



FINANCIAL AID DEPARTMENT 2013-14 AWARDING & PACKAGING OF TITLE IV FUNDS

Awarding and Packaging

Financial Aid applications who have been determined eligible should receive a combination of financial aid based, but not limited to, the student's qualifications, financial need, preference, student's academic and family situation.

Available funds

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| Pell Grants | Bureau of Indian Affairs (BIA) Grant |
| SEOG Grants | Scholarships, SWC and Osher |
| Federal Work Study | Board Of Governor's Fee Waiver |
| Federal Direct Student Loan; subsidized | Americorps |
| Federal Direct Student Loan; unsubsidized | Chafee Grant |
| Cal Grant B & C | Gear Up award |
| EOPS Grant, book service, scholarship, supplies | Child Development Grant |
| Care Grant, voucher, supplies, meal and bus pass | California National Guard EAAP |
| Cal Works WorkStudy | |

Package Construction

Financial aid applicants, who submitted a valid FAFSA application, have completed their financial aid file and verification, if selected, and have resolved all outstanding eligibility issues, will have needs analysis calculated and a student budget assigned. The aforementioned funds will be awarded, not to exceed their financial need.

Students can apply for a Board of Governor's Fee Waiver (BOGFW) by completing a state BOGFW application on-line. BOGFW-A/B eligible students can be awarded without a corresponding FAFSA application.

The highlighted funds referenced above reflect the funds assigned to students by the Colleague auto packager and awarded not to exceed financial need.

Pell Grant; Pell Grants will be awarded to Pell eligible students based on the Official Pell Payment schedule issued by the Department of Education for the corresponding year.

BOGFW-C; BOGFW-C awards are restricted to students who have been determined to be a California resident by the Admissions Office, have a calculated financial need greater than or equal to \$1,104.00 and have not been awarded a different BOGFW award.

Cal Grant B or C; Cal Grant awards are determined by the state and included when the student is auto packaged.

SEOG Grant; SEOG awards will be restricted to students with the lowest EFC, have been awarded a Pell Grant and submitted a FAFSA by the March 2nd priority deadline date. Any remaining un-awarded funds will be require ranking the students based on the following, an ascending order of EFCs and secondly, ranking students chronologically based on the date the file was awarded and considered complete and finally, based on the date the student's FAFSA was originally filed.

Procedures:

Awards can be auto packaged or individually packaged by staff depending on any eligibility issues existing in the student's application. Applications not eligible to be auto packaged require staff review to complete verification and resolve outstanding issues based on Department of Education guidelines. Not all awards referenced in the chart above are auto packaged; specific awards not auto packaged will require staff intervention to determine eligibility and award individually based on specific program requirements.

Students selected for auto packaging must meet the following criteria:

1. FAFSA on File with a calculated EFC
2. Student's file is complete
3. Decision status is blank (never reviewed)
4. Not selected for verification
5. No Pell Grant currently awarded
6. Eligible for a Pell Grant
7. No "C" comment codes to be resolved
8. No ISIR reject codes
9. High school diploma or GED high school status
10. No identified ATB issue
11. No professional judgment
12. No dependency override
13. US Citizen or eligible non-citizen
14. No Masters or Doctorate program
15. No other dependents , excluding children and spouse
16. No orphan or ward of the court status
17. No emancipated minor
18. No legal guardianship
19. No homelessness determined by a school
20. No homelessness determined by HUD
21. Not at risk of homelessness

Summer awards

The summer term will be considered a cross over period and assigned exclusively as a trailer to the prior award year. All modules will be combined and treated as one term. Full time enrollment will be defined as 12 credits.

New and continuing students who want to be considered for the summer term would be required to complete a prior year FAFSA by the June, 30th deadline and submit all requested documentation.

Students cannot exceed 100% of their annual Pell Grant eligibility, including the summer term. Only students who have not previously used all their annual Pell eligibility will be considered for summer eligibility. All summer awards must satisfy Federal aid requirements

Summer Pell students must meet next year's Satisfactory Academic Standards Policy calculated at the end of the spring term immediately preceding the summer term. SAP disqualified students would not be eligible for the summer term (excluding BOGFW) and SAP appeals if approved will be effective for the summer term.

Transfer students will be reviewed for remaining Pell eligibility and students who were not enrolled for the previous fall and spring term at Southwestern College will require transfer monitoring.

Award Package Notification

Awarded students are notified by email to access the college website www.swccd.edu regarding their specific awards. Students have access to view and print their award letter and disbursement schedule.

Overawards and Overpayments

Students are notified by email regarding over awards and overpayments as a result of institutional or student error.

Institutional liability:

SWC can incur an institutional liability when it has failed to follow the requirements as outlined in the federal financial aid regulations. The institution will repay the institutional liability with institutional funds and attempt to collect the liability from the student. The student retains eligibility for future Title IV aid.

Students are notified of the amount of the overpayment and to contact the Cashiers Office to repay the overpayment. A hold will be placed on the student's account and the student will not be able to register for future classes. The overpayment if not resolved by the student will be forwarded to the Chancellor's Office Tax Offset Program (COTOP).

Student liability:

Students can incur a liability when errors or misstatements are made on the FAFSA or supplemental documentation submitted to the Financial Aid Office. Institutional funds can be used to correct a student liability and if the student liability is corrected by institutional funds, the student retains eligibility for Title IV funds. However, the institution is not required to repay a student liability and if not repaid the student will lose future Title IV eligibility. The following occurs if the institution does not assume the liability.

Students are notified of the amount of the overpayment within 30 days of determination and instructed to contact the Cashiers Office to repay the overpayment. If the student fails to resolve the overpayment within 45 days of that date, they are notified that they will lose eligibility for future Title IV funds. Students are notified the overpayment will be reported to the National Student Loan Data System (NSLDS) and refer the matter to the Debt Resolution Services for collection.

Procedures

The Financial Aid Office will determine if an over award or over payment has occurred, the amount of the liability and if the liability is student or institutional.

The Financial Aid Office will inform the Finance Office by completing an over award form and if the liability is institutional include a corresponding requisition.

The Finance Office will post institutional liabilities to COTOP and restrictions will be added to the students account. Requisitions are forwarded to accounts payable to process for payment. The Finance Office receives the check back from accounts payable and posts the overpayment and forwards to Cashiering to deposit the funds to the financial aid bank account.

Any holds placed on the student's record will be removed once the liability is paid in full by the student at the Cashiers Office.