

FINANCIAL AID

AP No. 5130

Board Reviewed: 6/8/16; 11/9/16

Page 1 of 7

I. The District shall offer the following financial aid which may include but are not limited to:

- A. Board of Governor’s Fee Waiver (BOGW)
- B. Federal Pell Grant (PELL)
- C. Federal Student Extended Opportunity Grant (SEOG)
- D. Federal Work Study (FWS)
- E. Cal Grant B
- F. Cal Grant C
- G. Federal Direct Student Loan Program (CCLC)

II. Applying for Financial Aid

- A. U.S. citizen or eligible non-citizen students who are interested in any type of financial aid assistance will complete a FAFSA application at www.fafsa.ed.gov as early as January 1 but no later than June 30.
- B. Non-resident California high school graduate students who are AB 540 eligible who are interested in applying for BOG Fee Waivers, Cal Grants, and Chafee Grants will complete a California Dream Act application at www.csac.ca.gov/dream_act.asp.
- C. Students who meet Cal Grant eligibility with a 2.0 GPA or greater must also submit a GPA Verification Form on or before March 2.
- D. Students who miss the March 2 deadline have another opportunity to submit their GPA Verification Form no later than September 2.
- E. Students who are interested in applying for a Federal Direct Loan Program must attend a mandatory loan workshop and complete a Loan Application.

III. Federal Eligibility Requirements

The District will abide by federal eligibility requirements which require students to:

- A. Enroll in an eligible program to obtain a degree or certificate offered by the college;
- B. Have a high school diploma or equivalent or have been home schooled;
- C. Be a U.S Citizen or eligible non-citizen;
- D. Meet enrollment status requirements;

FINANCIAL AID

AP No. 5130

Board Reviewed: 6/8/16; 11/9/16

Page 2 of 7

- E. Not have drug related convictions while receiving financial aid;
- F. Be enrolled in a minimum of six (6) units to be eligible and maintain a 2.0 cumulative GPA if the student is receiving Federal Work Study.

IV. Cal Grant Eligibility Requirements

- A. U.S. citizen or eligible non-citizen students must be California residents, meet requirements for federal grants, and submit a GPA verification form to the California Student Aid Commission (CSAC) in addition to completing the FAFSA by March 2. Cal grant recipients are selected by CSAC.
- B. Non-resident eligible students must submit a GPA verification form to the California Student Aid Commission (CSAC) in addition to completing the California Dream Act application by March 2 and meet the following requirements:
 - 1. Have attended a California high school for three (3) or more full academic years between grades 9 through 12;
 - 2. Have graduated or will from a California high school, attained a GED, or received a passing mark on the California High School Proficiency Exam (CHSPE);
 - 3. Register or be currently enrolled at an accredited institution of higher education in California;
 - 4. Not hold a valid non-immigrant visa i.e. (F, J, H, L, A, B, E, etc.);
 - 5. Demonstrate financial need and meet all other Cal Grant eligibility requirements;
 - 6. Shall fill out an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as they are eligible to do so if the student is without legal immigration status.
- C. Students must be enrolled in a minimum of six (6) units to receive Cal Grant funds.

V. Disbursement Procedures

- A. The Office of Financial Aid will disburse PELL Grant aid in three (3) payments. Aid is awarded at twelve (12) units. If the student drops down to $\frac{3}{4}$ time, $\frac{1}{2}$ time, or less than half time, the student's award will be adjusted to reflect enrollment status.

VI. Repayment Status

FINANCIAL AID

AP No. 5130

Board Reviewed: 6/8/16; 11/9/16

Page 3 of 7

- A. 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 received. 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.
 - B. Students will be notified within thirty (30) days of determination of withdrawal. If full payment is not submitted to Office of Financial aid within (thirty) 30 business days, the student will be referred to the Department of Education's Borrower Services for collection of payment.
- VII. Delinquent Financial Obligations
- A. Students who are in an overpayment situation will be notified by the Financial Aid Office via email and mail of the overpayment amount. Student will have thirty (30) days to repay in full. Failure to repay debt may lead to the student being referred to the Department of Education's Borrower Services for collection of payment.
 - B. Overpayments that cannot be referred to the Department of Education for collection will result in a hold placed on students' academic records, preventing future registration, transcript issuance, and grades, or any combination thereof. Students may be referred to the Chancellor's Office Tax Offset Program (COTOP) for collection.
 - C. For a 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.), Rio Hondo College will withhold grades, transcripts, diplomas, and registration privileges, or any combination thereof.
 - D. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.
 - E. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the Rio Hondo College Cashier's Office. The Cashier's 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.
- VIII. Satisfactory Academic Progress (SAP)
- A. Satisfactory Academic Progress provides quantitative, qualitative, and incremental standards by which the College can determine whether or not a student requesting and/or receiving federal financial aid funds is maintaining the satisfactory academic progress required in his or her course of study. This standard applies to all students requesting Title IV funds.

FINANCIAL AID

AP No. 5130

Board Reviewed: 6/8/16; 11/9/16

Page 4 of 7

- B. To be eligible for federal and state aid, The Department of Education requires that all students must make satisfactory academic progress. To comply with federal regulations established by the United States Department of Education, the following defines Satisfactory Academic Progress Standards for all students requesting and receiving Title IV aid:
1. **Grade Point Average:** A minimum cumulative 2.0 G.P.A. requirement exists for financial aid recipients. For purposes of GPA calculation, a “P” will be considered a “C” grade (PFC). An academically disqualified student is not eligible to receive financial aid after the second consecutive term (PFC).
 2. **Pace of Progression:**
 - Recipients of federal financial aid are required to successfully complete a minimum of 67% of the attempted units.
 - Grades of “W”, “F”, “I”, “NC”, or “NP” do not signify successful completion of units for financial aid eligibility. The student must provide official notification of any grade changes to the Office of Financial Aid.
 3. **Maximum Unit and Time Frame Eligibility:** An Associate Degree at Rio Hondo College requires a minimum of sixty (60) units. A student can only receive financial assistance for a maximum of 150% of the school’s published program length. RHC measures the progress of all students in attempted semester units. Once the student has attempted 150% of their program, he/she is no longer eligible for financial aid.
- C. Remedial and ESL Courses
1. Financial Aid may be received for remedial (basic skills) courses if the remedial courses are a prerequisite for entrance into a regular college program. Aid cannot be received for more than thirty (30) attempted units of remedial coursework.
 2. English as a New Language (ENLA) coursework must be part of an eligible program of study to receive financial aid. A student enrolled in ENLA classes who is not in an eligible program of study is not eligible for financial aid funds.
 3. ENLA and remedial coursework will count toward the 2.0 GPA and 67% units completion requirements (SAP standards). However, ENLA units will not count towards the maximum timeframe limit and a maximum of thirty (30) attempted remedial units will be subtracted from the total; when maximum time frame units are being counted.
- D. Repetition of Courses

FINANCIAL AID

AP No. 5130

Board Reviewed: 6/8/16; 11/9/16

Page 5 of 7

1. Federal regulations allows for classes to be repeated only once. Unauthorized repetition of classes will not receive credit for Title IV funding eligibility. Repeated semester units will count toward the 90 unit maximum allowed.
- E. Students who fail to meet any of the Satisfactory Academic Progress standards will be considered:
1. Financial Aid Warning: Failure to complete attempted units with a G.P.A. of 2.0 will result in the student being placed on financial aid warning. If the student fails to meet the terms of the warning period, he/she will be ineligible for further financial aid.
 2. Financial Aid Suspension: Failure to meet the Satisfactory Academic Progress standard during the warning period will cause suspension of the student's financial aid. The student will no longer be eligible to receive Title IV Aid, only a BOGW if eligible.
- F. The Office of Financial Aid will review Satisfactory Academic Progress at the end of every semester once grades are posted.
- G. Reinstatement of Eligibility:
1. Students may submit a Satisfactory Academic Progress appeal.
 2. Once a student's financial aid is terminated due to not making satisfactory academic progress, he/she may submit a Satisfactory Academic Progress Appeal, demonstrating extenuating circumstances. The student must submit documentary evidence showing extenuating circumstance.
 3. All required documentation will be reviewed by the Financial Aid Director in consultation with the Financial Aid Appeals Committee and the following decision will be taken:
 - Approve with probationary conditions;
 - Approve with educational plan conditions;
 - Deny.
 4. If students cannot demonstrate any extenuating circumstances, they must successfully complete attempted units and show sustained progress for two semesters before submitting a Satisfactory Academic Progress Appeal.
- H. General Stipulations:
1. All financial aid recipients must have a stated acceptable educational objective on file with the Office of Financial Aid.

FINANCIAL AID

AP No. 5130

Board Reviewed: 6/8/16; 11/9/16

Page 6 of 7

2. Any student whose previous and/or current academic record exhibits a pattern of unsatisfactory academic progress extending beyond the standards set for the above shall be placed on financial aid probation and be subject to a reduction in aid or disqualification from participation in the financial aid program.
3. Financial aid will be withheld from a student when the Financial Aid Office has knowledge of a discrepancy in the information reported on the student's financial aid application.

IX. Misrepresentation

- A. 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.
- B. 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.
- C. 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.

X. Loss of Eligibility for BOG Fee Waiver

- A. A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.
- B. The District shall 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 must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.
- C. The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.
- D. The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student

FINANCIAL AID

AP No. 5130

Board Reviewed: 6/8/16; 11/9/16

Page 7 of 7

with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or 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.

- E. Foster Youth shall not be subject to loss of BOG 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).

XI. Sources/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.

Volume 1, Chapter 1 (p. 1-10), 2012-2013 Federal Student Aid (FSA) Handbook