

**LONE STAR COLLEGE SYSTEM DISTRICT  
BOARD POLICY MANUAL  
Fifth 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.

**VI.B.4.04 Continued Receipt of Certain Exemptions and Waivers**

For formula-funded courses, a student receiving certain mandatory or discretionary State of Texas exemptions or waivers from payment of all or part of tuition or other fees for enrollment may continue to receive the exemption or waiver for a subsequent semester or term only if the student maintains a grade point average that meets the College's satisfactory academic progress standards regarding eligibility for financial aid.

For formula-funded courses, a student who fails to maintain a grade point average constituting satisfactory academic progress may receive certain exemptions or waivers in any semester or term by showing hardship or other good cause, including:

- (a) a severe illness or other debilitating condition that could affect the student's academic performance;
- (b) that the student is responsible for the care of a sick, injured, or needy person and that the student's provision of care could affect the student's academic performance;
- (c) the student's active duty or other service in the United States armed forces or the student's active duty in the Texas National Guard; or
- (d) any other cause considered acceptable by the College.

*LSCS Policy Manual Section adopted by the Board of Trustees on May 3, 2018*

**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

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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.

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.

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

**VI.D. STUDENT WELFARE AND RIGHTS**

**VI.D.1. Non-Academic Student Travel**