

Financial Aid Orientation

I. Getting Your Financial Aid

The Financial Aid Process

1. Submit your FAFSA online between Jan. 1st-March 2nd every year
2. You will receive a letter from DVC FAO that includes forms/steps that must be completed in order for your financial aid file to be completed. No Paperwork = No Check.
3. Submit ALL paperwork completely (including transcripts) as soon as possible. Processing takes about 20+ business days if no corrections need to be made
4. You will receive an Award Letter once your file is complete that will let you know what grants you have been awarded for the entire academic year and when to expect your check
5. Checks will be mailed out according to the disbursement dates

What's Available

- **Pell Grant** – award received through the FAFSA
- **Cal Grant** – must submit FAFSA and Cal Grant GPA Verification Form by March 2nd or Sept. 2nd
- **Supplemental Educational Opportunity Grant (SEOG)** – Dept. of Ed determines eligibility and limited funding
- **Academic Competitiveness Grant (ACG)** – awarded to students who complete rigorous coursework in high school
- **Chafee Grant** – awarded to current/former foster youth students
- **Board of Governors Fee Waiver (BOG)** – waives enrollment fees from \$26/unit. Will not receive money unless already paid for enrollment fees

Following Up

- The FAO cannot provide any personal information over the phone. The best way to check on your file is in person in the FAO
- The FAO will not provide information to anyone other than the student
- Make sure that your address on file with Admissions & Records is accurate and current. Checks and any other correspondence will be mailed to the address you have on file
- Your schedule (number of units) should be set before the end of the 4th week of school.
- Meet with an Academic Counselor once a semester to develop/maintain an Educational Plan

II. Maintaining Your Financial Aid

Satisfactory Academic Progress (SAP)

SAP refers to the policies and requirements that all financial aid students must meet every semester in order to continue to receive financial aid and remain in good standing.

1. Earn a Semester GPA of a 2.0 or above. Receive at least grades of A, B, C, or P (Pass) in your classes.
2. Maintain an Overall GPA of a 2.0 or above which includes all previous coursework including repeated courses.
3. Complete at least 67% or more of all units attempted every semester. Grades of “W”, “I”, “NP”, and “F” will be considered as not completed units. Failure to meet any of the three requirements listed above will result in being placed on Probation or Suspension status.

67% Completion Requirement

- Drop *before* “W” Deadline Date (usually fourth week) because dropping classes with a “W” grade *will* affect your financial aid
- Only take amount of classes you can realistically handle, especially if you have non-academic responsibilities; You do not have to be full-time (12 units) to receive financial aid
- May have to pay back money if you completely withdraw from all your classes
- Adding Classes = Adding to Total Attempted Units

Maximum Time Frame

- Students can only receive financial aid for a limited number of units
- You are required to complete your educational goal (*based on major selected on Declaration of Major form*) within 150% of published requirement. *Example: Associates Degree / Transfer Program (60 x 150% = 90); Certificates vary and have lower units.*
- Total Unit Count includes ALL attempted units and all previous coursework, whether you received passing, non-passing or “W” grades, even if financial aid was not received
- Another reason to stay away from “W”s because these grades *do* count towards your Total Unit Count
- Students can only receive Pell Grant for 18 semesters
- Students who reach Maximum Time Frame will be automatically placed on Financial Aid Suspension

Probation/Suspension

- End of every semester (Fall, Spring, Summer) we evaluate all financial aid students' academic performance
- Any students who do not meet the SAP requirements are placed on Probation/Suspension status
- Being on these statuses can negatively affect your financial aid award
- Tips to Avoid these Negative Statuses:
 - Drop Classes Before the “W” Deadline
 - Only take the amount of classes you know you will complete
 - Meet with an Academic Counselor to complete an “Educational Plan” Form
 - Take advantage of all campus resources (EOPS, Tutoring, Library, Counseling Classes, Success Workshops, etc.)
 - Ask Questions at the Financial Aid Office