

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUALPOLICY NO.: V:11:02 DATE: July 5, 1982SUPERSEDES POLICY NO.: N/A DATED: _____SUBJECT: Enrollment and Payment of Student Fees: Eligibility for
and Commitment of Financial Aid

APPROVED: Robert O. Riggs, President

Introduction

An applicant for admission to the University shall be considered and counted as a student when all assessed fees have been paid in cash, or when the University has received an acceptable commitment from an agency or organization in lieu of cash. The agencies or organizations from which the University can accept commitments will be limited to federal and state agencies authorized to provide financial aid, established financial institutions, established in-state or out-of-state corporations which employ the applicant, foreign embassies and corporations, and other organizations within the state which have previously demonstrated the ability to pay the commitment. No commitments from individuals will be accepted on behalf of an applicant.

Procedures

1. The Director of Student Financial Aid will use information available to determine the probability of a student's eligibility for assistance from various financial aid programs administered by or through the University. If a favorable determination is reached the student may be allowed to enroll without concurrent fee payment.
2. In determining probable eligibility for various assistance programs not administered by or through the University but in cases where the funds will be remitted directly to the University, the determination will be made by the Business Manager using the same method utilized by the Director of Student Financial Aid.
3. It must be recognized that occasionally some students permitted to enroll under these provisions will not receive the assistance from the expected sources and that some collection difficulties may occur. Any uncollectable accounts will be treated in the same manner as any other University receivables.

4. Examples of evidence of eligibility of assistance which may be used are as follows:
 - a. Written documentation obtained from the student or from other sources indicating eligibility and approval.
 - b. Telephone calls to government agencies, governmental contract agencies, or other sponsoring organizations to verify eligibility and/or approval.
 - c. Telephone calls to or letters from student financial aid offices in other institutions to verify eligibility for assistance.
 - d. Past payment history of both the organization and the student may be used at the discretion of the Student Financial Aid Office or the Business Office.

5. When the Director of Student Financial Aid or the Business Manager makes a determination that the student is eligible for enrollment under these provisions, the following criteria and limitations shall apply:
 - a. The amount of the receivable established for a student shall not exceed the lesser of the amount of fees for a term or the amount the student is expected to receive from the source of the assistance.
 - b. The student must show evidence that he/she has funds at his/her disposal for other living and school related expenses in an amount sufficient to last until the expected date of the arrival of the expected student financial aid funds.
 - c. There should be a reasonable expectation that funds will be available within a six-week period of time from registration. The student must agree in writing to accept personal responsibility for any assistance which is not received and must give the University written permission to deduct the amount of the University receivable from any amount it may be subsequently authorized to disburse to the student. If a check is disbursed by the organization providing the assistance and delivered to the University for distribution to the student, the student must agree to pay the University its amount from the check at the time of distribution.