



PASADENA AREA COMMUNITY COLLEGE DISTRICT POLICY

Title: Financial Aid and Scholarships

Policy No. 4410

Legal Authority: Higher Education Act of 1965;
20 U.S.C. Sections 1070, et seq; 34 CFR Section 668;
Title 5 Sections 58600-58630

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It is the policy of the Pasadena Area Community College District that the College shall establish a financial aid and scholarships program for students, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

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1. Financial aid programs at Pasadena City College usually include:
 - a. Federal Pell Grant
 - b. Federal Supplemental Education Opportunity Grant (FSEOG)
 - c. Academic Competitiveness Grant
 - d. Federal Work-Study
 - e. Federal Perkins Loan
 - f. Federal Direct Student Loan
 - g. Federal Parent (PLUS) Loan
 - h. Nursing Student Loan
 - i. Board of Governor's Fee Waiver
 - j. Cal Grants B and C
 - k. Extended Opportunity Programs & Services Grant
 - l. CARE Grant
2. Financial Aid Application
 - a. All applicants for financial aid will be required to complete the *Free Application for Federal Student Aid (FAFSA)*.
 - b. Priority deadlines for financial aid applications shall be established annually. The District shall assure that all student applications that are completed and received by the deadline will be treated equitably.
 - c. The privacy of all information in the student financial aid file shall be protected. Further, such information may not be released or discussed with anyone except as provided by law.
 - d. If requested, students applying for financial aid are required to provide documentation to verify the contents of their financial aid application.
3. Student Eligibility
 - a. Eligible students shall have the opportunity to apply for student aid programs. Eligibility includes but is not limited to:
 - (1) Being enrolled as a regular student in an eligible program for the purpose of obtaining a degree, certificate, or transfer,
 - (2) Having demonstrated financial need, except in the case of unsubsidized federal loans,
 - (3) Being a US citizen, national, or eligible non-citizen,
 - (4) Having a high school diploma or its recognized equivalent, or passing an approved ability-to-benefit test; or the institution is able to determine that a student has the ability to benefit from postsecondary education if the student satisfactorily completes six credit hours or the equivalent coursework applicable toward a degree or certificate offered by PCC,
 - (5) Not being in default on federal student loans or owing a federal grant repayment,
 - (6) Being registered with Selective Service,
 - (7) Not borrowing in excess of annual or aggregate loan limits,
 - (8) Maintaining satisfactory academic progress,
 - (9) Compliance with the unique eligibility criteria of private and institutional scholarship programs, if such criteria are not in conflict with federal or state law.
 - b. The Pasadena Area Community College District uses the definition of student dependency status as described in law and regulation for purposes of determining student eligibility for financial aid.

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- c. A date shall be established each term to determine a students' enrollment status for purposes of student financial aid programs.
- 4. Satisfactory Academic Progress
The District measures each student's progress at the end of the academic year. To maintain eligibility, students are required to maintain good academic standing. The requirement for good academic standing are: The District measures each student's satisfactory academic progress at the end of the academic year. To maintain eligibility for federal and state financial aid, a student must: 1) after one academic year, maintain a 2.0 grade-point average (GPA), 2) satisfactorily complete enrolled units with acceptable grades (A, B, C, D, CR, P, RD), and 3) make progress toward their educational goal within 150% of the program length; i.e., 3 years full-time equivalency.
- 5. Packaging and Awards
 - a. Student expense budgets shall be established that include reasonable allowances for the direct and indirect costs of education. Further, the District will assure that the budget parameters fall within authorized limits.
 - b. Parameters shall be established to assure equity in the awarding of grants, work study and loan funds.
 - c. When a student receives an outside scholarship or other resources that are specifically for the use in meeting the student's cost of attendance, the student's financial aid award shall be readjusted to assure that total resources of the student do not exceed his/her need.
 - d. Each student shall be provided with a written offer of financial aid.
 - e. A program of short term (emergency) loans will be provided to assist students with education-related difficulties.
- 6. Disbursement, Withholding of Aid, and Refunds, Payment Procedures
 - a. All financial aid checks, with the exception of the Federal Perkins loan and Nursing Student Loan are mailed to eligible students. Checks are mailed to the address on file in the Office of Admissions and Records database. The process to award and disburse the financial aid funds is separated between the Office of Scholarships & Financial Aid and the Office of Fiscal Services.
 - b. During the fall and spring semesters, financial aid warrants are issued on a bi-monthly basis. The winter and summer inter-session checks are mailed once during to each session.
 - c. Financial aid warrants will be withheld for cause; however, the District must notify the student that the warrant is available for pick up within 21 days and thereafter, mail the funds or return them to the appropriate program.
 - d. The Pasadena Area Community College District shall withhold financial aid for any student who is not meeting federal financial aid eligibility requirements.
 - e. Tuition payments will be refunded to the financial aid program in accordance with Federal and institutional refund policy.

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- f. The District will require withdrawing students to reimburse the appropriate Federal or state fund for costs incurred up to the date of withdrawal will perform a calculation to return Title IV (federal) funds if a student completely withdraws. The amount to be returned to the federal program is determined by the percentage of earned aid up to the date of withdraw. The percentage is calculated for students that withdraw from all courses up to the 60% period in the term. Also, if the student earned sub-standard grades (F, NC, and NP) or a combination of poor grades and withdrawals, the District will calculate earned federal aid for 50% of the term.
- 7. Federal Work-Study Limitations
 - a. Limits are authorized on the number of Federal Work Study placement referrals during a year for a student found to be unsatisfactory by a prior employer.
 - b. Limitations are authorized on the number of hours worked weekly by any Federal Work-Study student during periods of enrollment.
 - c. Work-Study students cannot displace District employees, including those on strike or impair existing service contracts. Also, off-campus employers (private or non-profit) cannot use work-study students to displace a regular employee.
 - d. FWS positions must not involve constructing, operating or maintaining any part of a building used for religious worship or sectarian instruction.
- 8. Overpayments
 - a. An overpayment occurs any time the student receives a payment that's greater than the amount for which the student is eligible. Most overpayments are due to
 - (1) student error, such as failing to report the spouse's income on the application, or failing to report attendance and financial aid received at a previous college and
 - (2) District error, for instance, when a student who isn't making satisfactory progress is paid. If the District has overpaid a student federal or state financial aid funds, the District will
 - (a) adjust the award to reduce the liability to the student or the institution, or
 - (b) return the funds to the appropriate program.
- 9. Cash Management

In order to participate in the federal and state financial aid programs the District must demonstrate that it is financially responsible. By participating in annual federal program reviews, the District is able to provide to the granting agencies the information necessary to evaluate the financial information in the form of an audited financial statement that also includes a compliance audit.
- 10. Coordination of Aid
 - a. The Assistant Dean of Scholarships and Financial Aid is appointed as the coordinating official to insure that all student aid resources received by a student receiving federal, state, and district funds do not exceed the student's need.
 - b. The formation of a college-wide committee is authorized to advise the Financial Aid Office in the formulation of institutional financial aid policies and procedures.
 - c. Exceptions to financial aid decisions are authorized and permitted when such exceptions are documented evidence of professional judgment on a case-by-case basis.