



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Awarding of Financial Assistance for Students  
**Procedure Number:** 07-2003-0001  
**Board Policy Reference:** IV.A.

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**Accountable Administrator:** Vice President, Student Affairs  
**Position responsible for updating:** Director, Student Financial Assistance  
**Original Date:** February 1966  
**Date Approved by Cabinet:** 11-28-17  
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**Purpose/Principle:**

BMCC processes financial assistance to students in the form of waivers, scholarships, stipends, student employment, grants, loans, and third party agency payments as listed under definitions below. This procedure is to provide clarity and consistency in defining the various forms of aid and the order of application thereof to student accounts. BMCC is committed to awarding financial assistance in accordance with the Department of Education, Title IV regulations while also assuring the student's greatest benefit towards cost of attendance.

**Definitions:**

**Waiver:** An agreement between the student and the college to reduce or eliminate charges on the student's account. A designation must be made of the type of waiver:

- Tuition wavier – waives tuition only
- Tuition and fee waiver – waives tuition and fees
- Fee waiver – waives fees only
- AFEE's – An education expense fee for non-credit courses

**NOTE:** Combination of waivers cannot be applied above the total associated charges to the student's account. Any waiver amount awarded over the cost of tuition and fees will be canceled.

**Scholarship:** Money awarded to students based on need or academic or other achievements to help pay for educational expenses. Scholarships generally do not have to be repaid, use of scholarship monies is determined by donor specifications, and scholarships may be reimbursable as determined by donor specifications. Current BMCC scholarships include, but are not limited to the following:

- Student Scholarships Awarded by BMCC Foundation Third Party
- Pass-Through Scholarships

**Stipend:** A fixed amount of money paid periodically for services related to a student leadership requirement. Stipends are considered reportable income. Current BMCC stipends include, but

**Student Employment:** Positions are designed to give students the opportunity to work for the college, to gain work experience, and to earn money while attending college. These positions are considered temporary and not guaranteed from term to term. Funding may come from the following sources:

- General Fund: College operational dollars that are set aside to provide for institutional, part-time student employment.
- Federal Work-Study: A federal student aid program that provides funding for part-time, federal student employment
- Carl Perkins: A federal grant program that provides funding for part-time employment focused on Career Technical programs

**Grants:** A type of financial aid usually based on financial need, which the student does not have to repay including the following:

- Federal (Pell, FSEOG)
- State (SEOG, OOG, Oregon Promise)

**Loans:** A type of financial aid that must be repaid, with interest.

**Third Party Agency Assistance:** Payments made by a third party agency on a student's account (i.e., CAPECO, VA, Workman's Comp. etc.) The use of monies is determined by agency specifications.

**Need:** Financial need is the difference between the cost of attendance (COA) and the expected family contribution (EFC). Usually, the COA refers to the total amount of education expenses (tuition, books and supplies, housing and food, personal expenses, transportation, and childcare related expenses. The EFC is the number used to determine a student's eligibility for federal, state and institutional need-based aid programs. This number results from the financial information provided in the free application for Federal Student Aid (FAFS)

Note: All financial assistance (waivers, scholarships, stipends, and student employment) are dependent on meeting stated eligibility criteria, availability of funding, and may not be funded every year.

### **Guidelines:**

The awarding of financial assistance to students will be performed according to the corresponding eligibility criteria and BMCC administrative procedure. Awarding of financial assistance must not exceed demonstrated need. The order described below may be adjusted in the event that the financial award exceeds financial need. The following order of awarding financial aid will be used (except when required otherwise by federal, state, or other agency regulations):

1. Payments received from 3<sup>rd</sup> party agencies.
2. Waiver: Tuition and fee charges.
3. Waiver: Fee only
4. Waiver: AFEEs only
5. Waiver: Tuition only
6. Financial Aid Grant: Grants such as Pell, SEOG, TRiO, Oregon Opportunity Grant, etc.
7. Oregon Promise grant
8. Federal Work-Study
9. Financial Aid Loan: Federal Direct Loans (both subsidized and unsubsidized), Federal PLUS loans, Foundation loans, Alternative loans, etc.
10. Financial Aid Scholarship: Funds received by students such as 3<sup>rd</sup> party pass through scholarships and BMCC Foundation scholarships.

Note: Stipends and Student Employment are not paid through the student account and are not reflected in the order of application described above.

*Refer to the following administrative procedures for specific information about tuition waivers and/or scholarships:*

SS-07-2015-0004 Waivers

SS-07-2015-0005 Tuition Waiver Veterans and Dependents

HR-01-2004-0013 Tuition Waiver – Employee and Dependents

SS-07-2015-0006 Tuition and Fee Waiver Foster Youth

HR-01-2004-0013 Employee and Depended Tuition Waivers

SS-07-2017-XXXX Student Athlete Scholarships (Waiver and Student Employment)

DM-02-2003-0004 Student Scholarships Awarded by BMCC Foundation

SS-07-2004-0010 Student Employment

SS-07-2006-0009 Associated Student Government

SS-07-2012-0001 Student Ambassador