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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**

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**VI.D.1.1. Policy**

The College provides equal opportunities to all students participating in courses, activities, and programs regardless of race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status. Section VI.D.1 applies to only to Non-Academic Student Travel as defined below.

*LSCS Policy Manual Section adopted by the Board of Trustees on February 2, 2017*

**VI.D.1.02 Definitions**

- (a) **Necessary Student Travel Paperwork** includes all required forms specified in the Chancellor's Procedures for Non-Academic Student Travel.
- (b) **Non-Academic Student Travel** covered by this Policy means travel that meets three conditions. First, the travel must be at least farther than 25 miles from the closest Lone Star college campus or satellite center to the final destination. Second, the travel is not directed by an instructional employee to achieve an academic objective. Third, either (1) the College funds the travel *and* uses a college-owned or -leased vehicle, or (2) a college-registered student organization requires the travel. Travel that does not meet all three of these conditions is not considered Non-Academic Student Travel and Section VI.D.1 does not apply.
- (c) **Non-Academic Student Travel Funded by the College** means paying for expenses associated with the activity or event from a College-maintained budget item or fund. The College funds travel even if an outside tour company arranges the College-sponsored trip and travelers pay their own travel-related expenses.
- (d) **Non-Academic Student Travel Required by a Registered Student Organization** means the travel related to the organization's official activities, including attending and participating at conventions, workshops, athletic events, and non-athletic competitions. This definition does not include social or optional events organized by a registered student organization or an optional course activity recommended by a faculty member.

**VI.D.1.03 Non-Academic Student Travel**

Students complete and submit Necessary Student Travel Paperwork at least five working days before the Non-Academic Student Travel. Commercial airlines, College-owned, -rented, or -leased vehicles, and commercial vehicles are approved transportation modes for Non-Academic Student Travel under this policy.

- (a) **College-provided Transportation.** A driver transporting students in College-owned, -leased, or -rented vehicles must meet the following qualifications: (a) be a College employee approved by the Chief Student Services Officer, (b) have a valid

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driver's license appropriate for the vehicle being driven, and (c) have a satisfactory driving record.

The driver must also ensure that passenger numbers do not exceed the vehicle's designated passenger capacity—each passenger must be secured by a seat belt. A driver must not drive for more than three consecutive hours without taking a 15-minute break from driving. A driver may not read emails or text messages while driving students. A driver must obey all safety procedures and traffic laws.

- (b) Student-provided Transportation.** The following applies when student-owned vehicles are used for Non-Academic Student Travel: (1) College students are not covered by the College's vehicle insurance policies and cannot be College-approved drivers; (2) adult students drive their own private vehicles at their discretion and peril; (3) adult students riding with another adult student do so at their discretion and peril; (4) College employees cannot arrange for students to drive other students; (5) all student drivers must sign a liability waiver for driving their own vehicle and submit this in accordance with the Necessary Student Travel Paperwork; (6) all student-owned vehicle accidents or collisions must be covered by the student's vehicle insurance policy; (7) the Non-Academic Student Travel conditions must be detailed in the appropriate form submitted with the Necessary Student Travel Paperwork; and (8) the College must provide student drivers with directions to the intended destination.

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

**VI.D.1.04 Student Group Registration Eligibility**

A student group may register on the College's campuses if (a) the student group does not deny membership because of race, color, sex, age, sexual orientation, religion, ethnic or national origin, religion, disability, veteran status, or any other protected status.; (b) the student group has a Student Organization Advisor; (c) its registration is not prohibited after disciplinary action; and (d) the College's currently enrolled students and employees compose its membership. Alumni, faculty, and staff can serve as advisors by invitation.

**VI.D.1.05 Required Risk Management Training for Student Groups**

The College will provide a Risk Management Program for registered student organizations at least once each academic year. The College requires the Student Organization Representatives and its Student Organization Advisor(s) to attend. The College must record the program's attendance and keep those records for at least three years after the program is held. Other student organization members may attend the program. Student Organization Advisors or Student Organization Representatives will brief the entire student organization on the program's contents at the next full membership meeting.

**VI.D.1.06 Compliance with the College's Policies**

Registered student organizations must comply with the College's policies and procedures. The student organization's activities and programs require Student Organization Advisor approval.

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Student organizations do not legally represent or bind the College. A registered student organization may use the College's tax exemption number for its purchases relating to the College's tax-exempt educational purpose. Items for personal use are not exempt from sales tax.

**VI.D.1.07 Violation of the College's Policies**

The College can charge a registered student organization with violating this policy and or the Student Code of Conduct. The organization and its Student Organization Representatives may be held responsible for violations during organization-sponsored events. The College holds student organizations and their Student Organization Representatives responsible for violations committed by a member representing the organization or associated with the organization.

Sanctions for student organization misconduct may include the College revoking the registered student organization's status. Sanctions can also include those listed in Section VI.F.1. A student organization may appeal or proceed as an individual student might under Section VI.F.1.

**VI.D.1.08 Sale of Taxable Items**

A registered student organization may hold one or two sales each year exempt from taxes imposed by Chapter 151 of the Texas Tax Code so long as the sales price of each taxable item remains \$5,000 or less. If, at the sale, the student organization sells an otherwise taxable item that it manufactured or which was donated to the student organization, the item is exempt from taxes imposed by Chapter 151 of the Tax Code regardless of sales price unless a donated item is sold to the donor. Each sale may last no longer than 24 hours.

**VI.D.1.09 Raffles**

The College allows registered student organizations to hold raffle-ticket sales at the College—subject to reasonable time, place, and manner restrictions and always following Texas law.

**VI.D.2. Religious Holy Days**

**VI.D.2.01 Policy**

The College respects students' religious observances even though they may conflict with the College's class meetings, assignments, and examinations.

**VI.D.2.02 Definitions**

- (a) **Religious Holiday** means a holy day observed by a religion whose worship places are exempt from property taxation under Section 11.20 of the Texas Tax Code.
- (b) **Excused Absence** means a student is treated consistently with the instructor's policies and procedures regarding other excused absences—except that no instructor may unilaterally deny the student the opportunity for make-up work under this policy.

**VI.D.2.03 Requesting Absences for Religious Holy Days**