

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
Financial Aid Policy & Procedures
for
SATISFACTORY ACADEMIC PROGRESS
2009-2010 ACADEMIC YEAR

Federal Regulations state that all students receiving student financial assistance must have a declared eligible program of study leading to a degree, certificate or transfer eligibility, and are **only** taking courses that lead to that degree, certificate or transfer program. Regardless of whether or not students were recipients of financial aid previously at the college, student aid recipients are required to meet and maintain the college's Financial Aid Satisfactory Academic Progress (SAP) policies.

This page must be signed and returned to the Financial Aid Office before your application for aid is considered complete.

I, _____, signify that I have read and understood, by initialing

First Name Middle Initial Last Name
each of the following statements and my signature below, that:

_____ I have been informed and acknowledge that the information on this form as well as more specific information on the Principles of Financial Aid Administration, Application Procedures, Document Requirements, Student Eligibility Requirements, Financial Aid Funding Programs and Resources, Costs of Attendance, Aid Awarding & Revision Policies, Disbursement of Aid Policies, Refunds and Repayment Policies, Disqualification and Probation Policies, and the Appeals Process are also available on the internet for West Valley College at www.westvalley.edu and for Mission College at www.missioncollege.org under the Financial Aid sections.

_____ I am making or maintaining satisfactory academic progress (SAP) when I have a **minimum** semester grade point average (GPA) of 2.0 or higher and I complete 2/3 or 66.7% of the units attempted for the semester. Failing to meet these standards will result in a Probation status.

_____ I understand I may be placed on Financial Aid Disqualification (FADQ) if I fail to meet SAP in two consecutive semesters and/or attempted over 90 units.

_____ I understand that **completing a course** is defined as earning a grade symbol of either A, B, C, D, CR or P and that the grade symbols **considered as not complete** are F, W, NC, NP, I (Incomplete), IP (In Progress), and RD (Report Delayed). I also understand that if any of my grades are changed for any reason, I am responsible for notifying the Financial Aid Office of these changes and that reconsideration of SAP will only be made after my notification.

_____ I understand that dropping all courses (0.0 units) at any time during the semester will be considered unsatisfactory progress if a disbursement has been received.

_____ I understand I have the right to appeal actions taken related to my not meeting SAP and that appeals must be made in writing to the Office of Financial Aid using the College's Appeals Packet which includes requirements for supporting documentation.

_____ I understand that I may ask any questions pertaining to my personal financial aid awards package and criteria surrounding those award determinations.

_____ I understand that my specific financial aid status and information will be kept private and will not be released to anyone other than the student with appropriate identifying documents.

_____ I understand that I am responsible for notifying the Financial Aid Office, in writing, of any changes to my academic program or in my financial resources that might affect my student award eligibility.

_____ I understand that I am responsible for meeting and maintaining Satisfactory Academic Progress.

_____ I understand that if I take ESL, remedial or elective courses in excess of the 150% limit to complete my program of study, those courses will no longer be paid for with financial aid.

_____ I understand that financial aid is awarded for one academic year at a time and for an eligible program of study. My signature below authorizes the college to retain up to \$200.00 for the current or prior year college debts shown on my college records.

Signature

Student ID Number

Date