

Postsecondary Institution Resources

Postsecondary Institution Renewal Application Process

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Postsecondary Institution Resources

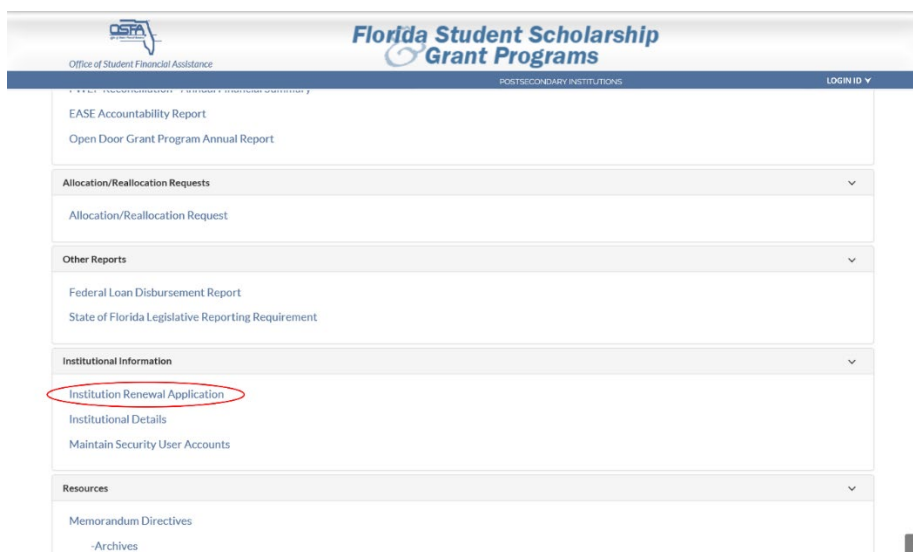
Postsecondary Institution Renewal Application Process

General Information about the Renewal Application

State Board of Education Rule 6A-20.002(1)(j), Florida Administrative Code, requires that the Postsecondary Institution Renewal Application (Application) for institution participation in State Programs be completed annually to continue participation in Florida State Scholarship and Grant Programs.

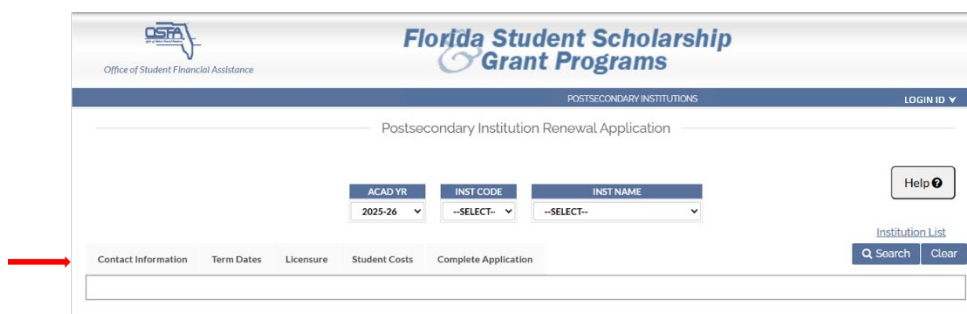
The Application must be submitted online and users are encouraged to use the HELP links.

To access the Application, visit the Office of Student Financial Assistance website at <https://www.FloridaStudentFinancialAidsg.org>. Login and select **Postsecondary Institutions**, then select the **Institution Renewal Application** link in the Institutional Information section.



The screenshot shows the Florida Student Scholarship Grant Programs website. The header includes the OSFA logo and the text "Office of Student Financial Assistance". The main navigation bar has "POSTSECONDARY INSTITUTIONS" and a "LOGIN ID" dropdown. The left sidebar contains several expandable sections: "EASE Accountability Report", "Open Door Grant Program Annual Report", "Allocation/Reallocation Requests", "Other Reports", "Institutional Information", and "Resources". The "Institutional Information" section is expanded, and the "Institution Renewal Application" link is circled in red. Other links in this section include "Institutional Details" and "Maintain Security User Accounts".

The Application is divided into the following sections: Contact Information, Term Dates, Licensure, Student Costs, and Complete Application.



The screenshot shows the "Postsecondary Institution Renewal Application" form. The header includes the OSFA logo and the text "Office of Student Financial Assistance". The main navigation bar has "POSTSECONDARY INSTITUTIONS" and a "LOGIN ID" dropdown. The form title is "Postsecondary Institution Renewal Application". Below the title are three dropdown menus: "ACAD YR" (set to 2025-26), "INST CODE" (set to --SELECT--), and "INST NAME" (set to --SELECT--). To the right of these menus is a "Help" button. Below the dropdowns is a tabbed interface with five tabs: "Contact Information", "Term Dates", "Licensure", "Student Costs", and "Complete Application". A red arrow points to the "Contact Information" tab. To the right of the tabs is an "Institution List" link and a search bar with "Search" and "Clear" buttons.

Postsecondary Institution Resources

Postsecondary Institution Renewal Application Process

Non-participation

- If an institution does **NOT** wish to continue participating in State Scholarship and Grant Programs, select, “This institution no longer wishes to participate in Florida State Scholarship and Grant Programs.”

Office of Student Financial Assistance

Florida Student Scholarship Grant Programs

POSTSECONDARY INSTITUTIONS LOGIN ID ▼

Postsecondary Institution Renewal Application

ACAD YR INST CODE INST NAME

2025-26

Help ?

Institution List

Application Contact Information Term Dates Licensure Student Costs Complete Application

Search Clear

If your institution does not wish to participate in Florida State Scholarship and Grant Programs for the 2025-26 academic year, check the box below. You will be taken to the Complete Application tab where you will select, "SUBMIT NO PARTICIPATION."

If your institution decides to re-establish eligibility for participation in Florida State Scholarship and Grant Programs in a subsequent year, an Initial Eligibility Application must be submitted.

☐ This institution no longer wishes to participate in Florida State Scholarship and Grant Programs.

This application is required to determine your institution's continued eligibility to participate in Florida's State Scholarship and Grant Programs for the 2025-26 academic year as mandated in State Board of Education Rule 6A-20.002(1)(g), Florida Administrative Code.

- Review and update each section with all application information (including pre-filled fields).
- Refer to the "Help" link at the top right side of each screen for assistance.
- Complete an error-free application by the June 6, 2025, deadline.
 - You will not be able to submit the application until all of the sections have been completed.
 - Once all sections have been completed, select "Continue" and proceed to the Complete Application tab.

Continue

- The user is automatically given a popup to confirm non-participation. By selecting “Submit,” the user will be directed to the end of the application for final submission and processing. If the institution prefers to participate instead, select “Close” and continue to complete the application.

No participation

By checking this box, you are confirming that your institution no longer wishes to participate in State Programs. If this is true, select "Submit" and you will be directed to the end of the application to submit. If you have selected "no longer wishes to participate" in error, please select "Cancel" and proceed to complete your application.

Close Submit

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Contact Information

- Review pre-filled information and update where necessary. Check the accuracy of name and contact information. OSFA strongly encourages institutions to provide a point of contact for each contact type.

**Florida Student Scholarship Grant Programs**
Office of Student Financial Assistance
POSTSECONDARY INSTITUTIONS
LOGIN ID ▼

Postsecondary Institution Renewal Application

ACAD YR:
2024-1 ▼

INST CODE:

INST NAME:

Help ?

[Institution List](#)
[Search](#) [Clear](#)

Contact Information

Term Dates

Licensure

Student Costs

Complete Application

Calculate

Postsecondary Institution Demographics

If your institution's name has changed, indicate the new name in the field provided:

Institution Mailing Address (alpha-numeric only; no commas or hyphens)

City:

State:

County:

Zip Code:

Financial Aid Information Number:

Contact Information

Contact Type	First Name	Last Name	Email Address	Phone Number	Fax Number
PRIMARY CONTACT				Ext.	
HOME OFFICE CONTACT				Ext.	
FINANCIAL AID DIRECTOR				Ext.	
PSAG CONTACT				Ext.	
BRIGHT FUTURES CONTACT				Ext.	
BUSINESS OFFICE CONTACT				Ext.	
PRESIDENT, CEO /DIRECTOR				Ext.	
SECURITY DESIGNEE				Ext.	
MIS CONTACT				Ext.	
STATE PROGRAMS CONTACT				Ext.	
DES CONTACT				Ext.	
ODGP CONTACT				Ext.	

Branch Campus Information

Campus Code	Inactive/ Delete	Institution's Name	Street Address	City	State	Zip Code	Phone Number
01	☐				FL		
02	☐				FL		
03	☐				FL		
04	☐				FL		
05	☐				FL		
06	☐				FL		
Add New							

Continue

Postsecondary Institution Resources

Postsecondary Institution Renewal Application Process

Term Dates

This information affects allocations, disbursements, grade and hours, and program eligibility.

Term dates are used to establish the institution's disbursement reporting and refund/reconciliation due dates.

- This self-reported information, verified via the institution course catalog, determines the institution's Disbursement Eligibility Report (DER) dates.
- Refer to the "HELP" link for additional guidance.

Dates must be placed in all fields that pertain to the institution's term type.



Office of Student Financial Assistance

**Florida Student Scholarship
Grant Programs**

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

Postsecondary Institution Renewal Application

ACAD YR
▼

INST CODE
▼

INST NAME
▼

Help ?

[Institution List](#)

Contact Information

Term Dates

Licensure

Student Costs

Complete Application

Calculate

Q Search

Clear

INSTITUTION TYPE
▼

TERM TYPE
▼

CREDIT TYPE
▼

Standard Terms	Term Begin Date (MM/DD/YYYY)	Last Day of Drop/Add for Regular Registration (MM/DD/YYYY)	Term End Date (MM/DD/YYYY)
Fall 2024			
Spring 2025			
Summer 2025 Regular			
☐ This institution does not have a summer term			

Continue

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Licensure

- Review pre-filled information and update any field that may be incorrect in the new academic year. Supply information in blank fields as needed.
- Links are available in some questions for additional information.

**Florida Student Scholarship
Grant Programs**
Office of Student Financial Assistance

POSTSECONDARY INSTITUTIONS

LOGIN ID ▼

Postsecondary Institution Renewal Application

ACAD YR
▼

INST CODE
▼

INST NAME
▼

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Contact Information

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Licensure

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Complete Application

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Q Search

Clear

Federal School Code

or

☐ Not Applicable - Institution does not have a Federal School Code

Employer Identification Number (Tax ID Number)

Institution Accreditation Agency
▼

Initial Date of Accreditation
(MM/YYYY)

Renewal Date of Accreditation
(MM/YYYY)

Add New

Has your institution's licensure or accreditation been placed on probation since July 1, 2023?
☐ Yes ☒ No

Indicate which of the following programs your institution offers:

Teacher Education Program approved by the Florida Department of Education
☐ Yes ☒ No

Nursing Program [approved by the Florida Board of Nursing](#)
☒ Yes ☐ No

Theology or Divinity degrees
☐ Yes ☒ No

Educator Preparation Institutes
☐ Yes ☒ No

Degrees or Certificates/Diplomas Awarded: (check all that apply)

☒ Certificate/Diploma

☐ Occupational Associate Degree (OAD)

☒ Associate of Applied Science Degree (AAS)

☒ Nursing Diploma (approved by Florida Board of Nursing)

☒ 2-year degree (AA, AS)

☒ 4-year degree (BS, BA)

☐ Postgraduate degree

☐ Postgraduate degree and simultaneously awards

Continue

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Student Costs

This section contains information related to matriculation and fees used on the DER.

- 4-year public state universities and 2-year public Florida College System institutions will not be required to provide matriculation and fee data because data will be provided directly to OSFA from the Board of Governors and the Division of Florida Colleges, respectively. When submitting the application, this section will be blank. Please continue to the next section.
- At a later date, institutions are encouraged to review the data displayed in this section for accuracy. See the image below for an example.

Postsecondary Institution Renewal Application

ACAD YR

2024-25

INST CODE

011

INST NAME

UNIVERSITY OF FLORIDA

Help ?

[Institution List](#)

Q Search

Clear

Contact Information

Term Dates

Licensure

Student Costs

Complete Application

Calculate

Last Updated at: 5/14/2024 3:43:32 PM

✓

Division Reported Matriculation and Fees used on Disbursement Eligibility Report (DER)

Division Reported Matriculation And Fees (All Public Schools)	Term 1	Term 1 Block Fees	Term 2	Term 2 Block Fees	Term 6	Term 6 Block Fees
Matriculation	\$105.07	\$0.00	\$105.07	\$0.00	\$105.07	\$0.00
Health	\$15.81	\$0.00	\$15.81	\$0.00	\$15.81	\$0.00
Athletic	\$1.90	\$0.00	\$1.90	\$0.00	\$1.90	\$0.00
Activity/Service	\$19.06	\$0.00	\$19.06	\$0.00	\$19.06	\$0.00
Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technology	\$5.25	\$0.00	\$5.25	\$0.00	\$5.25	\$0.00
Financial Aid	\$5.25	\$0.00	\$5.25	\$0.00	\$5.25	\$0.00
Capital Improvement	\$6.76	\$0.00	\$6.76	\$0.00	\$6.76	\$0.00
Access/Transportation	\$9.44	\$0.00	\$9.44	\$0.00	\$9.44	\$0.00
Tuition Differential Fee	\$44.17	\$0.00	\$44.17	\$0.00	\$44.17	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Cost Undergraduate Per Credit Hour (CPCH)	\$212.71		\$212.71		\$212.71	
Total Undergraduate Block Fees		\$0.00		\$0.00		\$0.00

Submit

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- Public vocational/technical colleges are required to submit cost information that includes a breakdown of matriculation and fees that will result in a cost per credit hour being displayed by term.

Postsecondary Institution Renewal Application

ACAD YR
▼

INST CODE
▼

INST NAME
TECHNICAL COLLEGE ▼

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Last Updated at: 6/5/2024 9:09:37 AM

Matriculation and Fees (All Public Schools)

Campus Code	Institution Name	Copy Term 1	Matriculation	Technology	Financial Aid	Capital Improvement	Total
00	TECHNICAL COLLEGE	1	\$2.44	\$0.12	\$0.24	\$0.12	\$2.92
		☐ 2	\$2.44	\$0.12	\$0.24	\$0.12	\$2.92
		☐ 6	\$2.44	\$0.12	\$0.24	\$0.12	\$2.92

Public vocational/technical institution clock hour cost.

Campus Code	Institution Name	Term 1	Term 2
00	TECHNICAL COLLEGE	\$2.92	\$2.92

Cost of Attendance for undergraduate students:

	Living On Campus	Living Off Campus	Living Off Campus With Parent/Relative
9 Months	\$0.00	\$41,472.00	\$29,202.00
12 Months	\$0.00	\$55,296.00	\$38,937.00

- Private institutions and vocational/technical colleges are required to submit cost information that includes a flat rate cost per term for full-time undergraduate tuition and cost of attendance information.

Office of Student Financial Assistance

Florida Student Scholarship Grant Programs

POSTSECONDARY INSTITUTIONS
LOGIN ID ▼

Postsecondary Institution Renewal Application

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2025-26 ▼

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▼

INST NAME
PRIVATE COLLEGE/UNIV ▼

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Last Updated at:

Private 2-year & 4-year college/university:

Flat rate cost per term for full-time (15 credits) undergraduate tuition:

Campus Code	Institution Name	Term 1	Term 2
00	PRIVATE COLLEGE/UNIV	\$0.00	\$0.00

Cost of Attendance for undergraduate students:

	Living On Campus	Living Off Campus	Living Off Campus With Parent/Relative
9 Months	0	0	0
12 Months	0	0	0

Postsecondary Institution Resources

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Complete Application

All sections of the Application must be completed before the Complete Application section may be submitted.

- Select the certification box to attest to the provided statement of encryption or deletion of all student files.
- Enter the Name, Title, and submission date indicating user who completed the Application.
- The evaluation process will not begin until the Complete Application button is selected (no later than the date specified on the Application).

Postsecondary Institution Renewal Application

ACAD YR
2025-26

INST CODE
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INST NAME
F

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Complete Application

Before submitting this application, note the following:

- If has undergone a change in ownership since last year's Renewal Eligibility Application, you will need to email proof of ownership change approval from the Commission for Independent Education (CIE) and from your institution's accreditor. This documentation should be scanned and emailed to LeRoyce.Shelton@fldoe.org by June 5th.
- If your institution has a new Nursing Diploma program approved by the Florida Board of Nursing, scan and email a copy of your letter of accreditation or your letter of approval from the Florida Board of Nursing to LeRoyce.Shelton@fldoe.org by June 7th.
- Read the following certification statement and provide the name and title of the person authorized by your institution to approve information in this application.

☐ I certify that all student data files for have been encrypted or deleted and all student data files for the 2025-26 academic year will be encrypted or deleted.

I certify that to the best of my knowledge and belief, the information contained on this application is true, complete and correct.

*I understand that I will see a **SAVED RESULTS** confirmation section after clicking Complete Application.*

☐ Check to pre-fill information if the person completing the application is also an authorized designee.

Name		Name	
Title		Title	
Date	4/2/2025 11:39:15 AM	Date	4/2/2025 11:39:15 AM

Complete Application

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- If a Saved Results page does not appear acknowledging the completed application, please email OSFA Security at OSFASecurity@fldoe.org.
- A successful application submission will result in the information shown below that contains important information, including the state scholarship and grant programs the institution will be eligible to participate in.

ACAD YR

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INST NAME

2025-26

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YOUR 2025-26 RENEWAL ELIGIBILITY APPLICATION FOR INSTITUTIONAL PARTICIPATION IN STATE SCHOLARSHIP AND GRANT PROGRAMS HAS BEEN SUCCESSFULLY SUBMITTED.

- Thank you for submitting your renewal eligibility information for continued participation in State Scholarship and Grant Programs. The institution's completed application has been saved and submitted to the State Student Financial Aid Database.
- After the Office of Student Financial Assistance (OSFA) completes certification for licensure, accreditation, and corporation status, a letter will be mailed to your institution confirming the institution's 2025-26 eligibility status for participation in State Scholarship and Grant Programs.
- Refer questions concerning institutional eligibility to participate in state-funded financial aid programs to State Scholarship and Grant Programs Customer Service at 888-827-2004.
- Print this page for your records. Also, you may wish to print a copy of your completed 2025-26 Renewal Eligibility Application using the web browser's print button.

The above institution is eligible to participate in the following programs for the current academic year

Program Name	Eligibility Status	Beginning Date of Eligibility	Ending Date of Eligibility
DUAL ENROLLMENT SCHOLARSHIP PROGRAM	ACTIVE	07/01/2025	06/30/2026
FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM	ACTIVE	07/01/2025	06/30/2026
FLORIDA FARMWORKER STUDENT SCHOLARSHIP PROGRAM	ACTIVE	07/01/2025	06/30/2026
FLORIDA STUDENT ASSISTANCE GRANT CAREER EDUCATION	ACTIVE	07/01/2025	06/30/2026
FLORIDA WORK EXPERIENCE PROGRAM	ACTIVE	07/01/2025	06/30/2026
GRADUATION ALTERNATIVE TO TRADITIONAL EDUCATION	ACTIVE	07/01/2025	06/30/2026
HONORABLY DISCHARGED GRADUATE ASSISTANCE PROGRAM	ACTIVE	07/01/2025	06/30/2026
LAW ENFORCEMENT ACADEMY SCHOLARSHIP	ACTIVE	07/01/2025	06/30/2026
OPEN DOOR GRANT PROGRAM	ACTIVE	07/01/2025	06/30/2026
RANDOLPH BRACY OCOEE SCHOLARSHIP PROGRAM	ACTIVE	07/01/2025	06/30/2026
ROSEWOOD FAMILY SCHOLARSHIP PROGRAM	ACTIVE	07/01/2025	06/30/2026
SCHOLARSHIPS FOR CHILDREN/SPOUSES OF DECEASED OR DISABLED VETERANS	ACTIVE	07/01/2025	06/30/2026

[View and/or print Institution's Renewal Eligibility letter for: 2025-26](#)