

Las Positas College Financial Aid Office
“Understanding My Responsibilities”

I MUST USE THE SAME PROPER FULL NAME AS STATED ON MY SOCIAL SECURITY CARD WITH ALL COLLEGE RECORDS: My First name, Last name, social security number, and birthdate information must ALL match with the Social Security Administration or I cannot receive financial aid.

ONLY APPROVED MAJORS ARE ELIGIBLE FOR FINANCIAL AID: I must always be working toward completion of an approved degree and major to receive financial aid. I am responsible to update my major with Admissions and Records, and to indicate my major on CLASS WEB when registering **EACH SEMESTER. *If I do indicate a major when registering EACH SEMESTER I may not receive my financial aid check!***

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 with a minimum 2.0 GPA in order to make satisfactory progress. **‘Attempted units’ are all units which I remain in after the add/drop deadline each term.** I must maintain a cumulative GPA of 2.0 after 4 terms of attendance or I will lose eligibility. I must not completely withdraw from classes after receiving aid, or earn a ‘0’ GPA or I will lose eligibility

A ‘SATISFACTORY ACADEMIC PROGRESS POLICY’ is mailed to me with my award letter and I am expected to read it, understand it, and ask for clarification if I do not understand it.

I AM PAID ACCORDING TO THE NUMBER OF UNITS I AM OFFICIALLY ENROLLED IN AT THE TIME OF DISBURSEMENT AND MY SEMESTER AWARD IS ADJUSTED ON THE FROZEN ENROLLMENT DATE EACH TERM: My award letter indicates the amount I am eligible for *if I am fulltime*. I realize that only Fulltime enrollment (12+ units) provides maximum grant aid. If I am enrolled less than fulltime my check will be proportionately less. I may monitor my enrollment on CLASS-WEB. My grant will be adjusted on the ‘frozen enrollment date each term (date of the second scheduled disbursement), which is November 6, 2006 and April 2, 2007) so that I 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.

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 check until the class actually begins. I will receive payment for those courses after class begins, as long as I am enrolled before the frozen enrollment point in the term (November 6, 2006 and April 2, 2007).

VARIABLE UNIT ENROLLMENT: I will be paid for the number of units which I am officially enrolled in on 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.

CURRENT MAILING ADDRESS: I must always keep my official college mailing address current. The Admission’s office mailing address is used to send out financial aid checks. If I request a ‘Stop Payment’ for nondelivery of a check, I will be charged up to \$30 to reissue the check.

DROPPING TO LESS THAN HALFTIME STATUS AFTER BEING PAID FOR HALFTIME-OR-GREATER ENROLLMENT: If I received my pell check 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 a federal overpayment.

WITHDRAWING FROM ALL CLASSES AFTER RECEIVING FINANCIAL AID: If I completely withdraw (or my instructors withdraw me) before the 60% point in a term, or if my final grades show that for the semester I earned ‘0’ units with a ‘0.0’ GPA, I will be subject to repay a portion of the funds I received under ‘Return to Title IV’ regulations. If I officially withdraw **AFTER** the 60% point I am not subject to repayment.

REPAYMENT OF OVERAWARDS: I must repay any funding that is an over award. Withdrawing from school, dropping below halftime after 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 a repayment. If the college makes an error resulting in an Overpayment, I am also responsible to repay the funds I was not entitled to.

I am aware that all financial aid policies are stated in the FINANCIAL AID HANDBOOK posted on the LPC Financial Aid website which I can access from www.laspositascollege.org

SUMMER PELL GRANTS: I will be eligible for a summer Pell grant only if I have not expended my entire fulltime offered award amount during the previous semesters of attendance during a given school year. 'Fulltime' summer attendance is 6 units.

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.

MID-YEAR TRANSFER TO/FROM LPC: IF I transfer from LPC mid-year, I must inform the Financial Aid Office so that I do not receive an overpayment. If I received aid at another college during 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. I may never receive financial aid from two different colleges during the same term.

STUDENT EDUCATION PLAN

REQUIREMENT: Once I have reached 30 attempted units I am required to make an appointment with a college counselor to prepare a Financial Aid Student Education Plan. If I intend to transfer units to LPC from another college, I must submit my official transcript(s) Immediately and make an appointment with a counselor who will review my prior transcript(s) and will determine courses remaining for my goal. I am encouraged to review/update my Education Plan periodically with a counselor.

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 units and 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).

Students who reach the Excessive Units 150% point may only continue to receive aid if an Excessive Units petition is submitted and approved. Generally, students with Excessive Units petition approval must enroll into courses which meet remaining requirements for their program. Approval is based on a review of academic and financial aid history, student's academic goal and reasons for requiring an excessive timeframe.

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. Units accepted by Admissions and Records will count towards my grade level, and will be counted in the calculation of my allowable 150% timeframe to complete my academic goal.

REMEDIAL/ESL LIMIT: Per Federal guidelines, a student may receive financial aid for up to 30 units of remedial coursework, and for an unlimited amount of 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 or transfer program. Under no circumstance will financial aid be paid for self-improvement only.

HIGH SCHOOL DIPLOMA OR EQUIVALENT:

I must have earned a high school diploma or equivalent to receive financial aid. If not, I must pass an "Ability to Benefit" test. To take this test, contact LPC Assessment Center (925)424-1475.

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.

All outstanding 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.