

Chapter 5 - 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 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

Financial Aid programs offered:

Federal

Federal Pell Grants
Federal Work Study
Federal Supplemental Ed. Opportunity Grant
Federal Direct Student Loan Program
Federal Family Education Loan Program

State

Cal Grants
Board of Governors Fee Waiver

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, an approved Title IV certificate, or transfer. In addition to financial need, other eligibility requirements for most federal and State programs include:

1. 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 Assessment Center in the Student Services Center.
2. Being a U.S. Citizen or eligible non-citizen.
3. Maintaining satisfactory progress in accordance with the standards.
4. Not be in default on a federal loan or grant overpayment.
5. Be registered with the selective service, if required.
6. Have a valid social security number.

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 usually available beginning in January for the following academic year. If a student is interested in a State of California Grant, the FAFSA and a GPA verification form must be completed. 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.

The priority filing deadline at Mt. SAC is April 15th. By meeting this deadline, students will have priority in the awarding of Federal Work Study and Federal Supplemental Educational Opportunity Grants if eligible.

The information reported on the FAFSA may be verified by the Financial Aid Office using parent's and/or the student's Internal Revenue Services Forms 1040, 1040A, or 1040EZ. Students must be able to provide a copy of their Social Security Card, Alien Registration Card (if applicable), and their Mt. SAC College Services Card or Photo ID for identification purposes.

Payment Procedures

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

Overpayments

Mt. SAC 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 semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they have received.

At Mt. SAC, a student's withdrawal date is:

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

Satisfactory Academic Progress

Federal and State financial aid regulations require Mt. San Antonio College to establish; publish; and apply quantitative, qualitative, and incremental standards by which Mt. SAC can determine whether a student requesting and/or receiving aid funds is maintaining satisfactory progress in his/her course of study. Mt. San Antonio College makes these standards applicable to the following aid programs:

Federal Pell Grant	Federal William D. Ford Direct Loan Program
Federal Work Study	Federal Supplemental Educational Opportunity Grant
Federal Perkins Loan	Federal Family Educational Loans Program
Cal Grant B	Bureau of Indian Affairs
Cal Grant C	

Financial aid progress standards apply to current and prior academic work at Mt. San Antonio College, regardless of whether or not a student has previously received any form of financial aid. These progress standards apply to all students within categories of students (full-time, 3/4-time, 1/2-time, and less than 1/2-time), and academic programs (Certificate, Associate Degree, and transfer). The College Catalog describes other policies for academic progress required to maintain enrollment at Mt. San Antonio College.

Eligible Programs

Students must be enrolled in an eligible program of study for the purpose of a Certificate, Associate degree, or completing a transfer program. Certificate programs offered by Mt. SAC must be approved as eligible programs by the Department of Education to be eligible for federal student aid funding.

Program Length

Mt. SAC offers a variety of Certificate programs, Associate degrees and transfer programs, each with its own unit, course and time requirements. The Educational Plan, designed specifically for each certificate, degree, or transfer program, will indicate the maximum time frame, in semesters, required for each program.

Program Completion

Financial Aid regulations require that students complete their program of study within 150% of the time frame required of each program. For example, a full-time student enrolled in an Associate degree program must complete his/her program of study within three academic years (an academic year equals two semesters plus a summer intersession). An academic year starts with the semester or the intersession of the student's first enrollment; i.e., Fall, Spring, and Summer; Spring, Summer, and Fall; and Summer, Fall, and Spring). A student who is enrolled on a part-time basis will be pro-rated appropriately, i.e., a student consistently enrolling for six units must complete his/her program of studies in six years.

Evaluation of Progress

Students will be considered to have made satisfactory progress when they:

- a. Maintain a cumulative 2.00 G.P.A. and
- b. Successfully complete the minimum number of units as described below.

A student's progress toward his/her educational objective will be evaluated at the end of each academic year. The minimum number of units a student must successfully complete at the end of each year, in order to complete their program of studies within the maximum time frames is outlined below:

Minimum Number of Units to be Completed Each Year

<u>Enrollment Status</u>	<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>	<u>5th Year</u>	<u>6th Year</u>	<u>Total Units</u>
Full-time	20	20	20	Not eligible for aid			60
3/4-time	15	15	15	15	Not eligible		60
1/2-time	10	10	10	10	10	10	60

Students enrolled in less than 6 units must complete at least one course.

Enrollment Status

Enrollment in credit courses for .1 to 5.9 units is considered less than 1/2 time; 6 to 8.9 units is considered 1/2 time; 9 to 11.9 units is considered 3/4 time; and 12 or more units is full-time. A student's enrollment status will be determined at the end of the fifth week of each semester. If awarded after that period, status will be determined at the time the financial aid application is received.

Successfully Completed Courses

Successfully completed courses are those in which a student received a grade of "A", "B", "C", "D", or "CR".

Unsuccessfully Completed Courses

Unsuccessfully completed courses are those in which a student receives a grade of "F", "NC", "IP", "I," or "W." However, under the Mt. SAC grading system, the grade of "I" may be replaced with a letter grade which will yield unit credit. Unsuccessfully completed courses adversely impact academic progress. Students are encouraged to add or drop during the period that they will receive no notations on their permanent record. Although unsuccessfully completed courses are not successful, they are considered attempted and impact program length.

Course Repetition

Students are not permitted to receive financial aid for repeating courses, except as follows:

- a. Course description in the College Catalog (Section X) states, "may be taken for credit," or
- b. If a "D" or "F" was received and repetition is needed to remove a grade point deficiency (up to a maximum of 12 units), or
- c. By obtaining prior College approval by filing a Petition for Exceptional Action through the Counseling Department.

High School Credit

Students cannot use (transfer back) college courses for high school credit for which they have received financial aid, otherwise an overpayment will result.

Counseling Class

Students are advised to enroll in a counseling class to develop an educational plan. It is the student's responsibility to follow his/her plan to ensure completion of the designated program of study within the projected time frame.

Major Change

Counselor approval will be required if a student changes his/her major. A new Educational Plan must be developed and furnished to the Financial Aid Office if requested.

Transfer Students

Students that transfer from another accredited post-secondary institution are required to submit official academic transcripts of their previous college work to the Mt. SAC Admissions & Records Office. Those transcripts will be reviewed and evaluated. An evaluated copy must be given to the Financial Aid Office. The accepted units will be applied toward the cumulative total of units earned. Those units applied are used to grant advance standing and may impact the maximum time frame. For financial aid purposes, the GPA from the previous institution will not be held against the student.

Remedial Classes

Students may receive aid for up to 30 units of remedial classes. Courses must be at the secondary level and required as part of an eligible program. Note: These classes are identified as pre-collegiate/basic skills and are non-degree appropriate.

AmLa

Students who are enrolled in ESL credit course work, such as AmLa, as part of an educational plan leading to a certificate, or degree, are eligible for financial aid. There is no limit on the number of ESL units a student may take, as long as students maintain Satisfactory Academic Progress and are in an eligible program. ESL course work is not counted as part of the 30 unit remedial limit.

Reinstatement

If a student is denied financial aid, he/she may be reinstated once they have regained satisfactory academic progress, according to the standards. However, students may not be paid retroactively for periods in which they failed to maintain satisfactory progress.

Financial Aid Ineligibility

Extenuating circumstances, which warrant an exception to the SAPP, may be considered. Students must submit an appeals form with documentation to substantiate reinstatement. Examples of extenuating circumstances may include:

1. **Injury or illness of student** (Student must verify extensive hospitalization, medical treatment, or serious illness.)
2. **Personal crises** (Student discloses, in writing, a traumatic situation, such as: death of a family member, separation, divorce, abuse, automobile accident, or destruction of home or belongings by fire or theft.)
3. **Change of major or objective** (Student needs one or two additional semesters due to change in educational/career objective. NOTE: A current educational plan is required prior to approval.)
4. **Other circumstances** (Student should explain the nature of his/her problem and illustrate why an exception to the standards should be made. Other circumstances are considered on a case-by-case basis.)

Appeals Process

In order for an appeal to be considered, the student must provide the following:

1. The Appeal Form with a written statement explaining the circumstance that prevented the student from making academic progress.
2. A current educational plan with the entire courses listed to complete the educational goal.
3. Supporting verification (e.g. a hospital or doctor's statement verifying an extended illness, medical bills, Probation Contract).
4. All academic transcripts from all previously attended colleges evaluated by the Mt. SAC Admissions & Records Office.

A copy of the scheduled Board of Appeals meetings and paperwork deadlines will be provided to students upon request.

If aid is denied by the Board of Appeals, the decision is final unless new documentation can be presented.

Delinquent Financial Obligations

- A. Mt. San Antonio College will withhold grade transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who has failed to pay a proper financial obligation due the district (e.g., returned check, unpaid loan, equipment breakage, unpaid library fine, etc.)
- B. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.
- C. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the Mt. SAC Auxiliary Services Office. The Auxiliary Services Office will review the pertinent information, including information the student may wish to present, and will advise the student of its conclusions with respect to the debt. The student may be referred to the office where the obligation occurred for resolution of the debt.

The Mt. San Antonio College Catalog contains the most recent information regarding Financial Aid. This document is updated annually for currency and correctness.

Proposed revisions received from CCLC in September 2011