

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; 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.

Financial Aid programs available:

- Board of Governors Enrollment Fee Waiver (BOGFW)
- California Work Opportunity and Responsibility for Kids (CalWORKs) Work-Study
- Cal Grants B, C
- Chafee Grant
- Federal Direct Student Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Full-Time Student Success Grant (FTSSG)

Application Procedures

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

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, FTSSG, 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. Students who dropped units may owe an overpayment if they were paid more than their eligible amount.

A student's withdrawal date is:

- The date the student officially notified the Admissions and Records Office of his or her intent to withdraw;
- The midpoint of the term for a student who leaves without notifying the District;
- 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.

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 SAP 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 SAP requirements. SAP standards provide qualitative, quantitative and incremental (time frame) standards by which the District can determine that students receiving federal financial aid funds are maintaining the SAP standards required for their course of study. Students receiving financial aid must be enrolled in a course of study 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 assistance. The Financial Aid Office reviews SAP standards at the end of the fall, spring and summer semesters/terms. Review of SAP standards includes periods of enrollment in which the student did not receive student financial aid funds.

In order for students to receive any federal or state financial aid which includes direct loans, students must adhere to all of the following requirements:

1. Maintain a Citrus College cumulative GPA of 2.0 or above (qualitative);
2. Successfully complete 75% of the total number of units that they have attempted at Citrus College and any other college for which the District has transcripts on record (quantitative/pace); and
3. Not exceed the maximum units allowed (quantitative/pace). These units include all units attempted at Citrus College and any other college for which the District has transcripts on record.

Maximum Units Allowed

Students may attempt up to the lesser of 90 units or a maximum of 150% of the program length toward the completion of a degree or certificate program. Students who have completed an Associate degree (including a foreign degree) or attempted 90 or more units will be denied financial aid. Students who have attempted more than 150% of the units required for a certificate program will be denied financial aid. Units completed at other colleges or taken without the assistance of financial aid are 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. Students who exceed the 30 attempted units of remedial courses that do not apply to their degree or certificate may exhaust their financial aid eligibility prior to completing their program.

Course Repetition

For information on how repeated courses are calculated in the student's GPA, please see Administrative Procedure 4227 Repeatable Course, Administrative Procedure 4228 Course Repetition - Significant Lapse of Time, and Administrative Procedure 4229 Course Repetition - Variable Units. All units, both current and prior, from repeated courses are counted toward the maximum number (90) of units a student is permitted to attempt. Students are not eligible to receive aid for more than one repetition of a course that has been previously passed. Once a student reaches a maximum of 90 units they will be disqualified from financial aid (see disqualification status below).

Financial Aid Warning Status

Students who do not meet the SAP standards will be placed on warning status. While on warning status, students will continue to receive financial aid. All students who are notified of their warning status should seek academic counseling and take advantage of all other student services available to ensure student success at Citrus College.

Financial Aid Disqualification Status

Students, who do not meet the SAP standards for more than one term, will be disqualified from financial aid (student will not receive financial aid, except for the BOGFW. Beginning fall 2016, BOGFW eligibility will be based on the District's academic and progress standards. Being disqualified from financial aid does not prohibit a student from continuing their education. Students who lose their financial aid eligibility will be reinstated once they meet SAP standards.

Reinstatement

To reestablish eligibility for financial aid, students must:

1. Meet all financial aid SAP standards (qualitative, quantitative, and maximum time frame) or
2. Submit an appeal (as stated below), and successfully complete and meet the conditions of the appeal process. Student may only appeal once per year with the exception of summer.

Appeal Eligibility Criteria

Students who do not meet the SAP standards to receive aid may be eligible to submit a written 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 75% 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 that 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.

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 75% 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 3rd 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 Student Educational Plan (SEP) developed by Citrus College.
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 educational plan developed at Citrus College 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 attempted units from other colleges), the student must provide a copy of the student's educational plan developed at Citrus College 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 attempted at other colleges.

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.

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.

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