FINANCIAL AID POLICIES

DRAFT

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3440 FINANCIAL AID

Financial Aid is available for deserving students through grants, scholarships, loans, and part-time employment.

3441 GENERAL PRINCIPLES

Administration of Financial Aid at Santa Barbara City College is guided by Federal regulations and policies which have been incorporated in a universally applicable statement of "college financial aid principles." These include the following:

3441.1 Parents have the primary obligation to pay for the education of their children to the extent of their ability.

3441.2 Financial aid should be viewed as supplementary to the efforts of the family and the student to underwrite college expenses.

3441.3 Financial aid is primarily for students who would be unable to attend college without it, to assure that all college-capable students shall have the opportunity for higher education.

3441.4 Students from extremely impoverished families have highest priority for Federal Financial Aid Programs.

3441.5 Academic excellence and participation in student activities are not taken into consideration under the Federal Financial Aid Programs in determining eligibility and amount of financial need. Satisfactory academic progress, however, is a prerequisite to renewal awards.

3441.6 The amount of financial aid offered a student should be adequate to assure that total college costs will be met, based on a moderate but adequate budget for all students.

3441.7 The sum of all awards from all sources to any student may not exceed the normal cost of attending college.

3441.8 All documents, conversations and correspondence between and among the aid applicant, the family, and the financial aid counselor of the applicant are confidential and entitled to the protection ordinarily arising from a counseling relationship.

3441.9 Concern for the student and the student's academic progress and well-being is paramount.
ELIGIBILITY FOR FINANCIAL AID

To be eligible for financial aid a student must meet the following requirements:

3442.1 Be enrolled as a full-time student (12 units or more). Exceptions are as follows:
   a. ADN students.
   b. Heads of households receiving welfare benefits.
   c. Medical limitations.

3442.2 Have demonstrable financial need.

3442.3 Be making normal progress if a renewal recipient. (Currently verified by Admissions Office records and information obtained from the Counseling and EOP Offices.)

PRIORITY CATEGORIES

Financial Aid awards based on need shall be made according to the following priority categories:

3443.1 Continuing students who were prior financial aid recipients at Santa Barbara City College.

3443.2 Continuing Santa Barbara City College students who have not previously received financial aid but who now have demonstrable financial need.

3443.3 Entering students from local "feeder" high schools.

3443.4 Continuing transfer students who were on financial aid at other in-state institutions.

3443.5 All other students.

RECIPIENT RESPONSIBILITIES

3444.1 Documentation is required as follows:

   a. All students must submit an American College Testing Service Financial Aid application or a Santa Barbara City College scholarship application to be considered for financial aid.

   b. All students are assumed to be dependent students unless the student submits a notarized Parent's Affidavit of Non-Support. Documented age or marital status cannot be used in lieu of this requirement.

   c. All dependent students must submit a copy of the parent's Federal Income Tax Form 1040 for the previous calendar year. All independent students must submit
3444.1-c. (continued)

a copy of their Federal Income Tax Form 1040 for the previous calendar year. In the event a parent or student has not filed a Federal Income Tax Form 1040, the parent and/or student must receive verification from the IRS Office to document said fact.

d. Families on Public Assistance must submit documentation from their case worker or similar officials.

e. Students receiving benefits from the Veterans' Administration programs will be subject to confirmation of amounts and programs by joint efforts of the Campus Veterans' Office and the Financial Aids Office.

f. Any unusual circumstances are subject to documentation.

3444.2 All students are automatically assumed to contribute a minimum of $400 annually towards their education. Exceptions are as follows:

a. Heads of households whose sole source of income is welfare benefits.

b. Students with documented physical or mental limitations that prohibit or limit their working capabilities.

c. Dependents of families whose family income is $5,000 or less and student is required to assist family with any or all earnings.

3444.3 Based upon the American College Testing Program needs analysis system, all students will be budgeted for the amount of parental contribution shown on the computation form. If parental contribution is modified for extenuating circumstances, such action must be documented. (e.g., parents deceased, parent lost job, critical injury in family, etc.) No parental contributions will be expected from documented independent students.

3444.4 Students must complete 12 units or more each semester. In the event a student completes less than 12 units, he or she must submit a letter stating the reasons and have the letter signed by a counselor or the instructor(s) of the class(es) the student has dropped. The Financial Aids Committee will approve or disapprove the request. If a student fails to complete 12 or more units for two consecutive semesters, the student will automatically be dropped as a financial aid recipient.

3445 PROCEDURES

3445.1 One application for all types of Financial Aid is used—the American College Testing Family Financial Statement. Additional information may be required to verify the information
within the Family Financial Statement (e.g., death certificate, welfare, verification, independent status, etc.). No award will be made unless the student's application is complete with all necessary documentation.

No deadline for filing exists. Applications are accepted year round. Priority consideration is given to applications received prior to June 15 of the next academic year.

All applications are reviewed by the Coordinator of Student Services and/or the Financial Aids secretary. Awards are based on uniformly applied policies, procedures, and guidelines. All decisions may be subject to review and/or appeal to the Financial Aids Committee.

All information in a student's financial aid file is strictly confidential.

All requests for information about a student must be referred to the Coordinator of Student Services or, in his absence, to the Administrative Dean, Student Services and Activities.

Every student should receive the most advantageous combination of Financial Aid programs for which he or she qualifies subject to availability of funds under the respective program. "Packaging" is the term usually applied to the concept of offering two or more types of aid to a student. The "package" or award a student will receive is a function of his demonstrable financial need and available funds. The actual amount of each component within the package is determined by the Coordinator of Student Services and the Financial Aids Secretary. All packages may be reviewed by the Financial Aids Committee.

Revisions of awards are permissible providing new information and/or additional funds are available. All new information will be subject to proper documentation.

All unit loads must be verified by records from the Admissions Office each time a warrant is issued to a student.

All grants and loans in excess of $150 per semester are distributed on a two-payment-per-semester basis. Normally, the first payment may be expected during the first week of each semester and the second payment approximately at the beginning of the ninth week of each semester.

Work-Study recipients will be paid on the tenth of each month.

Students participating in Financial Aid programs must maintain eligibility status according to Federal and District policies. Normally, funded students will continue in the program for no more than six semesters and will be terminated under "standard termination" procedures. Termination may be appealed through the Financial Aid Committee.
In order to continue in Financial Aid programs, the student must remain in "good standing." This is interpreted to mean that the student must remain eligible for full-time study (12 units) at the institution. A student terminated for academic reasons must be terminated from Financial Aid programs.

To remain eligible for Financial Aid programs, the student must complete 12 units for credit each semester. Reasons for failing to complete 12 units must be documented. If adequate reasons and proper documentation are received, the student may be allowed to continue on aid for the following semester. However, the student must complete 12 units during the second semester on aid or be terminated automatically. Appeal for reinstatement may be made through the Financial Aid Committee.

A student may be terminated for discretionary reasons, such as failure to perform CWS job satisfactorily, suspension from school, audit discrepancy, etc. The student terminated for discretionary reasons will remain ineligible for one or more full semesters following the semester of termination, subject to Federal regulations and institutional policy. Thereafter, the student may be funded according to funding procedures.

The student may terminate from the Financial Aid program at his or her own request. Such a student may reapply at a later date and be reinstated, providing eligibility is maintained and funds are available. Such a student may receive priority status.

Students may appeal any decision or action regarding financial aids or lack of financial aid to the Financial Aids Subcommittee of the Student Services Advisory Committee. Names of members of the Financial Aids Committee are available upon request.

An annual financial aid recipient performance survey will be conducted to determine the following:

a. Number of units attempted.
b. Number of units completed.
c. Grade point average.
d. Number of semesters on financial aid.
e. Amount of package awarded.
f. Amount of package received.
g. Etc.

Information collected will be compiled into a nameless statistical report submitted to the Financial Aids Committee for approval. The Financial Aids Committee will then submit its approved report to the President of the College.