior to graduation from high school. Applicants for early admission are evaluated

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on an individual basis and must demonstrate strong capability for academic work based on the following:

- (a) High school record;
- (b) Writing;
- (c) Admission test scores;
- (d) Support from the high school; and
- (e) Required interview.

(11) International Student Admission. Within enrollment, space, and fiscal limitations, eligible international students may be accepted for admission under the following conditions:

- (a) International students are obligated to follow the laws and regulations set by the United States Citizenship and Immigration Services and the United States Department of State.
- (b) An international applicant must be academically eligible for admission at the level of entrance requested by the applicant. An international student must demonstrate the required level of academic preparation as evidenced by official academic records. These records are needed to ascertain the level and quality of the student's previous education and achievement in comparison with that of other students. Official academic documents must be provided in (or translated into) English and evaluated by a reputable credential evaluator.
- (c) An international applicant's proficiency in English must be adequate. International students whose first language is not English must demonstrate English language proficiency as one condition of admission eligibility. This may be done through one of the following:
 - 1. ETS Test of English as a Foreign Language (scores must be no more than 2 years old; minimum scores 560 on the paper test, 220 on the computerized test, or 83 on the internet-based test);
 - 2. A score of at least 6.5 on the International English Language Test System exam (scores must be no more than 2 years old);
 - 3. SAT Reasoning Test scores of 500 or higher on the Critical Reading section and 500 or higher on the Writing section;
 - 4. ACT scores of at least 21 on English and 22 on Reading;
 - 5. Successful completion of International Baccalaureate English A1 or A2; or
 - 6. Completion of the AA at a Florida public community college. Proficiency may be considered met by students who have attended all of secondary school in English-speaking schools (such as American schools, British schools, or International schools abroad), or who

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have completed two years of college study in the US or at another college or university where English is the language of instruction.

(d) In order for an I-20 to be issued to an enrolling international student, the student must provide documentation showing sufficient resources to cover tuition, fees, books, room and board, health insurance, and other living expenses while enrolled at the College.

(e) An enrolling international applicant determined to be academically and financially eligible for admission must submit a health history form including proof of immunizations as required by the College prior to enrollment at the College.

(12) Application and Admission Procedures, Forms and Additional Information. The application for admission, information for applying online, and information on admissions criteria and the College may be obtained by doing any of the following:

(a) Calling the Office of Admissions and Financial Aid at 941-487-5000;

(b) E-mailing the Office of Admissions and Financial Aid at admissions@ncf.edu;

(c) Accessing the NCF website at www.ncf.edu; or

(d) Writing to the New College of Florida Office of Admissions and Financial Aid, 5800 Bay Shore Road, Sarasota, FL 34243-2109.

(13) Each prospective student is assigned an admissions counselor, and is encouraged to work closely with that person from the time of initial inquiry to the time of enrollment.

(14) Residency Classification. The Office of Admissions and Financial Aid determines the initial residency classification for tuition purposes for each student prior to enrollment. NCF will consider appeals of residency classification and reclassification through a committee of three College staff members who are not responsible for handling day-to-day residency classification or reclassification paperwork. This committee will meet once per semester to consider petitions for Florida residency, and render the final residency determination (and the reasons for the determination) in writing.

History: Created as regulation 5.04 on 6-16-07; Revised and renumbered 10-7-09.

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5-1005 Financial Aid

(1) General. The Office of Admissions and Financial Aid administers financial aid programs in accordance with all federal, state and institutional regulations, including 34 CFR Part 600 (http://www.access.gpo.gov/nara/cfr/waisidx_05/34cfr600_05.html), Florida Education State Statutes Chapter 1009 (http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch1009/ch1009.htm), and the current year NCF Financial Aid Packaging Policy, available upon request in the Office of Admissions and Financial Aid. The Default Management Committee is the College's policy-level committee that has the responsibility to recommend policy on matters relating to financial aid, recommend specific financial aid program objectives in support of the College master plan, and facilitate the conduct of financial aid activities; this committee meets annually to approve the NCF Financial Aid Packaging Policy, ensuring that financial aid resources are used in a manner that serves the institution's plan for equalizing educational opportunity, and that financial need and academic merit are given primary consideration in the award of financial aid funds. All financial aid awards are contingent upon funding availability.

(2) Financial Aid Functions. Financial aid counseling and administration are services provided to prospective, new, and continuing students. The chief financial aid officer is the Director of Financial Aid, who reports to the Dean of Enrollment Services. The Financial Aid Coordinators assist the Director with administration of financial aid and recruitment of prospective students. The Office of Admissions and Financial Aid is responsible for administration and coordination of all federal, state, institutional and private grants, scholarships, work-study, and loan programs. It is also responsible for collecting data for all programs of financial aid for use in university system and state information systems and for providing financial aid information to prospective, new, and continuing students (and their families, as appropriate).

(3) Eligibility Requirements. All students are encouraged to apply for need-based financial aid by filing a Free Application for Federal Student Aid (FAFSA).

(a) The FAFSA must be completed each year beginning January 1 for need-based financial aid consideration for the following academic year. The Office of Admissions and Financial Aid uses a priority consideration deadline of March 1 for need-based awards, and collects tax documentation on applicants as determined by the Federal Processor. Students selected for tax verification must submit all requested documentation to the Office of Admissions and Financial Aid in order for financial aid awards to be disbursed to the student's business office account.

(b) The admissions application is the only application required to be considered for NCF Scholarships.

(4) Notification of Awards. Upon awarding student financial aid, the Office of Admissions and Financial Aid will promptly notify the student via an Award Letter, accompanied by a Financial Aid Award Letter Guide that details award programs, provides contact information, and discusses the disbursement of financial aid awards. The Award Letter and Guide discusses the following points:

(a) All grants and scholarships are automatically accepted for the student.

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(b) Students wishing to decline self-help aid, loans and/or work-study are instructed to return the Award Letter indicating the program that they are declining.

(c) Students wishing to borrow from the Stafford Loan Program must submit a Stafford Loan Request Form and complete an Entrance Interview. The Loan Request Form need only be completed once and is valid throughout each student's enrollment at NCF.

(d) Students who are eligible for the work-study program will be contacted by mail to determine their level of interest and to assist them with on-campus job placement.

(e) Students planning to study abroad should meet with a Financial Aid Coordinator.

(f) Students withdrawing or being placed on an emergency leave of absence are subject to the Return of Title IV calculation for Federal awards.

(g) Students must be in good academic standing according to the Standard of Satisfactory Progress for Financial Aid Recipients Policy in the financial aid portion of the NCF General Catalog.

(h) The process to apply aid toward Book Advances.

(5) Change of Student Circumstances. Students experiencing a change in the household income or expenses due to medical reasons are encouraged to submit an Adjustment Request Form along with supporting documentation. Because financial aid is meant to assist students by considering their current circumstances, the Office of Admissions and Financial Aid will adjust students' eligibility to reflect such circumstances.

(6) Disbursement of Financial Aid. The NCF Business Office is responsible for disbursing financial aid awards. Financial aid awards will only be disbursed to enrolled students. Awards are not disbursed prior to the late contract submission deadline.

(7) Available Student Financial Aid Resources. For an in-depth listing of our Institutional Scholarships, please see the current academic year's packaging policy. The following types of financial aid programs are available to eligible applicants who enroll at NCF:

(a) NCF Scholarship. This scholarship is institutionally funded and awarded on the basis of merit or on need as determined by the FAFSA.

(b) NCF Grant. This is an institutionally funded grant awarded to students based on financial need as determined by the Free Application for Federal Student Aid (FAFSA).

(c) NCF Work-Study. This employment program is administered by NCF and awarded on the basis of financial need. Students may seek jobs on and off campus. Eligibility is determined on the basis of information provided on the FAFSA.

(d) Federal Pell Grant. This grant is funded by the federal government, with eligibility determined by the Department of Education for students demonstrating exceptional financial need on the basis of information provided on the FAFSA.

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(e) Federal Supplemental Educational Opportunity Grant. This grant is funded by the federal government. Preference is given to students with exceptional need.

(f) Federal Academic Competitiveness Grant. This grant is funded by the federal government, for Pell Grant recipients who graduated high school after January 1, 2005, are US Citizens or eligible non-citizens, are enrolled in their first year of college, and have completed a rigorous secondary school program as determined by the Department of Education.

(g) Federal Stafford Loan. This federal loan has a variable interest rate that will not exceed a fixed percentage. Eligibility is determined by the College, based on the information provided on the FAFSA. Loan funds are provided by private lenders participating in the Federal Stafford Loan program. Loans are either subsidized or unsubsidized, dependent on the level of need. An independent student (as determined by the FAFSA), or a dependent undergraduate whose parents are unable to borrow under the Parent Loan for Undergraduate Students (PLUS) program, may be eligible to borrow additional amounts under the unsubsidized Federal Stafford Loan program.

(h) Federal PLUS Loan. The Parent Loan for Undergraduate Students (PLUS) is not packaged as a component of the financial aid package, but is available to families who wish to borrow to finance all or a portion of their Expected Family Contribution. The PLUS loan is a non-need based federal program that enables parents with good credit histories to borrow to pay the educational expenses of their dependent college students. Parents may borrow up to the Cost of Attendance minus any other financial aid. Repayment begins within 60 days of disbursement with a maximum repayment period of 10 years. There is no federal interest subsidy on the PLUS Loan.

(i) Federal Work-Study. This employment program is funded by the federal government, and awarded on the basis of financial need. Students may seek jobs on campus through a variety of offices. Eligibility is determined on the basis of information provided on the FAFSA.

(j) Florida Student Assistance Grant (FSAG). FSAG is a state-funded grant program for Florida residents. Residency is determined by the Office of Admissions and Financial Aid for entering students and by the Office of the Registrar for continuing students. FSAG is awarded to students based on financial need as determined by the FAFSA. Preference will be given to students who complete the FAFSA by the March 1 priority deadline. Continuing students must meet the Florida Department of Education's renewal criteria to remain eligible. Award is contingent upon sufficient appropriation of funds by the Florida legislature.

(k) Florida First Generation Matching Grant. This grant is funded by the NCF Foundation and the State of Florida, and may be available to Florida students who demonstrate financial need and whose parents have not earned a baccalaureate degree. Students must submit an application to be considered for this grant. Eligibility is determined by the Office of Admissions and Financial Aid on the basis of information submitted on the FAFSA. Award is contingent upon availability of funding.

(l) Florida Bright Futures Scholarship. The Florida Bright Futures Scholarship Program established three lottery-funded scholarships to reward Florida high school graduates who are US citizens (or eligible non-citizens) for high academic achievement. The Florida Bright Futures

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Scholarship Program is comprised of three different awards (a student is only eligible for one award): Florida Academic Scholars Award, Florida Medallion Scholars Award, and Florida Gold Seal Vocational Scholars Award.

(m) Florida Academic Top Scholars (ATS) Award. The Florida Department of Education designates one Florida Academic Scholars award recipient in each district as an ATS award recipient. This scholarship pays an award in addition to the Bright Futures scholarship. It is awarded to the highest ranked Florida Academic Scholars Award recipient in the county where the student last attended high school. Highest ranked determination is based on the Bright Futures GPA and composite SAT or equivalent ACT test score.

(n) Robert C. Byrd Honors Scholarship. The Florida Department of Education assigns these scholarships to outstanding Florida resident high school graduates who show promise of continued academic achievement.

(o) José Martí Scholarship Challenge Grant. This need-based merit scholarship provides financial assistance to eligible Florida resident students of Hispanic origin. Priority is given to applicants who apply during their senior year of high school.

(p) Theodore R. and Vivian M. Johnson Scholarship. This scholarship is a competitively awarded program which is available to undergraduate students with disabilities who enroll in a State University System of Florida (SUS) institution. Applicants must: provide official transcripts, provide documentation of the nature and/or extent of the disability, gain admission as a degree-seeking undergraduate student into an SUS institution, and have demonstrated financial need according to a completed FAFSA.

(q) Other outside awards as available. These awards may include NH, VT, RI and DC Tuition Assistance Grants and others awards administered by outside entities that require NCF certification of student enrollment.

(r) NCF Textbook Grant. This grant provides supplemental funding for students who need additional financial assistance with the cost of textbooks.

(s) Latin American/Caribbean Scholarship Program. This program was instituted to help the State of Florida build relations with Latin America and the Caribbean. With publicly funded scholarship assistance and temporary Florida residency, the College helps students pursue a more affordable college education to the benefit of their home country or territory. The Dean of Enrollment Services will consider this scholarship program for US Citizens and Permanent Resident Aliens who reside in Puerto Rico or the US Virgin Islands, and for international students from Latin America or the Caribbean who seek an F-1 student visa to study at NCF.

(8) Petitions. A student, or parent, where permissible, who disagrees with the decision of the Office of Admissions and Financial Aid, or wishes to provide supplemental information for purposes of amending the application for financial aid, may do so by filing a written petition with the Director of Financial Aid. The Director will review petitions with the Dean of Enrollment Services, who shall render a final decision on the petition in writing.

History: Created as regulation 5.01 on 6-16-07; Revised and renumbered 10-7-09.