

**SAN DIEGO CITY COLLEGE**  
**2009-2010 TERMS OF AGREEMENT**

**5-TERMS**

**Please read the entire form, answer the questions, sign your name, date and return the form back to the Financial Aid Office.**

1. You are encouraged to sign up on Reg-e to have your financial aid payments deposited directly into your bank account. Otherwise, your Financial Aid check(s) will be mailed to your home address or P.O. Box. Your check status will only be changed to on campus pick up based on exceptional circumstances and only for one semester. Your payment status will be changed back to mail after the semester is over.

2. A new federal regulation now limits how long you can receive a Federal Pell Grant from all colleges. If you first received a Pell Grant after July 1, 2008, there is an 18 semester limit or until you earn a Bachelor's Degree, whichever comes first.

3. The Financial Aid Office **reserves the right** to verify all documents submitted for your file along with information provided on your FAFSA **at any time**. During the verification process, it may be determined that additional documentation or information is needed due to conflicting information. No further processing will be done on your file until the additional information is provided. This verification process may delay the final determination of your eligibility especially if corrections or other information are required.

4. Federal regulations require you and/or your parents to file the appropriate Federal Tax Return if your income exceeds the IRS filing requirements. Failure to file a Federal Tax Return when required by the IRS and to submit a copy to our office will stop all aid processing.

5. You must enroll in and **maintain** at least one (1) class at San Diego City College (SDCC) or ECC every semester in order to receive aid from SDCC. Only classes in the San Diego Community College District (SDCCD) are counted towards your enrollment status. **You can only receive aid from one college/school at a time.**

6. If you enroll in less than 12 units per semester your Pell Grant, ACG and Cal Grant payments are reduced. Pell Grant disbursements will be frozen on a set date each semester based on your enrollment status as of that date. If you add units after these dates or after you have been packaged with aid, you **will not** receive any increased or additional payments. If you are awarded during the semester and the semester freeze date has passed, your enrollment status will be determined and frozen based on the date of your actual disbursement. **Please refer to the Payment Dates section on our website for more information.**

7. The full-time enrollment status for all students is 12 units per semester for Fall and Spring. There are no exceptions including students certified by DSPS for less than 12 units.

8. If eligible, a portion of your Pell Grant will be set aside for use at the SDCCD Bookstores to purchase your books and supplies at the start of each semester. The bookstore award will depend on your enrollment status and the amount of your Pell Grant award. The remainder of your Pell Grant will be paid in two installments during each semester with the 1<sup>st</sup> disbursement including any unused amounts from the bookstore. **Please refer to the Payment Dates section on our website for more information.**

9. If you are enrolled in **all late start classes** (classes not starting the first week of the regular semester), your Grant and Loan payments will be delayed until after you begin attending the late start classes. Grant payments made for classes that you never attend will result in an overpayment or a reduced 2<sup>nd</sup> disbursement.

10. If you are a non-resident student and eligible for a Pell Grant, it will be applied to your non-resident tuition and fees. **You must pay the balance of any tuition and fees still due within the required timeframe or you will be administratively dropped from all classes.**

11. You must pay all fees including the Health fee, if applicable, by the payment deadline or you will be dropped from all classes.

12. Direct Loan payments will be made if you are officially enrolled in and currently attending 6 or more units. Late classes that have not officially started will not be counted towards your current enrollment status. You must maintain continuous half-time enrollment (6 or more units) for the entire loan period to receive your loan check. Example: If you drop/withdraw below 6 units in Fall 2009, your check for Spring 2010 may be canceled and you must re-apply for a new loan. If you are a first time, first year borrower, your initial loan payment must be delayed at least 30 days after the start of the semester. **Please refer to the Payment Dates section of our website for more information.**

13. Your academic history will be reviewed each time you apply for financial aid even if you have not received financial aid before. To be in "Good Standing" for Financial Aid, you must meet all of the standards of Satisfactory Academic Progress (SAP):

- Have a 67% or greater completion rate based on the total number of units completed versus units attempted in the SDCCD
- Have a cumulative GPA of 2.0 or higher in the SDCCD
- Have attempted less than 90 units or less from all colleges attended (an official academic transcript must be received by SDCCD)
- Have not earned an Associates Degree or a higher degree

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14. If you do not meet these SAP standards, you will be "Disqualified" from financial aid. The complete SAP standards are published in the 2009-2010 Financial Aid Bulletin or on our website under "How to Qualify for and Keep Your Financial Aid". If "Disqualified", you may file a financial aid appeal if you have extenuating circumstances. An Educational Plan is required for all appeals.

15. If you owe any type of emergency loan, your financial aid check(s) will be held for pick up at the A.S. Cashier window in D-106. You must endorse your check and any remaining balance will be refunded to you after deducting the emergency loan amount. This refund process may take one to two days to be completed after you endorse the original check.

16. You will not be eligible for aid if you owe a repayment or overpayment on a Pell Grant, SEOG, or any other grant from any college.

17. You will not be eligible for any Federal aid if you are in "Default" on a Stafford, Direct, PLUS, SLS, or Perkins Loan or other loans from any institution. You may regain eligibility by providing proof that you have made satisfactory repayment for six (6) consecutive months, consolidated, or paid your loan(s) in full. You may then regain eligibility for federal grants and loans. You must continue to make your monthly payments. You may need to provide proof every year that you have maintained your monthly payments. If you miss a payment, you will become ineligible and you will have to make payments for 12 consecutive months to regain eligibility for any Federal aid.

18. You will promptly notify the appropriate Office(s) of any changes to your information, including, but not limited to:

- Change of name or social security number (Financial Aid and Admissions, A-112)
• Change of address or phone number (Admissions)
• Receipt of outside financial aid or resources or receipt of financial aid from another college (Financial Aid)
• Attendance at another college while enrolled at San Diego City College (Financial Aid)

19. Official Academic transcripts from all prior colleges attended are required to determine your financial aid eligibility. You must request transcripts if they are not already on file or if your prior transcripts do not include your most recent attendance.

20. If you receive a federal grant or loan and you drop or withdraw from all classes before the 60% point of the semester, you may owe a repayment. You must repay the amount in full within 45 days of notification or a hold will be placed on your Financial Aid, SDCCD and national records. If you fail to respond or comply, you will be ineligible for any Federal aid from SDCC or any other college and your repayment will be turned over to the U.S. Department of Education for collection. Please refer to the Return of Title IV Funds section of our website for more information.

21. If you are enrolled in a Self-paced class (open entry, open exit), you will only receive enrollment credit and financial aid for the very first semester of enrollment provided you enroll by the semester freeze date. If you continue the class into the next semester, you will not receive enrollment credit again and the class will not count towards your payment determination for financial aid for the next semester.

SUPPLEMENTAL QUESTION (TO BE ANSWERED BY ALL STUDENTS)

22. Where will you live during the 2009-2010 school year? With parents \_\_\_\_\_ Away from parents \_\_\_\_\_

STUDENT CERTIFICATION

Your signature certifies that you have read this form completely and understand the Terms of Agreement. For more information, go to our website at http://www.sdccity.edu/studentresources/financialaid/default.asp.

Warning: If you purposely give false or misleading information on any forms submitted for financial aid eligibility, you may be fined, be sentenced to jail, or both.

Print Name \_\_\_\_\_ CSID# \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Prior Name \_\_\_\_\_

FINANCIAL AID OFFICE USE ONLY

Rev 4/16/09

YU1 Other Campus Awards: No \_\_\_\_\_ Yes \_\_\_\_\_ SU1 ShseTyp: OK \_\_\_ P \_\_\_ O \_\_\_ Clear Eval Dte/Set R \_\_\_\_\_

Terms Logged In: RCVD: Counter \_\_\_\_\_ Mail \_\_\_\_\_ Fax \_\_\_\_\_ File Complete \_\_\_\_\_ Staff Init \_\_\_\_\_ Date \_\_\_\_\_

BU4 Change Campus \_\_\_\_\_ Tech Init \_\_\_\_\_ Date \_\_\_\_\_