

## **Financial Aid Rights and Responsibilities**

### **General Conditions of Financial Assistance**

- San Bernardino Valley College reserves the right to revise the student's financial aid package due to lack of necessary state or federal funding.
- Academic progress, corrections or changes in the data reported to the college by a parent and/or student, receipt of additional awards by non-college sources, unintended error, student changes enrollment status, changes in residency status or other reasons in accordance with federal regulations may modify a student's financial aid packaged.
- You must be enrolled for the completion of each term to receive a full financial aid award and agree that if you withdraw or cease to carry the required number of units you must arrange with the Financial Aid Office to repay any aid advanced for which you are no longer eligible.
- Financial Aid is provided to students seeking a degree, transfer status or certificate. Students who do not meet the minimum SAP standards, as outlined in the SBVC SAP Policy, could result in loss of eligibility for aid. A copy of the Financial Aid Satisfactory Academic Progress Policy is distributed to all aid recipients online at [www.valleycollege.edu/sap](http://www.valleycollege.edu/sap) and in person upon request.
- Regardless of the amount of financial aid that is listed on your award letter, you are expected to have a certain amount of cash to defray immediate expenses such as books, supplies and personal expenses at the beginning of each semester.
- The BOG Fee Waiver is a waiver of enrollment fees and is not funding disbursed to students.
- The San Bernardino Valley College Financial Aid Office reserves the right to review, modify or cancel financial aid offered at any time during the award year due to changes in a student's financial aid status, eligibility for financial aid, including but not limited to, Satisfactory Academic Progress.
- Financial Aid awards may be void, cancelled or modified in one or more of the financial aid awards if the aid offered was based on any error in determining eligibility, whether or not the error was made by you (the student) or the Financial Aid Office.
- Beginning July 1, 2012 student receiving federal Pell are limited to six years (12 full time semesters) or full time equivalent (600%) of aid. Once you have received 600% of Pell, you will no longer be eligible for additional Pell grant funds at San Bernardino Valley College or any other college/university, regardless of completion of program of study or Bachelor's Degree.
- Federal aid recipients who withdraw or are dropped from all classes are subject to federal regulations regarding the Return of Title IV Funds. Students who withdraw or are dropped from all classes who have completed more than 60% of the enrollment period are subject to these rules. Calculations will be determined based on the date of complete withdrawal or drop. Calculations will determine the amount of aid a student was eligible for.
- Students who withdraw from courses after receiving federal financial aid may be required to repay a portion or all of the aid disbursed to them.
- If you receive a grant and withdraw from one or more of your classes, you may owe money back to the federal government.
- You are to use any funds disbursed to you from the Pell Grant, FSEOG, Federal Work Study or any state grants for expenses connected with your education only.



FINANCIAL AID OFFICE

### **Rights of Financial Aid Recipients**

- The student has the right to know what financial aid assistance is available at San Bernardino Valley College, including information on all Federal, State and Institutional financial aid programs.
- The student has the right to know all deadlines for submitting applications for each of the available financial aid programs.
- The student has the right to know how financial aid eligibility is determined, including how the Cost of Attendance (COA) (which includes tuition and fees, room and board, transportation, books, supplies and personal /miscellaneous expenses) is subtracted from the Expected Family Contribution (EFC) to determine financial need.
- The student has the right to know what resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of determining his/her Expected Family Contribution (EFC).
- The student has the right to know how much of his/her financial need, as determined by the institution, has been met.
- The student has the right to request an explanation of the various awards in his/her student aid package.
- The student has the right to know the school's refund policy.
- The student has the right to request reconsideration of his/her financial aid package if the student feels that a mistake has been made in determining eligibility, and or special circumstance.
- The student has the right to know how the school determines whether he/she is making Satisfactory Academic Progress, and the results of not meeting these standards.
- The student has the right to know if he/she is eligible to apply for a Federal Work Study job, if offered, he/she has the right to know the required work hours, job duties, rate of pay, and how and when paychecks are received.

### **Responsibilities of Financial Aid Recipients**

- The student must complete all application forms accurately and submit them in a timely matter to the Financial Aid Office.
- The student is responsible to comply with the deadlines for application or reapplication for aid.
- The student must provide correct information. The intentional misreporting of information on financial aid application forms is a violation of the law and is considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- The student must return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which an application was submitted.
- The student must report to the Financial Aid Office any additional financial resources received by him/her during the period of his/her financial aid award.
- The student is responsible for reading and understanding all forms that he/she is asked to sign and it is recommended that a copy be maintained for recordkeeping.
- The student must accept responsibility for all agreements that he/she signs.
- The student is responsible for maintaining Satisfactory Academic Progress (SAP) as published in the San Bernardino Valley College SAP Policy.
- The student must perform the work that he/she has agreed upon in accepting Federal Work-Study or regular student employment.
- The student should be aware of the school's refund and withdrawal policy.