

Glendale Community College District

**5130**

Administrative Regulation

### **FINANCIAL AID**

The Financial Aid Office administers the following federal student aid programs to assist students in meeting the cost of attending the institution:

- Federal Pell Grants
- Federal Work Study
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Student Loan Program
- Federal Direct Parent Loan Program

The Financial Aid Office administers the following California state student aid programs to assist students in meeting the cost of attending the institution:

- Community College Promise Grant (CCPG), formerly the BOG
- Cal Grants
- Chafee Grants for Foster Youth
- Student Success Completion Grant (SSCG)

The Financial Aid Office administers the following Institutional student aid program to assist students in meeting the cost of attending the institution:

- The GCCPromise Program

In addition, the Financial Aid Office processes disbursements of financial aid programs administered by other offices, such as, EOPS grants and AIM grants.

### **Student Eligibility**

Recipients of aid from federal and state funded programs must:

1. be enrolled in an eligible program of study for the purpose of obtaining a degree, a certificate for a program approved by the U. S. Department of Education under the institution's federal Title IV Program Participation Agreement, or transfer to another college or university, and
2. complete all required applications and documents, such as the FAFSA (Free Application for Federal Student Aid) or California Dream Application, and
3. meet all eligibility criteria as determined by the funding agency.

### **Application Procedures**

All students are encouraged to file the FAFSA (Free Application for Federal Student Aid) or the California Dream Application (CADAA) to apply for federal and state financial aid and for the CCPG. Students with extenuating circumstances and who meet with an

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advisor may file only a CCPG Application. The Financial Aid Office offers assistance to students in completing financial aid applications.

Based on federal or institutional criteria, some students will be selected for verification and be required to submit additional documents, such as, IRS tax transcripts, W-2 forms and high school diplomas.

Effective January 1, 2020, Glendale Community College will provide students with access to a Financial Aid Shopping Sheet, as developed by the US Department of Education, when it provides a financial aid award notification to an individual who has gained admission and successfully completed a financial aid application.

**Disbursement Procedures**

Federal and state student aid is provided in two disbursements each semester to students who have been awarded funds prior to the disbursement date. Students may receive 50% of their Pell Grant award in the first disbursement of the term and all remaining aid for the term at the second disbursement. The first disbursement of the term generally occurs in the week prior to the start of the semester and the second disbursement generally occurs approximately four weeks after the term has begun. Funds are disbursed to students through the District student accounts system.

Glendale Community College utilizes the federal provision to establish a “freeze date” each term, after which a student’s change in enrollment status does not affect the student’s calculated financial aid award. The college’s “freeze date” occurs the week prior to the second disbursement of the term.

**Satisfactory Academic Progress**

Federal and state financial aid regulations require students who are recipients of financial aid to maintain satisfactory academic progress (SAP) standards by completing their program of study within 150% of the number of units required as stated in the college catalog, maintaining a grade point average of at least 2.0 and successfully completing two-thirds of all attempted units. In determining a student’s satisfactory academic progress, all attempted units and units transferred in are considered, except that ESL and up to 30 remedial units are not counted toward the 150% limit. A successfully completed course is one in which a student earned a grade of A, B, C, D or P. Compliance with SAP standards are evaluated each semester.

CCPG recipients are subject to a separate SAP evaluation. Students who are eligible for the CCPG may lose their eligibility if they fail to sustain a CGPA of 2.0 or higher and/or complete more than 50 percent of their coursework. If a student’s cumulative GPA falls below 2.0 for two consecutive primary terms (fall and/or spring), the student is placed on academic probation. If the cumulative number of units completed is not more than 50 percent in two consecutive primary terms, the student is placed on progress

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probation. Any combination of two consecutive primary terms of academic and/or progress probation may result in loss of CCPG eligibility.

Once academic standards have been determined, the student can lose eligibility for the CCPG for all terms including Winter and/or Summer, not just primary terms (Fall and/or Spring).

Foster youth and former foster youth are not subject to the loss of the CCPG.

Students who are disqualified from financial aid programs due to lack of satisfactory academic progress have the opportunity to appeal for reinstatement if their lack of satisfactory academic progress was due to documented mitigating circumstances.

**Loss of Eligibility for CCPG (Former BOG Fee Waiver)**

Effective Fall 2016, a student shall become ineligible for the CCPG 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.

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 CCPG 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.

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 CCPG eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of the CCPG due to extenuating circumstances, or when a student 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, CaWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of the CCPG 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).

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**Overpayments and Repayments**

In accordance with federal and state regulations, students who receive financial aid and drop or withdraw from classes or have their financial aid recalculated due to changes in eligibility or application data, may be required to repay part or all of the funds received.

**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.

References:

- Education Code Sections 66021.6, 66025.9 and 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);
- Glendale Community College Financial Aid Office Policies and Procedures
- Accreditation Standard #III.D.15 (2014)

See Board Policy 5130

Adopted 5/12/15

Revised 7/9/19