

Ventura County Community College District (VCCCD) Financial Aid Policy and Procedures Manual 2022-2023

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FOREWORD

This Financial Aid Policy and Procedures Manual is intended to act as a guide for financial aid administration at each college within the Ventura County Community College District (VCCCD). It contains guidance, which is essential in achieving equity and efficiency in the allocation of financial aid resources to eligible students.

Deviation from these policies and procedures may be made upon consultation with the financial aid office and/or district administration so long as aid is administered in accordance with the applicable federal and state regulations. Any exceptions should be documented.

This manual is used in conjunction with the federal student aid (FSA) Handbook, Cal Grant Manual, California College Promise Grant program, William D. Ford Federal Direct Loan program manual and other reference documents and tools that are used to ensure compliance with all financial aid programs administered.

PRINCIPLES AND POLICIES OF FINANCIAL AID ADMINISTRATION

The primary goal of the financial aid professional is to help students achieve their educational goals through financial support and resources. National Association of Student Financial Aid Administrators (NASFAA) members are required to exemplify the highest level of ethical behavior and demonstrate the highest level of professionalism. NASFAA's Board of Directors last updated the following guidelines in November 2017.

We, financial aid professionals, declare our commitment to the following Statement of Ethical Principles.

Financial aid administrators shall:

Advocate for students

- Remain aware of issues affecting students and continually advocate for their interests at the institutional, state, and federal levels.
- Support federal, state, and institutional efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school. \

Manifest the highest level of integrity

- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Deal with others honestly and fairly, abiding by our commitments and always acting in a manner that merits the trust and confidence others have placed in us.
- Protect the privacy of individual student financial records.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.

Support student access and success

- Commit to removing financial barriers for those who want to pursue postsecondary learning and support each student admitted to our institution.
- Without charge, assist students in applying for financial aid funds.
- Provide services and apply principles that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Understand the need for financial education and commit to educating students and families on how to responsibly manage expenses and debt.

Comply with federal and state laws

- Adhere to all applicable laws and regulations governing federal, state, and institutional financial aid programs.
- Actively participate in ongoing professional development and continuing education programs to ensure ample understanding of statutes, regulations, and best practices governing the financial aid programs.
- Encourage colleagues to participate in the financial aid professional associations available to them at the state, regional, or national level and offer assistance to other aid professionals as needed.

Strive for transparency and clarity

- Provide our students and parents with the information they need to make good decisions about attending and paying for college.
- Educate students and families through quality information that is consumer-tested when possible. This includes (but is not limited to) transparency and full disclosure of award notices.
- Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.
- Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.
- Strive to ensure that the cost of attendance components is developed using resources that represent realistic expenses.

Protect the privacy of financial aid applicants

- Ensure that student and parent private information provided to the financial aid office by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).
- Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, award, and administration of aid awarded under Title IV of the Higher Education Act, state aid, or aid awarded by eligible institutions.

Refer to NASFAA's Code of Conduct, Enforcement Procedures, as well as the Ethical Principles, Code of Conduct and Enforcement Procedures Q&A for more information about NASFAA's ethical guidelines and how they are enforced. The Code of Conduct was last updated by a vote from NASFAA's Board of Directors in November 2020, and published in January 2021. Subject to enforcement procedures that went into effect July 1, 2015.

VCCCD's MISSION STATEMENT

District Vision Statement

The Ventura County Community College District will become the leader in the development of high quality, innovative educational programs, and services. Keeping in mind that students come first, we will model best practice in instructional and service delivery, student access, community involvement, and accountability.

District Mission Statement

Ventura County Community College District provides students, in its diverse community, with access to comprehensive quality educational opportunities that support student learning and student success.

VCCCD FINANCIAL AID ADMINISTRATION

Administrative Standards

VCCCD adheres to the requirements provided in the authorizing statutes and the applicable program regulations under Title IV of the Higher Education Act of 1965 and its amendments.

Institutional Responsibilities

Each participating institution is responsible for the ongoing operation of the programs on its own campus. It is the financial aid administrator's duty to ensure that eligible students receive the proceeds of these programs in accordance with the provisions of the law, the Agreement signed by the Secretary of Education and the institution's chief administrative officer, and other criteria as may be established by the Secretary. The financial aid administrator must accomplish the above with sensitivity to the overall mission of the institution.

Additional General Responsibilities

These include:

- Adequate dissemination of accurate information relative to types of aid programs and comprehensive educational costs (direct and indirect)
- Application procedures
- Evaluation of student applications
- Determination of need

- Packaging to meet student's need
- Notification of application and award status
- Financial aid counseling
- Revision of student awards as appropriate
- Maintenance of records

Conflict of Interest (COI)

To ensure integrity in the administration of financial aid programs, Financial Aid Officers will take measures to identify, disclose, and take appropriate action whenever a conflict of interest exists. VCCCD Financial Aid Staff will be required to complete a COI annually.

See Appendix A- VCCCD Code of Conduct/Conflict of Interest Policy:

Statement of Ethical Principles and Code of Conduct

District Financial Aid Accounting Responsibilities

The District Financial Aid Accounting Office is responsible for the submission of applications for federal funds and fiscal operations reports to the Department of Education. Additional responsibilities include but are not limited to issuing Federal Work Study (FWS) checks, Pell Grant reporting, cash management, reconciliation of funds, and performing internal audits.

Audits and Program Reviews

An independent annual audit of aid programs will be conducted according to standards set by the U.S. Department of Education's Inspector General (refer to the Department of Education's Audit Guide and the Accounting and Record keeping Manual).

STUDENT ELIGIBILITY

The VCCCD Financial Aid Offices administer a variety of federal and state financial aid programs to assist students with their education cost. To be considered for these programs, students must complete the Free Application for Federal Student Aid (FAFSA) or the California Dream Act application (CADAA) annually and submit any requested documentation to the Financial Aid Office at their primary college within prescribed deadlines as outlined in the FSA Handbook and/or the California Student Aid Commission (CSAC).

Financial aid is awarded equitably to eligible financial aid applicants; award amounts will not exceed the maximums allowed in accordance with federal/state regulations. The Financial Aid Office has the right to modify awards subject to the availability of funds.

Consortium Agreements

A consortium agreement was entered into by Moorpark College (MC), Oxnard College (OC), and Ventura College (VC), all colleges of the VCCCD, on the 8th day of May 2012. This agreement pertains to elements

related to student Financial Aid operations at MC, OC, and VC as defined by Section 668.19. Student Aid General Provisions, and is considered in effect beginning November 1, 2011, until otherwise canceled.

See Appendix B – Financial Aid Consortium Agreement

Primary College

The student is considered enrolled in VCCCD. The application for admission determines the Primary College choice. At the time of the receipt of the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) the Financial Aid Office may reassign the Primary College as needed. The school that will grant the degree or certificate will be the same as the Primary College.

Eligibility for aid and disbursement of aid will be based on the assignment of Primary College at the time of the award and will remain the same for the duration of the academic year. The assignment of the Primary College may be changed on a case-by-case basis at the end of a term.

To receive federal financial aid, a student must be enrolled in and pursuing an eligible program 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 programs can be found on the financial aid website of the student's assigned primary college.

Satisfactory Academic Progress Standards

The VCCCD Financial Aid Offices establish Standards of Academic Progress (SAP), (34 Code of Federal Regulations Section 668.34), in accordance with Title IV federal regulations. VCCCD Financial Aid Offices will ensure that a student's academic progress is monitored, implemented, and documented as required. To be eligible for financial aid, students must meet or exceed these standards. The standards apply to all financial aid recipients and to all college coursework taken including coursework taken from outside colleges if that course work has been submitted and appears on the VCCCD transcript at the time of term SAP calculation. Any coursework from outside colleges or changes to the transcript after the current term SAP calculation will take effect in the next subsequent SAP calculation term. Failure to maintain these standards may result in loss of financial aid eligibility. Students' academic progress is reviewed on a term-by-term basis in accordance with federal regulations.

See Appendix C- Satisfactory Academic Progress Standards

Flexibilities and Waivers to Satisfactory Academic Progress Standards during the COVID-19 Pandemic

Verification

To apply for federal financial aid, a student submits a Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS). VCCCD is required to verify certain information provided by a student/parent on the FAFSA. Applications requiring review are flagged by CPS. In addition, VCCCD is required to select and verify any application that contains incorrect or discrepant information. [34 CFR 668.54(a) (3)]; [34 CFR 668.16(f)]

The regulations in Subpart E (sections 51 to 61 of Part 668 of the Title 34 of the Code of Federal Regulations) govern the verification by institutions of information submitted by applicants for student

financial assistance under the subsidized student financial assistance programs.

In accordance with the provisions of Subpart E, VCCCD has established and uses written policies and procedures for verifying an applicant's FAFSA information. These policies and procedures include:

The time within which an applicant must provide any documentation requested by the College.

- The consequences of an applicant's failure to provide the requested documentation within the specified time.
- The method by which the Colleges notify an applicant of the results of its verification if, because of verification, the applicant's EFC (Expected Family Contribution) changes and results in a change in the amount of the applicant's assistance under the title IV, HEA (Higher Education Act) programs.
- The procedures the Colleges will follow itself or the procedures the Colleges will require an applicant to follow to correct FAFSA information determined to be in error; and
- The procedures the Colleges will follow for making referrals to the Office of Inspector General

Institutional Responsibility: The College must require an applicant whose FAFSA information is selected for verification to submit supporting documentation to verify specified data elements of his/her FAFSA unless the applicant qualifies for a federal exclusion. (See Exclusions from Verification.)

Applicant Responsibility: If the College requests documents or information from an applicant under this Subpart E, the applicant must provide the specified documents or information.

Selection of Applicants

- **Standard Selection:** As stated previously, to apply for federal financial aid a student submits a FAFSA to CPS+. The CPS selects which applications are selected for verification. Data-based statistical analysis is used to select for verification those applicants with the highest probability of error on their FAFSA submissions. The CPS sets a Verification Flag on the student who processed the FAFSA report to indicate that the student's record was selected for verification. The processed FAFSA is also known as the Student Aid Report (SAR).
- **Customized Selection:** The U.S. Department of Education's long-range goal for verification is a customized selection approach based on the data provided by each applicant on the FAFSA. When fully implemented, this process will identify, for a selected applicant, only the FAFSA information that requires verification based upon that applicant's data. Transition to a customized verification process is expected to continue over multiple award years. Moving toward this customized approach, the CPS will also use a Verification Tracking Flag to place an applicant selected for verification into one of three Verification Tracking Groups. (See Information to be Verified.)
- **Update or Correction Selection:** An aid applicant should be aware that an update or

correction to his/her FAFSA may trigger the CPS to select the application or additional data elements for verification. In this case, the College must require the applicant to submit any additional documentation needed to complete the verification process.

- **Institutional Selection:** The College has the authority and responsibility to select an application for verification if there is reason to believe that an applicant's FAFSA information is inaccurate and/or contains conflicting information. The student will then be required to submit documentation to clarify the accuracy of the FAFSA data and/or to resolve the conflicting information.

Exclusions from Verification

Federal regulations stipulate that the College need not verify an applicant's FAFSA information if:

- the applicant dies.
- The applicant does not receive assistance under the title IV, HEA programs for reasons other than failure to verify FAFSA information.
- the applicant is eligible to receive only unsubsidized student financial assistance; or
- the applicant who transfers to the institution, had previously completed verification at the institution from which he or she transferred, and applies for assistance based on the same FAFSA information used at the previous institution, if the current institution obtains a letter from the previous institution—
 1. stating that it has verified the applicant's information; and
 2. providing the transaction number of the applicable valid ISIR.
- the applicant was selected for verification after ceasing to be enrolled at the College and all (including late) disbursements were made

Further, unless the College has reason to believe that the information reported by a dependent student is incorrect, it need not verify the applicant's parents' FAFSA information if:

- the parents are residing in a country other than the United States and cannot be contacted by normal means of communication.
- both parents or the custodial parent has died.
- the parents cannot be located because their contact information is unknown and cannot be obtained by the applicant; or
- both applicant's parents are mentally incapacitated

Lastly, unless the institution has reason to believe that the information reported by an independent student is incorrect, it need not verify the applicant's spouse's information if:

- the spouse is deceased;
- the spouse is mentally incapacitated;

- the spouse is residing in a country other than the United States and cannot be contacted by normal means of communication; or
- the spouse cannot be located because his or her contact information is unknown and cannot be obtained by the applicant.

College policy regarding federal exclusions:

Verification requirements will be waived for the federal exclusions listed above provided the College receives supporting documentation pertaining to the applicable exclusion by our published verification deadlines.

Notification

A student whose FAFSA information is selected for verification will be notified of his/her selected status as follows:

- The CPS will notify the student of his/her Student Aid Report (SAR). Next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells the applicant that he/she will be asked by the College to provide documentation for verification; and
- VCCCD will send an email notification to a student selected for verification by the CPS or by the College. Follow up notifications will continue until either the student has submitted all documents required for verification or the deadline for submission has been reached.

College email notifications sent to a student whose FAFSA information is selected for verification will include:

- A link to the College's student financial aid web site: <http://my.vcccd.edu>. This site allows the student to view all documentation and create an online account needed to satisfy the verification requirements and complete his/her financial aid file; and
- The student's responsibilities with respect to the verification of FAFSA information, including the deadlines for completing any actions required under this subpart and the consequences of failing to complete any required action.

Information to be Verified

For each award year, the Secretary of Education publishes in the **Federal Register** a notice announcing the FAFSA information that an institution and an applicant may be required to verify. The notice also specifies what documentation is acceptable for verifying FAFSA information. The individual verification items that an applicant must verify are based upon the *Verification Tracking Group* to which the applicant is assigned as listed in the chart below:

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
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V1	Standard Verification Group (Tax Filers)	<ul style="list-style-type: none"> Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of IRA Distributions Untaxed Portion of Pensions IRA Deductions & Payments Tax Exempt Interest Income Education Credits Number of Household Members Number in College
V1	Standard Verification Group (Non-Tax Filers)	<ul style="list-style-type: none"> Income Earned from Work Number of Household Members Number in College
V4	Custom Verification Group	<ul style="list-style-type: none"> High School Completion Status Identity/Statement of Educational Purpose
V5	Aggregate Verification Group	<ul style="list-style-type: none"> All items in V1 and V4
V6	Not currently in use	<ul style="list-style-type: none"> n/a

NOTE: Federal regulations stipulate that an institution may require an applicant to verify any FAFSA information that it specifies. On occasion, the College may require a student to verify any FAFSA information and provide reasonable documentation.

Acceptable Documentation

The documentation required for verification varies according to the specific FAFSA information being verified. A student selected for verification will need to submit the following acceptable documentation to the College to complete the verification process. If a student is unable to submit any of the required documents, he/she should contact the Financial Aid Office to discuss viable alternative acceptable documentation.

FAFSA Information	Acceptable Documentation
Household Size*	Verification Web Form
Number in College	Verification Web Form
AGI (Adjusted Gross Income) & U.S. Tax Paid	IRS (Internal Revenue Service) DRT**; or IRS Tax Return Transcript***; or a signed paper copy of IRS tax return
Untaxed Income (Tax Return Data)	IRS DRT**; or IRS Tax Return Transcript***; or a signed paper copy of IRS tax return

Non-Filer Work Income	Verification Web Form & IRS W-2 Forms; Non-Tax Filer Statement & IRS W-2 Forms
High School Completion	High School Diploma or transcript; GED certificate or transcript; homeschooled credential or transcript; or academic transcript showing two-year program completion
Identity/Statement of Education Purpose	Original government-issued photo identification (ID) such as a passport or a driver's license and Identity and Statement of Educational Purpose document
Other Information	Other documentation as specified by the CPS or the College

***Household Size:** the number of household members for dependent students must now include both of a dependent student's legal (biological or adoptive) parents if the parents live together, regardless of the marital status or gender of the parents.

****IRS Data Retrieval Tool (DRT):** The IRS DRT is the fastest, easiest, and most secure method of meeting verification requirements. To verify tax data, the U.S. Department of Education and the College encourage students and parents to use the IRS DRT to import data from their tax return directly to the FAFSA, either at the initial FAFSA filing or through the FAFSA correction process. For the retrieved data to be acceptable documentation of tax data, it is necessary that neither the student nor the parents change the data after it is transferred from the IRS.

Under the following conditions the IRS DRT is NOT available (all apply to both students and parents):

- the person did not indicate on the FAFSA that the tax return has been completed;
- the applicant or applicant's parents had a change in marital status after the end of the IRS tax year on December 31, of the appropriate year.
- the person has been a victim of identity theft (See Victim of Identity Theft below.);
- the person filed a tax filing extension with the IRS (See Tax Filing Extensions below.);
- the person filed a Puerto Rican or foreign tax return (See Foreign Tax Filers below.);
- the person is married and filed the tax return either as head of household or married filing separately;
- in all instances, when the dependent student's legal parents are unmarried and living together;
- neither married parent entered a valid SSN (Social Security Number) on the FAFSA;
- a non-married parent or both married parents entered all zeros for the SSN on the FAFSA; or
- the person who filed the tax return as married and has now separated, divorced, married someone else, or been widowed.

*****IRS Tax Return Transcript:** If a student or parent cannot or will not use the IRS DRT, they must provide a transcript obtained from the IRS that lists tax account information of the tax filer for tax year.

Requesting a Tax Return Transcript

A student or parent may request an IRS Tax Return Transcript from the IRS, free of charge, in one of the following ways:

- online by downloading an immediate PDF at <http://www.irs.gov/Individuals/Get-Transcript>;
- by mail after submitting an online request at <http://www.irs.gov/Individuals/Get-Transcript>;

- by submitting a telephone request by calling 1-800-908-9946
- by mail after submitting a paper request form (IRS Form 4506T-EZ or IRS Form 4506-T)

Flexibilities and Verification Waivers during the COVID-19 Pandemic

The flexibility that permits an institution to accept verification documentation required to validate a student's Title IV eligibility (including for the purpose of collecting the Statement of Educational Purpose (SEP) to complete the requirements of tracking groups V4 and V5) that has been signed and photographed and submitted to the school electronically, such as by email or text message attachment.

The other verification flexibility explained in earlier Electronic Announcements are also extended through the end of the first payment period that begins after the date that the COVID-19 national emergency is rescinded. None of the verification waivers are award year-specific and apply to any award year for which an institution may be performing verification.

Victims of Identity Theft

When the IRS determines a tax filer has been or was a victim of identity theft, it will not allow him/her to use the IRS DRT process or get a tax return transcript until the matter has been resolved, which can take up to a year for complex cases. For a tax filer who is a victim of identity theft, the College will accept for verification:

- a Tax Return Database View (TRDBV) transcript obtained from the IRS by calling the IRS's Identity Protection Specialized Unit (IPSU) toll-free number at 800-908-4490; and
- a statement signed and dated by the tax filers indicating that they were victims of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

Filing an Amended Return

A student or parent who files an amended return cannot use the IRS DRT process. Instead, he/she may submit to the Financial Aid Office:

- an IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that include all the income and tax information required to be verified; and
- a signed copy of the amended tax return (IRS Form 1040X) that was filed with the IRS.

On occasion, the College may also require that the student or parent submit an IRS tax account summary of the amended tax return.

Tax Filing Extensions: A student or parent who has been granted a tax filing extension must provide a copy of IRS Form 4868, *Application for Automatic Extension of Time to File U.S. Individual Income Tax Return*. The tax filer must also provide copies of all IRS W-2 Forms and a signed draft copy of the federal tax return to the Financial Aid Office. The College may also require submission of a copy of the completed

(and signed) tax return before aid is disbursed to the student's account.

Foreign Tax Filers: A student or parent who filed an income tax return other than an IRS form, such as a foreign or Puerto Rican tax form, must use the income and tax information (converted to U.S. dollars) from the lines of that form that correspond most closely to the income information reported on a U.S. income tax return to complete the FAFSA. Foreign tax filers cannot use the IRS DRT process and, therefore, must submit signed copies of their foreign tax returns translated into English with U.S. dollar equivalencies to the Financial Aid Office.

Non-filers: A student or parent not required to file a U.S tax return must submit the College Verification Worksheet or the Non- Tax Filer's Statement and copies of all IRS W-2 Forms to verify income earned from work. If an individual who is required to submit an IRS W-2 Form is unable to obtain one in a timely manner, the College may permit that individual to provide a signed statement that includes:

- the amount of income earned from work;
- the source of that income; and
- the IRS Form W-2 is not available in a timely manner.

If the College questions a claim that the tax filer has not, will not, and is not required to file an IRS income tax return, the College must require the applicant to submit a "Verification of Non-filing Letter" from the IRS that the tax filer did not file an IRS income tax return. The request for "Verification of Non-filing Letter" can be obtained by the tax filer requesting an IRS Tax Return Transcript as outlined above.

Deadlines and Failure to Submit Documentation

Requested verification documentation must be submitted to the Financial Aid Office by the deadlines posted for that award year by the U.S. Department of Education in the [Federal Register](#), i.e., the earlier of 120 days (about 4 months) after the student's last date of attendance for the current award year or the stated date within the Federal Register.

The College will not award or disburse Federal Student Aid (FSA) until the verification process is complete. The verification process is complete when the College has received all requested documentation and a valid processed FAFSA report is on file including any necessary corrections to the report.

If the student does not provide the verification documentation or the College does not receive the valid processed FAFSA report by the deadline, the student forfeits his/her Pell grant for the award year.

Updating FAFSA Information

A student cannot update FAFSA information that was correct as of the date the application was signed because the FAFSA is a "snapshot" of the family's financial situation as of that date. For example, if a student's family sold some stock after signing the FAFSA and spent the proceeds on an automobile or home improvement, the student cannot update the FAFSA to reflect a change in assets. After the FAFSA is signed, only certain items can be updated under the conditions listed below.

1. **Dependency Status Change:** If a student's dependency status changes at any time during the award year, the student must update FAFSA information, except when the update is due to a change in the student's marital status.
2. **Verification of Household Size or Number in College:** An applicant whose FAFSA information is selected for verification of household size or number in college must update those items to be correct as of the date of verification, except when the update is due to a change in the student's marital status.
3. **Marital Status Change:** The College may require a student to update FAFSA information under paragraph (1) or (2) of this section for a change in the student's marital status if the College determines that the update is necessary to address an inequity or to reflect more accurately the student's ability to pay.

Correcting Errors on the FAFSA

Although a student cannot update FAFSA information that was filed correctly, except under limited conditions as listed-above, errors made on the original FAFSA must be corrected.

As stated previously, to apply for federal aid a student submits a Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS). The FAFSA is submitted through the online process and the student receives from the CPS an electronic summary of his/her processed FAFSA known as the Student Aid Report (SAR)

An electronic summary of a student's original FAFSA and any corrected FAFSA information will be sent from the CPS to the College. Once received, all FAFSA data, Verification Web Forms, and any supplemental verification documents will then be reviewed by the College to verify the accuracy of the student's FAFSA information and to calculate his/her eligibility for need- based financial aid.

If a student's FAFSA information changes because of the College's verification process, the College will:

- submit for processing changes to the FAFSA information determined to be in error*;
- recalculate the student's Federal Pell Grant based on the recalculated EFC;
- adjust the student's financial aid package based on the recalculated EFC; and
- notify the student in writing (by email) of any change to his/her financial aid package.

****Note: Although the College will be able to submit most changes to FAFSA information, on occasion it may be necessary for the student to submit changes directly to the CPS. In such cases, the College will notify the student in writing (by U.S. mail or email) as to which data items must be corrected by the student and submitted for processing to the CPS.***

Referral of Fraud Cases

Students and parents are advised that the College must and will refer to the Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with FAFSA applications. Common misconduct includes false claims of independent status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.

Academic Qualifications

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate or another state-sanctioned test or diploma-equivalency certificate;
- has completed homeschooling at the secondary level as defined by state law; or
- has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law if state law does not require a homeschooled student to receive a credential for their education.

The Consolidated and Further Continuing Appropriations Act, 2015, provides alternatives for students in an “eligible career pathway program” to meet the high school completion requirement.

Ability-to-Benefit (ATB) Alternatives

Eligibility of Other Students without a High School Diploma (Grandfathered Students)

Students who were enrolled in an eligible program of study prior to July 1, 2012, may continue to establish Title IV eligibility in any eligible program under one of the ATB alternatives by using the grandfathering test established in the FSA Handbook (Volume 1-Student Eligibility) – Chapter 1 – School-Determined Requirements.

Students who do not have a high school diploma or its equivalent and are beyond the age of compulsory education (18 in California) are not eligible to receive financial aid. The Financial Aid Office will determine if the student meets the criteria to use a Department of Education approved Ability to Benefit test.

The *FAFSA Simplification Act* (Act) was enacted into law as part of the *Consolidated Appropriations Act, 2021*. The Act makes many significant changes to the *Higher Education Act of 1965* (HEA) and the Free Application for Federal Student Aid (FAFSA®). Two changes referred to by this DCL (Dear Colleague Letter) include amending Sec. 484 of the HEA to remove:

- The requirement that male students register with the Selective Service before the age of 26 to be eligible for federal student aid under Title IV of the HEA (Title IV); and
- Suspension of eligibility for Title IV aid for drug-related convictions that occurred while receiving Title IV aid.

2022-2023 Award Year

- For the 2022-2023 award year, we will enhance implementation of the removal of Selective

Service and drug conviction requirements for federal Title IV eligibility. Similar to the 2021-2022 award year:

- The Selective Service and drug conviction questions (as well as the option to register with the Selective Service via the FAFSA) will remain on the FAFSA;
- Failing to register with the Selective Service or having a drug conviction while receiving federal Title IV aid will no longer affect a student's Title IV aid eligibility; and
- Institutions will still see Comment Codes 30, 33, or 57 for Selective Service issues and Comment Codes 53, 54, 56, or 58 for drug convictions, which institutions must ignore and may not use as a reason to deny Title IV aid to a student.
- However, for the 2022-2023 award year, the Department will include language in the Comment Codes stating that no further action is necessary on the part of the student or the institution.

Conflicting Information

Regardless of verification status, the financial aid staff has the authority to request sufficient documentation needed to resolve conflicting information [34 CFR 668.54(a) (3)]; [34 CFR 668.16(f)].

Student Educational Plan (SEP)

It is the student's responsibility to enroll in courses that count toward his or her program of study. Students are strongly encouraged to make an appointment with an academic counselor to create a personalized Student Educational Plan (SEP). The Financial Aid Office may, at any time, require a student to meet with an academic counselor and develop a SEP.

FEDERAL FINANCIAL AID PROGRAMS

Federal Pell Grants

Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. Federal Pell grants are awarded to all eligible students who meet the application deadlines as published in the [Federal Student Aid Handbook](#).

Additional Pell Grant Eligibility

Section 401(b)(8) of the Higher Education Act of 1965 (HEA), as added by section 310 of the Department of Education Appropriations Act, 2017 (Title III of Division H of P.L. 115-31, the Consolidated Appropriations Act, 2017), a student may be eligible to receive Federal Pell Grant (Pell Grant) funds for up to 150 percent of the student's Pell Grant Scheduled Award for an award year.

To be eligible for the additional Pell Grant funds, the student must be otherwise eligible to receive Pell Grant funds for the payment period and must be enrolled at least half-time, in accordance with 34 CFR 668.2(b), in the payment period(s) for which the student receives the additional Pell Grant funds more than 100 percent of the student's Pell Grant Scheduled Award.

For a student eligible for the additional Pell Grant funds, the institution must pay them all their eligible

Pell Grant funds, up to 150 percent of the student's Pell Grant Scheduled Award for the award year. Note that the provisions of the new law state that any Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Used (LEU) in accordance with section 401(c)(5) of the HEA.

Crossover Payment Periods

A crossover payment period includes June 30 and July 1, overlapping two award years. If a student enrolls in a crossover payment period, the institution must consider the crossover payment period to occur entirely within one award year and must have a valid Student Aid Report (SAR) or valid Institutional Student Information Record (ISIR) for the selected award year. The choice of which award year the institution assigns to a crossover payment period ("header" or "trailer") can be made on a student-by-student basis, and the crossover payment period may be assigned to a different award year than the award year used for the student's other Title IV aid for that period. See Volume 3 of the Federal Student Aid Handbook for additional information on crossover payment periods.

Although institutions have the flexibility to assign crossover payment periods to either of the relevant award years, the law provides that an institution must make the assignment "as it determines is most beneficial to students." Therefore, that decision should be based on what is in the best interest of the student and maximizes the student's eligibility over the two award years.

Pell Grant Scheduled Award and Additional Pell for the Same Payment Period

An institution must follow the normal rules for awarding and disbursing Title IV aid when calculating the additional Pell Grant award for the payment period. A payment period may include awards from both the initial Pell Grant Scheduled Award and from the additional Pell Grant award. When the calculated award for a payment period is greater than the remaining balance of an initial Pell Grant Scheduled Award, the award for the payment period is that remaining balance plus an amount from the additional Pell Grant award for the award year.

Under certain circumstances, students may be eligible to receive **Pell** Grant funds in the **summer** term as well as in the fall and spring (resulting in receiving 150% of the original award). This situation is referred to as "year-round **Pell**." VCCCD may consider the summer term as a header or trailer term for awarding purposes.

Pell Grant Lifetime Eligibility

A Pell Grant Eligible student has 6 years (12 full-time semesters) of total Pell Grant lifetime eligibility. All the years each student has received the federal Pell Grant will be counted toward the 6 years, regardless of when the student began receiving aid. A student becomes ineligible to receive a Pell Grant as soon as they reach 600% of their Pell Grant or the equivalent of 6 full time years.

A student who is nearing or has exceeded his or her Pell Grant Lifetime Eligibility is notified by the Federal Processor and the Financial Aid Office. The Financial Aid Office will continue processing each student's remaining Pell Grant eligibility unless the student notifies the Financial Aid Office not to do so. If a student is close to 600% and does not want to utilize the Pell Grant at VCCCD, the student must notify the Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based federal grant awarded to undergraduate students with the most exceptional need. Other students considered for FSEOG are non-resident students and students in specialized programs with high costs (i.e., Dental Hygiene, Rad-Tech, Fire Tech, Psych Tech, Nursing, and EATM).

[Flexibilities and Waivers during the COVID-19 Pandemic*](#)

Federal Work-Study Program (FWS)

FWS is awarded to students who have unmet need and have indicated a desire for FWS. FWS is awarded on a first-come, first-served basis. To promote continuity and support retention, priority may be given to returning students who were awarded FWS in the prior award year. Also, of note and per Board Policy [BP 7270], when hiring student workers, preference shall be given to student applicants up to 26 years of age who are, or have been, dependent children in foster care. The Financial Aid Office reserves the right to cancel FWS awards for students who do not accept their offer of FWS or are not placed in an FWS position in a prescribed time.

Half-time enrollment must be maintained to be eligible to work.

FWS wage rates are established according to the district's pay rate schedule.

See Appendix D - Student Pay Structure and Student Payroll Calendar

[Flexibilities and Waivers during the COVID-19 Pandemic *](#)

William D. Ford Federal Direct Loan Program

VCCCD participates in the William D. Ford Federal Direct Loan Program. The U.S. Department of Education is the lender for this Program. Direct Loans include Subsidized and Unsubsidized Student Loans and Parent Loans for Undergraduate Students (PLUS). Loans must be repaid with interest, so it is important for students to understand their rights and responsibilities as a borrower. All borrowers must complete Loan Entrance/Exit Counseling in accordance with federal regulations. VCCCD is under contract with the National Student Loan Clearinghouse (NSLC) for enrollment verification.

Federal law specifies annual loan limits on Federal Direct Loans based on the year in college and the dependency status. To be considered as a second-year student, a student must have completed 30 college level units toward his/her program of study.

Maximum Loan Limits:

Dependent Student			
Grade Level	Base Amount	Additional Unsubsidized	Total
1 st Year	\$3,500	\$2,000	\$5,500
2 nd Year	\$4,500	\$2,000	\$6,500
Undergraduate Aggregate Loan Limit \$31,000 (No more than \$23,000 may be Subsidized)			

Independent Student			
Grade Level	Base Amount	Additional Unsubsidized	Total
1 st Year	\$3,500	\$6,000	\$9,500
2 nd Year	\$4,500	\$6,000	\$10,500
Undergraduate Aggregate Loan Limit \$57,500 (No more than \$23,000 may be Subsidized)			

Annual Interest Rates for subsidized loans and unsubsidized loans are available each July 1 from the Department of Education.

Parent Loan for Undergraduate Students (PLUS):

To apply, a student must complete an online PLUS Loan Request and Authorization to Check Credit Form at www.studentaid.gov. The maximum annual award for PLUS is determined by the student's Cost of Attendance (COA) minus any resources the student has been awarded. Eligibility is contingent on approved credit. The Department of Education will check when the parent applies for the loan. The interest rate for Direct PLUS Loans is a fixed rate established and set by the Department of Education and is available July 1 of each year. Interest is charged on Direct PLUS Loans during all periods, beginning on the date of the loan's first disbursement.

Federal Direct Loan Disbursements

Direct Loans are issued to students in multiple disbursements. Direct Loan borrowers will be charged loan origination fees deducted from the loan proceeds and used to cover the costs of loan defaults and other administrative costs of the Direct Loan Program. After the loan has been originated, the student will receive a Loan Disclosure Statement with pertinent information regarding his loan, including disbursement dates, deducted fees, and net disbursement amounts. Disbursement dates that appear on the Direct Loan Disclosure Statement are approximate dates. The student should allow two additional weeks of processing time from the date that appears on his Direct Loan Disclosure Statement.

Half-time enrollment must be maintained and verified before each loan disbursement. First-year, first-time loan borrowers may have a 30 day (about 4 and a half weeks) hold on their first loan disbursement.

A student's right to cancel

Before a student's loan money is disbursed, the student may cancel all or part of the loan by notifying the school. After loan money is disbursed, the student may notify the school in writing that they want to cancel all or part of the loan within 14 days or by the first day of the school's payment period, whichever is later.

If the student asks the school to cancel all or part of the loan outside the time frames described above,

the school may process the cancellation request, but is not required to do so.

Within 120 days of the date the school disbursed the loan money (by crediting the loan money to the student's account at the school, by paying it directly to the student, or both), the student may return all or part of the loan. Students should contact their servicer for guidance on how and where to return loan money.

[Flexibilities and Verification Waivers during the COVID-19 Pandemic](#)

DIRECT LOAN QUALITY ASSURANCE

Monthly Reconciliation Procedures

Review School Account Statement (SAS). Compare the Ending Cash Balance on the SAS with the school's internal records, ensuring that any discrepancies are resolved, and document any reason for a positive or negative balance.

Review Net Cash Receipts vs. Booked Disbursements. Compare the Net Cash Receipts (the funds that the G5 payment system has delivered to your school, minus any Refunds of Cash made by your school's business office) to the Net Booked Disbursements (the actual disbursement amounts that your school's financial aid office has reported to and have been accepted by the COD (Common Origination and Disbursement) system, including any downward adjustments).

Review the Cash Summary Report. Once your school received the SAS, compare the Cash Summary data to the corresponding totals in your school's financial aid and business office systems. The Cash Summary Report shows the Ending Cash Balance and totals for loan awards received by the COD system, and funds paid out through the G5 system. Use this report to quickly identify whether you have discrepancies with your funding data or your COD records, or both. Check the Net Drawdowns/Payments, which is Cash Receipts (funds drawn through G5) minus Refunds of Cash (funds returned through G5). Check the Total Net Booked Disbursements, which is Booked Disbursements minus Booked Adjustments. Identify and focus on any areas with discrepancies. If you can account for any remaining cash balance (positive or negative), then your reconciliation for the month has been completed.

Review the Cash Detail Section of the SAS. If you cannot reconcile the balances on the Cash Summary Report with your school's internal records, compare the SAS Cash Detail records to your school's records. This report includes Cash Receipts (drawdown funds) information transmitted by the G5 system to COD for that month. It also includes Refunds (of Cash) information from the G5 system. Refunds are reported for the month in which G5 transmitted the information to COD. Compare this information directly to the school's internal business office records, such as bank statements and canceled checks. Note and resolve all discrepancies. If you are not able to resolve the discrepancies reviewing the Cash Detail Section of the SAS, you should continue the reconciliation process by using other resources such as the Loan Detail Information discussed in the bullet below.

Review the Loan and/or Disbursement Detail Section of the SAS. The monthly Loan Detail includes all actual disbursement information and adjustments that have been accepted by COD during that month, based on the date the individual transaction books at COD (Disbursement Booked Date). Compare the

information on the SAS Loan Detail to the information in your school's financial aid and business office systems. Your school's internal records are where you are most likely to find information that has not been transmitted to COD, or transactions that have been assigned to the wrong award year.

Look for awards, Master Promissory Note (MPN), or disbursement records that have not been accepted by COD. If you are not able to resolve all discrepancies, a useful tool for identifying unbooked loans is the 30-day Warning Report (Message class DIWR-OP). Check this report for loans that are missing a necessary component to book the loan (missing origination record, MPN, or first disbursement). There are several ways to review your school data by generating reports from your own software vendor (generate a basic list of awards, MPN, and/or first disbursement transactions with status flags). You can also use reports available such as the List Status Report. With this report, you can look for transactions where any of the status flags are not in "A" (Accepted) status.

Review disbursements made by the business office. One other method to assist you with reconciliation if you cannot resolve discrepancies is to review your business office disbursement records (credits to student accounts) for any discrepancies between loan disbursement records, compared to the actual disbursement information in your financial aid office system, and to the actual disbursements shown on the SAS.

Program Year Closeout Procedures

Import and review the YTD School Account Statement. This statement summarizes the total balances for cash receipts, returns of excess cash, and booked disbursements. Compare these totals to the internal records kept by your office. If the YTD SAS and internal records show a balance of \$0, then your school is considered to have successfully closed out the given program year. If the balances match, but show a balance of anything other than \$0, your school should determine what transactions need to be forwarded to or imported from the COD system to complete the closeout.

Import and review the Loan Detail File. If the balance on the YTD SAS and the school's balance do not match, your school should import the Loan Detail file. This file provides loan and cash information at the loan level. Compare these amounts to your internal loan records to determine why the balances do not match. If cash transactions are not accounted for, you should contact the COD School Relations Center to determine if drawdowns or returns of cash were allocated to a different program year. If returns of cash were allocated to the wrong award year, your school should use the G5 Web site to reallocate the cash to the correct program year.

Review and confirm your school's \$0 balance through the COD Website to be considered officially closed out.

Program Year Closeout Complete When

Your school and COD (YTD SAS) each show a cash balance of \$0, indicating that the school has accounted for all Direct Loan funds received from ED.

All COD transaction records match up to all Direct Loan transactions in your school's financial aid and business office systems.

All remaining unbooked records have been booked or reduced to \$0, so that the SAS Cash Summary reflects \$0 Total Net Unbooked Disbursements.

- Your school has zeroed out any unused pending/anticipated disbursements.
- Your school has adjusted the loan period dates to ensure no payment periods/terms for which a disbursement was not made are removed.
- Your school has reduced the loan amount to indicate the actual disbursements.

School Balance Confirmation:

- The Financial Aid Officer will certify the school's internal cash ending balance as zero in COD.
- The Department will send a Program Year Closeout letter to the schools President and the Financial Aid Officer
- SAS and other reports will no longer be sent to the school

Flexibilities and Verification Waivers during the COVID-19 Pandemic

STATE FINANCIAL AID PROGRAMS

California Dream Act Application (CADAA)

The California Dream Act allows undocumented students, DACA (Deferred Action for Childhood Arrivals) recipients (valid or expired), U Visa holders and students under Temporary Protected Status (TPS), who qualify for a non-resident exemption under Assembly Bill 540 (AB 540), Senate Bill 2000 (SB 2000) and Senate Bill 68 (SB 68), to receive certain types of financial aid such as: private scholarships funded through public universities, state administered financial aid, university grants, community college fee waivers, and Cal Grants. In addition, the California Dream Act allows eligible students to pay in-state tuition at any public college in California.

Who can apply for the California Dream Act?

Students who live in California and meet the eligibility requirements for a non-resident exemption, as well as students who have a U Visa or TPS status, can use the California Dream Act application (CADAA). Similarly, students without Social Security Numbers or students who have lost DACA status (or never applied for DACA), may still be eligible. The full language of the law and eligibility requirements is stated in CA Education Code 68130.5.

What are the non-resident exemption requirements?

Students must meet all four (4) requirements to be eligible

1. Time and coursework requirements

- High school attendance in California for three or more years, OR
- Attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of

those schools. OR

- Attainment of credits earned at a California adult school, OR
- Credits earned at a California Community College, OR
- A combination of the schools is listed above

2. Degree or unit requirements (completion of either of the following):

- Graduation from a California high school or the equivalent (GED, HISET, CHSPE, TASC)
- Attainment of an associate degree from a California Community College
- Fulfillment of the minimum transfer requirements from a California Community College to a UC (University of California) or CSU (California State University) campus

3. Register or enroll in an accredited and qualifying California college or university

4. Submit a signed “Non-Resident Exemption” Request

California College Promise Grant (CCPG)

The Board of Governors of the California Community College system offers a fee waiver program for low-income residents of California who are attending a community college. The California College Promise Grant will waive all per-unit enrollment fees for an eligible student. It may also waive a portion of parking permit fees.

To qualify for a California College Promise Grant, a student needs to be classified as:

- a resident of California, AB 540 student, AB 1899 Victims of Trafficking, Domestic Violence, and other Serious Crimes, AB 2000 or AB 801 Homeless Youth by the College Admissions and Records Office
- Meet [income criteria](#) by meeting one of the following:
 - Providing proof of receiving monthly cash assistance from TANF/CalWORKs, SSI/SSP or General Assistance (or, if a dependent student, their parent(s) receive this assistance) or
 - Establishing their income (or their parent's income, if they are a dependent student) was within set income standards for the California College Promise Grant or
 - Completing a [FAFSA \(Free Application for Federal Student Aid\)](#) or [California Dream Act application](#) and have remaining "financial need" or
 - Being a Congressional Medal of Honor recipient (or dependent); being a dependent of a victim of the September 11, 2001 terrorist attack; having certification from the California Department of Veteran Affairs or the National Guard Adjutant General; being a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty that you are eligible for this waiver, having documentation from the Department of Corrections and Rehabilitation of having been exonerated of a crime by writ of habeas corpus or pardon, or having documentation of record of being a dependent/spouse/Registered Domestic Partner of a deceased physician, nurse or first responder who died of COVID-19 during the COVID-19 pandemic state of emergency in California.

Students who file a FAFSA or California Dream Application will be automatically considered for the CCPG and are not required to file a separate CCPG application.

Cal Grant Program

Cal Grant recipients are selected by the California Student Aid Commission (CSAC). To apply for a Cal Grant, applicants must submit the FAFSA or California Dream Application and a Cal Grant GPA (Grade Point Averages) Verification form by March 2nd of the prior academic year. Applicants who miss the March 2nd priority filing deadline may have a second opportunity to compete for a Cal Grant by filing the FAFSA and GPA Verification form by September 2nd.

For applicants who qualify to have their GPA certified through VCCCD, an electronic file is submitted to CSAC.

Cal Grant B Entitlement Award

Every graduating high school senior who has at least a 2.0 GPA, meets the financial and academic requirements, and files the FAFSA or California Dream Application and GPA Verification form by the March 2nd deadline will receive a Cal Grant B Entitlement award.

Cal Grant B Competitive Award

Other eligible applicants who have at least a 2.0 GPA may apply for a Cal Grant B Competitive award. Selection is based on a composite score that takes into consideration the family's income, assets, parents' educational level, GPA, and other factors.

Cal Grant C

Cal Grant C is a competitive grant award available to eligible students who are pursuing a vocational degree program. Cal Grant C recipients are selected by CSAC.

Cal Grant Awards for Students with Dependents (SWD)

Cal Grant students with dependent children attending a California Community College campus may be eligible for an access award of up to \$6,000 for qualifying Cal Grant A and B recipients and up to \$4,000 for eligible Cal Grant C recipients.

A) Dependent children must be under 18 years of age and receive more than 50 percent of their support from the student. The Commission has a self-certification process for the students.

B) Institutions are required to resolve any conflicting information regarding student eligibility prior to disbursing payments.

Disbursements to Students

Cal Grant payments are based on the school's Pell Recalculation Date (PRD). If the semester has ended, payments are based on students completed units for that term.

If the school does not receive a valid ISIR prior to the PRD, the school must use the enrollment

status from the later of the PRD to perform their initial Cal Grant payment calculation.

The school will ensure all Cal Grant recipients have sufficient need prior to disbursement.

Renewal of Cal Grants

If an applicant has already received a Cal Grant, whether he or she is receiving payments or it is on reserve status, they do not need to submit a verified Cal Grant GPA to renew the award for the next year. However, they do need to submit the FAFSA or California Dream Act Application for each academic year of renewal. Applicants must meet income, assets, and minimum need criteria to be considered for a renewal Cal Grant Award.

Cal Grant Qualifying Institution Disclosure – Licensure Passage Rates

Per California Assembly Bill (AB) 2086, VCCCD provides access to California license examination passage rates for graduates of VCCCD programs that require California licensure. Data will continue to be updated as California licensing and/or regulatory agencies make the data electronically available. Information regarding California license examination passage rates can be found on each college website below.

Moorpark College

<http://www.moorparkcollege.edu/departments/student-services/financial-aid/licensure-exam-pass-rates>

Oxnard College

<https://www.oxnardcollege.edu/departments/student-services/financial-aid-office/about/ca-license-passage-rate>

Ventura College

<http://www.venturacollege.edu/departments/academic/california-license-exam-rates>

Student Success Completion Grant (SSCG)

Students can receive up to \$8,000 in additional financial assistance if they are enrolled full-time at a California community college and meet eligibility requirements. To determine eligibility, students must complete the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application.

Funds for the SSCG grant are appropriated by the Office of the Chancellor of the California Community Colleges. The financial aid office determines student eligibility for this grant based on the student receiving the Cal Grant B Access Award or Cal Grant C, full time enrollment of 12 units or more, and the student must be meeting Satisfactory Academic Progress standards.

Eligible Cal Grant recipients can get an additional \$1298 if they are enrolled in at least 12 units, or \$4,000 if they are enrolled in at least 15 units a semester. Semester payments are up to \$4000 per primary term not to exceed \$8000 annually.

Chafee Grant Program

The California CHAFEE Grant Program awards up to \$5,000 annually to eligible foster youth and former foster youth to use for college courses or vocational school training. The Financial Aid Office disburses CHAFEE grants in accordance with the regulatory statutes of this program.

Refund of State Funds

State funds include any source of funding received from the California Student Aid Commission (CSAC). This includes, Cal Grant B, Cal Grant C, and CHAFEE Grant.

1. Students who withdraw from courses prior to the Pell Recalculation Date (PRD) of the semester, will have their pending disbursements cancelled and adjusted in the Web Grant system. No further state disbursement will be made when this occurs.
2. Students who withdraw after the PRD of the semester will not be required to return any funds to state programs. The students file will be notated of the withdrawal. The Web Grant system will be updated accordingly.
3. The Web Grant System and Banner will be reconciled. This reconciliation will be documented in Banner and within the student's financial aid record.
4. In the event of an over award, funds are adjusted in Web Grants and the District/College will repay the California Student Aid Commission accordingly. If the student owes a balance, the college collects payment from the student. If a balance is owed from the student, a hold will remain on the students account until the debt is repaid in full.

OUTSIDE AID AND OTHER RESOURCES

Alternative/Private Loans

Private loans are funded by banks, credit unions or other private lending institutions. Private loans serve as a private funding resource, but typically do not include many of the benefits that federal student loans do, such as deferment provisions, fixed interest rates, and income-based repayment plans. The Financial Aid Office requires all students who are considering private loans to first submit a FAFSA and learn about their eligibility for federal loans before applying for a private loan. Private loans, along with other aid and educational resources, can never be more than the cost of attendance.

AB 721

AB 721 requires that schools disclose to the private loan applicant that Federal Direct Loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans (possibly private loans) are not required to provide. In addition, Federal Direct Loans are available to students regardless of income or credit worthiness.

Applying for a Private Loan

As a rule, students should only consider obtaining a private educational loan if they have maxed out the Federal Stafford Loan. Undergraduate dependent students should also compare costs with the Federal Direct Parent Plus Loan, as this loan is usually much less expensive and has better repayment terms. Students who do opt to apply for a private loan should consider factors such as the fees the lender charges to make the loan, the interest rate, repayment terms and deferment options.

Many banks offer private loans; students are advised to visit the banks' websites for further instructions and applications. All required paperwork should be completed and returned directly to the lender. Students should be aware that they may need a co-signer as these loans are credit based.

Generally, the **minimum** private loan amount a student can request is \$1,000. The **maximum** that can be borrowed is the student's Cost of Attendance (COA) minus any financial aid, which includes Direct Loans. The amount borrowed cannot exceed the student's budget, or cost of attendance, as determined by the school.

Additional factors students for consideration:

- Private loan applicants must be U.S. citizens or permanent residents.
- Lenders are required by federal law to collect the Private Loan Certification Form.
- Because private loans are credit based, a co-signer may be needed. Credit-based loans may be denied; if so, the student should contact their lender for information on resolution options that may be available.
- Most lenders require a minimum half-time (6.0 units) enrollment.

Scholarships

Students are required to notify the Financial Aid Office of any outside resources received. The Scholarship or Foundation Office at each campus notifies the Financial Aid Office of students awarded and the amount of the scholarship(s). This amount is used as a resource when calculating the student's need.

STUDENT COST OF ATTENDANCE

Cost of Attendance (COA)

COA is reviewed each year to establish student budgets. As a guide in developing student budgets that are reflective of annual expenses incurred by the students, the college confirms its standard costs are in parity with guidelines for student budgets in the state of California by reviewing those published by CSAC and in alignment with local colleges and universities.

Appropriate coordination of awards will be made to ensure that the amount of aid offered and disbursed will not exceed the student's COA.

Assigning Student Budgets

- A "With Parent Budget" is assigned to students who report on the FAFSA that they are living at home (with Parents).
- An "Off Campus budget" is assigned to students who report on the FAFSA that they are living away from home.
- A student will be assigned an appropriate "Less Than Half-Time Budget" if it is determined that they intend to enroll less than half-time for the duration of the award year.
- A student will be assigned an appropriate "Out of State Budget" if they report on the FAFSA that they are not a California Resident and/or Admissions and Records have determined the student not to be a California Resident.

See Appendix E - VCCCD Cost of Attendance

Adjustments to Student Budgets

Adjustments to student budgets are considered for students with unusual expenses or circumstances as allowed by regulations.

When the student's program of study necessitates unusual expenses, which exceed the standard budgets, (e.g., Nursing, Radiology Technology, Dental Hygiene, etc.) a fixed increase in the student's budget is allowed.

Students with Disabilities

Expenses will be considered for students with disabilities who require special accommodation or special equipment related to their disability that is not covered by another source.

Dependent Care

Reasonable dependent care costs can be included in the student's budget when adequate documentation is provided indicating dependent care expenses are being incurred which are not covered by another source. Students who document actual expenses that are verified by the dependent care provider may have their budget increased to reflect actual dependent care costs.

Computer Allowance

Computer costs will be considered on a case-by-case basis with appropriate documentation in accordance with federal regulations.

See Appendix F - Budget Adjustment Form

Professional Judgment / Dependency Override

The Financial Aid Office has the authority to use Professional Judgment to declare a student independent. This may apply to situations where a dependent student has no contact with parents due to abuse, abandonment, estrangement, neglect, or cases where physical or emotional welfare is jeopardized by contact with the parents. In such cases, written documentation must be provided from an objective third party (e.g., minister, psychologist, social worker, high school counselor, etc.) or an individual that can attest to the student's situation, as well as a personal statement from the student and/or additional supporting documentation (e.g., court documents) if available.

All circumstances and reasons for Professional Judgment decisions made by the FAO/Specialist are documented.

Special Circumstances

Standard need analysis methodology assesses the prior year's income. Because each family's circumstances may change drastically from year to year, special circumstances may occur that impact a family's ability to contribute toward post-secondary education expenses. If the circumstances warrant, the Financial Aid Office staff have the authority to exercise Professional Judgment in accordance with federal regulations.

For a student's income adjustment to be considered, the student/parent(s)/spouse must provide adequate documentation that demonstrates a reduction in income or other resources. Documentation may include but is not limited to a statement of circumstances that explains the reason for the loss of income, tax returns which show a reduction in income, and earnings to date or other sources of taxable or untaxed income. Specific required documentation may vary depending on the nature of the circumstances.

When special circumstances exist and are sufficiently documented, the Financial Aid Officer (FAO)/Specialist may render a Professional Judgment decision which impacts the student's eligibility for financial aid.

DISBURSING FINANCIAL AID

Financial aid is awarded based on the following enrollment:

ENROLLMENT STATUS	UNITS
Full time	12 or more units
Three-quarter time	9 to 11.75 units
Half-time	6 to 8.75 units
Less Than Half-time	.25 to 5.75 units

- Financial aid is awarded and disbursed weekly for newly eligible students based on attending hours.
- Pell Grants are disbursed in two disbursements for Fall and Spring and in one or more disbursements for Summer based on attending hours.
- Cal Grant B and Cal Grant Care disbursed in two disbursements for Fall and Spring based on attending hours.
- FSEOG and SSCG are disbursed once per semester as eligibility is determined, when funding is available, and based on attending hours.
- Direct Loans are disbursed in accordance with federal regulations. To qualify, students must be enrolled in a minimum of 6 units. The enrollment status will be verified at the time of Direct Loan Origination and based on attending hours.
- Federal Work Study paychecks are disbursed twice per month.
- Alternative Loans are disbursed in accordance with the private lenders' requirements.

Attending Hours

VCCCD disburses financial aid based on attending hours. Therefore, the start date of classes will dictate how much a student will receive in each disbursement(s).

Award Notifications/Revisions

Students are notified of their financial aid award offer via an Award Notification Email. An email will be sent when there is an award revision resulting in an adjustment of the student's award. Increases and decreases of Federal Pell Grant awards due to change in enrollment status will automatically be revised up until the Pell Recalculation Date (PRD). Pell Recalculation Dates are posted on each college's website.

Pell Recalculation Date

The Pell Recalculation Date (PRD), in financial aid terms, is the date that the Financial Aid Office will freeze enrollments for all disbursed Federal Pell Grant recipients. On the PRD, the financial aid system will lock a disbursed student's enrollment (units).

However, if the student's payment for the term is being disbursed in a subsequent payment period, a student's financial aid is based on coursework completed and passed according to our Satisfactory Academic Progress Standards in the term.

For the Summer semester there is no PRD, one payment of Pell based on attending hours, and no recalculation.

Repeatability

Federal regulations prevent the Financial Aid Office from paying for a course that has been passed and repeated more than one time. For a repeated course to be counted towards a student's enrollment status for financial aid purposes, they may only repeat a previously passed course once (a total of two attempts). If a student enrolls in a previously repeated and passed course for a third time, this course will not count towards the student's enrollment for financial aid purposes. The State of California Community Colleges under Title V also has its own set of rules for Course Repetition Policy.

BankMobile Disbursements

VCCCD partners with BankMobile to disburse* financial aid. VCCCD students expecting to receive a financial aid disbursement will receive a Refund Selection Kit from BankMobile **by email** on file with VCCCD.

Financial Aid Refunds will be processed by BankMobile Disbursements according to a student's preference. If a student has not selected a disbursement/refund choice, financial aid will be delayed. Students may choose to set up electronic deposit to an existing bank account, or they may choose to set up refunds to a debit card provided by *BANKMOBILE*.

*Note: BankMobile uses the word "refund" and Financial Aid uses the word "disbursement" for the financial assistance that a student is eligible to receive. Students who have opted to have their fees paid via their refund will have this amount automatically deducted from their Financial Aid refund.

See Appendix G - Title IV Authorization Process

INSTITUTIONAL REFUNDS OF TUITION AND FEES

Refunds to students are calculated according to the institutional refund schedule.

Overpayments / Overawards

If an overpayment occurs, and the overpayment cannot be corrected by adjusting subsequent payments within the same award year, the student will be notified of the overpayment and given the opportunity to repay the amount owed. If the student does not successfully repay the overpayment, notification of overpayment will be submitted to the National Student Loan Data System (NSLDS).

When a Pell overpayment has been identified, the FAO/Specialist will try to correct the overpayment in accordance with federal, state, and/or institutional guidelines. To prevent or reduce the economic hardship of the student's obligation to repay aid when an overpayment exists, the FAO/Specialist will first attempt to award campus-based funds if the student is eligible. The FAO/Specialist will also attempt to increase the student's COA if circumstances justify an increase, which can be documented.

Institutional Error

If the overpayment is a result of an institutional error, the District Accounting Office will be instructed to reimburse the appropriate program(s) and the Financial Aid Office will bill the student. The institution will only accept payment in full by cashier's check, money order, credit or debit card or cash. VCCCD exercises its option to collect from the student any funds VCCCD is obligated to return, and such funds required will become an obligation on the student's account for which the student will be responsible. This obligation is not reported to the Department of Education and simply remains as an obligation on the student's VCCCD account. Services such as registration and transcripts will be prohibited until this obligation is satisfied. Unpaid balances will be reported to the Chancellor's Office Tax Offset Program (COTOP) and state return refunds or lottery winnings may be used to offset this obligation.

Student Error

If the overpayment is a result of a student error, the student will be notified in writing of the overpayment and given 30 days to repay the overpayment. The institution will only accept payment in full by cashier's check, money order, credit or debit card or cash. Any repayment plans must be arranged with the Department's Debt Collection Service. The overpayment will be reported to NSLDS.

[Flexibilities and Verification Waivers during the COVID-19 Pandemic](#)

RETURN OF TITLE IV FUNDS

Federal financial aid ("Title IV funds") is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from VCCCD after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the student receives less federal student aid than the amount earned, VCCCD offers a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement.

The financial aid staff will identify students that have withdrawn from courses on a weekly basis to ensure that calculations are processed in a timely manner. The financial aid staff will identify students on the SFRNOWD (Banner R2T4 report) and on the Argos reports that have been created to capture students that have withdrawn.

Withdrawal Date

The withdrawal date established by VCCCD is the date used by the Financial Aid Office to determine the point in time that the student is considered to have withdrawn so the percentage of the payment period or period of enrollment completed by the student can be determined. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment completed.

The following procedures will be utilized to determine when the student withdrew and to recalculate the amount of Federal Student Aid a student is eligible to receive.

Determination of Withdrawal or Failure of Classes

The amount of federal student aid earned by the student will be recalculated if the student:

- completely withdraws from the College, or
- ceases attendance in classes before the semester is completed, or
- does not complete all classes for the semester, or
- fails all classes for the semester, or
- fails and drops all classes for the semester

Determination of Withdrawal Date

The withdrawal date used for official withdrawals for the R2T4 calculation will be:

- the official date of withdrawal as recorded by Registrar's Office

The withdrawal date used for unofficial withdrawals for the R2T4 calculation will be:

- the last date of attendance (LDA), as recorded by the institution
- if an LDA is unavailable, the midpoint of the semester will be used as the LDA

Process for Calculation of Amount of Title IV Aid Earned by Student

The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

If the day the student withdrew occurs when or before the student completed 60% of the payment period

or period of enrollment, the percentage earned is equal to the percentage of the payment period or period of enrollment that was completed. If the day the student withdrew occurs after the student has completed more than 60% of the payment period or period of enrollment, the percentage earned is 100%. When a student fails to earn a passing grade in any of their classes, VCCCD must assume, for Title IV purposes that the student has unofficially withdrawn, unless VCCCD can document that the student completed the period.

Post-Withdrawal Disbursement

If the student receives less federal student aid than the amount earned, VCCCD offers a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. Title IV grant funds from a post-withdrawal disbursement are credited to a student's account to pay for tuition and fees for the term for which the student is eligible for a post-withdrawal disbursement or are disbursed directly to the student.

VCCCD must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges and must notify the student no later than 30 calendar days after the date that VCCCD determines the student withdrew. VCCCD notifies students by letter that they are eligible for a post-withdrawal disbursement and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, VCCCD states that VCCCD is not required to make the post-Withdrawal disbursement if the student does not respond by the deadline.

Title IV Aid to be Returned: VCCCD and Student

If the student receives more federal student aid than the amount earned, VCCCD, the student, or both must return the unearned funds in a specified order as follows:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct Plus loans
4. Federal Pell Grants for which a return of funds is required.
5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

When a Return of Title IV funds is due, VCCCD and the student may both have a responsibility for returning funds. Funds that are not the responsibility of VCCCD to return must be returned by the student. VCCCD exercises its option to collect from the student any funds VCCCD is obligated to return, and such funds required will become an obligation on the student's account for which the student will be responsible. This obligation is not reported to the Department of Education and simply remains as an obligation on the student's VCCCD account. Services such as registration will be prohibited until this obligation is satisfied. Unpaid balances will be reported to the Chancellor's Office Tax Offset Program (COTOP) and state return refunds or lottery winnings may be used to offset this obligation.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student will be determined within 30 days after the student withdraws. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the Department of Education within 45 days following the

date of notification sent to the student. If the obligation is not resolved within the 45 days of the notification, the unearned funds, will be reported to NSLDS as an overpayment and the student will be ineligible for Title IV funds (such as Pell, FSEOG, Direct Loans and other federal aid) at any institution until this overpayment is resolved. Although a student may be eligible for a refund of fees from VCCCD the student may still be required to repay all or part of their Title IV aid.

Procedure to Return Funds

R2T4 calculations are performed on a weekly basis. When a return of funds to COD is required, the staff take the following measures:

- Recoup appropriate fund(s) in BANNER
- Funds are returned to COD on daily basis
- Staff reviews return of funds in both and COD and BANNER
- Staff prints appropriate proof and scans documentation into OnBase

Flexibilities and Verification Waivers during the COVID-19 Pandemic

FINANCIAL AID DATA PRIVACY

Ventura County Community College District protects the privacy of students in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), Higher Education Act of 1965(HEA), [Privacy Act of 1974](#) and [Gramm-Leach-Bliley Act](#).

Access to student records and documents must be controlled to ensure data integrity, security, and confidentiality. As a student at VCCCD, the confidentiality of a student's financial aid information is protected in accordance with the federal Family Educational Rights and Privacy Act (FERPA) of 1974. Unauthorized use, removal, defacement, or alteration of any physical record or computerized data is prohibited. Providing access to student records or information contained in these records to unauthorized persons is also prohibited. Under FERPA, VCCCD Financial Aid Offices have the authority to provide financial aid information to federal, state and VCCCD personnel who have a legitimate need to know this information. A student's information cannot be disclosed to other third parties (parent, spouse, third parties etc.).

See Appendix H - FERPA Policy

FRAUD

A student who attempts to obtain financial aid fraudulently may be suspended or expelled from VCCCD, and from all financial aid program eligibility, because of formal student disciplinary action taken by the college. VCCCD 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. VCCCD 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

APPENDICES

Appendix A: BankMobile Agreement

Appendix B: Budget Adjustment Form

Appendix C: Code of Conduct/Conflict of Interest

Appendix D: Consortium Agreement

Appendix E: Consent to Release Information

Appendix F: Cost of Attendance/Student Expense Budget

Appendix G: Disbursement Schedule

Appendix H: FERPA Procedures

Appendix I: FISAP Report

Appendix J: Gramm-Leach-Bliley Act

Appendix K: Hourly Student Pay Structure and Calendar

Appendix L: Instructional Calendar

Appendix M: Satisfactory Academic Progress Standards

Appendix N: Title IV Authorization

APPENDIX A**BANKMOBILE AGREEMENT****PURCHASE ORDER**

Invoice To:
Ventura County Community College District
761 E. Daily Drive, Suite 200
Camarillo, CA 93010
805-652-5500

**P0129045**

This number must appear on all
Shipping and Billing documents

DATE: May 20, 2022

Do not ship or deliver to any other person or place.

TO:

BankMobile Technologies Inc.
1015 Penn Ave Ste 103
Wyomissing PA 19610-2006

SHIP TO:

Ventura County Community College District
761 E. Daily Drive
Suite 200
Camarillo, CA 93010
ATTN: MON-FRI 1:00 - 4:30 P.M.

DELIVERY DATE REQUIRED		06/30/23		VENDOR NUMBER		BANTEC	
TERMS		net 30 days		PURCHASING CONTACT		Lisa Sorensen	
F.O.B.POINT				CONTACT PHONE #		805-652-5559	
ITEM	CATALOG NUMBER AND DESCRIPTION			QUANTITY	UNIT	UNIT PRICE	TOTAL
	Additional 4th year per agreement: 7/1/22-6/30/23 Email PO to Shawn Bochat/Marla Ward						
1	Annual Subscription-Refund Management			1.00	SVC	10,000.0000	10,000.00

NOTE:

By acceptance, Vendor agrees to all terms and conditions
printed on the front and back of this Purchase Order.

Material Safety Data Sheets required with Shipment when applicable.

James Zavas
Authorized Signature

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
TERMS AND CONDITIONS**

This purchase order contract includes the following terms and conditions and includes, but is not limited to, the published rules and regulations of Ventura County Community College District and the laws of the State of California, which are hereby incorporated by reference.

1. No alteration in any of the terms, conditions, delivery, price, quality, quantities, or specifications will be effective without the prior written consent of the Purchasing Department.
2. Delivery dates shown are dates the material is required at college, unless otherwise stated. Shipment by the Vendor must be in advance of these dates by the normal transit time required by the specified carrier. Time of delivery is of the essence. The District reserves the right to cancel any portion of this order due to untimely delivery. Neither party shall be liable for delays beyond their control. Should the Vendor have reason to believe that delivery cannot be made as specified, the District Purchasing Department shall be notified immediately.
3. Shipping Instructions: Unless otherwise specified hereon, all goods are to be shipped, prepaid, FOB destination. Where specific authorization is granted to ship goods FOB point of origin, Vendor agrees to prepay all shipping charges, route by cheapest method and bill the District as a separate item on the invoice for said charges. Each invoice listing shipping charges shall include the original or a copy of the prepaid freight bill (excluding postal charges). The District will refuse to accept any COD shipment.
4. All invoices, packing lists, packages, shipping notices, and any other written document affecting this contract shall contain the applicable purchase order number. Packing list(s) shall be enclosed with each and every shipment pursuant to this contract indicating the contents therein. Each container (box, bag, etc) shall show the purchase order number.
5. All articles ordered will be subject to final inspection and approval by the District after delivery, notwithstanding prior payment, it being expressly agreed that payment does not constitute final acceptance. Buyer may reject any article, which contains defective material or workmanship, or does not conform to specifications or samples. Rejected articles may be returned at the Vendor's risk and expense at the full invoice price plus applicable incoming transportation charges, if any.
6. Vendor warrants and represents that all the goods and materials contained herein are free and clear of all liens, claims or encumbrances of any kind whatsoever.
7. Vendor agrees to accept for credit, repair, or replacement, at no charge, any items received defective or proven defective during the agreed warranty period. Vendor agrees to be responsible for all transportation costs for return to the Vendor and, when repaired or replaced, the return to the college.
8. Invoices must be itemized to show quantity, unit price. All transportation charges must be prepaid and shown on invoice.
9. The District reserves the right to cancel all or any portion of the unshipped portion of the order without cancellation charges provided the Vendor fails to make shipment (allowing normal transit time by the carrier specified on this order) in time to meet the delivery as agreed on for this order. If the District elects to cancel for reason of nonshipment, the Vendor agrees to refund any and all payments made against this unshipped portion of the order prior to its cancellation.
10. This order may not be assigned by Vendor without the consent in writing of District Purchasing Department.
11. This order cannot be filled at price higher than shown hereon without District Purchasing Department's written approval.
12. The Vendor agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation, or use of the goods and materials purchased herein. The Vendor further agrees to assume all expenses and arising from such claims, suits, or proceedings.
13. Vendor agrees to bear all risk of loss, injury or destruction of goods and materials ordered which occur prior to delivery and such loss, injury or destruction shall not release Vendor from any obligation hereunder.
14. In the event of a breach by the Vendor of any of the provisions of this contract, the District reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to the Vendor.
15. Vendor further agrees to protect, indemnify, and save Ventura County Community College District harmless from and against all claims, costs, liabilities, obligations, demands and causes of action of every kind and character arising in favor of Vendor's employees, Ventura County Community College District employees or third parties on account of personal injuries, death, of damages to property in any way resulting from the willful or negligent acts or omissions of the Vendor, Vendor's agents, employees or representatives or subcontractors. Vendor shall be responsible for all damage and loss sustained by Vendor to Vendor's tools and equipment utilized in the performance of all work hereunder.
16. Vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d), and its implementing regulations set forth as Title 36, Code of Federal Regulations, Part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of the products or services that is brought to his attention. Vendor further agrees to indemnify and hold harmless the Ventura County Community College District, the Chancellor's Office of the California Community Colleges, and any California Community College using the Vendor's products or service from any claim arising out of its failure to comply with the aforesaid requirement. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.

AMENDMENT TO SERVICES AGREEMENT

THIS AMENDMENT (this "Amendment") to the Services Agreement, is dated as of **May 12, 2022** ("Amendment Effective Date"), and is entered into by and between BMTX, Inc., a wholly owned subsidiary of BM Technologies, Inc., a Pennsylvania corporation located at 201 King of Prussia Road Suite 350, Radnor, PA 19087 (hereinafter "BM Technologies") and **Ventura County Community College District** (the "Institution").

RECITALS:

WHEREAS, BM Technologies and the Institution are parties to that certain Services Agreement, dated as of **July 1, 2019** (the "Agreement"); and

WHEREAS, the parties desire to extend the term of the Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, BM Technologies and the Institution hereby agree as follows:

1. The current term of the Agreement ending on **June 30, 2022** shall be extended an additional year through **June 30, 2023**. This Agreement will automatically renew for one additional period of one (1) year at the published prices in effect at the time of renewal unless, at least 120 days prior to the end of the current term, either party gives the other a written notice of termination. This is the first of two (2) one-year renewal periods.

All other terms and conditions of the Agreement shall remain in full force and effect. In the event the terms of the Amendment conflict with the terms of the Agreement, the terms of this Amendment shall govern. For the avoidance of doubt, capitalized terms used herein and not otherwise defined shall have the meanings assigned to them in the Agreement.

IN WITNESS WHEREOF, the Institution and BM Technologies have caused this Amendment to be executed as of the Amendment Effective Date.

BM TECHNOLOGIES

By:



Name: Andrew Crawford

Title: CCO

Date: 5/12/2022

INSTITUTION

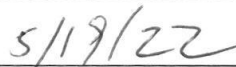
By:

 DCW

Name: David El Fattal

Title: VICE CHANCELLOR, BUSINESS

Date:



Award Year
July 1, 2021 – June 30, 2022

BMTX, Inc. Student Financial Account Fee Data and Contract Monetary/Non-Monetary Considerations

In accordance with sections §668.164(e)(2)(vii) and §668.164(f)(4)(iv) of the U.S Department of Education's amended Cash Management regulations published in the Federal Register on October 30, 2015, this document shall serve as BMTX, Inc.'s required disclosure of student financial account fee data and contract monetary/non-monetary considerations.

Mean and median costs incurred by BankMobile Vibe checking accountholders who had an open BankMobile Vibe checking account under the contract during the prior award year:

Mean	\$30.2
Median	\$25.17

NOTE:

- The fee information listed above includes aggregate fee data for all BankMobile Vibe checking accountholders at the Institution regardless of enrollment status in the prior award year.
- Fee calculation includes:
 - ATM Cash Withdrawal Fee at a non-Allpoint Network ATM or non-Customers Bank ATM
 - Card Replacement Fee
 - Outgoing Wire Transfer (domestic) Fee
 - Green Dot® Reload @ the Register™ Fee
 - Monthly Service Fee (For those not having Qualifying Deposits totaling \$300 or more per statement cycle)

Number of students who had an open BankMobile Vibe checking account under the contract during the prior award year:

BankMobile Vibe Checking Accounts	2,823
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NOTE:

- Open BankMobile Vibe Checking accounts are defined as any account that had a spend or deposit transaction during the prior award year regardless of enrollment status.

Monetary Consideration:

Institution Paid BMTX, Inc.	\$0.00
BMTX, Inc. Paid Institution:	\$

Non-Monetary Consideration:

None	\$0.00
------	--------

For Internal Use Only: 263

BMTX, Inc., a wholly owned subsidiary of BM Technologies, Inc. Accounts provided by Customers Bank, Member FDIC & Equal Housing Lender.

APPENDIX B**BUDGET ADJUSTMENT FORM**

Click here for the [Budget Adjustment Form](#) in-Adobe Acrobat Sign format.

VCCCD CODE OF CONDUCT/CONFLICT OF INTEREST POLICY**Statement of Ethical Principles and Code of Conduct****STATEMENT OF ETHICAL PRINCIPLES**

The primary goal of the financial aid professional is to help students achieve their educational goals through financial support and resources. NASFAA members are required to exemplify the highest level of ethical behavior and demonstrate the highest level of professionalism. The following guidelines were last updated by NASFAA's Board of Directors in March 2014.

We, financial aid professionals, declare our commitment to the following Statement of Ethical Principles. Financial aid administrators shall:

Advocate for students

- Remain aware of issues affecting students and continually advocate for their interests at the institutional, state and federal levels.
- Support federal, state and institutional efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.

Manifest the highest level of integrity

- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Deal with others honestly and fairly, abiding by our commitments and always acting in a manner that merits the trust and confidence others have placed in us.
- Protect the privacy of individual student financial records.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.

Support student access and success

- Commit to removing financial barriers for those who want to pursue postsecondary learning and support each student admitted to our institution.
- Without charge, assist students in applying for financial aid funds.
- Provide services and apply principles that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Understand the need for financial education and commit to educate students and families on how to responsibly manage expenses and debt.

Comply with federal and state laws

- Adhere to all applicable laws and regulations governing federal, state, and institutional financial aid programs.
- Actively participate in ongoing professional development and continuing education programs to ensure ample understanding of statutes, regulations, and best practices governing the financial aid programs.
- Encourage colleagues to participate in the financial aid professional associations available to them at the state, regional, or national level and offer assistance to other aid professionals as needed.

Strive for transparency and clarity

- Provide our students and parents with the information they need to make good decisions about attending and paying for college.
- Educate students and families through quality information that is consumer-tested when possible. This includes (but is not limited to) transparency and full disclosure of award notices.
- Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.
- Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.

Protect the privacy of financial aid applicants

- Ensure that student and parent private information provided to the financial aid office by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).
- Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, award, and administration of aid awarded under Title IV of the Higher Education Act, state aid, or aid awarded by eligible institutions.

CODE OF CONDUCT

The following Code of Conduct was last updated by NASFAA's Board of Directors in March 2014. Subject to enforcement procedures that go into effect July 1, 2015, NASFAA institutional members of NASFAA will ensure that:

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
 - a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
 - b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto assigned to any lender.
 - c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
 - d. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional award notifications and/or other institutionally provided materials shall include the

following:

- a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
- b. Clear identification of each award, indicating type of aid, i.e., gift aid (grant, scholarship), work, or loan.
- c. Standard terminology and definitions, using NASFAA's glossary of award letter terms.
- d. Renewal requirements for each award.

4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."

5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Refer to NASFAA's Statement of Ethical Principles, Enforcement Procedures, as well as the Ethical Principles, Code of Conduct and Enforcement Procedures Q&A for more information about NASFAA's ethical guidelines and how they are enforced. To report a potential violation of NASFAA's Code of Conduct, refer to the Ethics Complaint Submission Form.

MOORPARK • OXNARD • VENTURA
FINANCIAL AID OFFICE

VCCCD Financial Aid Professional
Conflict of Interest Statement and Disclosure Form

A conflict of interest exists when an employee's financial interests or other opportunities for personal benefit may compromise, or reasonably appear to compromise, the independence of judgment with which the employee performs his/her responsibilities at the College or District. In order to prevent instances or appearances of a conflict of interest, no employee may process any transaction related to his/her own personal financial aid eligibility or that of a relative or other individual for whom a conflict of interest may be present.

Financial Aid professionals must disclose any potential conflict of interest to their immediate supervisor and make every effort to avoid acting in a manner that might compromise independence of judgment with which the employee performs his/her responsibilities at the College or the District.

EMPLOYEE NAME: _____

The follow individual(s) may potentially present a conflict of interest and therefore I will refrain from processing any transaction related to his/her financial aid eligibility:

Last Name: _____ First Name: _____

Relationship: _____

Last Name: _____ First Name: _____

Relationship: _____

(attach additional sheet if necessary)

Employee Signature: _____ Date: _____

Financial Aid Officer Signature: _____ Date: _____

VP of Business Services Signature: _____ Date: _____

APPENDIX D



Financial Aid Consortium Agreement

Data Elements For Moorpark College, Oxnard College, and Ventura College

This consortium agreement is entered into by Moorpark College, Oxnard College, and Ventura College, all colleges of the Ventura County Community College District, this 8th day of May, 2012.

This agreement pertains to elements related to student Financial Aid operations at Moorpark College, Oxnard College, and Ventura College, as defined by Section 668.19. Student Aid General Provisions, and is considered in effect beginning June 1st, 2012, until otherwise cancelled.

Institutional Enrollment Definition

The student is considered enrolled in the Ventura County Community College District. The application for admission determines the primary college choice. At the time of the receipt of the Free Application for Federal Student Aid (FAFSA), the Financial Aid office may reassign the primary college as needed. The school that will grant the degree or certificate will be the same as the primary college.

Cost

Enrollment fees for Moorpark College, Oxnard College, and Ventura College for each academic year are identical, and are subject to change based on legislative actions. Program and campus-based fees are the same at the three colleges, with some exceptions, and subject to change based on institutional actions. Fees will be reviewed on an annual basis.

Enrollment Fee	\$46.00 per unit
Health Fee	\$19.00 per student flat fee (\$16 in summer session)
Non-resident Fee	\$176.00 per unit, Summer 2012
Non-resident Fee	\$250.00 per unit, beginning Fall 2012
Non-resident Outlay Fee	\$14.00 per unit
Remote Registration Fee	\$2.00 per semester
Student Center Fee	\$1.00 per unit, not to exceed \$10 per academic year

Student Enrollment Status

The enrollment status of the Moorpark College, Oxnard College, and Ventura College student(s) will be the sum total of all units in which the student(s) enrolls at all colleges.

Award Calculation

Students enrolled at Moorpark College, Oxnard College, and Ventura College have the right to enroll in classes at any of the colleges in the Ventura County Community College District. The calculation of the award for a Moorpark College, Oxnard College, and/or Ventura College student is based on the cost of attendance minus the expected family contribution (EFC). Award packages may vary based on availability of funds and program participation.

Revised May, 2012
Created April, 1991

Aid Eligibility and Disbursement

Eligibility for aid and disbursement of aid will be based on the assignment of primary college at the time of the award and will remain the same for the duration of the academic year. The assignment of primary college may be changed on a case-by-case basis at the end of term.

Financial aid funds will be disbursed to students who are in compliance with the District's Satisfactory Academic Progress guidelines.

Record Keeping

Student financial aid records are to be retained in the Financial Aid office of record, including the procedures for calculating awards, monitoring satisfactory progress and student eligibility for aid, and returning funds in the event the student withdraws. The office of record is determined by the student's primary college.

Adherence to Title IV Regulations

Moorpark College, Oxnard College, and Ventura College will ensure compliance with all Title IV financial aid regulation

X Pam Eddinger 5/8/2012
Pam Eddinger, President, Moorpark College Date

X Richard Duran 5/8/12
Richard Duran, President, Oxnard College Date

X Robin Calote 5-8-12
Robin Calote, President, Ventura College Date

APPENDIX E**STUDENT CONSENT TO RELEASE INFORMATION FORM**



Click here for the [Student Consent to Release Information Form](#) in Adobe Acrobat Sign format.

APPENDIX F

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT 2022-2023 Cost of Attendance



With Parents, No Dependents

Aid Year: 2223 Award Year 2022-2023 Group Code: WPAREN With Parents No Dependents Type Code: PELL Pell Based Aid Period: FA/SPR Fall-Spring Semesters

▼ BUDGET COMPONENT			
 Default Prorated Amounts		 Add Default Components	
Code *	Description	Amount *	A
B+S	Books/Course Mat./Supp/Equip	1,152.00	
FEES	Tuition and Fees	1,344.00	
MISC	Misc. Personal Expenses	3,348.00	
R+B	Food and Housing	9,360.00	
TRAN	Transportation	1,026.00	
	Total	16,230.00	



Off Campus

Aid Year: 2223 Award Year 2022-2023 Group Code: OFFCMP Off Campus Type Code: PELL Pell Based Aid Period: FA/SPR Fall-Spring Semesters Per

▼ BUDGET COMPONENT			
 Default Prorated Amounts		 Add Default Components	
Code *	Description	Amount *	
B+S	Books/Course Mat./Supp/Equip	1,152.00	
FEES	Tuition and Fees	1,344.00	
MISC	Misc. Personal Expenses	3,924.00	
R+B	Food and Housing	17,784.00	
TRAN	Transportation	936.00	
	Total	25,140.00	



Non-Resident at Home

Aid Year: 2223 Award Year 2022-2023 Group Code: NRWP Non Resident At Home Type Code: PELL Pell Based Aid Period: FA/SPR Fall-Spring Semesters

▼ BUDGET COMPONENT			
 Default Prorated Amounts		 Add Default Components	
Code *	Description	Amount *	
B+S	Books/Course Mat./Supp/Equip	1,152.00	
FEES	Tuition and Fees	1,344.00	
MISC	Misc. Personal Expenses	3,348.00	
O/S	Non-Resident/Cap Outlay Fees	8,120.00	
R+B	Food and Housing	9,360.00	
TRAN	Transportation	1,026.00	
	Total	24,350.00	

Non-Resident Off-Campus

Aid Year: 2223 Award Year 2022-2023 Group Code: NROFF Non Resident Off Campus Type Code: PELL Pell Based Aid Period: FA/SPR Fall-Spring Sem

▼ BUDGET COMPONENT		
<div><div> Default Prorated Amounts</div><div> Add Default Components</div></div>		
Code *	Description	Amount *
B+S	Books/Course Mat./Supp/Equip	1,152.00
FEES	Tuition and Fees	1,344.00
MISC	Misc. Personal Expenses	3,924.00
O/S	Non-Resident/Cap Outlay Fees	8,120.00
R+B	Food and Housing	17,784.00
TRAN	Transportation	936.00
	Total	33,260.00

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Moorpark College

Oxnard College

Ventura College

STUDENT EXPENSE BUDGETS 2022-2023

	Less Than Half Time		Equal to or Greater Than Half Time	
<i>BASIC EXPENSES</i>	With Parents W/O Dependents	Away from home Off-Campus	With Parents W/O Dependents	All Others
Living Expenses				
Room & Board	0	0	\$ 9,360	\$ 17,784
Personal Misc.	0	0	\$ 3,348	\$ 3,924
<i>Sub Total</i>	\$ 0	\$ 0	\$ 12,708	\$ 21,708
Educational Expenses				
Fees	\$ 1344	\$ 1344	\$ 1344	\$ 1,344
Books	\$ 1,152	\$ 1152	\$ 1152	\$ 1152
<i>Sub Total</i>	\$ 2,496	\$ 2,496	\$ 2,496	\$ 2,496
Educational Travel	\$ 1,026	\$ 936	\$ 1,026	\$ 936
Total	\$3,522	\$ 3,432	\$ 16,230	\$ 25,140

ADDITIONAL EXPENSES

Non-resident Tuition \$319 per unit (14-unit average)

Non-resident Capital Outlay Fee \$19 per unit

Dental Hygiene Program (Oxnard) \$ 8,000 1st Year \$3,000 2nd Year

Nursing (Moorpark) \$1202 1st Year \$720 2nd Year

Rad. Tech Programs (Moorpark) \$650 1st year \$600 2nd Year

Reasonable expenses with adequate documentation based on the number and ages of students' dependents.

Reasonable costs associated with such a study as determined by the institution. Computer Allowance on a case-by-case basis.

Allowance as determined by the institution for services/equipment not covered by other agencies

APPENDIX G**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2022-2023 Disbursement Schedule****SUMMER 2022**

First Day of Summer Semester	05/21/2022
1 st Grant Disbursement	05/31/2022
30-Day Loan Delay	Varies
50% Point of Semester	Varies
2 nd Summer Only Loan Disbursement	Varies
60% Point of Semester	Varies

FALL 2022

First Day of Fall Semester	08/12/2022
1 st Grant Disbursement	08/11/2022
2 nd Grant Disbursement	09/06/2022
Freeze Date	09/06/2022
30-Day Loan Delay	09/11/2022
50% Point of Semester	10/13/2022
2 nd Fall Only Loan Disbursement	10/10/2022
60% Point of Semester	10/26/2022
30-Day R2 Deadline for F/W Calculation	01/14/2023
45-Day R2 Deadline for F/W Calculation	01/29/2023

SPRING 2023

First Day of Spring Semester	01/06/2023
1 st Grant Disbursement	01/05/2023
2 nd Grant Disbursement	01/30/2023
Freeze Date	01/30/2023
30-Day Loan Delay	02/05/2023
50% Point of Semester	03/11/2023
2 nd Spring Only Loan Disbursement	03/06/2023
60% Point of Semester	03/23/2023
30-Day R2 Deadline for F/W Calculation	06/17/2023
45-Day R2 Deadline for F/W Calculation	07/02/2023

SUMMER 2023

First Day of Summer Semester	05/20/2023
1 st Grant Disbursement	05/30/2023
30-Day Loan Delay	Varies
50% Point of Semester	Varies
2 nd Summer Only Loan Disbursement	Varies
60% Point of Semester	Varies

VCCCD FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the **age of 18 or attends a school beyond the high school level**. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request a school correct their record, which they believe is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.

Process

If a student wants us to release financial aid information to another individual, he or she must complete the **Student Consent to Release Information Form**. The release is only good for the specified period of time indicated on the form. If the student designates a parent to release information to, it must be to the parent(s) who provided their information on the FAFSA. If the student is choosing to release information to another individual other than their parent(s), you cannot release parent's information to that person. The student must provide the completed form and a copy of his/her driver's license, passport or state issued ID.

A comment is placed on the students' records giving the name of the authorized person, and the driver's license number that will be used when the person comes in or calls to get information.

For Individuals Seeking Information on the Phone

When a student calls, they will be asked to provide the following before financial aid staff members (including student workers) release any information pertinent to the student's file:

- Student ID Number (900 Number)
- Student's First, Middle and Last Name
- Two other pieces of identifying information (e.g., Address, email)

The student will not be asked for their Social Security number and should not offer to provide it.

Third-party callers will be asked to identify themselves to determine if the student has authorized the release of information. Under no conditions will the information be released to an unauthorized party.

If the student has authorized the release of information to a third party, Financial Aid staff members will request more information to determine if the person has authorization on file.

Third-party callers will not be asked for the student's Social Security number and should not offer to provide it.

For Individuals Seeking Information in Person

If the student visits the Financial Aid Office, the student will be asked to provide the following information before Financial Aid staff members release any information pertinent to the student's file:

- Valid Picture ID (i.e., driver's license, college ID card, etc.)
- Student ID Number (900 Number)

Public Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0030. Public reporting burden for this collection of information is estimated to average 24 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Responding to this collection is mandatory in accordance with 34 CFR 674.19 (Federal Perkins Loan), 34 CFR 675.19 (Federal Work-Study), and 34 CFR 676.19 and 20 U.S.C. 1094 (Federal Supplemental Educational Opportunity Grant). If you have comments or concerns regarding the status of your individual submission of this form, please contact the FSA Partner and School Relations Center directly at 800-848-0978 or email CODSupport@ed.gov.

Fiscal Operations Report and Application to Participate (FISAP)

Report: Award Year July 1, 2021 through June 30, 2022; Application: Award Year July 1, 2023 through June 30, 2024

Part I. Identifying Information, Certification and Warning**Section A. Identifying Information****1(a). Name and address of school**

Ventura College

4667 Telegraph Road

Ventura CA 930033899

1(b). Mailing address (if different from 1(a))**2. OPEID Number** 00133400**3. Type of school (select one)**

- ☒ 3.1 public
☐ 3.2 private/non-profit
☐ 3.3 proprietary

(Select one if proprietary)

- ☐ (a) art
☐ (b) business
☐ (c) cosmetology
☐ (d) trade and technical
☐ (e) other

4. Length/type of longest program (select one)

- ☐ 4.1 less than 1 year
☐ 4.2 1 year but less than 2 years
☒ 4.3 2 years but less than 3 years
☐ 4.4 3 years but less than 4 years
☐ 4.5 4 years (no higher than a baccalaureate degree)
☐ 4.6 5 years or more
☐ 4.7 post-baccalaureate only

5. Additional Institutions

If the data reported on this form applies to more than one eligible institution you must identify all institutions for which this form is applicable. The OPEID and individual amount(s) of 2021-22 FSEOG and FWS authorizations allocated to each institution must be provided. **See instructions**

This FISAP includes data for more than one eligible institution.

☐ yes ☒ no

If yes, list the following for each eligible institution (not all institutions may show here; see instructions for how to obtain a complete list):

OPEID _____ 2021-22 FSEOG \$ _____ 2021-22 FWS \$ _____

6. Financial Aid Administrator

Name Emily Day

Telephone No. (805) 652-5547

Email address Eday@vcccd.edu

Fax No. (805) 652-7700

7. Name and address of private financial aid consultant firm, if any

Name _____

Address 1 _____

Address 2 _____

City _____

State _____ Zip _____

Section B. Certification and Warning

Name of School Ventura College

OPEID Number 00133400

State CA

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification. I further certify that the information contained in this electronic FISAP is in compliance with governing legislation and regulations and is true and accurate. I understand that all information associated with this FISAP is subject to audit and program review by representatives of the Secretary of Education.

WARNING: If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

8. Chief Executive Officer (includes President, Chancellor and Director)

Important: ONLY the school's CEO is authorized to sign the FISAP.

Signature

Name

Title

E-mail address


Kimberly Hoffmans

CHIEF EXEC OFFICER

khoffmans@vcccd.edu

Date signed

Telephone No.

Fax No.

09/28/2022

(805) 289-6112

(805) 289-6466

The CEO must provide an original signature on the printed form that must be mailed or hand delivered by the September 30, 2022 deadline date.

Standard Mail:

U.S. Department of Education
P.O. Box 1130
Fairfax, VA 22038

Overnight Mail/Courier:

U.S. Department of Education
4050 Legato Road #1100
Fairfax, VA 22033

Application to Participate, Part II

Name of School Ventura College

OPEID Number 00133400 State CA

Part II. Application to Participate for Award Year July 1, 2023 through June 30, 2024

Section A. Request for Funds for the 2023-24 Award Year

1. Federal Perkins Loan Level of Expenditures \$ n/a

2. Federal Perkins Loan Federal Capital Contribution \$ n/a

3. FSEOG federal funds \$ 1000000

4. FWS federal funds \$ 1000000

Section B. Federal Perkins Loan Program Liquidation Request

(Refer to FISAP Instructions for a more detailed explanation of this Section and field.)

5. My school wishes to liquidate its Federal Perkins Loan Program portfolio. yes X no

Section C. Waiver Request for the Underuse of Funds

My school has returned more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for the 2021-22 award year.

6. My school wishes to apply for a waiver of the penalty for the underuse of funds and will provide, on the FISAP Validation screen, a thorough detailed written explanation of the circumstances. yes X no

Application to Participate, Part II (continued)

Name of School Ventura College

OPEID Number 00133400

State CA

Part II. Application to Participate for Award Year July 1, 2023 through June 30, 2024

Section D. Information on Enrollment

My school's calendar is ☒ Traditional ☐ Non-Traditional

Schools with a traditional calendar that had 2021-22 enrollment, fill in Field 7.

7. Total number students, 2021-22 (a) Undergraduate 43296 (b) Graduate/Professional 0

Schools with a traditional calendar that did not have 2021-22 enrollment, fill in Field 8.

8. Estimated number students, 2022-23 (a) Undergraduate 0 (b) Graduate/Professional 0

Schools with a non-traditional calendar that had 2021-22 enrollment, fill in fields 9 through 20.

	Undergraduate Continuing Students (a)	Undergraduate New Starts (b)	Graduate/Professional Continuing Students (c)	Graduate/Professional New Starts (d)
9. July 1, 2021	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
10. August 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
11. September 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
12. October 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
13. November 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
14. December 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
15. January 1, 2022	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
16. February 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
17. March 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
18. April 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
19. May 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20. June 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
21. TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Section E. Assessments and Expenditures

	Undergraduate (a)	Graduate/Professional (b)
22. Total tuition and fees for the award year July 1, 2021 to June 30, 2022	\$ <u>20723962</u>	\$ <u>0</u>
23. Total Federal Pell Grants expenditures for the 2021-22 award year	\$ <u>33294858</u>	
24. Total expended for state grants and scholarships made to undergraduates for the award year July 1, 2021 to June 30, 2022	\$ <u></u>	

Section F. Information on Eligible Aid Applicants Enrolled in Your School for Award Year 2021-22

	Dependent Undergraduate		Independent Undergraduate		Independent
	Without Baccalaureate/ 1 st Prof. Degree (a)	With Baccalaureate 1 st Prof. Degree (b)	Without Baccalaureate/ 1 st Prof. Degree (c)	With Baccalaureate/ 1 st Prof. Degree (d)	Graduate/ Professional (e)
25. Students with an "Automatic" Zero EFC	<u>2125</u>	<u>7</u>	<u>1161</u>	<u>37</u>	<u>0</u>
Taxable and Untaxed Income					
26. \$0 - \$2,999	<u>29</u>	<u>0</u>	<u>665</u>	<u>61</u>	<u>0</u>
27. \$3,000 - \$5,999	<u>18</u>	<u>0</u>	<u>69</u>	<u>6</u>	<u>0</u>
28. \$6,000 - \$8,999	<u>15</u>	<u>0</u>	<u>47</u>	<u>7</u>	<u>0</u>
29. \$9,000 - \$11,999	<u>34</u>	<u>0</u>	<u>49</u>	<u>8</u>	<u>0</u>
30. \$12,000 - \$14,999	<u>24</u>	<u>0</u>	<u>39</u>	<u>4</u>	<u>0</u>
31. \$15,000 - \$17,999	<u>37</u>	<u>0</u>	<u>65</u>	<u>11</u>	<u>0</u>
32. \$18,000 - \$23,999	<u>90</u>	<u>0</u>	<u>127</u>	<u>26</u>	<u>0</u>
33. \$24,000 - \$29,999	<u>253</u>	<u>1</u>	<u>133</u>	<u>21</u>	<u>0</u>
34. \$30,000 - \$35,999	<u>525</u>	<u>2</u>	<u>153</u>	<u>24</u>	<u>0</u>
35. \$36,000 - \$41,999	<u>571</u>	<u>1</u>	<u>133</u>	<u>29</u>	<u>0</u>
36. \$42,000 - \$47,999	<u>532</u>	<u>2</u>	<u>144</u>	<u>16</u>	<u>0</u>
37. \$48,000 - \$53,999	<u>541</u>	<u>3</u>	<u>144</u>	<u>18</u>	<u>0</u>
38. \$54,000 - \$59,999	<u>483</u>	<u>5</u>	<u>120</u>	<u>13</u>	<u>0</u>
39. \$60,000 and over	<u>5215</u>	<u>32</u>	<u>2863</u>	<u>316</u>	<u>0</u>
40. TOTAL	<u>10492</u>	<u>53</u>	<u>5912</u>	<u>597</u>	<u>0</u>

Fiscal Operations Report, Part III

Name of School Ventura College

OPEID Number 00133400

State CA

Part III. Federal Perkins Loan Program for Award Year July 1, 2021 through June 30, 2022

Section A. Fiscal Report (Cumulative) as of June 30, 2022

Field Item	Amount (a)	Number of Borrowers (b)	Debit Balances (c)	Credit Balances (d)
1.1. Cash on hand and in depository as of 6/30/2022			\$ 0	
1.2. Cash on hand and in depository as of 10/31/2022	\$ 0			
2. Funds receivable from federal government			\$ n/a	
3. Funds receivable from school			\$ n/a	
4. Funds advanced to students		0	\$ 0	
5. Loan principal collected		0		\$ 0
6. Loan principal assigned to and accepted by the United States		0		\$ 0
<u>Loan principal canceled for the following categories:</u>				
7. teaching/military service (applies to loans made prior to 07/01/1972)		0		\$ 0
8. certain subject matter teaching service (math, science, foreign languages, bilingual education)		0		\$ 0
9. all other authorized pre-K or K-12 teaching service		0		\$ 0
10. military service (applies to loans made 07/01/1972 and after)		0		\$ 0
11. volunteer service		0		\$ 0
12. law enforcement and corrections officer service		0		\$ 0
13. child/family/early intervention service		0		\$ 0
14. nurse/medical technician service		0		\$ 0
15. pre-K or child care program staff member service		0		\$ 0
16. service as an attorney in a public defender organization		0		\$ 0
17. fire fighter service		0		\$ 0
18. Tribal College or University faculty service		0		\$ 0
19. librarian service		0		\$ 0
20. speech-language pathology service		0		\$ 0
21. death/disability		0		\$ 0
22. disability based on VA determination		0		\$ 0
23. bankruptcy		0		\$ 0
24. surviving spouses of public service victims of 9-11 terrorist attacks		0		\$ 0
25. loans discharged due to closed schools		0		\$ 0
26. Loan principal adjustments - other		0		\$ 0
27. Federal Capital Contributions				\$ 0
28.1 Repayments of fund capital to federal government	\$ 0			
28.2 Service cancellation reimbursement received on or after 07/01/2019	\$ 0			
28.3 Total FCC Offset (repayments of FCC + amount retained by school as reimbursement for cancellations)			\$ 0	
29.1. Short-term loans to the Fund	\$ 0			
29.2. ICC deposited to the Fund	\$ 0			
29.3. Institutional Capital Contributions				\$ 0
30.1. Repayment of short-term loans to the fund	\$ 0			
30.2. Repayments of excess/liquidated fund capital to Institution	\$ 0			
30.3. Repayments of fund capital to school			\$ 0	
31. Interest income on loans				\$ 0
32. Other income				\$ 0
33. Reimbursements to the Fund of the amounts canceled on loans made 07/01/1972 and after				\$ 0
34.1. Administrative cost allowance	\$ 0			
34.2. Collection costs	\$ 0			
34.3. Administrative cost allowance and collection costs (control)			\$ 0	

Fiscal Operations Report, Part III (continued)

Name of School Ventura College

OPEID Number 00133400

State CA

Part III. Federal Perkins Loan Program for Award Year July 1, 2021 through June 30, 2022

Section A. Fiscal Report (Cumulative) as of June 30, 2022

Field Item	Amount (a)	Number of Borrowers (b)	Debit Balances (c)	Credit Balances (d)
<u>Cost of loan principal and interest canceled for the following categories:</u>				
35. teaching/military service (applies to loans made prior to 07/01/1972)			\$ 0	
36. certain subject matter teaching service (math, science, foreign languages, bilingual education)			\$ 0	
37. all other authorized pre-K or K-12 teaching service (applies to loans made 07/01/1972 and after)			\$ 0	
38. military service (applies to loans made 07/01/1972 and after)			\$ 0	
39. volunteer service in the Peace Corps or under the Domestic Volunteer Service Act of 1973			\$ 0	
40. law enforcement and corrections officer service			\$ 0	
41. child/family/early intervention service			\$ 0	
42. nurse/medical technician service			\$ 0	
43. pre-K or child care program staff member service			\$ 0	
44. service as an attorney in a public defender organization			\$ 0	
45. fire fighter service			\$ 0	
46. Tribal College or University faculty service			\$ 0	
47. librarian service			\$ 0	
48. speech-language pathology service			\$ 0	
49. death/disability			\$ 0	
50. VA disability determination			\$ 0	
51. bankruptcy			\$ 0	
52. surviving spouses of public service victims of 9-11 terrorist attacks			\$ 0	
53. Cost of loan principal and interest assigned to and accepted by the United States			\$ 0	
54. Cost of loan principal and interest canceled for loans discharged due to closed schools			\$ 0	
55. Other costs or losses			\$ 0	
56. Balancing Adjustments (Debits)			\$ 0	
57. Balancing Adjustments (Credits)				\$ 0
58. Total debits and credits (Sum of fields 1.1 through 57)			\$ 0	\$ 0

Fiscal Operations Report, Part III (continued)

Name of School Ventura College

OPEID Number 00133400

State CA

Part III. Federal Perkins Loan Program for Award Year July 1, 2021 through June 30, 2022

Section B. Annual Activity During the 2021-22 Award Year (July 1, 2021 through June 30, 2022)

	Number of Borrowers (a)	Amount (b)
1. Final adjusted Federal Capital Contribution (FCC) authorization		\$ n/a
2. FWS funds transferred to the Fund		+\$ n/a
3. FCC transferred to:		
(a) FSEOG		-\$ n/a
(b) FWS		-\$ n/a
4. Total federal funds available for the 2021-22 award year (fields 1 + 2 - 3(a) - 3(b))		\$ n/a
5. The unexpended amount of final adjusted authorized FCC for award year 2021-22 that was NOT requested from G5 by June 30, 2022. This amount will be reduced from your total award amount next spring (see instructions).		\$ n/a
6. Institutional Capital Contribution (ICC) deposited into the Fund between July 1, 2021 and June 30, 2022		\$ n/a
7. Loans advanced to students from the Fund during the 2021-22 award year (minus 2021-22 award year refunds)		\$ n/a
8. Administrative cost allowance claimed for the 2021-22 award year (see instructions)		\$ n/a
9.1. Total Principal repaid by borrowers from all sources during the 2021-22 award year	0	\$ 0
9.2. Total Interest repaid by borrowers from all sources during the 2021-22 award year		\$
10. Total principal repaid by borrowers from all sources during the 2021-22 award year for loans in default for more than 2 years but not more than 5 years	0	\$ 0
11. Total principal repaid by borrowers from all sources during the 2021-22 award year for loans in default for more than 5 years	0	\$ 0
12. Annual servicing costs paid with institutional funds during the 2021-22 award year for non-defaulted loans (do not include collection costs included in Section A, field 34.2)		\$ 0
13. Amount of loan service cancellation reimbursement your institution received during the 2021-22 award year, if applicable (do not include this amount in Section A, field 33)		\$ 0

Fiscal Operations Report, Part III (continued)

Name of School Ventura College

OPEID Number 00133400

State CA

Part III. Federal Perkins Loan Program for Award Year July 1, 2021 through June 30, 2022

Section C. Cumulative Repayment Information as of June 30, 2022

Status of Borrowers as of June 30, 2022

	Amount (a)	Number of Borrowers (b)	Amount Lent (c)	Principal Amount Outstanding (d)
1.1. Borrowers whose loans are fully retired		0	\$ 0	
1.2. Loans that have been purchased	\$ 0			
2. Borrowers whose loans were assigned to and officially accepted by the U.S. Department of Education as of June 30, 2022 (Note: Field 2 equals the sum of Field 2.1 plus Field 2.2.)		0	\$ 0	\$ 0
2.1 Assignments due to default or liquidation		0	\$ 0	\$ 0
2.2 Assignments due to total and permanent disability discharge		0	\$ 0	\$ 0
3. Total borrowers not in repayment status		0		\$ 0
4. Borrowers on schedule in repayment status		0		\$ 0
5.1. In default less than 240 days (monthly installments) or less than 270 days (other installments)		0	\$ 0	\$ 0
5.2. In default 240 days or more (monthly installments) or 270 days or more (other installments), up to 2 years		0	\$ 0	\$ 0
5.3. In default more than 2 years but not more than 5 years		0	\$ 0	\$ 0
5.4. In default more than 5 years		0	\$ 0	\$ 0

Cohort Default Rate (Sections D and E)

Schools with fewer than 30 borrowers who entered repayment in the 2020-21 award year should skip to Section E.

Section D. Schools with 30 or More Borrowers Who Entered Repayment in the 2020-21 Award Year

1.1. Number of borrowers who entered repayment in 2020-21	0
1.2. Number of borrowers from Field 1.1 above with loans in default by June 30, 2022	0
1.3. Cohort default rate ((Field 1.2 / Field 1.1) x 100)	0

Section E. Schools with Fewer than 30 Borrowers Who Entered Repayment in the 2020-21 Award Year

2.1. Number of borrowers who entered repayment in:		2.2. Number of borrowers with loans in default by:	
(a) 2018-19 (07/01/2018-06/30/2019)	0	(a) June 30, 2020 (those in 2.1(a) only)	0
(b) 2019-20 (07/01/2019-06/30/2020)	0	(b) June 30, 2021 (those in 2.1(b) only)	0
(c) 2020-21 (07/01/2020-06/30/2021)	0	(c) June 30, 2022 (those in 2.1(c) only)	0
2.3. Total number of borrowers who entered repayment during the three years above (fields 2.1(a) + 2.1(b) + 2.1(c))			0
2.4. Total number of borrowers with loans in default during the three years above (fields 2.2(a) + 2.2(b) + 2.2(c))			0
2.5. Cohort default rate ((Field 2.4 / Field 2.3) x 100)			0

Fiscal Operations Report, Part III (continued)

Name of School Ventura College

OPEID Number 00133400

State CA

Part III. Federal Perkins Loan Program for Award Year July 1, 2021 through June 30, 2022

Section F. Capital Contributions to the Perkins Fund

1. Total Federal capital contributions (FCC) made to the Fund (from Section A Field 27)	\$ 0
1.1. Total reimbursement of capital contributions from the Fund to the federal government (from Section A, Field 28.3)	\$ 0
1.2. Total net FCC (field 1 - field 1.1)	\$ 0
2. Total institutional capital contributions (ICC) made to the Fund (from Section A, Field 29.3)	\$ 0
2.1 Total reimbursement of capital contributions from the Fund to the school (from Section A, Field 30.3)	\$ 0
2.2 Total net ICC (field 2 - field 2.1)	\$ 0
3. Total net capital contributions made to the Fund (net FCC field 1.2 + net ICC field 2.2)	\$ 0
4. Federal share percentage of total net capital contributions (field 1.2 divided by field 3)	0.00 %
5. Institutional share percentage of total net capital contributions (field 2.2 divided by field 3)	0.00 %

Fiscal Operations Report, Part IV

Name of School Ventura College

OPEID Number 00133400

State CA

Part IV. Federal Supplemental Educational Opportunity Grant (FSEOG) Program for Award Year July 1, 2021 through June 30, 2022

Section A. Federal Funds Authorized for FSEOG

1. Final adjusted FSEOG authorization (as of 10/1/2022) \$ 657632

Section B. Federal Funds Available for FSEOG Expenditures

2. FWS funds transferred to and spent in FSEOG +\$ 232781
3. Federal Perkins Federal Capital Contribution funds transferred to and spent in FSEOG +\$ n/a
4. FSEOG funds transferred to and spent in FWS -\$ 0
5. 2022-23 FSEOG funds carried back and spent in 2021-22 +\$ 0
6. Additional 2022-23 FSEOG funds carried back and spent for 2022 summer enrollment +\$ 0
7. 2020-21 funds carried forward and spent in 2021-22 +\$ 533
8. 2021-22 funds carried forward to be spent in 2022-23 -\$ 0
9. 2021-22 funds carried back and spent in 2020-21 -\$ 0
10. Additional 2021-22 funds carried back and spent for 2021 summer enrollment -\$ 0
11. Total federal funds available for 2021-22 FSEOG
(fields 1 + 2 + 3 + 5 + 6 + 7) minus (fields 4 + 8 + 9 + 10) \$ 690926

Section C. Funds to FSEOG Recipients

12. Total funds to FSEOG recipients (fields 13 + 14) \$ 1113657
13. Nonfederal share of funds to FSEOG recipients (25 percent of Field 12) \$ 278414
(a) Cash outlay contributed \$ 278414
(b) Other resources designated \$ 0

Section D. Federal Funds Spent for FSEOG Program

14. Federal share of funds to FSEOG recipients (75 percent of Field 12) \$ 835243
15. Administrative cost allowance claimed (see instructions) +\$ 55683
16. Federal funds spent for FSEOG (fields 14 + 15) \$ 890926

Section E. Use of FSEOG Authorization

17. Expended FSEOG authorization (fields 4 + 8 + 9 + 10 + 16) minus (fields 2 + 3 + 5 + 6 + 7) \$ 657632
18. Unexpended FSEOG authorization (Field 1 - Field 17) (cannot be negative) \$ 0

Section F. Information about FSEOG Disaster-Affected Students

19. Number of disaster-affected students who received FSEOG funds 0
20. Federal Share of FSEOG funds to disaster-affected students \$ 0
21. Total FSEOG Funds to disaster-affected students \$ 0

Fiscal Operations Report, Part V

Name of School Ventura College

OPEID Number 00133400

State CA

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2021 through June 30, 2022

Section A. Federal Funds Authorized for FWS

1. Final adjusted FWS authorization (as of 10/1/2022) \$ 040890

Section B. Federal Funds Available for FWS Expenditures

2. Federal Perkins Federal Capital Contribution funds transferred to and spent in FWS	+\$ <u>0</u>
3. FSEOG funds transferred to and spent in FWS	+\$ <u>0</u>
4. FWS funds transferred to and spent in:	
(a) FSEOG	-\$ <u>232761</u>
(b) Federal Perkins Loan Program	-\$ <u>n/a</u>
(c) Work Colleges Program	-\$ <u>0</u>
5. 2022-23 FWS funds carried back and spent in 2021-22	+\$ <u>0</u>
6. Additional 2022-23 FWS funds carried back and spent for 2022 summer employment	+\$ <u>0</u>
7. 2020-21 funds carried forward and spent in 2021-22	+\$ <u>26259</u>
8. 2021-22 funds carried forward to be spent in 2022-23	-\$ <u>1232</u>
9. 2021-22 funds carried back and spent in 2020-21	-\$ <u>0</u>
10. Additional 2021-22 funds carried back and spent for 2021 summer employment	-\$ <u>0</u>
11. Total federal funds available for 2021-22 FWS (fields 1 + 2 + 3 + 5 + 6 + 7) minus (fields 4(a) + 4(b) + 4(c) + 8 + 9 + 10)	\$ <u>438202</u>

Section C. Total Compensation for FWS

12. Total earned compensation for FWS Program	\$ <u>547828</u>
(a) On-campus earned compensation	\$ <u>547828</u>
(b) Off-campus earned compensation for public or private non-profit agencies, excluding amounts reported in Field 12(c)	\$ <u>0</u>
(c) Off-campus earned compensation for agencies that were unable to pay regular nonfederal share and had a federal share up to 90 percent	\$ <u>0</u>
(d) Off-campus earned compensation for private for profit organizations	\$ <u>0</u>
13. Total institutional share of earned compensation (see instructions)	\$ <u>136957</u>

Section D. Funds Spent from Federal Share of FWS

14. Total federal share of FWS earned compensation	\$ <u>410871</u>
(a) Federal share paid at a rate up to 75 percent	\$ <u>410871</u>
(b) Federal share paid at a rate up to 100 percent for waivers of nonfederal share	\$ <u>0</u>
(c) Federal share paid at a rate up to 90 percent for agencies that were unable to pay regular nonfederal share	\$ <u>0</u>
(d) Federal share paid at a rate up to 50 percent for off-campus, private for-profit organizations	\$ <u>0</u>
15. Administrative cost allowance claimed (see instructions)	+\$ <u>27391</u>
16. Federal share of Job Location and Development (JLD) Program expenditures	+\$ <u>0</u>
17. Total federal funds spent for FWS (fields 14 + 15 + 16)	\$ <u>438262</u>

Fiscal Operations Report, Part V (continued)

Name of School Ventura College

OPEID Number 00133400

State CA

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2021 through June 30, 2022

Section E. Use of FWS Authorization

18. Expended FWS authorization (fields 4(a) + 4(b) + 4(c) + 8 + 9 + 10 + 17) minus (fields 2 + 3 + 5 + 6 + 7)	\$ 646996
19. Unexpended FWS authorization (Field 1 - Field 18)	\$ 0

Section F. Information About the Job Location and Development (JLD) Program

20. Total expenditures for the JLD Program	\$ 0
21. Institutional expenditures for the JLD Program (see instructions)	\$ 0
22. Number of students for whom jobs were located or developed	0
23. Total earnings of the students in Field 22 above	\$ 0

Section G. Information About FWS Students Employed in Community Service Activities

24. Number of students in community service employment	16
25. Federal share of community service earned compensation	\$ 50048
26. Nonfederal share of community service earned compensation	\$ 16683

Section H. Information About FWS Students Employed as Reading Tutors of Children or Employed in Family Literacy Activities

27. Number of FWS students employed as reading tutors of children or employed in family literacy activities	0
28. Federal share of earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities	\$ 0
(a) Amount of the federal share in Field 28 spent on community service employment	\$ 0
29. Total earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities	\$ 0

Section I. Information About FWS Students Employed as Mathematics Tutors of Children

30. Number of FWS students employed as mathematics tutors of children	1
31. Federal share of earned compensation for FWS students employed as mathematics tutors of children	\$ 3117
32. Total earned compensation for FWS students employed as mathematics tutors of children	\$ 4156

Section J. Information About FWS Students in Civic Education and Participation Activities

33. Number of students in civic education and participation activities	10
34. Federal share spent for students in civic education and participation activities	\$ 35766
35. Total spent for students in civic education and participation activities	\$ 47688

Section K. Information About FWS Disaster-Affected Students

36. Number of disaster-affected students receiving FWS funds	0
37. Federal share of funds to disaster-affected students	\$ 0
38. Total funds to disaster-affected students	\$ 0

Fiscal Operations Report, Part VI

Name of School Ventura College

OPEID Number 00133400

State CA

Part VI. Program Summary for Award Year July 1, 2021 through June 30, 2022

Section A. Distribution of Program Recipients and Expenditures by Type of Student

Taxable and Untaxed Income Category Student Type	Federal Perkins Loan Recipients (a)	Funds (b)	FSEOG Recipients (c)	Funds (d)	FWS Recipients (e)	Funds (f)	Unduplicated Recipients (g)
Undergraduate Dependent							
1. \$0 - \$5,999	n/a	n/a	147	94200	7	38376	151
2. \$6,000 - \$11,999	n/a	n/a	78	46584	4	21313	80
3. \$12,000 - \$23,999	n/a	n/a	288	154357	18	51614	293
4. \$24,000 - \$29,999	n/a	n/a	149	79503	6	22042	151
5. \$30,000 - \$41,999	n/a	n/a	165	76000	18	54256	181
6. \$42,000 - \$59,999	n/a	n/a	60	27267	18	65913	76
7. \$60,000 - \$69,999	n/a	n/a	5	2333	8	45731	12
8. \$70,000 - \$79,999	n/a	n/a	0	0	7	23211	7
9. \$80,000 - \$89,999	n/a	n/a	0	0	7	27887	7
10. \$90,000 - \$99,999	n/a	n/a	0	0	10	40410	10
11. \$100,000 and over	n/a	n/a	1	333	4	18398	5
Undergraduate Independent							
12. \$0 - \$1,999	n/a	n/a	381	237400	15	58276	386
13. \$2,000 - \$3,999	n/a	n/a	52	36000	1	10000	52
14. \$4,000 - \$7,999	n/a	n/a	103	63600	4	8364	105
15. \$8,000 - \$11,999	n/a	n/a	125	77000	5	8701	128
16. \$12,000 - \$15,999	n/a	n/a	67	39133	1	1775	68
17. \$16,000 - \$19,999	n/a	n/a	34	17333	3	5537	37
18. \$20,000 - \$24,999	n/a	n/a	60	31067	2	6980	62
19. \$25,000 - \$29,999	n/a	n/a	59	32800	5	11554	60
20. \$30,000 - \$34,999	n/a	n/a	63	35087	0	0	63
21. \$35,000 - \$39,999	n/a	n/a	53	25533	1	6644	54
22. \$40,000 and over	n/a	n/a	63	38087	5	20848	65
23. Graduate/Professional	n/a	n/a	0	0	0	0	0
24. TOTAL (fields 1-23)	n/a	n/a	1953	1113657	147	547828	2052
25. Total less-than-full-time students (from fields 1-23)	n/a	n/a	1281	727491	95	344793	1352
26. Total "Automatic" Zero EFC students (from fields 1-23)	n/a	n/a	1020	558591	36	129250	1032

Fiscal Operations Report, Part VI (continued)

Name of School Ventura College

OPEID Number 00133400

State CA

Part VI. Program Summary for Award Year July 1, 2021 through June 30, 2022

Section B. Calculating the Administrative Cost Allowance

Administrative Cost Allowance Worksheet (Worksheet must be retained for audit and program reviews)

Step 1. Calculate the amount spent in 2021-22 on which the administrative cost allowance is based.

1. Total compensation in FWS (amount from Part V, Section C, Field 12)	\$ 547828
2. Amount of Federal Perkins Loan funds advanced to students (amount from Part III, Section B, Field 7)	+\$ n/a
3. Total funds to FSEOG recipients (amount from Part IV, Section C, Field 12)	+\$ 1113657
4. Total amount spent (fields 1 + 2 + 3)	\$ 1661485

Step 2. Calculate the administrative cost allowance.

Schools whose total amount spent was \$2,750,000 or less

5. Enter total amount spent (Field 4)	\$ 1661485
6. Multiply	x 0.05
7. Total administrative cost allowance - go to Step 3	\$ 83074

Schools whose total amount spent was more than \$2,750,000 but less than \$5,500,000

8. Enter total amount spent (Field 4)	\$ 0
9. Subtract	-\$ 2,750,000
10. Expenditures over \$2,750,000 (Field 8 - Field 9)	\$ 0
11. Multiply	x 0.04
12. Administrative cost allowance on expenditures over \$2,750,000 (Field 10 x Field 11)	\$ 0
13. Add administrative cost allowance on expenditures of \$2,750,000 (\$2.75 million x .05)	+\$ 137,500
14. Total administrative cost allowance (Field 12 + Field 13) - go to Step 3	\$ 0

Schools whose total amount spent was \$5,500,000 or more

15. Enter total amount spent (Field 4)	\$ 0
16. Subtract	-\$ 5,499,999
17. Expenditures of \$5,500,000 or more (Field 15 - Field 16)	\$ 0
18. Multiply	x 0.03
19. Administrative cost allowance on expenditures of \$5,500,000 or more (Field 17 x Field 18)	\$ 0
20. Add administrative cost allowance on expenditures less than \$5,500,000 ((\$2.75 million x .05) + Field 12)	+\$ 247,500
21. Total administrative cost allowance (Field 19 + Field 20) - go to Step 3	\$ 0

Step 3. Decide how much administrative cost allowance your school claimed.

22. How much administrative cost allowance did your school claim? (The amount may be the same or less than the amount calculated in Step 2.)	\$ 83074
23. How much administrative cost allowance did your school claim in each program?	
(a) Federal Perkins Loan (must be the same as Part III, Section B, Field 8)	\$ n/a
(b) FSEOG (must be the same as Part IV, Section D, Field 15)	\$ 55683
(c) FWS (must be the same as Part V, Section D, Field 15)	\$ 27391



Ventura County Community College District Information Security Designee

1) Verify that the institution has designated an individual to coordinate the information security program.

The Information Security Designee, generally the Chief Information Systems Officer, oversees the information security program. Responsibilities of the Information Security Designee include:

- Developing and implementing a District-wide information security program.
- Coordinating the documentation and dissemination of information security policies and procedures.
- Coordinating the development and implementation of a District-wide information security training and awareness program.
- Coordinating a response to actual or suspected breaches in the confidentiality, integrity or availability of Institutional Data.

The current Information Security Designee is Dan Watkins, Associate Vice Chancellor - Information Technology.

2) Verify that the institution has performed a risk assessment that addresses the three required areas noted in 16 CFR 314.4(b), which are:

- a. Completed Risk Assessment with Resolute Guard, 11/22-01/23 – Can be provided upon request
- b. Scheduled external penetration test, 10/30/23

- Employee training and management

- a. Migrating from in-house, in-person training to Microsoft 365 Security Awareness training (Cyber Security Awareness month - October 2023)
- b. Attached legacy presentation "VCCCD Security Awareness Presentation"

- Information systems, including network and software design, as well as information processing, storage, transmission and disposal; and

- Detecting, preventing, and responding to attacks, intrusions, or other systems failures.

3) Verify that the institution has documented a safeguard for each risk identified above.

- c. IT Risks and associated treatments tracked via "VCCCD Risk Register", attached

APPENDIX K**HOURLY STUDENT PAY STRUCTURE**

Category	Requirements	Examples	Step	Compensation
Student Assistant	Little skill required. Little initial experience required. Limited prior knowledge in the field. Immediate supervision required.	Clerical Door control/ushering Equipment control	1	\$15.50
Student Specialist I	Moderate to high degree of skill required. Prior experience required. General supervision required.	Stage crafts Tutor Science/technology lab support Peer advising Police Cadets Information Technology support Child care Maintenance Clerical Lab support Cashiering	1	\$15.87
Student Specialist II	Advanced tutoring skills, including group facilitation or course embedded tutoring (with advanced knowledge of subject matter). General supervision required.	Advanced tutor Course embedded tutor	1	\$16.75

ELIGIBILITY

Student workers must be enrolled full-time (a minimum of 12 semester units or equivalent quarter units) at any educational institution during the semester in which they are employed, unless the student is an eligible participant in the Federal Work Study or CalWORKs programs. Students eligible for services under the Disabled Student Programs and Services (DSP&S) program will be considered to be in full-time status if enrolled in the minimum number of units as determined appropriate by DSP&S. Student workers employed during the summer must have been enrolled full-time during the previous spring semester or be enrolled full-time for the upcoming fall semester. When hiring student workers, preference shall be given to student applicants up to 26 years of age who are, or have been, dependent children in foster care.

ALLOWABLE HOURS PER WEEK

Student workers are limited to working 20 hours per week while classes are in session and 35 hours per week during the summer and when classes are not in session (i.e., winter and spring breaks). Students participating in federal, or state work-study/work experience programs may work up to 35 hours per week as dictated by the program. Student workers cannot work simultaneously within the district in any other capacity.

See [Administrative Procedure 7270](#).

HOURLY STUDENT PAY SCHEDULE

DEADLINE FOR ON-LINE TIME SHEETS: Time sheets must be approved no later than the end of the workday following the end of the pay period (unless otherwise notified). If a time sheet is not submitted on time, a paper time sheet will need to be completed for back pay and will be paid on the pay date following the end of the pay period during which it is submitted.

PAY PERIODS: Pay periods are always the 1st – 15th and the 16th – 31st (or last day of the month). A time sheet is required for each pay period during which a student works.

PAY DATES: Pay dates are scheduled for the 10th and 25th of each month. If either date falls on a weekend or holiday, the pay date will be moved to the nearest preceding day of business.

TIME SHEET APPROVAL

PAY PERIOD BY *PAY DATE

1st – 15th →	16th →	25th
16th - 31st →	1st →	10th

APPENDIX L

INSTRUCTIONAL CALENDARS

Ventura County Community College District 2022-2023 Instructional Calendar

SUMMER 2022

Moorpark College:

May 23: 4-Week, 6-Week, and 11-Week Sessions
June 13: 4-Week and 8-Week Sessions
June 20: 4-Week Session
July 11: 4-Week Session

Oxnard College:

May 23: 4-Week, 6-Week and 11-Week Sessions
June 13: 8-Week Sessions
June 20: 4-Week, 5-Week, and 6-Week Session
June 27: 6-Week Session
July 11: 4-Week Session

Ventura College:

May 23: 4-Week and 6-Week
June 13: 8-Week Sessions
June 20: 4-Week and 6-Week Session
July 11: 4-Week Session

Holidays 5/30, 6/17, 7/4

Summer 2022

	S	M	T	W	Th	F	S
May 2022	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
June 2022				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
July 2022	26	27	28	29	30		
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
August 2022	24	25	26	27	28	29	30
	31						
		1	2	3	4	5	6
	7	8	9	10	11	12	13

Saturday Classes

	Summer 2022
Possible Instructional Days:	10
First Day of Instruction:	5/21
No Instruction:	5/28, 7/2
Last Instruction Day/Final Exam:	8/6

Fall 2022

Possible Instructional Days:	15
First Day of Instruction:	8/20
No Instruction:	8/13, 9/3, 11/26
Last Instruction Day/Final Exam:	12/10

Spring 2022

Possible Instructional Days:	15
First Day of Instruction:	1/21
No Instruction:	1/7, 1/14, 2/18, 3/25
Last Instruction Day/Final Exam:	5/13

Fall Semester 2022: 88 days

Instructional Days:	84 (includes final exam days)
Self-Assigned Flex Days:	3
Mandatory Flex Days:	1
First day of instruction for full-semester classes:	8/12
Holidays:	9/5, 11/11, 11/24-25
Final Exam Week:	12/9-12/15
Last day of fall semester:	12/15

Spring Semester 2023: 87 days

Instructional Days:	84 (includes final exam days)
Self-Assigned Flex Days:	3
Mandatory Flex Days:	0
First day of instruction for full-semester classes:	1/6
Holidays:	1/16, 2/17, 2/20, 3/31
Spring Break:	4/3-4/7
Final Exam Week:	5/12-5/18
Last day of spring semester:	5/18

Fall 2022

	S	M	T	W	Th	F	S
August 2022		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
September 2022	28	29	30	31			
				1	2	3	
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
October 2022	18	19	20	21	22	23	24
	25	26	27	28	29	30	
							1
	2	3	4	5	6	7	8
November 2022	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
December 2022			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
January 2023	27	28	29	30			
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
February 2023	18	19	20	21	22	23	24
	25	26	27	28	29	30	
							1
	2	3	4	5	6	7	8
March 2023	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
April 2023							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
May 2023	23	24	25	26	27	28	29
	30	31					
		1	2	3	4	5	6
	7	8	9	10	11	12	13
June 2023	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

Spring 2023

	S	M	T	W	Th	F	S
January 2023	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
February 2023	29	30	31				
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
March 2023	19	20	21	22	23	24	25
	26	27	28	29	30	31	
							1
	2	3	4	5	6	7	8
April 2023	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
May 2023		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
June 2023	28	29	30	31			

Ventura County Community College District 2023-2024 Instructional Calendar

SUMMER 2023

Moorpark College:

May 22: 4-Week, 6-Week, and 11-Week Sessions
June 12: 4-Week and 8-Week Sessions
June 19: 4-Week Session
July 10: 4-Week Session

Oxnard College:

May 22: 4-Week, 6-Week, and 11-Week Sessions
June 12: 8-Week Sessions
June 19: 4-Week, 5-Week and 6-Week Sessions
June 26: 6-Week Session
July 10: 4-Week Session

Ventura College:

May 22: 4-Week and 6-Week Sessions
June 12: 4-Week and 8-Week Sessions
June 19: 4-Week and 6-Week Sessions
July 10: 4-Week Session
Holidays 5/29, 6/19, 7/4

Summer 2023

	S	M	T	W	Th	F	S
May 2023	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
June 2023					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
July 2023							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
August 2023			1	2	3	4	5
	6	7	8	9	10	11	12

Saturday Classes

Possible Instructional Days: 10
First Day of Instruction: 5/20
No Instruction: 5/27, 7/1
Last Instruction Day/Final Exam: 8/5

Summer 2023

Fall 2023

15
8/19
8/12, 9/2, 11/25
12/9

Spring 2024

15
1/20
1/6, 1/13, 2/17, 4/6
5/11

Fall Semester 2023: 88 days

Instructional Days: 84 (includes final exam days)
Self-Assigned Flex Days: 3
Mandatory Flex Days: 1
First day of instruction for full-semester classes: 8/14
Holidays: 9/4, 11/10, 11/23-24
Final Exam Week: 12/11-12/15
Last day of fall semester: 12/15

Spring Semester 2024: 87 days

Instructional Days: 84 (includes final exam days)
Self-Assigned Flex Days: 3
Mandatory Flex Days: 0
First day of instruction for full-semester classes: 1/8
Holidays: 1/15, 2/16, 2/19, 4/1
Spring Break: 4/1-4/5
Final Exam Week: 5/10-5/16
Last day of spring semester: 5/16

Fall 2023

	S	M	T	W	Th	F	S
August 2023			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
September 2023						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
October 2023							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
November 2023				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
December 2023						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

Spring 2024

	S	M	T	W	Th	F	S
January 2024		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
February 2024					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29		
March 2024						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
April 2024		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				
May 2024				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

For Federation: 
Susan Kinkella, Interim Chief Negotiator

Date: 2/1/23

For District: Laura Barroso
Laura Barroso, Vice Chancellor of Human Resources

Digitally signed by Laura Barroso
Date: 2023.02.01 12:24:06 -08'00'

Date: 2/1/23

APPENDIX M

SATISFACTORY ACADEMIC PROGRESS STANDARDS

The Ventura County Community College District Financial Aid Offices establish Standards of Satisfactory Academic Progress (SAP) in accordance with federal regulations (*34 Code of Federal Regulations Section 668.34*). To be eligible for financial aid, students must meet or exceed these standards. The standards apply to all financial aid recipients and to all college coursework taken including coursework taken from outside colleges if that coursework has been submitted and appears on your Ventura County Community College District (VCCCD) transcript.

Failure to maintain these standards may result in loss of financial aid eligibility.

STANDARD	MINIMUM REQUIREMENT
Qualitative Standard	A 2.00 minimum cumulative grade point average (GPA) in all coursework attempted.
Quantitative Standard	A 67% minimum course completion of all coursework attempted . *
Maximum Time Frame	Attempted units may not exceed 150% of the number of units required to complete your educational objective.

*Standard rounding rules apply when calculating a student's quantitative measurement.

Grades

In determining the above standards, grades of A, B, C, D, P, CR (Credit), or CRE (Credit by exam) are considered completed coursework. Grades of F, I (Incomplete), IP (In Progress), W (Withdrawal), **EW (Excused Withdrawal)** **, MW (Military Withdrawal), NC (No Credit), NP (No Pass), and RD (Record Delayed) are not considered completed coursework. All grades are considered attempted units.

EW grades issued as a result of COVID-19 will not affect a student's SAP standing. **Section 3509 of the CARES Act allows institutions to exclude from the quantitative component (pace measurement) of satisfactory academic progress (SAP) attempted credits a student was unable to complete as a result of the COVID-19 national emergency.

Enrollment

A student's enrollment will be verified prior to each financial aid payment to determine eligibility for financial aid.

ENROLLMENT STATUS	UNITS
Full time	12 or more units
Three-quarter time	9 to 11.75 units
Half-time	6 to 8.75 units
Less Than Half-time	0.25 to 5.75 units

Maximum Time Frame

A student must complete his/her educational goal within 150% of the program length. All coursework appearing on his/her VCCCD academic transcript will count toward Maximum Time Frame. **A student who has attained a BA/BS**

(for student loans only), MA/MS (for student loans only), or beyond (for student loans only), will be placed on **Suspension** and may be required to submit a **Satisfactory Academic Progress Appeal Form** for evaluation.

Educational Goal	Units Required to Complete Goal*	Maximum Attempted Units (150%) *
AA/AS	60 units	90 units
Transfer	60 units	90 units
Certificate of Achievement	*	*

*Program lengths vary. See college catalog for program length.

Warning

When a student fails to achieve a minimum 2.00 cumulative GPA or better and his/her pace is not equal or higher than 67%* he/she will be placed on **Warning**. A student is eligible for financial aid during the **Warning** period. At the end of the **Warning** period, a student **must** have a cumulative grade point average (GPA) of 2.00 and **must** also have completed a minimum of 67%* of **all** attempted units.

Probation

A student who successfully appeals will be placed on Financial Aid **Probation**. Financial aid is available during this **Probation** period. However, SAP will be evaluated at the end of the **Probation** term. During the **Probation** term, a student must complete 100% of all attempted units with a term GPA of 2.00 or better and must be following his/her approved **Academic Plan**. Failure to follow the terms of the appeal will result in **Suspension** of financial aid. A student on Probation for a payment period may not receive Title IV, HEA (Higher Education Act) program funds for the subsequent payment period unless the student makes satisfactory academic progress, or the institution determines the student met the requirements specified by the institution in the Academic Plan for the student.

Suspension of Eligibility

When a student fails to achieve a minimum 2.00 cumulative GPA or better and his/her pace is not equal or higher than 67%* he/she will be placed on **Suspension**. When a student is placed on **Suspension**, he/she will no longer be eligible to receive federal financial aid until he/she **Reinstates** or successfully appeals. A student who is **Suspended** can: Appeal by completing a Satisfactory Academic Progress Appeal form or attend at his/her own expense until the student raises his/her cumulative grade-point average (GPA) to 2.00 and attains a 67%* minimum course completion rate. Reinstatement **is not** an option for students who have exceeded **Maximum Time Frame**.

Reinstatement

A student **Suspended** for failing to achieve SAP may regain eligibility by successfully appealing to the Financial Aid Office. A student may also regain eligibility by attending without receiving financial aid and attain the minimum cumulative grade point average (GPA) of 2.00 and minimum cumulative course completion rate of 67%* of **all** attempted coursework. It is a student's responsibility to notify the Financial Aid Office in writing when he/she has reinstated him/herself. Reinstatement **is not** an option for students who have exceeded Maximum Time Frame.

Academic Plan

An Academic Plan outlines the requirements that a student must adhere to in order to remain eligible for financial aid. The institution develops an Academic Plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific time, or instead takes the student to successful program completion. Students placed on Academic Plan must complete 100% of all attempted units with a term GPA of 2.0 or better and must be following the approved Academic Plan. A student who has failed the Academic Plan has the right to appeal based on extenuating circumstances. Students must appeal to change the Academic Plan.

Student Educational Plan (SEP)

A student who has been suspended or has exceeded the maximum time frame, must meet with an academic counselor to develop a comprehensive SEP for an eligible program of study. The SEP must ensure that a student will meet SAP standards by a specified point in time, or through an Academic Plan can instead take the student to successful program completion.

Program of Study

A student must declare an eligible program of study from their Primary College, which is the school granting their degree. Only one major change can be applied to an appeal once an Academic Plan (SEP) has been approved by the Financial Aid Office.

Evaluation

SAP will be evaluated at the conclusion of each payment period (semester). Calculation includes cumulative number of units completed/transferred to VCCCD divided by the cumulative number of units attempted/transferred to VCCCD.

SAP is met if a student is achieving a 2.00 cumulative GPA or better and the pace is equal to 67%* or higher and the student has not reached 150% of the units required for certificate, degree, or transfer program. Once the calculation is performed, the student's SAP status will be posted on the student's MyVCCCD portal. The college will ensure that the student's academic progress is monitored, implemented, and documented as required.

ESL Courses

ESL coursework does not count against remedial units; however, the units do count toward **Maximum Time Frame**. Academic progress in ESL courses will be counted when assessing both a student's overall GPA and completion rate.

Remedial Courses

Students are eligible to receive financial aid for remedial units if the remedial classes are prerequisites for entrance into a regular college program. Financial aid cannot be received for more than 30 attempted remedial units. Any remedial units exceeding the 30-unit limit will NOT be counted towards his/her enrollment for financial aid purposes. However, they will still count toward **Maximum Time Frame** and will still be included in the

academic progress evaluation. A student should refer to the college catalog of his/her primary college for a list of remedial classes.

Repeated Coursework

Federal regulations prevent the financial aid office from paying for a course that has been passed and repeated more than one time. In order for a repeated course to be counted towards a student's enrollment status for financial aid purposes, a student may only repeat a previously passed course once (a total of two attempts). If a student enrolls in a previously repeated and passed course for a third time, this course will not count towards enrollment for financial aid purposes.

Repeated courses may be included if the student received a withdrawal (W) or failing grade. Courses may be repeated consistent with district academic standards, as identified in the college catalog. All repeated courses do affect Satisfactory Academic Progress calculations. Grades of A, B, C, D, P, CR (Credit), or CRE (Credit by exam) are considered passing grades.

Suspension and Extension Appeals cannot override the federal regulation. If a student is in a class that is not eligible for payment, but the class is part of his/her approved Academic Plan, he/she will not be penalized for repeating the class, but he/she cannot receive financial aid for that class.

Appeal Process

A Student who has had his/her financial aid Suspended has the right to appeal, based on extenuating circumstances (see below), by submitting a Satisfactory Academic Progress Appeal Form. Appeals must be submitted to the Financial Aid Office within the semester the student is requesting aid. Deadline dates vary. ***

Students must:

- Complete GetSAP Counseling online, may be optional during COVID 19 and/or if already on file- varies by college (see website).
- Complete the Satisfactory Academic Progress (SAP) Appeal form
 - The appeal must include an explanation of the extenuating circumstances that led to Suspension of Eligibility. Examples of extenuating circumstances include medical condition or illness of the student; death of an immediate relative; divorce or separation; military service; illness, injury or medical condition of a family member that required care; change in academic major or exceeded time frame; other similar situations that affected academic performance that were beyond the student's control.
 - The appeal must also include information on what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation, and/or what steps the student has taken to alleviate any obstacles (for example, meeting with academic counselor, tutoring, testing, reducing unit load, etc.).
- A complete appeal packet consists of: the completed appeal form, as described above; supporting documentation that supports the explanation of circumstances the student addressed in his/her letter (for example, copies of letters from doctors or counselors, divorce decree, medical information related to illness, death certificate, birth certificate); student educational plan (SEP) developed by an academic counselor along with any additional counseling forms.
- Incomplete appeal packets will not be accepted or will be automatically denied.

***Standard rounding rules apply when calculating a student's quantitative measurement.**

****EW grades issued as a result of COVID-19, will not affect a student's SAP standing. Section 3509 of the CARES Act allows institutions to exclude from the quantitative component (pace measurement) of satisfactory academic progress (SAP) attempted credits a student was unable to complete as a result of the COVID-19 national emergency.**

*****Please refer to our website for appeal deadlines and additional information.**

TITLE IV AUTHORIZATIONS

Rights and Responsibilities Agreement

NOTE:

- You do not need to submit this form unless you wish to make a change to the terms and conditions that you have already accepted.
- If you do wish to submit this form, you must bring it to the Financial Aid Office in person.
- If you sign and submit this form and change any of the terms and conditions of your financial aid, your financial aid may be delayed.

- ☐ I accept and understand Financial Aid Rights and Responsibilities.
- ☐ I accept and understand the Financial Aid Satisfactory Academic Progress Standards (SAP).
- ☐ I understand that in order to receive federal financial aid, I must be enrolled in an eligible program of study and goal offered by my primary college.

Title IV Authorization- Current Year

- ☐ I authorize VCCCD to apply the credit balance derived from Federal funds/aid to cover other charges to my student account for other non-institutional charges.
- ☐ I **do not** authorize VCCCD to apply the credit balance derived from Federal funds/aid to cover other charges to my student account for other non-institutional charges.

Title IV Authorization- Prior Year

- ☐ I authorize VCCCD to use Federal funds/aid to cover prior year charges up to \$200.
- ☐ I **do not** authorize VCCCD to use Federal funds/aid to cover prior year charges up to \$200.

I understand that if I submit this form or make any changes to the above Rights and Responsibilities Agreement, my financial aid may be delayed.

Student's Printed Name

Student ID #

Student Signature