

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5130 FINANCIAL AID

References: Education Code Section 76300; Title 5 Sections 58600 et seq.; 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668

Financial Aid programs available:

- BOGW – Board of Governors Enrollment Fee Waiver Program for California residents
- CalWORKs
- Cal Grants - California Grant B, C
- Federal Pell Grants
- FSEOG - Federal Supplemental Educational Opportunity Grant
- FWS – Federal Work Study
- Federal Direct Student Loan Program
- ACG – Academic Competitiveness Grant

Application Procedures

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) or the renewal application. These applications are available beginning in January for the following academic year. If a student is applying for a State of California Grant, the FAFSA and a GPA verification form must be complete. Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students apply by the March 2nd deadline or the September 2nd deadline.

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 program. In addition to financial need, other eligibility requirements for most federal and state programs include:

- Having a high school diploma, a GED, or passing the Ability to Benefit Test that has been approved by the Department of Education administered at the Testing Center;
- Being a U.S. Citizen or eligible non-citizen;
- Maintaining satisfactory progress 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.

Payment Procedures

The Federal Pell Grants, Federal Supplemental Educational Opportunity Grant, and Federal Loan Programs will be disbursed in two payments per term. The state Cal Grant Program and ACG will be disbursed in one payment per term. The Federal Work Study Program will be disbursed monthly.

Overpayments

Citrus College 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 prior to completing more than 60% of the term 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.

At Citrus College, a student's withdrawal date is:

- The date the student officially notified the Admissions and Records Office of his or her intent to withdraw; or
- The midpoint of the term for a student who leaves without notifying the College ;or
- The student's last date of attendance at a documented academically-related activity; or
- The date posted by the instructor indicating the last day of attendance.

Satisfactory Academic Progress Standards

Financial Aid Satisfactory Academic 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 and state regulations, financial aid recipients are required to meet Citrus College's satisfactory academic progress (SAP) requirements. SAP provides qualitative, quantitative and incremental 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. Failure to maintain SAP will result in the loss of financial assistance. The financial aid office reviews academic progress at least once a year. This generally occurs at the end of the fall and spring semesters.

In order for students to receive financial aid at Citrus College, they must adhere to the following requirements:

1. Enroll in an eligible program for the purpose of completing an associate degree, a financial aid eligible certificate program or transfer program.
2. Maintain a Citrus College cumulative GPA of 2.0 or above and successfully complete the units they have attempted. Students are required to complete at least 75% of the total number of units that they have attempted at Citrus College.

3. Students will be limited to a maximum of 72 total units.

Maximum units allowed

Federal regulations set the maximum time frame in which students must complete their educational program as 150% of the published program's required units at Citrus College. The 72-unit limit will include courses students have completed at Citrus College **and** all other colleges that they may have attended. Financial aid will be awarded for repeated courses.

Financial aid probation status

Students who do not meet the SAP standards will be placed on probation. While on probation, students will continue to receive financial aid. All probation students are notified of their status and are advised to seek academic counseling.

Financial aid disqualification status

Students who do not meet the progress standards for more than one term, will be disqualified from receiving all financial aid, except the Board of Governor's Fee Waiver. Students who have lost their financial aid eligibility may be reinstated once they demonstrate satisfactory academic progress by:

1. Maintaining a Citrus College cumulative GPA of 2.0 or above;
2. Completing at least 75% of the total number of units attempted;
3. Completing the appeal process (see below).

Complete withdrawal (Return of Title IV Funds) and repayment requirements

Students who completely withdraw from all classes (drop to 0 units) before completion of 60% of any semester will be required to repay a portion of the federal financial aid. Failure to do so will prevent students from receiving any further federal financial aid at Citrus College or any other college they may attend. (See *"Terms of Offer"* for further details).

How to appeal

All students who have been disqualified will receive notification with instructions for completing the appeal process. The appeal requirements are:

1. A written statement submitted with supporting documentation explaining the adverse or unusual circumstances that prevented the student from making satisfactory academic progress.
2. An appointment with a Counselor or an Educational Advisor to obtain a Student Educational Plan (SEP).
3. All academic transcripts from all previously attended colleges must be on file with the Admissions and Records Office.

Appeals must be returned to the Financial Aid Office and will be submitted to the Financial Aid Appeal Committee for review. All information submitted to the committee will be reviewed as well as each individual's overall academic record and any unusual circumstances before making a decision. Students will be notified by mail of the results. **The decision of the committee is final.** Failure to adhere to your educational plan and/or comments from the appeals committee will result in immediate disqualification from receipt of further financial aid. If the appeal is denied, students must meet SAP standards before any further financial aid may be awarded. For additional information and appeal forms, please visit the Financial Aid Office at Citrus College.

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