



*University Community (faculty, staff and students)*

<b>SUBJECT (R*)</b> FINANCIAL AID ADMINISTRATION	<b>EFFECTIVE DATE (R*)</b> September 22, 2006	<b>POLICY NUMBER (O*)</b> 1330.010
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<b>POLICY STATEMENT (R*)</b>
The Financial Aid Office is the only office designated to coordinate and administer financial aid at Florida International University. All FIU offices and departments must report any and all awards made to students to the FIU Financial Aid Office, in a timely manner, so that this information is properly included in the University’s reports to federal and state agencies as well state and institutional governing boards.

<b>REASON FOR POLICY (O*)</b>
To document the office responsible for financial aid administration at FIU.

<b>PROCEDURES (O*)</b>
The Financial Office coordinates the award and distribution of federal, state, institutional and other sources of aid. This includes need, non-need and institutional aid programs awarded by the Office of Admissions, the Graduate School, the individual colleges or departments, and the other campuses of the University. Additionally, this office coordinates scholarships awarded to students by donors external to the University.

<p><b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</b></p> <p style="text-align: center;">Division of Enrollment Management Services Florida International University</p> <p><b>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</b></p> <p style="text-align: center;">Office of Financial Aid Florida International University Modesto Maidique Campus, PC 125 11200 S.W. Eighth Street Miami, Florida 33199 Telephone: (305) 348-7272</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <a href="http://www.policies.fiu.edu">www.policies.fiu.edu</a>.</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p>
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**\*R = Required \*O = Optional**