

## **Administrative Procedure 5130**

## **Financial Aid**

The El Camino College Financial Aid Office seeks to ensure all students and their families can identify ways to pay for college. The Financial Aid Office provides intentional support for unique challenges and barriers faced by individual students or by populations of students. Financial assistance can help cover fees, books, supplies, transportation and living expenses.

The District provides the following federal, state, and local financial aid to eligible students.

1. California College Promise Grant (CCPG)
2. Cal Grants
3. California Community College Transfer Entitlement Cal Grants
4. California Military Department GI Bill Award Program (formerly the California National Guard Education Assistance Award Program)
5. California Student Success Completion Grant
6. California Work Opportunity and Responsibility to Kids Act (CalWORKs)
7. Chafee Grants
8. Child Development Grants
9. Cooperative Agencies Resources for Education (CARE)
10. Extended Opportunity Programs and Services (EOPS)
11. Federal Direct Student Loans
12. Federal Pell Grants
13. Federal Supplemental Educational Opportunity Grants (SEOG)
14. Federal Work Study
15. Iraq and Afghanistan Service Grants
16. Law Enforcement Personnel Dependents Grants
17. Scholarships
18. Warrior Emergency Grant

Students who want to be considered for federal, state, and local financial aid should complete and submit the Free Application for Federal Student Aid (FAFSA) online on an annual basis. The FAFSA application is available on the FAFSA website at [www.fafsa.gov](http://www.fafsa.gov) or available via the college's Financial Aid Office website at [www.elcamino.edu](http://www.elcamino.edu). The FAFSA may be submitted any time throughout the award year, however, funds are awarded on a first-come, first-served basis. Students may also be required to complete and submit additional documentation to determine eligibility. Eligibility is determined by the U.S. Department of Education working in conjunction with the Financial Aid Office.

Students who fall under AB 540 may submit the California Dream Act Application

to determine eligibility for California student financial aid on an annual basis. The California Dream Act Application can be completed online at [www.caldreamact.org](http://www.caldreamact.org). The California Dream Act Application is not an application for federal financial aid. Students eligible to file the FAFSA, must use that application which is available on-line at [www.fafsa.gov](http://www.fafsa.gov). Students should not complete both applications.

Students who want to have their enrollment fees waived must apply for the California College Promise Grant (CCPG) and submit the CCPG application available for download from the Financial Aid Office webpage at <https://www.elcamino.edu/student/studentservices/financialaid/programs.aspx>. Students who submit the FAFSA or California Dream Act applications will automatically be evaluated for CCPG eligibility and awarded if qualified. The CCPG application may be submitted any time prior to the start of the term or during the award year in which the student wants to receive the CCPG. Students may also be required to complete and submit additional documentation to determine eligibility.

Students who want to be considered for state-based financial aid such as the Cal Grant, will need to complete and submit the Grade Point Average (GPA) Verification Form. Eligibility is determined by the California Student Aid Commission (CSAC) working in conjunction with the Financial Aid Office. The California priority deadline for state-based financial aid is March 2.

Students who want to be considered for scholarships should complete and submit the El Camino College Scholarship application. The scholarship application must be submitted prior to the established deadline on an annual basis. Students may also be required to complete and submit additional documentation to determine eligibility. Eligibility is determined by the El Camino College Scholarship Office working in conjunction with the Financial Aid Office.

El Camino College has partnered with BankMobile to disburse select federal and state-based financial aid to eligible students. For more information about BankMobile, visit <https://bankmobiledisbursements.com/refundchoices/>. Federal Work Study funds and select state-based financial awards are disbursed via hard copy check to eligible students.

Financial aid recipients who are found to be in overpayment are notified by the Financial Aid Office. Students who receive an overpayment notification are instructed to make payment to the college's Cashier's Office or to the U.S. Department of Education. Students are ineligible to receive additional financial aid until they return any overpayment funds.

The Financial Aid Office works closely with the college's Fiscal Services unit to ensure that accounting protocol is adhered to in compliance with federal, state, and local regulations. Annual audits are conducted by an external entity and annual reports are submitted to federal and state government agencies.

Students should inquire with the college's Financial Aid Office for more information on federal, state, and local financial aid including deadlines.

### Satisfactory Academic Progress

In order for a student to receive Federal and/or State Aid a student must meet the satisfactory academic progress standards. The following three requirements must be met.

1. Cumulative Grade Point Average (Qualitative Measure)

A student must maintain a 2.0 cumulative grade point average (GPA). This GPA includes units at El Camino College and those from other regionally accredited colleges and universities that have been evaluated by the college's Admissions & Records Office and applied to the student's academic record. GPA units are those with grades of A, B, C, D, or F.

2. Cumulative Pace of Unit Completion (Quantitative Measure)

A student must complete at least 67% of the total number of units they attempt (passed hours divided by attempted hours). All courses with grades of A, B, C, D, or F as well as P, W, I, IP, NP, MW, and repeated courses will be counted towards the total attempted units. Units from other regionally accredited colleges and universities that have been evaluated by the college's Admissions & Records Office and applied to the student's record will also be counted.

3. Maximum Timeframe

A student may not exceed the 150% maximum timeframe allowed for the completion of his or her educational program. All courses, (excluding remedial and English as a Second Language (ESL), repeated courses, and courses taken while pursuing other majors with grades of A, B, C, D, or F, as well as P, W, I, IP, NP, or MW, will be counted as attempted units and applied to the maximum timeframe allowed. Courses from other regionally accredited colleges and universities that have been evaluated by the El Camino College Admissions & Records Office and applied to the student's record will also be counted toward the maximum timeframe.

## Loss of Eligibility for BOG Fee Waiver

A student shall become ineligible for a California College Promise Grant (CCPG) 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.

Students will be notified 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 will clearly state that two consecutive primary terms of probation will lead to a loss of the CCPG fee waiver until the student is no longer on probation. The notification will also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate information ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing CCPG fee waiver eligibility. Dissemination includes, but is not limited to, information provided in the college catalogs and class schedules.

Students may appeal the loss of CCPG (including the loss of enrollment priority). The student must complete and submit a SAP & Loss of CCPG Appeal Form with all relevant supporting documentation by the published deadline.

### There are ten acceptable reasons for submitting an appeal:

1. Illness or accident of the student or immediate family member or death of an immediate family member.\*
2. Newly diagnosed disability which contributed to poor academic performance.
3. Complications with an existing disability which contributed to poor academic performance.
4. Student applied for a disability accommodation but the accommodation was not received in a timely manner.
5. Evidence the student was unable to obtain essential support services.
6. Enrolled in a high unit academic program or major as reflected on Education Plan.
7. Significant academic improvement in meeting academic and progress standards as defined above.
8. Extenuating circumstances beyond the control of the student.
9. Change in economic situation of student or parent(s), if dependent.
10. Special consideration of factors for EOPS/CARE, CalWORKs, Guardian Scholars, SRC, and Veteran students.

*\*“Immediate family” is defined as the mother, father, grandmother, grandfather, or grandchild of the student or of the spouse/registered domestic partner of the student, and the spouse/registered domestic partner, son, daughter, brother, or sister of the student. In addition, the following are considered “immediate family”: stepparent, stepchild, foster child, dependent child or adult of the student or spouse/registered domestic partner of the student.*

Supporting documentation must coincide with the term(s) in which the student did not meet academic and/or progress standards. Supporting documentation outside of those terms will not be considered.

The instructions outlined on the SAP & Loss of CCPG Appeal Form must be met completely and submitted by the established deadline for the term in question. Submission of an appeal form does not guarantee approval. All appeal decisions are final. There is no further appeal for that term.

Foster Youth shall not be subject to loss of CCPG 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).

### Misrepresentation

1. 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.
2. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.
3. This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

### References:

Education Code Sections 66021.6 and 76300;  
Title 5 Sections 58600 et seq.;  
20 U.S. Code Sections 1070 et seq.;  
34 Code of Federal Regulations 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.

Adopted: 6/15/15

Revised: 6/20/16, 4/19/21