POLICIES AND PROCEDURES MANUAL

Foothill - De Anza Community College District

Financial Aid and Scholarship Offices

De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014

Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022

Revised May 2011
Foothill-De Anza Community College District

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Foothill College Financial Aid http://www.foothill.edu/aid/index.php

It is the policy of the Foothill-De Anza Community College District not to discriminate on the basis of race, sex, physical handicap, religion, color, creed, national origin or age in any of its educational and employment programs, activities, policies, practices and procedures. Contents subject to change.
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PART I

INTRODUCTION

This manual provides an overview of the policies, procedures, and practices of the Financial Aid Offices (FAO) of the Foothill-De Anza Community College District (FHDA). The policies and procedures in this manual are intended to ensure the FHDA FAOs are in compliance with regulatory and audit requirements. While this document attempts to cover all major areas of financial aid, it is not all inclusive and is subject to change. Additionally, it does not supersede and should not be viewed as contrary to federal or state rules and regulations governing financial aid programs. Policies and procedures that may have been omitted in the writing of this document may be established in operational procedures or in federal or state manuals. At all times, students may refer to the appropriate federal & state regulations that guide financial aid program administration.

The FHDA FAOs may review and amend this document on at least an annual basis. In some cases this document will have certain sections updated more frequently. For the sections that need updating they will be updated by the Director of Financial Aid, their designee, or a superior at the campus. The coversheet indicates the last time any section of the document was amended. Until a revised and printed copy of this document is available for review, the prior document remains active and in effect.

The goal of financial aid is to ensure full access to college for those, who due to financial disadvantages, might be denied the opportunity for post-secondary education. The FHDA FAOs maintain a financial aid delivery system to provide timely disbursement of federal, state, and private funds to those eligible students to assist them in remaining in college. We believe that each person has dignity and self-worth and is entitled to an equal right to college access and the right to develop his or her potential through quality education and learning opportunities. We hope access to these financial aid programs help to achieve this goal. While the FAOs try to actively seek out eligible students, it is our hope that students in financial need also seek out and take advantage of the services that our offices offer.
PART II

ADVISORY COMMITTEES

Often rules, regulations, and directives are written by state and federal agencies that leave some flexibility for local discretion. For this reason, advisory committees have been established. By bringing together people who also represent several areas and interests, we hope to include as much input and advice as possible. Thus, advisory committees are an important and integral part in the administration of the programs of the Financial Aid Office.

Financial Aid Advisory Committees

1. Scholarship Final Selection Committee (De Anza):
   Chair: Director of Financial Aid
   FH/DA Foundation Representative
   CARE Program Coordinator
   Scholarship Review Subcommittee (De Anza):
   Academic Senate Representatives
   Classified Senate Representatives
   Administration Representatives
   Students (randomly selected by advertisement)

2. Scholarship Final Selection Committee (Foothill):
   Chair: Director of Financial Aid
   FH/DA Foundation Representative
   Foothill employee outside of financial aid
   Scholarship Review Subcommittee (Foothill):
   Academic Senate Representatives
   Classified Senate Representatives
   Administration Representatives
   Community members (selected in conjunction with Foundation)

2. Satisfactory Progress Review Committee (De Anza):
   Chair: Director of Financial Aid
   EOPS Representative
   Counselor/Academic Advisor
PART III

ORGANIZATIONAL STRUCTURE

ELECTORS OF FOOTHILL COMMUNITY COLLEGE DISTRICT

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DIRECTOR OF FINANCIAL AID AND SCHOLARSHIPS

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PART IV

GENERAL POLICIES AND PROCEDURES

Ability to Benefit

Ability to benefit (ATB) is designed for those students who are 18 years of age or older who do not have a H.S. diploma, a GED, or the state required equivalency. In addition to information provided from the Free Application for Federal Student Aid (FAFSA) and the FHDA application for admissions, the FAOs use a supplemental document to determine, as self reported by the student, whether they have a H.S. diploma, a GED, or the state required equivalency. If they do not, then the student must go to the Assessment Center, get tested, and those results will be entered into the Banner system. Alternatively, starting in the 08-09 academic year, the student can take the ATB form to a FHDA counselor to verify that a minimum of 6 units were completed towards an eligible degree or certificate. If the student meets or exceeds the FHDA ATB assessment requirements or if they have completed the minimum units, they would be considered to have met that eligibility requirement for financial aid. A student who passes the ATB test is eligible for the entire academic year. A student who passes the 6 degree applicable units is eligible for the time periods after the 6 units are completed.

If the student does not meet the FHDA ATB requirements, they would not be considered to have met that eligibility requirement for financial aid and would have to pursue one of the following options to be eligible for financial aid.

1. Try taking a different ATB test or take the ATB test(s) again
2. Complete 6 units towards an applicable FHDA degree or eligible certificate
3. Complete the GED requirements
4. Complete other state approved processes for showing ATB.

As a general rule the FHDA FAOs do not regularly collect or maintain high school diplomas, GEDs, or state proficiency proof, regardless of what the student reports on the FAFSA, reports to Admissions and Records (A&R), or their age at time of entry. We will hold the information from A&R as the correct information. The exception is if a specific financial aid program requires it or in some cases the FAO may require proof of a H.S. Diploma or the equivalency if we have reasonable doubt or conflicting information between the FAFSA, any additional paperwork, what a student tells our office, or A&R, etc.

Academic Year

FHDA uses a quarter system to define its academic year. This means all units are contained within a quarter length time period (12 weeks). Some courses within a term, such as summer, may be condensed to 6 or 8 weeks. The academic year uses summer quarter as the header and ends with spring quarter (July 1st – June 30th).
Accreditation

Both colleges are accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. More information is available on the following web sites.

De Anza College  http://www.deanza.edu/accreditation/
Foothill College  http://www.foothill.edu/president/accreditation.php

Campus Abroad Information

General Foothill-De Anza Campus Abroad information is available on the web site at http://www.deanza.edu/financialaid/castudents.html.

College Navigator

FHDA reports required consumer information through NCES in IPEDS (http://nces.ed.gov/collegenavigator/).

Conflicting Information

Within guidance from the FSA Handbook, FHDA reserves the right to review all information presented by the applicant to the college including, but not limited to, scholarship applications, admissions applications, supporting documents, NSLDS, and verbal statements. In the event of conflicting information additional information may be required by staff. A resolution must be made before federal funds are awarded to the satisfaction of the Director of Financial Aid. Corrections made to the FAFSA by the student or family will not be accepted if conflicting information continues to exist.

Consortium Agreement

Foothill College and De Anza College make an annual decision whether to participate in a consortium agreement with each other. That decision will be based on what policies and procedures will support retention and persistence while maintaining a primary relationship with one college for purposes of obtaining a degree or certificate at the home institution or successful transfer to a four-year institution from the home institution.

Contact Information

Contact information to assist prospective and enrolled students is available on the financial aid web sites.

De Anza Contact Information  http://www.deanza.edu/financialaid/fastaff.html
Foothill Contact Information  http://www.foothill.edu/aid/fa_contact.php#contact
Copyright Infringement

Both colleges have policies related to copyright infringement.

De Anza College  http://www.deanza.edu/policies/illegaldistribution.html
Foothill College   http://www.foothill.edu/fga/copyright.php

Cost of Attendance

A district wide Cost of Attendance is developed annually following federal guidelines, state data, and Board policies. Costs are developed for students living at home and all others. Costs are estimated averages and not individual expenses. Expenses for computer software/hardware are included.

Dependent care expenses and disability-related expenses may be added to the cost of attendance under certain conditions. In addition, costs associated with study abroad may increase the costs of attendance when actual expenses exceed the average expenses.

De Anza COA:  http://www.deanza.edu/financialaid/coa.html
Foothill COA:  http://www.foothill.edu/aid/fa_cost.php

Disabled Student Services

Each college has a Disability Support Program and Services. Information is available at the following web sites.

De Anza College DSPS  http://www.deanza.edu/dsps/
Foothill College DSPS   http://www.foothill.edu/al/drc.php

Disbursement of Funds and Freeze Date

Financial aid funds are disbursed to the student’s account on a monthly, semi-quarterly, or quarterly schedule. As most aid funds are used by students to pay expenses off campus, disbursement schedules have been designed to help a student budget from quarter to quarter.

Monthly:  Federal Work-Study Program (on the 15th)
District Student Employment (on the 15th)
Quarterly:  Cal Grant B & C  (mid-quarter)
Book Loans* (first two weeks of Fall, Winter, or Spring)
Care Grant (upon receipt of recipients)
Emergency Loans‡ (Fall, Winter, & Spring prior to finals)
Federal SEOG  (mid-quarter)
EOPG (mid-quarter)
Federal Direct Loans (beginning of quarter)
Scholarships (mid-quarter)
Semi-quarterly: Federal Pell Grant (beginning and mid-quarter)
Annually: Samaduroff Contingency Fund (Foothill College) Scholarships (usually Spring)

After disbursement to the student’s account and appropriate charges are deducted, a refund is paid through Higher One Bank. Students have a choice of opening a Higher One bank account, having funds sent through ACH to another bank account, or waiting for a check to be printed by Higher One Bank. Regular refund dates are posted on the Financial Aid Office website.

- De Anza College students eligible for the Book Loan will receive a voucher to be used in the College Bookstore for books and supplies.
- Foothill College students eligible for the ASFC Emergency Loan will have a paper check issued to them from Student Accounts to be used for their emergency.

The freeze date is the point during each quarter when we expect there will be no additional adjustments to a student’s unit load for the quarter. The FHDA FAOs have this date set around the 50% point of each quarter. On the freeze date, whatever units a student may be actively enrolled in is what they will be paid for. System generated credits and debits of their financial aid may occur up until that point. Students finishing their file after the freeze date has been activated may be paid based on their units at the time of file completion. While this date is not published, it is available through the FAO.

Diversity

Information about the student body’s diversity is on the District’s Research web site at http://research.fhda.edu/fastfacts/fastfactsguide.htm.

Drug-Free Workplace

The Health Offices direct the compliance with the Drug-Free Workplace. More information is available for De Anza College on the Health Services web site at http://www.deanza.edu/healthservices/drugfree.html.

The Health Office directs the compliance with the Drug-Free Workplace. More information is available for Foothill College by visiting the Health services office in the Campus Center, Room 2126 or on the Health Services web site at http://www.foothill.edu/health/aod/aodpolicy.html

Eligibility

Eligibility requirements for federal aid are on the financial aid web sites.

De Anza Eligibility  http://www.deanza.edu/financialaid/eligibil.html
Foothill Eligibility  http://www.foothill.edu/aid/fa_eligibility.php
Eligible Programs

Federal regulations mandate that eligible Title IV recipients must be regular students in eligible programs. Applicants indicate their academic goal on the Admissions Application and can update it with the Admissions Office. Applicants indicating a goal of AA/AS or a goal of transfer to a four-year university are deemed to be in an eligible program so long as the matriculation and enrollment patterns support that goal.

Some Certificates of Achievement are also eligible as indicated on the College’s Program Participation Agreement with the US Department of Education.

Applicants indicating any other objective will be determined not to be in an eligible program and therefore ineligible for federal Title IV aid.

De Anza Academic Programs  http://www.deanza.edu/courseinfo/majors.html
Foothill Academic Programs  http://www.foothill.edu/programs/

Family Educational Rights and Privacy Act (FERPA) - Financial Aid Offices

| Academic information related to admissions, enrollment, grades and the like is protected under FERPA by the Office of Admissions and Records. Inquiries made anywhere on campus related to academic information contained on the admissions application or academic transcript must be directed to the Office of Admissions and Records. |

The Financial Aid Office adopts the following policies and procedures regarding release of financial aid information in relation to the Family Educational Rights and Privacy Act.

Much of the information disseminated in the Financial Aid Office is general in nature and would be made readily available in printed material, in person, over the telephone, via email, on the internet, or any other media. No identification is required to obtain this information and no consent is required to obtain general information. General information about financial aid, scholarships, and student employment includes eligibility criteria, deadlines, hours of operation, policies and procedures, cost of attendance, satisfactory progress, selection criteria for scholarships, awarding priorities, and other related topics.

In general, financial aid and scholarship records pertaining to an individual student are confidential. Requests for information regarding financial aid and scholarship confidential information are honored automatically by individuals and agencies* who have legal access to those records without consent of the student.

Third party individuals or agencies who do not have legal access to individual student financial aid or scholarship records without consent will be required to get information directly from the student, either personally or by requesting the student print some verification from the portal. Third party individuals include, but are not limited to, parents of students over 18 years of age, spouses, siblings, friends, and betrothed. Third
party agencies include, but are not limited to landlords, creditors, and potential employers. To provide written consent for a third party to inspect the student’s records the FHDA FAOs require a college specific form to be completed and signed. See colleges for details.

Students (and former students) have a right to inspect their own financial aid or scholarship records following policies outlined in the College Catalog.

Students must identify themselves to access their own financial aid or scholarship records. In person, valid photo identification is required. Valid photo identification includes, but is not limited to, a valid College Identification Card with photo, a valid driver's license, a valid DMV identification card, or a valid passport. Over the telephone, staff may verify identification through personally known information. At De Anza College students requesting information about their own records via email must send it through the secure Contact Us link from the Financial Aid website. At Foothill College students e-mailing questions must include their Campus Wide Id and may be expected to provide other identifying information prior to an e-mail response.

Parents of federally "dependent" students provide essential information to the student's financial aid application and are part of the same FAFSA and would not need written consent to access the parent information on the student’s FAFSA. Academic information would be protected under the policies of the Admissions and Records Office.

Spouses of federally "independent" students are part of the same FAFSA and would not need written consent to access the student's/spouse’s FAFSA information. Academic information would be protected under the policies of the Admissions and Records Office.

In times of perceived emergency we may make a good faith decision to release certain information to others that would normally act to resolve the emergency.

FERPA policies regarding student personnel records are in the Student Employment Policies and Procedures Manual.

* A complete list of agencies or individuals to whom an institution may release personally identifiable information from an Educational Record of a student without consent is available in the Family Educational Rights and Privacy Act statute, (Public Law 93-380 s438). The Board of the Foothill-De Anza Community College District has adopted policies providing access to student records to:

1) Officials and employees of the Foothill-De Anza District; provided that any such person has a legitimate educational reason for inspecting a record.
2) Federal and state officials so authorized.
3) Officials of other public or private schools where the students seeks or intends to enroll.
4) Agencies or organizations in connection with a student's application for, or receipt of financial aid; provided that information permitting the personal identification of students may be disclosed only as necessary for purposes relating directly to that aid.
5) Accrediting organizations in order to carry out their accrediting functions.
6) Organizations conducting studies for, or on behalf of, educational agencies or institutions for purposes allowed in Title 5 and so long as that information that allows personal identification of a student is kept confidential and destroyed when no longer needed.
7) Appropriate person in connection with an emergency if the information is necessary to protect the health or safety of the student or other persons.

**Financial Aid Awards**

The FHDA FAO packaging policy is to initially make awards based on predicted full-time (FT) enrollment. Awards displaying on the student’s MyPortal account are FT amounts. If students drop units some funds may be automatically backed out of their student account to properly adjust for their actual eligibility. Students accepting a loan will be asked to accept and complete the process online. Students accepting federal work-study will be instructed to meet with student personnel staff and will receive instructions regarding placement and paperwork at that time.

Awarding is done by packaging groups and attempts to best fill the unmet need of a student. The unmet need by which the FAO packages is determined by the Cost of Attendance, minus the Expected Family Contribution, minus awarded funds. In most cases of financial aid awarding, the FAO is not allow to exceed the unmet need. In additional to federal regulations this guides our awarding practices at FHDA.

Awards offered to students who do not respond positively within the period when funds are available may have awards expired or cancelled so that it can be provided to someone else. Revised award offers supersede previous ones.

**Financial Aid Programs**

By submitting a completed FAFSA and college supporting documents, a student will receive consideration for the following financial aid programs:

1. Federal Pell Grant
2. Federal Direct Loans
3. Federal Supplemental Educational Opportunity Grant
4. Federal Work-Study
5. Board of Governor’s Fee Waiver (demonstrated need) with CA residency
6. Cal Grants B & C (with designation by CSAC)
7. Federal Parent Loans for Undergraduate Students (by request)

Applicants for Scholarships are advertised district wide at [https://scholarships.fhda.edu](https://scholarships.fhda.edu)

De Anza Financial Aid Programs [http://www.deanza.edu/financialaid/faprogs.html](http://www.deanza.edu/financialaid/faprogs.html)
Foothill Financial Aid Programs [http://www.foothill.edu/aid/fa_programs.php](http://www.foothill.edu/aid/fa_programs.php)

**Immunizations**

Policies related to immunizations and vaccinations are on the Health Services web sites.

De Anza College [http://www.deanza.edu/healthservices/immunize.html](http://www.deanza.edu/healthservices/immunize.html)
Foothill College [http://www.foothill.edu/health/immune.php](http://www.foothill.edu/health/immune.php)
Net Price Calculator

Foothill-De Anza will provide a Net Price Calculator as of the required date of October, 2011 when data is available through the CA Chancellor’s Office.

Office of Inspector General (OIG) U.S. Department of Education:

The OIG is an investigatory agency that conducts “independent and objective audits, investigations, inspections, and other activities” related to the U.S. Department of Education’s programs and operations. When necessary the OIG is contacted to inspect possible issues of malfeasance within financial aid offices and the programs they administer. If a situation is detected that appears suspicious, the OIG will be contacted by the Director of Financial Aid, or their designee. From that point all relevant information is given to the OIG agent(s) and they determine what any necessary next steps would be. When necessary, the persons involved in the alleged offense(s) will also be reported to the appropriate administrator for discipline and/or campus police and District Human resources for further disciplinary proceedings.

Packaging Procedures (including PCA & MMS)

With the implementation of the Banner information system we have gone to packaging groups with certain predetermined funds and amounts assigned. The most commonly used groups are for students in all four quarters at our colleges in the academic year (D4PACK & F4PACK), those in the main three quarters (DAPACK & FHPACK), or those in the Foothill College PCA program (FHPACK or FHPCA2). For further information on the packaging strategies of the FHDA FAOs please contact our offices or visit the college websites.

De Anza Financial Aid Programs http://www.deanza.edu/financialaid/faprogs.html
Foothill Financial Aid Programs http://www.foothill.edu/aid/fa_programs.php

The Primary Care Associate (PCA) program is a joint venture between Foothill College and Stanford University. The students are accepted to the Stanford program but processed through Foothill College for purposes of enrollment fee assessment and financial aid. Due to the unique needs of students in this program, they are not automatically packed with Federal Work-Study, but could be manually if requested.

The Masters of Medical Science (MMS) program is a joint venture between Stanford University and Saint Francis University that is a continuation for many PCA students. The policy of the Foothill College FAO for students who enter the MMS program is that they are no longer Foothill College financial aid students and must seek aid through Saint Francis University. Any awards that had been made to them for the time period when they are enrolled in the MMS program will be cancelled and repayment required. This is to the benefit of the students since they would be eligible for graduate level loan limits instead of the undergraduate levels that Foothill College is bound to.
Foothill College actively works with Stanford University to identify these students as early in the process as possible, but also relies on students to proactively notify our office when they intend to begin enrollment in the MMS program.

**Professional Judgment Dependency Overrides**

As provided for by the Department of Education, the Director of Financial Aid can use their professional judgment in making dependency overrides on a case-by-case basis for students in unusual circumstances. A dependency override is a means of making a normally dependent student, independent based on specific and documented unusual circumstances in that person’s life. A Request for Dependency Review form along with supporting documents, the Director’s determination, and any notes will be placed in the student file. Unusual circumstances include, but are not limited to, compelling cases where it is unhealthy or impossible to obtain parental information. The following, by themselves, do not qualify as unusual circumstances:

- Parents refuse to assist student with educational expenses
- Parents refuse to provide information to complete a FAFSA
- Parents refuse to provide information to complete the verification process
- Parents do not claim the student as a Federal/State tax deduction
- Student has shown total self-sufficiency, but has not legally emancipated
- Student lives with and/or is supported by family members other than the parents

Any student who had a dependency override approved must repeat the paperwork whenever switching from another school to Foothill College or when a new academic year has begun. This allows for a thorough review each time to make an accurate and current assessment of the student’s needs. All override decisions made by the Financial Aid Director are final.

**Professional Judgment Data Elements**

Not all students who apply for financial assistance will qualify, nor will every student who receives an award offer be satisfied. Often new information will qualify the applicant or cause an increase in the award offer. Values of data elements may be revised at the discretion of the Financial Aid Director when a special condition exists that would make prior year information wrongly reflect an ability to contribute. Generally, this can occur with loss of employment for an extended time, death, disability, natural disasters and the like. Students may request a professional judgment be made to document and explain their special conditions, or their parents’ special conditions.

Each college will collect requested information from the student/parent and make an individual decision as to whether new data should replace verified FAFSA data to better reflect the student/family’s financial strength for computing an EFC. Students are entitled to a full explanation of the results. The decision of the Director of Financial Aid is final as it is voluntary. Otherwise, verified results from federal methodology will be used.
Return of Title IV Funds

Under guidance from the FSA Handbook, both college use available technology to identify aid recipients who have withdrawn before 60% of the term has passed and calculates amounts earned and unearned for purposes of post-withdrawal disbursements or return calculations. Refund policies are posted on the Cashier’s Office web sites.

De Anza Refund Policies  http://www.deanza.edu/registration/cashier/refunds.html
Foothill Refund Policies  http://www.foothill.edu/reg/fees.php

Satisfactory Academic Progress (SAP)

The Department of Education and Student Financial Assistance Programs requires colleges to develop and apply consistent standards of Satisfactory Academic Progress (SAP) in determining student eligibility. The FHDA FAOs adhere to this regulation by maintaining a SAP policy (both qualitative and quantitative) for awarding Title IV funds and campus-based financial aid. This complete policy is posted on the college’s financial aid websites. The SAP policy is established to apply standards to students applying for or receiving financial aid at Foothill or De Anza College. Additionally, by applying for and receiving financial aid from Foothill or De Anza College, the student is expected to have read the SAP policy and demonstrated the ability to succeed by meeting the SAP requirements.

At the time a student applies for Title IV aid, the SAP policy applies to all their quarters in the FHDA District, regardless if they had applied for or received financial aid in the past. Enrollment and academic records are used in determining a student’s SAP and in monitoring their SAP progress. Students who transfer to FHDA from another college will be monitored by Foothill College qualitative SAP standards from their first quarter, forward. The student who transfers in will also be monitored by the quantitative standards and will have prior college units included in the assessment.

In order to receive financial aid, which may include all Federal, State, and campus-based aid (excluding the BOG Fee Waiver, some EOPS/CARE benefits, and some scholarships) and to continue receiving aid, the FHDA FAOs require that the students meet and continue to maintain SAP. As long as a student is enrolled at least halftime, the SAP qualitative will be assessed on a quarterly basis for all units taken in the District.

See websites for specific SAP requirements, appeal options and/or examples.

De Anza SAP Policies  http://www.deanza.edu/financialaid/satprog.html
Foothill SAP Policies  http://www.foothill.edu/aid/fa_progress.php
Scholarships

Scholarships are advertised online with criteria and deadlines at https://scholarships.fhda.edu. A review subcommittee will read applications and recommend top candidates to the final selection committee. Receipt of a scholarship is packaged with other aid.

Security Report

The security report is available in the College Catalog (page 25 2010-11) at De Anza College and online at Foothill College at http://www.foothill.edu/services/studentright1.php.

Student Responsibilities

Students are responsible to:
1. Complete all application forms accurately and submit them on time.
2. Provide correct and consistent information.
3. Return all additional documentation, verification and/or new information requested by the Financial Aid Office.
4. Read and understand and ask questions about all forms in English that are signed and for keeping copies of same.
5. Accept responsibility for all signed agreements.
6. Maintain satisfactory academic progress while receiving financial aid.
7. Repay any financial aid based on incorrect information for which the student was not entitled. Pay any associated fines and fees. If the student purposely gives false or misleading information, the Director may refer the applicant to the appropriate dean for consideration for campus discipline and/or may report the student as a possible fraud on NSLDS, or may report the student to the USDE Office of Inspector General.

Student Rights

Students have the right to know:
1. What financial aid programs are available at the school.
2. Any deadlines or priority dates for submitting applications for each of the financial aid programs available.
3. How financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. How financial need was determined.
5. What resources were considered in the calculation of need.
6. How much of the financial need, as determined by the institution has been met.
7. The school's refund policy.
8. What portion of the financial aid received must be repaid.
9. How the school determines whether satisfactory progress is being made, and what happens if it is not.

Student Right-to-Know

Information is available on the web site.

De Anza College   http://www.deanza.edu/policies/righttoknow.html
Foothill College   http://www.foothill.edu/services/studentright1.php

Textbook Information

Information on textbooks required for courses is available in the Bookstore for each course and also on the green sheet given to each enrolled student on the first day of class.

De Anza Bookstore   http://books.deanza.edu/Home.aspx
Foothill Bookstore   http://books.foothill.edu/home.aspx

Verification Policies and Procedures

Within the guidelines in the FSA Handbook the colleges verify 100% of all applicants selected for verification by federal edit. The colleges also reserve the right to select any applicants for verification where discrepancies, suspected fraud, or conflicting information exist or where a professional override exists.

All information submitted as part of the application and verification process must be accurate or within the tolerance levels established by regulation, or a correction will be required.

The Colleges exercise their regulatory right to make an initial payment of Federal Pell Grant only after an official EFC is on file.

The Colleges exercise their regulatory right to require additional information or evidence in cases where suspicion exists or discrepancies are not resolved to the satisfaction of the Financial Aid Director. The colleges also reserve the right to take appropriate action in cases where fraud is suspected. Suspected fraud may exist if any of the following conditions exist:

1. Forged or falsified documents
2. False or fictitious names, social security numbers
3. Use of multiple social security numbers
4. Unreported previous loans or grants
5. Misrepresenting prior educational history
6. Habitual reporting of inconsistent data
7. Misrepresentation of eligible program as evidenced by a preponderance of courses taken that are not required for the academic program.
Voter Registration

Voter registration materials are available in each Financial Aid Office for students.