

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 5
Student Services

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

The District (Coastline Community College, Golden West College, Orange Coast College) participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal requirements.

The District offers the following financial aid programs to all students who are enrolled at the colleges within the District:

- Board of Governors Fee Waiver including the California Dream Act and special populations
- Chafee Grant
- Cal Grant B and C, including the California Dream Act
- Full-time Student Success Grant
- Federal Pell Grant
- Federal Direct Student Loan Program
- Federal Work Study
- Federal Supplemental Educational Opportunity Grant
- Parent PLUS Loan
- Scholarship Programs (college defined)

The financial aid procedures, listed below, provide guidance on the financial aid process at the District, and give students information needed to make informed decisions about financing their education. Students should check the financial aid web site regularly, as these procedures are reviewed and updated to remain compliant with federal and state requirements and to ensure that we are best supporting the success of our students.

These procedures are available on the District financial aid web site <http://www.cccd.edu/students/financial-aid/Pages/default.aspx> and are maintained by the College Financial Aid Offices:

CONSORTIUM AGREEMENT

To establish a process for students to receive student financial aid during a concurrent enrollment period between institutions.

PACKAGING

It is the procedure of the District to package financial aid funds for all students in a manner consistent with federal and state regulations.

PROFESSIONAL JUDGEMENT

It is the procedure of the District to provide assistance to those students who require a professional judgment ruling regarding their individual circumstances.

RETURN OF TITLE IV FUNDS (R2T4)

This procedure explains the requirement to return Federal funds when a student completely withdraws from all classes or does not attend any of the classes.

SATISFACTORY ACADEMIC PROGRESS

This procedure explains the standards for measuring Satisfactory Academic Progress (SAP) in an academic program. Students must meet these requirements to remain eligible to receive financial aid.

VERIFICATION

It is the procedure of the District to comply with federal and state guidelines regarding verification.

LOSS OF ELIGIBILITY FOR BOG FEE WAIVER

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 semesters (fall or spring). 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 semester that resulted in the student's placement on probation. The notification must clearly state that two consecutive semesters 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.

The District shall prominently display, and disseminate information ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, District financial aid web site, and information provided in college catalogs and class schedules.

The District has established a written procedure by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. The procedure is posted on the District financial aid web site <http://www.cccd.edu/students/financial-aid/Pages/default.aspx>. 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 include special consideration of the specific factors associated with veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth are not 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).

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.

Ratified November 6, 2013

Ratified October 18, 2016