



## TERMS OF OFFER

In accepting an offer of financial aid, you acknowledge responsibility for understanding and complying with all the laws, regulations and rules that govern the various financial aid programs. The **TERMS OF OFFER** is an official agreement between you and the Financial Aid Office and is in force throughout the term of the award. *Failure to comply with all of the laws, regulations and rules, may result in cancellation or an adjustment of the award and may require repayment of part or all funds disbursed to you.* **The TERMS OF OFFER is subject to change without prior notice due to the various laws, regulations, and rules that change frequently.** The following general requirements apply to all financial aid programs:

- **Important Dates and Deadlines:** Visit the financial aid homepage, click on and read the “Important Dates and Deadlines” to ensure you will meet deadlines for all financial aid processes.
- **Change in Information:** Any change in your legal name, address, social security number or telephone number *must* be immediately reported to the Admissions and Records Office AND the Financial Aid Office. Any mismatched information will delay your financial aid award.
- **Workshops:** Financial aid offers a variety of useful workshops to assist students with the financial aid process and increase financial aid literacy.
- **Special Circumstance:** I understand that I can only submit one special circumstance. If I have mitigating circumstances that might warrant a second special circumstance, it will require the review from the Director of Financial Aid for consideration of approval on a case by case basis.
- **Forms:** Most financial aid forms may be found on the financial aid webpage.
- **Satisfactory Academic Progress (SAP):** By accepting financial aid, you have read and understand the Financial Aid office Satisfactory Academic Progress Standards. Should you fail to meet the financial aid SAP standards, you will be placed on a warning status or be disqualified.
- **Educational Goal and Course of Study:** Students must have a financial aid eligible educational goal and course of study on record in order to be eligible to receive financial aid. A list of eligible financial aid educational goals and course of study programs may be found on the Admissions and Records web page on the Program Change form. Students may update their educational goal and/or course of study with admissions and records. A change in educational goal and/or course of study may impact your eligibility.

- **Request for Award/Disbursement Notification:** Financial Aid students who have completed their file can view their awards online on their Wing Span account.
- **Enrollment, Change in Enrollment Status, Late Starting Classes, and Withdrawal:** Initial financial aid awards are based on full-time status and offered on the condition that you are enrolled and attending courses at this college. In order to receive an actual full-time award, you must enroll in and maintain a minimum of twelve units throughout the semester. If not, you will receive an award for three-quarter time status if you enroll in and maintain 9 to 11.5 units, half-time for 6 to 8.5 units, and less than half-time for 0.5 to 5.5 units. Late start class will not be counted towards your enrollment status until the class starts. As a result, your disbursement will be reduced or delayed until the actual class begins. A change in enrollment status during a semester may change or cancel your award. Should you withdraw, your remaining financial aid award will be cancelled. Please see financial aid if you have questions regarding any enrollment changes and the impact on your award and possible repayment obligations.
- **Financial Aid Disbursements:** Students who have been awarded a Pell Grant will be disbursed based on the number of units they are attending and the start date of their classes. Financial aid disbursement dates are contingent upon the dates listed on the student award letter and on the scheduled start date(s) of classes. When a student completes their financial aid file prior to the first scheduled disbursement of the semester, their initial Pell grant disbursement funds will be sent directly to the Owl Bookshop to allow students to purchase books and supplies. Students should refer to the financial aid web page for detailed disbursement information and dates. For students participating in the Study Abroad Program (SAB) disbursements dates will vary due to the different enrollment periods. Students must be attending at least six (6) units to receive Federal Stafford Direct Loan(s), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS) and Cal Grants.
- **Financial Aid Fund Disbursement Authorization:** Financial Aid students have the option to authorize use of their Federal and/or State financial aid funds to pay for outstanding account balances and institutional charges. Students can authorize payment by completing the electronic authorization form found on their student financial aid Wing Span account.
- **Financial Holds:** Any student who has an outstanding financial balance at the college is subject to have his/her financial aid check held and/or delayed until payment has been made in full.
- **Availability of Funds:** All awards are made on condition that funds are available. In the event that the state or federal governments reduce or eliminate funds, the Financial Aid Office will reduce and/or cancel your award.
- **Course Repeats:** Students are not eligible to receive aid for more than one repetition of a course that has been previously passed.

- **Clock Hour Programs:** Effective July 1, 2015 for the 2015-2016 award year only, students with a certificate as their educational goal and a course of student for **Cosmetology, Dental, Esthetician, or Vocational Nursing** will be paid based on clock hours and weeks of instruction completed and not based on semester hours. See the financial aid web page for disbursement guidelines and further details.

Effective July 1, 2016, any student beginning a clock hour program will be paid based on credit hours and not clock hours and weeks of instruction. This change is due to a change in federal regulations. Any student enrolled in a clock hour program prior to July 1, 2016 will convert to credit hour payments commencing July 1, 2016.

- **Pell Recalculation Freeze Date:** The Financial Aid Office will recalculate your Pell grant eligibility each semester on the published recalculation dates on our web site. Students who fail to maintain enrollment in the number of units they were paid for will be required to repay the difference in their Pell grant eligibility. The amount of your financial aid eligibility will be based on the units you are enrolled in on the freeze date (see important dates and deadlines on the financial aid web page for freeze dates). Students who add classes after this date will not receive aid for the late added classes. Students who dropped classes on or prior to this date and received funding in excess of their current enrollment status will be required to repay the over award based on your enrollment on this date. NO adjustments to financial aid awards will be made after this date.
- **Return of Title IV Calculation:** Any student who receives financial aid and withdraws from ALL classes prior to completing 60% of the semester/program and/or courses may be required to repay a portion of all federal financial aid received. This repayment is in addition to any overpayment due from the RECALCULATION FREEZE REPAYMENT. CONTACT THE FINANCIAL AID OFFICE BEFORE WITHDRAWING FROM ALL COURSES. (*See Return of Title IV Policy on the financial aid webpage.*)
- **Over-awards:** Federal and state regulations do not allow students to receive aid that exceeds their financial eligibility. An over award may occur in the following situations: unreported aid from outside resources (scholarships, grants, stipends, etc.), an increase in family contribution as a result of corrections made to the FAFSA application, changes in enrollment status, human error such as calculation or data entry errors. In all instances, regardless of the reason, any funds received in excess of the amount that the student is entitled to must be repaid by the student.
- **Consortium Agreements:** Citrus College must be the student's home school of record for obtaining their degree, transfer or certificate. The student must be enrolled in at least 6 units at Citrus College in order to become eligible to apply for the consortium agreement. The course(s) must be required towards the completion of their Citrus College major and verified by a Citrus College counselor. Students are not eligible to receive aid for more than one repetition of a course (including an equivalent course from another college) that

has been previously passed. Approved consortium units from the secondary institution will be paid by Citrus College. Official transcripts must be received after the end of the semester from the secondary institution prior to any subsequent disbursements and will be used to calculate Satisfactory Academic Progress (SAP). Courses taken at the secondary institution will be included in the quantitative component of SAP for units attempted. Students who drop units and/or withdraw from all courses are subject to "Return of Title IV" calculations and may owe a repayment. Read the financial aid policies on the financial aid webpage for full details.

- **Federal Work Study (FWS):** Students interested in FWS must first complete their financial aid file and then request a FWS referral from the financial aid office. FWS has limited funds and is awarded on first come first serve until funds are exhausted.