Dear Financial Aid Recipient:

Welcome to our College and the Financial Aid Office.

An education is one of the most important investments you will make for yourself. We know your decision to attend our college will prove to be a rewarding one. Our office is proud of our college and of our graduates. We will do our utmost to help you keep your financial concerns manageable and achieve your educational goals.

Financial Aid can be a complex topic. Our office has a committed team of professionals who are ready to assist and help you understand the financial aid process. Timely and responsible delivery of your financial aid requires a close partnership among you, this office, and several other entities. This guide is designed to assist you in understanding your responsibilities as a financial aid recipient.

Please read the information contained in this guide – it should answer most of your questions including information about your obligations when you receive financial aid funds. If you have additional questions or concerns, do not hesitate to come by our office, visit us on the web, or give us a call.

We wish you success in achieving your academic goals.

The Financial Aid Office

Understanding Your Award Notification

To view your Award Notification, login to the Student Information System (SIS) at https://services.laccd.edu/districtsite/sis_logon.asp. Your award package was developed according to federal, state, Los Angeles Community College District (LACCD) and institutional regulations to help meet your financial need for the 2013-2014 academic year. All awards depend on available funds and are initially based on full-time enrollment. The Financial Aid Office reserves the right to modify aid commitments at any time due to changes in the student’s financial status, changes in the availability of funds, or changes in federal and state laws, Los Angeles Community College District (LACCD) or institutional regulations and/or policies.

If there is a change in your eligibility, you will be notified of your revised award package electronically by an email sent to your district-assigned email address. All students are responsible for keeping track of their financial aid file and awards through the LACCD Student Information System (SIS).

Financial aid consists of grants, work-study, scholarships and loans to help meet your educational expenses. You may accept or reject all or parts of your financial aid award offer. However, if you reject an award, a substitute may not be available. Financial assistance is considered supplemental to the family’s resources, student earnings, and aid received from other sources. Applicants are reminded that they should not expect financial aid to meet basic living costs. Financial aid is intended to pay for educational expenses during the academic year.

Please note that there are certain programs that require enrollment of at least half-time (six approved units). If your Award Notification includes Federal Work-Study and/or Perkins Loan, check with the Financial Aid Office for deadlines to accept or decline the award(s).

Determining Your Financial Need

How are Need and Cost of Attendance (COA) Determined?

Most financial aid awards are based on demonstrated financial need, which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC). COA – EFC = Need. The EFC is determined from the information you reported on the FAFSA or California Dream Act Application. All awards are subject to availability of funds.

How Is Cost of Attendance Established?

Standardized budgets have been established by each college. This means that all students with similar circumstances will receive the same allowance for tuition and fees, room and board, books, supplies, transportation, and personal expenses. Adjustments may be made on an exception basis to the budget (COA) for certain documented unusual expenses. For example, if you are paying for child care during the academic year, please contact your college’s Financial Aid Office to request for an adjustment.

How is Financial Aid Awarded?

Your financial aid eligibility is determined using Federal Methodology. Awards can consist of a combination of grants, work-study, scholarships and loans.
Award Notification

Description

Cost of Attendance (COA)
This figure is the amount we estimate it would cost you to attend college for the 2013-2014 academic year. The COA includes tuition and fees, books and supplies, room and board, transportation, and personal expenses.

Resources
- Expected Family Contribution (EFC) – this is the amount the federal government expects you and/or your family can contribute to the costs of attending college.
- Other Outside Aid – This includes awards you reported to your college (AmeriCorps, scholarships, etc.).

Financial Aid Awards
This section lists all the financial aid programs you are eligible to receive. Total Financial Aid – This figure totals all the financial aid programs listed in the Financial Aid Awards section.

Unmet Need
This is the difference between your Cost of Attendance less any family contribution (EFC) and any aid offers we’ve made to you. Although we try to minimize your unmet need you may need to utilize other resources to meet any costs not met through financial aid or family resources.

Overmet Need
If the total amount of your financial aid exceeds your Cost of Attendance which results in a negative unmet need, we may need to adjust your financial aid awards. Certain federal and state programs require us to adjust awards to eliminate overmet need. If you receive funds that cause your need to be overmet, you may be required to repay the overmet amount. You will be notified if this occurs.

Use the Los Angeles Community College District (LACCD) Student Information System (SIS) to check the status of your financial aid and award package.
State Financial Aid Programs

Board of Governors (BOG) Fee Waiver Program
This program waives enrollment fees charged by the college. Since this is a waiver, there is no actual disbursement of funds. If you have already paid your enrollment fees and wish to receive a refund, you may apply for a refund at the College Business Office. Contact your college’s Business Office for the deadline to request a refund. Health Fees are not waived.

Cal Grant B and C
Cal Grants are state-funded grant programs for students who are California residents or classified as AB540 by your college’s Admissions & Records Office who are pursuing eligible programs. There is a six (6) unit minimum enrollment requirement to be eligible for payment; units from other colleges may be combined if a consortium agreement has been approved. Not all colleges participate in consortium agreements. Preliminary selection for Cal Grants is determined by the California Student Aid Commission (CSAC); final selection is determined by the school based upon CSAC regulations. For more information contact CSAC at (888) 224-7268 or at www.calgrants.org.

Chafee Grant
The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current or former foster youth to use for college courses or vocational school training. Eligible students may receive up to $5,000 per academic year. To learn more about this program and to apply online, go to https://www.chafee.csac.ca.gov/default.aspx.

Federal Financial Aid Programs

Federal Pell Grant
Federal Pell Grants are awarded to qualified undergraduate students. Grants do not need to be repaid. The maximum annual award is $5,635. Award eligibility is calculated based on a student’s Expected Family Contribution (EFC). Awards will be adjusted, based on actual enrollment, at the time of disbursement. In December 2011, President Obama signed into law the Consolidated Appropriations Act of 2012 (Public Law 112-74). This law has significantly impacted the Federal Pell Grant Program. Effective July 1, 2012, students are now limited to 12 full-time semesters (or 600%) of Federal Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their first Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal Supplemental Educational Opportunity Grant is for undergraduates with exceptional financial need. Awards are subject to funding availability and are determined by the Financial Aid Office. There is a six (6) approved unit minimum enrollment requirement to be eligible for payment. Due to limited funding for this program, priority is given to students who are enrolled in six (6) approved units at their home campus. A six-unit minimum enrollment (approved units for students with approved Extension Petitions) may be required at your financial aid processing school.

Federal Work-Study (FWS)
Federal Work-Study is awarded subject to funding availability to students who indicate an interest on their FAFSA and who demonstrate need. FWS funds must be earned through part-time employment authorized by the Financial Aid Office. If your Award Notification includes FWS, the Financial Aid Office will provide specific instructions on how to find a job, the required paperwork, and rules and regulations to which you must adhere. The FWS amount listed in your Award Notification is the maximum dollar amount you can earn through your work assignment. You will be paid semi-monthly depending on hours worked and will not receive payment for any unearned funds remaining at the end of the academic year. A six-unit minimum enrollment (approved units for students with approved Extension Petitions) may be required at your financial aid processing school. Due to limited funding for this program, priority is given to students who are enrolled in six (6) approved units at their home campus.

Iraq and Afghanistan Service Grant
Students who served in Iraq or Afghanistan may be eligible for this grant in lieu of the Federal Pell Grant. Please visit your Financial Aid Office for additional information.

Federal Loan Programs
You are in no way obligated to borrow a loan. All loan programs require a minimum unit enrollment of six (6) approved units to be eligible for payment.

Federal Perkins Loan
The Federal Perkins Loan program is a low interest rate (5%) loan to help students with exceptional need to meet their educational expenses.

Federal Stafford Loans
A Subsidized Loan is need based and the Financial Aid Office determines your eligibility. Interest is paid by the government while you are enrolled at least half-time and during your grace period after leaving school. Interest rates are set each academic year. An Unsubsidized Loan is not need based and has no interest subsidy, which means interest is accruing while you are still in school. We recommend that you make interest payments for unsubsidized loans while attending college. Interest payments may be postponed during qualifying periods; however, any interest deferred will be added to the original loan amount. Contact your college’s Financial Aid Office for the loan process, programs offered, and other related information.
Federal PLUS (Parent) Loan*

Federal PLUS Loans are for parents or stepparents who need to borrow for their dependent child’s undergraduate education while enrolled at least halftime in an approved college or university. Parents are responsible for paying all the interest that accumulates on the loan. A Federal PLUS Loan allows parents to borrow the total Cost of Attendance less any other aid. *Not all colleges participate in the Federal PLUS Loan.

Scholarships

Check with your college's Financial Aid/Scholarship Office for more information.

Enrollment Requirements

To receive financial aid funds, students must be enrolled in coursework required for their educational goal and major. Furthermore, most financial aid programs require students to be enrolled at least half-time. Changes in your enrollment may result in a reduction or cancellation of your financial aid award. If you withdraw or drop classes, full or partial repayment of your financial aid may be required. It is your responsibility to drop your classes if you do not attend.

Instructional Television (ITV) and Consortium Agreements*

If you are taking ITV courses or have a consortium agreement, you must be enrolled in at least one (1) approved unit at your financial aid processing school to receive Federal Pell Grant and Cal Grant payments, if otherwise eligible. For most other financial aid programs, students must be enrolled in a minimum of six (6) approved units at their financial aid processing school. Please note that if you have an approved Extension Petition, you must be enrolled in approved units.

The other institution in the Consortium Agreement must be an eligible Title IV institution in order for your financial aid processing school to process your consortium agreement.

If you are enrolled in ITV courses only (i.e., you do not have units at one of the nine LACCD campuses), your financial aid must be processed at Los Angeles Mission College. *Not all colleges participate in Consortium Agreements.

Disbursements

Disbursement dates and deadlines are determined by Federal, State, District and/or Institutional regulations and policies.

New financial aid applicants to LACCD will be mailed a card, the myLACCDcard, to the mailing address on file with the Admissions & Records Office. The myLACCDcard is the key for student’s selecting their disbursement preference. Students can choose to activate the card to receive their financial aid disbursements or they can direct disbursements to an account of their choice. It is critical that students update their address on file with the Admissions & Records Office or Financial Aid Office to ensure receipt of their card. If you have not received your myLACCDcard, contact your college’s Financial Aid Office.

Disbursements will be adjusted if enrollment is less than full-time. Supplemental disbursements occur throughout the academic year. If your enrollment status has increased and if you are due an additional disbursement, it will be deposited to your account. Disbursements will be adjusted if enrollment increases or decreases. Payment for late-starting classes cannot be issued until the class begins. After the second disbursement date of each semester, no further award adjustments can be made. Students are encouraged to log-on the Student Information System (SIS) at http://bit.ly/LACCDSIS to view their disbursement information. Please note that if you have an approved Extension Petition, you must be enrolled in approved units.

Additional Important Disbursement Information

- Any outstanding institutional debt will be deducted from your financial aid disbursement.
- If you have not selected your disbursement preference, disbursement of funds will be delayed.
- The District retains the right to reverse your disbursement from your HigherOne account (assuming you activate your myLACCDcard for use) if you never attend class(es).
- You may only receive financial aid at one institution at a time per payment period (summer, fall or spring).
- Students may not receive federal aid for remedial coursework beyond their initial 30 attempted remedial units.
- In accordance with federal refunds and repayment regulations, if you completely withdraw from all of your classes after receiving your financial aid, you may be required to repay all or a portion of the financial aid you received. Failure to repay these funds will result in the loss of future financial aid eligibility at any institution.
- If you audit a class, you are not eligible to receive a Board of Governors Fee Waiver or any other financial aid for this course. You are solely responsible for the payment of fees associated with audited classes.
- If you have not authorized the LACCD to automatically deduct any outstanding balances from any funds that you will be receiving, college services may be withheld. This includes disbursement of financial aid funds.
- It is the student’s responsibility to drop classes including zero-unit classes such as tutoring or workshops.
- You must be enrolled in at least one (1) approved unit at your financial aid processing school to receive Pell and Cal Grant disbursements.
Return to Title IV

Students who receive federal financial aid and then withdraw from ALL classes may have to repay some or all of the federal funds they received.

A student’s eligibility for financial aid is based upon enrollment. The Higher Education Amendment of 1998 governs the Return to Title IV Funds Policy for a student who completely withdraws from a period of enrollment (i.e., semester). These rules assume that a student “earns” aid based on his/her semester enrollment. “Unearned” aid, other than Federal Work-Study, must be returned. Unearned aid is the amount of federal financial aid disbursed that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

During the first 60% of the semester enrollment, a student “earns” aid in direct proportion to the length of time of his/her enrollment. The percentage of time the student remained enrolled is the percentage of aid for that period for which the student earned his/her aid. A student who remains enrolled beyond the 60% point of the semester enrollment has earned all his/her aid for the period. If a student owes a repayment, the student will be notified by email. The repayment may include institutional charges.

The student has 45 days from the date of the notification to repay. A hold will be placed on the student’s academic and financial aid records. The hold will prevent the student from receiving college services and will jeopardize future financial aid eligibility. Unpaid overpayments can be reported to the U.S. Department of Education for collection.

It is advised that the student contact the Financial Aid Office before withdrawing from all of his/her classes so the student understands the results of his/her actions. Please refer to the college schedule of classes or the college catalog for the policy regarding the refunding of enrollment fees and nonresident tuition.

Satisfactory Academic Progress (SAP)

General Information:
In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (LACCD) established the following standards of Satisfactory Academic Progress. These standards apply to all students who apply for and receive financial aid from the programs listed below.

• Federal Pell Grant
• Iraq and Afghanistan Service Grant
• Federal Supplemental Educational Opportunity Grant (FSEOG)
• Federal Work Study (FWS)
• Federal Perkins Loan
• Federal Nursing Loan
• Federal Direct Stafford (student) and PLUS (parent) Loans
• Cal Grant (B and C)
• Child Development Grant
• California Chafee Grant

Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy. Unit reported on transcripts submitted to Admissions & Records Offices in the LACCD will be evaluated for SAP purposes.

Consortium Classes:
• All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
• For students aided under a consortium agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review by the financial aid processing school.

General Requirements:
Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:

• A certificate program that prepares a student for gainful employment in a recognized occupation, or
• An associate degree (AA or AS), or
• A two-year academic transfer program that is acceptable for full credit toward a bachelor’s degree.

Satisfactory Academic Progress (SAP) Standards:
To meet satisfactory academic progress standards students must:

• Maintain a 2.0 or higher cumulative GPA (Grade Point average).
• Complete a minimum of 67% cumulative units attempted.
  ▪ Entries recorded in the student’s academic record as Incomplete (INC), No Pass (NP), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.
• Have attempted fewer than ninety (90) attempted units for students who indicate an AA/AS degree and/or transfer program as their educational goal.
  ▪ Remedial ESL and other remedial classes are excluded from the ninety (90) unit limit when determining attempted units.
• Students who have already earned an associate or higher degree outside the LACCD will need to follow the petition procedure.
• In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative GPA in the qualitative measure nor is it included as completed units in the quantitative measure.
Application of Standards:

- Satisfactory Academic Progress for financial aid students will be determined at the end of each payment period/semester.
- Students who are initially in good standing but now have a cumulative GPA of less than 2.0 and/or their cumulative non-grades are greater than 33% will receive Warning Letters but remain eligible for the following term of enrollment in the LACCD.
- Students who are disqualified from financial aid will be notified by email and receive information regarding the petition process.
- A student who has been disqualified at any college in the LACCD is disqualified at all colleges within the LACCD.

Disqualification:

Students will be disqualified if they have one or more of the following academic deficiencies:

- Total units attempted (excluding remedial ESL and other remedial classes) are equal to or greater than ninety (90).
- Associate or higher degree earned outside the LACCD.
- Cumulative GPA is less than 2.0 following a semester for which the student received a Warning Letter.
- Cumulative non-grades are greater than 33% following a semester for which the student received a Warning Letter.

Maximum Time Length:

A. Students who are attending for the purpose of obtaining an Associate of Arts degree (AA), an Associate of Science degree (AS), and/or completion of requirements for transfer to a four-year college, need to complete their objective before reaching the 90 unit limit.
   1. Exceptions may be made when the requirements of a student’s objective cause the student to exceed the maximum time limit.

B. Short-Length Certificate Programs.
   1. Some certificate programs at the LACCD colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and transfer programs.
   2. The table below shows the normal completion time and maximum time for certificate programs of varying length:

<table>
<thead>
<tr>
<th>Units required for the Certificate Program</th>
<th>Normal Length</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 to 24</td>
<td>2 semesters</td>
<td>3 semesters</td>
</tr>
<tr>
<td>25 to 36</td>
<td>3 semesters</td>
<td>5 semesters</td>
</tr>
<tr>
<td>37 to 48</td>
<td>4 semesters</td>
<td>6 semesters</td>
</tr>
</tbody>
</table>

C. To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a certificate program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an associate degree (AA or AS), or to transfer to a four-year college in addition to obtaining the certificate.

Fraud

A student who attempts to obtain financial aid by fraudulent means will be suspended from financial aid for unsatisfactory conduct. The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and to the U.S. Department of Education Office of Inspector General. Restitution of any financial aid received in such manner will be required.

If you have any questions about what you have read in this guide, please do not hesitate to contact the Financial Aid Office.
West Los Angeles College
Financial Aid and Scholarships Office
9000 Overland Avenue, Culver City, CA 90230
310.287.4532

Office Hours
Monday & Thursday: 8:30 a.m. – 5:00 p.m.
Tuesday & Wednesday: 8:30 a.m. – 7:00 p.m.
Friday: 8:30 a.m. – 1:00 p.m.

College Administration
Nabil Abu-Ghazaleh, President
Kenneth B. Takeda, Vice President of Administrative Services
Robert Sprague, Vice President of Academic Affairs
Phyllis Braxton, Interim Vice President of Student Services
Judith-Ann Friedman, Ed.D., Dean of Academic Affairs
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Available in alternate media formats.