

SAN DIEGO CITY COLLEGE
2008-2009 TERMS OF AGREEMENT

5-TERMS

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

1. The Financial Aid Office is exploring the possibility for students to have the option to have their financial aid payments deposited directly into their checking or savings account. Further information will be forthcoming. Otherwise, your Financial Aid check(s) will be mailed to your home address unless you request for your check(s) to be picked up on campus.
2. **Important Notice:** Federal regulations require all students and/or parents to file the appropriate Federal Tax Return with the IRS. If you or your parents do not complete and submit to our office a Federal Tax Return and you or your parents were required to file by IRS guidelines, you will not be considered for aid.
3. 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.
4. If you enroll in less than 12 units per semester your Pell Grant 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 2008-2009 Award Letter Guide for the exact dates your enrollment level will be frozen.***
5. The full-time enrollment status for all students is 12 units per semester for Fall and Spring. There are not any exceptions for any students including those certified by DSPS for less than 12 units.
6. 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. ***Please refer to your 2008-2009 Award Letter Guide for more specific information and exact disbursement dates.***
7. If you are enrolled in all late start classes (classes not starting on the first day of the semester), your Grant and Loan payments will be delayed until after you actually begin attendance in the late start classes. Grant payments made for classes that you never attend will result in an overpayment or a reduced 2nd disbursement.
8. If you are a non-resident student and eligible for a Pell Grant, it will be applied to your non-resident tuition and fees. ***If there is a balance still due, you must pay the balance of tuition and fees within the required timeframe or you will be administratively dropped from all classes.***
9. You must pay all required fees including the Health fee, if applicable, by the payment deadline or you will be administratively dropped from all classes.
10. 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 2008, your check for Spring 2009 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 will be delayed a minimum of 30 days after the start of the semester. ***Please refer to the 2008-2009 Direct Loan Guide for more detailed information.***
11. 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 91 units from all colleges attended (an official academic transcript must be received by SDCCD)
 - Have not earned an Associates Degree or a higher degree
12. If you do not meet these SAP standards, you will be "Disqualified" from financial aid. The complete SAP standards are published in the 2008-2009 Financial Aid Bulletin or the brochure "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. If approved, you may be eligible for a Pell Grant and/or a Federal Direct Loan. You will not be considered for Federal Work Study or Federal SEOG. Appeals submitted after a semester is over will not be approved and awarded retroactively to the prior term. The appeal decision is final.

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13. If you owe an 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.

14. You will not be eligible for aid if you owe a repayment or overpayment on a Pell Grant, SEOG, or SSIG program from any college.

15. You will not be eligible for any Federal aid if you are in "Default" on a Stafford, Direct, PLUS, SLS, or Perkins Loan 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. If required, 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 then have to make payments for twelve (12) consecutive months to regain your eligibility for any Federal aid.*

16. 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 requested verification information is provided. This review process may delay the final determination of your eligibility if corrections or other information is needed.

17. 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 other financial assistance or resources or receipt of aid from another college (Financial Aid)
- Attendance at another college while enrolled at San Diego City College (Financial Aid)

18. **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.**

19. It is highly recommended that you open a checking or savings account in order to cash your Financial Aid checks with the least amount of problems. Financial Aid checks are issued from a Wells Fargo branch account.

20. If you receive a Pell Grant or SEOG 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 the 2008-2009 Award Letter Guide 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. If you do not complete the class by the end of the first semester, you will not receive enrollment credit for the next semester and the class will not count towards your eligibility for financial aid the next semester.

SUPPLEMENTAL QUESTION (TO BE ANSWERED BY ALL STUDENTS)

22. Where will you live during the 2008-2009 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.

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 4/8/08

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 _____