

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 5130 Financial Aid

References: Education Code Sections 66021.6, 66025.9, 76600; Title 5 Sections 55031 and 58600 et seq. 20 U.S. Code Section 10914

Students may receive more than one category of assistance and in some cases, financial aid programs are offered through the following:

- Bureau of Indian Affairs (BIA)
- Board of Governor's Fee Waiver (BOGW)
- Cal Grants
- 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 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

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:

- x 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.
- x 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.)
- x 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.
- x 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.
- x All students must have a valid Social Security Number to be eligible for federal aid.
- x Most male students who are between the ages of 18 and 25 must be registered with the U.S. Selective Service.
- x Continuing students must be making satisfactory academic progress.
- x Students receiving federal student aid must use it for educational purposes only.
- x To continue to qualify for federal aid, students must maintain a minimum cumulative GPA of 2.0.

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:

- x The date the student officially notified the Admissions and Records Office of his or her intent to withdraw;
- x The midpoint of the term for a student who leaves without notifying the College;
- x The student's last date of attendance at a documented academically-related activity; or
- x 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.

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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 per(C)8(o)Tc 0B2(n o)2(r)14(2E)3(d)

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.

Students who are found to have submitted fraudulent documents will be referred to the Vice President of Student Affairs and/or designee for disciplinary action.

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 RenewalHartnell 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 UnitsAll 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.

Regaining BOG Fee Waiver Eligibility

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

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

BOG Fee Waiver Appeal Process

Hartnell College has estab