



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Cost of Attendance Policy
Department	Financial Aid Office
Policy Editor	Jody Defore, Director
Request Type	New ☐ Amended ☐ Removed ☐ Reviewed ☒

OBJECTIVE (Briefly state your purpose.)

The Gordon State College Financial Aid Office complies with all federal requirements in regards to determining the Cost of Attendance for students

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

Gordon State College Policy website
https://www.gordonstate.edu/documents/departments/institutional-effectiveness/Cost_of_Attendance_Determina
Federal Student Aid Handbook, Federal Regulation Sec. 668.16

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

This policy will be posted to the Gordon State College Policy website and communicated in accordance with GSC Policy - Formulation and Issuance of College Policies Section VI.

Authorizations

Dean or Supervisor Signature and Date: _____

Jody DeFore

Digitally signed by Jody DeFore
Date: 2021.05.14 13:11:25 -04'00'

Cabinet Sponsor (VP) Signature and Date: _____

Kirk A. Nooks

Digitally signed by Kirk A. Nooks
Date: 2021.05.17 08:27:40 -04'00'

President Signature and Date: _____

Kirk A. Nooks

Digitally signed by Kirk A. Nooks
Date: 2021.05.17 08:28:30 -04'00'

***Policy Template must be submitted with this form.**

Gordon State College (GSC) - Cost of Attendance Determination

Policy:

Each year, the Financial Aid Office (FAO) provides students with a projection of reasonable and realistic expenses to attend GSC.

On a biennial basis, the Director of Financial Aid will develop the Cost of Attendance (COA) budgets for the upcoming award year using the guidelines outlined in this policy statement. Documentation supporting the Director's rationale must be maintained. Final approval of the budgets is made by the President's Cabinet.

For the year immediately following the budget creation, the Director will review the prior year's COA budgets and make minor adjustments based on actual institutional costs, cost of living adjustments, and other factors.

COA budgets are developed for the following types of students;

- In-State and Out-of-State
- At Home w/ Parents and Off-Campus
- On-Campus

The COA budgets must contain the following categories:

- Tuition & Fees
- Books & Supplies
- Living Allowance (Room & Board)
- Transportation
- Personal Expenses

The COA represents the total educational expenses a student may incur while attending the College for an academic year of 9 months, and is a critical element in determining a student's eligibility for financial aid assistance.

The components of this budget are both direct institutional expenses (tuition and fees and on-Campus housing), as well as indirect/living expenses (off-campus housing, books and supplies, transportation, and/or personal expenses) not billed by the College.

The indirect/living expenses a student actually incurs will vary from student to student. A student's program of study, year in school, housing arrangements, budgeting skills, and many other variables will impact a student's total expenses within this budget element. The College determines the indirect/living expenses for each student type based on data collected from the College along with local and national organizations. This data is analyzed to arrive at an average of expenses incurred by most students.

Sources:

HEA 472; 479A

FSA Handbook

Federal Regulation Sec. 668.16