



### Latin American and Caribbean Eligibility / Payment Form

**Description:** This form serves to determine a student's eligibility for classification as a resident for tuition purposes through the Latin American and Caribbean provision of Florida Statute 1009.21. This form also serves as authorization for payment of the Latin American and Caribbean Scholarship to qualified students. **See the Latin American and Caribbean Scholarship Instructions for more information.**

#### Section 1: Departmental Authorization

The below students are recipients of a U.S. federal award or have been awarded a non-duty scholarship of at least \$500.00 for the term listed above. These funds are awarded in addition to any tuition waivers or stipends associated with assistantship duties. The student has been informed that he or she must enroll on a **full-time** basis in order to be eligible for classification as a temporary Florida resident for tuition purposes under the Latin American and Caribbean Scholarship Program. Additionally, the student's academic progress will be evaluated on a semester basis to determine his or her continued eligibility for the scholarship.

Department Head / Program Director Name:

Date:

Department Head / Program Director Signature:

#### Section 2: Contact Information

Authorizing College / Division:

Department:

Contact Person Name:

Contact Email:

#### Section 3: Funding Information

Funding Source:

Award Year/Term:

If Federal or Private Funding-- Donor / Program Name:

Emplid	Name	Country of Origin	Deptid	Fund	Amount	Payroll / SBS Internal Use Only

#### Section 4: Student Business Processing

Student Business Services Approval:

Date:

☐ Citizenship Validated   ☐ Enrollment Validated   ☐ Academic Standing   ☐ Funds Transferred   ☐ Residency Changed



## Latin American and Caribbean Scholarship Instructions

### Student Eligibility Validation

Scholarship eligibility is limited to students making satisfactory academic progress and who are enrolled on a full-time basis. Full-time basis is determined by the Registrar's Office, but is generally considered to be 12 hours in the Fall, Spring, or Summer semesters. Satisfactory academic progress and enrollment will be validated by Student Business Services prior to award processing.

### Funding

The Latin American and Caribbean Scholarship must be funded by one of three sources: Educational and General (E&G) funds appropriated to the university in the General Appropriations Act, U.S. federally authorized scholarship funds, or through a combination of E&G or U.S. federal funds and equal matching funds from private businesses, private foundations, or public agencies. The FSU Foundation does not qualify as a private foundation or public agency for these purposes.

Department Funding with or without Matching Funds: Departments providing scholarships must use departmental E&G funds or a combination of department E&G funds and private matching funds, with a \$500 minimum value for each semester that the department awards the scholarship (fall, spring, summer). The student is accorded in-state status for tuition purposes only in semesters in which the department awards a qualifying scholarship or until the student otherwise becomes eligible for classification as a Florida resident for tuition purposes. The department must complete this form each semester of the award.

Funding through a U.S. Federal Award Program: The student must receive U.S. government scholarship or fellowship funds or a combination of these funds and qualifying matching funds totaling at least \$500 for each semester of enrollment. A student is only eligible for in-state classification in semesters covered by an award. This form must be completed each semester the student is supported by a U.S. government scholarship or fellowship.

### College/Department Responsibility

It is the college or department's responsibility to identify students for the award, identify the funding source of the award, and complete the Latin American and Caribbean Scholarship Eligibility / Payment form for each term (fall, spring, summer) that the student is to be accorded in-state status for tuition purposes. Except in the case of students with qualifying U.S. federal awards, the college or department *must* provide the \$500 minimum or the minimum \$500 combination of E&G plus qualifying matching private funds for each term. The department should complete one payment authorization for each funding type (E&G, private, federal), but may add multiple students to each form. Once completed with a dean or designee signature, the form should be sent to Student Business Services LAC Program Coordinator, Heather Stewart, at [hstewart2@fsu.edu](mailto:hstewart2@fsu.edu).

If using qualifying matching funds, a department will need to send the check, money order, wire information, or other payment instrument to Student Business Services for deposit to the student's account. Questions about private fund remission can be sent to [hstewart2@fsu.edu](mailto:hstewart2@fsu.edu) or 850.645.0307.

### Fund Processing

Upon receipt of the signed Latin American and Caribbean Payment Authorization, Student Business Services will validate the award's funding and the student's eligibility and will process the scholarship accordingly:

1. **If E&G:** Student Business will validate that the fund used for payment is an E&G fund, and will perform a cash transfer from the provided department and fund to cover the student's award. Departments will see this recorded to their department as an expense with an SF% journal id.
2. **If Private:** Student Business will deposit all private dollars received and will earmark them to students as indicated on the payment authorization form. Scholarships will be disbursed by the Office of Financial Aid.
3. **If U.S. Federal Award:** Student Business will validate that federal awards have been paid to a student's account or paid directly to the student.

### Residency Reclassification

Once the payment authorization has been received and funding has been verified, Student Business Services will work with the Residency Classification division of the Office of Admissions to change the student to an in-state resident for the term of funding.

### Follow-Up & Communication

At the end of the process, Student Business Services will validate that a student's residency has been changed, that all funding has been awarded or disbursed, and will send a copy of the final form to the Center for Global Engagement at [CGE@fsu.edu](mailto:CGE@fsu.edu).

Persons listed as departmental representatives on the payment authorization form will be notified that the process is complete.