WHAT IS FINANCIAL AID

Financial Aid is assistance made available by federal and state funding and private sources in the form of grants, scholarships, loans, and wages. Such aid makes it possible for you to continue your education beyond high school even if you and your family cannot meet the full costs of the college/university you choose to attend. It is intended to supplement, NOT SUPPLANT, resources needed to meet the cost of education. Please review all information in this brochure that might be of assistance you.

ELIGIBILITY REQUIREMENTS FOR FEDERAL FINANCIAL AID

To be eligible for federal financial aid, a student must:

(1) Be a U.S. citizen, permanent resident, or resident-alien with an appropriate visa.

(2) Possess a high school diploma or its equivalent.

Effective 12-13: Ability-to-Benefit (ATB) alternatives for high school diploma (or recognized equivalent). Beginning July 1, 2012, a student must have a high school diploma or its equivalent such as a GED or California High School Proficiency Exam (CHSPE) to be eligible for federal student financial aid (Title IV funds). Students that met one of the ATB alternatives such as passing an approved assessment test or successfully completing at least six (6) credit hours and enrolled in an eligible program prior to July 1, 2012 will continue to be eligible for federal funds. Students that were enrolled in an eligible program prior to July 1, 2012 may still take the Ability to Benefit test. Students that were not enrolled in an eligible program prior to July 1, 2012 and are 18 years or older, are not eligible to take the Ability to Benefit test and may be able to earn a high school diploma or GED through an adult school education program.

Note: a postsecondary student is **not** permitted to receive aid (excluding BOGW) while he or she is concurrently enrolled in an elementary or secondary school.

(3) Be enrolled in an eligible educational program for the purpose of obtaining a certificate, associate degree, or completing requirements to transfer to another college. Certificate programs must provide at least 16 units of instruction and offered during a minimum of 15 weeks of instruction.

(4) Be enrolled in and attend the appropriate number of units. Some programs may require 12 or more units,
others require at least half-time enrollment. If eligible, Pell funds are available for any number of units.

(5) **Be making satisfactory academic progress.** Prior unsatisfactory academic progress will require an appeal or the satisfactory completion of a term without receipt of federal aid, meeting the requirements of a cumulative 2.0 GPA and the cumulative 70% (Pace) completion rate. (See Satisfactory Academic progress Policy in this student guide for more detail.)

(6) **Be in compliance with Selective Service Registration.** Federal law requires men, 18 through 25 years old, to be registered with the Selective Service System (SSS). Females are excluded from the requirement. The law applies to male citizens and immigrant aliens, but not to foreign students who hold valid student visas. Men must be registered before they can receive federal or state financial aid for school, including loans and grants. Registration forms are available at any post office or on campus. You can also register on-line at: www.sss.gov, or click the link for Selective Service on MiraCosta College’s Financial Aid Website.

(7) **Not be in default on a federal educational loan.**

(8) **Not owe a refund or repayment on a federal grant.**

Federal Refund and Repayment calculations (R2T4) must be performed if you receive any Federal (Title IV Aid) and officially withdraw from all units, drop out of all units, are expelled, or take a leave of absence prior to the 60% date of the term. All unearned aid must be returned to the federal aid programs as determined by the Financial Aid Office. Once you have maintained enrollment for at least 60% of the payment period (term), you have earned 100% of the Title IV funds disbursed. Therefore, you must maintain attendance and complete at least one class each term that you receive federal aid to avoid repayment of funds. (Different requirements apply to maintain financial aid satisfactory academic progress, please refer to policy.) You may also be subject to this calculation if you receive all grades of F’s and/or W’s in a term.

**How The Calculation Works**

1) Number of days attended ÷ days in a term = % of term completed
2) Total $$ disbursed X % completed = Earned $$
3) Total $$ disbursed - earned $$ = $$ to be returned

Once it is determined that you owe money back to any of the federal aid programs, you will be ineligible to receive further federal aid until this debt is cleared.

**HOW TO APPLY FOR FINANCIAL AID**

**File your FAFSA electronically. You must renew the FAFSA each year.**

The Free Application for Federal Student Aid (FAFSA) is available each year on January 2nd. Please obtain your Personal Identification Number (PIN) prior to filing your Free Application for Federal Student Aid (FAFSA) by accessing www.PIN.ed.gov. You (and your parents, if appropriate) may complete the Free Application for Federal Student Aid (FAFSA) on the WEB at www.fafsa.ed.gov. If you plan to attend MiraCosta College, please include MiraCosta College, Title IV Code 001239, on your FAFSA.

After you submit your FAFSA, you will receive an electronic Student Aid Report (SAR). If you have listed MiraCosta College on your FAFSA, we will also receive your information electronically. A valid Institutional Student Information Record (ISIR) must be on file in our office while you are still enrolled during the current aid year at MiraCosta College. If there is more than one applicant in your family, each applicant must file a FAFSA. Students who are dependent per federal guidelines, but whose physical or emotional welfare would be jeopardized by contact with their parents should schedule an appointment with the Financial Aid Office
before completing their FAFSA.

Students selected for verification by the Department of Education are required to submit documents to substantiate information provided on their FAFSA. This could include IRS Tax Transcripts, copies of W-2’s, verification of non-filing from IRS if no tax return is filed, verification of untaxed income and earnings, and/or documentation of assets. Complete and return all forms and documents requested as soon as possible. If you have any questions, please contact our office. Please go to the SURF website and check your “To Do” list for required documentation. Make sure your full legal name and Student ID are on all forms you submit to our office.

**Cal Grant Program Application: You must be a California Resident. Deadline to apply: March 2, 2013**

Students applying for a new Cal Grant should complete both the FAFSA and the California Student Aid Commission (CSAC) Grade Point Average (GPA) Verification form. To apply for a new Cal Grant, your FAFSA and GPA Verification form must be postmarked by March 2, 2013. If you missed this deadline, your FAFSA will still be processed for all other types of aid. An additional deadline of September 2nd each year is for community college students only. Students who currently have a Cal Grant (including a Cal Grant A Reserve award) need to file a FAFSA each school year. No specific deadline must be met but early filing is recommended. GPA Verification form is not required for renewal Cal Grant students.

**COST OF ATTENDANCE AND FINANCIAL NEED**

Each year, colleges establish a Cost of Attendance which takes into account average costs of such things as: room and board, books and supplies, enrollment fees, personal expenses, and educational transportation costs. It does not include maintenance costs for a student’s dependents because a standard allowance for dependents is already included in the federal need analysis calculation.

The MiraCosta College financial aid student Cost of Attendance is used to calculate eligibility for the federal aid programs. This does not represent the total amount of aid that will be awarded. The information you report on your 2013-2014 Free Application for Federal Student Aid (FAFSA) is used to determine your Estimated Family Contribution (EFC), using the standard “federal need analysis” formula. Your official EFC is deducted from the assigned Cost of Attendance, which results in your official “financial need.” Various aid programs are then awarded based on eligibility and availability of funds.

Cost of Attendance may be increased for non-resident tuition, documented non-reimbursed excessive medical costs, and other unusual expenses. Documentation is required. Cost of Attendance may be reduced for unusually low living costs, all online enrollments, additional resources, and/or other unusual circumstances. Cost of Attendance for students enrolled less-than-half-time will only include tuition and fees, allowance for books and supplies, and transportation. Less-than-half-time students are only eligible for the Federal Pell Grant and the Board of Governors (BOGW) Fee Waiver.

Specific information on the 2013-14 Cost of Attendance is available in the Financial Aid Office, Building 3000, located on the Oceanside campus.

**TYPES OF FINANCIAL AID AWARDED**

Once we determine your financial need, you will be awarded aid in the following order until your need has been met or until no additional funds are available. The aid year for 2013-2014 at MiraCosta College covers Summer 2013, Fall 2013, and Spring 2014.

**Board of Governors Waiver (BOGW):** Must be a California resident to be eligible. Enrollment Fee and fees in excess of $20.00 of your Fall and/or Spring Parking Fee will be waived if you can verify that you meet the eligibility requirements. Public Assistance recipients (TANF/CalWorks, SSI, and General Relief) will also have their Student Center Fee waived. Verification of program or income is required. The application is available on-
If a Board of Governors Waiver (BOGW) is listed on your Award Letter, please check below to see what fees will be waived for you:

**BOGW A:** Enrollment Fee, Student Center Fee, Parking Fees in excess of $20.00 for Fall and Spring  
**BOGW B & C:** Enrollment Fee, Parking Fees in excess of $20.00 for Fall and Spring

If you receive the fee waiver for a semester you have already paid for, you will receive a refund. Allow approximately six (6) weeks for your refund to be processed. No fees will be refunded after the 75% date of the semester. All fee waivers expire at the end of spring 2014. You must reapply using the 2013-2014 application for terms after spring 2014. If you are awarded BOGW A or B, you may be eligible for the EOPS program.

**Bureau of Indian Affairs (BIA):** BIA is a scholarship for students that are a member of, or are at least one-quarter Indian blood descendent of a member of an American Indian tribe and demonstrates financial aid need.

**Chafee Grant:** Chafee is available to eligible students who can document that they are current or former foster youth with financial need.

**Cal Grants:** Cal Grants A, B, and C are for undergraduate students who meet the financial and academic eligibility requirements. Awards may be used only at qualifying colleges in California and do not need to be paid back.

Cal Grants B and C are the only programs that are offered at MiraCosta College. You must be enrolled at least half-time (6 units) to receive this award. All students may apply for Cal Grants A, B, and C for school year 2013-2014 by filing the 2013-2014 FAFSA and the California Student Aid Commission’s GPA Verification Form no later than the postmark deadline of March 2, 2013. If you are in high school, you may apply in your senior year. An additional deadline of September 2, 2013 is for community college students only.

**Federal Pell Grant:** Pell Grant eligibility is determined from the Estimated Family Contribution (EFC) on your 2013-14 FAFSA. The amount you receive is prorated based on your financial aid enrollment status. Pell Grant awards will be recalculated if your financial aid enrollment status has changed from what is on your original award notice. All calculations are based on the 34-week Academic Year definition. If you have a Pell Grant award you may use a portion of those funds to purchase books and supplies. By completing a Pell Advancement form at the beginning of the semester (Fall or Spring only) you can authorize credit in the Bookstore for a maximum of $500, or half of your term's Pell award (whichever is less). Contact the Financial Aid Office for the specific dates each term. Advancement forms may be completed ahead of time. The amount of your charges on the advancement will be deducted from your Pell check and paid to the Bookstore on your behalf.

Note: Effective 7-1-2012, the Department of Education is limiting Pell Grant awards to 12 semesters of full time study.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG funds must be awarded to Pell-eligible students who have the lowest family contribution. You must be enrolled in at least six (6) units to receive FSEOG funds.

**Federal Work Study (FWS):** Federal Work Study (FWS) is a federally subsidized program which enables eligible students to work part time while in school and earn money to help pay school costs.
If you indicated you were interested in this program on your financial aid application AND if we have funds available in this program, you will see the total amount of money you are eligible to earn for each term that you are eligible to work. If funds are not available at the time of awarding, you will be placed on a wait list and notified if funds become available at a later date.

You must maintain at least HALF-TIME enrollment throughout any term that you work. If you drop to Less-Than-Half-Time, you lose your remaining work study for that term. (Refer to “Enrollment Status” section.)

You must accept this offer to work by the deadline on your award notice. Contact the Financial Aid Office to let us know you want your work study. If you do not respond by the deadline, the offer is cancelled. **If you do not get placed in an assignment within three weeks after your deadline date, you may lose your award.** It is important to contact our office if you are still in the process of selecting an assignment.

Contact the Career Center/Student Employment Office – (760) 757-2121 Ext. 6772 – Oceanside Campus, for selection of assignment and completion of the required hire paperwork. You are not legally permitted to work any hours on campus (whether it is work study or not) until all required forms and documentation have been submitted to Human Resources. You must complete this process in person through the Student Employment Office.

As a student employee, you are permitted to work no more than 19.5 hours per week during periods of enrollment. If you want to work during a break period, check with the Financial Aid Office before you work. The earliest date that FWS can be used during an award year is July 1st of that year. Your actual start date will be assigned at the time of hire. The last date that FWS can be used during an award year is commencement. Your actual ending date may be different, depending on eligibility, number of hours already used, or other factors.

The current hourly pay rate for student employment on campus is $9.00 per hour.

Timecards must be completed and signed by both you and your supervisor and submitted to the Payroll department by the 5th day of the following month. Late timecards may result in a late paycheck for you and incorrect charges to your supervisor’s department. Paychecks are mailed to students on the last working day of each month. Payment is for hours worked the previous month.

If you have any questions regarding your federal work study award, please contact the Financial Aid Office in Oceanside, at (760) 757-2121 Extension 6327.

**Direct Loans (DL):** Federally guaranteed loan, which must be repaid, with interest. The maximum eligibility for grade level 1 (freshmen) is $3,500 per academic year, and the maximum eligibility for grade level 2 (sophomores) is $4,500 per academic year. Students receiving loan funds for one semester at MiraCosta in order to complete their educational program may receive prorated amounts. Grade level is based on how many college level units you have completed at the beginning of the 2013-2014 school year.

ALL MiraCosta College student borrowers must complete the Online Direct Loan Entrance Counseling and a Master Promissory Note (MPN) before any disbursements can be made.

If a recalculation of your file is required, it may take as long as 6 to 10 weeks, depending on the number of applications we have received and other workload factors.

No loan checks can be released, per federal guidelines, prior to the thirtieth day of a semester or summer session. ALL loan disbursements will be mailed to students or delivered through direct deposit.

We do not participate in certifying alternative/private educational bank loans.
You must maintain half-time enrollment for loan eligibility.

No loan applications will be processed after April 4, 2014.  
Fall 2013-only applications will not be processed after December 12, 2013.

**DISBURSEMENT INFORMATION**

Pell, FSEOG, Direct Loan, and Cal Grant payments are made once each semester by check, payable and mailed to the student or disbursed by Direct Deposit. Checks are mailed to the mailing address on record with the Admissions office. Address changes must be given to us at least fifteen (15) working days prior to the disbursement date shown on your award notice. Whenever you change your address, you should also notify the U.S. Postal Service. It is your responsibility to notify us if you have not received a check within two weeks from the date it was mailed. After the two week period, you will need to contact the Financial Aid Office on the Oceanside campus to request a replacement check.

Federal Work Study (FWS) payment is made on the last working day of each month for the hours worked during the previous month. Checks are mailed to the student's mailing address.

**ACADEMIC YEAR DEFINITION**

The U.S. Department of Education requires that each institution notify students how the school's Academic Year is defined for the purpose of the federal financial aid programs. MiraCosta College's Academic Year, for federal student aid purposes, is defined as 34 weeks. **Students are required to be enrolled in and attending at least 12 units each semester to be considered a full-time student. This means a full-time student is expected to complete 24 units per school year.**

### Enrollment Status for Regular/Summer Term

<table>
<thead>
<tr>
<th>Number of weeks</th>
<th>Full Time units</th>
<th>¾ Time units</th>
<th>Half Time units</th>
<th>Less than half time units</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 weeks</td>
<td>2</td>
<td>1.5</td>
<td>1</td>
<td>&lt;1</td>
</tr>
<tr>
<td>4 weeks</td>
<td>3</td>
<td>2</td>
<td>1.5</td>
<td>&lt;1.5</td>
</tr>
<tr>
<td>5 weeks</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>&lt;2</td>
</tr>
<tr>
<td>6 weeks</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>&lt;2</td>
</tr>
<tr>
<td>7 weeks</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>&lt;3</td>
</tr>
<tr>
<td>8 weeks</td>
<td>6</td>
<td>4.5</td>
<td>3</td>
<td>&lt;3</td>
</tr>
<tr>
<td>9 weeks</td>
<td>6</td>
<td>4.5</td>
<td>3</td>
<td>&lt;3</td>
</tr>
<tr>
<td>10 weeks</td>
<td>7</td>
<td>5</td>
<td>3.5</td>
<td>&lt;3.5</td>
</tr>
<tr>
<td>11 weeks</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>&lt;4</td>
</tr>
<tr>
<td>12 weeks and over = standard semester (Fall or Spring)</td>
<td>12</td>
<td>9</td>
<td>6</td>
<td>&lt;6</td>
</tr>
</tbody>
</table>

**Steps:**

1. Determine total number of weeks enrolled in for summer.  
   **Note:** If you are enrolled in courses that are NOT the same length, use the larger length to determine number of weeks enrolled.
2. Determine the total number of units you are enrolled in.
3. Refer to the chart to find your enrollment status.

Generally, enrollment status is determined based on the number of units you are officially enrolled in according to the Admissions and Records Office as of the Last Day to Drop with No Grade on Permanent Record. **It is your responsibility** to make sure that all of your Adds have been posted by the Admissions Office by the Last Day to ADD full-length semester classes (even if you are adding a short-term class). It is also **your responsibility** to make sure all of your Drops have been posted by the Admissions Office by the Last Day to Drop with No Grade on your Permanent Record. For financial aid purposes, the dates listed below also apply to late start classes.
Please use caution when dropping classes. Removal of units from your permanent record may result in a financial aid overpayment.

Your “financial aid enrollment status” is your eligibility level established for payment purposes and can be affected by many things. It is possible that the number of units your aid is based on will be different than the number of units reflected on your permanent record. If your valid Institutional Student Information Record (ISIR) arrives in our office after the Last Day to Drop With No Grade on Permanent Record, your financial aid enrollment status will be determined as of that later date.

Any class removed from your permanent record, for which you have already received payment, may cause an overpayment. For example, if you enroll in a short-term class that begins in the middle of a semester and the class is included in your payment status, you may have received an overpayment if you fail to attend that class, or if the class is cancelled. No further aid can be received until the overpayment is repaid.

Once you have attempted 30 units of remedial course work (whether successfully completed or not), we will not include any more remedial units toward your enrollment status for payment of financial aid. However, these units will still be included in your academic progress evaluation.

**Warning:** We are unable to increase your award for classes added after the date your payment status is established, regardless of the effective date of the Add. However, we must collect back any funds paid to you if an overpayment results from a retroactive drop.

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**DEADLINES AT MIRACOSTA COLLEGE**

**Priority Deadline: April 3, 2013**

Priority consideration will be given to students who complete their aid file by April 3, 2013. We will continue to process applications as long as funds are available.

**Loan Deadline: April 4, 2014** - No Loan applications will be processed after that date.

**Final Deadline: May 19, 2014**

Your 2013-2014 Institutional Student Information Record (ISIR) must be on file in our office before the end of the aid year, **May 19, 2014**, and while you are still enrolled. If we receive your 2013-2014 application after the midpoint of Spring 2014, you will have limited time to complete your file. For more information, contact the Financial Aid Office.
In accordance with federal regulations, this Satisfactory Academic Progress (SAP) Policy requires review of each student’s academic record at the end of each academic year. Pace of progression/maximum time frame (quantitative) and GPA (qualitative) standards apply to all financial aid students regardless of previous financial aid history. A SAP determination is made based on a student’s MiraCosta College cumulative GPA and completion rate of all units attempted at all institutions attended. These standards must be met in order to receive financial aid initially and to continue from one academic year to the next. The SAP policy covers all federal programs including: Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Work Study (FWS), and Direct Loans. Satisfactory Academic Progress also applies to the state Cal Grant program. A similar but separate academic progress policy will apply to the Board of Governors Fee Waiver (BOG FW) program beginning with the 2014-15 academic year.

The following pages specify the qualitative and quantitative SAP requirements. This SAP policy also defines other eligibility requirements and outlines the disqualification and reinstatement processes at MiraCosta College.

A. **GRADE POINT AVERAGE:** A student must maintain a cumulative GPA of 2.0.

B. **PACE (UNIT COMPLETION RATE):** A student must successfully complete 70% of units attempted. Any units shown on a student’s permanent record are considered units attempted.
   
a. Pace is calculated as units completed (UC) ÷ units attempted (UA).
   
b. Grades such as A, B, C, D, CR, or P are considered successfully completed.
   
c. Grades such as F, W, NC, NP, RD, or I are **NOT** considered successfully completed.

C. **MAXIMUM TIMEFRAME:** Depending on the declared educational goal, the total number of units attempted from all schools will be limited to 150% of the units required to complete the program. You may be paid financial aid for up to 30 attempted units of remedial course work, and, a maximum of 30 units of remedial course work will be excluded in the maximum time frame calculation. Students who have completed 70% of their Maximum Timeframe are required to appeal for additional terms of aid. Generally, students in a Transfer or General Associates Degree program will be required to appeal once they reach 63 completed units or 90 attempted units, whichever occurs first.

<table>
<thead>
<tr>
<th>Program</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Program/Associates Degree</td>
<td>150 % of degree applicable units includingelectives(Typically 63 units completed or 90 unitsattempted, whichever occurs first)</td>
</tr>
<tr>
<td>Certificate Programs</td>
<td>150 % of the units required for programcompletion*</td>
</tr>
</tbody>
</table>

*Refer to Current Course Catalog for Major or Certificate Program requirements
*Certiﬁcates of Proficiency have no federal approval for financial aid

**ACADEMIC PROGRESS CHECK:**
Satisfactory Academic Progress is reviewed annually. For students that have been re-instated due to a successful appeal, SAP will be reviewed at the end of each term (payment period).
NOTIFICATION, APPEAL PROCESS AND PROBATION

Students who have not met the Satisfactory Academic Progress standards will be notified in writing.

An appeal for a probationary term or terms will only be reviewed for documented extenuating circumstances (i.e. serious illness, severe injury, car accident, death in the family, etc.) which affected academic progress. Wrong or difficult class, too many units in the term, poor time management, transportation issues, etc. are NOT extenuating circumstances.

Appeals must include an explanation of the extenuating circumstances contributing to the lack of progress, documentation of those circumstances, and must outline corrective or preventative measures to ensure compliance with SAP standards in the future. Instructor signed grade reports, indicating your progress in each class, are required documentation for appeals submitted after October 1st for fall and after March 1st for spring. Appeals must be submitted prior to the 75% Withdrawal Deadline of a term in order for that term to be considered for a probationary period.

If a student cannot achieve minimum SAP standards by the end of one probationary term, the student MUST submit an education plan as part of the appeal. The education plan must demonstrate the courses and terms required to re-establish eligibility and/or graduate or transfer. A probation term must consist of at least half-time study (6 units).

Appeals will be reviewed by the Director of Financial Aid. The student will be notified of the decision in writing. If the appeal is denied and the student wishes to appeal the denial, the appeal will be forwarded to the Financial Aid Appeals Committee for further review. The decision of the Financial Aid Appeals Committee is final. No in-person appeals will be considered.

Appeals must be received prior to the end of the applicable academic year and while still enrolled at MiraCosta College. No retroactive approvals can be made.

RE-ESTABLISHING ELIGIBILITY

An ineligible, non-probation student that does not appeal or has an appeal denied may re-establish eligibility for a subsequent term by meeting the satisfactory progress standards at the end of the prior enrolled term. The student is responsible for notifying the Financial Aid Office of their status change.

ADDITIONAL SAP INFORMATION

Academic Transcripts from All Prior Colleges, including any Military Institution Credits: Official academic records from all prior colleges, universities, and any other school past the high school level must be received before any financial aid eligibility can be determined. Transcripts are requested to comply with federal financial aid regulations to determine Satisfactory Academic Progress, grade level determination for Direct Loans, bachelor degree determination for Pell eligibility, financial aid fraud prevention, and 6 year Pell limit determination. Mid-year transfers must include final grades for the enrollment period just completed.

Credit by Exam: Units earned through Credit by Exam cannot be counted for federal aid payment purposes. These units will still count toward Satisfactory Progress determination and Maximum Timeframe limits.

ESL Units: An adjustment will be made to exclude ESL units from the maximum timeframe limit.

Rounding: Standard rounding rules will apply to SAP calculations.

Remedial Units: A maximum of 30 attempted remedial (pre-college) units are allowed in addition to the timeframe unit limitations indicated above. Any remedial units exceeding the 30-unit limit will NOT be included in the financial aid award calculation; however, they will still count toward the overall timeframe maximum, and will still be included in the academic progress evaluation.

Repeated Coursework: For financial aid payment purposes, courses that are repeated in which a student previously received a grade of F, NC, NP, or W may be repeated and included. You may only repeat a previously passed course once (a total of two attempts).
• Some courses are repeatable per college policy and are not restricted by these regulations.
• All repeated courses do affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits. All repeated coursework will count toward the Maximum Timeframe limit.
• Repeating coursework may result in an overpayment. Students should always notify the Financial Aid Office prior to enrolling in any repeated coursework to avoid an overpayment.

Self-Paced/Open Entry-Exit Courses: When enrollment in these courses involves more than one term, it will count as a separate enrollment in each term. Note that this can negatively affect a student’s pace (unit completion rate), as well as resulting in rapid accumulation of units. REMINDER: “IP” is not considered a successfully completed grade.

Units Added/Dropped: The 70% unit completion rate is based on all classes that appear on the student’s permanent record, regardless of the date they were added, or whether or not a student received financial aid for them. Any coursework removed from the permanent record for which federal aid payment was received may result in an overpayment, and the student may be required to repay federal funds.

Declaration of your Major: Students must declare a specific major area of study. Please choose the Associate’s degree, transfer program or certificate program that best suits your educational goals. Our catalog lists the requirements for various majors. If undecided about your major course of study, we suggest you discuss your educational objective with an academic counselor.

OTHER RESOURCES AVAILABLE

Enrollment Fee Deferments: If you are not eligible for a BOGW and are new to MiraCosta, you may apply for a short term deferment of the Enrollment Fee. Deferments must be paid no later than the refund deadline of each term. Returning and continuing students are not eligible for this deferment. Applicant must be enrolling in at least 6 units.

Non-resident Tuition Deferments: A deferment of Non-resident Tuition may also be granted with payment required no later than the refund deadline of the term. Students deferring Non-resident Tuition must pay all other fees from their own resources when registering.

Extended Opportunity Programs & Services (EOPS): A state funded program to provide special support services to students with educational disadvantages and extreme financial need. Enrollment in 12 units or more and Board of Governors (BOGW) Fee Waiver Method A or B eligibility are generally required. Program eligibility is determined by the EOPS Office.

Health Services: For information on student health, dental, and vision insurance plans contact the health services office located in Building 3300.

Scholarship: For information and deadlines contact the Financial Aid/Scholarship Office.

Student Employment: For information contact the student employment office in building 3700 on the Oceanside campus. Job listings include on-campus and off campus employment opportunities.

MiraCosta provides a full range of services to its students: academic and personal counseling, a child care center, disabled student services, health services, student employment, testing, and free tutoring.

The Department of Health and Human Services may provide Temporary Assistance for Needy Families (TANF); (food stamps, or MediCal); the Department of Rehabilitation provides aid for the physically disabled.
KEEP US INFORMED

Do we have your current mailing address? If not, please come in to our office and complete a Change of Information form NOW. Complete a new form any time your residence and/or mailing address changes. **NOTE:** Your change of Mailing Address must be received in the Financial Aid Office at least 15 working days prior to a scheduled disbursement date to ensure the check is mailed to your current address.

**Legal Name is Required:** If your name is different than shown on this letter or if you change your name in the future, please complete a Change of Information form for our office and provide documentation of your new legal name.

**Other Assistance Received:** The following kinds of assistance should be reported to our office as soon as you know you will receive them:

- Veteran's Benefits - if you become eligible but did not report benefits on your aid application
- Military Tuition Assistance
- AmeriCorp Benefits
- State Rehabilitation benefits
- TANF/CalWorks

If you are overpaid because you neglected to report additional assistance, you will need to repay that overpayment and will be ineligible for any additional federal funds until repayment has been made.

**IS FINANCIAL AID TAXABLE?**

Scholarships and financial aid grants must be included as taxable income on your tax return, except for the amounts used for tuition/fees, books, supplies and equipment required for courses. Keep track of the funds you receive and your expenditures in these areas. See IRS Publication 508.

Federal Work Study earnings are taxable. Student loan funds are not taxable.

**Hope and Lifetime Learning Tax Credits:** Hotline number at MiraCosta College for Hope and Lifetime Learning Tax Credits is 760-795-6780.

IRS Taxpayer Advice by Telephone: 1-800-829-1040

**IMPORTANT PRIVACY INFORMATION**

Access to your file is restricted by the federal privacy act. If you want to obtain information on the status of your file by telephone, you must provide us with a Personal Identification Code (PIC). PIC forms are provided to all applicants when we begin processing the application and are available in our office. Without a PIC on file, you will not be able to obtain any personal information on the phone. There is some information that will not be given over the phone, so be sure to read the PIC form carefully before you turn it in to us. We are not able to release any information on the phone or by email regarding a student file to any person other than the student. A student may bring a person to our office to assist if needed.

**OTHER IMPORTANT INFORMATION**

You can receive federal financial aid from only one institution for each term of enrollment. If you will be enrolled in two schools at the same time, you must decide from which institution you want to receive aid and advise our office.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, MiraCosta Community College District will provide equal opportunities in its educational programs and employment for all persons,
regardless of but not limited to race, color, religion, national origin, gender, marital or parental status, disability, age, sexual orientation or status as a Vietnam-era veteran.

For Code of Conduct information, please access the Financial Aid website [www.miracosta.edu/financialaid](http://www.miracosta.edu/financialaid)

MiraCosta College does not participate in the TEACH Grant program.

**MIRACOSTA COLLEGE FINANCIAL AID FRAUD POLICY**

**Fraud:** There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining financial aid assistance. The Financial Aid Office is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse [668.53(a) (5), 668.14(g)].

1. **Policy for Fraud** Students and/or parents who willfully submit fraudulent information and/or alter documentation to obtain financial aid funds will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities.

2. **Procedures for Fraud** If an Aid Administrator determines intentional misrepresentation of facts, false statements, or alteration of documents which resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the case shall be referred to the Director for further review and possible disciplinary action. If the Director determines fraud exists, all information will be forwarded to the Vice President of Student Services, the Office of Inspector General of the Department of Education, and/or the local law enforcement agency.

Processing of the application or disbursement of funds shall be suspended until the Director has determined that fraud is evident.

Evidence of fraud will be reported to the Office of Inspector General. **Regional Office and Telephone Number:**

Long Beach, CA (562) 980-4141

Inspector General's Hotline: 1-800-MIS-USED

http://www.ed.gov/about/offices/list/oig/hotline.html

Office of Inspector General

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-1510

**IS THIS ALL I NEED TO KNOW?**

The regulations and policies governing financial aid are complicated and lengthy. It would be impossible to include them all in a publication of this size. Here, we have attempted to outline the basic financial aid requirements. This brochure is as accurate as possible as of the date printed. Federal, state, and institutional policies and procedures may change after this document is printed.

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