

Administrative Procedure 5130 – Financial Aid

Reference:

California Education Code, Sections 066021.6, 66025.9 and 76300;

Department of Education, 34 CFR, Section 668; (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

Title 5, Sections 55031 and 58600 et seq.;

United States Code, Section 1070 et seq.

ACCJC Accreditation Standard III.D.15

1. A student financial aid handbook, pamphlet, or other orientation and educational material are available in each college Financial Aid Office, on the college websites, and in the college catalogs. The materials are reviewed and updated accordingly. Websites describing financial aid procedures are also made known to students. These materials address, at a minimum:
 - a. Application procedures, including deadlines
 - b. Student eligibility
 - c. Payment procedures
 - d. Overpayment recovery
 - e. Accounting requirements
 - f. Satisfactory progress standards

2. Consistent with the applicable federal regulations for federal financial aid, Santa Clarita Community College District (SCCCD) shall not engage in "substantial misrepresentation" of:
 - a. the nature of its educational program
 - b. the nature of its financial charges, or
 - c. the employability of its graduates

3. Misrepresentation:
 - a. Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising,

recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

4. SCCC Financial Aid Offices shall ensure all information pertaining to the SCCC's financial aid program available to the public is regularly reviewed for accuracy and completeness. To ensure compliance with this policy, SCCC shall establish procedures for SCCC employees involved in financial aid or admission services to receive appropriate information on educational programs, anticipated student financial expenses, and graduation employment rates.
5. Loss of Eligibility for BOG Fee Waiver
 - a. A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.
 - b. The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.
 - c. The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.
 - d. The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.
6. Foster Youth

- a. Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).

Adopted: January 24, 2018