



ADMINISTRATIVE **PROCEDURE**

5130

DESERT COMMUNITY COLLEGE DISTRICT

FINANCIAL AID

College of the Desert offers a variety of financial aid programs in the form of scholarships, grants, and work study. These funds are intended to assist students with educational costs, which include: enrollment fees, books, supplies, food, housing, transportation, and personal expenses.

The Financial Aid Office is committed to assisting students who might not otherwise be able to attend college without financial aid. Although the primary responsibility for financing an education lies first with the student and his or her family, many families with limited resources are unable to meet the cost of a college education. The financial aid programs available at College of the Desert were designed to provide financial assistance to meet these needs.

The Financial Aid programs offered at College of the Desert may include, but are not limited to:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Cal Grants B and C
- Chafee Grant
- California College Promise Grant (formerly known as the Board of Governors, or BOG, Enrollment Fee Waiver)
- Federal Work-Study and Alumni Work-Study
- Scholarships (COD Foundation and outside donors)
- CalWORKs
- Full-Time Student Success Grant (FTSSG)

Application Procedures and Deadlines:

Information about applying for financial aid can be found on our website:

www.collegeofthedesert.edu/students/fa/pages/ApplyingforFinancialAid.aspx

Deadlines can be found on our website:

www.collegeofthedesert.edu/students/fa/pages/fatimeline.aspx

Student Eligibility:

To be eligible for specific state and federal financial aid, an individual 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 or certificate; or is enrolled in a transfer program offered by the institution. The student must:

- Declare an educational goal at the Admissions and Records Office and be taking courses towards an Associate of Arts (AA) or Associate of Science (AS) degree, Certificate of Achievement, or a transfer program;
- Have a high school diploma, GED, pass the California Proficiency Exam, or pass an Ability-to-Benefit (ATB) test that has been approved by the U.S. Department of Education prior to July 1, 2012;
- Be a U.S. citizen or eligible non-citizen for federal aid;
- Meet AB 540 criteria for state aid;
- Register with Selective Service (this applies to all males born after December 31, 1959, and are between the ages of 18-25). Students, who believe that they are not required to be registered with Selective Service, need to contact the Selective Service Office at 1-847- 668-6888 for information regarding exemptions in order to receive a Student Status Information Letter. Students, still within the age range, must register online at www.sss.gov;
- Not owe a refund on any grant received at any institution or be in default on any educational student loan, such as the Perkins Loan or Stafford Loan; and
- Maintain Satisfactory Academic Progress (SAP) as described in the Financial Aid Office's Satisfactory Academic Progress requirements as listed in the office's website and on the Financial Aid Information Page mailed to all financial aid students.

Payment Procedures:

Disbursement information is available on our website:

www.collegeofthedesert.edu/students/fa/pages/CheckDisbursementInformation.aspx

Overpayment Recovery:

The repayment and Return of Title IV Funds policy can be found on our website:

www.collegeofthedesert.edu/students/fa/pages/Drops-Withdrawals-and-Repayment-of-Funds.aspx

Accounting Requirements:

The District ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions of any student receiving Federal Student Aid (FSA) funds or State funds.

Satisfactory Academic Progress (SAP):

The Satisfactory Academic Progress policy is available on our website:

www.collegeofthedesert.edu/students/fa/pages/SatisfactoryAcadProgress.aspx

Misrepresentation:

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.

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.

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.

Loss of Eligibility for California College Promise Grant (formerly known as a BOG Fee Waiver):

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

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 California College Promise Grant 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.

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 California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a California College Promise Grant 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.

Foster Youth shall not be subject to loss of California College Promise Grant 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 subdivision (c).

References:

**Education Code Sections 66021.6, 66025.9 and 76300;
Title 5 Sections 55031, 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);
ACCJC Accreditation Standard III.D.15

Approved by College Council: November 16, 2005

Administrator: VP Student Services

Updated: March 24, 2008

CCLC Update Fall 2011

Board of Trustees Review: June 16, 2016

Board Meeting/Information Item: May 19, 2017

Executive Cabinet Review/Approval: January 15, 2019

College Planning Council Review/Approval, 1st Reading: February 22, 2019

College Planning Council Review/Approval, 2nd Reading: March 8, 2019

Board Meeting/Information Item: April 10, 2019

Next Review: April 2024