



# Manual of Policy and Procedures

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## PURPOSE

Colleges administer need-based financial aid and non-need-based financial award programs with funds from various sources. Financial Aid includes allocations from federal, state, institutional and other sources to students with demonstrated financial need. Financial awards include allocations to students in recognition of special attributes, skills or accomplishments. The purpose of this policy is to guide the colleges' administration of all financial aid and financial awards supported through revenues from the college's general fund and the federal campus-based aid programs.

## STATEMENT OF POLICY

In keeping with the legislated missions of the Vermont State Colleges to provide public higher education in Vermont and of the Vermont Student Assistance Corporation and the federal government to provide financial assistance to students, this policy provides direction for the colleges' administration of need-based financial aid and non-need-based financial award programs to:

1. assist financially-needy students to attend college and to complete their college education;
2. increase diversity among the colleges' student population;
3. provide financial incentives to promote student interest in higher education;
4. acknowledge and reward student achievements and skills.

## **Need-Based and Non-Need Based Financial Awards**

Colleges may budget and expend up to 5% of their general operating budgets for the combination of need-based aid and non-need-based financial awards, as defined in this policy. VSC endowment funds and other externally generated funds including federal financial aid program expenditures, NEBHE waivers, and VSAC awards are not counted toward the 5% limit.

These funds will be expended to meet the dual goals of providing access to education for needy students and for maximizing the enrollment goals of the Vermont State Colleges.

Colleges may allocate no more than 50% of their institutional aid funds for meeting the needs of non-residents. In addition, no more than 50% of these funds shall be allocated for non-need-based financial aid.

