

Las Positas College Financial Aid Office  
**“Understanding my responsibilities and important policies”**  
**2018-2019**

**SATISFACTORY ACADEMIC PROGRESS (SAP):** I must maintain Financial Aid Satisfactory Academic Progress to receive financial aid. I must complete 67% of the units attempted each term and overall, with a minimum 2.0 term and cumulative GPA in order to meet satisfactory progress requirements. **‘Attempted units’ are all units which I remain in after the add/drop deadline each term. Completion rate = units earned divided by units attempted.**

**A complete ‘SATISFACTORY ACADEMIC PROGRESS POLICY’ is posted on our website and *I am expected to READ it, UNDERSTAND it, and ASK for clarification* if I do not understand it.**

I am only eligible to receive a Pell grant for the equivalent of **6 fulltime years** during my lifetime. If I intend to transfer, it is my responsibility to consider placing a hold on my pell grant with the LPC financial aid office if I would like to reserve some of my pell grant for when I transfer. I may review my own Pell lifetime eligibility used (LEU) at [http://www.nslds.ed.gov/nslds\\_SA/](http://www.nslds.ed.gov/nslds_SA/)

My Cal Grant B eligibility is limited to a maximum of four fulltime years. If I intend to transfer, I should place a hold on the last two years of my Cal Grant at Las Positas to reserve it for when I transfer since Cal Grant B will pay the cost of enrollment fees at a four year public institution, and will cover a substantial amount at a California private four year institution. I understand that there are no fee waivers at four year colleges; my Cal Grant will cover the full cost of enrollment fees at a public institution and up to \$9804/year at a private institution in addition to a small grant.

**PELL REFUNDS: MY POSTED AWARD INDICATES THE AMOUNT I AM ELIGIBLE FOR ONLY IF I AM FULLTIME (12 OR MORE UNITS).** If I am enrolled less than fulltime my actual refund will be proportionately less. A **1718 PELL GRANT PAYMENT CHART** is posted on the Financial Aid Website (<http://www.laspositascollege.edu/financialaid/documents/1718SEMESTERPELLPAYMENTCHART.pdf>) indicating what my semester grant will be based on my Expected Family Contribution (EFC) and my actual enrollment status (number of units). My ‘EFC’ is indicated on my Student Aid Report at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and in my financial aid information on THE ZONE or CLASS WEB. I can compare my EFC with my enrollment status to see what I am eligible for each semester.

**I AM PAID ACCORDING TO THE NUMBER OF UNITS I AM OFFICIALLY ENROLLED IN AT THE TIME THE COLLEGE AUTHORIZES MY FUNDS.** If I add more classes I will receive funds for the additional units during the next payment authorization until the frozen enrollment date each term. I will not receive payment for classes which are added **AFTER** the frozen enrollment date (**October 16, 2018 for Fall and March 19, 2019 for Spring**), in accordance with federal regulations.

**SHORT-TERM/LATE START COURSES:** If I enroll in short term or late-start classes the units for these courses will not be calculated toward units of enrollment for my grant or loan refund until the class actually begins. I will receive payment for those courses the same week the class begins. However, if I do not officially enroll in a class prior to the frozen enrollment point in the term (**October 16, 2018 for Fall and March 19, 2019 for Spring**) I am not eligible for payment for those late added classes per federal regulations.

**MY SEMESTER AWARD IS ADJUSTED on the ‘FROZEN ENROLLMENT DATE’ EACH TERM.** My grant will be adjusted on the **‘frozen enrollment date** each term, **October 16, 2018 for Fall and March 19, 2019 for Spring.** I will receive the appropriate adjusted amount I am eligible for during that semester, based on my actual enrollment on that date, in accordance with federal regulations.

**REPEAT COURSE POLICY AND FINANCIAL AID:** I may receive financial aid for a repeat course only once after already successfully passing the course with a ‘D’ or better grade.

**VARIABLE UNIT ENROLLMENT:** I will be paid for the number of units which I am officially enrolled in according to CLASS-WEB at the time of disbursement. If I add additional units in a variable unit class, the units MUST be added before the scheduled 'frozen enrollment' date each term in order to receive payment. It is my responsibility to ensure the variable units are added BEFORE this date.

**IF I DROP TO LESS-THAN-HALFTIME STATUS AFTER BEING PAID FOR HALFTIME-OR- GREATER**

**ENROLLMENT:** If I received my pell refund in any term based on initial halftime or greater enrollment, but later drop below halftime before the second scheduled pell disbursement of the term, I am responsible to repay the difference between the funds I received and the amount I am actually entitled to for less-than-halftime enrollment, if any, or I will owe an overpayment.

**IF I COMPLETELY WITHDRAW FROM ALL CLASSES (OR MY INSTRUCTORS WITHDRAW ME) AFTER RECEIVING FINANCIAL AID, OR IF MY FINAL GRADES SHOW THAT FOR THE SEMESTER I EARNED '0' UNITS WITH A '0.0' GPA,** I will be subject to repaying a portion of the funds I received under 'Return to Title IV' regulations. **If I officially withdraw AFTER the 60% point in the term (10/27/18 for Fall and 4/07/19 for Spring) or my instructor documents with the financial aid office that I attended class past the 60% point, I will not need to repay any funds.**

**ONLY DEGREES AND MAJORS APPROVED FOR FINANCIAL AID ARE ELIGIBLE FOR PAYMENT:** I must always be working toward completion of a declared and approved certificate or degree and major to receive financial aid. *All A.A./A.S. degrees and AA-T/AS-T transfer programs offered by Las Positas qualify. Some Certificate programs do not qualify.*

**CURRENT MAILING ADDRESS:** I must always keep my official college mailing address and phone number current with Admissions and Records. My FAFSA mailing address should also be updated if I move.

**IF I HAVE A PRIOR BACHELOR'S DEGREE FROM ANY COUNTRY IN THE WORLD, I AM NOT ELIGIBLE FOR ANY TYPE OF FEDERAL OR STATE GRANT.** I must not accept any grants or I must repay all grants I received in error.

**I MAY NEVER RECEIVE FINANCIAL AID FROM TWO DIFFERENT COLLEGES DURING THE SAME TERM.** IF I transfer from LPC mid-year, I must inform the Financial Aid Office so that I do not receive any additional payments or I will owe an overpayment. If I received aid at another college for the current school year BEFORE coming to Las Positas, I will also notify the financial aid office to ensure that I do not receive an overpayment of my award. If you receive payment from two colleges for the same period of enrollment you must repay one of the colleges or you will be in an overpayment status and will be disqualified from further aid until the problem is resolved.

**REPAYMENT OF OVERAWARDS:** I must repay any funding that is an over award. Receiving aid but never attending class, withdrawing completely from all classes, dropping below halftime after previously receiving a grant for halftime or greater enrollment, receiving aid from another school for the same academic period, or reporting inaccurate FAFSA information may result in an overpayment. If the college makes an error resulting in an Overpayment, I am also responsible to repay the funds I was not entitled to as I may not accept a gift of public funds.

**TIME LIMITATIONS FOR RECEIVING FINANCIAL AID: '150% RULE':** I am eligible for financial aid at a two year institution while pursuing an AA degree or transfer requirements only until I have reached 90 attempted units (including units from prior colleges which count toward my program requirements), and excluding up to 30 basic skills (100 level) units and 100 level ESL units. 90 units is considered 150% of the program length. If my goal is a certificate, I am only eligible to receive aid while below the number of attempted units equalling 150% of the normal program length for the certificate (example: maximum attempted units while pursuing a 30 unit certificate would be 45 attempted units, or 150% of a 30 unit program). If I reach the Excessive Units 150% point I may only continue to receive aid if an Excessive Units petition is submitted and approved.

**REMEDIAL/ESL LIMIT:** Per Federal guidelines, a student may receive financial aid for up to 30 units of remedial coursework (100 level courses), and for an unlimited amount of 100-level ESL courses. All remedial and ESL courses must be taken in order to improve my skills so that I am able to pursue an approved certificate, AA/AS, or transfer program. Students are not eligible for a loan while enrolled in the ESL program or 100 level basic skills courses. For loan eligibility students must be enrolled in at least 6 units of degree-applicable coursework. Under no circumstance will financial aid be paid for self-improvement only.

**PRIOR COLLEGE ACADEMIC TRANSCRIPTS:** If I choose to apply any units from previously attended institutions towards my current education objective, I must request official transcript(s) to be sent directly to the LPC Admissions and Records Office immediately. Prior college units earned will count towards my grade level for loans, toward my completion rate, and will be counted as attempted and completed units in the calculation of my allowable 150% timeframe to complete my academic goal.

**REQUIREMENT FOR HIGH SCHOOL DIPLOMA OR EQUIVALENT:** I must have earned a high school diploma or equivalent to receive financial aid if I enrolled in college for the first time on or after July 1, 2012. If I do not have a high school diploma or equivalent and **it is documented that I enrolled in college prior to July 1, 2012**, I must pass an "Ability to Benefit" test before qualifying for financial aid, or I may qualify for aid by documenting that I completed 6 units of academic coursework at an accredited college with a C or better grade. If I did not attend college prior to July 1, 2012 and I do not have a high school diploma or equivalent, I am ineligible for federal and state financial aid unless I earn a GED. Please note that diplomas from online high schools will not be accepted as they are not recognized by the state of California as equivalent to a high school diploma.

**VERIFICATION PROCESS:** The Department of Education or the LPC Financial Aid Office may select my application for a process called "Verification". This selection may take place any time during the school year, even after I begin to receive financial assistance. Additionally, any conflicting information regarding my file or FAFSA, which is discovered at any point, must be investigated and resolved before any further financial aid is disbursed. All further aid will be discontinued until all requested documents are submitted and the process is completed. This process will need my patience & cooperation, and may occasionally result in an overpayment once resolved, if the information determining my financial aid eligibility was incorrect.

***If I intentionally misrepresent any information provided in order to receive financial aid, or intend to commit or actually commit fraud to receive financial aid (which includes enrolling into classes for the purpose of collecting financial aid but never attending classes), I will be reported to the U.S. Office of Inspector General for a federal investigation, I will be required to repay all funds received and I may be prosecuted for a felony, fined up to \$20,000 and put in prison.***

All outstanding financial aid-related overpayments and debts to the college are subject to collection through the Chancellors Office Tax Offset Program. The outstanding debt, plus a collection fee of 25%, is submitted for collection through the Franchise Tax Board, and is paid by seizure of any state tax refund due.