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**Kern Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

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**AP 5130 Financial Aid**

**Accreditation Related**

**References:**

Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 76300, 78042, and 94912.5; Title 5 Sections 55031 and 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard III.D.15

**Note: This procedure is legally required**

Financial Aid programs offered within the District may include, but are not limited to:

- California College Promise Grant (formerly known as the BOG Fee Waiver)
- CalWORKS
- Cal Grants
- Federal Pell Grants
- Federal Direct Student Loan Program
- Federal Family Education Loan Program

Application procedures, including deadlines: Information about applying for financial aid can be found on our websites:

- Bakersfield College: <https://www.bakersfieldcollege.edu/finaid>
- Cerro Coso : <https://www.cerrocoso.edu/studentservices/financial-aid>
- Porterville: <https://www.portervillecollege.edu/financial-aid/financial-aid- department>

Regulations must address at minimum:

- Student Eligibility:
  - Complete the FAFSA (Free Application for Federal Student Aid);
  - Be a U.S citizen or an eligible noncitizen;
  - AB540 students must complete the confidential California Dream Act Application;
  - Register with Selective Service, if required (males 18 to 25). Students over the age of 26 and have never registered must mail a Request for Status

Information Letter to the Selective Service Agency to evaluate their information;

- Be enrolled or accepted as a regular student into a degree-granting or eligible certificate program;

- Demonstrate satisfactory academic progress toward the student's college educational goal by:
  - Maintaining a 2.00 Grade Point Average (GPA); and
  - Maintaining the required unit completion rate according to the Terms of Agreement Satisfactory Academic Progress Regulations for financial aid eligibility.

The Satisfactory Academic Progress policy is available on college websites:

- Bakersfield College: <https://www.bakersfieldcollege.edu/finaid/appeals>
- Cerro Coso: <https://www.cerrocoso.edu/student-services/financial-aid/financial-aid-appeal-policy>
- Porterville: <https://www.portervillecollege.edu/financial-aid/financial-aid-appeal-policy-sap-appeal>

Federal regulations require colleges to establish a maximum time frame during which students are eligible to receive financial aid. The District has established a maximum time frame of 90 attempted units. Students are no longer maintaining satisfactory academic progress for financial aid after attempting 90 or more units whether or not financial aid was received.

- Certification that the student is not in default on a federal student loan or owe money on a federal student grant;
- Certification that the student will use federal student aid only for educational purposes;
- Demonstration that the student is qualified to obtain a college education by:
  - Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or having passed the California High School Proficiency Examination (CHSPE); or
  - Completing a high school education in a homeschool setting approved under state law.

### **Payment Procedures:**

Disbursement information is available on our websites:

- Bakersfield College: <https://www.bakersfieldcollege.edu/finaid>
- Cerro Coso: <https://www.cerrocoso.edu/student-services/financial-aid>
- Porterville: <https://www.portervillecollege.edu/financial-aid/financial-aid-department>

### **Overpayment Recovery: Return of Title IV Policy**

The Return of Title IV Policy addresses federal financial aid recipients who withdraw from the college and are subject to a Return of Title IV (R2T4) calculation. For the purpose of R2T4 calculation requirements, a recipient is a student who has received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of federal financial aid funds. The college is required to review the amount of federal loan and grant aid a student received for the payment period, to determine what percentage of federal financial aid the student earned prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s)

Students who receive Federal Title IV Aid and withdraw from all of their courses before the 60 percent date of the semester, as determined by the Office of Financial Aid, will owe a repayment to the institution and/or the U.S. Department of Education.

- The District returns Title IV funds in the following order, up to the net amount disbursed from each source:
  1. Unsubsidized Direct Loans (other than Direct PLUS Loans)
  2. Subsidized Direct Loans
  3. Direct PLUS Loans
  4. Federal Pell Grants for which a Return is required
  5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
  6. Iraq and Afghanistan Service Grant, for which a return of funds is required

### **Accounting Requirements:**

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

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

A student shall become ineligible for a California College Promise Grant if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

### **Misrepresentation**

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the California College Promise Grant until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that

students are advised about the student support services available to assist them in maintaining and reestablishing California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a California College Promise Grant due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of California College Promise Grant due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9 subdivision (c).

### **Baccalaureate Degree Applicants**

Students enrolled in a baccalaureate program must apply for the California College Promise Grant (CCPG) fee waiver through the FAFSA or California Dream Act application. Per Education Code section 78042(c), students who wish to apply for a CCPG waiver must submit either a Free Application for Federal Student Aid (FAFSA) or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.