

**Las Positas College Financial Aid Office**  
**Important Financial Aid Policies to Know**  
**2024-2025**

**SATISFACTORY ACADEMIC PROGRESS (SAP):** I must maintain Financial Aid Satisfactory Academic Progress (SAP) to receive financial aid. I must maintain a 67% cumulative completion rate and cumulative 2.0 GPA in order to meet SAP requirements. 'Attempted units' are all units which I remain in after the add/drop deadline each term. Completion rate = units earned divided by units attempted. Additionally, once I have attempted 150% of the units required for the official academic program and specific major I am pursuing, including transferred-in units, I have reached the maximum timeframe to receive financial aid for my program.

**A complete 'SAP POLICY' is posted on our website and I am expected to READ it, UNDERSTAND it, and ASK for clarification if I do not understand it.**

**I am only eligible to receive a Pell grant for the equivalent of 6 fulltime equivalent years during my lifetime.** If I intend to transfer, it is my responsibility to consider placing a hold on my Pell Grant with the LPC Financial Aid Office if I want to reserve some of my Pell Grant for when I transfer. I may review my own Pell lifetime eligibility used (LEU) at

<https://studentaid.gov/fsa-id/sign-in/landing>

**PELL REFUNDS:** My posted award indicates the amount I am eligible for only if I am fulltime (12 OR MORE UNITS). If I am enrolled less than fulltime, my actual refund will be proportionately less. [A Pell Grant Chart](#) is posted on the financial aid website indicating what my semester percentage of the maximum grant will be based on my Student Aid Index (SAI) and my actual enrollment status (number of units). My 'SAI' is indicated on my FAFSA Submission Summary at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and in my financial aid information on MyPortal. **I can compare my SAI with my enrollment status to see what I am eligible for each semester by referring to this chart.**

**DISBURSEMENTS:** I am paid (disbursed) according to the number of units I am officially enrolled in at the time the college authorizes my funds. If I add more classes, I will receive funds for the additional units during the next payment authorization only until the Frozen Enrollment Date (Pell Recalculation Date) each term. I will not receive payment for classes which are added AFTER the Enrollment Date (Pell Recalculation Date) (October 14, 2024 for Fall and March 17, 2025 for Spring), in accordance with federal regulations.

**LATE START COURSES:** If I enroll in late-start classes, the units for these courses will not be calculated toward units of enrollment for my grant or loan refund until the class actually begins. I will receive payment for those courses the same week the class begins but only if I enroll prior to the Frozen Enrollment date. If I enroll into a class ON or AFTER the Frozen Enrollment Date (Pell Recalculation Date) in the term (October 17, 2024 for Fall 2024 and March 20, 2025 for Spring 2025). I am not eligible for payment for those late added classes per federal regulations, nor for variable unit courses if the units were added after the frozen enrollment date.

**MY SEMESTER PELL AWARD IS ADJUSTED on the 'FROZEN ENROLLMENT DATE'** (also called the 'Pell Recalculation Date') each term, which is October 14, 2024 for Fall and March 17, 2025 for Spring. I will receive the appropriate adjusted Pell grant amount I am eligible for during that semester, based on my actual enrollment on that date, in accordance with federal regulations, regardless of my original units of enrollment.

**IF I DROP TO LESS-THAN-HALFTIME STATUS AFTER BEING PAID FOR HALFTIME-OR- GREATER ENROLLMENT earlier in the term: Official enrollment for the term is determined on the Frozen enrollment date.** If I received an earlier Pell refund based on initial halftime or greater enrollment, but later drop below halftime before the 'frozen enrollment date' (Pell Recalculation Date), I am responsible to repay the difference between the funds I received and the amount I am actually entitled to for less-than-halftime enrollment, if any, or I will owe an overpayment. In some cases, I may not be eligible for a Pell grant based on my revised frozen enrollment units and I may be required to repay the entire amount previously received for that term. Please see Pell Grant Chart on the Financial Aid webpage to determine the amount you are eligible for based on your enrollment on the frozen enrollment date.

**REPEAT COURSE POLICY AND FINANCIAL AID:** I may receive financial aid for a repeat course only once after already successfully passing the course with a 'D' or better grade, per federal regulations.

**VARIABLE UNIT ENROLLMENT:** I will be paid for the number of units which I am officially enrolled in according to the college at the time of disbursement. If I add additional units in a variable unit class, the units **MUST** be added before the scheduled 'frozen enrollment' date each term in order to receive payment. It is my responsibility to ensure the variable units are added **BEFORE** this date. Units added after the Frozen Enrollment date will not be counted toward eligibility for my semester Pell grant in accordance with federal regulations.

**My CAL GRANT B ELIGIBILITY is limited to a maximum of four fulltime years.** If I intend to transfer to a private university in California, I am advised to place a hold on the last two years of my Cal Grant at Las Positas to reserve it for when I transfer since Cal Grant B will pay a substantial amount toward tuition at a private four-year institution. If you plan to transfer to a CSU or UC and have used up your 4 years of Cal Grant, you are still likely to qualify for a [State University Grant](#) or a [Blue and Gold Grant](#) to cover tuition. Please review the criteria for these programs to ensure you are aware and are making the best decision for use of your Cal Grant.

**If I am eligible for a Cal Grant at community college, I am also eligible for a STUDENT SUCCESS COMPLETION GRANT (SSCG) if I am enrolled in 12 or more units.** For students who are enrolled in 12 units to 14.5 units the SSCG will pay \$2596/year (\$1298/per semester). For students who are enrolled in 15 or more units the SSCG will pay a combined total value of \$8000/year (\$4000/per semester).

**IF I COMPLETELY WITHDRAW FROM ALL CLASSES (OR MY INSTRUCTORS WITHDRAW ME) AFTER RECEIVING FINANCIAL AID, OR IF MY SEMESTER TRANSCRIPT INDICATES THAT I EARNED NO CREDIT FOR THE TERM ('0' UNITS WITH A '0.0' GPA),** I may be required to repay a portion of the funds I received under 'Return to Title IV' regulations. If I officially withdraw AFTER the 60% point in the term or my instructor documents with the financial aid office that I attended class past the 60% date, I will not need to repay any funds.

**MY OFFICIAL COLLEGE OF RECORD MUST BE LAS POSITAS COLLEGE AND I MUST BE WORKING TOWARD COMPLETION OF A DECLARED DEGREE AND MAJOR OFFERED BY LPC, OR I CANNOT RECEIVE FINANCIAL AID FROM LPC.** I may never change my college of record after receiving a financial aid disbursement during a specific aid year. I may change colleges only prior to receiving my first refund for a school year, or after receiving my last refund for the year, I can change my college for the following year.

**ONLY DEGREES AND MAJORS APPROVED FOR FINANCIAL AID ARE ELIGIBLE FOR PAYMENT:** I must always be working toward completion of a declared and approved certificate or *degree* **and** *it must be financial aid eligible. All A.A./A.S. degrees and AA-T/AS-T transfer programs offered by Las Positas qualify. Only approved certificate programs of 16 units in length or more qualify for financial aid. Some Certificate programs do not qualify, so please check if you are unsure.*

**CURRENT MAILING ADDRESS:** I must always keep my official college mailing address, and phone number current with Admissions and Records. My FAFSA mailing address should also be updated if I move.

**IF I HAVE A PRIOR BACHELOR'S DEGREE FROM ANY COUNTRY IN THE WORLD, I AM NOT ELIGIBLE FOR ANY TYPE OF FEDERAL OR STATE GRANT.** I must not accept any grants or I must repay all grants I received in error.

**I MAY NEVER RECEIVE FINANCIAL AID FROM TWO DIFFERENT COLLEGES DURING THE SAME PERIOD OF ENROLLMENT.** If I transfer from LPC mid-year, I must inform the Financial Aid Office so that I do not receive any further payments or I will owe an overpayment. If I received aid at another college for the current school year **BEFORE** coming to Las Positas, I will also notify the Financial Aid Office to ensure that I do not receive an overpayment of my award. If you receive payment from two colleges for the same period of enrollment you must repay one of the colleges or you will be in an overpayment status and will be disqualified from further aid at all colleges, until the problem is resolved.

**REPAYMENT OF OVERAWARDS:** I must repay any funding that is an over award. Receiving aid but never attending class, withdrawing completely from all classes, dropping below halftime after previously receiving a grant for halftime or greater enrollment, receiving aid from another school for the same academic period, or reporting inaccurate FAFSA information may result in an overpayment. If the college makes an error resulting in an overpayment, I am also responsible to repay the funds I was not entitled to, as I may not accept a gift of public funds.

**PRIOR COLLEGE ACADEMIC TRANSCRIPTS:** If I choose to apply any units from previously attended institutions towards my current education objective, I must request official transcript(s) to be sent directly to the LPC Admissions and

Records Office immediately. I must request a transcript evaluation from the Admissions Office so that I receive credit for prior college courses completed. Prior college units earned will count towards my grade level for loans, toward my completion rate, and will be counted as attempted and completed units in the calculation of my allowable 150% timeframe to complete my academic goal.

**TIME LIMITATIONS FOR RECEIVING FINANCIAL AID: '150% RULE':** I am eligible for financial aid at a two year institution while pursuing an AA degree or transfer requirements only until I have reached 90 (150%) attempted units (including earned units from prior colleges for which I submitted an official transcript) and excluding up to 30 basic skills remedial units and 100 level ESL units. If my goal is a certificate, I am only eligible to receive aid until I reach 150% of the normal program length for my certificate (example: maximum attempted units while pursuing a 30 unit certificate would be 45 attempted units, or 150% of a 30 unit program). If I reach the Excessive Units 150% point, I may only continue to receive aid if an Excessive Units petition is submitted and approved.

**REMEDIAL/ESL COURSES:** Per Federal guidelines, a student may receive financial aid for up to 30 units of remedial/non-college level coursework and for an unlimited amount of 100-level ESL courses which may be taken in order to improve my skills so that I am able to pursue an approved certificate, AA/AS, or transfer program. Students are not eligible for a Cal Grant or loan while enrolled in the ESL program or basic skills courses. For loan or Cal Grant eligibility, students must be enrolled in at least 6 units of degree-applicable coursework identified as requirements on an official Student Education Plan.

**REQUIREMENT FOR HIGH SCHOOL DIPLOMA OR EQUIVALENT:** I must have earned a high school diploma or equivalent to receive financial aid if I enrolled in college for the first time on or after July 1, 2012. If I do not have a high school diploma or equivalent and **it is documented that I enrolled in college prior to July 1, 2012**, I may qualify for aid by documenting that I completed 6 units of academic coursework at an accredited college with a C or better grade. If I did not attend college prior to July 1, 2012 and I do not have a high school diploma or equivalent, I am ineligible for federal and state financial aid unless I earn a GED. *Please note that diplomas from online high schools will not be accepted, as they are not recognized by the state of California as equivalent to a high school diploma.*

**VERIFICATION PROCESS:** The Department of Education or the LPC Financial Aid Office may select my application for a process called "Verification". This selection may take place any time during the school year, even after I begin to receive financial assistance. Additionally, any conflicting information regarding my file or FAFSA, which is discovered at any point, must be investigated and resolved before any further financial aid is disbursed. All further aid will be discontinued until all requested documents are submitted and the process is completed. This process will need my patience & cooperation, and may occasionally result in an overpayment once resolved, if the information determining my financial aid eligibility was incorrect.