

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.43.1 (AP 5130)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.43.1 Student Financial Aid Programs
Adoption Date: 8/13
Policy References: Education Code Sections 66021.6, 66025.9 and 76300; Title 5 Sections 55031 and 58600 et seq.; 20 U.S. Code Sections 1070 et seq.; 34 CFR 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. Financial Aid Programs

Financial Aid programs offered usually include:

- a. Board of Governors Fee Waiver
- b. Cal Grants
- c. Federal Pell Grants
- d. Federal Direct Student Loan Program
- e. Federal Supplemental Educational Opportunity Grant
- f. Federal Work Study
- g. Scholarships

2. Misrepresentation

- a. Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.
- b. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial. This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

3. Financial Aid Guidelines and Program Oversight

Written procedures and guidelines are maintained in the SMCCCD Financial Aid Policies and Procedures Manual. This manual provides comprehensive procedural information in the following areas:

- a. Application procedures
- b. Student eligibility
- c. Deadlines
- d. Payment procedures
- e. Overpayment recovery
- f. Accounting requirements
- g. Satisfactory academic progress
- h. Misrepresentation

AP 7.43.1 Student Financial Aid Programs (continued)

4. **Loss of Eligibility for BOG Fee Waiver**

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).