

Sierra College

ADMINISTRATIVE PROCEDURE

AP 5130

Financial Aid

Date Adopted: 1/13/2004

Date Revised: 2/2/2018

Date Reviewed: 2/2/2018

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 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

- I. Financial aid is available to eligible students through grants, scholarships, loans and part-time employment. Recipients may receive more than one category of assistance and in some cases, assistance from all categories. Financial aid awards may include, but are not limited to, the following programs:
 - California College Promise Grant
 - CalWORKs
 - Cal Grants
 - Federal Pell Grants
 - Federal Supplemental Educational Opportunity Grants (FSEOG)
 - Federal Work-Study (FWS)
 - CHAFEE Grant
 - CAFYES
 - Fulltime Success Grant
 - Completion Grant
 - Sierra College Promise Grant
 - Federal Direct Student Loans
 - Institutional and Agency scholarships
 - Any newly enacted federal or state programs

- II. All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

III. The Financial Aid Program Manager shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs and state funded programs.

Regulations must address at minimum:

A. Financial Aid Policies

1. The US Department of Education requires that Financial Aid publish their policies on the web and make them available for students who request them in person.
2. The Financial Aid Handbook and Policies is drafted annually by the Financial Aid Program Manager and approved by the Financial Aid Advisory Committee.
3. In order to be eligible, students must adhere to the posted policies on the Sierra College financial aid web site. Please refer to the Financial Aid Handbook, and the Financial Aid Policies that explain procedures to include the following:
 - a. Application Procedures, including deadlines
 - b. Student Eligibility
 - c. Payment Procedures
 - d. Overpayment recovery
 - e. Accounting requirements
 - f. Satisfactory Academic Progress
4. The Chief Student Services Officer shall ensure that the Financial Aid policies and procedures conform to all relevant law and regulation.

B. Consumer Information

As a service to students and in order to comply with federal regulations, several campus offices coordinate and track consumer information.

1. Alcohol and Drug Abuse Resources
 - a. Sierra College's Health Services Clinic provides alcohol and drug abuse resources. This includes educational programming, peer health education programs, resources and counseling, as well as referrals to community service agency counseling and rehabilitation programs. Students may receive additional information at the following web page, <https://www.sierracollege.edu/student-services/campus-services/health-services.php>
2. Student Right to Know Act
 - a. Admissions and Records coordinates the dissemination of information regarding the Student Right to Know Act. In accordance with the Student Right to Know Act, Sierra College includes information regarding completion, graduation, and applicable transfer out rates. This information is maintained at the Chancellor's California Community Data Mart (<http://www.cccco.edu/>)
3. Campus Security Report
 - a. Campus Security prepares the annual security report and posts the results on their web page. In addition to the annual report, students will find an updated

Incident Report that reports larceny-theft, simple assault, intimidation and vandalism.

4. Whistleblower Protection and Anti-Retaliation Law
 - a. Nothing in the law shall be construed to permit an institution to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
5. Equity in Athletics Disclosure Act
 - a. The Equity in Athletics Disclosure Act is prepared by the Athletics Department. The college is required to provide disclosure of athletic program participation rates and financial support data as part of the Equity in Athletics Disclosure Act (EADA). This information is available to students on the following website: <http://ope.ed.gov/athletics/>.
6. FERPA
 - a. The Family Educational Rights and Privacy Act (FERPA) of 1974 ensure students certain rights with respect to their educational records. They are:
 1. The right to inspect and review the student's educational records within 15 business days from the date the college receives a request for access.
 2. The right to request an amendment of the student's educational records that the student believes are inaccurate or misleading.
 3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sierra College to comply with the requirements of FERPA.
 5. Each time staff gives information about a student to anyone, staff must:
 - a. Have a record of the request for access and each disclosure of student information.
 - b. Make sure the record identifies the parties who requested the information and their basis for such request.
 - c. Make sure the record disclosures must remain in the file for as long as the educational records are maintained.

C. Disbursements

1. All financial aid is disbursed to students through the Bursar's Office. Financial aid funds will first reduce any debts students owe Sierra College. Any remaining balance will go directly to the students by the disbursement method selected by the student (BankMobile VIBE account or direct deposit). Debit cards for BankMobile VIBE accounts will be mailed to the mailing address on file with Admission and Records. If no selection is made by the student, the default method is to issue a check to the address on file with Admissions and Records.
2. The first disbursement of financial aid (grants, federal student loans, and scholarships) to eligible students will be the week following the add/drop period. For fall and spring, this will be the end of the third week of the semester. For

students who apply or complete their files after the third week, financial aid is usually ordered once a week.

3. Federal aid will be based on the number of units in which students are enrolled as of the end of the add/drop period for the semester. Students will not receive federal aid for classes added after the add/drop deadline.

D. Misrepresentation

1. Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.
2. Misrepresentation is defined as any false, erroneous or misleading statement that the District, a representative of the District, or a service provider with whom 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.
3. 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.
4. This procedure does not apply to statements made 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

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 of available support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised of 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 the 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(c).

See Board Policy 5130.