



2016-17 Student Financial Aid Handbook

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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 - Thursday 8am to 6:30pm
 Friday 8am to 3pm
 Closed Weekends (and Fridays during the summer)

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

Phone Number: 619.482.6357

Email: financialaid@swccd.edu

School Code: 001294

Walk-In Hours Financial Aid Specialists are available for one-on-one consultation on a walk-in basis each Tuesday from 1:30pm – 3pm and each Wednesday from 10am – 11:30am, plus extended hours at the start of each semester.

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

IMPORTANT DATES FOR FINANCIAL AID APPLICANTS

	Summer 2016	Fall 2016	Spring 2017	Summer 2017
Deadline to apply for BOGFW	N/A	N/A	May 26, 2017	2017-18 application
Deadline to appeal SAP disqualification	August 1, 2016	November 15, 2016	May 1, 2017	August 1, 2017
Deadline to submit application for Direct Loan	N/A	November 10, 2016	May 4, 2016	June 26, 2017
Last day to add semester-length classes	Varies	September 2, 2015	February 4, 2016	Varies
Last day to drop without "W"	Varies	September 10, 2015	February 12, 2016	Varies
Last day to drop with "W"	Varies	November 14, 2015	April 17, 2016	Varies
Freeze date for assessing financial aid unit load	Varies	September 11, 2015	February 19, 2016	June 15, 2017
Last day to submit FAFSA for 2016/17	N/A	N/A	June 30, 2017	N/A
First day to submit FAFSA for 2017/18	N/A	October 1, 2016	N/A	N/A

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 documentation.**
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.
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. 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, the student 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 should enroll only in classes that count toward your stated educational goal.
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 the student is enrolled. Students who drop classes or withdraw may be liable for repayment of all or part of funds received. For more information, please see the section on Return to Title IV.

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). For more information, see the section on Satisfactory Academic Progress (SAP).
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. Individuals assigned the gender of female at birth are excluded from this requirement. The law applies to 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. Students wishing more information may click [here](#) to access our Selective Service Form.
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 deemed ineligible for aid when drug-related 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. Click [here](#) for more information.
12. **Be a resident of the state of California if enrolled exclusively in online courses.** Students enrolled only in online courses must be able to provide proof of California residency. Online only students who are *not* residents of the state of California are not eligible for financial aid.
13. **Not have been awarded a Bachelor's or higher degree.** Generally, students who have already been awarded a foreign or domestic 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 unsubsidized loans.

More information on programs, requirements, eligibility, resources and more can be found on our website at www.swccd.edu/financialaid

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 (which will change to October 1st, starting with the 2017-18 application 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 password that will be used to access and certify your application.

After submitting the FAFSA, students receive an electronic Student Aid Report (SAR) and, if SWC was listed the FAFSA, we will receive an Institutional Student Information Record (ISIR), which is an electronic version of the student's application. Each family member wishing to apply for financial aid must fill out an individual FAFSA. **Students must reapply for financial aid using the FAFSA each academic year he/she wish to receive aid. Priority deadline for submitting your application is March 2nd each year.**

State aid – Students 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](#) which must be submitted by March 2nd each year for priority consideration. If a student misses this deadline, their FAFSA will still be processed for other types of aid. There is an additional deadline of September 2nd to apply for competitive grants for community college students only.

Board of Governors Fee Waiver (BOGFW) – Applications for BOGFWs can be submitted electronically [here](#). Applications are usually available in late Spring for the following academic year and students should apply as early as possible to ensure timely processing.

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 and those who do not have valid SSNs should complete the California Dream Act Application (CADA) [here](#). The CADA application will generate application for both CalGrants and BOG Fee Waivers. For more information on the CADA, please see our [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. The beginning of each semester is our busiest period, so please apply as early as possible.
- ✓ **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.

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 2016-17 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. Please see the appendix for the 2016-17 COA chart. The calculation is outlined below.

Cost of Attendance (COA)

- Estimated family Contribution (EFC)

= Total Need

ACADEMIC YEAR DEFINITION

Southwestern College's academic year, for federal student aid purposes, is comprised of two 16-week semesters (fall and spring), which meets the federal minimum academic year definition (a minimum of 30 weeks of instruction). SWC also offers a selection of courses during the summer term as well as a January term. Students are required to be enrolled in and attending at least 12 units each semester (including summer term) to be considered a full-time student, which means a full-time student is expected to compete a minimum of 24 units per year.

Enrollment status is determined based on the number of units in which students are officially enrolled, according to student records. It is the student's responsibility to ensure that all course adds and drops have been properly, promptly and accurately posted to their record.

SATISFACTORY ACADEMIC PROGRESS

Federal and state financial aid regulations require Southwestern College to establish, define, and apply standards of Satisfactory Academic Progress for all financial aid applicants, regardless of previous financial aid history. These standards are created to help students successfully achieve their program of study within the Federal maximum time allowed.

SWC requires that SAP be evaluated every academic year, and measure both the qualitative standard (cumulative GPA) and quantitative standards (completion rate, Pace) and (Maximum Time Frame). All students that have attempted 12 units or more, and therefore have an academic history, will be reviewed for SAP standards at the end of the spring semester prior to receiving financial aid. Students enrolled in a program of less than two years (Certificate of Achievement) will be the exception and are reviewed for SAP after the end of every semester. All periods of enrollment at Southwestern College and transferable units from other colleges (determined from official transcripts on file at SWC) will be included as part of the SAP review. SAP standards apply to all students, regardless of previous financial aid history.

SAP standards apply to all students requesting financial aid from the following federal and state funded programs listed below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal William D. Ford Direct Loan Program
- Federal Work-Study Program (FWS)
- State Cal Grant Program (B & C)
- Full Time Student Success Grant (FTSSG)
- State Chafee Grant Program
- State Child Development Grant Program

QUALITATIVE STANDARD: GRADE POINT AVERAGE (GPA)

Students are required to maintain a minimum cumulative GPA of at least 2.00 or better to achieve satisfactory SAP status. This cumulative GPA includes any transferable work from other colleges or universities.

QUANTITATIVE STANDARD: COMPLETION RATE (PACE)

Students must maintain a satisfactory rate of course completion to ensure of completing his/her academic program within Federal timelines. The completion rate (Pace) is measured by dividing the cumulative number of hours the student has successfully completed by the number of hours the student has attempted. Students must complete a minimum of 67% of the units attempted to maintain satisfactory SAP completion rate.

Examples of Completion Rate of 67%		
Enrollment Status	Attempted Units	Minimum Completed Units (67%)
Full-Time	12	8.5
¾ Time	9	6.5
½ Time	6	4.5

Grades considered as units completed:		A	B	C	CR	NCR	D	P
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Note: A grade of “CR” or “P” counts as units completed, but will not be included in your GPA.

Grades <u>not</u> considered as units completed are:	F	I	NP	MW	W	IP
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Note: These grades are excluded from your GPA, with the exception of a grade “F.”

QUANTITATIVE STANDARD: MAXIMUM TIMEFRAME

The maximum timeframe allowed for a student to maintain satisfactory SAP standing in achieving their academic goal is 150% of the minimum required credits to complete the academic program.

Completing 60 units is a minimum standard for completion of many of the academic programs at Southwestern College. Therefore, 90 units is the maximum time frame in which a student can receive financial assistance. However, not all academic programs are 60 units in length, for example Certificate of Achievements and specialized technical programs. The maximum time limit is calculated specifically for each individual academic program, for example:

Maximum Units Time Frame Chart Examples	
Degree Program	Maximum Units Time Frame
AA/AS or Transfer Program	90 units attempted (60 units x 150%)
Certificate of Achievement	36 units attempted (24 units x 150%)
Special Programs: Nursing, Dental, etc.	97.5 units attempted (65 units x 150%)

- Repeated courses will count toward the 150% maximum units allowed.
- The maximum time frame will not be extended for students who change academic programs or have prior degrees or certificates.
- Students who have a Bachelor’s Degree or higher from a domestic or foreign school have exceeded the maximum time frame and will not be eligible for additional financial aid (with the exception of BOGFW and Unsubsidized Direct Student Loans).
- A maximum of 30 units of Basic Skills/Remedial and/or all units of ESL courses will be excluded from the maximum unit limit.

DISQUALIFICATION

Any student who fails to meet all of the above listed SAP standards will be disqualified through an automated process that measures all qualitative and quantitative standards and checks each student's record for an eligible program of study. Students that do not meet the SAP standards will be notified via email of the disqualification and will not be eligible to receive financial aid. SAP disqualified students are not eligible to receive Federal or State aid, with the exception of a Board of Governor's Fee Waiver (BOGFW), which is exempt from SAP regulations but subject to income eligibility requirements set by the state legislature. Students will also be notified of their ability to appeal the disqualification.

APPEAL

Students may appeal their SAP disqualification by first attending a SAP Orientation Workshop and then submitting a completed appeal packet to the Financial Aid Office, including the following information:

- A statement of any extenuating circumstances that may have occurred that explains why the student failed to achieve SAP. Extenuating circumstances may include, but are not limited to, personal illness or injury, serious illness or death of a family member, auto accident or other situation beyond the control of the student, and;
- A statement of what has changed in the student's situation and;
- An explanation of how this change will ensure academic success at the next SAP evaluation and;
- A current Student Education Plan (SEP), dated the current academic year and;
- Supporting documents (i.e. medical records, legal documents, death certificate) that may assist in justifying the student's situation/case.

Complete appeal packets are forwarded to the Appeals Committee which consists of Financial Aid Specialists. Each appeal is reviewed at least twice with a recommendation for approval or denial. Appeals are then forwarded to the Director of Financial Aid for final review. The timeframe for processing appeals can take 2-4 weeks or longer if additional information is needed from the student.

The Committee will review the appeal and notify the student of the results. **All decisions made by the Financial Aid Appeal Committee will be final. If the Committee approves the appeal and the student is able to meet SAP standards within one semester, the student will be reinstated for financial aid and placed on “Probation”. If the appeal is approved and the student cannot meet the standards within one semester, the student may be placed on an Academic Plan. In order to remain eligible for financial aid, the student must comply with the conditions of the plan. If the appeal is denied, the student will remain disqualified and ineligible for financial aid.**

Deadlines to submit SAP appeals are as follows:

Fall term – November 15th, Spring term – May 1st Summer term – August 1st

PROBATION:

Students with an approved appeal are on financial aid probation for one semester and are eligible for Federal and State financial aid if all other eligibility requirements are met. Students must meet all SAP standards at the end of the probation semester as referenced above *and/or* meet any specific appeal requirements to regain SAP good standing in order to be considered eligible for additional financial aid in subsequent terms. Students who fail to achieve SAP standards at the end of the probationary term will be disqualified for additional financial aid.

SAP will be evaluated at the end of the probation semester after grades have been recorded to determine future eligibility for financial aid and therefore the posting and disbursement of subsequent financial aid will be delayed until SAP status can be determined.

REINSTATEMENT:

Students who are placed on probation but do not meet SAP standards at the end of the probationary term are disqualified for future aid until they can meet the standard. Students placed on an Academic Plan will have progress reviewed by meeting with a Financial Aid Specialist. **Reinstatement is not automatic and is not guaranteed.**

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 2016-17 at Southwestern College covers Fall 2016, Spring 2017 and Summer 2017.

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 or [California Dream Act](#) Application (for AB540 students without valid 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 from the information submitted on your 2016-17 FAFSA. For the 2016-17 academic year, the maximum Pell Grant is \$5,775 based on full-time enrollment for the school year (Fall 2016 and Spring 2016). Pell Grant awards are adjusted if you enroll in fewer than 12 units per semester.

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.

Students must be enrolled in at least six (6) units to receive FSEOG. For the 2015-16 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 \$9.00/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 and state aid requirements. Cal Grants B & C are the only Cal Grant 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 the California Student Aid Commission (CSAC) by the deadline (SWC students who have completed 16 degree applicable units may 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 \$1,648 per year and **Cal Grant C** pays up to \$547 per year. Please refer to the CSAC [website](#) for more information.

AB540 Students:

Under AB131, students who are registered as AB540 are entitled to receive Cal Grants. Students with

valid SSNs should complete the [FAFSA](#) and students without SSNs should complete the [California Dream Act 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.

Students are strongly encouraged to carefully consider the financial impact of borrowing, especially at the early stages of their academic career.

To be considered for a direct loan, students must:

- Complete the FAFSA and any other required documents.
- Have a completed financial file and have been packaged for eligible aid before a Direct Loan application will be processed.
- Receive an Award letter prior to requesting a Federal Direct Student Loan application. Direct Loan application is available at the Financial Aid Office or by email request
- 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, withdraw and/or graduate
- Maintain continuous half-time enrollment for the entire loan period to receive your loan.
- Not be in Default on any Title IV Federal Loan, or owe an overpayment on any Federal Grant from any institution.
- Maintain Satisfactory Academic Progress as published on the Southwestern College website.

Additional information:

- 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 2014 semester, your loan check may be cancelled and you will have to re-apply for the Spring term.
- 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 greater 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 slow progress in an academic program, is a common indicator of high risk default and may result in your loan request being 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 allows Southwestern College to eliminate the Unsubsidized Loan eligibility for certain groups of students (see below). 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 current award 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 Loans: provide low interest rates and are available to students who demonstrate financial need determine 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. Students do not have to make payments during the grace period (except by choice) 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 Loans: provide 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 Loans 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.

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. However, this provision eliminated the interest subsidy provided for subsidized loans first disbursed on or after July 1, 2012 and before Jul 1, 2014.

Fees and Repayment

Fees

The Department of Education charges a loan fee (also called an origination fee) on Direct Subsidized Loans and Direct Unsubsidized Loans. The loan fee is an expense of borrowing one of these loans. It is a percentage of the amount of each loan the borrower received and is subtracted proportionally from each loan disbursement.

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/15 and before 10/1/16	1.068%
	On or after 10/1/16 and before 10/1/17	1.069%

Interest Rates:

Interest Rates for Direct Loans First Disbursed on or After July 1, 2016		
Loan Type	Borrower Type	Loans first disbursed on or after 7/1/16 and before 7/1/17
Direct Subsidized Loans	Undergraduate	3.76%
Direct Unsubsidized Loans	Undergraduate	3.76%

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.

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 your Direct Student Loan servicer by logging in to My Federal Student Aid at <https://studentaid.ed.gov>. You will be given several options to change your repayment plan or temporarily 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, assignment to a collection agency, damage to your credit rating, wage garnishment and legal action by the federal government.

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

Fall 2016: November 10, 2016

Spring 2017: May 4, 2017

Summer 2017: June 26, 2017

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, 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 Teacher permit to teach or supervise in a licensed California Child Care Center. Award 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 which commits the student to provide one full year of service in a licensed child care center in the state of California for every year the grant is received. To qualify students must meet the Child Development Grant 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" and the under "MY Documents". 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. The Financial Aid office has the right to request any additional information required to complete the verification process.

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 circumstances 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, unusually high 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 includes 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 and will count unemployment income equal to zero.

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 approximately 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. IN addition, 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, 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) - Payment is made on the end 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. FWS Funds are disbursed directly to students by the Cashiering Office.

Pell Advance – If you have been awarded a Pell Grant, but did not yet receive your disbursement within the first seven days of the term, 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 Title IV financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire term for which the funds were awarded. These funds include Federal Direct Student Loans, Pell Grants, and Federal Supplemental Educational Opportunity Grants (FSEOG). Institutional scholarship funds and Federal Work Study are not subject to Return to Title IV (R2T4) calculations.

When a student withdraws from all courses, regardless of the reason, he/she may no longer be eligible for the entire amount of TIV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which he/she remains enrolled. A pro-rated schedule determines the amount of federal student aid funds he/she will have earned at the time of full withdrawal. For example, a student who withdraws in the second week of the semester has earned less of his/her financial aid than a student who withdraws in the fifth week. Once the 60% point of the payment period is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws;
- Stops attending before the end of the semester; or
- Fails to complete short term session (or modules) in which the student is enrolled as of the start date of the term.

Types of Withdrawals

The calculation for the R2T4 Financial Aid program funds is based on whether a withdrawal is classified as official or unofficial.

An **official** withdrawal is initiated by the student and is determined by “the student’s withdrawal date, or the date of notification, whichever is later.”

An **unofficial** withdrawal occurs when there is no notification or official withdrawal by the student, so the withdrawal date is based on “the date that the College becomes aware that the student has ceased attendance”. If the student does not officially drop class(es) and fails all courses in a term, it will be

considered an unofficial withdrawal, even if the student was 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 the student withdraws and does 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 the student will attend another short-term course within 45 days of the same term, then it is not considered a withdrawal if the student provides written confirmation to attend the subsequent module. If the student fails to attend the subsequent term, the withdrawal date will be that of the prior term.

Students who fail to begin attendance in any class for which he/she was registered in a term will have awarded aid canceled. Any funds received are considered “unearned” and will be billed to the student.

Please refer to the Financial Aid Office Satisfactory Academic Progress Policy to determine how a course withdrawal impacts aid eligibility. NOTE: This policy is subject to revision without notice based on changes to federal laws and regulations or SWC policies.

Calculation of Earned Federal Financial Aid Funds

Financial aid recipients “earn” the aid originally received by remaining in class (es). The amount of federal assistance earned is based on a pro-rated system. Students who withdraw or do not complete all classes in which they were enrolled may be required to return some of the aid originally awarded.

SWC is required to determine the percentage of TIV aid “earned” by the student and return the “unearned” portion to the appropriate federal aid programs. SWC is required to perform this calculation within 30 days of the date the school learns that a student has completely withdrawn. The school must return the funds within 45 days of the calculation. The R2T4 calculation is completed by the Financial Aid Office.

The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date divided by the total number of calendar days in the payment period.

- The payment period for most students is the full, 18-week fall and spring semesters or the full, 10-week summer semester. However, for students enrolled in short-term courses (or modules, the payment period only includes those days for the module in which the student is enrolled.
- The percent unearned is equal to 100 percent minus the percent earned.
- Breaks of 5 days or longer are not included in the count of total days in the payment period.

Institutional scholarship funds and Federal Work Study are not subject to the R2T4 policy.

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 the student's last date of attendance at an academically-related activity, as reported by the faculty member on the course grade report. If this date is unavailable, SWC will perform the calculation using the midpoint of the period as the student's withdrawal date.

For Short-term courses (or modules):

- A student who withdraws and is not enrolled in a later module during the payment period will require a R2T4 calculation.
- A student who withdraws and is enrolled in a later module with 45 days or less between the withdrawal date and the start of the later course will *not* require a R2T4 calculation if a written notification of his/her intent to attend is submitted. If the notification is not submitted, a R2T4 calculation will be required.
- A student who withdraws and is enrolled in a later module with 45 days or *more* between the withdrawal date and the start of the later course will require a R2T4 calculation.

In any of these scenarios, if the student returns to attend a later Title IV-eligible module in the same payment period, regardless of written notification or lapse of days between attendance, the R2T4 process will be reversed and he/she will be awarded the funds that he/she is eligible to receive at the time of return.

Post Withdrawal Disbursement

If a student did not receive all of the funds that he/she earned, the student may be due a post withdrawal disbursement. Southwestern College may automatically use all or a portion of a student's post-withdrawal disbursement (including student loan funds, if accepted) to offset outstanding tuition and fees. Please note that there may be scheduled Title IV Financial Aid aid that cannot be disbursed once a student withdraws because of other eligibility requirements.

Federal Direct Loans: Students who have withdrawn from classes and have a post withdrawal disbursement eligibility that includes Federal Direct Student Loan funds often do not wish to incur additional student loan debt. Eligible students will be notified via email and will have ten days to submit a Request to Cancel, Reduce or Reinstate Direct Loan Form to the Financial Aid Office if they wish to have their loan reinstated. If the form is **not** received within that time frame, it will be assumed that the student has chosen **not** to receive a post-withdrawal disbursement of their federal direct loan funds.

Returning Funds

After the type and date of withdrawal is determined, the R2T4 calculation will be completed within 30 days. If the student has been overpaid, he/she will be notified via email of the amount and program of funds that are required to be returned. The student will be given a period of time to return the funds in full to the institution and, if payment is not received, will then be referred to the Department of Education (DoEd) for any student portion due. If unpaid after 45 days, a hold will be placed on the student's DoEd record and he/she will lose federal financial aid eligibility until the funds have been repaid. Students who owe SWC as a result of an R2T4 calculation will have a hold placed on their record, prohibiting registering for subsequent semesters or receiving academic transcripts until the balance is paid.

Federal Direct Loans - 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.

Order of return of funds

The order of the R2T4 federal funds by Southwestern College is the following:

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

Institutional scholarship funds and Federal Work Study are not subject to R2T4.

Refund Policy/Institutional Charges

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

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

Questions about Title IV Financial Aid program funds can addressed to 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>

FREEZE DATE

Effective Fall 2014, each semester will have a "freeze date" for purposes of determining each student's enrollment level for financial aid eligibility award amounts. On this "freeze date" we will record each student's unit load (number of units enrolled) as of that date, which will determine the student's eligibility for financial aid awards for the semester. Any classes that are added or dropped after this "freeze date" will not impact (either increase or decrease) the student's financial aid unit load for the semester. However, **students who withdraw from all classes** or receive a grade of F, W, or NP, **in all classes**, will still be subject to an eligibility calculation that may result in financial aid funds having to be repaid to Southwestern College and/or the Department of Education.

The “freeze dates” for 2016-17 are:

Fall - Friday, September 9, 2016

Spring - Friday, February 21, 2017.

If you are eligible for a Pell Grant or a Cal Grant, the grant amount you will receive is based on enrolled units and is prorated, depending the percentage of full-time enrollment you have on the “freeze date”. Your financial aid eligibility for the term will be based on your unit load, as recorded on March 6th.

12+ units	Full time or 100% eligibility
9-11.5 units	Three-quarter time or 75% eligibility
6- 8.5 units	Half time or 50% eligibility
Below 6 units	Less than half-time or 25% eligibility

- **If you are enrolling in a short term course beginning later in the semester, you MUST add it through WebAdvisor no later than the semester’s freeze date to have the units included in your financial aid unit load for term.**
- Classes added after this date will not be included in your financial aid unit load for financial aid purposes for the term.
- Classes dropped after this date will not be deducted from your financial aid unit load for financial aid purposes for the term.
- This “freeze date” is ONLY for financial aid purposes – it does not affect any other eligibility, such as Veterans’ benefits or EOPS.
- BOG Fee Waiver eligibility is NOT affected by the “freeze date”.
- Students who completely withdraw from classes or receive grades of F, W or NP in all classes will still be subject to an eligibility calculation that may result in financial aid funds having to be repaid to Southwestern College and/or the Department of Education. Please click [here](#) for our Withdrawal and Return to Title IV (R2T4) policy.
- Audited and wait-listed courses do not count as enrolled units for financial aid purposes.

- Adds or drops AFTER the “freeze date” will not change funding for the current semester but may impact satisfactory academic progress status.
- Please double check your enrollment status in WebAdvisor prior to the “freeze date” to ensure that you are properly registered in the correct classes.

Below are some examples of possible enrollment scenarios and the impact of the “freeze date” on your financial aid unit load.

1. If you were enrolled in 12 units on January 21st and dropped a 3-unit class on February 23rd, and never added any more classes, you would be at 9 units, which is considered three-quarter time.
2. If you were enrolled in 9 units on January 21st and add a 3-unit class on March 2nd, you would be at 12 units, which is considered full time.
3. If you were enrolled in 6 units on January 21st and add two 3-unit classes on March 23rd, you will still only be at 6 units for financial aid purposes, since your additional units were added *after* the freeze date of March 6th.
4. If you were enrolled in 12 units on January 21st and drop a 3-unit class on April 4th, you will still be at 12 units for financial aid purposes, since you dropped units *after* the freeze date of March 6th.

OTHER RESOURCES AND PROGRAMS

SWC is committed to providing students with a wide range of student services that provide support throughout their educational journey and engage them 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 services 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, currently not owe Any fees 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).

[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.

Foster Youth/Former Foster Youth

In 2006, the SWC Financial Aid Office joined the efforts of the California Community College Chancellor's Office to create and support the Foster Youth Statewide Initiative (FYSI). This program improves access to a postsecondary education for students that are Foster Youth/former Foster Youth and to bring awareness to available support programs and financial aid programs.

The SWC Financial Aid Office has a designated FYSI Liaison to assist students who are Foster Youth/former Foster Youth, under legal guardianship, are wards of the court or are unaccompanied homeless youth with the financial aid process. In addition, the FYSI Liaison can provide resource information and referrals to available support services. Click [here](#) to view our webpage.

[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 facility, located in Room 345. In addition to on-campus services, the VRC hosts community partners, such as the Department of Veterans' Affairs, Chula Vista Veterans' Center and Marine Corps League, who will offer 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.

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 catalog and see page 6 for a full list of SWC's accreditation and program approvals.

[College Calendar](#)

[College Catalogs](#)

The current and prior SWC Catalogs 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.

[Copyright Information](#)

This includes information regarding the steps SWC takes to combat the inappropriate use of copyrighted materials.

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 at 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](#)

Information regarding programs that prepare students for gainful employment in recognized occupations.

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](#)

Information regarding SWC's strategy to safeguard student information.

[Misrepresentation](#)

Information regarding SWC's educational programs to ensure that information is not misrepresented.

[Net Price Calculator](#)

Provides an estimate of the cost of attending SWC excluding any potential financial aid.

[Student Body Diversity](#)

The Southwestern College Fast Facts 2016-17 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](#)
- [Annual Security Report \(ASR\)](#)
- [Crime Statistics](#)
- [Timely Warning & Emergency Notification](#)
- [Daily Crime Log](#)
- [Emergency Response/Evacuation](#)

Campus Sexual Violence Elimination (SaVE) Act

The **Campus Sexual Violence Elimination Act**, or Campus SaVE Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and

championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education. President Obama signed the measure into law as part of the Violence Against Women Reauthorization Act of 2013 on March 7, 2013.

Drug and Alcohol Abuse Prevention Program (DAAP)

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 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. Please click on the link above to access the college's DAAPP webpage or the links below for specific resources

- Drug Free Environment and & Drug Prevention Program - [Policy](#) and [Procedure #3550](#)
- [SWC Drug and Alcohol Abuse Prevention Program \(DAAPP\) Document](#)
- [2012-2014 Biennial Report](#)

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](#)

Information regarding the responsible use of internet and online resources.

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. Click [here](#) for update information on SWC's FERPA process.

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.

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 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 or Social Security Numbers
- 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, color, religion, national origin, gender, marital or parental status, disability, age, sexual orientation or status as a Vietnam-era veteran.

APPENDICES

1. [Student Rights and Responsibilities](#) (link)
2. [2016-17 Cost of Attendance Chart](#) (link)
3. [Code of Conduct for Educational Loans](#) (link)
4. Financial Aid [Policy](#) and [Procedure](#) #5130 (link)
5. [Net Price Calculator](#) (link)