

## HARTNELL COMMUNITY COLLEGE DISTRICT

### AP 5130 Financial Aid

**References:** Education Code Sections 66021.6, 66025.9, and 76300; Title 5 Sections 55031 and 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); ACCJC Accreditation Standard III.D.15

Financial aid is available to eligible students through grants, scholarships, and part-time employment. Recipients may receive more than one category of assistance and in some cases, assistance from several categories. Financial Aid programs are offered through the following:

Bureau of Indian Affairs (BIA)  
CA Promise Grant (CCPG)  
~~Board of Governor's Fee Waiver (BOGW)~~  
Cal Grants  
Ca Dream Act Service Incentive Program (DSIG)  
CalWorks  
Cal Works Work Study  
CARE Grants  
Chafee Grants  
EOPS  
Federal Pell Grants  
SEOG (Supplemental Educational Opportunity Grants)  
Federal Work Study  
Scholarships  
Any newly enacted federal or state programs

### Application Process

Students who would like to be considered for financial aid must apply using either the Free Application for Federal Student Aid (FAFSA), California Dream Application or the CCPG (CA Promise Grant) ~~BOGW (Board of Governor's Fee Waiver)~~ Application. Links to these forms can be found on the Financial Aid webpages on the College's website. Some financial aid resources require a student to submit additional application materials; scholarships, for example, might have a completely separate form to submit to the funding agency. All students are encouraged to apply for scholarships that might contribute to their financial resources while attending college.

## **Deadlines**

See the Financial Aid webpages on the College's website for semester specific Financial Aid and Scholarship deadlines. All deadlines will be strictly adhered to.

## **Student Eligibility**

The federal government is the primary source of financial aid for college students. Students must meet several requirements in order to be eligible to receive federal aid. The following requirements are common to most federal (and many other) financial aid programs:

- Students must have financial need and demonstrate it through their financial aid application materials. (Note: However, there are some scholarship programs available to students who do not need to demonstrate financial need.) It is strongly recommended that students apply for aid by the deadline dates if they think they may need financial assistance.
- In order to receive financial aid, students must be admitted to the college and working toward a degree or certificate. (However, students may apply for aid before being enrolled.)
- The students must have a high school diploma, a GED, or a completion of high school education in a home school setting approved under the state law.
- To qualify for all federal aid, students must be U.S. citizens or eligible non-U.S. citizens. State aid may be available to some eligible non-citizens.
- All students must have a valid Social Security Number to be eligible for federal aid.
- Most male students who are between the ages of 18 and 25 must be registered with the U.S. Selective Service.
- Continuing students must be making satisfactory academic progress.
- Students receiving federal student aid must use it for educational purposes only.
- To continue to qualify for financial aid, students must not owe a refund on a federal grant or be in default on any federal educational loan.

## **Payment Procedures**

The Federal Pell Grants will be disbursed in two payments per term. Federal Supplemental Educational Opportunity Grants, and the State Cal Grant Program, will be disbursed in one payment per term. The Federal Work Study Program will be disbursed monthly as employment hours are earned.

~~All eligibility programs approved by the Department of Education for Title IV aid are considered credit hour programs with the exception of the Licensed Vocational Nursing Program. In Fall 2012, the State of California Vocational Licensing Board determined the LVN program to be clock hour program. Students in this major will have their Federal Pell Grant disbursed after successful completion of each module.~~

## **Overpayments**

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 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 as well as any institutional debt incurred. 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.

At Hartnell, 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 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.

## **Return to Title IV Funds (R2T4)**

Hartnell 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 Hartnell, a student's withdrawal date is:

- The date the student officially notified the Admissions and Records Office of his or her intent to withdraw;
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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 of Funds**

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 of any student receiving Federal Student Aid (FSA) funds or State funds.

## **Disbursement of Funds**

In order to ensure compliance with Department of Education Regulations pertaining to separation of duties for disbursement of financial aid funds the following is established:

- The Vice President of Administrative Services and/or designee, shall be responsible for disbursing financial aid funds as outlined in the ~~Blue Book published by the U.S. Department of Education and other generally accepted accounting procedures.~~ The Vice President of Student Affairs and/or designee (Dean of Student Affairs/Enrollment Services), shall be responsible for determining disbursement schedules in consultation with the Vice President of Administrative Services and and/or designee.

## **Fraudulent Documents**

- ~~Submission of fraudulent documents is a violation of the Standards of Student Conduct and as such, subject to disciplinary action. The student will be informed that withdrawing the fraudulent document is not a pardon from disciplinary action. In addition, students who are found to have submitted fraudulent documents will have to repay any funds received back to the Department of Education.~~
- ~~Any student submitting a fraudulent document will be referred to the Vice President of Student Affairs and/or designee for disciplinary action.~~

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

Federal regulations require that institutions establish satisfactory academic progress standards for students applying for and receiving federal aid. These regulations require that the Financial Aid Office review all periods of a student's enrollment history regardless of whether financial aid was received, to determine if a student is making satisfactory academic progress towards an educational objective. A student's progress will be evaluated at the end of the fall, spring and summer semesters by the standards outlined below. All periods of enrollment will be evaluated regardless of whether or not financial aid was received. Any official academic transcripts from other accredited colleges that have been evaluated by Hartnell College will be utilized in the review of our Satisfactory Progress.

**These standards apply to all students who apply for and receive financial aid from the following programs:**

- Cal Grant B and C
- Student Success Grant
- CA Dream Act Service Incentive Program (DSIG) Federal Work Study
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

- Federal Direct Loans

The Satisfactory Academic Progress policy, procedures, and appeal process can be found on the Financial Aid webpages on the College's website.

### **Educational Objective**

Students receiving financial aid at Hartnell must be enrolled in a course of study leading to an AA, AS, AA-T, AS-T, or a Certificate of Achievement.

### **Qualitative Standard**

All students must have a Cumulative Grade Point Average (GPA) of 2.0 or better.

### **Quantitative Standard**

Students must complete a certain percentage of units attempted in order to make progress toward their goal. Students must have completed at least 67% of their cumulative units attempted.

### **Maximum Units/Time Frame Allowed**

Students must also complete their educational objective (graduation, transfer, and certificate in a timely manner) by the time they have attempted 90 units. This includes **ALL** units attempted at Hartnell College. A student can only receive financial assistance for a maximum of 150% of the published length of the program. All units attempted, regardless if required for the major or are for personal enrichment, will count toward the 150% allowable total. A change in education objective will not start a new maximum time frame. All units taken for prior programs will be included in the 150% allowable total.

**NOTE:** Courses in which a student receives a "W" are also included in the 150% allowable total.

The standard for completion of many degree programs at Hartnell College is 60 units. Thus, 90 units is the maximum for which a student can receive financial assistance (60 units X 150% = 90 units). Certificate of Achievement programs may have a shorter time frame. Please review the academic program requirements provided for each degree and certificate program in the Hartnell College catalog.

The maximum unit time frame includes units attempted at Hartnell College during all periods of enrollment in which the student did or did not receive financial aid. The maximum unit time frame also includes evaluated units from prior colleges which meet program requirements of the student's current academic objective as determined from official transcripts. This is required if the student has requested inclusion of prior academic credit for any purpose within the college.

If the student's total units equal or exceed the maximum unit time frame of 150% (equivalent to 90 attempted units for an AA/AS or transfer), his/her eligibility for financial aid will be terminated. If there are extenuating circumstances, the student may appeal for an exception to this policy by submitting a Financial Aid Appeal petition. For further information see the SAP Appeal section of this policy.

### **Excessive Units**

- Up to 30 units of remedial basic skills courses and **all** English as a Second Language (ESL) courses will be excluded from the 150% limit.
- Military credits will be excluded.
- Repeated classes: Financial assistance may be awarded to cover the cost of courses previously taken to improve a grade. Although on a student's academic record, the college counts only the most recent grade earned when the student repeats a course, financial aid must include the units from every attempt when calculating a student's SAP status. Repeated semester units will count toward the 150% maximum eligibility allowed. Hartnell College financial aid pays for only one repeat per course.
- High Unit Majors: These programs have different time frames for completion than the average programs at Hartnell College. For a list of all high unit majors please see our Excessive Unit Worksheet or the current Hartnell College catalog. If a student has been accepted into one of these programs, the student may be eligible for financial assistance beyond the 90-unit maximum.

### **Other Important Factors**

**Grade changes after final grades are issued:** It is the student's responsibility to notify the Financial Aid Office of any official grade changes including removal of an Incomplete grade (I) that would affect the student's satisfactory academic progress status. Any grade changes received after the initial semester calculation will be including in the following semesters SAP calculations.

**Academic Renewal:** Hartnell College has an Academic Renewal Policy through which a student may apply to have credits attempted and grades earned in previous semesters excluded from the calculation of the student's GPA. The Federal Student Aid program regulations make no provisions for Academic Renewal. Hartnell College must include **all** courses in evaluating a student's SAP status for financial aid purposes.

**Other College Units:** All transfer units accepted will be used in determining financial eligibility. Students wishing to receive credit for courses taken at other colleges must submit official transcripts from each college to the Admissions & Records Office. Degree applicable units included in units attempted and earned will be used in the calculation of Maximum Time Length and Pace of Progression.

The Financial Aid Office makes every effort to ensure that all SAP processes are accurate. Students who believe their SAP status has been determined in error should contact the Financial Aid Office immediately to discuss their situation and to determine if an error has been made.

### **Unsatisfactory Academic Progress**

The Financial Aid Office will send e-mail notifications at the end of each semester, after grades are evaluated, to students who fail to maintain Satisfactory Academic Progress. For detailed information on the Satisfactory Academic Progress policy and procedures, please see the Financial Aid webpages on the College's website.

### **Warning**

Students will be placed on financial aid warning if they fail to complete 67% of units attempted *or* if they earn less than a 2.0 cumulative GPA or both. Financial Aid assistance will be continued during this warning period.

### **Disqualification**

A student will be placed on disqualification after one term of warning if they fail to meet the satisfactory academic progress requirements of completing 67% of units attempted, *or* if they earn less than a 2.0 cumulative GPA or both. Students may also be placed on disqualification status if they have reached the Maximum Units/Time Frame limit or the Financial Aid Office determines they cannot complete their academic program within the allowed time frame. Financial Aid assistance will cease during the disqualification period.

### **SAP Appeal**

Students who have been placed on disqualification status and who have extenuating circumstances may request an Appeal of their Financial Aid status. Such extenuating circumstances shall be those acute medical, family, or other personal problems which rendered normal academic functioning unlikely or impossible. Such circumstances must be verified in writing.

A Financial Aid Appeal Committee will review and make a decision on each student's appeal request. Only one FA Appeal may be submitted each academic year. However, if the student has continuous enrollment, the Financial Aid Appeal Committee at the beginning of each semester will automatically review your academic record for progression.

### **Approved Appeal Status**

Students with an approved appeal will only receive financial assistance for courses that are listed on their Student Educational Plan. If there are any changes to the Educational Plan, it is the student's responsibility to submit an updated copy to the Financial Aid Office immediately. If

an appeal is submitted after the established semester deadline and approved, funding will only be disbursed for the semester in which they were approved. No retroactive disbursements will be made.

Eligibility for federal, state and institutional eligibility will be determined after the appeal has been approved. Eligibility for the CA Promise Grant (CCPG) ~~Board of Governors' Fee Waiver (BOGW)~~ is not affected by SAP status.

Students will be placed on probation status in which grades and progress toward degree will be reviewed each semester. Once the appeal is approved the student MUST meet all standards each semester (2.0 semester GPA and completion of all semester coursework) for continued eligibility. The student must also follow the conditions of their Education Plan. Any change to the student's Educational Plan will require an updated Educational Plan along with a Student Statement to be submitted to the Financial Aid Department. Only one change in program will be considered and may be denied if it would require a significant extension to the student's time frame.

If a student fails to meet all standards each semester (as an approved appeal student), he/she will become ineligible for further appeal for the remainder of the academic year and will be placed on disqualified status for the upcoming semester.

**NOTE:** Students exceeding the 150% maximum units/time frame allowed and who have been approved for a final award; are not eligible to appeal again.

### **Pending Appeal Status**

There are various reasons an appeal may be placed into pending status. Further documentation or a meeting with a Financial Aid Specialist may be required. Once the requirement(s) have been met, students will be notified with a written decision. If students do not return the missing documents within ten working days the Appeal Pending status will become an Appeal Denied status.

### **Denied Appeal Status**

This student is not eligible for federal, most state and institutional financial assistance. Any student whose appeal is denied may regain eligibility the next academic year by bringing their academic record up to the qualitative and quantitative standards. Students that have received final notification of the maximum units/time frame; are no longer eligible to appeal again.

### **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.

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 ~~BOG~~-CCPG Fee Waiver**

The Board of Governors has recently established new regulations for the loss of BOG Fee Waiver eligibility. Loss of ~~BOG~~ CCPG Fee Waiver eligibility shall become effective at the first registration opportunity after such determination is made. There are two ways in which a student can lose their ~~BOG~~ CCPG-Fee Waiver eligibility:

#### **Academic Probation**

Students who fall below a 2.0 cumulative GPA for two consecutive primary semesters (fall/spring) will lose their ~~BOG~~ CCPGfee waiver.

#### **Progress Probation**

Students who fail to successfully complete cumulative coursework below 50% in two consecutive primary semesters (fall/spring) will lose their ~~BOG~~ CCPG fee waiver.

Hartnell will 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 will advise students about the available student support services to assist them in maintaining and reestablishing ~~BOG~~ CCPG Fee Waiver eligibility. Students can find eligibility information on the Financial Aid webpages on the College's website or in the current Hartnell College catalog.

### **Regaining ~~BOG~~ CCPG Fee Waiver Eligibility**

Students who lose eligibility for the ~~BOG~~ CCPG Fee Waiver can have it reinstated if they meet the criteria below:

- If successfully granted a ~~BOG~~ CCPG Fee Waiver appeal
- Improve your GPA or course completion measures to meet academic and progress standards.
- Not attend Hartnell College for two consecutive primary semesters (fall/spring)

### **BØG CCPG Fee Waiver Appeal Process**

Hartnell College has established written procedures by which a student may appeal the loss of a BØG CCPG Fee Waiver due to the following reasons:

- Extenuating circumstances which are verified cases of accidents, illnesses, changes in the student's economic situation, or other circumstances that rendered normal academic functioning likely or impossible. Such circumstances must be verified in writing.
- 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.
- A student with a disability who applied for, but did not receive, a reasonable accommodation in a timely manner. A verification of disability document from the DSPS office must be attached to the appeal form.

All of the above reasons must be supported by written documentation from the student. The Loss of Enrollment and BØG CCPG Fee Waiver Appeal form can be found on the Financial Aid webpages on the College's website along with semester submission deadlines. The College's Academic Standards Committee will review all Loss of Enrollment and BØG CCPG Fee Waiver Appeal forms and will make a recommendation to the Vice President of Student Affairs or his/her designee.

Foster Youth shall not be subject to loss of BØG CCPG Fee Waiver 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(c).

See Board Policy 5130

Approved by Superintendent/President: 2/19/16