

**LONE STAR COLLEGE SYSTEM DISTRICT
BOARD POLICY MANUAL
Fourth Edition**

Students that believe an error occurred regarding a fee should contact their Vice President of Administrative Services. The only available appeal from a Vice President of Administrative Services' determination is to the college President. The college President's decision is final.

LSCS Policy Manual Section VI adopted by the Board of Trustees on March 3, 2016

VI.C. FINANCIAL AID

VI.C.1. Financial Aid

VI.C.1.01 Policy

Financial aid removes financial barriers preventing access to educational opportunities. The College participates in programs providing aid through grants, scholarships, work-study, and loans. Financial aid policies provide uniform, efficient guidelines for the College's financial aid offices in getting information, giving awards, and governing programs. This policy supplements the College's compliance with federal and state statutes and regulations.

VI.C.1.02 Standards

- (a) **Financial Aid Application.** Students applying for financial aid, other than scholarships, must first complete a Free Application for Federal Student Aid (FAFSA) form. The information submitted in the application may be verified. Scholarship applicants must submit scholarship applications by published deadlines. Scholarship donors determine scholarship eligibility criteria.
- (b) **Disbursement of Financial Aid Funds.** Financial aid awards other than work-study awards are credited to the student's account and pay tuition, fees, and books. Any balances are refunded to the student. The College's work-study funds are distributed through its payroll system.
- (c) **Repayment of Title IV Funds.** Students receiving Title IV funds, who withdraw from a course before the 60 percent point of completion, must return the unearned portion of the Title IV funds.
- (d) **Financial Aid Probation and Suspension.** Students must meet certain academic progress standards to remain eligible for the College's financial aid programs. Students who do not make satisfactory academic progress will be placed on financial aid warning, probation, or suspension.

VI.C.1.03 Appealing a Financial Aid Suspension. A student placed on financial aid suspension who wants to appeal the suspension shall complete and submit an appeal form to the appropriate College official.

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The College must provide the student with a written decision regarding the student's appeal and provide any remaining appeals remaining available.

VI.C.1.04 Title IV Fraud

Any person who embezzles, misapplies, steals, or obtains funds by intentional misrepresentation, false statement, or forgery, commits fraud. A person who does not refund any owed funds, assets, or property received under Title IV commits theft and conversion. A person committing fraud can be penalized and fined under federal law. A person committing theft and conversion can be penalized, fined, and sued under Texas law.

The College shall refer Title IV fraud to the U.S. Department of Education by forwarding the investigative report to the agency and supporting documents. College administrators shall determine whether to refer the case to the U.S. Attorney General. The College's General Counsel shall be responsible for making any such referral.

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VI.D. STUDENT WELFARE AND RIGHTS

VI.D.1. Student Organizations

VI.D.1.01 Policy

The College provides equal opportunities to all students participating in courses, activities, and programs regardless of race, color, sex, age, sexual orientation, religion, ethnic or national origin, religion, disability, veteran status, or any other protected status. The College cannot deny a student group registration because of the group's views.

VI.D.1.02 Definitions

- (a) **Necessary Student Travel Paperwork** includes all required forms specified in the College procedures for student organization travel.
- (b) **Risk Management Program** means a program that discusses the following topics:
 - (1) possessing and using alcoholic beverages or illegal drugs, including penalties that may be imposed for possessing either substance;
 - (2) hazing;
 - (3) sexual harassment;
 - (4) fire and other safety issues, including possessing and using a firearm, other weapon, or explosive device;
 - (5) traveling outside the College's location area;
 - (6) behavior at parties and other events held by a student organization; and
 - (7) adoption by a student organization of a risk management policy.
- (c) **Student Organization** means a student group that has properly registered with and is recognized by the College.