

# **The Florida College System Annual Financial Aid Fee Report Instructions For the 2024-25 Fiscal Year**

The Annual Financial Aid Fee Report is designed to comply with the requirements of section 1009.23(8)(a - d), Florida Statutes (F.S.). According to this statute, each college is required to submit an annual report to the Department of Education that includes the financial aid fee revenue collected, the balance of fees carried forward from the previous fiscal year, the criteria used to make awards, the amount and number of awards for each criterion, and a delineation of the distribution of such awards. In addition, this report will include an assessment by category of the financial need of every student who receives an award, *regardless of the purpose for which the award is received*. A **collaborative effort** between the Chief Business Officer and Financial Aid Director is required for the completion of this document. The Annual Financial Aid Fee Report should be submitted electronically to the Florida College System Budget Office at [collegereporting@fldoe.org](mailto:collegereporting@fldoe.org). The deadline for submission via email is **Friday, November 7, 2025**. Please note that a hard copy is **not** required to be sent to the Florida College System Budget Office. A letter of transmittal signed by the President or his or her designee should also be submitted as a scanned PDF file.

## **Instructions by Worksheet:**

- **Check Sheet**

- **(NOTE: BEFORE BEGINNING PARTS I-IV, SELECT THE COLLEGE NAME FROM THE DROPDOWN LIST AT THE TOP OF THE “CHECK SHEET” TAB).**
- Upon completing Parts I-IV, return to the Check Sheet and select the appropriate responses for items 1 through 12.
- Information from the 2024-25 Annual Financial Reports and from the 2023-24 Annual Financial Aid Fee Reports have been summarized and included in the worksheets labeled “2025 AFR Data” and “2024 AFAFR Data”, respectively. For your convenience, formulas have been entered to look up values for your college after it has been selected from the dropdown menu on the Check Sheet tab.

- **Part I and Part II – Financial Aid Fees Collected**

- On rows 12 through 14 of this worksheet, total tuition and out-of-state fees reported on the 2024-25 Summary of Accounts by General Ledger Codes have been summarized and the maximum statutorily allowed financial aid fee collections for workforce and non-workforce education has been determined.

- **VERIFY THAT THE AMOUNTS CALCULATED IN CELLS C12 AND D12 ARE ACCURATE ACCORDING TO THE DATA SUBMITTED IN YOUR COLLEGE'S 2025 ANNUAL FINANCIAL REPORT.** If the data is not correct or if the information has changed since submission of your AFR, update the amount and leave a note regarding the difference in a nearby cell.

- **Part I - Student Financial Aid Fee – Workforce Development Education**

- **Item A:** Report the amount of financial aid fees collected for Workforce Development Education Programs in accordance with s. 1009.22(5) and s. 1009.22(8), F.S. (GL codes 4013X, 4026X, 4033X, and 40264 -PSAV).
- **Item B:** Report interest income earned during the fiscal year from the Workforce Development Education financial aid fee funds.
- **Item C:** Verify that the amount of funds brought forward from the prior year is accurate. This should agree with available funds reported as undisbursed from prior year (Part I [F]), Financial Aid Fee Report. Please update the information and provide an explanation if these amounts do not agree.
- **Item D:** This is a calculated amount representing the total available financial aid fee funds for the 2024-25 fiscal year.
- **Item E:** Report the actual funds disbursed during fiscal year 2024-25
- **Item F:** This is a calculated amount representing the undisbursed funds at June 30, 2025 which will be carried forward to fiscal year 2025-26. Note that this carryover balance is required to be allocated in an expeditious manner (s.1009.22(6), F.S.).

- **Part II – Student Financial Aid Fee – Non-Workforce**

- Total tuition and out-of-state fees collected from A&P, PSV, College Prep, and EPI during the 2024-25 fiscal year has been calculated in cell D12. This figure should agree with the amount reported on the Annual Financial Report (AFR) for the same period. (GLs should include 40101, 40110, 40120, 40150, 40160, 40260, 40301, 40310, 40320, 40350, and 40360)
  - **Item A:** Report all non-workforce development financial aid fee revenue collected in accordance with s. 1009.23(8)(a), F.S. This figure should not exceed 5 percent of the total student tuition or out-of-state fees collected as calculated in cell D12 above. Please report object codes 40800 (Financial Aid Fund Fees) through 40844 (Financial Aid Fee – Baccalaureate) on this line.
  - **Item B:** For those colleges that generate less than \$500,000 in financial aid fee collections, report the additional fees collected in accordance with s. 1009.23(8)(a), F.S. This section allows each applicable Florida College Board of Trustees to collect up to an additional 2 percent.

- **Item C:** For colleges that generate less than \$500,000 in financial aid fee collections after the additional collections of 2 percent (reported in Item B), transfers from Fund 1 – Current Funds-Unrestricted to Fund 5-Scholarships are allowed up to the difference between financial aid fee collections and \$500,000 (s. 1009.23(8)(a), F.S.). No other transfers from Fund 1 to Fund 5 are authorized.
  - Transfers from Fund 1 to Fund 5 reported in the 2023-24 AFR (GLs 69150 and 69250 in Fund 1) have been included in Item C. Verify that this amount is correct and explain any differences.
- **Item D:** The actual amount carried forward from the prior year. Verify that the amount generated from the 2023-24 Annual Financial Aid Fee Report is accurate. This will be the total undisbursed funds available as of June 30, 2025, as reported in Part II, Item I.
- **Item E:** Report interest income earned during the fiscal year from Non-Workforce Development Education funds.
- **Item F:** Report all other non-workforce financial aid fee funds earned and not reported in Part II Item A through E.
- **Item G:** This is a sum of the funds available for disbursement for the 2024-25 fiscal year.
- **Item H:** Total Financial Aid Fee funds disbursed in FY 2024-25. Enter the amount of funds disbursed in FY 2024-25. If only the ending Financial Aid Fee fund balance is known, deduct the ending balance from the total funds available (item G) to determine total disbursements.
- **Item I:** This is a calculated figure; it is the amount set-aside to carry forward into the next fiscal year. Section 1009.23(8)(b), F.S., allows an amount not greater than 40 percent of the fees collected (Part II (A) plus Part II (B) times 40%) in a fiscal year to be carried forward unexpended to the following fiscal year.

- **Part III - Summary of Awards Made**

- **Item 1:**

- Section 1009.23(8)(c), F.S., states that **up to** 25 percent or \$600,000 whichever is greater, of the financial aid fees (THIS HAS BEEN CALCULATED IN ROW 13), may be used to assist students who demonstrate Academic Merit (Item 1a.), Athletics (Item 1b.), Public Service (Item 1c.), Cultural Arts (Item 1d.), and Other Extracurricular Programs as determined by the institution (Item 1e.), or who are identified as members of a Targeted Gender or Ethnic Minority population (Item 1f.). Total (Item 1g.) is the total calculated amounts.
- Column 1 requires the separation of the number of awards by part-time or full-time

students. Column 2 reports the total amount of awards and includes both part-time and full-time students. The total of Item 1 - Column 2 (cell F28) should not exceed the greater of \$600,000, or 25 percent of the financial aid fees collected (cell F13). A check for this is included in row 29, cell F29.

- Columns 3 and 4 relate to the financial need of recipients of awards made for purposes other than absolute financial need. Column 3 reports the *number* of awards made to student determined to have financial need by each category and Column 4 reports the total *amount* for awards made to students determined to have financial need by each category. **These columns MUST be completed, regardless of the basis of the awards made as required in s. 1009.23(8)(c), F.S.**

- **EXAMPLE:** A total of 10 athletic scholarships of \$1,000 each are reported for a total of \$10,000 in item 1a (row 21). Even though these awards were made without consideration of financial need, the financial need of the athletes must be determined and reported. If four of the ten recipients are determined to have financial need, the number four would be reported in Column 3 and their total awards (in this example \$4,000) would be reported in Column 4.

○ **Item 2:**

- Section 1009.23(8)(c), F.S., states that AT LEAST 75 percent of the balance of the total fees collected (Part II, Item A + Item B), less total amount of awards by category allowed in Part III, Item 1g. (cell F28), shall be used to provide financial aid based solely on need as determined by a nationally recognized system of analysis approved by the State Board of Education. (THIS HAS BEEN CALCULATED, CELL F35.)
- Column 3 (Cell G37) reports the *number* of awards made to the students determined to have financial need by each category and Column 4 (Cell H37) reports the total *amount* for awards made to students determined to have financial need by each category – Part-time Students (Item 2a.) and Full-time Students (Item 2b.). The remainder of the funds shall be used for academic merit purposes and other purposes approved by the boards of trustees (Part III, Item 3). (A CHECK FOR THE REMINDER IS INCLUDED, CELL H43.)

○ **Item 3:**

- The remaining funds not reported in Part III, Items 1 and 2 are reported in Item 3. Item 3 is reported in two categories: Academic Merit (Item 3a), and Other Purposes (Item 3b). Item 3c is the total calculated amount.
- A brief description of the “other purposes” of the remaining funds is required.

○ **Item 4:**

- Summarizes the activity in Part III by total number of awards and total amount of awards. This section is automatically calculated.
- A check is included in row 62 to ensure that detail of all funds disbursed according to Part II (cell F61) have been included in Part III (cell F60).

- **Part IV: Criteria for Financial Aid**

- Please provide a brief description of the criteria used for determining awards for each category outlined in Part III, Item 1. Include detail according to columns included in the section.
- NOTE - Section 1009.23(8)(c), F.S., states that “an award for academic merit shall require a minimum overall grade point average of 3.0 on a 4.0 scale or the equivalent for both initial receipt of the award and renewal of the award.”