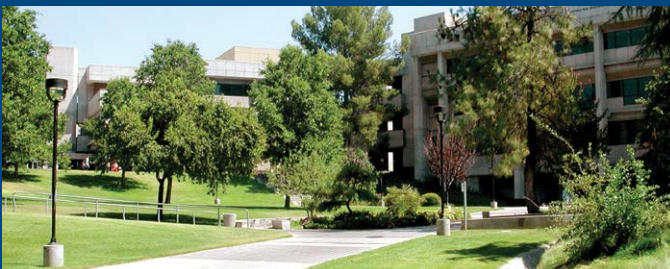




# FINANCIAL AID HANDBOOK



**VALENCIA CAMPUS**  
**26455 ROCKWELL CANYON ROAD**  
**SANTA CLARITA, CA 91355**  
**(661) 362-3215 • (661) 362-5617 FAX**

**CANYON COUNTRY CAMPUS**  
**17200 SIERRA HIGHWAY**  
**SANTA CLARITA, CA 91351**  
**(661) 362-3215 • (661) 362-3808 FAX**

**FAFSA School Code: 008903 • [finaid@canyons.edu](mailto:finaid@canyons.edu) • [www.canyons.edu/money4college](http://www.canyons.edu/money4college)**



# Welcome



## **Dear Student:**

*Welcome to College of the Canyons!*

The Financial Aid Office staff is available to assist you with all phases of the financial aid process, from general information and applications through determining whether you meet criteria and qualifications for different types of financial aid.

Please contact us or visit us in person if you have any financial aid questions.

You can access forms and documents, as well as additional information, on our website at [www.canyons.edu/money4college](http://www.canyons.edu/money4college).

We hope this handbook will be informative as you consider all the options that are available when it comes to financing your college education at College of the Canyons, and we wish you success with your educational endeavors.

Sincerely,  
*The Financial Aid Staff*

## **Locations:**

### **Valencia Campus**

Canyons Hall  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355  
(661) 362-3215 phone; (661) 362-5617 fax

### **Canyon Country Campus**

Quad 1, Building 1-A  
17200 Sierra Highway  
Santa Clarita, CA 91351  
(661) 362-3215 phone; (661) 362-3808 fax

**FAFSA School Code: 008903**

**Online:** [www.canyons.edu/money4college](http://www.canyons.edu/money4college)

**Email:** [finaid@canyons.edu](mailto:finaid@canyons.edu)

## **Important Reminder:**

When you complete the FAFSA, be certain to use the College of the Canyons Federal School Code: 008903 so that we may electronically receive your FAFSA results. If you are still deciding which college to attend, list the federal school codes for all colleges you are considering.

# How Do I Get Financial Aid?

## 1 Fill out the FAFSA

*You must complete the FAFSA. You may apply online or with a paper application.*

- You can apply online at: **www.fafsa.gov**.
- To complete your application, you will need a FSA ID to electronically sign your FAFSA. This is to ensure your privacy and security. You can create an FSA ID at [fsaid.ed.gov](https://fsaid.ed.gov). If you are a dependent student, your parent will also need to create an FSA ID.

## 2 Wait for notification

*The FAFSA processor will notify you about your eligibility once your application is processed.*

*The schools you listed will also contact you.*

*Submit any additional forms that your school requests.*

Financial Aid can include grants, a fee waiver, a work-study job, and student loans. Remember, use loans as a last resort, and only borrow the amount needed.

## 3 Investigate other options

*You should also investigate scholarship opportunities and other sources of support.*

Additional campus resources can include EOPS and scholarships. See page 10 for a list of other aid resources.

### California Dream Act

The California Dream Act provides state-funded financial aid to eligible AB540 students. Go to the State of California's Dream Act website at **www.csac.ca.gov/dream\_act.asp** or contact the College of the Canyons' Financial Aid Office for more information.

## Eligibility Requirements for Federal Financial Aid

- Have a high school diploma or GED (or equivalency).
- Be enrolled in an eligible program leading to an associate degree, certificate or transfer to a 4-year college or university.
- Be a U.S. citizen or eligible non-citizen. Generally, you are an eligible non-citizen if you are a (1) a permanent U.S. Resident with a Permanent Resident Card (I- 551); (2) a conditional permanent resident (I-551C); or (3) the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing the designations of "Refugee," "Asylum Granted," "Parolee" (I-94 confirms that you were paroled for a minimum of one year and status has not expired), "Victim of human trafficking", T-Visa holder (T-1, T-2, T-3, etc.), or Cuban-Haitian Entrant.
- Submit all required forms and documents requested by the Financial Aid Office.
- You must meet and maintain financial aid satisfactory academic progress standards.
- Have financial need, as demonstrated by a Financial Aid Office review of your completed FAFSA and supporting documents.
- Be registered with the Selective Service if you are a male, between the age of 18–25 years old.
- Do not owe a refund or a repayment on a federal grant.
- Not be in default on a federal educational loan.
- Have a valid Social Security Number (SSN). Dependent students must also provide parents' Social Security numbers if applicable. If parents do not have a SSN use all zeros.
- Not be convicted of possessing or selling illegal drugs while enrolled and receiving federal financial aid from any college.

# How Eligibility is Determined

*All family financial information from the Free Application for Federal Student Aid (FAFSA) is computer-evaluated by a Federal processing agency. The information is then transmitted to the College, reviewed by financial aid staff, and may be verified. Before an award is offered, the Financial Aid Office determines the amount of aid for which the student qualifies and the types of aid for which the student is eligible.*

## Cost of Attendance

The Financial Aid Office establishes modest budgets that reflect the average student's costs for nine months. Taken into consideration are a variety of conditions, such as living accommodations and special additional costs. Sample expense budgets are available on the College of the Canyons website at [www.canyons.edu/money4college](http://www.canyons.edu/money4college).

## Expected Family Contributions

Federal Student Aid uses the data on your FAFSA to calculate an Expected Family Contribution (EFC). The EFC is an indicator of your family's financial ability to pay for education after high school. Your school will subtract your EFC from your total cost of attendance. The result is your financial need.

The EFC is not the amount of money that your family is expected to pay for your education, nor is it the amount of financial aid that you will receive.

## Determining Financial Need

Expenses (educational plus living costs) are calculated. The expected family contribution is determined and subtracted from the cost of attendance. The amount that remains is the financial need and is the maximum aid a student can receive from a combination of all aid sources. Awards are then made to eligible students based on specific program requirements.

Unusual circumstances, such as a reduction in income or high medical expenses, may affect financial aid eligibility. Contact the Financial Aid Office for more information.

## Funding Limitations

Under normal circumstances, students who have attempted 150% of their program length or have earned a college

degree or certificate will not be funded. Students who exceed these limits may file an appeal with the Financial Aid Office.

**Financial Aid forms and additional documentation can be found at:** [www.canyons.edu/Offices/FinancialAid/Pages/Forms.aspx](http://www.canyons.edu/Offices/FinancialAid/Pages/Forms.aspx)

**Important: Financial Aid eligibility requirements are under continuous review and are subject to change.**



## Net Price Calculator

The net price calculator and Federal shopping sheet is designed to help current and prospective students, families, and other consumers estimate a student's individual net price at College of the Canyons based on what students in similar circumstances paid in a previous year.

The net price calculator will help students budget for estimated tuition and fees, room and board charges (including meals), and the cost of books. Include other expenses that may come up, such as; childcare, purchasing a computer, tools and supplies that you may need for your classes, etc. The calculator will add all those estimated expenses to arrive at your estimated total cost of attendance.

To view your Federal Shopping Sheet at College of the Canyons, please follow the link from the student's MyCanyons account.

**For access to the net price calculator go to the College of the Canyons website at [www.canyons.edu/money4college](http://www.canyons.edu/money4college)**

## Financial Aid Determination Formula

**Cost of Attendance**  
— **Expected Family Contribution**  
(Determined by federal processor)

**= Financial Need**



# Dependency Status and Special Circumstances

## ***Are you “Dependent” for the FAFSA? (In other words, will you be required to provide parental information on the FAFSA?)***

Ask yourself the following 13 questions:

1. Are you 24 or older?
2. As of today, are you married?
3. At the beginning of the school year, will you be working on a master’s or doctorate program?
4. Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do you now have or will you have children who will receive more than half of their support from you?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you?
8. When you were age 13 or older, were both your parents deceased, were you in foster care or were you a dependent or ward of the court? (“Ward of the Court” means you were removed from your parent’s custody for your protection.)
9. Are you an emancipated minor as determined by a court in your state?
10. Are you in a legal guardianship as determined by a court in your state?
11. Did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. Did a director of an emergency shelter program determine that you were an unaccompanied youth who was homeless?
13. Did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

If you answer “Yes” to any of the questions, you may be considered Independent and will not be required to submit parent information.

There is one other condition in which you may be considered Independent. The Financial Aid Office can use Professional Judgment to review cases of students with special circumstances. In extreme hardship cases, the Financial Aid Office may be able to assist a student who is technically dependent, but who has unique and extenuating circumstances that prevent contact with his/her parents. This may include abandonment and situations where the student’s physical or emotional welfare is jeopardized. An override of dependency status may be appropriate in such cases. The student must provide written documentation and third party verification. For more information, contact the Financial Aid Office.

## ***Special Circumstances for Families***

The income information provided on the FAFSA is for the prior prior tax year. What if a family’s income changes because of a loss of employment, an accident, or an illness? There may be a loss of benefits such as child support or social security. There could be a death, a divorce, or a disability that changes the family’s ability to pay for college.

If the family income will change for the coming year, you may submit an “Extenuating Financial Circumstance” appeal to the Financial Aid Office after you file your FAFSA and provide all of your documentation. The Financial Aid Office staff can use estimated income to determine eligibility for programs. Adjusted Gross Income can also be reduced because of unusual medical expenses, K-12 school tuition costs, the support of an extended family member who does not reside with the family, or receipt of a one-time income.

**Application Note:** When you complete the FAFSA, if you are dependent, a parent cannot be counted in the number in college.

# Financial Aid Awarding and Notification

## Awarding of Financial Aid

In determining the student's award package the Financial Aid Office must first consider other aid the student expects to receive. This sometimes consists of veteran's benefits, EOPS or CARE Grants, National Service Trust and other educational benefits. The Financial Aid Office determines the student's award package that comes as close as possible to meeting his/her financial need. However, because some funds are limited and available on a first-come first-serve basis, the amount awarded to the student may fall short of the amount for which he/she is eligible. Financial aid awards are offered to the student in the following order:

1. California College Promise Grant (CCPG)
2. Federal Pell Grant
3. Cal Grant B, or C
4. Full-Time Student Success Grant (FTSSG)
5. Community College Completion Grant (CCCG)
6. Chafee Grant
7. Supplemental Educational Opportunity Grant
8. Child Development Grant
9. Federal Work-Study
10. Scholarship & Educational Resources
11. Stafford Loan – Subsidized
12. Stafford Loan – Unsubsidized
13. PLUS Loan

## Award Notification

When students accurately file their FAFSA and submit all required documents, they will be notified of their financial aid eligibility in the form of an Award Letter. The Award Letter can be viewed online. Students are not required to notify the Financial Aid Office that they wish to accept grant aid. The Financial Aid Office makes the assumption that the student wants all the awards to which the student is entitled. The student may reduce or decline his/her awards by contacting the financial aid office.



# Federal Financial Aid Programs

*When the FAFSA process is complete, students will be notified of their eligibility for federal and state financial aid programs through their MyCanyons student portal.*

## **Federal Pell Grant**

The Pell Grant program is the largest grant program in the country. It is the foundation for an award package. Pell Grants provide financial assistance to eligible part-time and full-time students, and are calculated based on a student's enrollment and Expected Family Contribution (EFC).

The Pell Grant program is an entitlement program, which means that funds are always available to qualifying students. Depending on the Expected Family Contribution (EFC), eligible students may receive Pell for as little as one-half unit of attendance. Students with high EFCs may not qualify for Pell when enrolled less than half-time. Students who have earned a baccalaureate or professional degree are not eligible for Pell even if the degree is from an unaccredited or foreign institution.

## **Lifetime Pell Grant Limits**

There is a Lifetime Eligibility Used (LEU) of 6 full-time years for Pell. Generally this means that a student can receive a Pell Grant for 12 semesters at full-time attendance. The award will be prorated for funding less than full-time.

## **Federal Supplemental Educational Opportunity Grant**

The Federal Supplemental Educational Opportunity Grant is a limited grant fund for Pell-eligible students with the lowest EFCs, who meet the priority filing deadlines and are enrolled at least half-time.

## **Federal Work-Study**

Federal Work-Study is a program that provides jobs for students who demonstrate financial need and are enrolled at least half-time. Eligible students are placed into work-study jobs, usually on campus. Funding is limited for this program. Federal Work Study Students must remain in good academic standing to participate in the program.

## **Federal Direct Subsidized Student Loans**

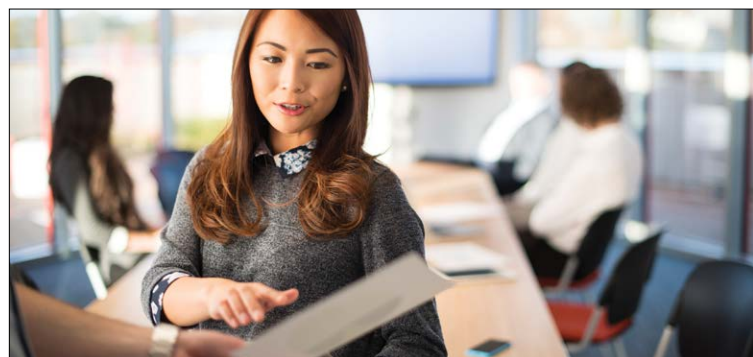
The Federal Direct Subsidized Student Loan is a need-based student loan program designed to assist students with educational expenses while attending at least half-time in an eligible program of study. This student loan is insured by the federal government. The subsidized student loan is based on unmet need after being awarded grants and scholarships. The interest is subsidized by the federal government as long as the student is enrolled at least half-time.

**Subsidized Loan Eligibility** limits student to 150% of their program length. Generally this means that a student obtaining a 2 year degree (AA/AS/Transfer) can receive Subsidized Loan for 3 years, or students obtaining a 1 year certificate program can receive a Subsidized Loan for 1.5 years. Once a borrower has reached the 150 percent limitation, his or her eligibility for an interest subsidy also ends for all outstanding subsidized loans that were disbursed on or after July 1, 2013. At that point, interest on those previously borrowed loans would begin to accrue and would be payable in the same manner as interest on unsubsidized loans.

## **Federal Direct Unsubsidized Student Loans**

Some colleges may offer unsubsidized loans. Eligibility for subsidized student loans will be reviewed first. The unsubsidized student loan can be need based or non-need based. The interest on this loan begins to accrue when it is funded. Students have the option of making interest payments or deferring the interest.

**For more information on these programs go to:**  
**[www.canyons.edu/money4college](http://www.canyons.edu/money4college)**



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# Maintaining Eligibility

*Once you have completed your Free Application for Federal Student Aid (FAFSA) and received your award notification, it is important that you understand how to remain eligible.*

## **Continue to Meet Eligibility Requirements**

You are required to maintain the initial eligibility requirements (see page 3) for all future academic years.

## **Make Satisfactory Academic Progress**

Federal regulations require that all financial aid recipients make academic progress and remain in good standing. Academic progress is reviewed prior to the student's first disbursement for each term. Additionally, prior to each financial aid payment, the student's enrollment status will be verified to determine eligibility for financial aid. A more detailed explanation of College of the Canyons Eligibility and Academic Standards policy is on pages 14–17.

You must:

- Maintain a cumulative 2.0 GPA (Grade Point Average),
- Complete at least 67% of ALL units you attempt, and
- Finish your educational objective within 150% of the maximum allowable units.

A more detailed explanation of College of the Canyons Eligibility and Academic Standards policy is on pages 14–17.

## **Complete your FAFSA Every Year**

The FAFSA must be completed every year. Renewing your FAFSA will capture any circumstances that may have altered or improved your financial aid eligibility. Additionally, you may benefit from any new financial aid formulas. Completing a FAFSA annually also enables your educational institution to offer you other sources of financial assistance. For example, grants, scholarships or loans.

The FAFSA renewal form is only available online. You will need your FSA ID to log onto the **FAFSA.ed.gov** website, then select FAFSA Renewal. The application will be pre-filled with your information from last year and simply requires you to update any necessary information (income, asset, and tax questions).

Be sure to add the school code for College of the Canyons (**008903**) so that we will receive your FAFSA electronically from the Federal Student Aid office and begin processing your application.





# California College Promise Grant

**California residents and those students admitted to College of the Canyons under AB 540 may have their enrollment fees waived**

*California residents or students admitted under the rules of AB 540 who attend community colleges may be eligible to have their enrollment fee paid for by the State of California. There are three ways to qualify. Use the California College Promise Grant application for Method A or B. Use the FAFSA or California Dream Application for undocumented students for Method C.*

## **Method A**

For families who are receiving TANF/CalWorks, SSI/SSP or General Assistance, verification is required. The following special classifications are also eligible for fee waivers: some dependents of Veterans or National Guard, recipient or the child of a recipient of the Congressional Medal of Honor, or a dependent of a victim of the September 11, 2001 terrorist attack, or a dependent of a deceased law enforcement officer or fire suppression personnel killed in the line of duty. Documentation is required.

## **Method B**

For families who meet the income criteria. Dependent students must use the Parent's income (do not include the student's income). Income includes adjusted gross income, wages not reported on a tax return, all untaxed income and cash received or any money paid on your behalf.

## **Method C**

**Complete the FAFSA application** or California Dream Application. The Financial Aid Office will determine unmet need after an Expected Family Contribution has been established. A California College Promise Grant will be granted to eligible students.

***Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code?***

If yes, you are required to include the domestic partner's income and household information or your parent's partnership income and household information on the California College Promise Grant application. These new provisions apply to state-funded student financial aid only, and not to federal aid.

***Visit our website for current year income standards.***  
***[www.canyons.edu/money4college](http://www.canyons.edu/money4college)***



# Cal Grants

*Cal Grants are state-funded, need-based, cash grants given to California college students to help pay for college.*

To be eligible, in addition to meeting federal aid requirements, a student must:

1. Be a California resident as defined by the California Student Aid Commission, and
2. Not have a bachelor's or professional degree, and
3. File a completed FAFSA and Cal Grant GPA Verification form by March 2nd (California Community College students have a second Competitive Grant filing deadline of September 2nd), and
4. Have remaining financial need.
5. Be enrolled in a minimum of 6 units (half-time).

## Cal Grant A

*This grant is for students from low and middle-income families. The grant assists with the cost of tuition and fees at a four-year college or university. If you are awarded a Cal Grant A, but attend a Community College, your award will be placed on reserve for up to three years, until you transfer. The award is renewable for up to four years.*

**Cal Grant A Entitlement Award:** Every graduating high school senior or previous year high school graduate who has a G.P.A. of at least 3.0, meets the Cal Grant income/asset criteria and other eligibility requirements, and applies by March 2nd is guaranteed this award.

**Cal Grant A Competitive Award:** Other students who meet the Cal Grant eligibility requirements and who have a G.P.A. of at least 3.0 may compete for this award. Selection is based on a variety of factors such as family income, parents' educational level, etc.



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## Cal Grant B

*This grant is for students who are from disadvantaged or low-income families. This grant may be used at a community college or a university for up to four years. Students receive an annual award at the community college level. If they transfer to a university the Cal Grant B award will also pay tuition and fees.*

**Cal Grant B Entitlement Award:** Every graduating high school senior or previous year high school graduate who has a G.P.A. of at least 2.0, meets the Cal Grant income/asset criteria and other eligibility requirements, and applies by March 2nd is guaranteed this award.

**Cal Grant B Competitive Award:** Other students who meet the Cal Grant eligibility requirements and who have at least a 2.0 G.P.A. may compete for this award. Awards are for students who are from disadvantaged or low-income families. Selection is based on a variety of factors such as family income, parents' educational level, etc.

## California Community College Transfer Entitlement Award (Cal Grant A or B)

*Students who graduated from a California High School after June 30, 2000, attend a California community college and then transfer to a 4-year school may be eligible for this award. Eligible students must have at least a 2.4 grade point average of at least 24 semester units and meet the Cal Grant financial and eligibility requirements.*

## Cal Grant C

*This grant helps vocationally oriented students — who do not plan to transfer — acquire marketable job skills. To qualify, you must enroll in an acceptable vocational program that is at least four months long. Funding is available for up to two years, depending on the length of your program. Cal Grant financial need criteria must be met.*

**Cal Grant B and C awards are prorated depending on a student's enrollment status.**

**For current information on Cal Grants, visit [www.csac.ca.gov](http://www.csac.ca.gov)**



# Scholarship Resources

## National Merit Scholarship

Roughly 5,000 National Merit Scholarships are awarded each year to high school students for academic and extracurricular achievements. Awards are based on the PSAT/NMSQT test in the fall of your junior year in high school. To learn more, go to [www.nationalmerit.org](http://www.nationalmerit.org).

## Hispanic Scholarship Fund

HSF scholarships are for students enrolled, or intending to enroll, full-time in a degree-seeking program at a U.S. accredited, Title-IV eligible institution. Successful candidates are selected on the basis of academic achievement, personal strengths, leadership, and financial need. For more information, visit [www.hsf.net](http://www.hsf.net).

## Golden State ScholarShare

Student scholarship awards are invested in the Golden State ScholarShare Trust; California's college savings program until used to pay for higher education. For more information, visit [www.scholarshare.com](http://www.scholarshare.com).

## California's Middle Class Scholarship

The Middle Class Scholarship (MCS), a new program that began in 2014, provides undergraduate students from middle class families a scholarship to attend University of California (UC) or California State University (CSU) campuses. For more information, visit [www.csac.ca.gov](http://www.csac.ca.gov).

Email [scholarships@canyons.edu](mailto:scholarships@canyons.edu) if you want a scholarship application emailed or mailed to you.

## Free Scholarship Searches

<a href="http://go.salliemae.com/scholarship/">go.salliemae.com/scholarship/</a>	<a href="http://www.free-4u.com/nursing">www.free-4u.com/nursing</a>
<a href="http://www.aie.org/Scholarships">www.aie.org/Scholarships</a>	<a href="http://www.ScholarshipsForHispanics.org">www.ScholarshipsForHispanics.org</a>
<a href="http://www.CollegeBoard.org">www.CollegeBoard.org</a>	<a href="http://www.Scholarships.com">www.Scholarships.com</a>
<a href="http://www.Fastaid.com">www.Fastaid.com</a>	<a href="http://www.ScholarshipPoints.com">www.ScholarshipPoints.com</a>
<a href="http://www.Fastweb.com">www.Fastweb.com</a>	<a href="http://www.collegeresourcenetwork.com">www.collegeresourcenetwork.com</a>

Visit our website for more scholarship information: [www.canyons.edu/Offices/FinancialAid/Pages/Scholarships.aspx](http://www.canyons.edu/Offices/FinancialAid/Pages/Scholarships.aspx).

**The scholarship resources listed on this page are not directly endorsed by the College.**

## Scholarship Tips!

Since many scholarship applications require you to write an essay, you might find it helpful at the start of your scholarship search to write a general essay about yourself, your educational goals and accomplishments, as well as how your education will impact your future career plans.

Once you have a general essay written about yourself, you will have a great starting point from which to modify and/or expand it for specific scholarship essays.

**!** Scholarship Applications can be found online at [www.canyons.edu/scholarships](http://www.canyons.edu/scholarships). You may obtain scholarship reference books in the library.

**!** Be aware of scholarship scams that ask you to pay for financial aid and scholarship information. Financial aid information is free. Before you pay for information, contact the Financial Aid Office or go to the Federal Trade Commissions website, Scholarship Scams at [www.ftc.gov/scholarshipscams](http://www.ftc.gov/scholarshipscams).



# Additional Resources

## **Extended Opportunity Programs and Services (EOPS)**

EOPS is a student support program for educationally and economically disadvantaged students. It is designed to provide opportunities in higher education for students with academic potential that historically would not have attended college.

## **CalWORKs**

CalWORKs (California Work Opportunities and Responsibility to Kids) is a state funded Welfare-to-Work Program designed to help individuals on public assistance become self-sufficient. The program includes education, training and support services, as well as employment opportunities related to the individual goal of each participant.

## **Law Enforcement Personnel Dependents Grant**

This grant is available to dependents of California law enforcement officers who were killed or totally disabled in the line of duty. These need-based grants may be awarded for up to four years, and may be used to attend any California college. For more information go to [www.csac.ca.gov](http://www.csac.ca.gov).

## **AmeriCorps**

By becoming a volunteer with AmeriCorps, you will receive an education award for up to two years. This program provides full-time educational awards in return for work in community service. Funds are requested through the Student Financial Services Office. For more information call, 1-800-942-2677 or go to [www.nationalservice.gov](http://www.nationalservice.gov).

## **U.S. Department of Veteran's Affairs**

If you are a veteran or you are the dependent of a veteran, Veteran's Educational Benefits may be available to you. For more information, call 1-888-442-4551 or go to [www.gibill.va.gov](http://www.gibill.va.gov).

## **U.S. Armed Forces**

The Army, Navy and Air Force award college scholarships based on physical aptitude and merit to students who will serve at least four years on active duty after graduation.

## **U.S. Coast Guard**

The Coast Guard is part of the Department of Homeland Security. For more information go to [www.gocoastguard.com](http://www.gocoastguard.com).

## **Support for Native Americans**

Members or close descendants of a federally recognized American Indian tribe or nation may be eligible for grants to help pay for college. To learn more, contact the Bureau of Indian Education Programs at (202) 208-6123 or go to [www.bia.gov/bie](http://www.bia.gov/bie). (A FAFSA application is required.)

## **The American Opportunity Credit**

The American Opportunity Credit allows students and/or families who have qualified educational expenses (course materials are included as a qualified expense) to receive a credit on their federal taxes. The maximum annual credit is \$2,500 per student. For more information and details, visit the IRS website at [www.irs.gov](http://www.irs.gov).

## **Online Resources**

### **I Can Afford College**

Website: [www.icanaffordcollege.com](http://www.icanaffordcollege.com)

### **U.S. Department of Education**

Financial aid information on the Internet  
Website: [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

### **CA Student Aid Commission**

Cal Grant information and assistance  
Call: 1-888-CA-GRANT or 1-888-224-7268  
Website: [www.csac.ca.gov](http://www.csac.ca.gov)

## **Chafee Grant for Foster Youth**

The California Chafee Grant Program provides annual award monies OR assistance to foster youth and former foster youth to use for college expenses. To qualify, students must have been in foster care between their 16th and 18th birthdays, and not have reached their 22nd birthday as of July 1st during the award year. This is a need based grant awarded to students enrolled in

at least 6 units. Applications and additional information are available online at: [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov) or call 888-224-7268, option #3. Students must also complete a FAFSA application and submit any requested documents to the Financial Aid Office so that a need analysis can be processed on their behalf. Oftentimes eligible students do not receive this award during their first year at college due to state budget limitations.



# College of the Canyons Financial Aid Disbursements and BankMobile

At College of the Canyons financial aid funds are disbursed through BankMobile refund services. BankMobile is a vendor that College of the Canyons has contracted with to manage the disbursement of financial aid funds to students. A BankMobile personal code will be sent to all financial aid applicants with detailed instructions on how to choose the method of disbursement. The personal code is an authorization key to login and make your disbursement selection. It is important that you follow the instructions from BankMobile and **CHOOSE** how you would like your financial aid disbursement sent to you. You can choose to activate the BankMobile account (a debit card will be sent to you) and have your financial aid funds deposited there, **OR** you can choose to have your funds deposited into an existing checking/savings account through ACH. You are **NOT REQUIRED** to open a BankMobile account to receive your financial aid disbursement.

## BankMobile Disbursements



### *What do students need to do?*

Make sure we have your current mailing address!

Here's how:

- Login to **my.canyons.edu** with your username and password.
- Under the My Canyons Profile section, click "Change Contact Information"

Then, look for the **BRIGHT GREEN ENVELOPE** from BankMobile! Once it arrives, you'll simply use the personal code inside to let us know how you would like to receive your money. Just choose the option that best fits you...and be sure to get started as soon as it arrives! Remember, even if you are ineligible for financial aid at College of the Canyons, do not throw the personal code away. You will need this personal code to receive your financial aid disbursements if your eligibility changes in future semesters, so don't wait.

### *Information for BankMobile Vibe account holders:*

The BankMobile Vibe account is a non-interest bearing, internet-only checking account, serviced by BankMobile. With the BankMobile Vibe account you get an account with no minimum balance requirements, fast and easy ways to make deposits, free mobile deposit technologies and text alerts you can use on-the-go, from anywhere. **There are fees associated with the BankMobile Vibe account.** It is important that you carefully review the **Fee Schedule** online at [www.vibeaccount.com/studentaccount/feeschedules.do](http://www.vibeaccount.com/studentaccount/feeschedules.do) before making your disbursement method selection.

### *Have additional questions?*

Visit [bankmobilevibe.com](http://bankmobilevibe.com) to learn more about the Canyons Choice Card through BankMobile at College of the Canyons.

# College of the Canyons Financial Aid Eligibility and Academic Standards

## Preface

The purpose of the financial aid program at College of the Canyons is to facilitate and foster successful academic participation of students who need help funding their education. While maintaining our responsibility as custodians of public funds, College of the Canyons' objective is to establish an SAP standard that is consistent with institutional goals and philosophies and at the same time sensitive to the needs of students. These standards apply to all students receiving financial aid from the following programs:

- Cal Grant B and Cal Grant C
- Full Time Student Success Grant
- Federal Pell Grant
- Federal Direct Parent Loan for Undergraduate Students Program
- Federal Stafford Direct Loan Program
- Federal Supplemental Educational Opportunity Grant
- Federal Workstudy

## I. Student and Program Eligibility

Students must maintain good standing and make satisfactory academic progress according to federal, state and institutional standards in their course of study. Students receiving financial aid must be enrolled in a course of study leading to an associate degree, an eligible vocational certificate, or a transfer program to a four-year college or university. A list of eligible certificate programs can be found on our website at [www.canyons.edu/money4college](http://www.canyons.edu/money4college).

## II. Application Verification

College of the Canyons is required to verify certain information provided by a student/parent on the FAFSA. Applications requiring review are flagged by the US Department of Education. In addition, College of the Canyons is required to select and verify any FAFSA that contains incorrect or discrepant information. [34 CFR 668.54(a)(3)]; [34 CFR 668.16(f)]

The Financial Aid Office verifies only those data elements required by the federal government. However, College of the Canyons Financial Aid Technicians or the Director of Financial Aid and Scholarships may request additional information if further investigation is needed to resolve a discrepancy.

Adjusted Gross Income and U.S. Income Tax paid is verified by comparing a copy of the student's (and

spouse's, if applicable), and parent's income tax transcript (if student is dependent) to the data on the FAFSA.

Household size and number of family members enrolled at least half-time in postsecondary institutions is verified by comparing the Verification Worksheet to the data on the FAFSA.

Although regulations allow situations when verification of household size and verification of number in college is not required, the Financial Aid Office does not have a systematic way to track these exclusions. Therefore, all students selected for verification must complete the Verification Worksheet and indicate those individuals in the household and how many are attending postsecondary institutions.

## III. Default or Overpayment on Title IV Funds

Students who are in default on a student loan or owe a Title IV program overpayment are not eligible for federal aid. If a student owes an overpayment, the debt must be cleared before any federal aid will be disbursed. In the case of a student loan default, financial aid may be reinstated once the student makes satisfactory repayment arrangements with the holder of the loan and proof of such arrangements are submitted to the Financial Aid Office.

## IV. Total Withdrawal

Any student who receives Federal financial aid and completely withdraws or fails to complete any units during the payment period or period of enrollment, will be required to repay any unearned financial aid funds. [34 CFR 668.22]

## V. High School Diploma or Equivalent

In order to receive Federal financial aid, a student MUST have a high school diploma or its recognized equivalent. The Department of Education considers the following to be equivalent to a high school diploma:

- A General Education Development (GED) certificate, or
- Completion of homeschooling, or
- Completion of the Ability To Benefit (ATB) test, or documentation (official transcripts required for transfer students) of completion of 6.0 degree applicable units AND enrollment in an approved program of study  
**PRIOR TO JULY 1, 2012.**

## VI. Student Educational Plan

It is the student's responsibility to enroll in courses that count toward his or her educational objective. Students are strongly encouraged to make an appointment with a college counselor to create a personalized Student

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Educational Plan (SEP). The Counseling Department recommends that students take the Placement Test and REQUIRES students to submit ALL prior college transcripts for evaluation **before** making a counseling appointment.

### VII. Satisfactory Academic Progress (SAP)

Federal regulations require that all financial aid recipients make satisfactory academic progress and remain in good standing. Academic progress is reviewed prior to the student's first disbursement for each term. Additionally, prior to each financial aid payment, the student's enrollment status will be verified to determine eligibility for financial aid.

Enrollment Status	Units
Full-time	12 or more units
Three-quarter time	9 to 11.5 units
Half-time	6 to 8.5 units
Less than half-time	0.5 to 5.5 units

The quantitative (unit progress) and qualitative (grade point average) standards are measures of academic progress, must be cumulative, and include all periods of the student's enrollment. Periods in which the student did not receive student financial aid funds must also be counted.

If transcripts are submitted for evaluation, all units must be included in this evaluation.

- **Qualitative Standard – Grade Point Average**

To maintain eligibility, students must maintain a cumulative grade point average (GPA) of 2.00 or higher.

- **Quantitative Standard – Unit Progress**

Students are required to complete 67% of the total number of cumulative units attempted. Unit progress is evaluated by comparing the number of cumulative units attempted with the cumulative units completed to determine whether the student is progressing at a rate that will allow him/her to complete the program within the maximum time frame.

- **Maximum Time Frame**

Students must complete their educational objective within the maximum time frame allowed. The maximum time frame may not exceed 150% of the published length of the College of the Canyons program measured in total units attempted.

- **SAP Evaluation**

A student's program is divided into equal evaluation periods called increments. The number of units attempted is compared with the number of units the student successfully completed. This calculation enables the school to determine whether the student is progressing at a rate that will allow completion of an academic program within the maximum time frame. To ensure a student is making sufficient progress throughout the course of study, satisfactory academic progress for each student will be evaluated at the end of each term.

College of the Canyons is a two-year, degree awarding institution that provides students with an associate degree, transfer certification or vocational certificate. The maximum time frame may only be extended under professional judgment (through the appeals process) if the college determines that mitigating circumstances exist.

- **Dismissal Status**

Students who fail to meet the requirements of satisfactory academic progress (SAP) will be dismissed from financial aid. Eligibility for the California College Promise Grant is not subject to Title IV SAP standards. A student may reestablish their eligibility by submitting an appeal to the Financial Aid Office.

- **Reinstatement/Regaining Eligibility**

Students dismissed from financial aid can be reinstated or regain eligibility by successfully meeting the requirements for satisfactory academic progress. Academic progress is evaluated after every semester. Students who previously did not meet the standards will be reinstated after evaluation has determined they still meet the eligibility requirements and are currently making satisfactory academic progress.

- **Appeals**

If a student believes that he/she has documented special circumstances which may affect his or her financial aid eligibility, the student can request to have his/her situation evaluated by submitting a financial aid appeal.

Each appeal will be reviewed and approved or denied based on the student's individual extenuating circumstances and supporting documentation. All Satisfactory Academic Progress Appeals require a Student Educational Plan approved by a College of the Canyons academic counselor. A request for financial aid eligibility extension when the student has completed all required coursework but has not yet received a degree, vocational certificate or transfer certification will not be approved. College of the Canyons permits a student to appeal for an extension of maximum time frame for ONE academic major or ONE educational objective change only.

Appeal forms are available online at College of the Canyons Financial Aid website located at [www.canyons.edu/money4college](http://www.canyons.edu/money4college). Each of the following Appeal forms identifies the process and provides directions for submission:

**Satisfactory Academic Progress** – Under extenuating circumstances, a student may appeal his/her dismissal from financial aid due to a failure to maintain satisfactory academic progress.

**Extenuating Financial Circumstances** – An adjustment may be made to student or parent income information due to extraordinary circumstances which were not addressed on the FAFSA.

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**Dependency Override** – An otherwise “dependent” student, who cannot obtain parental income information, may be eligible to have a dependency status change to “independent” based on documented circumstances.

**Cost of Attendance Additional Expenses** – A student may require the addition of expenses that fall outside the standard student budget. Allowances are limited to: Disability/Medical related, dependent care, studying abroad or a cooperative education program.

A student whose appeal is approved will be placed on probation for financial aid eligibility OR the student’s Estimated Family Contribution (EFC) will be recalculated, if appropriate. The student will be notified of any changes to his or her eligibility by a newly generated FAFSA Student Aid Report and an updated Financial Aid Status. A student whose appeal is denied will receive notification through his/her My Canyons account. There is no secondary appeal process for Financial Aid appeals. All decisions rendered by the Financial Aid Administrator are final.

- **Probation**

Students reinstated based on an approved Satisfactory Academic Progress appeal will be placed on financial aid probation. While on probation, a student must follow the approved Student Education Plan which was submitted with their appeal. Failure to follow an approved Student Education Plan will result in immediate dismissal from financial aid. There are NO REINSTATEMENTS through an appeal process after dismissal from probation (*except in documented extraordinary circumstances*).

### **VIII. Prior College Transcripts**

Transcripts are REQUIRED if a student wishes to receive a 2nd year student loan, or if a student is appealing for failure to meet Satisfactory Academic Progress. When transcripts are submitted for evaluation, ALL units attempted will be counted toward the quantitative standard (unit progress) and qualitative standard (GPA) when calculating the maximum time frame and determining satisfactory academic progress. Please see the Admissions and Records office or the Counseling Office at the Valencia or Canyon Country Campuses to request a Transcript Evaluation form. Any student who fails to disclose ALL prior colleges attended on their admissions application may be required to submit official transcripts for evaluation to verify eligibility.

### **IX. Units Completed/Grades**

Completed units means that credit was given for the units enrolled. Grades of “F” (fail), “NP” (no pass), “I” (incomplete), “IP” (in progress), “W” (withdrawal) and “FW” (failure to withdraw) **will not** count as completed classes for satisfactory academic progress, but **will** count as units attempted.

### **X. ESL and Remedial Courses**

All English as a Second Language (ESL) classes, and up to 30 units of remedial course work, may be excluded from the student’s units attempted when determining a student’s maximum time frame.

### **XI. Course Repetition**

Students are permitted ONE repetition of a previously passed course. For satisfactory academic progress purposes, each time a course is taken counts as an attempt; but only the first time a passing grade is received is counted as completion. Federal regulations DO NOT allow accommodation for “special courses”.

### **XII. Credit by Exam or Audited Coursework**

Units earned from credit by exam courses, or courses taken by audit, are **not** counted for financial aid purposes.

### **XIII. Concurrent Enrollment**

In the determination of enrollment status, it is not permissible for a student to count units being taken concurrently at another college. College of the Canyons does NOT act as a primary school for consortium agreements.

### **XIV. Academic Renewal / Academic Standards Petition**

Academic renewal/Academic Standards Petition is a procedure through which a student can petition to the college to have credits attempted and grades earned in previous semesters excluded from their grade point average. The financial aid program regulations DO NOT provide for such amnesty. In evaluating a student’s satisfactory academic progress for financial aid purposes, all courses that apply must be included toward his/her program of study.

### **XV. Grant & Loan Disbursements**

- **Drop Policy For Financial Aid Recipients**

Students officially awarded financial aid will not be dropped from classes for non-payment. Financial aid students receiving a grant or loan will have those funds applied directly to their BALANCE DUE for the current term and will receive a refund of the difference. It is the student’s responsibility to pay the remaining balance not covered by financial aid to avoid an administrative HOLD from being placed on their account. Financial aid students who are expecting an additional disbursement to cover their balance due may have their HOLD removed upon confirmation of additional financial aid funding.

- **Fall and Spring Pell Grants**

Fall and Spring Pell grants are disbursed in two payments per semester with the exception of summer. The first Pell grant disbursement will be based upon a student’s enrollment status (full time, three-quarter time, half-time, or less than half time) at the time funds are ordered from the U.S. Department of Education. A student’s enrollment status will be reevaluated and adjustments to his/her

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Pell grant disbursement will be made based on his/her enrollment status as of the time funds are ordered for his/her second disbursement. A student may be required to repay all, or a portion of, the money received if he/she withdrew from any or all classes in a term. Adjustments to Pell grant disbursements will no longer be made after the second scheduled disbursement.

- **Fall and Spring SEOG and State Grants**

Fall and Spring Federal Supplemental Educational Opportunity Grant (SEOG) and state grants are disbursed in one payment per semester. A student's SEOG and/or state grant disbursement will be the FULL amount of his/her scheduled term award. A student MUST be enrolled in at LEAST 6.0 units to receive his/her SEOG and/or state grant. Students enrolled in LESS THAN 6.0 units will NOT receive a disbursement. A student's eligibility for a disbursement is based upon his/her enrollment status at the time funds are ordered from the U.S. Department of Education, the California Student Aid Commission and the state. A student's enrollment status will be reevaluated and adjustments to his/her state grant disbursement will be made based on his/her enrollment status as of College of the Canyons' recalculation/freeze date. The recalculation/freeze date coincides with the second disbursement order date for Pell grants and loans. Adjustments to state grant disbursements will no longer be made after the second scheduled disbursement. A student may be required to repay all, or a portion of, the money received if he/she withdrew from any or all classes in a term.

- **Summer Grants**

Summer Pell grants and SEOG are disbursed in one payment for the semester. A student's Summer Pell grant disbursement will be based upon his/her enrollment status (full time, three-quarter time, half-time, or less than half time) at the time funds are ordered from the U.S. Department of Education. No adjustments will be made due to changes in enrollment status; therefore, units added after funds are ordered will not be counted.

- **Loans**

Federal student loans are disbursed in two payments per semester. A student must be enrolled at least half-time (6.0 semester units) at the time the funds are ordered from the U.S. Department of Education to be eligible for disbursement. Students who drop below half-time prior to the second disbursement will not receive a second loan disbursement for the semester. A student may be required to repay all, or a portion of, the money received if he/she withdrew from any or all classes in a term.

- **Grant and Loan Disbursements for LATE START classes**

Federal regulations REQUIRE that College of the Canyons disburse financial aid funds ONLY for classes that have already begun. If the student is enrolled in classes that begin later in the term, the student WILL NOT receive federal grant or loan funds for those

classes until after they have started. If the student is borrowing student loans, the student WILL NOT receive his/her loan funds until the student has BEGUN ATTENDING at least 6.0 units (half-time).

- **Loan Disbursements for First Time and Single Term borrowers**

Federal regulations require that any school with a student loan COHORT Default Rate above 10% must make two disbursements of a loan that is certified or originated for a single term. The second disbursement may not be paid until the calendar midpoint of the term. In addition, the school must delay the initial loan disbursement to all First Year/First Time borrowers by 30 days from the start of the semester or term.

- **Grant and Loan Disbursement Dates**

A student can view the Grant and Loan Disbursement Dates posted on our website at [www.canyons.edu/money4college](http://www.canyons.edu/money4college). Please be advised, published dates are subject to change without notice. In order to receive a loan disbursement on the published date a student must complete the loan application process 10 business days before the published disbursement date. In order to receive a grant disbursement on the published date a student's financial aid eligibility must already be determined at least 10 business days before the published disbursement date. Grant and loan funds are disbursed according to the preference selected on [www.refundselection.com](http://www.refundselection.com).

## **XVI. Fraud**

A student who attempts to obtain financial aid fraudulently may be suspended or expelled from College of the Canyons, and from all financial aid program eligibility, as a result of formal student disciplinary action taken by the college. College of the Canyons is required to report such instances to local law enforcement agencies and the U. S. Department of Education Office of Inspector General. Restitution will be required of any financial aid received under fraud.

Applications that are unusual or vary from normal activity may be flagged for further review. College of the Canyons is required to resolve any discrepancies or conflicting information with a student's application. Any combination of the following circumstances may be considered a flag for potential fraud. These circumstances do not indicate guilt or innocence but merely provide warning signs of potential financial aid fraud.

- Out-of-district address
- Distance Education courses only
- Random course patterns/enrollment not consistent with declared educational objective
- Failure to complete orientation and assessment
- Failure to provide accurate information on admissions application regarding prior colleges attended



# Return of Title IV Funds and Refund/Withdrawal Policy

Federal Title IV financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire term for which the funds were awarded. These funds include Federal Direct Student Loans, Pell Grants, and Federal Supplemental Educational Opportunity Grants (FSEOG). Institutional scholarship funds and Federal Work Study are not subject to Return to Title IV (R2T4) calculations.

When a student withdraws from all courses, regardless of the reason, he/she may no longer be eligible for the entire amount of Title IV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which he/she remains enrolled. A pro-rated schedule determines the amount of federal student aid funds he/she will have earned at the time of full withdrawal. For example, a student who withdraws in the second week of the semester has earned less of his/her financial aid than a student who withdraws in the fifth week. Once the 60% point of the payment period is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws;
- Stops attending before the end of the semester; or
- Fails to complete short term session (or modules) in which the student is enrolled as of the start date of the term.

## Types of Withdrawals

The calculation for the R2T4 Financial Aid program funds is based on whether a withdrawal is classified as official or unofficial.

An **official** withdrawal is initiated by the student and is determined by “the student’s withdrawal date, or the date of notification, whichever is later.”

An **unofficial** withdrawal occurs when there is no notification or official withdrawal by the student, so the withdrawal date is based on “the date that the College becomes aware that the student has ceased attendance”. If the student does not officially drop class(es) and fails all courses in a term, it will be considered an unofficial withdrawal, even if the student was enrolled in the course(s) for the entire term.

**Short-term courses** (or modules) are courses in a program that do not span the entire length of the payment period or period of enrollment. If the student withdraws and does not attend a subsequent short-term class, it is considered a complete withdrawal and an overpayment calculation must be done. If at the time of withdrawal the student will attend another short-term course within 45 days of the same term, then it is not considered a withdrawal if the student provides written confirmation to attend the subsequent module. If the student fails to attend the subsequent term, the withdrawal date will be that of the prior term.

**Students who fail to begin attendance** in any class for which he/she was registered in a term will have awarded aid cancelled. Any funds received are considered “unearned” and will be billed to the student.

Please refer to the Financial Aid Office Satisfactory Academic Progress Policy to determine how a course withdrawal impacts aid eligibility. **NOTE:** This policy is subject to revision without notice based on changes to federal laws and regulations or College of the Canyons policies.

## Calculation of Earned Federal Financial Aid Funds

Financial aid recipients “earn” the aid originally received by remaining in class(es). The amount of federal assistance earned is based on a pro-rated system. Students who withdraw or do not complete all classes in which they were enrolled may be required to return some of the aid originally awarded.

College of the Canyons is required to determine the percentage of TIV aid “earned” by the student and return the “unearned” portion to the appropriate federal aid programs. College of the Canyons is required to perform this calculation within 30 days of the date the school learns that a student has completely withdrawn. The school must return the funds within 45 days of the calculation. The R2T4 calculation is completed by the Financial Aid Office.

The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date divided by the total number of calendar days in the payment period.
- The payment period for most students is the full, 16-week fall and spring semesters or the full, 10-week summer semester. However, for students enrolled in short-term courses (or modules), the payment period only includes those days for the module in which the student is enrolled.
- The percent unearned is equal to 100 percent minus the percent earned.
- Breaks of 5 days or longer are not included in the count of total days in the payment period.

Institutional scholarship funds and Federal Work Study are not subject to the R2T4 policy.

For **official** withdrawals, the calculation of the percentage of the semester attended is based on the date of the official withdrawal from classes or the student’s last date of documented attendance at an academically related activity.

For **unofficial** withdrawals, the calculation of the percentage of the semester attended is based on the student’s last date of attendance at an academically-related activity, as reported by the faculty member on the course grade report. If this date is unavailable, College of the Canyons will perform the calculation using the midpoint of the period as the student’s withdrawal date.

## For Short-term courses (or modules):

- A student who withdraws and is not enrolled in a later module during the payment period will require a R2T4 calculation.
- A student who withdraws and is enrolled in a later module with 45 days or less between the withdrawal date and the start of the later course will not require a R2T4 calculation if a written notification of his/her intent to attend is submitted. If the notification is not submitted, a R2T4 calculation will be required.

- A student who withdraws and is enrolled in a later module with 45 days or more between the withdrawal date and the start of the later course will require a R2T4 calculation.

In any of these scenarios, if the student returns to attend a later Title IV-eligible module in the same payment period, regardless of written notification or lapse of days between attendances, the R2T4 process will be reversed and he/she will be awarded the funds that he/she is eligible to receive at the time of return.

#### Post Withdrawal Disbursement

If a student did not receive all of the funds that he/she earned, the student may be due a post withdrawal disbursement. College of the Canyons may automatically use all or a portion of a student's post-withdrawal disbursement (including student loan funds, if accepted) to offset outstanding tuition and fees. Please note that there may be scheduled Title IV Financial Aid that cannot be disbursed once a student withdraws because of other eligibility requirements.

**Federal Direct Loans:** Students who have withdrawn from classes and have a post withdrawal disbursement eligibility that includes Federal Direct Student Loan funds often do not wish to incur additional student loan debt. Eligible students will be notified via email and will have ten days to submit a Direct Loan Status Change form to the Financial Aid Office if they wish to have their loan reinstated. If the form is **not** received within that time frame, it will be assumed that the student has chosen **not** to receive a post-withdrawal disbursement of their federal direct loan funds.

#### Returning Funds

After the type and date of withdrawal is determined, the R2T4 calculation will be completed within 30 days. If the student has been overpaid, he/she will be notified via email of the amount and program of funds that are required to be returned. The student will be given a period of time to return the funds in full to the institution and, if payment is not received, will then be referred to the Department of Education for any student portion due. If unpaid after 45 days, a hold will be placed on the student's Department of Education record and he/she will lose federal financial aid eligibility until the funds have been repaid. Students who owe College of the Canyons as a result of an R2T4 calculation will have a hold placed on their record, prohibiting registering for subsequent semesters or receiving academic transcripts until the balance is paid.

**Federal Direct Loans:** Any student loan funds to be returned must be repaid in accordance with the terms of the promissory note, making scheduled payments to the lender or holder of the loan over a period of time.

#### Order of return of funds

Federal funds are returned by College of the Canyons as follows:

1. Federal Direct Loan Program, Unsubsidized
2. Federal Direct Loan Program, Subsidized
3. Federal Pell Grants
4. Federal Supplemental Educational Opportunity Grants (FSEOG)

Institutional scholarship funds and Federal Work Study are not subject to R2T4.

#### Refund Policy/Institutional Charges

Students should be aware that while College of the Canyons' school policy determines the charge students will owe after withdrawing, the refund policy will not affect the amount of Title IV aid the student earns under the federal return calculation. Mandatory fees, which include Tuition Fees, Enrollment Fees, Student Center Fees and Health Fees, are required to be included in any Title IV calculation.

College of the Canyons' refund policy is available online at: [www.canyons.edu/Offices/SBO](http://www.canyons.edu/Offices/SBO)

#### R2T4 Processing Procedure

- The Financial Aid Office identifies possible R2T4 candidates by running a utility report via the Colleague Financial Aid Management System (FAMS). Reports are run bi-weekly to ensure the timely calculation and return of R2T4 funds in accordance with Title IV regulations.
- The Financial Aid Office determines the amount of Title IV aid originally awarded and whether it is "disbursed" or "could have been disbursed."
- The Financial Aid Office determines enrollment status by census date. If a student has not reached census for any courses then the enrollment status is based on the amount of units enrolled in on the last date of attendance.
- An Institutional R2T4/Overpayment worksheet is completed using the above data.
- The Financial Aid Office posts the recalculated amount of aid for which the student is eligible (as per the results of the R2T4/Overpayment worksheet) to his/her student record.
- R2T4/Overpayment worksheets and requisitions are sent to College of the Canyons Fiscal Services Office for processing payment and copies of all worksheets and requisitions are maintained in the Financial Aid Office and electronically scanned and made part of the student's record.
- The Finance Office returns institutional liability funds to the appropriate federal programs on the student's behalf and then bills the student.
- If a student owes a federal grant repayment in excess of the amount College of the Canyons has returned to the federal programs, the student is notified via email and given the opportunity to repay the funds directly to the institution. If the student does not repay within the given period of time, the amount is reported by the Financial Aid Office as an overpayment to Debt Resolution.
- The student is responsible for all College of the Canyons charges and federal overpayments resulting from the R2T4 calculation.

Questions about Title IV Financial Aid program funds can be addressed to the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**Contact the financial aid office prior to your total withdrawal for further details.**

**This could jeopardize your future financial aid eligibility at another college or university!**

# Student Rights and Responsibilities

## *As a student you have the right to:*

- Information about procedures, deadlines and eligibility requirements.
- Access to the refund policies.
- Be assured that the information you submit will be treated in a confidential manner.

## *As a student, you are responsible:*

- To provide complete and accurate information.
- For the accuracy of the data you submit and any consequences resulting from the misrepresentation of the information.
- To pursue an educational objective — certificate or degree.
- To repay all student loans.
- To meet application and paperwork submission deadlines.
- To repay any overpayment of funds.
- To follow COC's financial aid policies and procedures.
- To read and follow the financial aid Satisfactory Academic Progress regulations and read all emails from the Financial Aid Office.



## Our Mission

As an innovative institution of excellence, College of the Canyons offers an accessible, enriching education that provides students with essential academic skills and prepares students for transfer education, workforce skills development, and the attainment of learning outcomes corresponding to their educational goals. To fulfill its mission, College of the Canyons embraces diversity, fosters technical competencies, supports the development of global responsibility, and engages students and the community in scholarly inquiry, creative partnerships, and the application of knowledge.

## Accreditation

Accreditation is a process of external quality review used by higher education to scrutinize colleges, universities, and educational programs for quality assurance and quality improvement. Accreditation is carried out by private, nonprofit organizations designed for this purpose.

Recognized accredited institutions have met rigorous standards. For more information about the accreditation process and College of the Canyons past evaluations and reports, go to: [www.canyons.edu/money4college](http://www.canyons.edu/money4college)



# Be a Responsible Borrower!

## Rules to Live by If You Take Out Loans for College

**Borrow only what you need.** Just because you are eligible to borrow money, doesn't mean you have to. Be savvy to limit your debt to only the minimum you need to pay for school.



**Check your loan status** on the NSLDS website.

**Consider Loan Consolidation when you have completed school.** Once you complete your degree, if you want a single payment, or need a lower payment, consolidation may be a good option for you. But it is not always the best option, so consult with the financial aid office for guidance, as consolidation may make sense, but timing is key.



**Prepare a realistic budget and stick with it.** Know how much income you have, and how much you need to spend on school, living expenses, transportation, etc. Be careful to make sure you have enough income to cover your expenses.

**Be aware of your deferment options.** If you encounter hardship, deferment of your loan payments may help you get through it.



**Stay in contact with your lenders.** If you have questions, or issues arise, contact them. If you move, be sure to update your address with them.

**Avoid default!** Defaulting on a loan carries significant long-term consequences. Be prudent with your finances and make sure you stay current with any loans. Understand the terms and conditions of your loan, which are located on your Master Promissory Note (MPN).



**We are here to help!**  
**If you ever have any questions, or need help, contact us and we will help you!**

### Loan Counseling

The U.S. Department of Education requires all students applying for loans to complete loan entrance counseling prior to loan approval. Loan Counseling is important to a student's success in accomplishing their educational goals, as well as having sound financial health. Loan entrance counseling will ensure the student understands the financial obligation they are pursuing. Loan entrance counseling is done online through **StudentLoans.gov**. College of the Canyons loan information and a complete set of steps on how to apply for student loans can be found at [www.canyons.edu/money4college](http://www.canyons.edu/money4college)

### Financial Aid Workshops

College of the Canyons Financial Aid department offers financial aid and financial literacy workshops throughout the year. Please inquire with the Financial Aid office for upcoming workshops.

### Financial Awareness Counseling Tool

The Financial Awareness Counseling Tool (FACT) is an additional helpful resource provided by the U.S. Department of Education, Office of Federal Student Aid, that will help students create and customize a budget to fit their educational goals. This comprehensive tool can be found at [www.canyons.edu/money4college](http://www.canyons.edu/money4college).

# Financial Aid Terms

**Award Notification:** An email or letter notifying financial aid applicants of the types and amounts of aid offered, as well as the responsibilities and conditions of each award. The notification will include the method and dates of payment.

**California Aid Report (CAR):** Correspondence you receive from the California Student Aid Commission regarding your Cal Grant eligibility after you file the FAFSA or California Dream Act Application and GPA Verification form.

**Cost of Attendance (COA):** The total estimated cost of college for the school year, also referred to as the student budget; includes tuition, fees, books, supplies, transportation, food, housing, and personal expenses.

**Default:** Failure to make loan payments or otherwise honor the terms of a loan; reported to credit bureaus and can influence future credit and ability to receive financial aid.

**Expected Family Contribution (EFC):** The amount that you and your family are expected to contribute toward your education, assessed from resources such as employment and assets.

**Financial Need:** This amount is determined by subtracting your EFC and other financial resources from your cost of attendance. Financial aid awards are offered to meet your financial need based on program requirements and available funds.

**Federal Processor:** The federal government's computer system, also referred to as the "Central Processor," analyzes the information on your FAFSA, calculates your EFC, and sends you a Student Aid Report.

**Free Application for Federal Student Aid (FAFSA):** The FAFSA is the official financial aid application used to determine federal and state aid. There is no charge to have your FAFSA processed.

**Grant:** A grant is a form of financial aid that does not have to be paid back if all eligibility requirements are satisfied. It is a gift.

**Loan:** A loan is a form of financial aid that must be repaid with interest over a period of years.

**No Show:** Any withdrawal in which a student never attended class is considered a No Show. A student is not eligible for financial aid for any classes in which they were considered to be a No Show.

**Renewal FAFSA:** This application simplifies the process of reapplying for financial aid. Some information from the previous application is preprinted on the Renewal FAFSA making the application process faster. Students must reapply every year.

**Residency:** This is a determination of a student's status as a California resident. This determination is made by the Admissions and Records Office and will affect which financial aid programs a student may be eligible for.

**Return of Title IV Funds:** If a student receives federal student aid funds, including grants, and withdraws from all classes before 60% of the enrollment period has passed, the student could owe money back to the federal government or the college. Contact the Student Financial Services Office before withdrawing from classes. More information is also available at the College of the Canyons website: [www.canyons.edu/money4college](http://www.canyons.edu/money4college).

**Satisfactory Academic Progress (SAP):** To be eligible to receive federal and state financial aid, a student must be progressing satisfactorily toward completion of an approved educational program.

**Selective Service Registration:** By law, certain students are required to register, or arrange to register, with the Selective Service in order to receive federal student aid. This includes males born on or after January 1, 1960, who are at least 18 years old, citizen or non-citizen, and not currently on active duty in the Armed Forces.

**Student Aid Report (SAR):** The report summarizing the information you provided on your FAFSA. The Student Financial Services Office will receive this same information electronically and begin the process to determine your eligibility.

**Untaxed Income:** All income received that is not taxed or may not be reported to the IRS, including social security benefits, earned income credit, additional child tax credit, clergy and military allowances, disability benefits, tax sheltered income reported on W-2 forms, welfare and child support payments, any cash income not reported to the IRS, bills and support paid on your behalf, or any other income received not reported on your tax form.

**Verification:** A federal process in which the college checks the accuracy of the information you submitted on the FAFSA. Documents will be requested such as IRS tax transcripts. Quick response to any request for documentation will help expedite the process.

**Veteran:** For the FAFSA, a person who has engaged in active duty, or a National Guard or Reserves enlistee who was called to active duty for purposes other than training, or was a cadet or midshipman at one of the service academies, and who was released under a condition other than dishonorable.

# Check Out These Websites

## COLLEGE FUNDING

[www.calgrants.org](http://www.calgrants.org)  
[www.caldreamact.org](http://www.caldreamact.org)  
[www.csac.ca.gov](http://www.csac.ca.gov)  
[www.fafsa.gov](http://www.fafsa.gov)  
[www.ca.gov/education](http://www.ca.gov/education)

### California Cash For College

[www.cash4college.org](http://www.cash4college.org)

### California Dream Act Student Resources

[www.caldreamact.org](http://www.caldreamact.org)  
[www.e4fc.org](http://www.e4fc.org)  
[www.maldef.org](http://www.maldef.org)

### Federal Financial Aid

[www.fafsa.gov](http://www.fafsa.gov)  
[www.studentaid.ed.gov](http://www.studentaid.ed.gov)  
[www.studentloans.gov](http://www.studentloans.gov)

### Net Price Calculator

<https://nces.ed.gov/collegenavigator>  
[www.collegeabacus.org](http://www.collegeabacus.org)

### ScholarShare: California College Savings Plan

[www.scholarshare.com](http://www.scholarshare.com)

### Scholarship Information

[www.finaid.org](http://www.finaid.org)  
[www.fastweb.com](http://www.fastweb.com)  
[http://bigfuture.collegeboard.org](http://http://bigfuture.collegeboard.org)  
[www.scholarships.com](http://www.scholarships.com)  
[www.chegg.com](http://www.chegg.com)  
[www.myscholly.com](http://www.myscholly.com)

### The Get Schooled Foundation

[www.getschooled.com](http://www.getschooled.com)

### African American Scholarships

[www.uncf.org](http://www.uncf.org)  
[www.thecollegeexpo.org](http://www.thecollegeexpo.org)

### Asian American Scholarships

[www.apiasf.org](http://www.apiasf.org)

### Foster Youth Grants and Information

[www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov)  
[www.fosteryouthhelp.ca.gov](http://www.fosteryouthhelp.ca.gov)  
[www.calyouthconn.org](http://www.calyouthconn.org)  
[www.ifoster.org](http://www.ifoster.org)

### Gates Millennium Scholarships

[www.gmsp.org](http://www.gmsp.org)

### Latino Scholarships

[www.hsf.net](http://www.hsf.net)  
[www.maldef.org](http://www.maldef.org)

### Middle Class Scholarships

[www.middleclassscholarships.org](http://www.middleclassscholarships.org)

### Native American Scholarship

[www.californiatribalcollege.com](http://www.californiatribalcollege.com)  
[www.bie.edu](http://www.bie.edu)  
[www.collegefund.org](http://www.collegefund.org)  
[www.aises.org/scholarships](http://www.aises.org/scholarships)

### Sports & Athletic Scholarships

[www.ncaa.org](http://www.ncaa.org)

### Scholarship Fraud

[www.consumer.ftc.gov](http://www.consumer.ftc.gov)

## COLLEGE COSTS AND CAREER EXPLORATION

[www.californiacolleges.edu](http://www.californiacolleges.edu)  
[http://nces.ed.gov/collegenavigator](http://http://nces.ed.gov/collegenavigator)  
[www.whodouwant2b.com](http://www.whodouwant2b.com)  
[www.green360careers.net](http://www.green360careers.net)

## COLLEGES

### California Colleges

[www.californiacolleges.edu](http://www.californiacolleges.edu)

### California Community Colleges

[www.icanaffordcollege.com](http://www.icanaffordcollege.com)

### California State University

[www.csumentor.edu](http://www.csumentor.edu)

### University of California

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)

### Independent California Colleges

[www.aiccu.edu](http://www.aiccu.edu)

## THINGS TO KNOW

### Identity Theft

[www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)  
[www.idtheftcenter.org](http://www.idtheftcenter.org)

### Financial Education and Budgeting Money Smart for Young Adults

[www.fdic.gov](http://www.fdic.gov)  
[www.jumpstart.org](http://www.jumpstart.org)

### Smart Borrowing

[www.studentloans.gov](http://www.studentloans.gov)

### Tax Benefits

[www.irs.gov](http://www.irs.gov)  
[www.treasurer.ca.gov](http://www.treasurer.ca.gov)  
[www.ftb.ca.gov](http://www.ftb.ca.gov)

## OTHER RESOURCES

### ACT or SAT

[www.actstudent.org](http://www.actstudent.org)  
[www.collegeboard.org](http://www.collegeboard.org)

### AmeriCorps/volunteers

[www.americorps.gov](http://www.americorps.gov)  
[www.californiavolunteers.org](http://www.californiavolunteers.org)

### Citizenship/Deferred Action for Childhood Arrivals

[www.uscis.gov](http://www.uscis.gov)

### Health Careers

[www.oshpd.ca.gov](http://www.oshpd.ca.gov)  
[www.healthjobsstarthere.com](http://www.healthjobsstarthere.com)

### Job Trends

[www.bls.gov/emp](http://www.bls.gov/emp)

### Military and Veterans Benefits

[www.calvet.ca.gov](http://www.calvet.ca.gov)  
[www.todaysmilitary.com](http://www.todaysmilitary.com)  
[www.gibill.va.gov](http://www.gibill.va.gov)

### Students with Disabilities

[www2.ed.gov/about/offices/list/ocr/transition.html](http://www2.ed.gov/about/offices/list/ocr/transition.html)  
[www.dor.ca.gov](http://www.dor.ca.gov)





# Important Dates & Deadlines

<b>October 1</b>	FAFSA application available. Apply now!
<b>March 2</b>	Cal Grant GPA Verification Deadline
<b>September 2</b>	California Community College's Cal Grant GPA Verification Deadline

**The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov)**

**California Dream Act Application is available online at [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp)**

**Did You Know?**

According to the most recent data, it is estimated that someone with an Associate Degree will earn (on average) roughly \$8,000 more a year than someone with only a high school diploma. Similarly, someone with a 4-year degree will make \$14,000 more per year (on average) than someone with only an Associate Degree.

Education Level	Average Annual Income
High School Diploma	\$30,400
Associate Degree	\$38,200
Bachelor's Degree	\$52,200

*Source: US Bureau of Labor Statistics (2015 figures)*

## Financial Aid Handbook

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Every effort has been made to ensure the accuracy of the information included in this Guide. However, it has not been reviewed by the U.S. Department of Education. For official descriptions of state aid programs, please refer to the California Education Code.

