



# Columbia College Financial Aid Office

## Terms of Agreement

Columbia College ~ 11600 Columbia College Drive ~ Sonora, CA 95370

By accepting an offer of financial aid, you acknowledge responsibility for understanding and complying with these **TERMS OF AGREEMENT**. This official agreement between you and the Financial Aid Office is enforced throughout the length of the award. The Terms of Agreement are subject to amendment without notice because of frequent changes in the laws, rules, and regulations that govern financial aid. The following Terms of Agreement apply to all financial aid programs.

**AVAILABILITY OF FUNDS** - All financial aid awards offered by Columbia College are limited to the availability of funds. In the event that the state or federal government reduces or eliminates funds, the Columbia College Financial Aid Office may reduce and/or cancel your award.

**ACADEMIC QUALIFICATIONS** - To be eligible to receive Financial Aid funds, you cannot be concurrently enrolled in high school and must have earned a high school diploma, GED, or equivalent.

**CHANGE IN ENROLLMENT/ATTENDANCE STATUS, WITHDRAWAL, AND LEAVE OF ABSENCE** - Our offer of financial aid is contingent upon your admission, enrollment, and attendance at Columbia College. You must be enrolled for the purpose of obtaining a degree or certificate, or you must be enrolled in a transfer program leading to a bachelor's degree. Minimum enrollment for all programs *except* Federal Pell Grant is six units. For students meeting specific eligibility requirements, Federal Pell Grant is available at less than half time. ***Your award offer is based on full-time enrollment and is subject to change if your unit load is less than full-time.*** The Federal Pell and Cal Grants are disbursed according to your unit load as follows:

Full Time	Three-quarter Time	Half Time	Less Than Half Time*
12 units: 100% of award	9-11.5 units: 75% of award	6-8.5 units: 50% of award	0.5-5.5 units: 25% of award

\*Cal Grant not available at less than half time. Cal Grant C recipients must be enrolled in a technical/vocational course of study.

Students on a wait list who have not registered for all courses prior to a disbursement date could have their funds delayed or amount reduced. A change in enrollment/attendance status during a semester could change or cancel your award. It is the student's responsibility to complete the withdrawal process with the Admissions and Records Office. Should you withdraw or take a leave of absence, your remaining financial aid award for the current semester will be canceled. If you drop prior to attending a class you will be considered a 'No Show' and will be required to repay all of the funds back.

**USE OF FINANCIAL AID FUNDS** - You must use your financial aid funds only for expenses that are directly related to your cost of education (tuition and fees, books and supplies, room and board, transportation, personal expenses, and school-related dependent care expenses).

**DISBURSEMENT OF FINANCIAL AID FUNDS (REFUND)** - Financial aid funds are typically disbursed in two installments during the Fall and Spring semesters and one installment during the Summer semester. Your disbursement schedule may vary depending on your application date, the types of aid you are awarded, and course start dates. Financial Aid disbursements are paid to students' BankMobile accounts. All disbursement dates are listed on your award letter and on the Columbia College Financial Aid Office website.

**RETAKE COURSEWORK** – A student may be paid one time for a previously passed course. For this purpose, passed means any grade higher than an "F." In other words, the student may be awarded Title IV aid for a second term only, regardless of the grade earned on the repeated course.

**ENROLLMENT AT MORE THAN ONE INSTITUTION** - Federal law states that a student may not receive financial aid from two separate institutions at the same time. A student attending more than one college during the same semester should apply for financial aid at the school in which they are enrolled in the greater number of units. Students in this

situation may qualify for a “Consortium Agreement,” which allow the disbursing college to consider units of attendance at another institution. Contact the Financial Aid Office for additional information.

**DEDUCTION OF OBLIGATIONS** - Obligations owed to Columbia College or Modesto Junior College may be deducted from your financial aid disbursements. Obligations will not be deducted from Federal Work-Study earnings.

**ADDING/DROPPING** – Adding and dropping units can cause a change in the amount of the award you receive. Dropping units during the semester or dropping all courses will cause the financial aid award to be recalculated. A semester award may be reduced and a repayment may be required. Dropping to less than half time will require you owe back all or part of your first disbursement. If you drop all units before 60% of the semester is completed, you may owe a repayment of your Federal Pell award according to the Return of Title IV Funds Regulation.

### **RETURN OF Title IV FUNDS REGULATION**

**Overpayments (mid-point Recalculation)** – If a student received Pell grant for 6 or more units before the mid-point of the term and then drops units resulting in a less than half time enrollment status before the semester is halfway over, the student will owe grant funds back. This would happen when a student had been issued a payment for half of the term award and the amount disbursed for that enrollment status was greater than the new eligible amount for the entire term award. The Financial Aid Office will calculate if an overpayment occurs and notify the student with the dollar amount, due date, and procedures.

**Return to Title IV Funds (R2T4)** – A student who receives federal financial assistance and withdraws from all of their classes before completing more than 60% of the semester will be required to return any unearned federal funds. The amount of the return will be calculated on a pro-rata basis. The percentage of Title IV funds earned will be calculated by the Financial Aid Office and if there is an unearned amount that was disbursed (overpayment) or if there is an earned amount not disbursed (Post-Withdrawal Disbursement ‘PWD’), the student will be notified of the dollar amount, due date, and procedures.

**No Show Overpayments** – Students who do not begin attendance are ‘No Show’ and are not considered R2T4. A student is not eligible for financial aid for any classes in which they were ‘No Show.’ If any funds were disbursed for ‘No Show’ classes, the resulting overpayment will be due immediately and charged to the student’s account. The student will be notified of the dollar amount, due date, and procedures.

**REFUNDS / PAYMENTS / DISBURSEMENTS** – All financial aid disbursements are sent to students’ BankMobile accounts. Students must activate their BankMobile account and choose a preference of how refunds are to be disbursed. Disbursement options include: 1) Vibe Account (directly deposited to BankMobile Vibe card), 2) ACH transfer (directly deposited to student’s own personal checking or savings account), or 3) Paper check (mailed to student’s home address).

Refund dates are listed on the Financial Aid web page under Refund Dates. If a student has dropped units or is not attending and received financial aid, the student will be subject to repayment of financial aid funds. Any funds not repaid will be reported to Department of Education.

**EDUCATIONAL PLAN** - Students are required to have a Student Educational Plan (SEP) on file with the Counseling Office and/or Financial Aid Office prior to completing your first semester.

**SATISFACTORY ACADEMIC PROGRESS** – To be eligible to receive both financial aid funding a student must meet and maintain Satisfactory Academic Progress (SAP). It is the student’s responsibility to know and understand these standards. [http://www.gocolumbia.edu/financial\\_aid/satisfactory\\_academic\\_progress.php](http://www.gocolumbia.edu/financial_aid/satisfactory_academic_progress.php)

**AMENDED DISBURSEMENTS / OVERAWARDS** - Students receiving funds based on false information and/or any funds received in excess of the amount of which the student is entitled will be subject to repayment regardless of any reason.