I. **Student Eligibility**

    Recipients of aid from federal and State funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, an approved Title IV certificate, or transfer. In addition to financial need, other eligibility requirements for most federal and State programs include:

    A. Having a high school diploma, a GED, or a completion of high school education in a home school setting approved under the state law.
    B. Being a U.S. Citizen or eligible non-citizen.
    C. Maintaining satisfactory progress in accordance with the standards.
    D. Not be in default on a federal loan or grant overpayment.
    E. Be registered with the selective service, if required.
    F. Have a valid social security number.

II. **Application Procedures**

    **Step 1. Application (FAFSA) or “Dream Application” for students without legal immigration status.**

    Student fills out FAFSA online and submits it to the Department of Education. Students without legal immigration status will be required to fill out the CA Student Aid Commission’s “Dream Application” in lieu of the FAFSA. Students completing the FAFSA or the “Dream Application” are encouraged to submit the application by March 2 to be eligible for the following academic year.

    **Step 2. Student Aid Report (SAR)**

    Department of Education processes the FAFSA and produces a Student Aid Report (SAR), which is sent to the student and an Institutional Aid Report (ISIR) which is sent it to the colleges listed on the FAFSA.

    **Step 3. Welcome Letter**

    The Peralta District College designated by the student as the home college emails a welcome letter to the email address listed on the FAFSA within 3 days of importing the ISIR. If the student did not provide an email address on the FAFSA, the college will send a paper welcome letter within 5 days of importing the ISIR. The student is instructed to come into the Financial Aid Office and should bring in the following documents to speed up the process:

    A. All students should bring a valid personal photo identification: California Drivers License, DMV Identification Card, or Passport.

    B. If the student’s SAR states:

       1. The Social Security Administration did not confirm you are a US citizen; the student must provide a US Passport, Certificate of Naturalization, Permanent Resident Card I-551, or original birth certificate.
       2. The United States Citizenship and Immigration Services (USCIS) of the Department of Homeland Security could not confirm that you are a non-citizen; the student must provide proof of alien registration number.
       3. The Social Security Administration did not confirm that the social security number you reported on your FAFSA is correct; the student must provide your original social security card.
       4. The Selective Service reported that you have not registered with them; the student must fill out the Selective Service form.
5. The student had not completed 6 units at a college prior to July 1, 2012, and also had not graduated high school or received a GED, the student must provide a high school diploma or a GED.

C. If the student is selected for “Verification,” and did not use the IRS Data Retrieval Tool when filling out the FAFSA, a tax transcript is required along with the Verification Worksheet.

**Step 4. Financial Aid Office Visit**

Upon arrival, the Financial Aid Staff (FAS) will review the student’s file to determine what documents are needed to complete the financial aid file.

A. The FAS determines if the student’s current ISIR transaction is in the district’s computer system (called SAFE).

B. The FAS assesses the documents available to determine if the file is complete and if the student is eligible or ineligible for Financial Aid.

C. The FAS will inform the student in writing if the student is ineligible or if additional document(s) are needed. If the file is incomplete, all reviewed documents will be returned to the student with a request to return with a complete set.

D. The visit will be logged by the FAS and copies of communications will be placed in the student’s file.

E. If no additional documents are needed, the FAS will complete the student’s file package, package their financial aid award and advise the student they will receive an award letter within 3 weeks. A complete file notification will be given to the student.

**III. Payment Procedures**

The Federal Pell Grants will be disbursed in two payments per term. Federal Supplemental Educational Opportunity Grants, the State Cal Grant Program, and Federal Loan Programs will be disbursed in one payment per term. The Federal Work Study Program will be disbursed monthly.

**IV. Overpayments**

Peralta will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they have received.

At Peralta, a student’s withdrawal date is:

A. The date the student officially notified the Admissions & Records Office of his or her intent to withdraw or

B. The date posted by the instructor indicating the last day of attendance or no attendance.
V. Satisfactory Academic Progress

Federal and State financial aid regulations require Peralta to establish; publish; and apply quantitative, qualitative, and incremental standards by which Peralta can determine whether a student requesting and/or receiving aid funds is maintaining satisfactory progress in his/her course of study. Peralta makes these standards applicable to the following aid programs:

Federal Pell Grant
Federal William D. Ford Direct Loan Program
Federal Work Study
Federal Supplemental Educational Opportunity Grant
Bureau of Indian Affairs
Cal Grant B
Cal Grant C
Chafee Grant

Financial aid progress standards apply to current and prior academic work at Peralta, regardless of whether or not a student has previously received any form of financial aid. These progress standards apply to all students within categories of students (full-time, 3/4-time, 1/2-time, and less than 1/2-time), and academic programs (Certificate, Associate Degree, and transfer).

VI. Eligible Programs

Students must be enrolled in an eligible program of study for the purpose of a Certificate, Associate degree, or completing a transfer program. Certificate programs offered by the Peralta Colleges must be approved as eligible programs by the Department of Education to be eligible for federal student aid funding.

VII. Program Length

Peralta offers a variety of Certificate programs, Associate degrees and transfer programs, each with its own unit, course and time requirements. The Educational Plan, designed specifically for each certificate, degree, or transfer program, will indicate the maximum time frame, in units, required for each program.

VIII. Program Completion

Financial Aid regulations require that students complete their program of study within 150% of the time frame required of each program. For example, a full-time student enrolled in an Associate degree program must complete his/her program of study within 90 units. (an Associates degree equals 60 units)

IX. Evaluation of Progress

Students will be considered to have made satisfactory progress when they:

A. Maintain a cumulative 2.00 G.P.A. and
B. Successfully complete the minimum number of units as described below.

A student's progress toward his/her educational objective will be evaluated at the end of each academic semester. The minimum number of units a student must successfully complete at the end of each semester, in order to complete their program of studies within the maximum time frames is outlined below:
Minimum Number of Units to be Completed Each Semester:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Units of Enrollment</th>
<th>Units Must Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>12 or more</td>
<td>10</td>
</tr>
<tr>
<td>¾-Time</td>
<td>9 – 11.5</td>
<td>8</td>
</tr>
<tr>
<td>½-Time</td>
<td>6 – 8.5</td>
<td>6</td>
</tr>
<tr>
<td>&lt;1/2-Time</td>
<td>1 - 5.5</td>
<td>All units of enrollment</td>
</tr>
</tbody>
</table>

Enrollment in credit courses for .1 to 5.5 units is considered less than 1/2 time; 6 to 8.5 units is considered 1/2 time; 9 to 11.5 units is considered 3/4 time; and 12 or more units is full-time. A student's enrollment status will be determined at the end of the census date of each semester. If awarded after that period, status will be determined at the time the financial aid funding.

X. Successfully Completed Courses

Successfully completed courses are those in which a student received a grade of "A", "B", "C", "D", or "CR/P".

XI. Unsuccessfully Completed Courses

Unsuccessfully completed courses are those in which a student receives a grade of "F", "NC", "IP", "I," or "W." However, under the Peralta grading system, the grade of "I" may be replaced with a letter grade which will yield unit credit. Unsuccessfully completed courses adversely impact academic progress. Students are encouraged to add or drop during the period that they will receive no notations on their permanent record. Although unsuccessfully completed courses are not successful, they are considered attempted and impact program length.

XII. Course Repetition

Students are not permitted to receive financial aid for repeating courses, except as follows:

A. A student may repeat a course one time for which a grade of "D" or "W" is received.
B. A student may repeat a course for which an earned grade of "F" is received in order to achieve a passing grade.
C. A student may repeat but not exceed the allowed number of repeats for courses listed in the Class Schedule Course Repetition List. These classes will be included in enrollment status and must receive a grade. Financial Aid will not issue payment for unofficial repeated coursework or pay for more than one repeat of a course for which a "W" was received, even if financial aid was not paid for the repeated class was first taken.

XIII. High School Credit

Students cannot use (transfer back) college courses for high school credit for which they have received financial aid, otherwise an overpayment will result.

XIV. Transfer Students

Students that transfer from another accredited post-secondary institution are required to submit academic transcripts of their previous college work to the Counseling Office. Those transcripts will be reviewed and evaluated. An evaluated copy must be given to the Financial Aid Office. The accepted units will be applied toward the cumulative total of units earned.
XV. Remedial Classes

Students may receive aid for up to 30 units of remedial classes. Courses must be at the secondary level and required as part of an eligible program. Note: These classes are identified as pre-collegiate/basic skills and are non-degree appropriate.

XVI. Reinstatement

If a student is denied financial aid, he/she may be reinstated once they have regained satisfactory academic progress, according to the standards. However, students may not be paid retroactively for periods in which they failed to maintain satisfactory progress.

XVII. Financial Aid Ineligibility

Extenuating circumstances, which warrant an exception to the SAP Policy, may be considered. Students must submit a petition form with documentation to substantiate reinstatement.

Examples of extenuating circumstances may include:

A. Injury or illness of student. (Student must verify extensive hospitalization, medical treatment, or serious illness.)
B. Personal crises. (Student discloses, in writing, a traumatic situation, such as: death of a family member, separation, divorce, abuse, automobile accident, or destruction of home or belongings by fire or theft.)
C. Change of major or objective. (Student needs one or two additional semesters due to change in educational/career objective. NOTE: A current educational plan is required prior to approval.)
D. Other circumstances. (Student should explain the nature of his/her problem and illustrate why an exception to the standards should be made. Other circumstances are considered on a case-by-case basis.)

XVIII. Appeals Process

In order for a petition to be considered, the student must provide the following:

A. The Petition Form with a written statement explaining the circumstance that prevented the student from making academic progress.
B. A current educational plan with the entire courses listed to complete the educational goal.
C. Supporting verification (e.g. a hospital or doctor’s statement verifying an extended illness, medical bills, Probation Contract).
D. All academic transcripts from all previously attended colleges. If aid is denied by the Appeals Committee, the decision is final unless new documentation can be presented.

XIX. Delinquent Financial Obligations

A. The Peralta Colleges will withhold grade transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who has failed to pay a proper financial obligation due the district (e.g., financial aid liability, returned check, equipment breakage, unpaid library fine, etc.)
B. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.
C. If a student believes that he or she does not owe all or part of any unpaid obligation, the student should contact the office where the obligation occurred for resolution of the debt.

References:
Education Code Sections 66021.6, 76300;
Title 5 Sections 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668;

Approved by the Chancellor: December 14, 2012
Revised and approved by the Chancellor: February 14, 2014