



**Fresno City College  
Financial Aid Office**  
1101 E University Ave  
Fresno, CA 93741  
Phone: (559) 442-8245  
Fax: (559) 499-6024

## **TERMS OF AGREEMENT**

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

**Review the following important terms of your financial aid, sign and submit this form to the financial aid office.**

### **IMPORTANT INFORMATION REGARDING WITHDRAWALS**

Any student who received federal financial aid and withdraws from some or all of their classes, may be required to repay all or a portion of the financial aid he/she received:

#### **ALL CLASSES DROPPED/ DROPPING BELOW 6 UNITS/ WITHDRAWING WITHOUT COMPLETING A WITHDRAWAL FORM**

If you withdraw from ALL of your classes before 60% of the semester, you must repay all or a portion of your financial aid. If you receive a financial aid check based on 6 or more units and then drop below six units to less than half-time prior to receiving your second check, you will be required to repay all or a portion of your financial aid. If you do not officially withdraw from your classes and receive all F's, NC's, I's and W's and do not attend classes through 60% of the semester, you will be expected to repay all or a portion of your financial aid.

#### **STUDENT LOAN BORROWERS**

Withdrawing from all of your classes or dropping below 6 units will terminate your "IN-SCHOOL" status. Failure to reenroll within the next six months will place your student loan in "REPAYMENT" status where you must begin making payments on your loan. Federal loans must be repaid regardless of whether you complete your college program or are able to find employment.

#### **AVOID REPAYMENT**

If you dropped units, consider enrolling in short term, mid-semester classes. If you are considering dropping classes, contact the financial aid office to see if and how it may affect your eligibility. The Counseling Department is available to assist you in developing or modifying your class schedule.

### **CALCULATION OF AWARDS**

**FINANCIAL AID AWARD AMOUNTS** shown on your award letter are based on full-time enrollment (12 or more units). However, in the event that you are not attending full-time, your financial aid payment will be calculated according to the current units in which you are enrolled at the time enrollment is verified. **NOTE: UNITS ARE VERIFIED APPROXIMATELY 10 DAYS BEFORE EACH DISBURSEMENT DATE.**

**WAITLIST/SHORT-TERM CLASSES** do not count toward the amount of your check until you are officially enrolled and are actually attending. You will receive the difference, if any, on a subsequent disbursement.

**COURSE-REPETITION** You may only receive financial aid for one repeat of a course for which you have already received a passing grade.

**PELL GRANTS VARY** from student to student. For example, some students with limited Pell Grant eligibility must be enrolled full time to receive Pell Grant. **If you add units after the midpoint of the semester and you have already received the second portion of your award(s), you must notify the Financial Aid Office to receive any difference.**

If you were awarded a Pell or Cal Grant, recalculation will occur if you are enrolled in less than twelve units. **EXAMPLE:**

<b>Recalculation Table</b>	<b>Full time (12+ units)</b>	<b>Three-Quarter time (9 – 11.5 units)</b>	<b>Half time (6 – 8.5 units)</b>	<b>Less than half time (.5 – 5.5 units)</b>
Percent of eligibility	100%	75%	50%	Varies
Pell Grant Available	\$3,248	\$2,436	\$1,624	\$582
Cal Grant Available	\$836	\$627	\$418	Ineligible

### **GENERAL INFORMATION ON PAYMENTS**

**REFER TO YOUR AWARD LETTER** for financial aid payment dates and amounts. Payment dates vary depending on when your financial aid file is completed/awarded and are subject to change if you drop/add class(es). **If you are to receive payment for more than one award on the same date, you will receive them in one single check.**

**FINANCIAL AID CHECKS ARE MAILED** and are NOT FORWARDED. Your check will be returned to the Campus Business Office if you have an undeliverable address or a forwarding request with the post office. Keep your address current in WebAdvisor.

**CERTIFICATION****UPON ACCEPTANCE OF FINANCIAL AID, I CERTIFY THAT:**

- I will enroll in an eligible program and attend classes at one (or more) of the campuses/centers through State Center Community College District.
- I have a high school diploma, GED, or have passed the Ability to Benefit (ATB) Test.
- I understand that my financial aid award is subject to change according to my enrollment status and **that financial aid awards are subject to availability of funds.**
- I understand that eligibility for Pell Grant is limited to twelve full-time semesters or the equivalent of 600% of my scheduled awards.
- I understand that if repayment is required, I may be ineligible to receive any additional grant money until repayment is complete. I understand that under repayment or default status, academic transcripts will not be released to other institutions.
- I have read the SCCCDC Financial Aid Satisfactory Progress Policy on the [Fresno City College Website](#) and understand that my financial aid will be terminated when I cease to meet these standards. If allowed to appeal, I understand that the decision made by the Appeal Committee is final.
- I will repay any funds disbursed to me in error or for any period of time I was ineligible to receive funding or was not enrolled in and attending classes.
- I authorize SCCCDC to release and/or transmit any information contained in my application for aid and/or concerning my prior year awards to any governmental agency, institution of higher education, scholarship donor, or lending institution upon request of those agencies or institutions.
- I will maintain a valid mailing address with Admissions and Records, and I will activate and regularly check my district assigned e-mail account. I will promptly answer all requests related to my application.
- To the best of my knowledge, the information contained in my application is correct and complete. SCCCDC has my permission to verify this information and I agree to release to the Financial Aid Office copies of my Federal Income Tax Return Transcript and other income and asset verification upon request.

**I ALSO UNDERSTAND THE FOLLOWING TERMS OF MY FINANCIAL AID AWARD(S):**

- My financial aid package is based on full-time (12+ units) enrollment. My financial aid award is subject to change according to my enrollment status.
- I understand that I may be in repayment if I drop or fail units after receiving financial aid for the semester. If repayment is required, I will be ineligible to receive any additional financial aid funds until my repayment is resolved.
- I understand that my satisfactory academic progress will be verified at the end of each semester, and my financial aid eligibility will be terminated if I fail to maintain progress.
- I cannot receive financial aid from any college outside of SCCCDC during the same semester that I receive financial aid from a SCCCDC college. Receiving financial aid from a different college will result in repayment to SCCCDC.
- I must be **enrolled in and attending** the proper number of units two weeks BEFORE the check disbursement date in order to receive my financial aid. Courses in which I am on a wait list to enroll will not be counted when considering my financial aid enrollment status.
- I understand that I may only receive federal financial aid funding for one repeat of a previously passed course.
- If I receive financial aid and receive a "No Show" drop, I may be required to repay a portion of my financial aid based on any change to my enrollment status.
- Any fees owed to the institution will be subtracted from my financial aid check.
- Veteran's Educational Benefits, EOP&S book vouchers and scholarship awards may reduce my eligibility for additional aid.

**Digital and/or typed signatures are not acceptable. By signing, I acknowledge that I have read and fully understand the provisions stated above. I certify that I am in full compliance with the terms listed in this document.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_