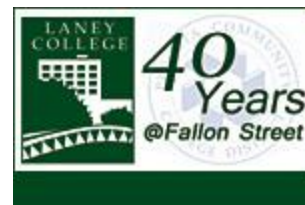




Welcome to the
**PERALTA
COLLEGES**

Laney College

Financial Aid Office



Please read and retain this document

The Financial Aid Office has received your Student Aid Report (SAR). Students who are selected for verification are required to submit additional documents. Listed below are the required documents.

****Signed Federal Tax forms***

****Valid Social Security Card***

****All W-2s***

****Valid State Identification Card***

****All 1099s***

****Citizenship Verification (Upon Request)***

Students with incomplete or missing information will be sent additional correspondence. This correspondence will be sent to the address you provided to the Admissions Office as your official mailing address or via e-mail. You must notify the Financial Aid and Admission Office of any and all changes of address.

An award letter and annual disbursement dates will be sent to you when your file is completed. If the finalization of your file is delayed and you are not paid on the published disbursement date, please be aware that checks are ordered weekly for students who receive a late award. Also be advised that it may take 2 to 12 weeks to order and receive a financial aid payment.

You may pick up your check from the Cashier's Office within 10 working days or it will be cancelled.

A student who has attended another college or university and plans to use transfer credits toward a Peralta Degree/Certificate is required to submit an academic transcript from the prior college(s) for evaluation. It is the student's responsibility to make sure all transcripts are received by the Laney College Financial Aid Office in order to avoid any delay in disbursement of your aid. The Financial Aid Office will accept an unofficial academic transcript(s) provided that the student's identification and grades are clearly indicated on the transcript(s).

The Federal Government requires that students who have not graduated from high school or who do not have a GED, but have been admitted to an eligible institution on the basis of their ability to benefit from education or training offered, **must pass** an independently administered examination that has been approved by the Secretary of Education in order to be eligible for any grants, loans or work assistance under Title IV of the Higher Education Act. **IF YOU DO NOT HAVE A DIPLOMA/GED, PLEASE MAKE AN APPOINTMENT TO TAKE THE ABILITY TO BENEFIT TEST.**

The Federal guidelines stipulate that all students receiving financial aid must maintain Satisfactory Academic Progress (SAP). It is the Financial Aid Office's responsibility to monitor your SAP and set reasonable standards which you must meet.

In order to maintain Satisfactory Academic Progress (SAP), all students must meet the following criteria:

Enrollment	Minimum Units Enrolled	Minimum Units Required Completed	Minimum GPA Required
Fulltime	12 Units or more	10 Units	2.0
Three Quarter Time	9 – 11.5 Units	8 Units	2.0
Half Time	6 – 8.5 Units	6 Units	2.0
Less Than Half Time	Less than 6 Units	6 Units	2.0

Aid recipients will be determined ineligible for financial aid if:

- Student has attempted more than 90 units or 150% of the program of study in the Peralta Community College District. (Note: Any attempted units will include a grade of "W", "I", "CR", "NC", "P", "NP" and "F". Transfer student will have degree/certificate applicable units applied toward maximum time frame of 90 units or 150% of program study.)
- Student does not complete the minimum unit requirements for two consecutive semesters.
- Student drops below 2.0 cumulative GPA.
- Federal Stafford Loans may be denied for lack of SAP as defined in the Stafford Loan Policy available in the Loan Office.
- The Admissions Office places the student on probation for two consecutive semesters.
- Student is in default of ANY Federal Student Loan, owes a grant payment or other Federal debt.

The Financial Aid Office will evaluate SAP each semester. A student who does not meet SAP standards will be placed on probation. The student will be required to meet with a counselor to set academic goals and complete the units in order to correct the probationary status. Students who fail to achieve SAP while on probation will lose financial aid eligibility for the next semester.

If extenuating circumstances have affected your progress; you may appeal your status by filing a petition.

- You must explain in detail the reason for filing
- Your academic counselor must complete an education plan which must be submitted with the petition.

Petition Forms are available in the Financial Aid Office.

Once you submit your Petition, a Financial Aid Petition Committee will review the appeal and make a decision to approve or deny your petition. The committee decision is final. If your appeal is denied, you may be reinstated after successfully completing one semester **and** by correcting the conditions that caused the denial.

Returning students who are on progress or academic probation and applying for aid for the first time will be evaluated to determine if the student will need to file a petition or placed in probationary status.

It is the student's responsibility to:

- Establish an educational goal and advance towards that goal.
- Make an appointment with a counselor to establish an Educational Plan and establish the date you will complete your program.
- Make sure that you are officially enrolled in the classes you are attending.
- Drop classes you are no longer attending. ***(The Financial Aid Office must assume that the official school record of enrollment is correct and financial aid checks will be prepared based on the number of units appearing on school records.)***

Students who completely withdraw prior to completing 60% of a semester will be assessed for earned and unearned financial aid. The following will then take place:

- If you have received more aid than earned by academically related attendance, you must refund the unearned portion of your financial aid.
- If you are entitled to a post-withdrawal refund, you will be notified that there are additional funds you can receive.
- If a student who has completely withdrawn from school does not pick up a financial aid check, then the college will consider the payment declined and the check will be cancelled and a post-withdrawal refund calculation will not be performed.
- A student may receive aid for one year or 30 units of remedial coursework. No financial aid can be awarded for any further remedial study. Please check the class schedule or counseling office for a complete list of remedial courses.
- After completion of 30 units Basic Skills ESL, a student should enroll in at least one degree-applicable class toward his/her educational major.
- Cosmetology majors who are pursuing a certificate only will be monitored for completion of clock hours and financial aid will be prorated accordingly.

According to the Peralta Community College District Consortium Agreement, students enrolled at more than one Peralta College must select and enroll at a Home College from which s/he intends to complete requirements. Financial Aid will be disbursed at the home college. All students must be taking classes toward their declared major and educational goal. All Financial Aid documents must be submitted to the home college before award and payment can be issued.

Students with a Bachelor's Degree may be eligible to apply for a Federal Stafford Loan and Board of Governor's Fee Waiver. A Federal Stafford Loan applicant with a Bachelor's Degree must file a petition with an Educational plan outlining goals needed at the community college.

I HAVE READ THIS DOCUMENT AND UNDERSTAND MY RESPONSIBILITIES WHEN ACCEPTING FINANCIAL AID.

Last Name	First Name	Date
Signature	Student ID #	
