It is the philosophy of the Financial Aid Office at Long Beach City College that no one has the responsibility of supporting the student except for the student’s parent(s). Thus, a student who is living with relatives will be treated as an “away from home” student, will be given an away from home budget, and will be packaged accordingly.

Students who apply for financial aid as “at home” and then move away from home must verifying writing that the student is no longer living at home.

Any student who is sharing a home with a parent, but the parent has no financial resources, may be given an “away from home” budget.

Also, a student who is paying room and board to a parent, may be given an “away from home” budget if the monthly amount of the room & board payment is at least $695 and the student will pay that amount for the duration of the budget. (The amount of $695 a month is the monthly difference for room and board plus miscellaneous personal expenses between the LBCC “at home” budget and the “away from home” budget.)

Nine-month budgets (4-1/2 month budgets for student who are attending one semester) will be given to all students.

Students who report child or elder care expenses may have their budget changed to include childcare or eldercare based on documentation. This is done by adding the element to the standard budget.

REMINDER: It is permissible, using professional judgment, to change the student’s budget to more accurately reflect the actual expenses of the student. It is permissible, for example, to add additional expenses for a disabled student. It would also be permissible to remove the food & housing portion of the budget for a student who is not paying those expenses. It is important to realize what factors are already included in the calculation of the budget.

**Expected Family Contributions**

The expected family contribution used in awarding financial aid at Long Beach City College will be that calculated by the central processor (Department of Education).
REMINDER: It is permissible, under professional judgment, to change the student’s contribution to more accurately reflect the financial strength of the student (and the student’s parents). All such changes will be made by adjusting figures used in the calculation and submitting them to the Central Processor for recalculation. It is not permissible to make direct adjustments to the EFC. Such an adjustment may be used to either increase or decrease the student’s contribution. One-way to do this is to use the student’s (and/or parents’) projected calendar year or school year income. This may be done if the projected income is less than or more than the base year income. It is also permissible to remove a source of income from the previous year that is not available for the academic year. It is important to realize what factors are already included in the calculation of the EFC.

**Neediest Students**
Title IV regulations require that FSEOG is awarded to the students with exceptional need, as determined by lowest family contribution. At Long Beach City College, “students with exceptional need” are those with a calculated EFC of zero.

NOTE: It is not permissible to use professional judgment to award FSEOG to a student whose need amount is less than the cut-off amount in the ranking process. The financial aid counselor may, however, use professional judgment to change the family contribution to more accurately reflect the financial strength of the family. This can only be done through a recalculation based on the student’s current financial situation.

**Packaging Priorities**
1. Federal Pell Grant
2. Cal Grant, National Service Awards (Americorp) and LBCC Scholarships
3. FSEOG
4. Cal Works Work-Study, or Federal Work Study
5. Direct Loans

**Board Financial Aid Programs (BFAP)**
To qualify for the BFAP, a student must be a resident of California – if Admissions and Records determine that the student must pay out-of-state tuition, that student is not eligible for the BFAP. There are three methods to determine eligibility:

Method A) If the student receives TANF/CalWorks, SSI/SSP, GR/GA or is a dependent of a disabled or deceased (service-connected) veteran; the
student is eligible for a BFAP-A. Documentation must be presented for Method A eligibility.

Method B) If the student’s (or the student’s parents’) income is less than the appropriate maximum from the table below:

Family Size 2011 Maximum Income
1 $16,335
2 $22,065
3 $27,795
4 $33,525
5 $39,255
6 $44,985
7 $50,715
8 $56,445
Add $ 5,730 for

Method C) If the student has need of at least $1104, as determined by the Central Processor the student is eligible for a BFAP-C. This minimum need is new for the 2012/13 school year. The need required will be set annually by the Chancellor’s Office.

Enrollment fee amounts: $46 per unit for Fall 2012 $46 per unit for Spring 2013 as of March 7, 2012.

Enrollment fees are considered to be part of the student’s budget and the waiver is treated as a financial aid award.

Students who pay their own enrollment fees and are later determined to be eligible for BFAP, will receive a refund check for the enrollment fees and $5 credit from parking, if applicable.

**Cal Grant**

Cal Grant will be awarded as notification is received from the California Student Aid Commission of the awards. The maximum Cal Grant award amounts are determined by the California Student Aid Commission, and are projected to be:

Cal Grant B $1551 ($776 Fall, $775 Spring)
Cal Grant C $ 576 ($288 per semester)

**Long Beach City College Scholarships:**

Scholarships will be entered as we are notified by the Long Beach City College Foundation of the awards. They will replace loan first, Work-Study
second and FSEOG third.

**BIA (Bureau of Indian Affairs) Grant**

Title IV regulations require that if a student receives a BIA Grant, the amount of the grant must be used to reduce the student’s loan first, FWS second, and FSEOG last.

**Other State Grants and Scholarships**

As other state grants and scholarships are received for individual students throughout the academic year, the awards will be added to the student’s award package.

**EOP&S/CARE**

The selection of EOP&S/CARE recipients will be the responsibility of the EOP&S/CARE Office. To be eligible for EOP&S, a student must have a zero EFC or meet the income criteria for BOG A or B. It is the policy of the EOP&S/CARE program to award students even if they are in default of a student loan, suspended from financial aid or don’t meet the ability to benefit.

In general, EOP&S/CARE grants will replace loan first, work-study second, and FSEOG third, however, exceptions to this guideline may be made by the financial aid counselor upon the recommendation of the EOP&S/CARE Office staff.

**Direct Loans**

The student may be allowed to replace Federal Work-Study with Direct Loan based on whether the student is working or how many hours the student has already worked one time.

Students who have already borrowed $20,000 in student loans, or if the current loan request will result in the student exceeding this limit, will need to complete a Loan Appeal Request Form. The request will go to the Appeals Committee. The Financial Aid Appeals Committee may refuse to certify a Direct Loan for a student using professional judgment if it appears that the loan would not be in the student’s best interest. The rationale for the decision will be documented and the student notified in writing.
**FSEOG (Federal Supplemental Educational Opportunities Grant)**

To receive FSEOG, students must:
- Meet the “students with exceptional need” criteria, as defined above, and
- be eligible for Federal Pell Grant.

**FSEOG award amounts:**
Legislated maximum: $4,000 per school year
minimum: $100 per school year

LBCC award: $400 per school year, for “at home”
            $600 per school year, for “away”
Award amounts are subject to change based on the availability of funds.

FSEOG will be packaged on a first come, first served basis according to FAFSA completion date. Counselors may increase a student’s FSEOG using Professional Judgment.


Book grants are to be given to students who have financial need and who do not have sufficient financial aid or other resources available to buy books at the beginning of the semester.

The Patterson grant money therefore will serve as a retention tool to help students who otherwise would fall behind in class and be forced to either fail or withdraw.

*If sufficient funds are available, a student may receive a petty cash voucher or a check from the Patterson Grant Fund for items such as a bus pass, emergency money for food or medicine or any other reasons deemed appropriate by the Financial Aid Director, a Counselor, Advisor, or Supervisor.*

The recipient of a Patterson Book Grant must have financial need. (Financial need in this regard does not have to be determined by the FAFSA. A self-certified statement of financial circumstances may be sufficient). Therefore, unless there are extenuating circumstances, the following students are not eligible for a Patterson Book Grant:

- The student who has no financial need (If in doubt, use the BFAP/EOPS income criteria).
- The student who is receiving an EOPS/CARE Book Grant
- The student whose Pell Grant has been disbursed
• A student who has previously received a Patterson Grant

Extenuating circumstances might include enrollment in a program that requires more than the average cost for books or an acute financial problem that causes a student to be unable to afford books at the beginning of the semester. However, the budget would have to be adjusted appropriately if the award would cause an overaward.

Fully awarded students are not eligible for a Patterson Book Grant. If such a student has additional need, the need should be documented using the Professional Judgment form and should be met with other financial aid. The total of a student’s awards including this grant cannot exceed the cost of attendance.

Patterson Book Grants are meant to provide funds to:
• Needy students who register late, apply for financial aid late and who will not have financial aid for books until at least the third week of school.
• Needy students who are ineligible for federal or state aid.

Patterson Book Grants may be used at the ASB Book Store for textbooks only.

Under no circumstances may the Patterson Grant exceed $400 for any one student per semester. Students are limited to one Patterson Grant during their studies at LBCC.

**Work-Study (CalWorks, Federal, or State)**

Awards will be made for the 36-week school year. The number of hours per week will be based on the availability of funds. 2012-2013 Work-Study award amounts are as follows, based upon an 18-hour work week:

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>RATE</th>
<th>SEMESTER</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant 1</td>
<td>$8.00</td>
<td>$2,592</td>
<td>$5,184</td>
</tr>
<tr>
<td>Student Assistant 2</td>
<td>$8.75</td>
<td>$2,835</td>
<td>$5,670</td>
</tr>
<tr>
<td>Tutor 1</td>
<td>$8.00</td>
<td>$2,592</td>
<td>$5,184</td>
</tr>
<tr>
<td>Tutor 2</td>
<td>$9.25</td>
<td>$2,997</td>
<td>$5,994</td>
</tr>
<tr>
<td>Peer Advisor 1</td>
<td>$9.00</td>
<td>$2,916</td>
<td>$5,832</td>
</tr>
<tr>
<td>Peer Advisor 2</td>
<td>$9.75</td>
<td>$3,159</td>
<td>$6,318</td>
</tr>
</tbody>
</table>

If the need of awarded students cannot be met within the limits of the FWS funds available, these maximums may be adjusted downward. As long as they remain eligible and their employing department wants to employ them again, students who received FWS in the previous award year will receive it again in the current year, for up to three years. Students will not be awarded FWS for more than three years.

Work-Study jobs will be advertised for hire by departments through the LBCC Career & Job Services Center.
Students who meet the following criteria will be added to the Work-Study program:
• EFC of 300 or less;
• don’t live at home with their parents;

To be employed through the program a student must be enrolled in at least 6 units.

Awards will be made to students meeting these criteria on a first come, first served basis (based on date FAFSA was submitted) until projected Work-Study available funds are exhausted.

*Students who are enrolled in summer session at least 3 units may be awarded summer Work-Study provided funds are available. The summer Work-Study award extends from July 1st until the week before school starts in the Fall (typically 6 weeks). To be eligible for Summer Work-Study, the student must meet all of the following:*
• Be enrolled in at least 3 units;
• Have an EFC of 300 or less; and
• Have financial need for summer Work-Study.

Students who worked on Work-Study during the previous award year will, provided the supervisor and student agree, be continued in the same position for the summer.

**C Codes/Database matches**
Prior to packaging of awards all C Codes related to Database match problems must be resolved. These C Codes may be from issues related to Selective Service Match, Department of Homeland Security Match, Social Security Administration Citizenship Status, Student’s Social Security Number Match, Veterans Affairs Status Match, Responses to Drug Conviction Question and/or NSLDS.
For detailed information on resolving the database matches, consult the Federal Student Aid Handbook in Volume 1, Student Eligibility. For detailed information on clearing them in PeopleSoft to allow packaging, see PeopleSoft procedure entitled Database Matches in Office Procedures in the Financial Aid Policy Manual.

Note: If a C Code is resolved in PeopleSoft in one year it will automatically be cleared in following years. A checklist item will not be created and no action is required.

**Accelerated disbursement**
If a student has a financial problem, a financial aid counselor, advisor or
supervisor may at their discretion, authorize the accelerated payment of the student’s financial aid. Attendance Verification may be required.

**Over-awards**

1) If the student has federal aid other than Federal Pell Grant, reduce the aid until the over-award is eliminated based on priority packaging guidelines.

If the student has only a Direct Loan to reduce and the loan has already been disbursed and then a scholarship is added, the loan does not have to be recalculated.

In reviewing over-awards at the end of an award year, after the amount of FWS actually earned has been posted, if the over-award is less than $300, it is within the tolerance for FWS and does not need to be adjusted.

2) If the student is over-awarded, has Cal Grant, and has no federal financial aid (other than Federal Pell) that may be reduced, first meet with the student to determine if the student has an unusual situation that warrants an addition to the budget. If not, the Cal Grant will be reduced to stay within the need.

3) If the student is over-awarded, has EOPS, and has no federal financial aid that may be reduced, notify the EOPS Office. They will either reduce or remove the EOPS grant or meet with the financial aid counselor and recommend increasing the student’s budget because of unusual financial circumstances.

**Professional Judgment**

Unusual circumstances of the student may cause the financial aid counselor to wish to make exceptions to the above guidelines. Professional judgment cannot be used to waive general student eligibility requirements or to circumvent the intent of the law or regulations.

**Change a Dependent Student to Independent**

The Petition for Change to Independent Status form is to be used for students who request a change from dependent to independent status. The decision to change the student from dependent to independent status will be made by the Financial Aid Counselor or Advisor in accordance with the authority described in the HEA.