

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

BASED ON POLICY:

REVISION NUMBER: 2

OFFICE OF RESPONSIBILITY: FINANCIAL AID



PRESIDENT

April 9, 2003
DATE

PURPOSE

The primary purpose of the Federal Supplemental Educational Opportunity Grant (FSEOG) program is to provide grant assistance to students attending the Technical College of the Lowcountry based on exceptional financial need as specified by the United States Department of Education. The purpose of this procedure is to describe the guidelines for the administration of the FSEOG.

PROCEDURE

1. FSEOG process:
 - a. The student completes a Free Application for Federal Student Aid (FAFSA). The information is then forwarded to the processing agency.
 - b. The information is calculated by the processing agency. A Student Aid Report (SAR) is mailed to the student, and the college receives an electronic ISIR.
 - c. Eligibility for the FSEOG program is determined by information provided on the ISIR.
 - d. The FSEOG is awarded to eligible students on a first-come, first-serve basis based on application date of the FAFSA.

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- e. A tentative award letter is forwarded to the student by the Financial Aid Office staff.
 - f. The student provides the Financial Aid Office with pertinent information (i.e., taxable income, social security, untaxed income, etc.).
 - g. Final award is determined by the Financial Aid Director.
 - h. Eligible students are awarded FSEOG funds according to the Pell Grant award schedule.
2. Disbursement Process:
- a. The Business Office is responsible for disbursing FSEOG funds to students.
 - b. The Financial Aid Office staff prepares the FSEOG award payment or stipend listing and forwards a signed copy to the Business Office.
 - c. Federal Supplemental Educational Opportunity Grant (FSEOG) checks are disbursed by mail.