
Administrative Procedure
Chapter 5 – Student Services

AP 5130 FINANCIAL AID

References:

Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 76300, and 94912.5;
Title 5 Sections 55031 and 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard III.D.15

Financial Aid programs offered usually include:

- California College Promise Grant (formerly known as the BOG Fee Waiver)
- CalWORKS
- Cal Grants
- Federal Pell Grants
- Federal Direct Student Loan Program
- Federal Family Education Loan Program

Procedures address:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory progress

Responsibilities

The Executive Dean, Enrollment Services will be responsible for administering these procedures.

Definitions

- A. Long Beach City College administers the federal financial aid programs covered by the most recent Program Participation Agreement with the Department of Education, the state programs administered by the Chancellor's Office of the California Community Colleges, and the programs administered by the California Student Aid Commission.
- B. Satisfactory progress of financial aid students is defined by the current Standards of Progress, prepared and distributed by the Financial Aid Office in accordance with federal and state regulations.
- C. Financial aid will be awarded to students in accordance with the current Packaging Guidelines prepared by the Financial Aid Office. The general philosophy of the financial aid programs at Long Beach City College is to distribute limited funding to as many students as possible and to prioritize students according to application date.
- D. The application for financial aid at Long Beach City College is the Free Application for Federal Student Aid (FAFSA) which is available online at www.fasfa.gov. General application procedures are also available online.
- E. Student need for financial aid is determined by the need analysis method defined by Congress in federal law.
- F. The policies and procedures of the Financial Aid Office are found in the current Financial Aid Manual. Specific publications available to students appear on the LBCC Financial Aid website at <http://www.lbcc.edu/financialaid/>.

Requirements

- A. To receive financial aid, students must meet all applicable federal and state regulations.
- B. The student must complete all financial aid application requirements and turn in all required documentation, including documentation needed to resolve any conflicting information.
- C. The student must maintain satisfactory progress as defined in federal and state law.

California Promise Grant (CPG), formerly Board of Governors Fee Waiver

- A. The California Promise Grant waives the per unit enrollment fee at any California community college for eligible students.
- B. The Student Success Act of 2012 (California Senate Bill 1456) created minimum academic and progress standards that must be met for continued eligibility that are separate from standards imposed by student federal aid, Cal Grant, and enrollment priority:
 - 1. A student may lose California Promise Grant eligibility:
 - (a) if his/ or her/their cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters);
 - (b) if the cumulative of units completed is not more than 50 percent in two consecutive terms (fall/spring semesters); or
 - (c) if there is any combination of two consecutive terms of cumulative GPA below 2.0 and/or cumulative unit completion of not more than 50 percent.
 - 2. These standards do not apply to foster youth or former foster youth aged 24 years old and younger.
 - 3. The total degree-applicable completed unit cap does not apply to eligibility for the California Promise Grant.
 - 4. A student that loses California Promise Grant eligibility will still be eligible to receive other core student support services at the College.
 - 5. A student not meeting the California Promise Grant eligibility requirements above will be notified within 30 days of the end of the first primary term in which the eligibility requirements are not met and informed he/she/they will be placed on either academic (GPA) and/or progress (course completion) probation. The notification will include the information that a second term of probation will result in the loss of California Promise Grant eligibility.
 - 6. A student not meeting the California Promise Grant eligibility requirements for two consecutive primary terms (fall or spring) will receive communication from the College within 30 days of the end of the second primary term notifying the student that he/

she/they may lose eligibility for the California Promise Grant at the next registration opportunity. The communication from the College will include instructions for how to appeal the loss of the California Promise Grant. This appeal is separate from any appeal for federal student aid and the approval of one appeal will not mean the automatic approval of any other appeal.

7. A student may appeal for continued California Promise Grant eligibility based upon one or more of the following extenuating circumstances:
 - (a) verified accidents, illness or other circumstances beyond the student's control;
 - (b) changes in a student's economic situation;
 - (c) evidence of inability to obtain essential support services;
 - (d) special consideration factors for CalWORKs, EOPS, DSPS, and student veterans, though participation in the programs alone does not solely qualify for an appeal;
 - (e) disability accommodations not received in a timely manner.
8. In order for a student to regain eligibility for the California Promise Grant, a student must do one of the following:
 - (a) improve his or her GPA or course completion measures to meet the academic and progress standards;
 - (b) successfully appeal regarding extenuating circumstances;
 - (c) successfully appeal based on significant academic improvement; and
 - (d) not attend the College for two consecutive primary terms (fall/spring semesters).

Foster Youth shall not be subject to loss of California College Promise Grant due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9 subdivision (c).

Student Scholarships and Loan Funds

Responsibilities

The Dean of Enrollment Services, or his/her/their designee, will be responsible for administering these procedures.

Definitions

- A. Scholarships and grants will be made from gifts, donations, bequests, trusts, or other devices from individuals and organizations in the local community in accordance with the wishes of the donor.
- B. Interest-free emergency loans will be made to students with temporary need.

Requirements

- A. Scholarship applicants must fill out a Long Beach City College scholarship application within the application time period published on Long Beach City College's website.
- B. Scholarship recipients must meet the requirements, conditions, or restrictions established by the scholarship donors and/or the Scholarship Application Review team.
- C. The College Scholarship Application Review team and/or donors, determines who shall be selected to receive Long Beach City College scholarships. If a donor wishes to choose their own recipient(s), the Scholarship Application Review team will select students from among the scholarship applicants to be interviewed by the donor.
- D. Emergency loans must be secured by financial aid eligibility. To receive an emergency loan, students must fill out a financial aid application and be determined to be eligible for financial aid.
- E. Emergency loans will be repaid by offset against financial aid. If the borrower fails to complete his or her financial aid application, withdraws from school, or is otherwise found to be ineligible for financial aid, the emergency loan becomes a debt to the college and is treated as such.
- F. Unpaid emergency loans may be referred to the Chancellor's Office Tax Offset Program (COTOP) for collection.

College Scholarship Committee

The College Scholarship Committee shall consist of:

- A. The Scholarship Coordinator
- B. Foundation Director
- C. A representative from the Financial Aid Office Program.
- D. Representatives from the faculty and/or staff of various departments of the college, in particular, departments which have scholarships with that major in the criteria.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Also see BP 5130 Financial Aid.

Approved: May 22, 1978

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(Replaces LBCC Administrative Regulations 5013 and 5014)