

# ADMINISTRATIVE REGULATION 5130

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

## FINANCIAL AID

Financial aid and student consumer information is available on each college's Financial Aid Office website. Information is reviewed annually and updated. Information can also be found in the college catalog, student handbook, and other printed materials.

Further information can be obtained from the California Community College Student Financial Assistance Programs Unit. The Financial Aid Office will not misrepresent information to students or prospective students.

### I. AVAILABLE FINANCIAL AID PROGRAMS:

- A. California College Promise Grant (CCPG; formerly known as the BOG Fee Waiver)
- B. Cal Grants A, B, C
- C. Student Success Completion Grant (SSCG)
- D. California Chafee Grant for Foster Youth (Chafee Grant)
- E. Federal Pell Grants
- F. Federal Supplemental Educational Opportunity Grant (FSEOG)
- G. Federal Work-Study (FWS)
- H. Federal Direct Student Loans

### II. APPLICATION PROCEDURES

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA), or the California Dream Act Application (CADAA), on an annual basis. To be considered for a Cal Grant, a Grade Point Average (GPA) verification form based on college or high school performance depending on units earned must be completed in addition to the FAFSA/CADAA. Additional information and eligibility requirements are available on the Financial Aid webpage.

### III. STUDENT ELIGIBILITY

Recipients of aid from federal and state funded programs must be enrolled in eligible programs of study for the purpose of obtaining a degree, certificate, or transfer. In addition to financial need, other eligibility requirements for most federal and state programs include:

- A. Having a high school diploma, a General Educational Development (GED) certificate, completing home schooling at the secondary level as defined by state law, passing the

California High School Proficiency Examination (CHSPE), the High School Equivalency Test (HiSET), or passing the Ability to Benefit Test (if grandparented in), administered at the Testing Center, and approved by the Department of Education;

- B. Maintaining Satisfactory Academic Progress (SAP) in accordance with the standards;
- C. Not being in default on a federal loan or grant overpayment; and
- D. Being registered with the selective service, if required.

#### **IV. PAYMENT PROCEDURES**

The Federal Pell Grant will be disbursed in two payments per term. Federal Direct Student Loan(s) will be disbursed in one payment per term unless the student is attending only one semester in the award year, in which case, the loan(s) will be disbursed in two payments for that term. The FSEOG, SSCG, and the Cal Grant will be disbursed in one payment per term. FWS students will be paid monthly.

#### **V. OVERPAYMENT RECOVERY**

Recipients of federal and state financial aid programs are subject to the return of Title IV funds requirements. The District will determine the amount of federal financial aid a student has earned in accordance with federal and state laws. Students who receive federal and state 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 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 by the District.

In addition, a recalculation of Pell Grant funds will be determined for all students at an established freeze date each term, a fixed date where the number of units a student is enrolled in is used to recalculate eligibility for financial aid. Students who dropped units may owe an overpayment if they were paid more than their eligible amount on the freeze date. In the event of an unofficial withdrawal from the college, the withdrawal date for determining the amount of Title IV funds earned will be based on the date the college becomes aware the student has ceased attendance, the last date of attendance in an academically related activity or the midpoint of the payment period, whichever is applicable.

#### **VI. ACCOUNTING REQUIREMENTS**

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 for any student receiving financial aid.

#### **VII. SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS**

Financial Aid Satisfactory Academic Progress (SAP) standards must meet the criteria set by Title IV Regulations, published in 668.16(e), 668.32(f) and 668.34 of the Federal Register.

In accordance with Federal regulations, financial aid recipients are required to meet SAP standards. SAP standards provide qualitative, quantitative, and incremental (time frame) standards by which the college can determine that students receiving federal and state financial aid funds are maintaining the satisfactory academic progress required for their course of study. To be eligible for financial aid, federal regulations require that a student be a “regular student enrolled in an eligible program”. A regular student is someone who is enrolled in a course of study at Irvine Valley College or Saddleback College leading to an associate degree, a financial aid eligible certificate program, and/or a transfer program to a four-year college or university. Failure to maintain SAP standards will result in the loss of financial eligibility. The financial aid office reviews SAP at the end of the fall and spring semesters, and summer sessions. SAP includes periods of enrollment in which the student did not receive student financial aid funds.

### **VIII. FINANCIAL AID WARNING STATUS**

Students who fail to meet the SAP standards for one semester due to GPA and/or Pace requirements will be placed on warning for one semester. During the warning period, students may be eligible to receive financial aid. Students who have exceeded the Maximum Time Frame for financial aid will automatically lose eligibility, with no warning period.

### **IX. FINANCIAL AID DISQUALIFICATION STATUS**

Students, who fail to meet the SAP standards for more than one semester or who have exceeded the Maximum Time Frame, will be disqualified from financial aid. Students who have lost their financial aid eligibility may be reinstated once they demonstrate satisfactory academic progress, except in the case of Maximum Time Frame. The process to reinstate will require a student to complete a written appeal form or independently regain eligibility by attending classes without financial aid in subsequent term/s.

### **X. REINSTATEMENT**

Students who are denied aid due to their failure to meet SAP standards may regain Title IV eligibility by meeting the SAP standards (GPA and/or Pace requirements) or by being approved on an appeal (see Appeal Eligibility Criteria).

### **XI. APPEAL ELIGIBILITY CRITERIA**

Students who do not meet the SAP standards to receive aid may be eligible to submit a written appeal.

Students may appeal their disqualification status only if they meet the following conditions:

A. For students whose aid was denied due to not successfully completing courses with a cumulative GPA of at least 2.0 and/or due to not successfully completing at least 67 percent of all coursework (the Pace requirement), the student must provide the following documentation/s depending on stated circumstance:

1. Medical documents that show the student was medically unable to attend classes for reasons beyond their control;

2. Verification (obituary or death certificate) of a death in the student's immediate family. Immediate family for purposes of a financial aid appeal include parents, siblings, children, spouse, or grandparents;
3. Verification of military orders for military personnel and their families that have been temporarily reassigned or called to active service;
4. Verification of natural disaster beyond the student's control that impacted the student's academic performance; or
5. Other special circumstances that were beyond the student's control.

B. In addition, all appeals must include:

1. Statement from the student detailing the reason for the deficiencies and what action has been taken to ensure those deficiencies will not occur in the future; and
2. An Irvine Valley College or Saddleback College Student Educational Plan (SEP).

C. For students whose aid was denied for having attempted 90 or more units or for having attempted more than 150 percent of the units required for a certificate program (this total attempted units includes completed units from other colleges), the student must provide a copy of the student's Irvine Valley College or Saddleback College online SEP and a statement detailing the reason for any deficiencies and/or reasons for exceeding the unit level and what action(s) the student has taken to ensure they will complete their program in a timely manner.

Students who do not submit documentation to support all periods of deficiency are subject to having their appeal denied.

An appeal committee will review appeals. Students whose appeal is denied can request a secondary review of their appeal by the Director of Financial Aid. Decisions on requests for secondary review of an appeal are final. A student who resolves their deficiencies and meets the SAP criteria will have their financial aid eligibility reinstated.

## XII. SUBSEQUENT TERMS AFTER APPROVED APPEAL

If approved on appeal, the student's academic performance will be reviewed at the end of each term to determine continued eligibility. Students approved on appeal remain eligible if they:

- A. Take coursework that is applicable toward their degree or certificate program;
- B. Successfully complete at minimum 67 percent of all courses attempted in each term following the appeal approval;
- C. Complete all coursework with a term GPA of 2.0 or higher in each term following the appeal approval; and
- D. Complete the program within the maximum time frame allowed by the appeal.

Students who fail to meet these guidelines will not be eligible for financial aid for subsequent semesters, but can appeal again for the following semester.

### XIII. MISREPRESENTATION

Misrepresentation is defined as any false, erroneous, or misleading statement that the college, a representative of the college, 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 or 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 regulation does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

### XIV. LOSS OF ELIGIBILITY FOR CALIFORNIA COLLEGE PROMISE GRANT (FORMERLY KNOWN AS A BOG FEE WAIVER)

A student shall become ineligible for a California College Promise Grant (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 college 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 California College Promise Grant 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 college shall adopt, prominently display, and disseminate procedures ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The college shall establish written procedures by which a student may appeal the loss of a California College Promise Grant 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, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of California College Promise Grant 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 subdivision (c).

## XV. SCHOLARSHIP DISPLACEMENT

The college shall not reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award, a Cal Grant award, or financial assistance under the California Dream Act for an academic year as a result of private scholarship awards designated for the student unless the student's gift aid exceeds the student's annual cost of attendance. The college may reduce the institutional gift aid offer of a student who is eligible to receive a federal Pell Grant award, a Cal Grant award, or financial assistance under the California Dream Act by no more than the amount of the student's gift aid that is in excess of the student's annual cost of attendance. The college shall not consider receipt or anticipated receipt of private scholarships when considering a student who is eligible to receive a federal Pell Grant award, a Cal Grant award, or financial assistance under the California Dream Act for qualification for institutional gift aid.

### *References:*

*Education Code Sections 66021.3, 66021.6, 66025.9, 69432.7, 69514, 70045 et. seq., 76300, and 94912.5*

*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 3*