

Administrative Procedure 5130

Financial Aid

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

1. Board of Governors Fee Waivers
2. Cal Grants
3. California Community College Transfer Entitlement Cal Grants
4. California National Guard Education Assistance Awards
5. California Work Opportunity and Responsibility to Kids Act (CalWORKs)
6. Chafee Grants
7. Child Development Grants
8. Cooperative Agencies Resources for Education (CARE)
9. Extended Opportunity Programs and Services (EOPS)
10. Federal Pell Grants
11. Federal Supplemental Educational Opportunity Grants
12. Federal Work Study
13. Iraq and Afghanistan Service Grants
14. Law Enforcement Personnel Dependents Grants
15. Scholarships

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 hardcopy FAFSA application is available for downloading from the FAFSA website at (www.fafsa.gov) or available via the college's Financial Aid Office website (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 want to be considered for state-based financial aid will need to complete and submit the Grade Point Average (GPA) Verification Form. Students who want to be considered for the Board of Governors Fee Waiver (BOGFW) should complete and submit the hardcopy BOGFW application available for downloading from the Financial Aid Office webpage at (www.elcamino.edu) or available at the college's Financial Aid Office. The BOGFW 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 BOGFW. Students may also be required to complete and submit additional documentation to determine eligibility. 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 Bank Mobile Vibe to disburse select federal and state-based financial aid to eligible students. Bank Mobile Vibe provides students with two options to receive their financial aid: (1) debit card; (2) direct deposit. Federal Work Study funds and select state-based financial awards are disbursed via hard copy check to eligible students.

A student is considered to be meeting the satisfactory academic progress standards if the following three requirements are 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.

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.

Loss of Eligibility for BOG Fee Waiver

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.

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 BOG 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 eligibility BOG 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 BOG Fee Waiver (along with the loss of enrollment priority). The student must complete and submit a Loss of Enrollment Priority and BOGFW 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 CalWORKs, EOPS, 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 Loss of Enrollment Priority & BOGFW Appeal form must be met completely and 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 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).

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.

Board Review: June 15, 2015

Amended: June 20, 2016