



Student Financial Aid Handbook 2013-14

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INTRODUCTION

Southwestern College's Financial Aid office believes that student aid programs facilitate and foster the successful academic participation of financially needy students. As part of its commitment to support student success, the Financial Aid office provides this information to help students better understand the regulations and processes governing federal and state aid programs. Financial Aid is assistance made available by federal and state funding and private sources in the form of grants, loans, scholarships and employment. This aid makes it possible for students to continue their educations beyond high school even if they cannot meet the full cost of attending the college or university of their choice. These funds are intended to supplement, not replace, resources needed to meet educational costs.

Southwestern College (SWC) is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. A copy of the report may be accessed from the college website [here](#).

The Southwestern College Financial Aid Office is located in the Cesar Chavez Student Services Center, First Floor.

Hours of Operation:	Monday & Tuesday	8am to 6:30pm
	Wednesday & Thursday	8am to 5pm
	Friday	8am to 1pm
	Closed Weekends	

Website: <http://swccd.edu/financialaid>

Phone Number: 619.482.6357

Email: financialaid@swccd.edu

School Code: 00129400

Walk-In Hours Financial Aid Specialists are available for one-on-one consultation on a walk-in basis each Tuesday from 2pm – 3pm and each Wednesday from 10am – 11am.

Higher Education Centers Financial aid documents may be submitted at all Higher Education Center Student Services desk. There is also a Financial Aid Technician at HEC San Ysidro available for walk-in assistance.

ELIGIBILITY REQUIREMENTS FOR FEDERAL FINANCIAL AID

To be eligible for federal financial aid, a student must:

1. **Be a US citizen or permanent resident alien with a valid and appropriate visa.**
2. **Have a valid Social Security Number.** Students from the Republic of the Marshall Islands, Federated States of Micronesia, and the Republic of Palau are exempt from this requirement. Also, students who qualify for AB540 status are not eligible for federal aid, but may be eligible for California state aid. See page 9 for more information.
3. **Demonstrate financial need (for most programs).** Financial need is defined as the difference between the cost of attendance (COA) at a school and your Expected Family Contribution (EFC). While COA varies from school to school, your EFC does not change based on the school you attend. See page 6 for more information. Some types of aid, such as some scholarships and loans, may not require a demonstration of financial need.
4. **Possess a high school diploma or valid equivalent.** To be eligible for financial aid, you must have a High School Diploma, General Education Diploma, (GED) or equivalency. Students who do not have a high school diploma or a recognized equivalent (e.g., GED), and who first enroll in a program of study on or after July 1, 2012, will not be eligible to receive Title IV student aid. Students will qualify for Title IV student aid under one of the ability-to-benefit (ATB) alternatives if the student completed those ATB alternatives and was enrolled in a Title IV eligible program prior to July 1, 2012. Those alternatives include the student passing an independently administered, approved ATB test or successfully completing at least six credit hours of postsecondary education.
5. **Be enrolled in an eligible education program for the purpose of obtaining an associate degree, certificate of achievement or completing requirements for transfer to another college.** You are encouraged to follow a Student Educational Plan (available through the Counseling Office) and to enroll only in classes that count towards your stated educational goal. Please note that Certificate of Proficiency programs are not eligible programs for financial aid purposes.
6. **Be enrolled in and attend the appropriate number of units.** Some programs may require 12 or more units, others may require at least half-time enrollment. If eligible, Pell Grant funds are based on the number of units in which you are enrolled. Students who drop classes or withdraw may be liable for repayment of all or part of funds received.

7. **Be making Satisfactory Academic Progress (SAP).** The U.S. Department of Education requires that students that receive financial assistance demonstrate academic success and progress toward a qualified academic objective (Associate degree, Certificate of Achievement, or transfer program). Students must maintain a cumulative grade point average (GPA) of at least 2.0 or better, complete at least 67% of units attempted and may receive aid only for a period of 150% of the minimum required units to complete their academic program. Transferable coursework from prior academic institutions will be included in your Satisfactory Academic Progress calculation. Students who are disqualified for not meeting SAP have the right to submit an appeal. Please click [here](#) for the complete Satisfactory Academic Progress Policy .
8. **Be in compliance with Selective Service Registration.** Federal law requires men 18 through 25 years of age to be registered with the Selective Service System. Females are excluded from this requirement. The law applies to male citizens and permanent resident aliens, but not to foreign students that hold valid student visas. Men must be registered before they can receive any federal or state financial aid for schools, including grants and loans. Registration forms are available at any post office, at the Financial Aid Office, online at www.sss.gov or by clicking on the link on the [“Resources”](#) page of SWC’s Financial Aid website.
9. **Not be in default on a federal educational loan at any college or educational institution.**
10. **Not owe a refund or repayment on any Title IV grant program (Pell, FSEOG, etc) at any college or institution.**
11. **Not have been convicted for a federal or state drug charge for an offense that occurred during a period of enrollment for which the student was receiving federal student aid.** Students are only deemed ineligible for aid when convictions occur during periods when the student was receiving aid. Convictions that were reversed or local or municipal convictions do not impact financial aid eligibility.
12. **Not have been awarded a Bachelor’s or higher degree.** Generally, students who have already been awarded a bachelor’s degree or higher degree are not eligible for federal or state aid. However, students meeting eligibility requirements may receive BOG Fee Waivers and, in some cases, federal direct subsidized loans.

APPLYING FOR FINANCIAL AID

Federal aid - Completing the Free Application for Federal Student Aid (FAFSA) is the first step in becoming eligible for financial aid. The FAFSA is available on January 1st each year for the following academic year and can be accessed at www.fafsa.ed.gov. If you plan to attend Southwestern College, please include our Title IV code 001294 on your FAFSA. You will also need to obtain a Personal Identification Number (PIN) by going to www.PIN.ed.gov which will be used to electronically sign your application.

After you submit your FAFSA, you will receive an electronic Student Aid Report (SAR) and, if you listed SWC on your FAFSA, we will receive an Institutional Student Information Record (ISIR), which is an electronic version of your application. Each member of your family wishing to apply for financial aid must fill out an individual FAFSA. **You must reapply for FAFSA each academic year you wish to receive aid. Priority deadline for submitting your application is March 2nd each year.**

State aid – You must be a resident of California or verified AB540 student to be eligible for state aid. Click [here](#) for more information on AB540.

Cal Grant – Students wishing to apply for Cal Grant should complete the FAFSA application and submit the California Student Aid Commission (CSAC) Grade Point Average (GPA) verification form at (website) and must be submitted by March 2nd each year for priority consideration. If you miss this deadline, your FAFSA will still be processed for other types of aid. There is an additional deadline of September 2nd for community college students only.

Board of Governors Fee Waiver (BOGFW) – Applications for BOGFWs can be submitted electronically at (website). Applications are usually available in late Spring for the following academic year and deadlines to apply are as follows: Summer – August 1st, Fall – December 1st and Spring – May 1st.

California Dream Act (CADA) – Legislative bills AB130 and AB131 allow verified AB540 students to apply for and receive State of California financial aid. Students with valid social security numbers (SSN) should complete the FAFSA application and those who do not have valid SSNs should complete the California Dream Act application (CADA) at (website). The CADA application will generate application for both CalGrants and BOG Fee Waivers. For more information on the CADA, please see our webpage a (webpage).

To ensure your application is processed as quickly and efficiently as possible, please be sure to do the following:

- ✓ **Apply as early as possible.** The earlier you submit your application, the earlier it will be queued for processing.
- ✓ **Fill out your application carefully, completely and accurately.** Applications are compared against multiple databases - mistakes and inaccuracies will cause the processing of your application to be delayed until errors can be corrected.
- ✓ Maintain a current email and mailing addresses in WebAdvisor and check to make sure that emails received from financialaid@swccd.edu are not going to your spam or trash files.
- ✓ Respond to all emails promptly and submit requested paperwork as soon as possible.
- ✓ Be aware of all Eligibility Requirements on page 3.

COST OF ATTENDANCE AND FINANCIAL NEED

Each year, colleges establish a Cost of Attendance (COA) which takes into account average costs for items including room and board, books and supplies, enrollment and tuition fees, personal expenses and educational transportation costs. It does not include maintenance costs for a student's dependents because a standard allowance for dependents is included in the federal need analysis calculation.

At Southwestern College, the Cost of Attendance is used to calculate eligibility for federal and state aid programs (excluding BOGFW). The information reported on your 2013-14 FAFSA (including income, benefits and family size) is used to determine your Estimated Family Contribution (EFC), using the standard "federal needs analysis" formula. Your EFC is deducted from the COA, resulting in your calculated Total Need. Various aid programs are then awarded based on eligibility and availability of funds. The calculation is outlined below.

$$\begin{array}{r} \text{Estimated Family Contribution (EFC)} \\ - \text{Cost of Attendance (COA)} \\ = \text{Total Need} \end{array}$$

Cost of attendance for students enrolled in less than half-time will only include tuition and fees, books and supplies and educational transportation costs. Click [here](#) for the 13-14 COA chart.

PACKAGING AND TYPES OF FINANCIAL AID AWARDED

When a student applies for financial aid, funds usually come from more than one source (federal, state, private, etc.) and the combination of financial resources is referred to as packaging. Once your financial need is determined, you will be awarded aid **in the following order** until your need has been met or until no additional funds are available. Please note that State programs are always subject to an approved state budget.

The aid year for 2013-14 at Southwestern College covers Fall 2013, Spring 2014 and Summer 2014.

Board of Governors Fee Waiver (BOGFW) – [The Board of Governor's Fee Waiver \(BOGFW\)](#) is

available to California residents who meet specific income eligibility requirements. The program waives the Enrollment Fee and reduces or waives other fees as well (see “A”, “B” and “C” below). The BOGFW will be in effect for Summer, Fall and Spring terms and students must reapply each year. There are no minimum or maximum unit requirements and **applicants must be a California Resident as determined by the registrar’s office. Students who pay their fees and then receive a BOGFW should request a refund of paid fees from the Cashier’s Office.**

Method “A”:

Students or their parent(s) must be currently receiving TANF/CalWORKS, SSI/SSP, or General Assistance. BOGFW A waives Enrollment, Health and Student Center fees, and the Parking Permit Fee will be reduced.

Method “B”:

Students and/or their parent(s) must meet household size and income standards established each year by the State of California. BOGFW B waives Enrollment Fees, and the Parking Permit Fee will be reduced. Method B does not waive Health Fees or Student Center Fees.

Method “C”:

Students must complete the [FAFSA \(Free Application for Federal Student Aid\)](#) or [California Dream Act](#) application (for AB540 students without SSNs). Southwestern College will use the results to determine student eligibility for the BOGFW and will award those students determined to have at least \$1104 of financial need. BOGFW C waives Enrollment Fees and the Parking Permit Fee is reduced. Method C does not waive Health Fees or Student Center Fees.

AB540 Students:

Under AB131, students who are registered as AB540 students are entitled to receive BOGFW and should complete the BOGFW application. For students needing to qualify under Method C, students with valid SSNs should complete the [FAFSA application](#) and students without SSNs should complete the [California Dream Application](#)

Federal Pell Grant: Pell Grants are federal grants that do not have to be repaid. Eligibility is determined from the Estimated Family Contribution (EFC), a calculation determined on the information submitted on your 2013-14 FAFSA. For the 2013-2014 academic year, the maximum Pell Grant is \$5,645 based on full-time enrollment for the school year (Fall 2013 and Spring 2014). Pell Grant awards are adjusted if you enroll in fewer than 12 units per semester.

For the 2013-14 academic year, the enrollment status for each semester (including summer) is:

Full-time	12 or more units
$\frac{3}{4}$ -time	9 to 11.5 units
$\frac{1}{2}$ -time	6 to 8.5 units
Less than $\frac{1}{2}$ -time	Less than 6 units

Lifetime Eligibility – Effective July 1, 2012 the amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to the equivalent of six full years (or 12 semesters of full-time enrollment). This includes Pell funding received at community colleges, vocational schools and four year public and private universities for the life of your academic career and is prorated if you are enrolled and receive Pell funding for less than full-time enrollment.

Once you have reached the 600%/6 year full-time enrollment limit, you are not eligible for any additional Pell funding and there are no exceptions or appeals. Also, **once you have earned a Bachelor's Degree, you are no longer eligible for a Pell Grant** even if you haven't received the entire 600% eligibility. You may check your current Pell Lifetime Eligibility at www.nslds.gov

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG funds are awarded to Pell-eligible students who have the lowest EFC to ensure the neediest students receive these limited awards on a first-come, first-served basis. Students must be enrolled in at least six (6) units to receive FSEOG. For the 2013-2014 academic year, the maximum FSEOG available per student is \$250 per semester and awards are extremely limited.

Federal Work Study (FWS): FWS is federally subsidized employment available to students who demonstrate financial need. Priority is given to those students who have completed the necessary paperwork by the appropriate deadlines. The length of a student's employment under FWS funding is based on the student's FWS award, pay rate and hours worked per week. Most FWS jobs are on campus; however, some Off-Campus FWS Community Service positions exist.

To be eligible for employment, students must:

- Maintain Satisfactory Academic Progress (SAP)
- Remain enrolled in a minimum (6) units
- Have remaining financial aid need

FWS students are paid at a rate of \$8.00/hour and cannot work in excess of 20 hours/week (see "Disbursements" for more information). For more information on Student Employment, please refer to the [Student Employment Handbook](#).

Cal Grants: Cal Grants A,B & C are state-funded, need-based, grants given to California college students and do not have to be repaid. Students must be California residents, enrolled at least half-time (6 units), have a high school diploma and meet federal aid requirements. Cal Grants B & C are the only CalGrant awards offered at SWC.

The deadline date for high school students to apply for entitlement grants and for university transfer students to apply for competitive grants is **March 2nd**. To apply, students must file a FAFSA and submit a GPA verification to CSAC by the deadline (SWC students who have completed 16 degree applicable units will have their GPA automatically calculated and submitted to CSAC). Community college students wishing to apply for a competitive grant also have a second filing deadline of **September 2nd**. **Cal Grant B** pays up to \$1,473 per year and **Cal Grant C** pays up to \$547 per year.

AB540 Students:

Under AB131, students who are registered as AB540 are entitled to receive CalGrants. Students with valid SSNs should complete the [FAFSA application](#) and students without SSNs should complete the [California Dream Application](#)

The following types of financial aid are not automatically awarded, but may be available to eligible students who apply and are approved or granted.

Direct Loans: Southwestern College participates in the William D. Ford Federal Direct Loan Program, formerly the Federal Family Education Loan (FFEL) Program. The Direct Loan Program offers the same types of loans as the FFEL Program. Direct Loans have the same terms and conditions as FFEL Program, but instead of a bank lending the money, the U.S. Department of Education lends the money directly to students through the student's school.

Direct Loan Eligibility and Requirements

- Complete the Free Application for Federal Student Aid (FAFSA) and any other required documents.
 - Student must have a completed financial file and have been packaged for eligible aid before a Direct Loan application will be processed.
 - You must receive an Award letter prior to requesting a Federal Direct Student Loan application. Direct Loan application is available at the Financial Aid Office
 - Complete the Electronic Master Promissory Note if you are a new Southwestern College Borrower
 - Complete and pass the required Entrance Loan Counseling
 - Complete and pass the required Exit Loan Counseling for those who drop below half time, withdraws and graduates
 - Must maintain continuous half-time enrollment for the entire loan period to receive your loan check(s).
 - Transferred units accepted at SWC will be counted toward units completed and determining grade level.
 - **Direct loan payments will be made once you are actively enrolled in and attending 6 or more units.**
- NOTE: classes that start later in the semester will delay disbursement of a student loan.**
- If you drop or withdraw below 6 units for the Fall 2013 semester, your loan check may be cancelled and you will have to re-apply for the Spring term.
 - You must not be in Default on any Title IV Federal Loan, or owe an overpayment on any Federal Grant from any institution.
 - You must maintain Satisfactory Academic Progress as published on the Southwestern College website.
 - You may not receive loan funds at any other institution during the period of enrollment at Southwestern College.
 - **If your total loan indebtedness is at least \$10,000 or you are requesting unsubsidized loans, you must complete the Budget Worksheet (available on our website) and meet with a Financial Aid Loan Specialist. Southwestern College has the responsibility to evaluate all loan requests case-by-case and**

reduce or deny loan request for students that, in our professional judgment, are at serious risk for loan default. High levels of indebtedness (including loans from other colleges), coupled with a small progress in an academic program, is a common indicator of high risk default. Therefore your loan request may be denied or reduced

- Southwestern College does not participate in Alternative Private Loan or Parent Plus loans.
- Your loan will be prorated if you are enrolled in a program that is shorter than a full academic year or enrolled in a program that is one academic year or more in length but is in a remaining period of study that is shorter than a full academic year.

Important Notices

Experimental Sites Initiative

Effective 2013-2014, Southwestern College has been approved by the U.S. Department of Education to participate in an experimental initiative to reduce over-borrowing and risk of loan default. This will allow our college to eliminate the Unsubsidized Loan eligibility for certain groups of students. This decision is final and cannot be appealed to the U.S. Department of Education.

Based on this initiative, the following categories of students will not be eligible to borrow Unsubsidized Loans:

- 1ST YEAR / CALIFORNIA RESIDENTS STUDENTS

1st year is defined as students who have completed less than 30 units in their current program of study and 24 units out of the 30 must be degree applicable. Units that will not be counted towards the 24 units are basic skills or remedial or any other units that are not applicable to the current program or major based on the educational plan

- STUDENTS WITH TOTAL LOAN AGGREGATE DEBT OF \$12,500 OR MORE

Students who have borrowed subsidized and unsubsidized loans with a combine total of \$12,500 or more. Total loan debt includes loans from ALL schools attended

- STUDENTS WHO HAVE BEEN APPROVED ON A SATISFACTORY ACADEMIC APPEAL

Students who were disqualified and who are approved through the Financial Aid Appeal process for the 2013-2014 aid year

Loan Reporting

All federal student loans obtained by a student or parent are reported to and tracked on the National Student Loan Data System (NSLDS). NSLDS loan records are accessible to all authorized NSLDS users, including schools, student loan guaranty agencies, lenders, federal agencies, and other authorized users

in order to calculate future aid eligibility, or to resolve questions about the student loans or grants on a need-to-know basis.

Accessing NSLDS

Student and parent loan borrowers may view their federal loan information at [NSLDS](#) using their federal PIN.

Types of Loans

Federal Direct Subsidized Loan: provides low interest rates and are available to students who demonstrate financial need determined by the information provided on the FAFSA. The Federal government pays the accruing interest on the loan while attending school at least half time or during deferment status. Please note: **Direct Subsidized loans** will not be eligible for an interest subsidy during the six-month grace period when the loan is in the six-month grace period after the student is no longer enrolled at least half time, or if the loan is in a deferment status. This provision eliminates the interest subsidy provided during the six-month grace period for subsidized loans for which the first disbursement is made on or after July 1, 2012, and before July 1, 2014. If a student received a subsidized loan during this timeframe, they will be responsible for the interest that accrues while their loan is in the grace period. They do not have to make payments during the grace period (unless you choose to) but the interest will be added (capitalized) to the principal amount of their loan when the grace period ends. This provision does not eliminate the interest subsidy while the borrower is in school or during eligible periods of deferment.

Federal Direct Unsubsidized Loan: provides low interest rates and are available to all students regardless of financial need. Interest begins to accrue from the date the loan is disbursed, though you can choose to pay it later if you are in an in-school, grace, or deferment status. If the student does not pay the accruing interest, it will be added to the principal amount of their loan and increase the amount they have to repay. If the student pays the interest as it accumulates, they will repay less in the long run.

Time Limitation on Direct Subsidized Loan Eligibility for First-Time Borrowers: As of July 1, 2013 a new borrower may not receive Direct Subsidized Loans for more than 150% of the published length of their current program. For example: If you are enrolled in a 2 year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years).

Entrance/Exit Loan Counseling: Students are required to complete the Entrance Loan Counseling every

academic year when applying for a loan. Access to the Entrance Counseling Portal is through <https://studentloans.gov/myDirectLoan/index.action>. Exit Loan Counseling is required if a student drops below half time, withdraws or graduates. Access to the Exit Counseling Portal is through <https://studentloans.gov/myDirectLoan/index.action>. See Appendix 7 for information provided at Exit.

Disbursement Procedures

- Direct Loans will be disbursed in two separate installments.
- **First Year (have not completed 30 units in your current program), First Time borrowers at Southwestern College will have a 30 day delay after the semester starts before the 1st loan disbursement.**
- Direct Loan checks are disbursed via direct deposit or paper check through Higher One Financial Institute
- Direct Loan processing and disbursement will take approximately 4-6 weeks

Master Promissory Note

You must complete a Direct Loan Master Promissory Note (MPN). Although you may have previously signed an MPN to receive FFEL Program loans, a FFEL MPN cannot be used to create Direct Loans.

The MPN is the legal document through which you promise to repay your Direct Loans and any accrued interest and fees to the Department. It also explains the terms and conditions of your loans. A Direct Loan MPN can be used to make loans for up to ten (10) years. You may complete a Direct Loan MPN electronically via the StudentLoans.gov Web site at <https://studentloans.gov>.

To complete a Direct Loan MPN electronically, you must have a Federal Student Aid PIN. The Federal Student Aid PIN is the same PIN used to complete the Free Application for Federal Student Aid (FAFSA). To apply for a PIN if you do not already have one, or for customer service regarding a previously assigned PIN, visit www.PIN.ed.gov.

Award Letter

Award letters will be emailed to students with information on the amount the loan was approved for with an attached link to the disbursement schedule

Fees and Repayment:

Fees

The **Origination Fee** for both Subsidized and Unsubsidized loan is **1.053%**. This fee is deducted before you receive your loan. The amount you actually receive will be less than the amount you have to repay.

Interest Rates:

Federal Direct Student Loans 2013-2014 Interest Rates							
Effective for Loans With a First Disbursement on or After July 1, 2013							
Loan Type	Student Grade Level	Cohort		Index Rate			
		First Disbursement On/After	First Disbursement Before	10-Year Treasury Note Index	Add - On	2013-2014 Fixed Interest Rate	Interest Rate Cap
Direct Subsidized Loans	Undergraduate Students	7/1/2013	7/1/2014	1.81%	2.05%	3.86%	8.25%
Direct Unsubsidized Loans	Undergraduate Students	7/1/2013	7/1/2014	1.81%	2.05%	3.86%	8.25%

Grace Period

When borrowers cease to be enrolled at an eligible school on at least a half-time basis, a six-month grace period begins. The repayment period for a Direct Subsidized Loan begins and interest begins to accrue the day after the grace period ends.

Repayment Plans

Monthly payment amounts will be based on how much you borrowed and how long it takes you to repay the loan. You can change the plans at any time. There are no penalties if you make payments before they are due or pay more than the amount due each month. The following are several repayment plans available:

Standard Repayment Plan	Direct Subsidized and Unsubsidized Loans Subsidized and Unsubsidized Federal Stafford Loans all PLUS loans	Payments are a fixed amount of at least \$50 per month. Up to 10 years	You'll pay less interest for your loan over time under this plan than you would under other plans.
Graduated Repayment Plan	Direct Subsidized and Unsubsidized Loans	Payments are lower at first and then increase, usually	You'll pay more for your loan over time than under the 10-

	Subsidized and Unsubsidized Federal Stafford Loans all PLUS loans	every two years. Up to 10 years	year standard plan.
			Your monthly payments would be lower than the 10-year standard plan. If you are a
			Direct Loan borrower, you must have more than \$30,000 in outstanding Direct Loans. FFEL borrower, you must have more than \$30,000 in outstanding FFEL Program loans.
Extended Repayment Plan	Direct Subsidized and Unsubsidized Loans Subsidized and Unsubsidized Federal Stafford Loans all PLUS loans	Payments may be fixed or graduated. Up to 25 years	For example, if you have \$35,000 in outstanding FFEL Program loans, and \$10,000 in Direct Loans, you can use the extended repayment plan for your FFEL Program loans, but not for your Direct Loans. For both programs, you must also be a " new borrower " as of Oct. 7, 1998. You'll pay more for your loan over time than under the 10-year standard plan.
			You must have a partial financial hardship .
Income-Based Repayment Plan (IBR)	Direct Subsidized and Unsubsidized Loans Subsidized and Unsubsidized Federal Stafford Loans all PLUS loans made to students Consolidation Loans (Direct or FFEL) that do not include Direct or FFEL PLUS loans made to parents	Your maximum monthly payments will be 15 percent of discretionary income , the difference between your adjusted gross income and 150 percent of the poverty guideline for your family size and state of residence (other conditions apply). Your payments change as your income changes. Up to 25 years	Your monthly payments will be lower than payments under the 10-year standard plan. You'll pay more for your loan over time than you would under the 10-year standard plan. If you have not repaid your loan in full after making the equivalent of 25 years of qualifying monthly payments, any outstanding balance on your loan will be forgiven. You may have to pay income tax on any amount that is forgiven.
Pay As You Earn	Direct Subsidized and Unsubsidized Loans	Your maximum monthly payments will be 10 percent	You must be a new borrower on or after Oct. 1, 2007, and must

<u>Repayment Plan</u>	Direct PLUS loans made to students Direct Consolidation Loans that do not include (Direct or FFEL) PLUS loans made to parents	of discretionary income, the difference between your adjusted gross income and 150 percent of the poverty guideline for your family size and state of residence (other conditions apply). Your payments change as your income changes. Up to 20 years	have received a disbursement of a Direct Loan on or after Oct. 1, 2011. You must have a partial financial hardship. Your monthly payments will be lower than payments under the 10-year standard plan. You'll pay more for your loan over time than you would under the 10-year standard plan. If you have not repaid your loan in full after you made the equivalent of 20 years of qualifying monthly payments, any outstanding balance on your loan will be forgiven. You may have to pay income tax on any amount that is forgiven.
<u>Income-Contingent Repayment Plan</u>	Direct Subsidized and Unsubsidized Loans Direct PLUS Loans made to students Direct Consolidation Loans	Payments are calculated each year and are based on your adjusted gross income, family size, and the total amount of your Direct Loans. Your payments change as your income changes. Up to 25 years	You'll pay more for your loan over time than under the 10-year standard plan. If you do not repay your loan after making the equivalent of 25 years of qualifying monthly payments, the unpaid portion will be forgiven. You may have to pay income tax on the amount that is forgiven.
<u>Income-Sensitive Repayment Plan</u>	Subsidized and Unsubsidized Federal Stafford Loans FFEL PLUS Loans FFEL Consolidation Loans	Your monthly payment is based on annual income. Your payments change as your income changes. Up to 10 years	You'll pay more for your loan over time than you would under the 10-year standard plan. Each lender's formula for determining the monthly payment amount under this plan can vary.

Default: Taking out a Federal Direct Student Loan will have an impact on your future credit and financial aid eligibility. Failure to make regularly scheduled payments on your student loan can lead to a defaulted loan. If you are having difficulty repaying your loan, please contact the Direct Student Loan at www.direct.ed.gov. You will be given several options to temporary defer your loan payments to avoid the consequences of default which can include any or all of the following: ineligibility for further aid,

ineligibility for deferment options, turnover to a collection agency, damage to your credit rating, wage garnishment and legal action by the federal government.

Direct Loan Application Deadlines: Students are encouraged to submit all direct loan paperwork by the following deadlines to ensure prompt processing by the end of the term.

Fall 2013: Tuesday, November 19, 2013

Spring 2014: Friday, April 25, 2014

Summer 2014: TBA

Scholarships: Scholarships are funds from a variety of sources that do not have to be repaid. They vary in amount, requirements and criteria and many are not subject to federal aid eligibility requirements. These need and non-need based awards are processed throughout the year. However, the most scholarships are available for application in January each year and are awarded by May. Please click [here](#) for more information and access to the online application. Scholarship awards will be added to the student's award package to assure that the student's awards do not exceed his or her documented need. Awarded scholarships will also be reported as income to the Internal Revenue Service.

Chafee Grant: The Chafee Grant Program is administered by the California Student Aid Commission (CSAC). The program is for foster or former foster youth to help pay for college, career or technical training. You must be a current or former foster youth, not have reached your 22nd birthday as of July 1 of the award year and have financial need. Recipients may be eligible for up to \$5,000 per academic year. To qualify students must meet the Chafee Grant Program requirements and be enrolled in a program at least one academic year in length. Chafee Grant is federally and state funded and each year is subject to the availability of funds.

Child Development Grant: The Child Development Program is administered by the California Student Aid Commission (CSAC). The program is for students who are pursuing a Child Development permit to teach or supervise in a licensed California Child Care Center and recipients may be eligible to receive up to \$1,000 each academic year at a community college. Prior to receiving an award payment the recipient must sign a Service Commitment Agreement to provide one full year of service in a licensed child care center for every year the grant is received. To qualify students must meet the Child Development Program requirements.

EOPS: Equal Opportunity Programs & Services (EOPS) provides students with priority registration, Academic, career, and personal counseling, tutoring, Book service, Student Educational Plan (SEP) and Semester-by-Semester Plan for each student, workshops in personal development, study skills, career, and majors Leadership development activities and Cultural enrichment activities. Also included is the CARE Program, which provides grants and additional services for EOPS students who are single parents, have a child 13 years or younger and have an open case number with the Department of Health and Human Services.

To qualify, students must meet all the following criteria:

- Be a resident of California or be classified AB540;
- Be enrolled full-time (12 or more units) when accepted into the EOPS program (6 units if you have certification from DSS Office);
- Not have completed more than 58 units of degree-applicable course work. This includes course work completed at all colleges previously attended;
- Be qualified to receive a Board of Governors Fee Waiver Application (BOGW) A or B; AND
- Identified to be educationally disadvantaged

Availability of EOPS services is limited and students must apply by stated deadlines. If accepted into the program, students must attend a mandatory EOPS orientation and sign an EOPS contract for services. For more information, please contact the EOPS/CARE Office at the Cesar Chavez Center, 2nd Floor, by phone at (619) 482-6456, on their [website](#) or by email at eops@swccd.edu

VERIFICATION

Each year, the Department of Education selects certain FAFSA applications for a process called 'verification.' The law requires colleges to obtain information from the family that verifies the accuracy of the information that was reported on the FAFSA (e.g. income, family size, benefits, educational level). SWC verifies every file identified by the federal government as part of this process, using worksheets based on federal regulations and guidelines. Beyond those applications selected for federal verification, the law requires colleges to also request further documentation when a FAFSA application and/or subsequent paperwork appears incomplete, conflicting information is discovered or additional information is needed to complete processing the application.

The Financial Aid Office must identify and resolve any discrepancies in information received with respect to a student's application for Title IV aid. These items include, but are not limited to:

- Student aid applications
- Need analysis documents (e.g., Institutional Student Information Records (ISIRs) and Student Aid Reports (SAR))
- Federal income tax return transcripts and W2s
- Documents and information related to a student's citizenship
- School credentials (e.g., high school diploma)
- Documentation of the student's Social Security Number (SSN)
- Compliance with the Selective Service registration requirement
- Child support, SNAP and/or military benefits
- Unusual Enrollment History (UEH), when students have received federal funds at three or more schools in the last three years

A student is not eligible to receive federal, state, and/or institutional need-based aid until all required paperwork has been submitted and processed. Students are contacted via email and required documents are posted on the student's WebAdvisor account under "Financial Aid". This process can happen at any time during the year when a SAR comment is generated or conflicting information is discovered that needs to be resolved. The verification process can result in a change of a student's financial aid eligibility. We strongly suggest you check your WebAdvisor account for any required information.

PROFESSIONAL JUDGMENT

Request for Change of Income

In cases of extenuating circumstances affecting a student's financial aid eligibility, a student can request special consideration by speaking with a Financial Aid Specialist and submitting the necessary paperwork. Professional judgment is the ability of an institution to make adjustments to a student's specific FAFSA data elements or his/her Cost of Attendance, based on their documentation. Circumstances can include, but are not limited to:

- Loss of employment

- Loss of income due to divorce or separation
- Loss of income due to death of spouse or parent
- Discharge from active military duty
- Loss of untaxed income or benefits
- Loss or hardship due to disability or natural disaster

The need analysis procedures specified in Part F of Title IV of the Higher Education Act will be used in determining need for federal funds. Both current regulations and law recognize, however, that adjustments may be made to data elements in need analysis. Indeed, the Higher Education Act provides that discretionary judgments may be employed. Section 479A(a) states:

Nothing in Title IV shall be interpreted as limiting the authority of the student financial aid administrator, on the basis of adequate documentation, to make necessary adjustments to the cost of attendance and expected family contribution (or both) to allow for treatment of individual students with special circumstances. In addition, nothing in this title shall be interpreted as limiting the authority of the student financial aid administrator to use supplementary information about the financial status or personal circumstance of eligible applicants in selecting recipients and determining the amounts of awards under [the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Federal Family Educational Loan or the Federal Direct Loan Programs]. Special circumstances may include tuition expenses at an elementary or secondary school, medical or dental expenses not covered by insurance, unusually high child care costs, recent unemployment of a family member or other changes in a family's income, a family's assets, or a student's status.

Adjustments in need analysis may either result in an increase or decrease in the student's need. If the aid administrator is satisfied that the adjustment is based on verifiable information and may be justified as reasonable on grounds of professional judgment, the resulting need figure is valid for all forms of aid, regardless of source.

Professional Judgment allows the student financial aid administrator to make necessary adjustments to the values of specific data elements used in the EFC calculation or adjust the cost of attendance. This included not only allowing a more liberal financial aid package for some students, but also the ability to restrict aid for students who have additional sources of support not apparent in the analysis.

Because each family's situation is unique, extraordinary circumstances occasionally will arise that require individual attention. In these cases the aid administrator is expected to weigh the family's situation both objectively and subjectively in order to render a professional judgment about the financial support that the family can reasonably provide toward the applicant's post-secondary expenses. Professional judgment represents a key factor in the student financial aid delivery system - the capacity for personal intervention by the aid administrator in cases that merit individual attention.

Effective Spring 2014, Southwestern College's financial aid office will take into consideration approving income changes for students that have by choice left employment for retraining as permitted in Dear Colleague letter GEN 09-04: <http://ifap.ed.gov/dpclatters/GEN0904.html>

Effective Spring 2014, Southwestern College's financial aid office will count unemployment income equal to ZERO as permitted in Dear Colleague letter GEN 09-05: <http://ifap.ed.gov/dpclatters/GEN0905.html>

Effective fall 2013, Southwestern College's Financial aid office will utilize two options of 12 month based income for Professional Judgment's to result in most beneficial circumstance.

January – December (Traditional 12 month year)
July – June (SWC academic year)

Dependency Overrides

Students who wish to request a change in dependency status are required to meet with a Financial Aid Specialist and submit a Change in Dependency Request Form, which must include a personal statement clarifying the rationale for their request and/or a letter from a third-party professional (eg: pastor, counselor, teacher, caseworker, etc.) and any other supporting documentation, such as court orders, police reports, etc. None of the conditions listed below qualify as unusual circumstances meriting a dependency override:

- Parents refuse to contribute to the student's education.
- Parents are unwilling to provide information on the FAFSA or for verification.
- Parents do not claim the student as a dependent for income tax purposes.
- Student demonstrates total self-sufficiency

Decisions to exercise professional judgment or a dependency override will be on a case-by-case basis and decisions regarding requests for adjustment are final and cannot be appealed. Overrides do not carry over from year to year.

Despite the possible expectation of a parent's contribution for an independent student, the aid administrator cannot shift a student from independent to dependent status for federal purposes if the student otherwise meets the requirements of the federal definition of an independent student.

DISBURSEMENT INFORMATION

Financial aid disbursements are made on a monthly basis by the Finance Office through Higher One®. Financial Aid funds will first reduce any debts owed to SWC and the remaining balance will go to

students by the disbursement method chosen by the student (direct deposit, Higher One® debit card or paper check).

Each semester, students' Pell grants will be disbursed in two parts – 30% of that term's eligibility an initial disbursement at the beginning of the semester and the remaining 70% in a second disbursement 60 days later. Students awarded after this disbursement will receive 100% of that term's eligibility. Click [here](#) for a disbursement calendar for all types of financial aid.

HigherOne® – Southwestern College has partnered with Higher One®, a financial services company, to enable students to **choose** how they receive their financial aid funds – direct deposit, HigherOne® debit card or paper check. Financial Aid staff can answer questions and assist in the sign up process and there is a webpage, including FAQs, and a special email address - swcaccesscard@swccd.edu - specifically for questions about Higher One®. Students must update their addresses with Higher One®, as well as in WebAdvisor, to ensure timely delivery of mail items. Click [here](#) for additional information on HigherOne®, including [FAQs](#).

Credit Balance - Students with a balance remaining on their account after deducting any outstanding debt to Southwestern College will have funds transferred electronically (EFT) to HigherOne , a financial services company, which will disburse the funds to students by one of the following options:

1. Credit the student's HigherOne account
2. Transfer electronically (EFT) to student's preferred bank account
3. Send a student a paper check
4. Instant check (HigherOne status preference inactive)

The following funds are currently disbursed by HigherOne:

1. Pell Grant
2. SEOG Grant
3. Direct Loans
4. Cal Grants (California grant)

Federal Work study (FWS) is not awarded by the Financial Aid Office, but awarded and managed by the Student Employment Office. FWS Funds are disbursed directly to students by the Cashiering Office.

Federal Work Study (FWS) - Payment is made on the 5th of each month for the hours worked during the previous month, Checks are available for pickup at the Cashiering Office at the Cesar Chavez Center, First Floor.

Pell Advance – If you have been awarded a Pell Grant, but have not yet received your disbursement, you may use a portion of these funds to purchase books and supplies at the beginning of the semester (Fall and Spring only). You may complete a Pell Advancement Request form at the Financial Aid Office and receive credit at the Campus Bookstore for up to \$350. The entire amount of your Pell Advance will be deducted from your Pell disbursement and paid to the Bookstore on your behalf. Any unused portion of your Pell Advance may be cashed out at the Bookstore on the date notated on your request form.

WITHDRAWAL FROM COURSES AND RETURN TO TITLE IV (R2T4)

Federal Financial Aid Funds are awarded under the assumption that students will attend school for the entire payment period or period of enrollment for which the aid was awarded and will complete all the units on which their award was calculated. If you withdraw from all classes during this period, the amount of Title IV Federal Financial Aid that you have earned and are entitled to keep must be determined by a mandated federal formula.

Types of withdrawal

- An **official** withdrawal is initiated by the student or instructor and is determined by “the student’s withdrawal date, or the date of official notification, whichever is later.”
- An **unofficial** withdrawal occurs when there is no official notification or withdrawal by the student or instructor, so the withdrawal date is based on “the date that the College becomes aware that the student has ceased attendance”. If you do not officially drop your classes and receive Fs, NCs and/or Ws for **all** your courses in a term, you will be considered an unofficial withdrawal, even if you were enrolled in the course(s) for the entire term.

Short-term courses or modules are courses in a program that do not span the entire length of the payment period or period of enrollment. If you withdraw and you will *not* attend a subsequent short-

term class, it is considered a complete withdrawal and an overpayment calculation must be done. If at the time of withdrawal you provide written notification that you *will* attend another short-term course within 45 days of the same payment period, then this is not considered a withdrawal. If you do *not* attend within 45 days of the same payment period, the withdrawal date is that of the prior module you ceased attending.

Southwestern College's withdrawal policy is available at

<http://www.swccd.edu/modules/showdocument.aspx?documentid=4345>

Calculation of Earned Federal Financial Aid Funds

The purpose of the federal calculation is to determine the earned and unearned amounts of federal aid for which the student is eligible. It is calculated by: 1) determining the percentage of the semester or term that is completed, 2) multiplying the percentage by the amount of Pell awarded, and then 3) subtracting that amount from what you have already been paid. This will result in either an underpayment or overpayment to the student. Federal regulations stipulate that once you have completed more than 60% of the payment period or period of enrollment, you have “earned” all the assistance you were scheduled to receive for that period of enrollment.

Example: Student enrolled in 12 units and was paid \$2823 in Pell. He/she withdraws from all classes after October 7th, which is the 40% point of the term.

Calculation: 40% (% of term attended) x \$2823 (Amount Awarded) = \$1129 (Earned Amount)
\$2823 (Amount paid) - \$1129 (Earned Amount) = - **\$1694** (Unearned amount)

- For **official** withdrawals, the calculation of the percentage of the semester attended is based on the date of the official withdrawal from classes or the student's last date of documented attendance at an academically related activity.
- For **unofficial** withdrawals, the calculation of the percentage of the semester attended is based on earning 50% of the semester. SWC must determine the withdrawal date no later than 30 days after the end of the earliest of the (1) payment period or period of enrollment (as appropriate), (2) academic year, or (3) educational program.

Effective summer 2013, the class census date (4th week of full term, 17.5-week semester classes or the 30% point of a less than full term courses) on which the student was paid will determine the enrollment status for all calculations.

Returning Funds

If it is determined that you have been overpaid, you will be notified via email of the amount and program of funds that are required to be returned. You will have 45 days from the date of notification to repay the funds directly to Southwestern College. After 45 days, your debt is referred to the Department of Education Debt Resolution Services Department (1-800-621-3115) for collection and you must make the payment directly to them. Any student loan funds to be returned must be repaid in accordance with the terms of the promissory note, making scheduled payments to the lender or holder of the loan over a period of time.

Important - as soon as **any** overpayment amount is determined, a hold will be placed on your records and eligibility for **all** Title IV aid will be suspended until the debt is completely resolved.

Post Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post withdrawal disbursement. Southwestern College may automatically use all or a portion of your post-withdrawal disbursement (including student loan funds, if you accept them) for outstanding tuition and fees. There may be Title IV Financial Aid that you are scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. Students are notified within 30 days of the date of determination (of withdrawal) of their eligibility for a PWD and grant aid is disbursed within 45 days. In the case of a PWD of a loan SWC disburses Loan Funds if requested within 100 days of date of acceptance.

Order of return of funds

The order of the Return of Title IV Federal Financial Aid Funds by Southwestern College is:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Federal Pell Grants
4. Federal Supplemental Educational Opportunity Grants (FSEOG)

Federal Work Study (FWS) funds are excluded from the calculation.

Refund Policy/Institutional Charges

Students should be aware that while SWC's school policy determines the charge students will owe after withdrawing, the school refund policy will not affect the amount of Title IV aid the student earns under the federal return calculation. Mandatory fees, including Enrollment Fees, Student Center Fees and Health Fees, are required to be included in any Title IV calculation.

SWC refund policy is available online at: <http://www.swccd.edu/index.aspx?page=306>

If you have questions about your Title IV Financial Aid program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <http://www.studentaid.ed.gov>

ACADEMIC YEAR DEFINITION

Southwestern College's academic year, for federal student aid purposes, is comprised of two 18-week semesters (fall and spring), which meets the federal minimum academic year definition (30 weeks of minimum instructions). SWC also offers a selection of courses during the summer term. Students are required to be enrolled in and attending at least 12 units each semester to be considered a full-time student, which means a full-time student is expected to compete at least 24 units per year.

Enrollment status is determined based on the number of units you are officially enrolled in according to your student records on the course census date (please see Appendix for dates for 2013-14). It is the student's responsibility to ensure that all course adds and drops have been properly, promptly and accurately posted to your record.

OTHER RESOURCES AND PROGRAMS

SWC is committed to providing you with a wide range of student services that support you throughout your educational journey and engage you in college life.

The Cesar E, Chavez Student Services Center is the hub of student support on SWC's Chula Vista campus and serves as a one-stop location for a wide variety of services, including Admissions, Counseling, EOPS, Veterans' Services, Disability Support Services, Student Employment, Financial Aid and many other critical programs.

Student taking classes at the college's Higher Education Centers at San Ysidro, National City and Otay Mesa can receive similar service onsite.

Other Financial Resources:

Emergency Loan – Emergency Loans in the amount of \$150 per semester are available to students to assist with the costs of attending school. Students may choose to receive a Campus Bookstore credit or paper check. Funds must be repaid within 60 days and funds are subject to availability and a \$6 service fee. Students must be enrolled in at least 6 units, have no holds on their records and agree to repay the loan by the date stated on the agreement. Applications are available at the Financial Aid Office.

Other Services:

The following are some of the services that are available to support you as you achieve your goals. For a complete listing of student support services, please visit our [website](#).

[Academic Success Center](#) - The Academic Success Center (ASC) offers free tutoring in subjects from accounting to zoology on a walk-in basis and by appointment. The ASC is managed by the faculty and staff of Learning Assistance Services (LAS).

[Center for International Studies & Programs/Study Abroad](#) - The Center for International Studies and Programs was established to foster cross-cultural exchanges, develop study abroad opportunities, provide support for international student recruitment, and to sponsor international events and educational activities for the entire Southwestern College campus and community. Classes taken during study abroad programs are counted just as if they were taken at SWC and BOGFW-eligible students will have enrollment fees for classes waived. For students that have completed their 13-14 FAFSA and have been processed, grants and/or a Direct Loan can assist in paying the costs of the program. Please contact Dr. Carla Kirkwood at the Center for International Studies (room 651 behind the SWC Bookstore)

or contact the Center by email at IPGlobal@swccd.edu for more information. For questions about direct loan eligibility, please contact Kathy Abara at the Financial Aid office or by email at kabara@swccd.edu

Financial Aid for Study Abroad:

Students participating in a study abroad program approved by Southwestern College are eligible for Federal Financial Aid funds, regardless of whether the program is required for the student's regular, eligible program of study, as long as:

- the student is an eligible regular student (see definition below) enrolled in an eligible program at SWC
- SWC approves the program of study abroad for academic credit towards the student's program at SWC
- SWC has a contractual agreement with the foreign school
- Eligible regular student.

A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.

[Disability Support Services \(DSS\)](#) - DSS provides services, academic accommodations and resources for students with disabilities to achieve academic success. Accommodations and services include academic advising, counseling, registration assistance, test proctoring, sign language interpreting and Personal Development classes.

[School of Counseling & Personal Development](#) - The School of Counseling and Personal Development offers a comprehensive program designed to ensure student success. Academic advisement and individual counseling appointments are available to all enrolled students as well as a full range of courses in personal growth and development. Counselors are prepared to talk with students about their academic performance, choice of career, personal goals, and transfer opportunities.

[Veterans' Resource Center \(VRC\)](#) – In Spring 2014, SWC proudly opened a new Veterans' Resource Center, dedicated to providing a wide variety of services for our student veteran population. A computer lab, meeting areas and a private counseling office are all a part of the new facility in Room 345. In addition to on-campus services, the VRC will also host community partners, such as the Department of

Veterans' Affairs, Chula Vista Vet Center and Marine Corps League, who will offers services to student veterans.

CONSUMER INFORMATION

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, below is a summary of consumer information that must be made available to all students at Southwestern College (SWC). Each topic listed gives a brief description of the information that must be disclosed and explains how it can be obtained or is hyperlinked. You can also click [here](#) to access this information on our Consumer Information page.

if you have questions or need assistance obtaining information listed, please contact the Office of Communications, Community and Government Relations at 619.482.6304 or via mail at cmrrequest@swccd.edu. They can also be reached on Facebook!

College Navigator

Click [here](#) to access the College Navigator for Southwestern College. The website includes important data and information for Southwestern College in the following areas:

- General Information
- Tuition, Fees and Estimated Student Expenses
- Financial Aid
- Net Price Calculator
- Enrollment
- Admissions
- Retention and Graduation Rates
- Programs/Majors
- Varsity Athletic Teams
- Accreditation
- Campus Security
- Cohort Default Rates

General Information

Academic Programs

SWC offers a wide variety of degree, certificate and transfer programs. Click [here](#) to access the current catalog and see pages 91-95 for a full list of academic program offerings.

Accrediting Agency Information

Southwestern College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC). Please click [here](#) to access the current college college and see page 6 for a full list of SWC's accreditation and program approvals.

[College Calendar](#)

College Catalogs

Please click [here](#) to access the current and prior SWC Catalogs, which contain important information on applying to the college, registering for classes, academic policies, degree and certificate programs, graduation requirements and general information and data about the college.

Constitution Day

In order to comply with the federal regulation requiring the development of educational programming to celebrate Constitution Day on September 17th of each year, Southwestern College's Financial Aid Office provides faculty, students and staff with access to U.S. Constitution Day educational and media resources, lectures and free pocket size U.S. Constitution books. Click here for information from our most recent Constitution Day celebration.

[Copyright Information](#)

[Disabled Student Services](#)

Equity in Athletics Disclosure Act

Each year, SWC submits a federally mandated Equity in Athletic Report (EAR), which includes demographic, expense and revenue information on its intercollegiate athletic program. Copies of this report are available a the School of Health, Exercise Science, Athletics and Applied Technology or by accessing Southwestern College's information on the Department of Education's Equity in Athletics [website](#).

[Gainful Employment Data](#)

GED Test Center

The Chula Vista Adult School, a part of the Sweetwater Union High School District, is the closest official GED Test Center for students who do not have a high school diploma. Please click [here](#) to access their website.

[Information Security Program](#)

[Misrepresentation](#)

[Net Price Calculator](#)

[Student Body Diversity](#)

The Southwestern College Fast Facts 2012-13 publication lists a variety of data on our college. Please see page 2 for Student profile data.

Textbook Information

The SWC Bookstore provides textbook information (including ISBN and retail price, when available) for courses listed in the course schedule each semester. This information can be accessed through WebAdvisor or at the Bookstore's website at www.SWCBookstore.com.

Transfer of Credit Policy

Click [here](#) for SWC policy on the transfer of academic credit. Click [here](#) for SWC articulation agreements with the California State University system, the University of California system and Alliant University, Capella University, National University, Point Loma Nazarene University and the University of Southern California.

Voter Registration Information

Southwestern College encourages eligible students to register to vote. Students may access the California Voter Registration website by logging onto WebAdvisor and selecting "Register to Vote" on the "Communication" tab or clicking on registertovote.com. Students wishing to register via voter registration card may pick one up in the Cesar Chavez Student Services Building. The Associated Students' Organization (ASO) also organizes voter registration events periodically throughout the school year.

Health & Safety

Campus Safety Reports and Statistics

The SWC Campus Police Office prepares, maintains and publishes the following safety information:

- [Annual Clery Security Reports](#)
- [Crime Statistics](#)
- [Timely Warning & Emergency Notification](#)
- [Daily Crime Log](#)
- [Emergency Response/Evacuation](#)

Drug and Alcohol Abuse Prevention

Southwestern College is committed to maintaining a drug-free workplace for staff, faculty and students. Policy 5003 states that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in all buildings, property, facilities, service areas and satellite centers of the District and all employees are required to comply with this policy as a condition of continued employment. Any employees violating this policy will be subject to disciplinary action which may include termination. All employees receive a copy of this policy and are notified of the consequences of non-compliance.

The Student Policy Manual states that "Any person who possesses, consumes, sells, gives or delivers to any other person any alcoholic beverage in or on any public schoolhouse or any of the grounds thereof is guilty of a misdemeanor. This section does not, however, make it unlawful for any person to acquire, possess or use any alcoholic beverage in or on any public schoolhouse or on any grounds thereof if the alcoholic beverage is acquired, possessed or used in connection with a course of instruction given at the school and such person has been authorized to acquire, possess or use it by the governing body or any other administrative head of the school". Click [here](#) to view the entire Student Policy Manual.

In cooperation with Student Health Services, the District offers a series of drug and alcohol awareness workshops on campus and informs students and staff of similar off-campus programs. Programs include information on the following:

- The dangers of drug abuse in the workplace
- The drug-free workplace policy

- Drug and alcohol counseling and rehabilitation programs available within the area

Click [here](#) to view SWC's Drug and Alcohol Abuse Prevention webpage, which includes important information on our program.

Vaccination Policy

Students enrolled in nursing or allied health course clinical requirements in a healthcare setting (acute care, ambulatory setting, pre-hospital setting or long-term care) in the San Diego region must meet the San Diego Consortium regulations regarding completed immunizations. These immunizations are required to protect all patients but especially the immune-compromised patients from contacting illness or disease from the students. Please click [here](#) for additional information. Students in programs other than nursing or allied health are not required to provide proof of vaccination or immunization.

Policies and Procedures

[Acceptable Use Policy - Internet and Other Computer Networks](#)

Privacy of Student Records: Family Educational Rights & Privacy Act (FERPA)

Southwestern College is committed to the protection and confidentiality of student educational records by adhering closely to the guidelines established by the Family Educational Rights and Privacy Act (FERPA) - a federal legislation established to regulate access and maintenance of student educational records

FERPA affords students certain rights with respect to their educational records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent. Educational records for the most part include, with certain exceptions, all records maintained in any medium, which can identify the student.

For further information on FERPA please use the link below:

U.S. Department of Education FERPA Guidelines

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

TAX CREDITS AND DEDUCTIONS

There are a variety of tax credits and deductions available to students, which may reduce your federal income tax liability. Below is an overview of some of the current programs. Since this is general information only, students are encouraged to consult their tax advisor or contact the [Internal Revenue Service](#) for more information **prior** to taking advantage of any of these credits or deductions.

American Opportunity Tax Credit (AOTC) – Replacing the Hope Scholarship Credit, the AOTC expands eligibility for the credit to a broader range of taxpayers and has been extended through 2017 by the American Taxpayer Relief Act of 2012. Independent students can claim the tax credit for their educational expenses, or families or spouses can claim the credit for dependent students. The maximum annual credit is \$2,500 per student and can be claimed for the first four years of post-secondary, degree-seeking education. The full credit is available to filers whose modified adjusted gross income is \$80,000 or less and \$160,000 or less for married couples filing jointly.

Lifetime Learning Credit - The Lifetime Learning Credit is available for up to \$2,000 annually for an unlimited number of years. Qualified expenses include tuition, fees, and required books, supplies, and equipment. Students must be enrolled in at least one post-secondary course, need not be pursuing a degree or other recognized education credential and there is no limit on the number of years the credit can be claimed for each student. However, *a taxpayer cannot claim both the AOTC and Lifetime Learning Credit for the same student in the same year.* The full credit is available to filers whose modified adjusted gross income is \$52,000 or less, or \$104,000 or less for married couples filing jointly and is capped at modified adjusted gross incomes of \$62,000 or more for individuals, or \$124,000 or more for married couples filing jointly.

Tuition and Fees Deduction - A higher education tuition and fees tax deduction is available to individuals who do not use the Lifetime Learning or American Opportunity Tax Credit. Unlike a tax credit, which reduces the amount of taxes owed, the tuition and fees deduction reduces taxable income and tax filers need not itemize deductions to claim the benefits. The maximum tuition and fees deduction is \$4,000 and varies according to income level.

Student Loan Interest Deduction – Students may deduct the interest paid on a federal or private student loan from their taxable income. The maximum student loan interest deduction is \$2,500 and decreases as income levels increase.

Employer-Provided Education Benefits - Federal tax code allows employers to give employees up to \$5,250 a year in tax-exempt tuition and fees assistance at the undergraduate and graduate level regardless of whether the education is job-related.

FINANCIAL AID FRAUD

There are situations where students and/or parents willfully falsify or misrepresent information for the purpose of obtaining financial aid for which a student is not eligible. As administrators of Title IV programs and funds, the College is obligated to ensure processes are in place to protect against fraud by applicants or staff. The Financial Aid Office is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse [34 CFR 668.53(a)(5), 668.14(g)].

Policy for Fraud

Individuals who willfully submit fraudulent information and/or documentation to obtain financial aid funds will be investigated to the fullest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

Procedures for Fraud

If a financial aid officer suspects or determines intentional misrepresentation of facts, false statements, or alteration of documents which resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the information shall be reported to the Director of Financial Aid for further review and possible disciplinary action. If the Director determines or suspects fraud, all information will be forwarded to the Dean of Student Services, the Vice President for Student Services, the Office of Inspector General of the Department of Education, and/or the local law enforcement agency for appropriate action. Processing of the application or disbursement of funds shall be suspended until it has been determined that fraud is evident. Note: The regulations require only that the College refer the suspected case for investigation, not that we reach a firm conclusion about the propriety of the conduct.

Some forms of financial aid fraud include, but are not limited to, the following:

- Forged signatures on an application, verification documentation or master promissory notes
- Falsified documents - including reporting members that are not part of your household
- False statements of income
- False statements of citizenship
- Use of fictitious names, addresses, SSNs
- False claims of independent status

Cases of fraud will be reported to the Office of Inspector General (OIG):

Inspector General's Hotline: 1-800-MIS-USED

<http://www.ed.gov/about/offices/list/oig/hotline.html>

Office of Inspector General

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-1510

In compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, Southwestern Community College District will provide equal opportunities in its educational programs and employment for all persons, regardless of but not limited to race, colour, religion, national origin, gender, marital or parental status, disability, age, sexual orientation or status as a Vietnam-era veteran.

APPENDICES

1. [Satisfactory Academic Progress \(SAP\) Policy](#) (link)
2. [Student Rights and Responsibilities](#) (link)
3. [2013-14 Cost of Attendance Chart](#) (link)
4. [Code of Conduct for Educational Loans](#) (link)
5. 2013-14 Important Dates for Financial Aid Applicants
6. Exit Counseling Information

APPENDIX 6

IMPORTANT DATES FOR FINANCIAL AID APPLICANTS

	Summer 2013	Fall 2013	Spring 2014	Summer 2014
Deadline to apply for BOGFW	N/A	N/A	May 30, 2014	N/A
Deadline to appeal SAP disqualification	August 1, 2013	Dec. 1, 2013	May 1, 2014	August 1, 2014
Deadline to submit application for Direct Loan	Not available	Nov. 19, 2013	April 25, 2014	TBA
Last day to add semester-length classes	Varies	August 31, 2013	February 1, 2014	Varies
Last day to drop without "W"	Varies	September 8, 2013	February 10, 2014	Varies
Last day to drop with "W"	Varies	November 9, 2013	April 11, 2014	Varies
Census date for full-semester length classes	Varies	September 8, 2013	February 10, 2014	Varies
60% point of semester – 100% Pell eligibility	Varies	November 1, 2013	April 4, 2014	Varies
Last day to submit FAFSA for 13/14	N/A	N/A	June 30, 2014	N/A

APPENDIX 7

EXIT COUNSELING

Exit counseling will provide the student borrower with the following information:

- Average anticipated monthly repayment amount based on the student borrower's indebtedness or on the average indebtedness of student borrowers who have obtained Direct Subsidized Loans and Direct Unsubsidized Loans, student borrowers who have obtained only Direct PLUS Loans, or student borrowers who have obtained Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans, depending on the types of loans the student borrower has obtained, for attendance at the same school or in the same program of study at the same school;
- Available repayment plan options, including the standard repayment, extended repayment, graduated repayment, income contingent repayment plans, and income-based repayment plans, including a description of the different features of each plan and sample information showing the average anticipated monthly payments, and the difference in interest paid and total payments under each plan;
- Options to prepay each loan, to pay each loan on a shorter schedule, and to change repayment plans;
- Effects of loan consolidation including, at a minimum—
The effects of consolidation on total interest to be paid, fees to be paid, and length of repayment;
The effects of consolidation on a borrower's underlying loan benefits, including grace periods, loan forgiveness, cancellation, and deferment opportunities;
The options of the borrower to prepay the loan and to change repayment plans; and
- That borrower benefit programs may vary among different lenders;
Includes debt management strategies that are designed to facilitate repayment;
- How to contact the party servicing the student borrower's Direct Loans;
- The likely consequences of default, including adverse credit reports, delinquent debt collection procedures under federal law, and litigation;
- A general description of the terms and conditions under which a borrower may obtain full or partial forgiveness or discharge of principal and interest, defer repayment of principal or interest, or be granted forbearance on a Title IV loan; and

(B) A copy, either in print or by electronic means, of the information the Secretary makes available pursuant to section 485(d) of the HEA;*

- Review for the student borrower information on the availability of the Department's Student Loan Ombudsman's office;
- The availability of Title IV loan information in the National Student Loan Data System (NSLDS) and how NSLDS can be used to obtain Title IV loan status information;
- Explain to first-time borrowers—
- How the borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are determined;
- The sum of the borrower's subsidized usage periods at the time of the exit counseling;
- The consequences of continued borrowing or enrollment, including--
- The possible loss of eligibility for additional Direct Subsidized Loans; and
- The possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans;
- The impact of the borrower becoming responsible for accruing interest on total student debt; That the Secretary will inform the student borrower of whether he or she is responsible for accruing interest on his or her Direct Subsidized Loans; and

(F) That the borrower can access NSLDS to determine whether he or she is responsible for accruing interest on any Direct Subsidized Loans;

(xiii) A general description of the types of tax benefits that may be available to borrowers; and

(xiv) Require the student borrower to provide current information concerning name, address, Social Security number, references, and driver's license number and state of issuance, as well as the student borrower's expected permanent address, the address of the student borrower's next of kin, and the name and address of the student borrower's expected employer (if known).

* Section 485 requires the Secretary (i.e., the Department) to provide "descriptions of federal student assistance programs, including the rights and responsibilities of student and institutional participants,"

including “information to enable students and prospective students to assess the debt burden and monthly and total repayment obligations” for their loans.

Section 485(d) also refers to information • to enable borrowers to assess the practical consequences of loan consolidation, including differences in deferment eligibility, interest rates, monthly payments, finance charges, and samples of loan consolidation profiles. • concerning the specific terms and conditions under which students may obtain partial or total cancellation or defer repayment of loans for service. • on the maximum level of compensation and allowances that a student borrower may receive from a tax-exempt organization to qualify for a deferment and shall explicitly state that students may qualify for such partial cancellations or deferments when they serve as a paid employee of a tax-exempt organization. • on state and other prepaid tuition programs and savings programs and disseminates such information to states, eligible institutions, students, and parents in departmental publications.