AP 5130  FINANCIAL AID

References:

Education Code Sections 66021.6, 66025.9, and 76300;

Title 5 Sections 55031 and 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

WASC/ACCJC Accreditation Standard III.D.15

The College’s Financial Aid Programs include:

- Board of Governors (BOG) Fee Waiver
- Cal Grants
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Student Loan Program
- Federal Work Study
- Scholarships

Misrepresentation
Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

**Loss of Eligibility for Board of Governors (BOG) Fee Waiver**

A student shall become ineligible for a BOG Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than 30 days following the end of the term that resulted in the student’s placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.
The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student’s economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).

The District believes that no student should be denied an education solely because of financial reasons. The purpose of the student financial aid is to provide funds which will enable students to meet the direct and indirect educational costs of attaining an education.

These programs shall assist students who, without financial assistance, might be denied a college education. All financial aid programs will operate within Federal and State laws and regulations as well as District policy. The District shall participate in Federal, State, and local financial aid programs approved by the Board.

The Vice Chancellor of Administrative Services or designee shall have the responsibility for insuring the overall coordination of the District and College financial aid programs with respect to accounting, record-keeping, and reporting functions.

Responsibility for the financial aid program at each College shall rest in the office of the Vice President of Student Affairs or designee. The Vice President will also ensure that funds are distributed in accordance with approved criteria and that required records relating to eligibility and disbursement are maintained to verify the equitable and effective utilization of available funds.

Disclosures
All mandated federal, state, and Institutional disclosures are available on the Colleges’ web sites. The information below is also available and accessed by using the District’s enterprise student system’s Portal and, via the Portal, also provides more in-depth information that pertains to unique requirements of the individual student.

**Application Procedures**

- Each college provides step-by-step application procedures for federal, state, and institutional grants, scholarships, work study, and student loan programs on their respective web sites.
- Applications are submitted on a rolling basis throughout the academic year as allowed by federal, state, and Institutional regulations and policies.

**Student Eligibility**

- Basic eligibility requirements for financial aid:
  - Demonstrate financial need (as determined by completing the FAFSA application and the "Basic Equation of Need"). Basic Equation of Need is the difference between the Cost of attendance and the Estimated Family Contribution (as determined by the FAFSA application).
  - Be a U.S. citizen or eligible noncitizen (for most programs) with a valid Social Security number (SSN).
  - Be working toward a degree or certificate in an eligible program of study.
  - Show, by one of the following means that you’re qualified to obtain a postsecondary education:
    - Have a high school diploma or a General Educational Development (GED) certificate.
      - Pass an approved ability-to-benefit *(ATB)* test (prior to Fall 2012)
      - Complete a high school education in a homeschooled setting
    - Register (if you haven’t already) with the Selective Service, if you’re a male between the ages of 18 and 25.
    - Maintain Satisfactory Academic Progress (SAP) once you’re in school.

**Payments to Students**

- Pell Grants are divided into two payments per semester.
  - Payments are issued to students once eligibility has been determined.
- Cal Grant, CHAFEE and Federal Supplemental Opportunities Grant (FSEOG) are divided into a minimum of two payments per year.
One payment in the Fall semester and
One payment in the Spring Semester.

Federal Work Study
Timesheets are submitted on last day of each month.
Payroll checks are paid once a month on the 10th of the month.

Overpayment Recovery

- Financial aid recipients, who withdraw completely or reduce units before or equal to 60% of the semester or session is over, may have to return a portion of the aid received which was not earned. Students who withdraw and do not repay funds will have an institutional hold placed on future San Jose City College or Evergreen Valley College registration and transcripts and a national hold placed on future aid eligibility at any institution.
- Students, who were overpaid for any reason, including the above, will have an institutional hold placed on future San Jose City College or Evergreen Valley College registration and transcripts and may have their account transferred to a collection agency.
- The Colleges shall withhold grades, transcripts, certificates and/or diplomas, or any combination thereof, from any student or former student who is in default on a loan or loans or failed to meet any other financial obligation to the District. The student must be notified in writing of the delinquency prior to taking such action. Restrictions will be removed when the financial obligation has been met.
- The District may pursue other forms of collection to satisfy student debts.
- Exceptions to the collection procedures adopted by the District may be authorized by the Vice President of Student Affairs in cases of unique or extraordinary circumstances beyond the control of the student.

Accounting Requirements

- The Financial Aid Office staff at each college will depend on Admission and Records (A&R) to properly show units completed and calculated Grade Point Averages for our use in determining Satisfactory Academic Progress (SAP). Grades of "F" (Fail), "W" (Withdraw), "NP" (No Pass), "IP" (In Progress), "I" (Incomplete) and "RD" (Report Delayed) are not counted as completed units and thus will be assessed as not completed units when determining SAP. Courses taken as Pass/No Pass may have the GPA manually calculated, if not all classes were passed (Pass).
- Student accounts reflect charges and payments occurring that are both term specific and non-term specific. Information concerning student account balances, both credits and debits, are available to for students viewing on-line
through MyWeb or in-person at the A&R Office. This balance reflects current activity.

- The Financial Aid Offices reconcile all award programs with the appropriate federal, state, or institutional bodies throughout the calendar year. At minimum, a year-end reconciliation is performed on all awards and disbursements to students to ensure that the integrity of the individual programs are maintained.

### Satisfactory Academic Progress

The U.S. Department of Education and Student Financial Assistance Programs require schools and colleges to develop and apply a consistent standard of academic progress in determining student eligibility. Title IV requires that students who apply for financial aid at San Jose City College or Evergreen Valley College adhere to this regulation by meeting Qualitative and Quantitative Standards.

- **Qualitative Standard**
  - Students attending San Jose City College or Evergreen Valley College must have a cumulative Grade Point Average (GPA) of 2.0.

- **Quantitative Standard**
  - Students must complete 70% of the units attempted each term. This is to ensure students are making progress towards their goal.
  - Students must complete their educational objective (graduation, transfer, certificate, etc.) by the time they have attempted 150% of the units required to complete their program.

- **Repeated classes**
- Financial aid may be awarded to cover cost of courses previously taken to improve a grade of D, F, W, and NC. However, repeated semester units will count toward the 150% of program units maximum allowed.
- **Attempted units** will exclude all ESL courses and up to thirty (30) remedial courses.