2012-2013
Financial Aid Agreement

This handout contains important information on the Cerritos College Financial Aid Office policies and Satisfactory Academic Progress (SAP) Standards. Please read the following information, complete, and submit Page 6 of this agreement to the Financial Aid Office via drop-box, mail, fax, or counter.

Process

You should apply and submit all required forms during the Early Application Period (January – April 30th) since the determination of financial aid eligibility can be a lengthy process. You must apply for financial aid each aid year. Applications are available every January. Each application covers Fall, Spring, and Summer.


2. Read the Missing Information Letter or view the To Do List on MyCerritos, which lists required documents to complete your file. Download the required forms at www.cerritos.edu/finaid/forms.html and submit them to the Financial Aid Office.

3. Review your award letter and view your awards on MyCerritos. You must meet Satisfactory Academic Progress (SAP) standards (see next page) to receive awards.

4. Receive and activate your Cerritos Falcon Card at www.cerritosfalconcard.com. The Financial Aid Office will disburse your grants, scholarships, and/or loans. View your account activity online at MyCerritos for refund status.

Eligibility

Educational Goal / Academic Plan

To be eligible for financial aid, you must be enrolled as a regular student in an eligible program. A regular student is defined as a person who enrolls for the purpose of obtaining a degree, certificate, or a transfer program. You must, therefore, declare your Academic Plan at the Office of Admissions and Records, and be taking courses towards an Associates of Arts (AA) degree, Certificate of Achievement, or a Transfer Program. If your educational goal has changed or needs to be updated please visit the Office of Admissions and Records to make the appropriate change or complete the online major change form at the following website:

High School Diploma or Equivalent

Students must have a high school diploma or equivalent. The equivalent may include a G.E.D and the California High School Proficiency Exam.

Remedial Courses

Students can receive financial aid for up to 30 units of remedial courses.

Selective Service

All males born after December 31, 1959, must register with the Selective Service. If you believe that you are not required to register, call the Selective Service Office at (847) 688-6888 or go to www.sss.gov for information regarding exemptions.
Concurrent Enrollment
You are only eligible to receive financial aid at one college and/or university each enrollment period. If you are enrolled at more than one college and/or university, you should only receive financial aid from one of the institutions you attend with the exception of scholarships and the Board of Governors Fee Waiver. If you attend more than one college and/or university at the same time, check with each institution regarding their rules about scholarship eligibility. If you receive financial aid from more than one college or university during the same enrollment period, you may be ineligible to receive funds. You may be required to pay back the money to at least one of the institutions and you may be assigned to the Department of Education for collections.

False Information
Financial aid will be terminated if you submit or knowingly provide false information on any documents required by Cerritos College or any other college and/or university. You may also be reported to the Department of Education for Fraud and Abuse. These documents include but are not limited to: Cerritos College Admissions Application, the FAFSA, academic transcripts, financial aid appeals, consortium agreements, income tax returns, or other documents submitted to Cerritos College.

Satisfactory Academic Progress (SAP) Standards
To be eligible for financial aid, you must make satisfactory academic progress toward your educational goal. The Financial Aid Office monitors progress using both Qualitative and Quantitative standards at the end of each semester. It is your responsibility to make sure that you meet these standards. Below is an explanation of each one.

Grade Point Average (GPA) Requirement (Qualitative)
You are required to maintain at least a 2.0 cumulative Grade Point Average (GPA). The GPA standard is used at all times in the determination of eligibility for financial aid, even when you do not receive financial aid.

Unit Completion Requirement - Pace of Progress (Quantitative)
You are required to complete 70% of the units which you have attempted. The cumulative units completed will be divided by the cumulative units attempted to calculate the pace of progress. All units are considered in this calculation. Units for which a grade of W, I, NP, NC, and/or F was received are considered as units attempted, but not completed.

Below are some examples:

Student A: Attended Fall and Spring semesters for one year. Attempted 24 units, completed 20 units. Pace of progress is calculated as 20 / 24 = 83%, student met the 70% requirement.

Student B: Attended Fall and Spring for one year. Attempted 24 units, completed 15 units. Pace of progress is calculated as 15 / 24 = 62%, student did not meet the 70% requirement.

Student C: Attended Fall and Spring semesters for two years. Attempted 48 units, completed 36 units. Pace of progress is calculated as 36 / 48 = 75%, student met the 70% requirement.

Student D: Attended Fall and Spring semesters for two years. Attempted 48 units, completed 33 units. Pace of progress is calculated as 33 / 48 = 68%, student did not meet the 70% requirement.

Warning
You will be placed on warning status after a semester if you have not met the unit completion requirement and/or the 2.0 grade point average requirement. If you are placed on financial aid warning status, you may remain eligible for financial aid. You will receive a letter notifying you of your status and how to avoid termination.

Termination
You will be placed on termination status after a semester on warning status, if you still have not met the unit completion requirement and/or the 2.0 grade point average requirement. If you are placed on termination status, you will no longer be eligible to receive financial aid, with the exception of the Board of Governors Fee Waiver.
Maximum Time Frame Requirement (Quantitative)

You must complete your educational program within a maximum time frame of 150% of the published program’s required units at Cerritos College. For example, Associate in Arts degree and transfer programs generally require 60 units. Therefore, 150% of those programs would be 90 units (60 units x 1.5).

You will be required to meet with a counselor and create an educational plan based on your educational program once you attempt the following number of units:

- 60 Units (excluding remedial and ESL units) for associate in arts degree or transfer program
- 30 Units (excluding remedial and ESL units) for a certificate program

You must submit your educational plan to the Financial Aid Office for review. The Financial Aid Office will notify you regarding your eligibility for financial aid. If at any point in time it is determined that you cannot complete your educational program within the 150% time frame, you may be immediately disqualified from financial aid (with the exception of the Board of Governors Fee Waiver). It is your responsibility to read and understand the Financial Aid Satisfactory Academic Progress (SAP) Standards.

Withdrawals, Incompletes, Repeated Courses, and Transfer Credit

Incompletes, no pass courses, courses noted as excluded, repeated courses, and withdrawals are counted as attempted units in calculating the pace of progress. Courses noted as excluded on the transcripts are not counted for purposes of the cumulative GPA. Grades removed through academic renewal are still counted for pace of progress and GPA requirements. Transfer credits are counted as attempted units and completed units towards the 150% maximum time frame.

SAP Appeals

If you are terminated due to GPA, Unit Completion, and/or Maximum Time Frame and wish to appeal your status, you can complete an appeal form to explain in detail your situation and reason(s) for not meeting the SAP Standards. Please elaborate on what steps you have taken to ensure your academic success. Include any supporting documentation with your appeal. Submit your appeal to the Financial Aid Office. You will receive notification of the Financial Aid Advisory Committee decision by mail. The Financial Aid Advisory Committee may request further documentation including an Academic Plan or a Work-in-Progress report of your current grades. If your appeal is approved, you will be placed on probation status for the period approved by the committee and they may have to meet specific conditions to be reinstated.

Appeals (Other than SAP Appeals)

The Financial Aid Office understands that there are unique situations that may occur. For this reason, you have the opportunity to appeal. Appeal forms are available in the Financial Aid Office. If and when you choose to file an appeal, please attempt to do so as soon as you are aware of the situation which you are appealing. Please include any documentation that may assist us in reviewing your situation.

It is important that you understand that filing an appeal is not a guarantee that the appeal will be approved. Each appeal is considered individually. How well you explain your circumstances and the extent to which they were beyond your control are taken into account in the review of your appeal.
Student Responsibilities

- An educational plan identifies specific courses necessary to meet your educational goal. Your educational plan must be developed with a counselor. It is strongly recommended that you meet with a counselor at least once each semester to develop your Educational Plan and to ensure that you are making progress toward your academic goal(s).

- Students applying for aid should plan ahead to have sufficient money available to cover the cost of the enrollment fee, student activity fee, health fee, lab fee, parking fee, books, and supplies in case they are determined ineligible or their file is still under review.

- If your Cerritos Falcon Card is lost, stolen, or needs to be replaced there may be a charge posted to your student account. Students are responsible for payment of the charge.

- Students on financial aid are required to notify the Admissions and Records Office of any changes in address. Students can update their own address through the MyCerritos portal. Failure to do so may result in your mailings being returned and delay of your financial aid.

- Students who are selected for verification must provide additional required documentation. This documentation may include tax data. You can submit tax data by using the IRS Data Retrieval Tool on the Free Application for Federal Students Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) or by submitting an IRS Tax Transcript. Tax Transcripts can be requested from the IRS at [www.irs.gov](http://www.irs.gov) online, by phone at 1(800) 908-9946, or by downloading the 4506T-EZ at [www.irs.gov/pub/irs-pdf/f4506tez.pdf](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf) and submitting it by mail or fax to the IRS.

- Students applying for financial aid must submit an official academic transcript from all colleges and universities attended. The transcript(s) must be sent to the Office of Admissions and Records and a copy must be provided to the Financial Aid Office. Based on your academic transcript(s), you may be placed on Financial Aid Warning status. Contact the counseling department for transcript evaluations.

- Students should report to the Financial Aid Office if their financial circumstances change significantly.

- Your financial aid application may be delayed or your file closed if you do not provide all required documents.

Disbursements

Financial Aid disbursements are calculated based on your Expected Family Contribution (EFC), financial aid need, the availability of funds and the number of units in which you are enrolled each semester.

<table>
<thead>
<tr>
<th>Units</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>Full-time</td>
</tr>
<tr>
<td>9 – 11.5</td>
<td>3/4-time</td>
</tr>
<tr>
<td>6 – 8.5</td>
<td>1/2-time</td>
</tr>
<tr>
<td>0.5 – 5.5</td>
<td>Less than 1/2 time</td>
</tr>
</tbody>
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If you are enrolled in courses which are less than 18 weeks in length during the fall or spring semester(s), those units will be counted toward the total units for the entire semester. Financial Aid disbursements will first be applied to cover any mandatory charges on your student account and then the remaining balance will be refunded to the student via electronic disbursement.

Students enrolled in distance education programs (online courses) may experience a delay in their Title IV financial aid disbursement until the student has participated in the distance education program for a longer and more substantiated period of time (e.g., until an exam has been given, completed, and graded or a paper has been submitted).

Students who are on Warning, Probation, or Termination status may experience a financial aid disbursement delay in their next semester until all grades are posted and SAP is evaluated.
Waitlist courses will not be considered and are not officially enrolled units. There is a limit on repeated coursework for purposes of determining the enrollment status. If you pass a course, one repetition may be included in your enrollment status. However, any subsequent repetition may not be included in the enrollment status.

Disbursements are refunded electronically on the Cerritos Falcon Card. You must activate your card and select a refund preference at www.cerritosfalconcard.com. The two refund preferences are as follows: 1.) Easy Refund, in which the disbursement will be made directly to the Cerritos Falcon Card or 2.) ACH, in which a direct deposit is made to your existing bank account. The ACH option takes 2-3 additional business days. You may be required to provide proof of your identity to the HigherOne bank. They may request a copy of any government issued photo identification. Be sure to keep your card as long as you are a student at Cerritos College.

**Pell Grant Adjustments**

The Financial Aid Office will check your enrollment status at our census date each semester. An adjustment to your Pell grant may occur based on your enrollment at that time. If your enrollment status (full-time, three-quarter time, half-time, less than half-time) has increased, it may result in an increase in your Pell grant award. If you are due an additional Pell grant, the grant will be disbursed to your account. If your enrollment status has decreased, you may owe a repayment of Pell grant funds. Classes added after the census date will not be funded, including late start classes. You can view the census date for each term on our disbursement schedule page at www.cerritos.edu/finaid.

**Return to Title IV**

If you withdraw from all courses (drop to 0 units) before completion of 60% (approximately the 11th week) of any semester, or fail to receive at least one passing grade in the semester, you will be required to repay all or some of the following:

- Federal financial aid including Pell Grant, Supplemental Education Opportunity Grant (SEOG), and/or Loans.
- All registration fees (per unit fee, student identification fee, student health fee, lab fees) for each of the classes in which you were enrolled (even if those fees were covered by the Board of Governors Fee Waiver).

If you fail to attend the first class meeting, or are reported as a “no show” by your instructor(s), you will be required to repay ALL of the financial aid you received. You will also be responsible for repaying the entire amount of the registration fees (per unit fee, student identification fee, student health fee, lab fees) for all of the units in which you enrolled (even if those fees were covered by the Board of Governors Fee Waiver program). Your academic records will be placed on “hold” until repayment is made. In the event you are required to repay financial aid funds, the Financial Aid Office will notify you in writing of the amount you owe. You will be notified by mail if you owe money for Return of Title IV. Failure to pay will result in being referred to collections.

**Federal Privacy Act (FERPA)**

The Federal Privacy Act (FERPA) prohibits the provision of confidential student information to persons other than the student unless you have provided a written waiver specifying to whom information about you can be given. That is why we cannot give out information to you over the telephone - it is for YOUR protection! We strive to provide you with the best, most timely and accurate service possible. The Financial Aid Office conducts most of its business with you by mail. It is your responsibility to keep the Financial Aid Office informed of your current mailing address, e-mail address, and telephone number.

**Overpayments**

A hold will be placed on your account for any overpayments including errors in business processing.
2012–2013 Financial Aid Agreement

Name:_________________________________________       Student #:________________________

E-mail Address:_________________________________       SSN #:________________________

After you have read the topics outlined in the Financial Aid Agreement, please provide your signature at the bottom of this form.

- Process
- Eligibility
- Satisfactory Academic Progress (SAP) Standards
- Appeals
- Student Responsibilities
- Disbursements
- Pell Grant Adjustments
- Return to Title IV
- Federal Privacy Act (FERPA)
- Overpayments

Certification: I have read, understand, and agree to the topics above from the Financial Aid Agreement Form.

Signature: ___________________________       Date: ___________________________

Instructions: Submit this page to the Financial Aid Office by mail, fax, drop-box, or in person during office hours.