

Fee Refund Policy

Refund for Enrollment Fees

A Request for Refund Form must be filled out in person at the Bursar's Office after dropping classes by telephone registration or online or at the Admissions counter. The form must be submitted before the end of the second week of the semester. **No refund requests will be accepted by fax or over the telephone.**

6-Week Classes Resident & Nonresident Students

The deadline for refund for full semester classes that begin the week of Monday, January 7, 2008 is **Monday, January 14, 2008** at 7:00 p.m. Resident and nonresident students will receive 100% refund less the \$10.00 processing fee if the refund form is completed by the refund deadline of Monday, January 14, 2008.

Short-Term Classes

A Request for Refund Form must be completed at the Bursar's Office before the **end of the first week of class**. A school week is defined as Monday through Sunday.

Other Refund Information

- If students request a refund for a parking permit, the permit must be returned to the Bursar's Office when they complete the Request for Fee Refund Form.
- If fees were paid with a credit card, students may receive a credit to that account by presenting the card used by the refund deadline. Fees paid using cash or check will be refunded by check in the mail.
- Refund checks will be mailed by the end of **March 2008**.
- Refunds for production and copy cards will be granted during the refund period if cards are unused, unsigned and presented with a register receipt.

- A \$10 refund processing fee will be assessed to every refund where enrollment fees are being returned. The processing fee will not apply to refunds for College-cancelled classes or special administrative drops.
- Students may not place a stop payment on checks. Stop payments will be financially obligated and additional fees will be applied.
- **Refunds are not automatic** — students must request a refund in person within the published deadlines to qualify. Money paid and not refunded does not transfer to future semesters.
- Students may apply for a Board of Governors Fee Waiver (BOGW) at any point within the academic year. If they are determined eligible for a BOGW, they are eligible for that assistance for the remainder of the academic year. To be reimbursed for fees paid, a Request for Fee Refund form must be completed in person at the Bursar's Office. Students applying for a refund after the refund deadline will be refunded only the enrollment fees paid.

Owing a Debt to the College

Mt. SAC will withhold grades, transcripts, degrees, registration privileges, or any other combination thereof, from any student or former student who has failed to pay a proper financial obligation due to the College (*e.g., returned check, unpaid loan, equipment breakage, unpaid library fine, financial aid overpayment, unpaid registration fee*). Any item or items withheld shall be released when the student satisfactorily meets his/her financial obligation. When the outstanding financial obligation owed to the College is sent to our collection agencies, the collection cost incurred will be added to the original amount owed. Returned checks must be paid in the form of cash, credit card, money order or a cashier's check, and a returned check charge of \$25 will be added to the amount of the check.

Financial Aid

The Mt. SAC Title IV code is: 001245

Financial Aid Is Available

The College offers a variety of financial aid programs funded by the federal and state governments and private sources. These programs are available to eligible students to help meet the cost of attending college. Aid programs include grants, work-study opportunities, scholarships, and loans. All students may be eligible for some form of assistance based on their financial need. Students may apply for aid by filing a Free Application for Federal Student Aid (FAFSA) form.

This form is available in the Financial Aid Office or students may file online at www.fafsa.ed.gov. To apply for a Personal Identification Number (PIN), which serves as the electronic signature on your FAFSA, go to www.pin.ed.gov. For any questions or further information, contact the Financial Aid Office, **ext. 4450**.

PLEASE NOTE THE FOLLOWING DEADLINES: For Academic Year 2007-08

Students may continue to apply for federal and state aid for this year by completing the FAFSA (Free Application for Federal Student Aid form). Refer to the websites above.

Financial Aid

For Academic Year 2008-09

January 2008: Financial aid forms for academic year 2008-09 will be available. Students must reapply for financial aid every year. Apply early at www.fafsa.ed.gov. The Title IV code for Mt. SAC is 001245.

March 2, 2008: Cal Grant deadline. File the FAFSA (for 2008-09 academic year) no later than this date, along with the GPA Verification Form, to be considered for state aid.

April 15, 2008: Mt. SAC *priority* filing date for financial aid. Students will have met the priority filing deadline if they file the FAFSA by this date.

Scholarships

In addition to federal and state aid, scholarships are available to qualified students based on need, merit, major or educational goal. Students may submit a Mt. San Antonio General Scholarship Application available at the Financial Aid Office prior to the screening deadline.

Students will be notified by mail if they have been selected.

There are other scholarships from private donors which require specific applications provided by the donor and have varying deadlines. These scholarship applications may be obtained from the Scholarship Coordinator located in the Financial Aid Office.

Visit the Scholarship Program Office for assistance with scholarship opportunities, including scholarship research, personal statement advisement, and workshops.

For any questions or further information, contact the Scholarship Coordinator at **ext. 4457**.

You may also visit the Mt. SAC Scholarship Program website for further information:
www.mtsac.edu/students/finaid/scholarships.html

Waiving Fees

California Community College Board of Governors Enrollment Fee Waiver (BOGW) Information

This assistance is available to qualified California residents. The Board of Governors Enrollment Fee Waiver waives the enrollment fee and provides a reduced cost for health and parking fees. Students are responsible for paying any additional fees. Students may apply for an enrollment fee waiver at the time of registration.

There are three methods by which students may qualify:

Method A:

A student is currently a recipient of funds from TANF (*Temporary Assistance for Needy Families*), SSI (*Supplemental Security Income*), or GA/GR (*General Assistance/General Relief*), or, if dependent, such funds are the sole source of income for the family. Students must provide a current copy of their check or an Untaxed Income Verification form, available in the Financial Aid Office.

Method B:

Household size and 2006 family income. Colleges may ask students to provide documentation of income, such as a copy of their 2006 Federal Income Tax Return. **Students are required to provide documentation if it is requested.**

Method C:

A student has applied for other state/federal aid and has demonstrated financial need by completing the 2007-08 Free Application for Federal Student Aid (FAFSA) form.

This form is available in the Financial Aid Office or students may file online at www.fafsa.ed.gov. This is the preferred method as most students that do not qualify based on Methods A and B, do qualify based on Method C.

Use the BOGW application form on pages 18-19 to apply based on Method A or B and RETURN IT IN PERSON to the Financial Aid Office, Student Services Center. The BOGW application must be submitted to the Financial Aid Office.

Students may apply for a BOGW at any point during the academic year. If students are determined eligible for a BOGW, it will be valid for the entire academic year. Students must reapply for a BOGW each year beginning with the summer term.

A request for refund must be completed and submitted to the Bursar's Office no later than June 30 if students are determined eligible for a BOGW after having paid fees for any term within the academic year.

Students applying for a BOGW after the refund period of any term will only be refunded their enrollment fees.

NOTE: Since verification of eligibility may involve contact with other agencies, parental signature, or other documents, it is reasonable to expect that applications may not be completed on the same day a student plans to register.