

Las Positas College Financial Aid Office
“Understanding my Responsibilities and Important policies”
2021-2022

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 cumulatively, 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 <https://studentaid.gov/fsa-id/sign-in/landing>

My Cal Grant B eligibility is limited to a maximum of four fulltime years. If I intend to transfer, I am advised to 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 tuition at a four year public institution, and will cover a substantial amount of tuition at a California private four year institution.

If I am eligible for a Cal Grant at community college, I am also eligible for a Student Success Completion Grant if I am enrolled in 12 or more units. The SSCG grant will pay an additional \$649/semester if I enroll in 12 – 14.5 units, and \$2000/semester if I enroll in 15 or more units.

PELL GRANT 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 Pell Grant Chart** is posted on the Financial Aid Website 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.gov, in my financial aid information in CLASS WEB, and on my award letter. **I can compare my EFC with my enrollment status to see what I am eligible for each semester by referring to this chart.**

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 18, 2021 for Fall 2021. and March 21, 2022 for Spring 2022), in accordance with federal regulations.**

LATE START COURSES: If I enroll in 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. If I enroll into a class ON or AFTER the frozen enrollment date in the term **(October 18, 2021 for Fall 2021 and March 21, 2022 for Spring 2022)** 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 18, 2021 for Fall and March 21, 2022 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: Official enrollment for the term is determined on the Frozen enrollment date. If I received my pell refund in any term based on initial halftime or greater enrollment, but later drop below halftime before the 'frozen enrollment date' on the second scheduled pell disbursement of the term (**October 18, 2021 for Fall and March 21, 2022 for Spring**), 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, or I will owe an overpayment. In some cases I may not be eligible for a pell grant based on my revised frozen enrollment units and I would be required to repay the full amount received for that term. Please see Pell Grant Chart on the Financial Aid webpage to see the amount you are eligible for based on your enrollment.

IF I COMPLETELY WITHDRAW FROM ALL CLASSES (OR MY INSTRUCTORS WITHDRAW ME) AFTER RECEIVING FINANCIAL AID, OR IF MY SEMESTER TRANSCRIPT INDICATES THAT I EARNED NO CREDIT FOR THE TERM ('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 (10/29/21 for Fall and 4/1/21 for Spring) or my instructor documents with the financial aid office that I attended class past the 60% date, I will not need to repay any funds.

MY OFFICIAL COLLEGE OF RECORD MUST BE LAS POSITAS COLLEGE, MY FAFSA MUST BE INDICATE LAS POSITAS COLLEGE, AND I MUST BE WORKING TOWARD COMPLETION OF A DECLARED DEGREE AND MAJOR OFFERED BY LPC, OR I CANNOT RECEIVE FINANCIAL AID FROM LPC. I may never change my college of record after receiving a financial aid disbursement during a specific aid year. I may change colleges only prior to receiving my first refund for a school year, or after receiving my last refund for the year.

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; only programs 16 units in length or more qualify for financial aid.*

CURRENT MAILING ADDRESS: I must always keep my official college mailing address and phone number current with Admissions and Records, since this is my only official mailing address for the college. .

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 PERIOD OF ENROLLMENT. IF I transfer from LPC mid-year, I must inform the Financial Aid Office so that I do not receive any further 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 at all colleges, 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 earned units from prior colleges for which I submitted an official transcript) and excluding up to 30 basic skills remedial 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 until I reach 150% of the normal program unit length for my 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 identified as requirements on an official Student Education Plan.

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. I must request a transcript evaluation from the Admissions Office so that I receive credit for prior college courses completed. 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 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.

COLLECTION OF FINANCIAL AID DEBTS THROUGH COTOP

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.