

## **CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES**

### **AP 5130                      FINANCIAL AID**

**References:**                      Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 76300, and 94912.5;  
   Title 5 Sections 55031 and 58600 et seq.;  
   20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Part 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)  
   Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standard III.D.15

#### **Available Financial Aid Programs:**

- California College Promise Grant (CCPG; formerly known as the BOG Fee Waiver)
- California Work Opportunity and Responsibility for Kids (CalWORKs) Work-Study
- Cal Grants B, C
- Chafee Grant
- Federal Direct Student Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Student Success Completion Grant (SSCG)

#### **Application Procedures**

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA), or the California Dream Act Application (CADAA), or the renewal application. If a student is applying for a Cal Grant, the FAFSA or CADAA and a GPA verification form must be completed. Additional information and eligibility requirements are available on the Financial Aid webpage.

#### **Student Eligibility**

Recipients of aid from federal and state funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, certificate, or transfer. In addition to financial need, other eligibility requirements for most federal and state programs include:

- Having a high school diploma, a General Educational Development (GED) certificate, completing home schooling at the secondary level as defined by state law, passing the California High School Proficiency Examination (CHSPE), the High School Equivalency Test (HiSET), or passing the Ability to Benefit Test (if grandfathered in), administered at the Testing Center and which has been

- approved by the Department of Education;
- Being a U.S. Citizen or eligible non-citizen;
- Maintaining Satisfactory Academic Progress (SAP) in accordance with the standards;
- Not be in default on a federal loan or grant overpayment;
- Be registered with the selective service, if required;
- Have a valid social security number.

State aid does not require students to have a valid social security number. Some AB540 students may be eligible for federal aid, while others may only be eligible for state aid. Deferred Action for Childhood Arrivals (DACA) students are only eligible for state aid.

### **Payment Procedures**

The Federal Pell Grant will be disbursed in two payments per term. Federal Direct Student Loan(s) will be disbursed in one payment per term unless the student is attending only one semester in the award year, in which case, the loan(s) will be disbursed in two payments for that term. The FSEOG, SSCG, and the Cal Grant will be disbursed in one payment per term. FWS students will be paid monthly.

### **Overpayment Recovery**

The District will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received as well as any institutional debt incurred by the District.

In addition, a recalculation of Pell funds will be determined for all students at an established freeze date each term, a fixed date where the number of units a student is enrolled is used to recalculate eligibility for financial aid. Students who dropped units may owe an overpayment if they were paid more than their eligible amount on the freeze date. The midpoint of the term will be used for recalculation of Pell funds.

### **Accounting Requirements**

The District ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

### **Satisfactory Academic Progress (SAP) Standards**

Financial Aid Satisfactory Academic Progress standards must meet the criteria set by Title IV Regulations, published in 668.16(e), 668.32(f) and 668.34 of the Federal Register.

In accordance with Federal regulations, financial aid recipients are required to meet SAP standards. SAP standards provide qualitative, quantitative and incremental (time frame) standards by which the college can determine that students receiving federal financial

aid funds are maintaining the satisfactory academic progress required for their course of study. To be eligible for financial aid, federal regulations require that a student be a “regular student enrolled in an eligible program”. A regular student is someone who is enrolled in a course of study at Citrus College leading to an associate degree, a financial aid eligible certificate program, and/or a transfer program to a four-year college or university. Failure to maintain SAP standards will result in the loss of financial eligibility. The financial aid office reviews SAP at the end of the fall, spring and summer semesters. SAP includes periods of enrollment in which the student did not receive student financial aid funds.

Citrus College students are evaluated against the following standards:

**Qualitative Standard:** Maintain a minimum cumulative Grade Point Average (GPA)  
Students must maintain a minimum cumulative 2.0 Citrus College GPA.

**Quantitative Standard:** Pace of Progression  
Students must maintain progress by successfully completing at least 67% of units enrolled.

$$\text{Progress Percentage} = \frac{\text{Total Units with (F, FW, I, NP, MW, EW and W) must} = 33\%}{\text{or less (Total Units Attempted)}}$$

Note: Grades (F, FW and NP) are calculated in the GPA. However, grades ( I and W) are not calculated in the GPA.	
EW	Excused Withdrawal
F	Failing
FW	Failing/Withdrawal
I	Incomplete
MW	Military Withdrawal
NP	No Pass
W	Withdrawal

**Maximum Timeframe:** Total Units  
Students who have completed a Bachelor degree or higher (including a foreign degree) or attempted more than 150% of the units required for their degree or certificate program at Citrus College will be denied financial aid. Units attempted at Citrus College and/or units earned at all other colleges attended will be calculated into the total number of units attempted. Up to 30 attempted units of remedial coursework at Citrus College may be deducted from the total units attempted. ESL classes are counted towards the total number of units attempted. Students who enroll in excessive remedial courses that do not apply to their degree or certificate may exhaust their financial aid eligibility prior to completing their program.

**Course Repetition**

To determine the student's GPA, the most recent grade for a repeated course will be used. All units (both current and prior) from repeated courses are counted toward the

150% maximum units a student is permitted to have. Students are not eligible to receive aid for more than one repetition of a course that has been previously passed with a grade of "D" or better.

### **Financial Aid Warning Status**

Students who fail to meet the SAP standards for one semester due to GPA and/or Pace requirements will be placed on warning for one semester. During the warning period, students may be eligible to receive financial aid.

### **Financial Aid Disqualification Status**

Students, who fail to meet the SAP standards for more than one semester, will be disqualified from financial aid. Students who have lost their financial aid eligibility may be reinstated once they demonstrate satisfactory academic progress.

### **Reinstatement**

Students who are denied aid due to their failure to meet SAP standards may regain Title IV eligibility by meeting the SAP standards (GPA and/or Pace requirements) or by being approved on an appeal (see Appeal Eligibility Criteria). Students who are denied aid due to not meeting SAP standards may be offered the opportunity to appeal the denial.

### **Appeal Eligibility Criteria**

Students who do not meet the SAP standards to receive aid may be eligible to submit a written appeal.

Students may appeal their disqualification status **only if** they meet the following conditions:

1. For students whose aid was denied due to not successfully completing courses with a cumulative GPA of at least 2.0 and/or due to not successfully completing at least 67% of all coursework, the student must provide the following documentation that covers all periods of deficiencies:
  - a. Medical documents that show the student was medically unable to attend classes for reasons beyond their control;
  - b. Verification (obituary or death certificate) of a death in the student's immediate family. Immediate family for purposes of a financial aid appeal include parents, siblings, children, spouse, or grandparents;
  - c. Verification of military orders for military personnel and their families that have been temporarily reassigned or called to active service;
  - d. Verification of natural disaster beyond the student's control that impacted the student's academic performance; or
  - e. Personal tragedies that were beyond the student's control and are documented by a 3<sup>rd</sup> party professional, i.e. police, court, or medical facility.

In addition, all appeals must include:

- a. Statement from the student detailing the reason for the deficiencies and what action has been taken to ensure those deficiencies will not occur in the future; and
  - b. A Citrus College online Student Educational Plan (SEP)
2. For students whose aid was denied due to having already completed an Associate degree (including a foreign degree), the student must provide a copy of the student's Citrus College online SEP and a statement explaining why the student is not currently using the degree they completed and why they are returning to college.
3. For students whose aid was denied for having attempted 90 or more units or for having attempted more than 150% of the units required for a certificate program (this total attempted units includes completed units from other colleges), the student must provide a copy of the student's Citrus College online SEP and a statement detailing the reason for any deficiencies and/or reasons for exceeding the unit level and what action(s) the student has taken to ensure he/she will complete his/her program in a timely manner.

Students who do not submit documentation to support all periods of deficiency are subject to having their appeal denied.

Students whose aid was denied for having attempted 150 or more units are not eligible to appeal the denial of aid regardless of the reason. The 150 total attempted units include units completed at other colleges.

An appeal committee will review appeals. The committee's appeal decision is final and can only be changed on a case by case basis at the discretion of the Director of Financial Aid. A student that resolves his/her deficiencies and meets the SAP criteria will have his/her financial aid eligibility reinstated.

### **Subsequent Terms After Approved Appeal**

If approved on appeal, the students' academic performance will be reviewed at the end of each term to determine continued eligibility. Students approved on appeal remain eligible if they:

- a. Take coursework that are applicable toward their degree or certificate program;
- b. Successfully complete at minimum 67% of all courses attempted in each term following the appeal approval;
- c. Complete all coursework with a term GPA of 2.0 or higher in each term following the appeal approval; and
- d. Complete the program within the maximum time frame allowed by the appeal.

Students who fail to meet these guidelines will be denied aid and will not be eligible to appeal again until the following award year. Students attending summer may appeal for the summer term.

### **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.

At least once a year, the dean of each department/division will direct a review of each department/division website(s) and other informational materials for accuracy and completeness.

All employees and contractors that provide outreach services will be trained by their hiring/contracting manager concerning the District's educational programs, financial charges, and employment of graduates.

District managers shall periodically monitor employees' and vendors' communications with prospective students to ensure the accuracy of their communications.

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 California College Promise Grant (formerly known as a BOG Fee Waiver)**

A student shall become ineligible for a California College Promise Grant (CCPG) 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 thirty 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 CCPG 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 CCPG 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 CCPG 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 CCPG 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 subdivision (c).

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