

## “Understanding My Responsibilities and Important Policies”

**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.

**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.***

**ONLY MAJORS APPROVED FOR FINANCIAL AID ARE ELIGIBLE FOR PAYMENT:** I must always be working toward completion of an approved degree and major to receive financial aid. ***I must be sure to indicate a major when registering EACH SEMESTER or I may not receive my financial aid funds!***

**MY POSTED AWARD INDICATES THE AMOUNT I AM ELIGIBLE FOR *ONLY IF I AM FULLTIME.*** Only Full-time enrollment (12+ units) provides maximum grant aid. If I am enrolled less than fulltime my 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 enrollment status. 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 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.

**SHORT-TERM/LATE START COURSES:** If I enroll in short term or late-start classes the units for these courses may 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 (**October 18, 2010 and March 21, 2011**).

**MY SEMESTER AWARD IS ADJUSTED on the ‘FROZEN ENROLLMENT DATE’ EACH TERM.** My grant will be adjusted on the ‘frozen enrollment date’ each term, which is **October 18, 2010 for Fall, March 21, 2011 for Spring, and July 5, 2011 for Summer**, 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.

**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 and phone number with Admissions and Records current. My FAFSA mailing address should also be updated if I move.

**IF I DROP 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 an overpayment.

**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 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 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 (10/29/10 and 4/2/11) I will not need to repay any funds.**

**I am aware that all financial aid policies are stated in the FINANCIAL AID HANDBOOK posted on the LPC Financial Aid website at [www.laspositascollege.edu/financialaid](http://www.laspositascollege.edu/financialaid)**

**REPAYMENT OF OVERAWARDS:** I must repay any funding that is an over award. Receiving aid but never attending class, 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 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 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). If I reach the Excessive Units 150% point I may only continue to receive aid if an Excessive Units petition is submitted and approved.

**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, and request a "Financial Aid Transcript Evaluation" from a counselor. 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 (100 level courses), 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/AS, or transfer program. Students are not eligible for a loan while enrolled in the ESL 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 by making arrangements with the LPC Assessment Center at (925)424-1475. I may also be exempt from this by completing 6 units of academic coursework with a C or better grade at Las Positas.

**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, a FRAUD alert will be placed on my record on the National Student Loan Data Base, 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 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.**