

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.43 Student Financial Aid Programs
Revision Date: 10/12; Reviewed 8/13; Revised 5/16
Policy References: Education Code Sections 66021.6, 76300 and 78042(c); 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668 (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); ACCJC Accreditation Standard III.D.15

1. The District shall participate in federal, state, and local financial aid programs approved by the Board of Trustees. Financial aid programs, including but not limited to loans, scholarships, grants and work programs, shall be implemented to assist students who, without financial assistance, might be denied a college education. All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and incorporate federal, state, and other applicable regulatory requirements, including District Rules and Regulations.
2. As a condition of eligibility for consideration to participate in the statewide baccalaureate degree pilot program, a district shall have a written policy that requires all potential students who wish to apply for a Board of Governors Fee Waiver pursuant to Section 76300 to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.
3. The Executive Vice Chancellor shall have the responsibility for insuring the overall coordination of District and College financial aid programs with respect to accounting, record-keeping, and reporting functions.
4. The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in the Title IV student aid programs.
5. The District Financial Aid Steering Committee shall function as a coordinating body between District Information Technology Services and College Financial Aid Offices. The Committee shall be responsible for insuring that appropriate procedures, policies, and printed materials are used to implement District financial aid programs.
6. Responsibility for the Financial Aid Program at each College shall rest in the Office of the Vice President, Student Services with operational responsibility designated to the Director of Financial Aid. The Vice President shall insure that College programs are operated in accordance with Federal and State laws and regulations and District Rules and Regulations. The Vice President or the Director of Financial Aid will also insure that funds are distributed in accordance with approved criteria and that required records relating to eligibility and disbursement are maintained to verify the equitable and effective utilization of available funds.
7. Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

BP 7.43 Student Financial Aid Programs (continued)

8. The Chancellor or designee shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting or admission services concerning the District's educational programs, financial charges, and employment of graduates to ensure compliance with this policy.
9. The Chancellor or designee shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.