

Rule 6A-20.002 is amended to read:

6A-20.002 Postsecondary Educational Institution Administrative Responsibilities for State Student Aid and Tuition Assistance Programs. These responsibilities apply to all Rules 6A-20.001 through 6A-20.~~100099~~, F-A-C.

(1) Institutions enrolling students who receive state financial aid and state tuition assistance funds shall:

(a) Develop written procedures for institutional administration of state aid programs,

(b) Provide adequate staff to administer state student aid program funds in an effective, efficient, and accountable manner,

(c) Provide the coordination of institutional, state, ~~and~~ federal student aid, and state tuition assistance awards to students,

(d) Maintain complete, accurate, and auditable student records documenting the institution's administration of state student aid and state tuition assistance funds,

(e) Retain required records for five (5) years or until audited and any audit exceptions are resolved,

(f) Verify and certify student enrollment and eligibility, determination of total educational cost, and calculate financial need,

(g) Disburse state aid and state tuition assistance funds to eligible students,

(h) Secure and maintain student acknowledgment of receipt of funds,

(i) Complete and return to the Department in the format and by the date established by the Department all reports for the administration of state funds and state tuition assistance,

(j) Complete and return institutional applications for state aid funds in the format and by the date established by the Department, and

(k) Refund to the ~~Office Bureau~~ of Student Financial Assistance, Department of Education, any funds for students who fail to meet eligibility criteria. Refunds are to be made within sixty (60) days of the end of the regular registration period or within sixty (60) days of the date the student's ineligibility is determined, whichever is earlier. The amount of refund due the Department shall be:

1. An amount equal to one hundred (100) percent of any state aid and state tuition assistance funds disbursed by the institution to ineligible students, or

2. An amount equal to one hundred (100) percent of any state aid and state tuition assistance funds received by the institution but not disbursed to students, or

3. An amount of state funds, excluding loans, disbursed to eligible students who subsequently withdraw which is consistent with the percentage of refund as defined by the institution's refund policy.

(2) Institutions enrolling students who are eligible to receive state aid and state tuition assistance funds and who are enrolled in courses at more than one (1) institution and earning credits toward an associate or bachelor's degree shall notify the Department which institution is the responsible institution for the administration and delivery of state aid.

*Specific Authority 1001.02(1), 1009.50(6), 1009.505(5), 1009.51(1), 1009.52(7), 1009.53(3), 1005.55(2), 1009.72(7), 1009.73(1), 1009.765, 1009.77(7), 1009.89(2), 1009.891(2) FS. Law Implemented 1001.02, 1009.50, 1009.505, 1009.51, 1009.52, 1009.53, 1009.532, 1009.55, 1009.72, 1009.73, 1009.765, 1009.77, 1009.89, 1009.891 FS. History—New 12-9-86,\_\_\_\_\_.*