



California Community Colleges

Community College Promise Grant (CCPG) and Special Programs Manual

Revised October 2019

California Community Colleges Chancellor's Office

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1. INTRODUCTION

This purpose of this manual is to assist community colleges in the administration of the California College Promise Grant and other financial aid programs.

This manual is not a universal policy manual for campuses. The development of campus and district policies remains a campus/district responsibility. All policies must be in compliance with this manual, federal or state laws or regulations and must be published in the college's financial aid office Policy and Procedures Manual. Policies should address and serve the needs of the students at the college.

Districts are free to adopt district-wide policies or campus specific policies in the CCPG program as long as those policies do not conflict with this manual, federal or state laws or regulations and are published in the college's financial aid office Policy and Procedures Manual. In the event of an audit, auditors will look to see whether the campus has followed its own policies and procedures in the administration of the California College Promise Grant Program.

2. COMMUNITY COLLEGE PROMISE GRANT (CCPG)

Program Purpose

The California College Promise Grant (CCPG) waives student enrollment fees and is designed to ensure that the fee policies of the California Community Colleges (CCC) do not pose a financial barrier to education for any California resident or eligible non-resident. The Legislature and Governor annually determine CCC enrollment fees and can be adjusted whenever deemed appropriate. Fees are waived for eligible students as defined by the CCPG program through appropriations assessed in the annual state Budget Act.

There is no allocation for the actual student fee waivers. The waivers are simply a transaction for which no money is received. The waivers are available to all students who qualify, regardless of the amount of fees waived and are considered a year-round entitlement. Additional fee information can be found in the [Student Fee Handbook](#).

Fees

Parking Fees

Students who receive a CCPG fee waiver are exempt from the portion of parking fees that exceeds thirty dollars (\$30) per semester.

Colleges may charge students and employees for parking services not to exceed fifty dollars (\$53) per semester and twenty-six dollars (\$26) for summer terms and intersessions. The fee shall only be required of students and employees using parking services and shall not exceed the actual cost of providing parking services.

Health Services Fees

A college may require students to pay a fee not more than \$20 per semester, \$17 per summer session or each intersession of at least four weeks, or \$17 for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers or both.

Eligibility for health fee waivers, when permitted under local board policy, require that CCPG applicants meet the minimum need standard for these additional waivers. The college has the authority to determine whether health fees will be waived and for whom.

Audit Fees

Districts are able to charge students a fee of up to \$15 per unit per semester to audit courses. This audit fee is not considered an enrollment fee so it is not eligible for a CCPG.

Challenging a Class

Students challenging coursework by examination to obtain credit may be charged the standard per-unit enrollment fees for taking the examination. Nonresident and international students may also be required to pay the appropriate nonresident or international student tuition. The CCPG does not cover challenge fees. Since the fee pays for the examination, the institution is under no obligation to refund the fee if the credit challenge is unsuccessful.

K-12 Special Students/Enrollment and Fees

K-12 students admitted as special full-time or part-time students, enrolled for college credit in community college courses are subject to the enrollment fee.

Districts are permitted to exempt special part-time students (but not special full-time students) from paying the fee. There is nothing that precludes a K-12 student who is subject to the enrollment fee and meets all eligibility criteria, both financial and nonfinancial, from applying for a CCPG. Special full-time or part-time K-12 students enrolled in college courses for only high school credit are not subject to the enrollment fee so no waiver or exemption is necessary.

Baccalaureate Degree Program

The CCPG only covers the base \$46 per unit fees and does not include the baccalaureate program upper division fees. The 15 community colleges approved to offer baccalaureate degrees shall charge a fee for upper division coursework of \$84 per regular semester credit unit or \$56 per regular quarter credit unit. These fees are in addition to the \$46 per unit fee fees charged all community college students. The fees for upper division coursework charged for courses with fractional unit value shall be computed by multiplying the fraction times the applicable semester or quarter unit rate and rounding off to the nearest dollar.

CCPG Payment Policies

Eligibility Established Prior to Start of the Term

If a student establishes CCPG eligibility prior to the start of a term and the college has sufficient time to notify the appropriate offices of that eligibility, the student should not be required to make payment of fees at the time of enrollment.

Eligibility Established After the Start of the Term or Eligibility Pending

If eligibility is established after the start of a term, the college may:

- require the student to pay fees and later reimburse the student for fees paid; OR
- waive the fees pending completion of eligibility determination, with a student acknowledgement of the obligation to pay if the student is found to be ineligible; OR
- require the student to pay fees and set a date beyond which fees will not be reimbursed if eligibility is not yet established.

The policy must be applicable to all students and must be included in the Financial Aid office Policy and Procedures Manual.

Reimbursement of Fees Paid

If a student retroactively demonstrates eligibility for a fee waiver at any time during the academic year, the college may (but is not required to) reimburse the student for fees paid, even if one or more terms has been completed. Reimbursements may be paid to students only within the current academic year. There shall be no reimbursements after June 30 of the academic year unless specifically required by law.

Retroactive Reimbursement Processing Fee

Colleges/districts are not authorized in statute to charge a fee for processing retroactive fee reimbursement requests.

Collection of Fees Erroneously Waived

Effective May 2015, if a student is found to be ineligible for the CCPG after fees have been waived, then the college district may waive enrollment fees which were not collected in a previous session where:

- the enrollment fees were not collected as a result of the district's error in awarding a fee waiver to an ineligible student and not through the fault of the student, and
- to collect the enrollment fees would cause the student undue hardship.

Enrollment fees waived pursuant to this section are to be included in the FTES adjustments for purposes of computing apportionments. The Board of Governors shall not reduce the apportionment of a district for enrollment fees that are waived by a district provided all the requirements for the waiver have been met.

Application Process

Students may apply for a CCPG using the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) or a separate CCPG paper application sometimes called the “short form.” The CCPG application may be completed in lieu of, or in addition to, the FAFSA or CADAA.

A campus may use a processed federal ISIR or California Dream Act ISIR (Cal ISIR) to determine and document Parts B or C eligibility. Additionally, a campus may use a copy of the completed and signed paper FAFSA or paper CADAA to determine and document eligibility for a fee waiver, without actually having the application processed, or if processed, waiting for the receipt of the federal ISIR or Cal ISIR.

Colleges may provide students with a CCPG application in any format, including online and other formats, as long as a paper format application remains available for those students who do not have access to electronic media.

The college may accept the self-certified information on a signed CCPG application, the FAFSA or CADAA without requiring additional documentation. Any documentation requirements should comply with state and federal laws and should be included in the Financial Aid Office’s Policy and Procedures Manual.

A college may maintain a record in an imaged media format only if the format is capable of reproducing an accurate, legible and complete copy of the original application or required data to verify CCPG eligibility.

CCPG Online Application – CCCApply

CCCApply is a secure, on-line information and application system for the California Community Colleges. From this site, students can apply at no cost, for admissions and fee waivers at participating California Community Colleges by completing the on-line application and electronically submitting it the college or colleges of their choice.

Subscribe to CCCApply

If your campus would like to utilize CCCApply or to get additional information, call: 877.247.4836 or e-mail support@openccc.net.

CCPG Paper Application

The Chancellor’s Office publishes the CCPG application in PDF format suitable for printing that that may be used by the colleges in both English and Spanish. Colleges may reformat or design and utilize their own forms, as long as all the information on the Chancellor’s Office form is included.

The CCPG application may be used to determine student eligibility and may be the sole application for students who choose not to, or cannot, file a FAFSA or CADAA.

Colleges may use a locally developed supplemental form to determine the source of allowable untaxed income to demonstrate Part A eligibility, since that eligibility determination information might not be specifically identified on the FAFSA or CADAA. A separate CCPG application is not required for this information collection.

The [pdf version of the CCPG application](#) is updated in the fall and may be downloaded from the Chancellor's Office website.

Dependency Status

Dependency status for the CCPG is determined using the same questions as the FAFSA. However, for CCPG purposes only, if the student answered "No" to all of the dependency status questions, they may be considered independent if the student can answer "No" to questions 11 and 12 on the CCPG application.

- Question 11: If your parent(s) or his/her RDP filed or will file a 2016 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents?
- Question 12: Do you live with one or both of your parent(s) and/or his/her RDP?

Independent students for CCPG must provide income and household information about themselves and their spouse or RDP.

Dependent students for CCPG must provide income and household information about their parent(s)/RDP.

Dependency Override

Professional judgment allowed to override the dependency status of an otherwise dependent student, also applies to dependency status for the CCPG for Parts A, B, and C and subsequent EOPS eligibility. In making such overrides, the college may apply more lenient or different criteria than might be applied for federal purposes for the same student, as long as the determination is made on a case-by-case basis.

Eligibility – Non-Financial

Residency

To receive the CCPG, students must meet the California residency requirements as determined by the college's Admissions and Records Office (including students that meet the requirements to be exempt from paying nonresident tuition e.g., students referred to as AB540 eligible). More information on residency can be found in the [Residency for Tuition Purposes General Overview](#) or the [Student Attendance Accounting Manual](#) on the Chancellor's Office website.

Enrollment in Credit Coursework

The CCPG is available for enrollment in credit coursework only. Students are not entitled to fee waivers for non-credit coursework; however, students are entitled to fee waivers for credit coursework for which the student requested a "grading" option of "credit/no credit." Grading option is not relevant to fee waiver eligibility.

Eligibility – Parts A, B, C, D and Special Classifications

Student financial eligibility is determined by one or more of the following parts of the CCPG program as well as Special Eligibility categories.

| Part | Eligibility Description |
|---------------|--|
| Part A | Part A eligibility is for students receiving TANF/CalWORKs, SSI/SSP or General Assistance, as well as those identified under the Special Classifications categories. Eligibility for Part A is confirmed for independent students if the benefits are received by the student in his or her name and for dependent students if the parent(s) receive benefits as a primary source of income. |
| Part B | Part B eligibility is for students who meet low-income criteria. The income levels are adjusted annually and can be found here on the Chancellor’s Office website. In determining Part B eligibility, if an applicant for the CCPG is an independent student, only the applicant’s income and the income of his/her spouse or registered domestic partner is counted. If the student is a dependent student, only the student’s parent(s)’ income and the income of the parent’s registered domestic partner is counted. |
| Part C | Part C eligibility is for students whose demonstrated financial need, based on an EFC from the FAFSA or CADAA, is at least \$1,104 (equal to the enrollment fees for a full-time student based on \$46 per unit for 2018-19). Students remain eligible for a CCPG to cover any number of units as long as they demonstrate financial need equal to or greater than the minimum. At the discretion of the campus, students enrolled in 12 units total for an academic year may participate with only \$552 in financial need if otherwise eligible. If a student is attending a summer term, colleges may establish the minimum \$1,104 need based on using a 12-month budget and 12-month EFC. In some instances, this will allow the student to meet the Part C minimum need requirement. |
| Part D | Part D eligibility is for students who, at the time of enrollment, is a homeless youth as defined in the federal McKinney-Vento Homeless Assistance Act and are under 25 years of age. |

| Part | Eligibility Description |
|--------------------------------|--|
| Special Classifications | <p>The special classification include students who are:</p> <ul style="list-style-type: none"> • Dependents of California National Guard members • Dependents of veterans • Congressional Medal of Honor recipients and their dependents • Surviving dependents of the September 11, 2001 attacks • Dependents of law enforcement or fire suppression personnel |

Part A Eligibility – Qualifying Types of Public Benefits

A student is eligible for Part A if the independent student (and/or spouse or registered domestic partner) or dependent student’s parents (including registered domestic partners) receives monthly cash assistance for themselves or any dependents from the programs listed below.

- Temporary Assistance to Needy Families (TANF)

The monthly cash grant must include the dependent student or be the sole source of income for the family. Students and or families receiving CalFresh (food stamps) or CalWORKs services but no TANF cash benefits are not eligible under Part A.

- Supplemental Security Income / State Supplemental Program (SSI / SSP)

The SSI program is a federally funded program which provides income support to persons who are 65 or older, blind or disabled. SSI benefits are also available to qualified blind or disabled children. The SSP program is a California state program which augments SSI. Both SSI and SSP benefits are administered by the Social Security Administration (SSA). Eligibility for both programs is determined by SSA using federal criteria. Persons who qualify for SSI also qualify for SSP.

A dependent or independent student who is receiving SSI/SSP benefits directly in his/her name is automatically eligible for a Part A fee waiver.

A dependent student whose parent(s) or guardian(s) are a recipient of SSI is eligible if the SSI benefit is the sole source of income for the parent(s) or guardian(s). Otherwise, the dependent student’s family income would have to meet the income standards established for CCPG Part B or the student would have to demonstrate the minimum financial need established for Part C.

Other associated public benefits such as Social Security Disability Income (SSDI) and regular Social Security retirement benefits do not automatically qualify students under Part A. To qualify, the student or parents would have to meet the criteria established for CCPG Part B or C.

- General Assistance (GA)

The receipt of General Assistance, sometimes referred to as General Relief, by the student qualifies the student for the CCPG under Part A. If a dependent student's parents receive General Assistance, the student does not automatically qualify for a fee waiver under Part A and would have to qualify under Part B or C.

In some counties, additional aid may be available that may come "under the umbrella" of General Assistance. If questions arise, contact your local Department of Public Assistance for a determination of whether that aid can be considered as General Assistance.

- Personal Assisted Employment Services (PAES)

The PAES program, currently offered only in San Francisco county, comes "under the umbrella" of General Assistance. Accordingly, a PAES client would qualify for a CCPG under Part A.

For additional PAES information, or if questions arise regarding the PAES program, contact San Francisco County's Welfare Department.

Documents Required for Part A

In order to qualify under Part A, the Financial Aid Office must document the public benefits listed above. The type of documentation is determined by local financial aid office procedures and should be included in the Financial Aid Office's Policy and Procedures Manual.

Appropriate third party documentation may include a benefits statement/letter, bank statement, copy of benefits check or check stub, etc., and should document the amount, time frame, and the individual(s) for whom benefits are being paid. The documentation must be sufficient to prove the individual(s) received the type of benefit listed above within 60 days from the time of CCPG application.

Part B Eligibility – Income Standards

A student is eligible for Part B if the independent student (and/or spouse or registered domestic partner) or dependent student's parents (including registered domestic partners) total prior prior year income is less than the award year income standards.

Total (prior prior year) Income = Adjusted Gross Income + all other income

The Part B income standards equal 150% of the federal poverty guidelines for the base year and, consequently, are subject to change each year. The 2019-2020 income standards are located on the Chancellor's Office website [here](#). Students are eligible for Part B fee waivers if the total prior prior year income is equal to or less than the amount on the chart for the relevant family size.

Total Income

- For a dependent student, total income includes the income of the parent(s) (including step-parents and parent's RDP), who are required to complete the FAFSA or CADAA. Income received by the dependent student counts toward the calculation of an EFC but not toward the income standards for Part B.
- For a single independent student with no dependents, total income includes only the student's income.
- For a married independent student or an independent student in a registered domestic partnership, total income includes the income of the student and the student's spouse or registered domestic partner.
- For an independent student with dependents other than a spouse or registered domestic partner, total income includes the student's income but not income received by the dependent(s).

NOTE: Students who do not qualify under the criteria described above may qualify under Part C. Colleges should encourage the student to complete a FAFSA or CADAA to determine eligibility.

Adjusted Gross Income

Adjusted Gross Income from a U.S. Income Tax Return.

Negative Adjusted Gross Income

In calculating the income level of all households for CCPG eligibility, any negative Adjusted Gross Income (AGI) amount reported on a federal tax return should be treated as "zero." For example, a student may report a negative AGI of \$5,000 (-\$5,000) on the federal tax return and \$12,000 in Other Income received by the household during the base year. The household's total income for CCPG eligibility would be \$12,000.

All Other Income

All other income, taxed or untaxed, (include all money received in the prior prior year that is not included in the AGI):

- IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans
- child support received for any of the student's children
- tax exempt interest income from IRS Form 1040
- untaxed portions of IRA distributions from IRS Form 1040
- untaxed portions of pensions from IRS Form 1040

- untaxed portions of health savings accounts
- housing, food and other living allowances paid to members of the military, clergy and others
- veterans non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation
- other untaxed income, such as workers' compensation and disability payments money received, or paid on the student's behalf (e.g., bills), not reported elsewhere on the FAFSA or CADAA. This would include money that the student received from a parent whose financial information is not reported on the FAFSA or CADAA and that is not part of a legal child support agreement
- payments to tax-deferred pension and retirement savings plans, such as 401k plans (independent students only)

The following are not included in untaxed income and should not be included when calculating the total income for the CCPG:

- extended foster care benefits
- untaxed student financial aid
- earned income credits
- additional child tax credit
- welfare payments
- untaxed Social Security benefits
- Supplemental Security Income
- Workforce Investment Act educational benefits
- on-base military housing or a military housing allowance
- combat pay – untaxed combat pay is not counted
- benefits from flexible spending arrangements (e.g., cafeteria plans)
- foreign income exclusion
- credit for federal tax on special fuels
- education credits taken on the student's IRS 1040 form such as the American Opportunity Tax Credit and Lifetime Learning Tax Credit.
- child support payments paid
- taxable earnings from need-based employment programs, such as Federal Work-Study
- taxable student grant and scholarship aid reported to the IRS in the student's adjusted gross income

- combat pay – taxable combat benefits are listed here. Untaxed combat pay is not included
- earnings from work under a cooperative education program offered by a college

Zero Expected Family Contribution (EFC)

If a student is determined to have a zero EFC based on the FAFSA or CADAA, the student qualifies for a Part B fee waiver and referral to EOPS regardless of the income standards described above.

If the college chooses, a dependent student may also qualify for a Part B fee waiver and EOPS referral based only on the parent contribution of zero. This procedure should be included in the Financial Aid Office's Policy and Procedures Manual.

Professional Judgment for Part B Eligibility

The Financial Aid Office may use professional judgment to adjust the student's income for Part B CCPG eligibility, provided it does so in the context of a broader determination of a student's eligibility for all types of financial assistance. Professional judgement may be exercised for students who only qualify for a CCPG and are ineligible for other federal or state assistance. Professional judgment may also be used to identify potential students for EOPS program participation, at the discretion of the EOPS Director or other Student Services offices.

Documentation for Part B

A student may establish eligibility for a Part B using the paper or online CCPG application. Since this is a self-certification, a campus may accept the statement of student income on the application as is, if campus policy does not require further documentation. However, if additional information is obtained, then the eligibility may have to be reevaluated.

Whether using the CCPG paper application, FAFSA or CADAA, the college shall determine the method of documentation, which may include such methods such as self-certification, sampling, or 100% verification. This method of documentation should be included in the Financial Aid Office's Policy and Procedures Manual.

When initially qualifying a student for eligibility for Part B fee waiver for a summer term, a college must use the appropriate income year documentation. For example, if the college's summer term is used as a trailer, use the documentation required for the trailer year. If the college's summer term is a header, use the documentation required for the header year.

For example, a student completes a paper application and based on their reported income, appears eligible for a Part B. If campus policy does not require further documentation, then the student may receive the fee waiver. However, should that student complete a FAFSA or CADAA which is then selected for verification, the student's eligibility would be subject to review based on any income verification received

through that process. This is because the campus cannot ignore any conflicting information that comes into their possession.

Part C Eligibility

Any student who has a minimum unmet need of \$1,104 is eligible for a Part C fee waiver. The unmet need is based on full-time attendance and using the student's 9 month EFC and 9 month Cost of Attendance as determined for that individual student (e.g. "at home" or "off campus"). At the discretion of the campus, students enrolled for only 1 semester in 12 units may be eligible based on only \$552 unmet based on one semester cost of attendance.

Professional Judgment for Part C Eligibility

If the Financial Aid Office exercises professional judgment to change the income data elements used to calculate the student's EFC or adjust elements of the student's Cost of Attendance, the amended amounts used for federal funding must be used for Part C fee waiver eligibility as well, whether that action increases or decreases eligibility.

A Part C eligible student with a zero EFC or zero parental contribution calculated as a result of professional judgment, is also eligible for a Part B fee waiver and referral to EOPS.

Documentation for Part C

To be eligible for Part C, a student must complete a FAFSA or CADAA. If a student is selected for verification, a fee waiver may be given to the student before verification is complete. However, schools should establish a procedure on how to handle situations where a student was awarded a fee waiver based on their initial EFC but become ineligible after verification is completed.

When initially qualifying a student for eligibility for Part C fee waiver for a summer term, use the appropriate income year documentation. For example, if your college's summer term is used as a trailer, use the documentation required for the trailer year. If the summer term is a leader, use the documentation required for the leader year.

Homeless Students – Part D

Effective January 1, 2017, homeless youth as defined in California Education Code are eligible for a CCPG. For fee waiver eligibility, "Homeless youth" means a student under 25 years of age, who has been verified as homeless at any time during the 24 months immediately preceding the receipt of their application for admission. The verifying institution must be a postsecondary educational institution that is a qualifying institution and the homeless youth must be determined to be a homeless child or youth, as defined by the federal McKinney-Vento Homeless Assistance Act.

The federal McKinney-Vento Homeless Assistance Act definition of homeless youth includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless.

Certifying Official:

- A homeless services provider
- The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director
- A financial aid administrator for an institution of higher education
- The college homeless and foster youth liaison

For purposes of this fee waiver, a student who is verified as a homeless youth by the above criteria shall remain eligible for enrollment priority for a period of six years from the date of admission to the postsecondary educational institution or until they reach age 25.

Special Eligibility Classifications

State law has established that fees will be waived for certain students under the California Department of Veterans (CalVet) programs under certain special fee eligibility situations. Students eligible for fee waivers under these special fee waiver categories are not subject to loss of CCPG eligibility. A student determined eligible for a fee waiver under a special eligibility classification is not automatically eligible for EOPS or other student services programs unless the student otherwise meets the criteria for those programs.

The special categories are:

1. Dependents of California National Guard members
2. Dependents of veterans
3. Congressional Medal of Honor recipients and their dependents
4. Surviving dependents of the September 11, 2001 attacks
5. Dependents of law enforcement or fire suppression personnel

Dependents of California National Guard Members

Any dependent or surviving spouse or RDP (who have not remarried) of any member of the California National Guard, who in the line of duty while on active service

to the state*, was killed, died of a disability resulting from an event that occurred while in active service to the state or is permanently disabled as a result of an event that occurred while in the service to the state shall have their enrollment fees waived. To qualify for health and parking fee exemptions, the student must meet the minimum income requirements for Part C and submit a FAFSA or CADAA.

*Active service to the state, for the purpose of this benefit, means a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code. A copy of those orders pursuant to Section 146, not Section 143, must be furnished to establish eligibility.

Required Documentation of Eligibility

The Department of Veterans Affairs determines eligibility of the applicant and will provide documentation. Students should submit this documentation and the CCPG application. No additional application or documentation is required.

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| To contact the California Association of County Veterans Service Officers, Inc. and locate your local County Veterans Services Office visit: http://www.cacvso.org |
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| For benefit information or fee waiver applications, click on "College Fee Waiver," or call 800.827.1000. |
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Dependents of Veterans

Through the California Department of Veterans Affairs (CalVet), the College Tuition Fee Waiver for Veteran Dependents benefit waives mandatory system-wide tuition and fees at any California Community College, California State University, or University of California campus. This program does not cover the expense of books, parking or room and board. There are four plans under which dependents of veterans may be eligible.

For more information on Cal-Vet fee waivers and other California Veteran educational benefits go to the [Cal Vet Education Benefits Page](#).

Any of the following students shall have enrollment fees waived under Part A and also qualify for health and parking fee exemptions.

- The child of a veteran who is totally disabled due to service-connected disabilities or whose death was officially rated as service-connected is eligible. The child must be over 14 years old and under 27 years old to be eligible. If the child is a veteran, then the age limit is extended to age 30;
- The spouse or Registered Domestic Partner (RDP) of a wartime veteran who has been rated as service-connected totally disabled is eligible. There are no age limit restrictions;
- The unmarried surviving spouse or RDP of a wartime veteran whose death has been rated as service-connected is eligible. There are no age limit restrictions;
- Any dependent of any veteran who has been declared missing in action, captured in the line of duty by hostile forces, or forcibly detained or interned in the line of duty by a foreign government or power is eligible.

The veteran must have served at least one day of active duty during a period of war as declared by the U.S. Congress, or during any time in which the veteran was awarded a campaign or expeditionary medal. Concurrent receipt of benefits under Plan A and VA Chapter 35 benefits is prohibited. To receive benefits under Part A, a dependent must sign an "election" statement acknowledging this fact. There are no income restrictions under this plan. To be eligible, the event which caused basic entitlement to benefits (i.e., the date the veteran died of service-connected causes or the date the VA rated the veteran as totally disabled as a result of service-connected disabilities) must have occurred prior to the child's 21st birthday.

Treatment of Veterans Education Benefits

Federal veterans education benefits, as defined under Section 480(c) of the HEA, are not treated as estimated financial assistance (EFA). Veterans benefits are also not to be counted as income, and therefore are not reported as income on the FAFSA or Dream Act Application.

For more specific information on fees charged to students, please refer to the [Student Fee Handbook](#).

Required Documentation of Eligibility

Cal Vet determines eligibility of the applicant and will provide documentation. Students should submit this documentation and the CCPG application. No additional application or documentation is required.

Child of a Veteran with a Service-Connected Disability

Any student who is the child, natural or adopted, as described below shall have their enrollment fees waived under Part A and also qualify for health and parking fee exemptions.

- The child of a veteran who has a service-connected disability
- The child of a veteran who had a service-connected disability at the time of death
- The child of a veteran who died of service-related causes

Required Documentation of Eligibility

The Department of Veterans Affairs determines eligibility and provides documentation. Students should submit this documentation and the CCPG application. No additional application or documentation is required.

To contact the California Association of County Veterans Service Officers, Inc. and locate your local County Veterans Services Office go to: [CACVSA website](#). For benefit information or fee waiver applications, click on "College Fee Waiver," or call 800.827.1000.

Congressional Medal of Honor Recipients and Dependents

Any student who is a Medal of Honor recipient or the child, under the age of 27, of Medal of Honor recipients who meet the requirement listed below shall have their enrollment fees waived and also qualify for health and parking fee exemptions.

To be eligible, the applicant's annual income, including the value of any support received from a parent, cannot exceed the national poverty level. There is no prohibition against the student also receiving concurrent VA Chapter 35 (Survivors' and Dependents' Educational Assistance Program) benefits.

Required Documentation of Eligibility

The Department of Veterans Affairs determines eligibility and provides documentation. Students should submit this documentation and the CCPG application. No additional application or documentation is required.

Surviving Dependents of the September 11, 2001 Attacks

Any student who is the dependent child of any individual killed in the September 11 terrorist attacks or the crash of United Airlines Flight 93 in Pennsylvania who meet the requirements listed below shall have their enrollment fees waived and also qualify for health and parking fee exemptions.

- Meets the financial need requirements for the Cal Grant A Program and either of the following applies:
- The dependent was a resident of California on September 11, 2001.
- The individual killed in the attacks was a resident of California on September 11, 2001.

Required Documentation of Eligibility

The California Victim Compensation and Government Claims Board determines eligibility and provides documentation. Students should submit this documentation and the CCPG application. No additional application or documentation is required. For more information visit www.vcgcb.ca.gov or call 916.322.4426.

Dependents of Law Enforcement or Fire Suppression Personnel

Any student who is the surviving spouse, or the child, natural or adopted, of a deceased person who met all of the requirements listed below and their annual income does not exceed the Cal Grant B maximum household income and asset ceilings shall have their enrollment fees waived and also qualify for health and parking fee exemptions.

- He or she was a resident of this state.
- He or she was employed by a public agency or was a contractor, or an employee of a contractor, performing services for a public agency.
- His or her principal duties consisted of active law enforcement service or active fire suppression and prevention. This section shall not apply to a person whose principal duties were clerical, even if he or she was subject to occasional call or

was occasionally called upon to perform duties within the scope of active law enforcement or active fire suppression and prevention.

- He or she was killed in the performance of active law enforcement or active fire suppression and prevention duties, died as a result of an accident or an injury caused by external violence or physical force incurred in the performance of his or her active law enforcement or active fire suppression and prevention duties, or died as a result of an industrial injury or illness arising out of and in the course of active law enforcement or fire suppression and prevention duties.

Required Documentation of Eligibility

To receive this fee waiver the student must provide both of the following:

- documentation from the public agency that employed the decedent that indicates their eligibility
- documentation that their annual income, including the value of any support received from a parent, does not exceed the maximum household income and asset level for an applicant for a Cal Grant B award

Extended Opportunities Program and Services (EOPS)

Students who are eligible for the CCPG Part A or Part B or Part C with a \$0 EFC are eligible to be referred to EOPS. A Part C eligible student with a \$0 EFC (or a \$0 parental contribution) as the result of professional may be eligible for a Part B fee waiver and referral to EOPS.

CCPG Academic and Progress Standards

To be eligible for the CCPG, a student must meet the following academic and progress standards. Districts shall have reasonable policies in place to explain the standards and monitor progress and shall not impose any additional academic and progress standards.

- Academic – students must maintain a cumulative GPA of 2.0 or higher
- Progress – students must complete more than 50% (cumulative) of their coursework

Loss of CCPG Eligibility

A student may lose CCPG eligibility only after they have not met any combination of the minimum academic and progress standards for two consecutive terms and only after the student has attempted 12 units. Terms shall be considered consecutive on the basis of the student's attendance so long as the break in the student's attendance does not exceed one primary term.

For example, a student who attends for the fall 2019 semester, sits out for spring 2020 semester then attends for fall 2020 would be considered as attending consecutive terms (fall and fall). The counting of two consecutive primary terms starts over if a student does not attend in the district for two consecutive primary terms.

Loss of eligibility shall become effective with the first registration activity for the first primary term after such determination is made. For colleges with semester terms,

the primary terms are fall and spring. For colleges with quarter terms, the primary terms are fall, winter and spring.

The timing of the determination of eligibility affects when the actual loss of eligibility will occur. The loss of eligibility becomes effective at the first registration opportunity after the eligibility determination is made.

- If a student registers for a term after the determination of eligibility loss, the loss of eligibility is effective for the very next term.
- If a student registers for a term before the determination of eligibility loss, the loss is effective the term following the one for which they just registered.

Current and Former Foster Youth and Special Eligibility Categories

Foster youth, former foster youth no older than 25 and students eligible for the CCPG based on the special classifications are not subject to the loss of CCPG eligibility.

Loss of CCPG Eligibility Notifications

After the first term of not meeting the CCPG academic and progress standards, students should be notified within 30 days of the end of each term that they are being placed on either academic or progress probation. The notification should let the student know that a second term of probation will result in loss of fee waiver eligibility at the next registration opportunity.

The notification should also include information about the available student support services to assist them in maintaining eligibility. Colleges shall ensure that students have the opportunity to receive appropriate counseling, assessment, advising, or other education planning services on a timely basis to prevent potential loss of the fee waiver.

Registration Activity

These are the recognized registration activities that are considered valid registration activities for the purpose of CCPG determination:

- Waitlisted
- Enrolled at multiple district colleges and waitlisted
- Dropped by college due to lack of pre-requisites
- Dropped/cancel course by Faculty
- Combined classes cancelled
- Student dropping all classes

Loss of Eligibility Appeals

Colleges must have an appeal process that allows students to reestablish their CCPG eligibility. The appeal process must include the criteria for reviewing extenuating circumstances, granting appeals and the steps to submit an appeal.

Acceptable Appeal Reasons

CCPG and priority registration eligibility appeals for the following documented instances may be approved on a term-by-term basis:

- Extenuating circumstances such as: verified cases of accidents, illnesses, or other circumstances beyond the student's control
- Situations where a student with a disability applied for, but did not receive, reasonable accommodation in a timely manner
- Students who have demonstrated significant academic improvement (student has at least a 2.0 GPA and greater than 50% completion for the most recent term, including summer based on local policy)

In addition, students may appeal based on the following three reasons but for the CCPG only:

- Changes to the student's economic situation
- Evidence the student was unable to obtain essential support services
- Special consideration of factors for CalWorks, EOPS, DSPS and veteran students

Appeal Duration and Timing

Once an appeal is approved, the student remains subject to term-by-term evaluation of the academic criteria. Each term the college will review the student's GPA and progress. Automatic appeals can be used to reduce the review of students who continue to meet the satisfactory academic progress criteria.

A student with a documented circumstance that will continue for more than a single term could be granted an extended appeal based on the district policies and procedures.

Districtwide Written Procedures

District appeal policies must be included in the district policy and procedure manual and be posted in course catalogs

Because the appeal process for federal financial aid (SAP) can take a long time due to many requirements that must be met, colleges are encouraged to have a distinct and separate CCPG appeal process. The CCPG appeal options are similar to the Enrollment Priority appeal options and should be processed in a similar manner. In order to avoid a cumbersome process, Financial Aid Offices are encouraged to think about the following:

- Consider having fee waiver appeals read and determined in Admissions and Records, in conjunction with Enrollment Priority appeals, to avoid confusion with federal SAP appeals.
- Due to the lower level of scrutiny and requirements as compared to federal SAP appeals, CCPG appeals should be a more straightforward process.

- Students will never lose their fee waiver during the middle of a term because fee waiver eligibility is determined at the end of each primary term. For example, if a student registers for the Fall 2019 term in April 2019 and then fails to meet the academic requirements for their second consecutive term at the end of the spring 2019 term, the student will not lose fee waiver eligibility for the fall 2019 term. The first term for which the student will not have fee waiver eligibility would be spring 2020.
- Students who don't register for classes until after they have lost the fee waiver should already know of the loss before they sign up for the next term.

CCPG Relationship to Federal Financial Aid Requirements

There is some overlap between the CCPG eligibility criteria and federal Title IV student financial aid eligibility. The following federal eligibility information is provided to clarify the differences between the programs.

Social Security Number

A student may receive a CCPG without providing a social security number (SSN) as long as the college permits students to receive regular services without providing the SSN.

Ability to Benefit

A student who has not earned a high school diploma or a recognized equivalent of a high school diploma is eligible to receive a CCPG fee waiver.

Eligible Program and Educational Goal

Most students that receive a CCPG for enrollment in any type of credit coursework are not required to be enrolled in an eligible program or have an educational plan.

High School Enrollment

High school students enrolling in community college courses are generally not charged fees (see K-12 Special Students Enrollment and Fees); however, in cases where high school students are charged enrollment fees and otherwise meet all financial and non-financial eligibility criteria, the fees may be waived under the CCPG Program.

Enrollment Status

A student may receive a CCPG for enrollment in any number of credit units during a term. There is no minimum or maximum unit requirement.

Citizenship

As long as the college admits a student as a California resident the student may be considered for a CCPG.

Selective Service Registration

Unless there are college or district policies that prohibit a student from receiving such services, students who fail to register for the U.S. Selective Service may receive a CCPG.

Each college must inform students of their obligation to register for Selective Service and must provide access to the Selective Service System.

Drug Convictions

If the student is ineligible for federal Title IV financial aid as a result of drug conviction regulations, the student is not disqualified from the CCPG.

Loan Default and Overpayments

Students with a loan in default or have outstanding federal grant overpayments are still eligible for the CCPG.

Satisfactory Academic Progress (SAP)

Federal SAP policy requirements are different than the academic and progress standards used to determine CCPG eligibility. Due these differences, a student might lose fee waiver eligibility while still retaining Pell Grant, Cal Grant or eligibility in other programs which use the federal SAP criteria.

Restriction on Additional Requirements

Districts shall not impose requirements for BOG Fee Waiver eligibility other than the requirements of this section and Section 58620.

3. DEFINITIONS

Academic Year

The academic year is the period during which school is in session and consists of at least 30 weeks of instructional time. The school year, which is generally divided into semesters or quarters, typically runs from the beginning of the fall term through the end of May at most community colleges. A campus may choose to make summer sessions part of the prior academic year or upcoming academic year as described in Section 3.1 of this manual.

Award Year

The award year means the period of funding, usually the academic year for which financial aid is received.

Annual Cycle of the Academic Year: Header or Trailer

For eligibility purposes, a campus may choose to make summer session a “leader” or a “trailer” to align with other financial aid packaging decisions. For example, for the 2018-19 academic year, a campus may apply the eligibility criteria for summer 2018 through spring 2019 or for fall 2018 through summer 2019.

For MIS reporting purposes however, summer must always be reported as a header. For example, reports for 2018-2019 must include summer 2018 as a header, regardless of how

students are packaged for other student financial aid. Summer 2019 would be reported through MIS data submission as a header in 2019-2020.

Income Base Year

For an application year, the income base year is the prior prior tax year to the academic year (award year) for which financial aid is requested. The base year runs from January 1 through December 31. Financial information from the base year is used to determine eligibility for financial aid for the current academic year.

2019-20 example:

If the student is applying for financial aid for the 2019-20 academic year, the income base year is January 1, 2017, through December 31, 2017.

Examples going forward:

- If the student is applying for financial aid for the 2020-21 academic year, the base year is January 1, 2018, through December 31, 2018.
- If a student is applying for financial aid for the 2021-2022 academic year, the base year is January 1, 2019, through December 31, 2019.
- If a student is applying for financial aid during the 2022-2023 academic year, the base year is January 1, 2020, through December 31, 2020.

Cost of Attendance

The total financial aid and resources a student receives cannot exceed the cost of attendance and therefore must be reported and tracked.

The Cost of Attendance used for financial aid eligibility includes:

- Tuition and fees
- Books and supplies
- Actual room and board or an allowance for room and board
- Transportation and other miscellaneous expenses

The Cost of Attendance may also be adjusted:

- For an allowance for costs expected to be incurred for dependent care
- For an allowance to purchase a computer
- For disabled students to allow for expenses related to the student's disability
- To account for other extraordinary expenses related to the student's cost of attendance

Direct aid provided to students to assist with any of the elements included in the student's cost of attendance is considered a resource and that must be tracked and reported to the Financial Aid Office. This ensures that the student's total financial aid package does not exceed the total cost of attendance.

4. RESIDENCY

For fee purposes, the college's Admissions or Registrar's Office must determine whether a student meets the California residency requirements. For more information on the below residency topics, please review the [Residency for Tuition Purposes General Overview](#) or the [Student Attendance Accounting Manual](#) on the Chancellor's Office website.

- Residence Classification
- Residency Determination Date
- One-Year Waiting Period
- Alien Students
- Military Residency
 - Military Students Stationed in California
 - Dependents of Active Duty Military Members
 - Discharged Members of the Armed Forces
 - Additional Military Residency Information Nonresident Veterans AB 81
- The Veterans Access, Choice and Accountability Act (VACA Act)
- Immigrant Student Eligibility for Non-Resident Tuition and Fee Exemption (AB 540)
- Special Immigrant Student Eligibility for In-State Fees and State Student Financial Aid
- AB 343, Exemption for Persons Holding a Special Immigrant Visa
- Deferred Action for Childhood Arrivals (DACA)
- Special Part-Time Students and U.S. Citizens Who Reside in a Foreign Country

5. STUDENT SUCCESS COMPLETION GRANT

Senate Bill 840, the 2018 Budget Act education trailer bill, was signed by the Governor on June 15, 2018, and included language initiating a new grant program for Community College students, the Student Success Completion Grant (SSCG). The program consolidated the Full Time Student Success Grant (FTSSG) and the Community College Completion Grant (CCCG). The new SSCG program came with \$131 million to augment students receiving a Cal Grant B or C who are enrolled in at least 12 units per term.

The Legislature and Governor sought to simplify and streamline the administration of the program to better serve the needs and interests of full time students completing their education goals. When implementing the amended provisions, colleges are reminded to honor the intent of this legislation. Amendments include:

- No requirement to monitor a complicated multi-year student education plan
- No specific rules for additional required coursework
- Allows for change of majors and pre-requisites
- Simplifies progress made by aligning new program with federal SAP

Intent

The intent of the Student Success Completion Grant program (SSCG) is to support student persistence, retention and success by providing full-time and greater than full-time students additional assistance to help them complete their programs timely and to offset the total cost of attending community college.

Eligibility

To be eligible to receive SSCG, students must:

- be enrolled at least full-time
- receive a Cal Grant B or C award
- be in compliance with the federal SAP policy
- be a California resident or exempt from paying nonresident tuition

Award Amounts and Disbursement

Term based

| Attendance status | Semester units | Quarter units |
|-------------------|---------------------------------|---------------------------------------|
| 12 to 14.99 units | \$649 per primary term | \$432/433 per primary term |
| 15+units | \$2,000 per primary term | \$1,333/1,334 per primary term |

Award year based

| Attendance status | Award Year units | Award Quarter units |
|-------------------|-------------------------------|-------------------------------|
| 24 to 29.99 units | \$1,298 per award year | \$1,298 per award year |
| 30+ units | \$4,000 per award year | \$4,000 per award year |

Disbursement Priority

1. Pay all eligible Fall and Spring term students. If your college offers intersession courses, you may add those units to either the Fall or Spring term to pay the award – based on your institution’s awarding policies.
2. If a student is attending 12+ units per semester term, they receive half the award year based amount of the SSCG or the quarter equivalent – see tables above.
3. If a student in less than 12 for a primary term but adds units in a corresponding intersession, the college may add units to pay in the primary term, either Fall or Spring based on the college’s institutional awarding policies.
4. AFTER awarding all eligible students during Fall and Spring, a community college may grant additional summer awards to students who take a sufficient number of units during

the summer term to bring their total number of academic units to 24 units or more for the academic year.

5. AFTER awarding all eligible students for the Summer term, a community college may grant additional awards to students who take a sufficient number of units of 30 units or more for the academic year

Disbursement Example 1

| Fall | Spring | Summer | Total |
|----------|---|---------|----------|
| 12 units | 18 units | 0 units | 30 units |
| \$649 | First payment = \$2000 Second payment = \$1351 | \$0 | \$4000 |

The second spring payment should be made only after all eligible students have been awarded for the fall, spring and summer terms.

Disbursement Example 2

| Fall | Winter/Intersession | Spring | Summer | Total |
|----------|---------------------|----------|---------|----------|
| 10 units | 3 units | 12 units | 6 units | 31 units |
| \$0 | \$649 | \$2000 | \$1351 | \$4000 |

Disbursement Example 3

| Fall | Winter/Intersession | Spring | Summer | Total |
|----------|---------------------|----------|---------|----------|
| 10 units | 3 units | 12 units | 6 units | 31 units |
| \$0 | \$0 | \$2000 | \$2000 | \$4000 |

Overpayments

Each payment is based on the student's enrollment status when student is determined eligible and payment is authorized. Changes to enrollment status in prior terms or subsequent terms do not affect a student's eligibility for payment for the current term. Overpayment resolution is not required if the overpayment occurred as a result of a change in enrollment status after the term payment. Although changes in enrollment that result in less than full-time attendance after term payment do not require adjustments or repayments, they may impact SAP and subsequently the student's continued eligibility for SSCG.

Overawards

The SSCG shall be considered a supplemental grant, and shall not supplant any other grant, fee waiver or scholarship aid received by the student, including, but not necessarily

limited to, federal grants, Cal Grant awards, institutional grants, merit-based scholarships, and athletic scholarships.

To prevent need based over-awards:

- Payments for SSCG should be adjusted or eliminated to prevent over-awards.
- Payments may not exceed unmet need.
- Colleges may consider adjusting standardized COA budgets on a case-by-case basis to increase eligibility and to prevent over-awards.
- The payment priority for SSCG and other categorical grants is a local decision based on the institution's awarding policies.

Disqualification and Appeals

At any time, if the student no longer meets the eligibility requirements, they are no longer able to receive the SSCG. Students may regain eligibility based on the schools SAP appeal policy.

Additional Policy Guidance

Students eligible for an award should not receive more than one maximum award in aggregate from any or all colleges in any year within the District. To the extent possible, a college should attempt not to over-award a student based on the available information at time of payment.

Portability would be equivalent to Cal Grant portability. A student receiving a SSCG award with an enrollment status would be eligible and should be paid their SSCG provided they have not exceeded their annual limit based on units per term (12 to 15) or annual total units (24 or 30) at the same institution.

Students attending multiple colleges in a term should receive an SSCG award based upon their receipt of a Cal Grant B or C award reflecting a cumulative enrollment status of 12 and up to 15 or more units per term at the institution making the payment. Consortium agreements are encouraged.

Funding Allocation and Fiscal Reporting

For 2018-19, 83% of the funds were allocated during the advance apportionment process. For 2019-20 and thereafter, all funds will be initially allocated. As colleges pay out their allocated funds, they will submit payment records using the "SSCG SSARCC submission file layout" to the Chancellor's Office on a monthly basis - the 1st of each month- or may opt to report more often, after each college disbursement. There will be a release report similar to the BFAP/SFAA form 2 and former FTSSG and CCCG release reports as well as a request for additional funds for qualified students. The Chancellor's Office will establish a calendar of reporting deadlines for reconciliation reporting and any potential subsequent funding adjustments.

6. CALIFORNIA COLLEGE PROMISE PROGRAM

AB 19 created the California College Promise that provides funds to districts to advance the goals of the legislation. One specific use of funds in the law allows colleges to use the funds to cover the fees for first time, full-time students. However, a grant for students to pay their fees is not required.

The 2019-20 state budget and AB 2 authorized districts to cover the fees of second year students who met program requirements in their first year. Students who maintain full-time status into their second year may continue to be paid for their second year. Additionally, AB 2 allows a student enrolled in fewer than 12 units may be deemed full-time at the discretion of the institution if the student has been certified as full-time by a staff person in the disabled student services program at the institution who is qualified to make such a designation.

Program Goals

1. Increase the number and percentage of high school students who are prepared for and attend college directly from high school and increasing the percentage of high school graduates who are placed directly into transfer-level mathematics and English courses at a community college.
2. Increase the percentage of students who earn associate degrees or career technical education certificates that prepare them for in-demand jobs and increasing the percentage of students who report being employed in their field of study.
3. Increase the percentage of students who successfully transfer from a community college to the California State University or the University of California and increasing the percentage of students who graduate from college with a baccalaureate degree.
4. Reduce and eliminate regional achievement gaps and achievement gaps for students from groups that are underrepresented at the California Community Colleges, including, but not limited to, underrepresented students, low-income students, students who are current or former foster youth, students with disabilities, formerly incarcerated students, undocumented students, students meeting the requirements of Assembly Bill 540 of the 2001–2002 Regular Session of the Legislature, and students who are veterans.

Institutional Participation Requirements

The requirements for participation in the California College Promise shall advance the goals outlined in Section 76396.1 and shall include all of the following:

1. Partnering with one or more local educational agencies to establish an Early Commitment to College Program that is consistent with the intent of Article 6.3 (commencing with Section 54710) of Chapter 9 of Part 29 of Division 4 of Title 2 to provide K–12 students and families assistance that includes, but is not limited to, learning about college opportunities, visiting campuses, taking and completing college preparatory courses, and applying for college and financial aid.

2. Partnering with one or more local educational agencies to support and improve high school student preparation for college and reduce postsecondary remediation through practices that may include, but shall not be limited to, small learning communities, concurrent enrollment, and other evidence-based practices.
3. Utilizing evidence-based assessment and placement practices at the community college that include multiple measures of student performance, which shall include, among other measures, overall grade point averages, including grades in high school courses, and using evidence-based practices to improve outcomes for underprepared students.
4. Participating in the California Community College Guided Pathways Grant Program established pursuant to Part 54.81 (commencing with Section 88920) in order to clarify the academic path for students, help students enter a pathway, help students stay on an academic path, and ensure students are learning.
5. Maximizing student access to need-based financial aid by leveraging the Board of Governors fee waiver established under Section 76300, commonly known as the California Promise Grant, ensuring students complete the Free Application for Federal Student Aid, Cal Grant application, or Dream Act application, and participating in a federal loan program authorized under Title IV of the federal Higher Education Act of 1965, as amended (20 U.S.C. Sec. 1070 et seq.). On or before January 1, 2018, a community college that does not participate in the federal loan program shall be provisionally eligible to participate in the California College Promise for one calendar year. The community college shall comply with the federal loan participation requirements in order to participate in the California College Promise on or after January 1, 2019.

Promise Funding

The 2019-20 state budget contains \$85.1 million to fund the California College Promise, expanded to provide funding to waive fees for first-time, full-time student in their first and second years. Funds are distributed only to districts that met all program participation requirements.

As a general reminder, money allocated in a fiscal year is intended to be utilized in that fiscal year. Absent any carry-over authority from the Chancellor's Office, colleges are expected to manage their allocations carefully to ensure full utilization of their allocation in the fiscal year. There is no rollover approval for the 2019-20 College Promise funding. 2018-19 funding used for fee waivers is to be spent by the end of the 2018-19 year. Funds being expended for other uses are allowed until June 30, 2020 to expend the 2018-19 allocation.

First-Time College Student:

A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award earned before graduation from high school).

Full-Time:

- Enrolled in 12 or more semester units or the equivalent.
- Effective January 2020, a student enrolled in fewer than 12 units may be deemed full-time at the discretion of the institution if the student has been certified full-time by a staff person in the disabled student services program at the institution who is qualified to make such a designation.

Postsecondary Experience:

A formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

Additional Promise Program Guidance

The Chancellors Office has issued program guidance and regularly updates a Q & A document on the Community College Promise Program.

7. STUDENT EQUITY

Student equity is a concept that recognizes that some students need more assistance to complete their educational goals. The Student Equity and Achievement Program merges funding for three initiatives: the Student Success and Support Program; the Basic Skills Initiative; and Student Equity. Integrating these efforts into a single Student Equity and Achievement Program advances our goal of demolishing once and for all the achievement gaps for students from traditionally underrepresented populations.

The Student Equity and Achievement Program requires colleges to implement the Guided Pathways framework offering a clear path to a stated goal, to provide all students with an education plan based on that goal, and to toss aside outdated and inaccurate placement policies that are keeping far too many from completing their goals in a timely manner.

In 2012, SB 1456, the Student Success and Support Act, laid the statutory cornerstones of the Student Success Task Force. The legislation also laid the groundwork for the Student Equity Program which provides state resources for colleges to develop and implement programs to improve educational outcomes for students with additional disadvantages and challenges, thereby closing achievement gaps.

SB-860, the education omnibus trailer bill passed in 2014, requires each community college district to maintain a Student Equity Plan as a condition for receiving Student Success and Support Program funding. The plans are to ensure equal educational opportunities and to promote student success for all students regardless of race, gender, age, disability, or economic circumstances.

Student Equity Plan Considerations

Student equity plans shall consider many different student categories, including low-income students. In preparing the plans, the adoption of evidenced models of remediation are required in coordination with student equity-related categorical programs or campus-based programs. Also, creation of the plan should involve the active involvement of all groups on campus as required by law, including, but not limited to, the academic senate, academic faculty and staff, student services, students, and with the involvement of appropriate people from the community. Campuses are required to:

- Establish criteria for calculating the number of high-need and disadvantaged students in a community college district. For this purpose, “high-need students” mean students who have an expected family contribution, as defined in subdivision (g) of CEC Section 69432.7, at any time during those students’ matriculation at the institution, that would qualify those students to receive federal Pell Grants and students from ZIP codes in the bottom two quintiles of college attainment.
- Use the calculation of a student’s expected family contribution based on the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application.
- Establish a list of eligible and ineligible expenditures and activities to ensure that funding is used to support the implementation of student equity plan goals and the coordination of services for the targeted student populations.

8. ENROLLMENT PRIORITY

It is the intent of the Board of Governors of the California Community Colleges to provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

Districts adopting priority enrollment policies and procedures shall grant registration priority for each term to students who:

- are first time students within the meaning of section and have completed orientation, assessment, and developed student education plans; or
- are not first time students within the meaning of section 55530(c) and have not lost registration priority pursuant to subdivision (h).
- who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031 and first time students who have completed orientation, assessment, and developed student education plans.

Districts shall provide highest and equal priority to students eligible for registration priority pursuant to subdivision (c) who are:

- a member of the armed forces or a veteran (with honorable discharge)
- a foster youth or former foster youth (no older than 25 years of age)
- determined to be eligible for Disabled Student Program and Services
- receiving services through the Extended Opportunity Programs and Services

- receiving aid from CalWORKs.

To the extent districts have the capacity and resources to require orientation, assessment, and education plans for continuing students, districts may establish orientation, assessment and education plans or any combination thereof as a condition for registration priority

Loss of Priority Enrollment

Registration priority specified in this section shall be lost at the first registration opportunity after a student:

- is placed on academic or progress probation or any combination thereof for two consecutive terms; or
- has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

Loss of Priority Enrollment Appeal

Students may appeal the loss of their enrollment priority. A student who successfully appeals the loss of enrollment priority for the reasons above shall also have CCPG eligibility restored. Campuses may consider three circumstances when reviewing an appeal:

- Verified cases of accidents, illnesses, or other circumstances beyond the student's control
- Students with disabilities who applied for but didn't receive accommodation in a timely manner
- Students demonstrating significant academic improvement

9. DEFAULT PREVENTION INITIATIVE & FINANCIAL LITERACY

Under Section 435(a)(7) of the HEA, an institution that has a 3-Year Cohort Default Rate of 30 percent or greater for any one federal fiscal year is required to establish a Default Prevention Task Force to reduce defaults and prevent the loss of institutional eligibility.

Default Prevention Plan

The HEA's implementing regulations at 34 CFR 668.217 require that a school's Default Prevention Task Force create a program of default prevention and submit a written Default Prevention Plan to the Department of Education (the Department). The Default Prevention Plan must:

- Identify the factors causing the default rate to exceed the threshold
- Establish measureable objectives and the steps the institution will take to improve its cohort default rate
- Specify the actions the institution will take to improve student loan repayment

Chancellor's Office Default Prevention Efforts

The Chancellor's Office has established a ranking of schools by their 3-year default rate to provide support in the campuses default prevention efforts. Through a carefully planned selection process, Parker, Pierson and Associates (PPA) was selected as the program default prevention consultant. The services provided include the following:

- Full analysis of current and projected cohort default rates
- Assistance with Incorrect Data Challenge (IDC) and Participation Rate Index (PRI) appeal Institutional consulting
- Third party services selection and monitoring
- Financial literacy and in-house default prevention product selection
- System level consulting

Tiered Prevention Approach

The establishment of default rate tiers allowed a focused approach based on the school's default rate. The tiers are:

- Tier 1 – Default rate in excess of 30%
- Tier 2 – Default rate between 20 and 30%
- Tier 3 – Default rate 20% or below

Tier 1 schools must submit a default prevention plan. Tier 2 and 3 schools are encouraged to participate. Keeping on top of your CDR is less stressful than waiting until your rate gets into the high risk category.

Tier 1 – Default rate in excess of 30%

As a school most in jeopardy of losing Title IV program participation, tier 1 schools are provided the following services:

- Free default prevention consulting
- Recommended third party servicers
- Default prevention software
- Financial literacy
- Default prevention recommendations and strategies
- Help with required:
 - Default prevention team on campus
 - Default Prevention Management Plan
 - Review of third party servicer contract

- IDC/PRI help
- CDR projections

Tier 2 and Tier 3 – Default rate between 20% and 30%

Schools in Tier 2 are not required to take any actions but should pay attention to their CDR. These schools CDRs may be on the way up or on the way down.

Financial Literacy

The Chancellor's Office partners with the National Endowment for Financial Education to provide financial literacy information to students.

CashCourse

CashCourse is a free, online resource designed to provide students with financial education information for every stage of college life. CashCourse is able to co-brand with schools to display the college logo, colors, and links to social media profiles.

For colleges, CashCourse also:

- Provides unbiased, commercial-free content
- Provides customizable promotional materials, although schools using the materials cover the printing costs
- Allows multiple campus departments to use the website.

For students, CashCourse provides the following:

- Free, online financial literacy information
- Articles
- Videos
- Worksheets
- Quizzes
- Calculators
- Budget Wizard

10. CATEGORICAL FUNDING FOR STUDENT FINANCIAL AID ADMINISTRATION (SFAA)

Board Financial Assistance Program (BFAP) Student Aid Administrative Allowance Base Allocation Formula

Colleges are provided an administrative allowance to administer the CCPG Program. The statewide aggregate allowance for all colleges is determined by multiplying ninety-one cents (\$0.91) times the current enrollment fee per credit unit for each student for whom fees are waived through the CCPG program during the academic year.

From the statewide aggregate allowance, each college is allocated a sum proportional to the number of students served by fee waivers in the last year for which verifiable data are available. Allocations will not be less than 90 percent of the previous year's allocation (if funding permits). No college receives less than \$12,500.

BFAP-SFAA Capacity Funding Allocation Formula

- \$50,000 per college as a minimum allocation
- The balance will be distributed using a fair share formula, weighing FTES for each college as a percentage of system-wide FTES and CCPG participant volume by college as a percentage of the system-wide CCPG participant volume equally, based on the most recently reported MIS data.

This provides incentive for colleges to quickly and strategically develop and implement plans to achieve increased participation in Student financial assistance programs by rewarding success with increases to a college's future year BFAP-SFAA funding. It also provides for enrollment growth in the allocation formula for future year BFAP-SFAA funding.

Allowable Use of Funds

Funds must supplement, not supplant, on-going college expenditures for the administration of student aid and cannot be used for district operations, nor may they be divided among colleges within a district in a manner that differs from the annual allocation to each campus.

The BFAP administrative allowance funding must be spent specifically on the directives listed below. Exceptions to these guidelines are not allowed without written approval from the Chancellor's Office.

BFAP administrative allowance funds may be expended only for financial aid professional, technical, clerical and/or temporary staff (including student help) who report directly to the financial aid director. Funds may not be used for salaries for personnel at the level of financial aid manager or above.

In addition to these specific personnel costs, funds may also be expended for costs associated with staff training and for the development and production of financial aid outreach materials. Funds may only be expended for computer hardware or software necessary for and solely dedicated to the delivery of student financial aid. Funds may not be used for capital outlay or office supplies. The funds may not cover expenditures made or liabilities incurred prior to July 1 of the applicable fiscal year.

Additional funding is provided as part of the statewide "I Can Afford College" financial aid awareness media campaign and can be used:

- To increase awareness and participation in student financial aid programs through direct contact with potential students, current students, and families by the California Community Colleges Chancellor's Office.

- To increase low-income and disadvantaged student participation in postsecondary education, by providing access to information, application completion assistance, and expanding the number of funded financial aid awards.

Board Financial Assistance Program (BFAP) Allocations – “2% Fund”

To help ensure that colleges are not disadvantaged in fee revenue by enrolling needy students, each year colleges receive an amount equal to 2 percent of the total fees waived to be used in their college general fund. This is similar funding to the 2 percent of fees actually paid that is kept by the college. These funds do not have to be spent on the administration of student aid.

3 Percent of the “2% Fund” Set-Aside

In 2001, the Board of Governors adopted a proposal to establish a set-aside of 3 percent of the “2% Fund.” The “2% Fund” allocation for each college is reduced by 3 percent to generate funds to be used by the Chancellor’s Office to fund the Financial Aid Regional Representatives meetings and to allow the Chancellor’s Office to undertake special financial aid related projects of vital interest to the system. The amount of the set-aside will vary each year based upon the amount of the Chancellor’s Office’s “2% Fund” in the annual budget.

BFAP Maintenance of Effort (MOE)

Colleges are required to report annually on the amount of money spent to administer the student financial aid programs. The amount must be equal to or greater than the required maintenance of effort required and the provisional language in the annual Budget Act. For BFAP-SFAA purposes, the maintenance of effort (MOE) is equal to the 1992-93 level of administrative effort updated for cost of living adjustments. For augmentation purposes, the MOE must be equal to or greater than district/college financial aid spending in 2001-02. This same report also provides information on the college’s final expenditures of the BFAP Administrative Allowance. This report is called “BFAP Report 3.”

Any college that fails to meet the maintenance of effort requirement will have their BFAP allocation (“2 Percent” Fund) reduced dollar-for-dollar based upon the amount of their MOE not fully met. The penalty can be assessed up to the full amount of the college’s BFAP “2 Percent” Fund allocation for the next funding cycle. A college may appeal any assessment by providing the Chancellor’s Office with a detailed explanation for the shortfall and an accompanying MOE Correction Plan to resolve the problem. Mitigating circumstance appeals will be considered but are at the sole discretion of the Chancellor’s Office.

MOE Match Requirements

- The State allocates categorical program funding for Student Financial Aid administration (SFAA) specifically to supplement and not supplant existing

institutional resources to enhance access to postsecondary education for low income and disadvantaged populations.

- Maintenance of Effort (MOE)/match expenditures qualify an institution to receive SFAA categorical funding in each corresponding future fiscal year and as such must be satisfied in each fiscal reporting year.
- MOE/matching expenditures must directly benefit the Student Financial Aid (SFA) program administration.
- Refund, Overpayment, and R2T4 liabilities are not considered operational expenses for MOE reporting and should not be included in general fund expenditures identified for purposes of complying with MOE requirements.
- Audit findings and associated audit/reconstruction liabilities are not considered operational expenses for MOE reporting and should not be included in general fund expenditures identified for purposes of complying with MOE requirements.
- Contracted disbursement services (such as Blackboard) that replace the disbursement functions previously performed by a bursars office, business office, or fiscal services unit may be included in the institution's MOE but are not allowable uses for categorical funding as this could create a supplanting issue.
- Administrative costs of doing business (such as Legal services, segregated duties such as residency determinations and disbursement functions) as well as indirect overhead assessments or allocated expenses such as, information and technology support, business services, fiscal services, legal services, personnel services etc. are not considered allowable uses of categorical funding and may not be included in the MOE/match unless all expenditures for such services are charged proportionately to all cost centers on campus.
- Salaries and benefits for staff organizationally superior to the FA Director (the institution's designated coordinating official) are not to be included in the MOE/match nor are they allowable uses for SFAA categorical funding.
- Only general fund or "other source" expenditures (including those for staffing and benefits) which are included in the SFA programs operating budget and that are under the oversight and control (subordinates in the case of staff) of the FA Director (designated coordinating official) may be included in the MOE/match.
- "Other Source" expenditures would likely include federal Pell and Campus Based Administrative Cost Allowances (ACA). Other sources might also include grant funding from outside sources.

New Colleges or Districts

Whenever a new college or district is officially approved by the Board of Governors, the students attending that college become eligible for the CCPG, and the student services division of that college becomes eligible to receive the minimum annual administrative

allowance allocation of \$50,000 during the next available award cycle. Larger allocations will not be made until MIS data are available that support a greater share and until the college has at least one full-time employee devoted exclusively to the management of student financial aid.

11. CAMPUS REPORTING REQUIREMENTS

MIS Data: Annual October 1st Submission

Annually, each college is required to electronically report statistical data on the number of recipients and the dollar amount of financial aid awarded for the academic year completed. The [MIS data reporting requirements](#) are located on the Chancellor's Office website and are submitted through your campus MIS office. The MIS reporting of the financial aid data elements is due October 1 each year.

Estimates of Fee Waiver Activity

In preparation for the development of each year's state budget, the Chancellor's Office is asked to provide an estimate of the total BFAP program activity for the current year. This includes an estimate of the number of students to be served in summer, fall, (winter), and spring, as well as an estimate of the total dollar amount of fees to be waived during that time period. This information is used by the Department of Finance to develop estimates for the Governor's January Budget and for the May Revision of the Governor's Budget. The data used in the estimates are derived from the Annual Financial Aid MIS Data Report that is due on October 1 of each year. It is important that the college reports accurate data since future allocations will be based on the data.

Reallocation of Unused Administrative Allowance

Each Spring, the Chancellor's Office will send each campus a reminder in the form of the Board Financial Assistance Program - Student Financial Assistance Administration (BFAP-SFAA) Form. With this notice, campuses are asked to indicate anticipated expenditures by June 30 for the BFAP-SFAA funds allocated to the college.

Typically, these funds may not be spent or encumbered beyond the fiscal year and any funds that will not be encumbered by the end of the fiscal year can be released to the Chancellor's Office for reallocation.

Campuses should carefully review their BFAP administrative allowance balance and expenditure plans. The decision to return anticipated unused funds through a timely filing of BFAP-SFAA form will have no bearing on future allocations. However, colleges that fail to utilize any amount in excess of one percent of their allocation after the end of the fiscal year will receive a penalty against future year allocations.

The form also allows colleges to request additional funds for expenditure in the authorized spending period, should they have need in excess of their current allocation. While we do not anticipate the return of any funds, should any funds be returned, they will be reallocated.

Failure to release or utilize the BFAP administrative allowance will result in an allocation penalty. The penalty will equal unutilized funds in excess of one percent of the total final adjusted allocation for the applicable year and will be taken from the allocation for the fiscal year immediately following the year in which the underutilization is reported. This report is called “BFAP Report 2”.

Ad Hoc Reports

From time to time, the Chancellor’s Office may request additional information regarding the administration of student aid or the student population served. Cooperation with special requests is appreciated.

California Student Aid Commission (CSAC) Reporting

GPA, enrollment, persistence, and graduation data is reported to CSAC using [file import specifications](#).

GPA

GPA and enrollment data is sent to the California Student Aid Commission (CSAC) several times a year. This data maximizes Cal Grant program participation for community college students as well as students transferring from a community college to a baccalaureate degree granting institution.

The GPA reporting requirements for the Cal Grant program are described in an annual CSAC operations memo. As a service to community college students, the grade point averages (GPAs) of all recent community college students are sent to the Commission prior to each of the March 2 and September 2 filing deadlines.

Enrollment

Enrollment data, separate from the SB 70 enrollment data, is submitted once per primary term.

Gainful Employment

The Higher Education Act provides that institutions participating in the federal Title IV programs must submit data on all of their programs that lead to gainful employment. The first reporting of this gainful employment data was due in July, 2015 for 2008-2009 to 2013-2014 data. Federal Title IV eligibility is tied to this data so it is critical that all campuses take all steps necessary to report the data on time. Thereafter, data is due for the prior year each October 1.

At all Title IV eligible public institutions and not-for-profit institutions, non-degree programs are Gainful Employment Programs except for:

- Programs of at least two years in length that are designed to be fully transferable to a bachelor’s degree program
- Preparatory coursework necessary for enrollment in an eligible program

Additional information and the federal gainful employment reporting requirements can be found on the [Information for Financial Aid Professionals \(IFAP\) website](#).

On July 1, 2019, the Department of Education published a final rule rescinding the Department's gainful employment (GE) regulations (2014 Rule) in the Federal Register effective July 1, 2020.

Clery Act

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

The Clery Act has been amended several times, most recently by the Violence Against Women Reauthorization Act of 2013 (VAWA) enacted March 7, 2013. Among other provisions, VAWA requires institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking. These crime statistics must be reported to the Department through the web-based data collection. Schools must also include certain policies, procedures, and programs pertaining to these crimes in their annual security reports. Final regulations to implement these statutory changes to the Clery Act were published on October 20, 2014, and went into effect on July 1, 2015. Review Dear Colleague Letter (DCL) GEN-15-15 for a summary of major changes to the Clery Act regulations.

Annual Security Report

By October 1 of each year, institutions must publish and distribute their Annual Campus Security Report to current and prospective students and employees. Institutions are also allowed to provide notice of the report, a web address if available, and how to obtain a paper copy if desired. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

Crime Log

The institution's police department or security departments are required to maintain a public log of all crimes reported to them, or those of which they are made aware. The log is required to have the most recent 60 days' worth of information. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within two business days. Crime logs must be kept for seven years, three years following the publication of the last annual security report.

Timely Warnings

The Clery Act requires institutions to give timely warnings of crimes that represent a threat to the safety of students or employees. Institutions are required to publish their policies regarding timely warnings in their Annual Campus Security Report.

The institution is only required to notify the community of crimes which are covered by the Clery statistics.

Crime Statistics

An institution must keep the most recent eight years of crime statistics that occurred: on campus, in institution residential facilities, in non-campus buildings, or on public property. Offenses are defined by the Uniform Crime Reporting Handbook and use federal, not state, crime definitions. For information on the requirements of the Clery Act, refer to Volume 2 of the [Federal Student Aid Handbook](#).

12. MIS FINANCIAL AID DATA SUBMISSION

The Chancellor's Office Management Information System (MIS) database collects data from all community colleges and districts. The information collected is used as a key research and fund allocation tool by the Department of Finance, a reporting source, and an informal decision support system. Information MIS data submission, presentations, memos and pre-submission input files can be found on the [MIS page on the Chancellor's Office website](#).

MIS Functions

Net Price Calculator

Each postsecondary institution that participates in the Title IV federal student aid programs and enrolls full-time, first-time degree- or certificate-seeking undergraduate students is required to post a net price calculator on its Web site that uses institutional data to provide estimated net price information to current and prospective students based on a student's individual circumstances. This calculator should allow students to calculate an estimated net price of attendance at an institution (defined as cost of attendance minus grant and scholarship aid) based on what similar students paid in a previous year. You can see your institution estimated net price of attendance on the net Price Calculator site: <https://misweb.cccco.edu/npc/XXX/npcalc.htm>. In place of the XXX, you must enter the 3 digit MIS college code. You can find your [MIS college code here](#).

Student Services Automated Reporting (SSARCC)

SSARCC is the reporting tool for BFAP-SFAA final expenditures, MOE expenditures, financial aid technology allocation and SSCG expenses. The Chancellor's Office provides annual training on reporting expenditures in SSARCC. For questions, you may send an email to ssarcc-fa@cccoco.edu.

CSAC SB 70 Reporting

SB 70 requires Cal Grant participating institutions to annually report to CSAC the following data for their undergraduate programs:

- Enrollment, persistence, and graduation data for all students, including aggregate information on Cal Grant recipients.

- The job placement rate and salary/wage information for students in programs that are either designed or advertised to lead to a particular type of job, or advertised or promoted with any claim regarding job placement.

Community colleges are not required to submit any job placement rate and salary/wage information as CSAC provides [links to data reports by institution](#) and additional SB 70 information on their website.

Data Mart

[Data Mart](#) provides information about students, courses, student services, outcomes and faculty and staff. The emphasis Data Mart is to answer the questions of administrators, educators, parents, students, state leaders, and professional organizations. Topics include student services, students/headcounts, outcomes, courses/calendar and faculty and staff. Financial queries are under student services. Please keep in mind that the queries are real-time and therefore may be different at any given time based on updates to MIS data.

MIS Data Submission

Districts/colleges must report a record for each student who applies for financial aid and meets the Student Basic (SB) data reporting domain requirements in at least one term during the academic year. If the student received financial aid, an SB record must be submitted for each term the financial aid was received.

Timelines

The Chancellor's Office must receive student financial aid data annually each October and November. Data reported must be based on information from the prior academic year. Every year the Chancellor's Office will publish [MIS data submission deadlines](#).

Data Element Dictionary (DED)

The Data Element Dictionary (DED) contains definitions and coding structures for each of the elements collected through MIS. The Chancellor's Office also provides an overview of the design of the system, and the structure of the various records to be submitted.

Review the Student Financial Aid Data Elements identified in the User's Manual and coordinate with your local campus and/or district Management Information System (MIS) staff to ensure proper reporting and processing of financial aid data. To access the data elements, go to the MIS Data Elements page on the Chancellor's Office website CCCCO webpage [here](#).

Reports and Reconciliation

To access campus/district reports, contact your Chief Information Systems Officer to obtain the username and password or request a copy of your report through your IT office. If your IT office would like to send test files prior to sending actual MIS data, please contact CCCCO Management Information Systems at cccmisedit@cccco.edu

Data Use and Accuracy

The financial aid data collected are utilized by the Chancellor's Office and the Department of Finance as a basis for calculating the amount the Chancellor's Office will receive to reimburse districts and colleges for the number of fee waivers processed and the amount of fees waived. The financial data are also used to measure enrollment, accountability, student demographics, student success/outcomes, etc. Consequently, it is critical that districts and colleges provide accurate and timely information.

MIS Reporting Contacts

Contact your campus and/or district Management Information Systems (MIS) staff to ensure proper reporting and processing of financial aid data.

For information regarding online submissions, data quality and/or timelines, email the Chancellor's Office MIS staff at: cccmisedit@cccco.edu.

Integrated Postsecondary Education Data System (IPEDS)

IPEDS consists of institution-level data that can be used to describe trends in postsecondary education at the institution, state and/or national levels. Researchers can use IPEDS to analyze information on student enrollments, institutional revenue, and expenditure patterns by source of income and type of expense, etc.

IPEDS Reporting Timelines

The annual Financial Aid data is due October 1 at the Chancellor's Office. The first data upload from the Chancellor's Office MIS unit to IPEDS will occur between October 1 and October 19. It is the responsibility of your local MIS coordinator to submit annual financial aid data to the Chancellor's Office MIS unit.

Title I, Section 103, the Student Right-to-Know (SRTK) Act requires institutions eligible for Title IV funding to disclose their institutions' transfer and completion rates for first-time freshmen enrolled full-time beginning in the fall term. Section 104 further requires each institution that participates in Title IV programs to report students receiving athletically related student aid.

To comply with Title I, Section 103 and Section 104, districts/colleges must report first-time enrolled degree-seeking students, and students receiving athletics related student aid any time during the academic year or during the 12-month reporting period. SRTK rates are reported yearly on the IPEDS.

For additional information pertaining to the reporting requirements for [Student Right-to-Know website](#).

Noncompliance Penalty

The completion of all IPEDS surveys in a timely and accurate manner is mandatory for all institutions that participate in or are applicants for participation in any federal financial

assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of the surveys is mandated by 20 U.S.C. 1094, Section 487(a)(17).

A college's failure to complete and submit all surveys is a serious violation of its obligations under Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325.)

IPEDS Contacts

[IPEDS website](#)

[IPEDS help desk email](#)

IPEDS phone: 877.225.2568

[CCCCO IPEDS help desk email](#)

Perkins IV Allocations

To determine Perkins IV Title I-C allocations for the succeeding year, financial aid data from the previous year must be loaded into the Chancellor's Office MIS database by December of the current year. Failure to submit financial aid data by December may lead to a negative effect on your district/college Perkins allocation. Districts/colleges may correct data submitted for Perkins funding purposes until approximately the second week of February of the current academic year.

Note: Resubmissions after the February cutoff are not used for Perkins allocation purposes. Actual dates may change based on calendar year and Chancellor's Office resources. Visit the [Perkins IV webpage](#) for more information

13. CHANCELLOR'S OFFICE TAX OFFSET PROGRAM (COTOP)

Program Description

The Chancellor's Office can act on behalf of local community college districts for the purpose of collecting outstanding student financial aid and specific non-financial aid obligations owed to the districts by former students through participation in the Franchise Tax Board's Interagency Tax Offset Program. The Chancellor's Office Tax Offset Program (COTOP) requests the Franchise Tax Board to offset (deduct) the amount owed to a community college district from the student/debtor's personal state income tax, lottery winnings, or other state refund. 67

Some of the types of outstanding liabilities recoverable under this program are defaulted Perkins loans, financial aid overpayments, campus emergency loans, EOPS grants and loans, non-resident tuition, enrollment fees, library fines, and personal checks written with non-sufficient funds.

Participation Agreement

Each community college district interested in participating in COTOP must execute a contract with the Chancellor's Office. The contract is available within the COTOP contract

packet, which is distributed by early June of each year. Also included in the packet are the data format specifications and the forms that are used throughout the processing year.

Debtor data is due to the Chancellor's Office by mid-November of each year. If necessary, colleges may submit additional data by the following January 15.

COTOP Staff Contact

Contact COTOP staff (Terence Gardner) by [email](#) for phone (916-322-7412) for additional information or questions.

14. CHANCELLOR'S OFFICE AUDIT AUTHORITY

The Chancellor's Office may require a campus to provide documentation of compliance with statutory and regulatory requirements in the CCPG and Special Programs. In performing such an audit, a campus may be requested to provide the findings of any federal and state audits by other agencies. These may include, but are not limited to U.S. Department of Education and California Student Aid Commission Compliance audits as well as other federal and state audits.

First Time Findings

| | |
|-----------------|--|
| District Action | If no questioned cost is identified, the district will submit a corrective action plan (CAP) to the Chancellor's Office (CO) Program staff for approval. The auditor will retest in the next annual audit cycle to see if the issue is resolved. |
| CO Action | If a questioned cost is identified, CO Fiscal staff will notify the district and CO Program staff of categorical apportionment adjustment in the next fiscal year. |

Systemic and Significant Findings

| | |
|-----------------|---|
| District Action | District submits CAP to the CO Program Staff for approval. Auditors perform a special review (AUP) in the current year on implementation of CAP and report the results to the CO immediately. |
| CO Action | If a questioned cost is identified, CO Fiscal staff will notify the district and CO Program staff of categorical apportionment adjustment in the next fiscal year. |

Repeat findings

| | |
|-----------------|---|
| District Action | Auditor to perform a special review (AUP) in the current year to see if issue is now resolved with report to CO immediately. |
| CO Action | If AUP finds issue unresolved, CO Fiscal staff will notify the district and CO Program staff of a 10% categorical apportionment adjustment in the next fiscal year. |

15. MISCELLANEOUS INFORMATION

Student Financial Aid Disbursement Contracts

In 2016, provisions were added in both federal and state laws and regulations to provide increased information to students on the cash management of their student financial aid funds.

Federal cash management final regulations were published in October, 2015, the majority of which had a July 1, 2016 effective date. Colleges using third-party disbursement servicers were to identify which type (type 1 or type 2) of arrangement the college has with their servicer and then provide services and disclosures to their students based on the type of arrangement. For more information on the type 1 and 2 arrangements and the actions required of colleges, refer to the cash management section on the IFAP website.

In a type 1 (T1) arrangement, a disbursement servicer contracts with an institution to perform one or more of the functions associated with processing direct payments of Title IV funds; and the institution or third-party servicer makes payments to one or more financial accounts that are offered to students under the contract, or about which information is communicated directly to students by one of three entities: (1) the third-party servicer, (2) the institution on behalf of or in conjunction with the third-party servicer, or (3) an entity contracting with or affiliated with the servicer.

In a type 2 (T2) arrangement, an institution contracts with a financial institution and, under the contract, financial accounts are offered and marketed directly to students enrolled at the institution. The Department considers financial accounts to be directly marketed if:

- The institution communicates information directly to its students about the financial account and how it may be opened;
- The financial account or access device is cobranded with the institution's name, logo, mascot, or other affiliation and is marketed principally to students at the institution; or
- A card or tool provided to the student for institutional purposes, such as a student ID card, is validated, enabling the student to use the device to access a financial account.

Osher Scholarship

Community college students can receive consideration for Osher Scholarships. These scholarships are intended to support students with the most financial need who have demonstrated success and commitment in their coursework. To qualify, students must have completed 24 units of degree-applicable study, be enrolled in at least six units for the ensuing semester, and qualify for a California College Promise Grant (criteria may differ between colleges). Scholarships of up to \$1,200 per academic year help financially strained students offset educational costs, making it possible for them to stay in school. The scholarships can be applied to textbooks, lab equipment, uniforms, lab fees and other instructional supplies.

To be considered for a scholarship, students are required to undergo an application process, which is administered by the local college. Colleges must choose scholarship

recipients for the Osher funds based on pre-established criteria, with financial need receiving top priority.

Additional information can be found at the [Osher Scholarship website](#).

16. CHANCELLOR’S OFFICE STAFF CONTACTS AND COMMUNICATIONS

Financial Aid Staff Contacts

Any Financial Aid Office employee or other college staff person may contact the Chancellor’s Office, Student Financial Assistance Programs Unit for help.

| Name | Title | Email | Phone |
|-----------------|--------------------------|--|--------------|
| Ruby Nieto | Financial Aid Specialist | rnieto@cccco.edu | 916-322-4300 |
| Bryan Dickason | Financial Aid Specialist | bdickason@cccco.edu | 916-323-5952 |
| Gina Browne | Financial Aid Specialist | gbrowne@cccco.edu | 916-324-4744 |
| Terence Gardner | Analyst | tgardner@cccco.edu | 916-322-7412 |
| Michael Quiaoit | Administrator | mquiaoit@cccco.edu | 916-327-6222 |
| Rhonda Mohr | Vice Chancellor | rmohr@cccco.edu | |

Communications from the Chancellor’s Office

Regular program updates and special notices are sent to each college using the Chancellor’s Office “cfao-all” list. Each district MIS person establishes the names of the district/colleges contacts, or “pointers” for this list. The “pointers” for the financial aid list should include all persons interested in financial aid policy and must include the director or manager of financial aid. If there are staff changes, please contact the MIS office at the district level and ask for a change in “pointers” for the “cfao-all.”

Campus financial aid staff may also use this listserv to communicate statewide with the “pointers” or financial aid staff. To post a message, send to cfao-all@cccco.edu.

Training

New directors or the person responsible for the day-to-day operations of the financial aid office are required to attend training offered by the Chancellor’s Office within the first year of their appointment. New Directors training is held in December. Assistant Directors and other management or lead, supervisory or professional staff are encouraged to attend. Additionally, in association with the annual CCCSFAAA spring conference, the Chancellor’s Office holds an All-Director training. All directors are required to attend.

In addition, financial aid personnel are strongly encouraged to attend the periodic training offered by USDE, NASFAA, WASFAA, CASFAA, CCCSFAAA and CSAC.

CCCSFAAA, CASFAA, WASFAA and NASFAA all hold annual conferences where financial aid training is provided. The US Department of Education holds an annual Student Financial Aid (SFA) Conference.

Additional Financial Aid Resources

California Community Colleges Student Financial Aid Administrators Association

- <https://cccsfaaa.org>
- Listserv

California Association of Student Financial Aid Administrators

- <https://casfaa.org>
- Listserv

National Association of Student Financial Aid Administrators

- <https://nasfaa.org>
- Ask Regs
- Listserv
- Other training resources

California Community Colleges Chancellor's Office

- <https://www.cccco.edu>
- Vision for Success and Guided Pathways
- System Operations – Divisions
- Board of Governors Meetings
- Datamart

I Can Afford College

- <https://icanaffordcollege.com>
- Financial aid information

Foundation for California Community Colleges

- Osher and other student scholarships

Information for Financial Aid Professionals (IFAP)

- <https://ifap.ed.gov>
- Electronic Announcements and Dear Colleague Letters
- Federal Student Aid Handbook
- Application and Verification Guide
- SAR Comment Codes and Text
- System and Participation Links
- Regulations
- Listserv

Federal Student Aid

- <https://studentaid.ed.gov>
- For student and professionals
- Federal Student Aid Data Center
- Types of aid, eligibility, how to apply
- Training aids

Financial Aid Toolkit for Counselors

- <https://financialaidtoolkit.ed.gov/tk/resources/all.jsp>
- Outreach and Training Resources

Student Loans.gov

- <https://studentloans.gov>
- Entrance and Exit Loan Counseling
- Master Promissory Note
- Financial Awareness Counseling
- Repayment Estimator

IRS

- <https://www.irs.gov/>
- Request tax return transcripts
- Publication 17 – general rules for filing a federal tax return - <https://irs.gov/forms-pubs/about-publication-17>

Selective Service System

- <https://www.sss.gov>
- Verify Selective Service registration
- Registration forms

California Student Aid Commission (CSAC)

- <https://csac.ca.gov>
- Dream Act Application
- Cal Grant Handbook
- WebGrants access
- Chafee Grant
- CSAC Operations Memos and Special Alerts
- ePubs – Fund Your Future magazine and other outreach publications
- Listserv

Cash for College

- <https://www.cash4college.csac.ca.gov/>
- Cash for College workshops
- Workshop resources
- Student resources

California Legislative Information

- <https://leginfo.legislature.ca.gov/>
- Status of pending and passed legislation

California Budget

- www.ebudget.ca.gov
- Governor's Proposed Budget

- May Revise
- Enacted Budget

Legislative Analyst's Office

- <http://www.lao.ca.gov/Notifications>
- The Legislative Analyst's Office (LAO) maintains policy area e-mail notification lists that include publications, handouts or budget recommendations in a particular subject area, including higher education.

United States Census Bureau

- <https://www.census.gov/data/tables/time-series/demo/income-poverty/historical-poverty-thresholds.html>
- The United States Census Bureau determines the national poverty level.

FINAID-L (Financial Aid Administrators)

- finaid-l-subscribe-request@lists.psu.edu
- The FINAID-L mailing list is a discussion list for issues facing financial aid offices. Appropriate topics include financial aid administration, FAO job announcements, discussions of changes in federal aid regulations and similar topics. To subscribe to the list, send email to finaid-l-subscribe-request@lists.psu.edu

SFATECH (US Department of Education Technical Software)

- <http://www2.ed.gov/offices/OSFAP/services/fsatechsubscribe.html>
- Technical questions about US Department of Education Student Financial Aid systems and software.

California Education Code and California Code of Regulations References

[California Education Code](#)

[66025.8](#) [Priority Enrollment](#)

[66025.91](#) [Priority Enrollment \(disabled students\)](#)

[66025.92](#) [Priority Enrollment \(CalWORKs\)](#)

[66500](#) [Selective Service Registration](#)

[68130.5](#) [Student Residency Requirements \(AB 540\)](#)

[69432](#) [Student Financial Aid Program \(Cal Grant\)](#)

[76001](#) [Admission of Students](#) (special part-time or full-time students)

[76070](#) [California Community College Student Federal and State Financial Aid Opportunity Act](#)

[76300](#) [Enrollment Fees and Financial Aid](#) (fee waiver)

[76300.5 Enrollment Fees and Financial Aid](#) (students exempt from paying nonresident tuition)

[76301 Enrollment Fees and Financial Aid](#) (victims of trafficking, domestic violence, refugees)

[76355 Authorized Fees](#)

[76370 Authorized Fees \(audit fees\)](#)

[76396 California College Promise](#)

[78221 Student Equity](#)

[88931 Student Success Completion Grant](#)

[Title 5 - California Code of Regulations – Community Colleges](#)

[58600 California Code of Regulations – Community Colleges – Student Financial Aid](#)

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[McKinney-Vento Homeless Assistance Act](#)

Comments

All community college financial aid and student service personnel are invited to make comments and suggestions about the contents of this manual, the CCPG program policies and procedures or other student aid programs. Please contact the Chancellor's Office with any comments.

Appendix 1

California Education Code – CCPG

Section 76300

(a) The governing board of each community college district shall charge each student a fee pursuant to this section.

(b)(1) The fee prescribed by this section shall be forty-six dollars (\$46) per unit per semester, effective with the summer term of the 2012 calendar year.

(2) The board of governors shall proportionately adjust the amount of the fee for term lengths based upon a quarter system, and also shall proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses. In making these adjustments, the board of governors may round the per unit fee and the per term or per session fee to the nearest dollar.

(c) For the purposes of computing apportionments to community college districts pursuant to Section 84750, the board of governors shall subtract, from the total revenue owed to each district, 98 percent of the revenues received by districts from charging a fee pursuant to this section.

(d) The board of governors shall reduce apportionments by up to 10 percent to any district that does not collect the fees prescribed by this section.

(e) The fee requirement does not apply to any of the following:

(1) Students enrolled in the noncredit courses designated by Section 84757.

(2) California State University or University of California students enrolled in remedial classes provided by a community college district on a campus of the University of California or a campus of the California State University, for whom the district claims an attendance apportionment pursuant to an agreement between the district and the California State University or the University of California.

(3) Students enrolled in credit contract education courses pursuant to Section 78021, if the entire cost of the course, including administrative costs, is paid by the public or private agency, corporation, or association with which the district is contracting and if these students are not included in the calculation of the full-time equivalent students (FTES) of that district.

(f) The governing board of a community college district may exempt special part-time students admitted pursuant to Section 76001 from the fee requirement.

(g)(1) The fee requirements of this section shall be waived for any student who, at the time of enrollment, is a recipient of benefits under the Temporary Assistance to Needy Families program (TANF), the Supplemental Security Income/State Supplementary Program, or a general assistance program or has demonstrated financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family

contribution of students seeking financial aid.

(2) The governing board of a community college district also shall waive the fee requirements of this section for any student who demonstrates eligibility according to income standards established by regulations of the board of governors.

(3) Paragraphs (1) and (2) may be applied to a student enrolled in the 2005-06 academic year if the student is exempted from nonresident tuition under paragraph (3) of subdivision (a) of Section 76140.

(h) The fee requirements of this section shall be waived for any student who, at the time of enrollment, is a dependent, or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. "Active service of the state," for the purposes of this subdivision, refers to a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.

(i) The fee requirements of this section shall be waived for any student who is the surviving spouse or the child, natural or adopted, of a deceased person who met all of the requirements of Section 68120.

(j) The fee requirements of this section shall be waived for any student in an undergraduate program, including a student who has previously graduated from another undergraduate or graduate program, who is the dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center and the Pentagon or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if that dependent meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either of the following applies:

(1) The dependent was a resident of California on September 11, 2001.

(2) The individual killed in the attacks was a resident of California on September 11, 2001.

(k) A determination of whether a person is a resident of California on September 11, 2001, for purposes of subdivision (j) shall be based on the criteria set forth in Chapter 1 (commencing with Section 68000) of Part 41 for determining nonresident and resident tuition.

(l) (1) "Dependent," for purposes of subdivision (j), is a person who, because of his or her relationship to an individual killed as a result of injuries sustained during the terrorist attacks of September 11, 2001, qualifies for compensation under the federal September 11th Victim Compensation Fund of 2001 (Title IV (commencing with Section 401) of Public Law 107-42).

(2) A dependent who is the surviving spouse of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers provided in this section until January 1,

2013.

(3)A dependent who is the surviving child, natural or adopted, of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers under subdivision (j) until that person attains the age of 30 years.

(4)A dependent of an individual killed in the terrorist attacks of September 11, 2001, who is determined to be eligible by the California Victim Compensation and Government Claims Board, is also entitled to the waivers provided in this section until January 1, 2013.

(m)(1) It is the intent of the Legislature that sufficient funds be provided to support the provision of a fee waiver for every student who demonstrates eligibility pursuant to subdivisions (g) to (j), inclusive.

(2) From funds provided in the annual Budget Act, the board of governors shall allocate to community college districts, pursuant to this subdivision, an amount equal to 2 percent of the fees waived pursuant to subdivisions (g) to (j), inclusive. From funds provided in the annual Budget Act, the board of governors shall allocate to community college districts, pursuant to this subdivision, an amount equal to ninety-one cents (\$0.91) per credit unit waived pursuant to subdivisions (g) to (j), inclusive. It is the intent of the Legislature that funds provided pursuant to this subdivision be used to support the determination of financial need and delivery of student financial aid services, on the basis of the number of students for whom fees are waived. It also is the intent of the Legislature that the funds provided pursuant to this subdivision directly offset mandated costs claimed by community college districts pursuant to Commission on State Mandates consolidated Test Claims 99-TC-13 (Enrollment Fee Collection) and 00-TC-15 (Enrollment Fee Waivers). Funds allocated to a community college district for determination of financial need and delivery of student financial aid services shall supplement, and shall not supplant, the level of funds allocated for the administration of student financial aid programs during the 1992-93 fiscal year.

(n)The board of governors shall adopt regulations implementing this section.

Section 76300.5

(a)A district shall waive the fees of a student who is exempt from paying nonresident tuition under Section 68130.5, and who otherwise qualifies for a waiver under Section 76300, under regulations and procedures adopted by the board of governors. The Legislature finds and declares that this section is a state law within the meaning of Section 1621(d) of Title 8 of the United States Code.

(b)This section shall become operative on January 1, 2013.

(Added by Stats. 2011, Ch. 604, Sec. 4. Effective January 1, 2012. Section operative January 1, 2013, by its own provisions.)

Section 76301

Notwithstanding any other law, a community college district shall waive the fees of a student who is a victim of trafficking, domestic violence, and other serious crimes who has been granted a status under Section 1101(a)(15)(T)(i) or (ii), or Section 1101(a)(15)(U)(i) or (ii), of Title 8 of the United States Code to the same extent as individuals who are admitted to the United States as refugees under Section 1157 of Title 8 of the United States Code.

(Added by Stats. 2012, Ch. 509, Sec. 3. Effective January 1, 2013.)

Section 76370

The governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

(a) If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15) per unit per semester. The governing board shall proportionately adjust the amount of the fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors, and shall also proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses. In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.

(b) Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

(c) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

(d) Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

(e) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

Section 78040

For purposes of this article, "district" means any community college district identified by the Chancellor of the California Community Colleges as participating in the statewide baccalaureate degree pilot program. Each participating district may establish one baccalaureate degree pilot program pursuant to Section 78041.

(Added by Stats. 2014, Ch. 747, Sec. 2. Effective January 1, 2015. Inoperative July 1, 2023. Repealed as of January 1, 2024, pursuant to Section 78043.)

Section 78041

Notwithstanding Section 66010.4, and commencing January 1, 2015, the Board of Governors of the California Community Colleges, in consultation with the California State University and the University of California, may authorize the establishment of district baccalaureate degree pilot programs that meet all of the eligibility requirements set forth in Section 78042. A district pilot program established pursuant to this article shall commence no later than the 2017–18 academic year. A student participating in a baccalaureate degree pilot program shall complete his or her degree by the end of the 2022–23 academic year. For purposes of this section, a pilot program commences when the first class of students begins the program. The statewide baccalaureate degree pilot program shall consist of a maximum of 15 districts, with one baccalaureate degree program each, to be determined by the Chancellor of the California Community Colleges and approved by the Board of Governors of the California Community Colleges.

Appendix 2

California Code of Regulations – Electronic Signature and CCPG Program Regulations

Section 54300 Electronic Applications and Electronic Signatures

- (a) Community college districts may authorize the electronic submission of any admission form or student form or document.
- (b) Electronic signatures in lieu of manual signatures may be used on any documents requiring a signature, providing the electronic signature meets the standards for electronic signatures in electronic student loan transactions adopted by the U.S. Department of Education to implement the Electronic Signatures in Global and National Commerce Act (15 U.S.C. §§ 7001 et seq.).
- (c) Applications for admission and residency questionnaires submitted electronically are valid only if they include electronic signatures that satisfy the requirements of subdivision (b).
- (d) Prior to the electronic submission of any information, districts will inform applicants and students of the relative security of the information they submit electronically.

Section 58600 Scope

This subchapter governs the administration of student financial aid allocated by the Board of Governors to community college districts

Section 58601 Definition

As used in this chapter: Board of Governors Grant. An instrument used by a community college district to process the financial assistance provided to a low-income student pursuant to the terms of this subchapter.

Section 58610 Allocations

a) The Chancellor shall estimate each community college district's need for Board of Governors Grants, and shall allocate funds to districts based on that anticipated need (b) In estimating each district's need for these financial assistance funds the Chancellor shall consider the following factors: (1) The number of Pell Grant recipients in the district in the previous fiscal year; (2) The estimated number of students in the district who are eligible pursuant to Education Code section 76300. 3) The estimated number of low-income students in the district who are enrolled for fewer than six units. (c) The Chancellor shall apportion the allocations in the advanced apportionment certified by the Chancellor.

Section 58611 Adjustments

Districts shall report the number of and amounts provided for Board of Governors Grants. The Chancellor shall then adjust the financial assistance allocation in the first and second principal apportionments to reflect each district's actual expenditure of funds allocated pursuant to this subchapter. Any necessary additional adjustments shall be made in the applicable fiscal year recalculations.

Section 58612 Financial Assistance Awards

a) A community college district shall provide Board of Governors Grants to all students who are eligible and who apply for this assistance. (b) A student who is determined to be eligible for a Board of Governors Grant may be presumed to be eligible for that assistance for the remainder of the academic year and until the beginning of the following fall term. (c) Nothing in this chapter shall prohibit a community college district from establishing a date beyond which it will not accept applications for this financial assistance.

Section 58613 Award Amounts

Board of Governors Grants shall be made in the amount of the enrollment fee calculated pursuant to section 58507.

Section 58620 Student Eligibility: Board of Governors Grant

To be eligible for a Board of Governors grant, a student must:

- (a) Be a California resident; so long as a person qualifies for a military exception pursuant to Education Code section 68074 or section 68075, he or she shall be deemed a California resident for purposes of this section.
- (b) Meet one of the following criteria:
 - (1) Income Standards.
 - (A) Be a single and independent student having no other dependents and whose Total Income in the prior year was equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines for a family of one; or be a married, independent student having no dependents other than a spouse, whose Total Income of both student and spouse in the prior year was equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines for a family of two.
 - (B) Be a student who is dependent in a family having a Total Income in the prior year equal to or less than 150% of the U.S. Department of Health and Human Services Poverty

Guidelines for a family of that size, not including the student's income, but including the student in the family size.

- (C) Provide documentation of taxable or untaxed income.
- (D) Be a student who is married or a single head of household in a family having a Total Income in the prior year equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines for a family of that size.
- (E) Be an independent student whose Estimated Family Contribution as determined by federal methodology is equal to zero or a dependent student for whom the parent portion of the Estimated Family Contribution as determined by federal methodology is equal to or less than zero.
- (F) For purposes of this subdivision, U.S. Department of Health and Human Services Poverty Guidelines used each year shall be the most recently published guidelines immediately preceding the academic year for which a fee waiver is requested.
- (2) Current recipient of benefits described in Education Code section 76300(g).
 - (A) At the time of enrollment be a recipient of benefits under the Temporary Assistance for Needy Families (TANF) program. A dependent student whose parent(s) or guardian(s) are recipients of TANF shall be eligible if the TANF program grant includes a grant for the student or if the TANF grant is the sole source of income for the parent or guardian.
 - (B) At the time of enrollment be a recipient of benefits under the Supplemental Security Income (SSI) program. A dependent student whose parent(s) or guardian(s) are recipients of SSI shall be eligible if the SSI program grant is the sole source of income for the parent(s) or guardian(s).
 - (C) At the time of enrollment be a recipient of benefits under the General Assistance program.
 - (D) Provide documentation that the student is a recipient of benefits under one of the programs identified in Education Code section 76300(g) and (h) at the time of enrollment. Documentation sufficient to meet the requirements of this subdivision shall provide official evidence of these benefits.
- (3) Need-Based Financial Aid Eligibility. Any student who has been determined financially eligible for federal and/or state needed-based financial aid.

Section 58621 Loss of Eligibility

- (a) (1) Districts shall adopt policies providing that a student who is otherwise eligible for a Board of Governors (BOG) Fee Waiver shall become ineligible if the student is placed on academic or progress probation, as defined in section 55031(a) or (b), or any combination thereof for two consecutive primary terms. Loss of eligibility shall become effective at the first

registration opportunity after such determination is made. (2) Foster Youth, as defined in Education Code 66025.9(b), shall not be subject to loss of BOG Fee Waiver under this section. This exemption is effective until the date specified in Education Code 66025.9(c).

(b) For purposes of this section, primary terms are fall and spring semesters for colleges on a semester system and fall, winter, and spring quarters for colleges on a quarter system. Terms shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one primary term.

(c) Districts shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing BOG Fee Waiver eligibility. Dissemination includes but is not limited to information provided in college catalogs and class schedules.

(d) Students placed on academic or progress probation pursuant to section 55031(a) or (b) shall be notified of their status no later than thirty days following the end of the term that resulted in the student being placed on academic or progress probation. This notice shall clearly state that two consecutive primary terms of probation will lead to loss of the BOG Fee Waiver until the student is no longer on probation pursuant to section 55031(a) or (b). This notice shall also advise students about the available student support services to assist them in maintaining eligibility. Pursuant to Section 55523(c) colleges shall ensure that students shall have the opportunity to receive appropriate counseling, assessment, advising, or other education planning services on a timely basis to mitigate potential loss of the fee waiver.

(e) Each community college district shall establish written procedures by which a student may appeal the loss of the BOG Fee Waiver due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Essential student support services include, but are not limited to, services identified in the student education plan developed under section 55524, and any services to which the student was referred pursuant to section 55520. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CaWORKs, EOPS, and DSPS student status. Districts may allow students who have demonstrated significant academic improvement to retain or appeal the loss of the BOG Fee Waiver. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 (a) and (b). A student who successfully appeals the loss of enrollment priority shall also have BOG Fee Waiver eligibility restored.

(f) Districts shall begin notifications to students following the spring 2015 term and ensure that the requirements of this section are fully operational for registration for the fall 2016 term. Loss of BOG Fee Waiver eligibility pursuant to this section shall not occur prior to the fall 2016 term. Districts shall ensure that all board policies and course catalogs reflect the requirements of this section and that appropriate and timely notice is provided to students.

(g) Districts shall not impose requirements for BOG Fee Waiver eligibility other than the requirements of this section and section 58620.

Section 58630 District Reporting and Accountability

(a) Dollars allocated for financial assistance pursuant to this chapter shall be identified separately in district accounts.

(b) The governing board of each community college district shall adopt procedures that will document all financial assistance provided on behalf of students pursuant to this chapter. Authorized procedures shall include rules for retention of support documentation which will enable an independent determination regarding accuracy of the district's certification of need for financial assistance.

Appendix 3

California Education – Students in Default

Section 66022

(a) The governing board of every community college district, the Trustees of the California State University, the Regents of the University of California, and the Board of Directors of the Hastings College of the Law shall adopt regulations providing for the withholding of institutional services from students or former students who have been notified in writing at the student's or former student's last known address that he or she is in default on a loan or loans under the Federal Family Education Loan Program. "Default," for purposes of this section, means the failure of a borrower to make an installment payment when due, or to meet other terms of the promissory note under circumstances where the guarantee agency finds it reasonable to conclude that the borrower no longer intends to honor the obligation to repay, provided that this failure persists for 180 days for a loan repayable in monthly installments, or 240 days for a loan repayable in less frequent installments.

(b) The regulations adopted pursuant to subdivision (a) shall provide that the services withheld may be provided during a period when the facts are in dispute or when the student or former student demonstrates to either the governing board of the community college district, the Trustees of the California State University, the Regents of the University of California, or the Board of Directors of the Hastings College of the Law, as appropriate, or to the Student Aid Commission, or both the Student Aid Commission and the appropriate entity or its designee, that reasonable progress has been made to repay the loan or that there exists a reasonable justification for the delay as determined by the institution. The regulations shall specify the services to be withheld from the student and may include, but are not limited to, the following:

- (1) The provision of grades.
- (2) The provision of transcripts.
- (3) The provision of diplomas.

The adopted regulations shall not include the withholding of registration privileges.

(c) When it has been determined that an individual is in default on a loan or loans specified in subdivision (a), the Student Aid Commission shall give notice of the default to all institutions through which that individual acquired the loan or loans.

(d) This section shall not impose any requirement upon the University of California or the Hastings College of the Law unless the Regents of the University of California or the Board of Directors of the Hastings College of the Law, respectively, by resolution, make this section applicable.

(e) Guarantors, or those who act as their agents or act under their control, who provide information to postsecondary educational institutions pursuant to this section, shall defend, indemnify, and hold harmless the governing board of every community college district, the

Trustees of the California State University, the Regents of the University of California, and the Board of Directors of the Hastings College of the Law from action resulting from compliance with this section when the action arises as a result of incorrect, misleading, or untimely information provided to the postsecondary educational institution by the guarantors, their agents, or those acting under the control of the guarantors.

Appendix 4

California Education – Students in Default – Legal Opinion #E 2000-01

Can a community college district deny or withhold a Board of Governors grant to an otherwise eligible student because the student is in default on student loans?

As a form of student financial aid, Education Code, Section 76300(g) requires that the enrollment fee charged to each student attending a community college “shall be waived for any student who, at the time of enrollment” is a recipient of CalWORKs (formerly AFDC), SSI, public assistance, or has demonstrated financial need in the manner set forth in the statute and in Title 5, California Code of Regulations, Section 58620.

The Chancellor’s Office provides the funds for the grant to each community college district through the apportionment process. (§§ 58610, 58611.) Section 58612 provides that “A community college district shall provide Board of Governors Grants to all students who are eligible and who apply for assistance.”

Because the Education Code and Title 5 use the mandatory language, “shall be waived” and “shall be granted,” a community college district is required to provide a waiver to all eligible students who apply for it. There is no provision that would deny an eligible student a Board of Governors grant because they were in default on student loans or had not repaid a federal or state student grant.

Education Code, Section 66022 requires a community college district governing board to adopt regulations “providing for the withholding of institutional services” from students who are in default on loans under the Federal Family Education Loan Program. Among the services mentioned which may be withheld are the provision of grades, transcripts, or diplomas. There may be other services withheld as well. However, Section 66022 specifically prohibits withholding registration privileges.

In addition, Education Code, Section 69507.5 prohibits students from receiving a grant or fellowship administered by the Student Aid Commission if the student has “previously defaulted on any student loan, or failed to repay a federal or state grant where required to do so.”

Education Code, Section 69507.5 is in Part 42, Chapter 2, Article 1.5 of the Education Code. Education Code, Section 69504 provides that this article applies to all need-based student grants that are funded by the state or a public postsecondary educational institution. We previously opined that the provisions of Article 1.5 apply to the Board of Governors programs. (O 89-34.)

However, Section 69507.5 is a specific statute limited by its own terms to grants and fellowships administered by the Student Aid Commission. Under general principles of statutory

construction, the specific provisions of a statute will control over a statute containing general provisions. As a result, because the Board of Governors grant is administered by the Board of Governors and not the Student Aid Commission, Section 69507.5 does not apply. Under the same principles, the specific requirements of Section 76300(h) prevail over the general requirements of Section 66022. As a result, while the districts actually award the grants to the students, and have some discretion in determining whether or not a student meets the need requirements for eligibility as specified in the code and regulations, they are otherwise required to award the grants to “all students who are eligible and who apply for this assistance.”

CONCLUSION

The districts do not have the discretion to deny a grant on any basis other than eligibility as defined in the code and regulations. As a result, the Board of Governors grant is not part of a district’s institutional services that may be withheld from students pursuant to Education Code, Section 66022.

Appendix 5

Guarantee Transfer Option/Dual Admissions Program

Section 66744

- (a) (1) Commencing with the 2004-05 academic year, and each academic year thereafter, the Trustees of the California State University shall establish a dual admissions program for eligible freshman applicants. Under this program, eligible freshman applicants may be offered the opportunity to enter into a dual admissions agreement with the California State University.
- (2) Student participation in the dual admissions program under this subdivision is voluntary. It is the intent of the Legislature that the incentives provided in paragraph (3) shall encourage students otherwise eligible for admission to the California State University to attend a campus of the California Community Colleges for their lower-division coursework.
- (3) The agreement shall include, but is not necessarily limited to, all of the following incentives:
- (A) A guarantee that the student will be admitted to a California State University campus during a future academic year, provided that the student successfully completes lower-division transfer requirements at a campus of the California Community Colleges.
- (B) Notwithstanding Section 76300, for each student who enrolls under this subdivision at a campus of the California Community Colleges pursuant to the dual admissions program in the 2004-05 academic year, a guarantee that any campus of the California Community Colleges shall waive fees for up to two academic years, irrespective of financial need, while that student is enrolled at that campus.
- (C) For each student who enrolls, under this subdivision, at a campus of the California Community Colleges pursuant to the dual admissions program in the 2005-06 academic year, or any academic year thereafter, a guarantee that any campus of the California Community Colleges shall waive fees for each financially needy student. For the purposes of this paragraph, financial need shall be determined by the standards established by the Board of Governors of the California Community Colleges in Section 58620 of Title 5 of the California Code of Regulations or in a successor regulation.
- (D) A guarantee that the student will receive counseling services from the California State University to ensure that the student is informed of the appropriate course requirements to be eligible for transfer to the California State University, and is also informed of the various financial aid options.
- (4) The Chancellor of the California State University shall annually submit to the Director of Finance, as part of the budget preparation process, an estimate of the number of students expected to participate, under this subdivision, in the dual admissions program in the succeeding academic year.

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- (b) (1) Commencing with the 2004-05 academic year, and each academic year thereafter, the Legislature requests that the Regents of the University of California establish a dual admissions program for eligible freshman applicants. Under this program, eligible freshman applicants may be offered the opportunity to enter into a dual admissions agreement with the University of California.
- (2) Student participation in the dual admissions program under this subdivision is voluntary. It is the intent of the Legislature that the incentives provided in paragraph (3) shall encourage students otherwise eligible for admission to the University of California to attend a campus of the California Community Colleges for their lower-division coursework.
- (3) The agreement shall include, but is not necessarily limited to, all of the following incentives:
- (A) A guarantee that the student will be admitted to a University of California campus during a future academic year, provided that the student successfully completes lower-division transfer requirements at a campus of the California Community Colleges.
- (B) Notwithstanding Section 76300, for each student who enrolls under this subdivision at a campus of the California Community Colleges pursuant to the dual admissions program in the 2004-05 academic year, a guarantee that any campus of the California Community Colleges shall waive fees for up to two academic years, irrespective of financial need, while that student is enrolled at that campus.
- (C) For each student who enrolls, under this subdivision, at a campus of the California Community Colleges pursuant to the dual admissions program in the 2005-06 academic year, or any academic year thereafter, a guarantee that any campus of the California Community Colleges shall waive fees for each financially needy student. For the purposes of this paragraph, financial need shall be determined by the standards established by the Board of Governors of the California Community Colleges in Section 58620 of Title 5 of the California Code of Regulations or in a successor regulation.
- (D) A guarantee that the student will receive counseling services from the University of California to ensure that the student is informed of the appropriate course requirements to be eligible for transfer to the University of California, and is also informed of the various financial aid options.
- (4) The President of the University of California is requested to annually submit to the Director of Finance, as part of the budget preparation process, an estimate of the number of students expected to participate, under this subdivision, in the dual admissions program in the succeeding academic year.

Appendix 6

Federal Regulations Regarding Dependency Overrides

(d) INDEPENDENT STUDENT –

(1) The term “independent”, when used with respect to a student, means any individual who:

(A) is 24 years of age or older by December 31 of the award year;

(B) is an orphan, in foster care, or a ward of the court, or was an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older;

(C) is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual’s State of legal residence;

(D) is a veteran of the Armed Forces of the United States (as defined in subsection (c)(1)) or is currently serving on active duty in the Armed Forces for other than training purposes;

(E) is a graduate or professional student;

(F) is a married individual;

(G) has legal dependents other than a spouse;

(H) has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homeless Assistance Act), or as unaccompanied, at risk of homelessness, and self-supporting, by—

(i) a local educational agency homeless liaison, designated pursuant to section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act;

(ii) the director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;

(iii) the director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director;
or

(iv) a financial aid administrator; or

(I) is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

(2) SIMPLIFYING THE DEPENDENCY OVERRIDE PROCESS.—A financial aid administrator may make a determination of independence under paragraph (1)(I) based upon a documented determination of independence that was previously made by another financial aid administrator under such paragraph in the same award year.

Appendix 7

Federal Regulations Regarding Professional Judgment

Section 479a. Discretion of Student Financial Aid Administrators

Nothing in this part shall be interpreted as limiting the authority of the financial aid administrator, on the basis of adequate documentation, to make adjustments on a case-by-case basis to the cost of attendance or the values of the data items required to calculate the expected student or parent contribution (or both) to allow for treatment of an individual eligible applicant with special circumstances. However, this authority shall not be construed to permit aid administrators to deviate from the contributions expected in the absence of special circumstances. Special circumstances may include tuition expenses at an elementary or secondary school, medical, dental, or nursing home expenses not covered by insurance, unusually high child care or dependent care costs, recent unemployment of a family member or an independent student, a student or family member who is a dislocated worker (as defined in section 2801 of title 29), the number of parents enrolled at least half-time in a degree, certificate, or other program leading to a recognized educational credential at an institution with a program participation agreement under section 1094 of this title, a change in housing status that results in an individual being homeless (as defined in section 11302 of title 42), or other changes in a family's income, a family's assets, or a student's status. Special circumstances shall be conditions that differentiate an individual student from a class of students rather than conditions that exist across a class of students. Adequate documentation for such adjustments shall substantiate such special circumstances of individual students. In addition, nothing in this subchapter and part C of subchapter I of chapter 34 of title 42 shall be interpreted as limiting the authority of the student financial aid administrator in such cases

- (1) to request and use supplementary information about the financial status or personal circumstances of eligible applicants in selecting recipients and determining the amount of awards under this subchapter and part C of subchapter I of chapter 34 of title 42, or
- (2) to offer a dependent student financial assistance under section 1078–8 of this title or a Federal Direct Unsubsidized Stafford Loan without requiring the parents of such student to file the financial aid form prescribed under section 1090 of this title if the student financial aid administrator verifies that the parent or parents of such student have ended financial support of such student and refuse to file such form. No student or parent shall be charged a fee for collecting, processing, or delivering such supplementary information.

Appendix 8

Special Eligibility Categories

Section 66025.3

(a) No campus of the University of California, the California State University, or the California Community Colleges shall charge any mandatory system wide tuition or fees, including enrollment fees, registration fees, differential fees, or incidental fees, to any of the following:

(1) Any dependent eligible to receive assistance under Article 2 (commencing with Section 890) of Chapter 4 of Division 4 of the Military and Veterans Code.

(2) (A) Any child of any veteran of the United States military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the annual income of the child, including the value of any support received from a parent, does not exceed the national poverty level as defined in subdivision (c).

(B) Notwithstanding Section 893 of the Military and Veterans Code, the Department of Veterans Affairs may determine the eligibility for fee waivers for a child described in subparagraph (A).

(3) Any dependent, or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. For the purposes of this paragraph, "active service of the state" refers to a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.

(4) (A) Any undergraduate student who is a recipient of a Medal of Honor, commonly known as a Congressional Medal of Honor, or any undergraduate student who is a child of a recipient of a Medal of Honor and who is no more than 27 years old, if both of the following requirements are met:

(i) His or her annual income, including the value of any support received from a parent, does not exceed the national poverty level as defined in subdivision (c).

(ii) The recipient of the Medal of Honor who is or was the parent of the undergraduate student is, or at the time of his or her death was, a California resident as determined pursuant to Chapter 1 (commencing with Section 68000) of Part 41.

(B) The Department of Veterans Affairs shall determine the eligibility of any applicant for a fee waiver under this paragraph.

(b) A person who is eligible for a waiver of tuition or fees under this section may receive a waiver for each academic year during which he or she applies for that waiver, but an eligible person may not receive a waiver of tuition or fees for a prior academic year.

(c) As used in this section, the “national poverty level” is the poverty threshold for one person, as most recently calculated by the Bureau of the Census of the United States Department of Commerce.

(d) The waiver of tuition or fees under this section shall apply only to a person who is determined to be a resident of California pursuant to Chapter 1 (commencing with Section 68000) of Part 41.

(e) This section shall not apply to a dependent of a veteran within the meaning of paragraph (4) of subdivision (a) of Section 890 of the Military and Veterans Code.

(f) No provision of this section shall apply to the University of California except to the extent that the Regents of the University of California, by appropriate resolution, make that provision applicable.

Section 68120

(a) Notwithstanding any other provision of law, no mandatory system wide fees or tuition of any kind shall be required of or collected by the Regents of the University of California, the Board of Directors of the Hastings College of the Law, or the Trustees of the California State University from any surviving spouse or surviving child of a deceased person who met all of the following requirements:

(1) He or she was a resident of this state.

(2) He or she was employed by a public agency, or was a contractor, or an employee of a contractor, performing services for a public agency.

(3) His or her principal duties consisted of active law enforcement service or active fire suppression and prevention. This section shall not apply to a person whose principal duties were clerical, even if he or she was subject to occasional call or was occasionally called upon to perform duties within the scope of active law enforcement or active fire suppression and prevention.

(4) He or she was killed in the performance of active law enforcement or active fire suppression and prevention duties, or died as a result of an accident or an injury caused by external violence or physical force, incurred in the performance of his or her active law enforcement or active fire suppression and prevention duties.

(b) Notwithstanding subdivision (a), a person who qualifies for the waiver of mandatory system wide fees and tuition under this section as a surviving child of a contractor, or of an employee of a contractor, who performed services for a public agency shall, in addition to the requirements set forth in subdivision (a), meet both of the following requirements:

(1) Enrollment as an undergraduate student at a campus of the University of California or the California State University.

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- (2) Documentation that his or her annual income, including the value of any support received from a parent, does not exceed the maximum household income and asset level for an applicant for a Cal Grant B award, as set forth in Section 69432.7.
- (c) As used in this section:
- (1) “Contractor” or “employee of a contractor” does not include a security guard or security officer, as defined in Section 7582.1 of the Business and Professions Code.
- (2) “Public agency” means the state or any city, city and county, county, district, or other local authority or public body of or within the state.
- (3) “Surviving child” means either of the following:
- (A) A surviving natural or adopted child of the deceased person.
- (B) A surviving stepchild who meets both of the following requirements:
- (i) He or she was living or domiciled with the deceased person at the time of his or her death.
- (ii) He or she was claimed on the tax form most recently filed by the deceased person prior to that person’s death, or he or she received 50 percent or more of his or her support from that deceased person in the tax year immediately preceding the death of the deceased person, or both.

Section 68121

- (a) Notwithstanding any other provision of law, no mandatory system wide fees or tuition of any kind

shall be required or collected by the Regents of the University of California or the Trustees of the California State University, from a student who is in an undergraduate program and who is the surviving dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, DC, or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if he or she meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either of the following apply:

- (1) The surviving dependent was a resident of California on September 11, 2001.
- (2) The individual killed in the attacks was a resident of California on September 11, 2001.
- (b) (1) The California Victim Compensation and Government Claims Board shall identify all persons who are eligible for tuition and fee waivers pursuant to this section or subdivision (j) of Section 76300. That board shall notify these persons or, in the case of minors, the parents or guardians of these persons, of their eligibility for tuition and fee waivers under these

provisions. This notification shall be in writing, and shall be received by all of the appropriate persons no later than July 1, 2003.

(2) The Trustees of the California State University, the Regents of the University of California and the governing board of each community college district in the state shall waive tuition and fees, as specified in this section and in subdivision (j) of Section 76300, for any person who can demonstrate eligibility. If requested by the California State University, the University of California, Hastings College of the Law, or a California Community College, the California Victim Compensation and Government Claims Board, on a case-by-case basis, shall confirm the eligibility of persons requesting the waiver of tuition and fees, as provided for in this section.

(c) A determination of whether a person is a resident of California on September 11, 2001, shall be based on the criteria set forth in this chapter for determining nonresident and resident tuition.

(d) (1) "Dependent," for purposes of this section, is a person who, because of his or her relationship to an individual killed as a result of injuries sustained during the terrorist attacks of September 11, 2001, qualifies for compensation under the federal September 11th Victim Compensation Fund of 2001 (Title IV (commencing with Section 401) of Public Law 107-42).

(2) A dependent who is the surviving spouse of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers provided in this section until January 1, 2013.

(3) A dependent who is the surviving child, natural or adopted, of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers under this section until that person obtains the age of 30 years.

(4) A dependent of an individual killed in the terrorist attacks of September 11, 2001, who is determined to be eligible by the California Victim Compensation and Government Claims Board, is also entitled to the waivers provided in this section until January 1, 2013.

Appendix 9

Military Residency

Section 68074

(a) A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

(b) If that member of the Armed Forces of the United States, whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution, (1) is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, or (2) is thereafter retired as an active member of the Armed Forces of the United States, the student dependent shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

Section 68075

(a) A student who is a member of the Armed Forces of the United States stationed in this state on

active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

(b) If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

Section 68075.5

(a) Except as provided for in subdivisions (b), (c), and (d), a student of the California Community Colleges or the California State University who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for the length of time he or she lives in this state after being discharged up to the minimum time necessary to become a resident.

(b) (1) Except as provided for in subdivisions (c) and (d), a student enrolled, or intending to enroll, at a campus of the California Community Colleges, or as an undergraduate at a campus of the California State University, who was a member of the Armed Forces of the United States

stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the institution at which he or she is enrolled, or intends to enroll, stating that he or she intends to establish residency in California as soon as possible.

(2) The one-year exemption provided in paragraph (1) shall be used by the student within two years of being discharged.

(c) Notwithstanding any other law, the California Community Colleges and the California State University shall, and the University of California is requested to, update and adopt policies no later than July 1, 2015, regarding tuition rates for eligible veterans and their eligible dependents to ensure conformity to, and compliance with, the federal Veterans Access, Choice, and Accountability Act of 2014 (Public Law 113-146) and the requirements of this section.

(d) A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for an exemption pursuant to this section.

Appendix 10 *(in progress)*

Link to Paper 2019-20 CCPG Application

Link to Paper 2020-21 CCPG Application

Appendix 11 *(in progress)*

Link to 2019-20 Income Standards

Link to 2020-21 Income Standards

Appendix 12

Chronology of the California Community College State Enrollment Fee

| <u>Year</u> | <u>Fee History</u> |
|---------------|--|
| Prior to 1984 | No Enrollment Fee. |
| 1984-85 | AB 1XX, 1984 established a mandatory enrollment fee of \$50 per semester (\$100 per year for community college students taking 6 or more credit units and \$5 per unit for students taking less than 6 units). Students taking noncredit classes do not pay the fee. The fee was to sunset January 1, 1988. |
| 1985-86 | No change from prior year. |
| 1986-87 | No change from prior year. |
| 1987-88 | Assembly Bill 2336 extends enrollment fee through January 1, 1992. |
| 1988-89 | No change from prior year. |
| 1989-90 | No change from prior year. |
| 1990-91 | No change from prior year. |
| 1991-92 | Senate Bill 381 extends the community college enrollment fee through January 1, 1995. In addition, the bill directs the community colleges to charge a one-year surcharge of an additional \$1 per unit up to a maximum of \$10 per semester for students enrolled during the 1991-92 academic year. For 1991-92, community college students were charged \$6 per unit up to a maximum of \$60 per semester. |
| 1992-93 | Effective January 1, 1993, a separate fee of \$50 per unit, with no cap, was set for students with bachelor's degrees. In addition, the enrollment fee was increased to \$10 per unit with no cap for students not having a bachelor's degree. |
| 1993-94 | The 1993-94 Budget Act raised the enrollment fee to \$13 per unit with no cap. |
| 1994-95 | No change from prior year. |
| 1995-96 | No change from prior year. The separate \$50 fee for students with bachelor's degrees sunset on January 1, 1996. |
| 1996-97 | No change from prior year. |

| <u>Year</u> | <u>Fee History</u> |
|-------------|--|
| 1997-98 | No change from prior year. |
| 1998-99 | The enrollment fee was reduced to \$12 per unit with no cap on the total. |
| 1999-00 | The enrollment fee was reduced to \$11 per unit with no cap on the total. |
| 2000-01 | No change from prior year. |
| 2001-02 | No change from prior year. |
| 2002-03 | No change from prior year. |
| 2003-04 | The enrollment fee was increased to \$18 per unit with no cap on the total. |
| 2004-05 | The enrollment fee was increased to \$26 per unit with no cap on the total. |
| 2005-06 | No change from prior year. |
| 2006-07 | The enrollment fee was reduced to \$20 per unit in the spring term with no cap on the total. |
| 2007-08 | No change from prior year. |
| 2008-09 | No change from prior year. |
| 2009-10 | The enrollment fee was increased to \$26 per unit, beginning in the fall of 2009-10 academic year. |
| 2010-11 | No change from prior year. |
| 2011-12 | The enrollment fee was increased to \$36 per unit, beginning in the fall of the 2011-12 academic year. Starting summer, 2012, the enrollment fee was increased to \$46 per unit. |
| 2012-13 | No change from the Summer 2012 \$46 per unit rate. |
| 2013-14 | No change from prior year. |
| 2014-15 | No change from prior year. |
| 2015-16 | No change from prior year. |
| 2016-17 | No change from prior year. |

| <u>Year</u> | <u>Fee History</u> |
|-------------|----------------------------|
| 2017-18 | No change from prior year. |
| 2018-19 | No change from prior year. |
| 2019-20 | No change from prior year. |
| 2020-2021 | No change from prior year. |

Appendix 13 *(in progress)*

New Participating College Student Service & Special Programs Categorical Funding Matrix

Appendix 14

Allocation and Apportionment Processes

| Month | Allocation | Apportionment |
|-----------|---|---|
| May | Finalize college/district allocations for current year | P2 due (current year) – May 25 |
| June | Determine advance figures for next year | Advance due for next year – June 25 |
| July | Collect date needed for allocations | Districts receive 1 st payment for current year (8% of advance apportionment) |
| August | Collect date needed for allocations MIS data on Student counts/noncredit counts – mid- August | Districts receive 2 nd payment for current year (8% of advance apportionment) |
| September | Run allocations | Districts receive 3 rd payment for current year (12% of advance apportionment) |
| October | Allocations distributed to field – October 1 | Districts receive 4 th payment for current year (10% of advance apportionment) |
| November | Determine final allocations for prior year, plus/minus adjustments based on final expenditures for R1 | Districts receive 5 th payment for current year (9% of advance apportionment) |
| December | Determine adjustments to current year, if any. Determine allocation for current year, plus/minus adjustments for P1 | Districts receive 6 th payment for current year (5% of advance apportionment) |
| January | | Districts receive 7 th payment for current year (8% of advance apportionment) |
| February | Requests for Reallocation of funds/Declaration of unused funds | Districts receive 8 th payment for current year (up to 68% of P1 apportionment) and any prior year (reported R1) adjustments |
| March | Reallocation of funds determined | Districts receive 9 th payment for current year (8% of P1 apportionment) |
| April | | Districts receive 10 th payment for current year (8% of P1 apportionment) |
| May | Determine allocation for current year, plus/minus adjustments for P2 | Districts receive 11 th payment for current year (8% of P1 apportionment) |

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| | |
|------|--|
| June | Districts receive 12 th payment for current year (up to 100% of P2 apportionment) |
|------|--|

Overview for one fiscal year (Approximately 18 months to complete cycle)

Need to reference individual approved funding formulas for detail.

- June Determine advance apportionments – due June 29
 For the standard categorical programs this is 95% of prior year funding formula’s guarantee 95% allocation from one year to the next.
- July/August/September Gather data necessary to run allocation
 What are the elements in the formula?
 Where does the data come from? (MIS, past expenditure reports, etc.)?
 What is the appropriation for the program? (COLA, growth, augmentations)
- Run allocation based on approved formula and administrative procedures
- October Release allocations to the districts/colleges via Categorical Matrix, postings on Web, specialized letters
- December/January prepare data for P1 – due January 25
 Have there been any adjustments to current year allocations?
 Changes since Advance?
 P1 generally consists of the actual allocation for the current year.
- February Gather Declarations of Unused funds and Request for Reallocated funds from districts/college. Determine amounts of reallocated funds to be distributed to districts/colleges based on approved policy?
- March/April Notification due to districts/colleges awards of reallocated funds
- May Prepare data for P2 – due May 24
 Has there been any adjustments to current year allocations since P1 (January)?
 Returned funds/reallocated funds?

P2 generally consists of the actual allocation for the current year plus/minus reallocated funds adjustments

September Due date for final expenditure reports for categorical programs

November Prepare data for R1 – due November 30

What is the final amount each district/college should have received for prior year?

Did they expend all of their funds?

Did they return funds at the end of the year?

Were they awarded reallocated funds since P2 (May)?

R1 generally consists of the actual allocation for the prior year plus/minus reallocated funds adjustments and returned funds, based on data from their final expenditure report.

June Advance

January P1

May P2

November R1

Appendix 15

Health and Parking Fees

76355

(a) (1) The governing board of a district maintaining a community college may require community college students to pay a fee in the total amount of not more than ten dollars (\$10) for each semester, seven dollars (\$7) for summer school, seven dollars (\$7) for each intersession of at least four weeks, or seven dollars (\$7) for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both.

(2) The governing board of each community college district may increase this fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar (\$1) above the existing fee, the fee may be increased by one dollar (\$1).

(b) If, pursuant to this section, a fee is required, the governing board of the district shall decide the amount of the fee, if any, that a part-time student is required to pay. The governing board may decide whether the fee shall be mandatory or optional.

(c) The governing board of a district maintaining a community college shall adopt rules and regulations that exempt the following students from any fee required pursuant to subdivision (a):

(1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

(2) Students who are attending a community college under an approved apprenticeship training program.

(d) (1) All fees collected pursuant to this section shall be deposited in the fund of the district designated by the California Community Colleges Budget and Accounting Manual. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors.

(2) Authorized expenditures shall not include, among other things, athletic trainers' salaries, athletic insurance, medical supplies for athletics, physical examinations for intercollegiate athletics, ambulance services, the salaries of health professionals for athletic events, any deductible portion of accident claims filed for athletic team members, or any other expense that is not available to all students. No student shall be denied a service supported by student health fees on account of participation in athletic programs.

(e) Any community college district that provided health services in the 1986–87 fiscal year shall maintain health services, at the level provided during the 1986–87 fiscal year, and each fiscal year thereafter. If the cost to maintain that level of service exceeds the limits specified in subdivision (a), the excess cost shall be borne by the district.

(f) A district that begins charging a health fee may use funds for startup costs from other district funds, and may recover all or part of those funds from health fees collected within the first five years following the commencement of charging the fee.

(g) The board of governors shall adopt regulations that generally describe the types of health services included in the health service program.

(Amended by Stats. 2005, Ch. 320, Sec. 2. Effective January 1, 2006.)

76360.

(a) (1) The governing board of a community college district may require students in attendance and employees of the district to pay a fee, in an amount, not to exceed fifty dollars (\$50) per semester and twenty-five dollars (\$25) per intersession, to be established by the board, for parking services. The fee shall only be required of students and employees using parking services and shall not exceed the actual cost of providing parking services.

(2) To encourage ridesharing and carpooling, the fee shall not exceed thirty-five dollars (\$35) per semester and fifteen dollars (\$15) per intersession for a student who certifies, in accordance with procedures established by the board, that he or she regularly has two or more passengers commuting to the community college with him or her in the vehicle parked at the community college.

(3) The governing board of each community college district may increase the fee limits imposed by this subdivision by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchases of Goods and Services published by the United States Department of Commerce. The fees may be increased annually up to the next whole dollar increment above the existing fee limit that calculation produces.

(b) (1) The governing board may require payment of a parking fee at a campus in excess of the limits set forth in subdivision (a) for the purpose of funding the construction of on-campus parking facilities if both of the following conditions exist at the campus:

(A) The full-time equivalent student (FTES) per parking space on the campus exceeds the statewide average FTES per parking space on community college campuses.

(B) The market price per square foot of land adjacent to the campus exceeds the statewide average market price per square foot of land adjacent to community college campuses.

(2) If the governing board requires payment of a parking fee in excess of the limits set forth in subdivision (a), the fee may not exceed the actual cost of constructing a parking structure.

(c) Students who receive financial assistance pursuant to any programs described in subdivision (g) of Section 76300 shall be exempt from parking fees imposed pursuant to this section that exceed thirty dollars (\$30) per semester.

(d) The governing board of a community college district may also require the payment of a fee, to be established by the governing board, for the use of parking services by persons other than students and employees.

(e) All parking fees collected shall be deposited in the designated fund of the district in accordance with the California Community Colleges Budget and Accounting Manual, and shall be expended only for parking services or for purposes of reducing the costs to students and employees of the college of using public transportation to and from the college.

(f) Fees collected for use of parking services provided for by investment of student body funds under the authority of Section 76064 shall be deposited in a designated fund in accordance with the California Community Colleges Budget and Accounting Manual for repayment to the student organization.

(g) "Parking services," as used in this section, means the purchase, construction, and operation and maintenance of parking facilities for vehicles and motor vehicles as defined by Sections 415 and 670 of the Vehicle Code.

Appendix 16

Special Category Fees

68120.

(a) Notwithstanding any other provision of law, no mandatory systemwide fees or tuition of any kind shall be required of or collected by the Regents of the University of California, the Board of Directors of the Hastings College of the Law, or the Trustees of the California State University from any surviving spouse or surviving child of a deceased person who met all of the following requirements:

(1) He or she was a resident of this state.

(2) He or she was employed by a public agency, or was a contractor, or an employee of a contractor, performing services for a public agency.

(3) His or her principal duties consisted of active law enforcement service or active fire suppression and prevention. This section shall not apply to a person whose principal duties were clerical, even if he or she was subject to occasional call or was occasionally called upon to perform duties within the scope of active law enforcement or active fire suppression and prevention.

(4) He or she was killed in the performance of active law enforcement or active fire suppression and prevention duties, or died as a result of an accident or an injury caused by external violence or physical force, incurred in the performance of his or her active law enforcement or active fire suppression and prevention duties.

(b) Notwithstanding subdivision (a), a person who qualifies for the waiver of mandatory systemwide fees and tuition under this section as a surviving child of a contractor, or of an employee of a contractor, who performed services for a public agency shall, in addition to the requirements set forth in subdivision (a), meet both of the following requirements:

(1) Enrollment as an undergraduate student at a campus of the University of California or the California State University.

(2) Documentation that his or her annual income, including the value of any support received from a parent, does not exceed the maximum household income and asset level for an applicant for a Cal Grant B award, as set forth in Section 69432.7.

(c) As used in this section:

(1) “Contractor” or “employee of a contractor” does not include a security guard or security officer, as defined in Section 7582.1 of the Business and Professions Code.

(2) “Public agency” means the state or any city, city and county, county, district, or other local authority or public body of or within the state.

(3) “Surviving child” means either of the following:

-
- (A) A surviving natural or adopted child of the deceased person.
 - (B) A surviving stepchild who meets both of the following requirements:
 - (i) He or she was living or domiciled with the deceased person at the time of his or her death.
 - (ii) He or she was claimed on the tax form most recently filed by the deceased person prior to that person's death, or he or she received 50 percent or more of his or her support from that deceased person in the tax year immediately preceding the death of the deceased person, or both. (Amended by Stats. 2006, Ch. 395, Sec. 1. Effective January 1, 2007.)

68120.5.

Any determination of eligibility pursuant to Section 68120 shall be consistent with any findings of the Workers' Compensation Appeals Board, using the same procedures as in workers' compensation hearings, as to whether the death of the person described under subdivision (a) of that section was industrial.

(Added by Stats. 2002, Ch. 450, Sec. 1. Effective January 1, 2003.)

68121

(a) Notwithstanding any other provision of law, no mandatory systemwide fees or tuition of any kind shall be required or collected by the Regents of the University of California or the Trustees of the California State University, from a student who is in an undergraduate program and who is the surviving dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, DC, or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if he or she meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either of the following apply:

- (1) The surviving dependent was a resident of California on September 11, 2001.
 - (2) The individual killed in the attacks was a resident of California on September 11, 2001.
- (b) (1) The California Victim Compensation and Government Claims Board shall identify all persons who are eligible for tuition and fee waivers pursuant to this section or subdivision (j) of Section 76300. That board shall notify these persons or, in the case of minors, the parents or guardians of these persons, of their eligibility for tuition and fee waivers under these provisions. This notification shall be in writing, and shall be received by all of the appropriate persons no later than July 1, 2003.
- (2) The Trustees of the California State University, the Regents of the University of California and the governing board of each community college district in the state shall waive tuition and

fees, as specified in this section and in subdivision (j) of Section 76300, for any person who can demonstrate eligibility. If requested by the California State University, the University of California, Hastings College of the Law, or a California Community College, the California Victim Compensation and Government Claims Board, on a case-by-case basis, shall confirm the eligibility of persons requesting the waiver of tuition and fees, as provided for in this section.

(c) A determination of whether a person is a resident of California on September 11, 2001, shall be based on the criteria set forth in this chapter for determining nonresident and resident tuition.

(d) (1) "Dependent," for purposes of this section, is a person who, because of his or her relationship to an individual killed as a result of injuries sustained during the terrorist attacks of September 11, 2001, qualifies for compensation under the federal September 11th Victim Compensation Fund of 2001 (Title IV (commencing with Section 401) of Public Law 107-42).

(2) A dependent who is the surviving spouse of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers provided in this section until January 1, 2013.

(3) A dependent who is the surviving child, natural or adopted, of an individual killed in the terrorist attacks of September 11, 2001, is entitled to the waivers under this section until that person obtains the age of 30 years.

(4) A dependent of an individual killed in the terrorist attacks of September 11, 2001, who is determined to be eligible by the California Victim Compensation and Government Claims Board, is also entitled to the waivers provided in this section until January 1, 2013.

66021.6.

(a) Notwithstanding any other law, and except as provided for in subdivision (b), the Trustees of the California State University and the Board of Governors of the California Community Colleges shall, and the Regents of the University of California are requested to, establish procedures and forms that enable persons who are exempt from paying nonresident tuition under Section 68130.5, or who meet equivalent requirements adopted by the regents, to apply for, and participate in, all student aid programs administered by these segments to the full extent permitted by federal law. The Legislature finds and declares that this section is a state law within the meaning of Section 1621(d) of Title 8 of the United States Code.

(b) The number of financial aid awards received by California resident students from financial aid programs administered by the segments shall not be diminished as a result of the application of subdivision (a). The University of California is requested to comply with this subdivision.

(c) This section shall become operative on January 1, 2013.

68122.

(a) Notwithstanding any other law, students who are victims of trafficking, domestic violence, and other serious crimes who have been granted a status under Section 1101(a)(15)(T)(i) or (ii), or Section 1101(a)(15)(U)(i) or (ii), of Title 8 of the United States Code shall be exempt from paying nonresident tuition at the California State University and the California Community Colleges to the same extent as individuals who are admitted to the United States as refugees under Section 1157 of Title 8 of the United States Code.

(b) The University of California is requested to adopt policies that are consistent with this section.

68130.5.

Notwithstanding any other law:

(a) A student, other than a nonimmigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying nonresident tuition at the California State University and the California Community Colleges:

(1) Satisfaction of either of the following:

(A) High school attendance in California for three or more years.

(B) Attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools.

(2) Graduation from a California high school or attainment of the equivalent thereof.

(3) Registration as an entering student at, or current enrollment at, an accredited institution of higher education in California not earlier than the fall semester or quarter of the 2001–02 academic year.

(4) In the case of a person without lawful immigration status, the filing of an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

(b) A student exempt from nonresident tuition under this section may be reported by a community college district as a full-time equivalent student for apportionment purposes.

(c) The Board of Governors of the California Community Colleges and the Trustees of the California State University shall prescribe rules and regulations for the implementation of this section.

(d) Student information obtained in the implementation of this section is confidential.

69504.5.

(a) Notwithstanding any other law, students who are victims of trafficking, domestic violence, and other serious crimes who have been granted a status under Section 1101(a)(15)(T)(i) or (ii), or Section 1101(a)(15)(U)(i) or (ii), of Title 8 of the United States Code shall be eligible to apply for, and participate in, all student financial aid programs and scholarships administered by a public postsecondary educational institution or the State of California to the same extent as individuals who are admitted to the United States as refugees under Section 1157 of Title 8 of the United States Code.

(b) The University of California is requested to adopt policies that are consistent with this section.

69508.5.

(a) Notwithstanding any other law, and except as provided for in subdivision (c), a student who meets the requirements of subdivision (a) of Section 68130.5, or who meets equivalent requirements adopted by the Regents of the University of California, is eligible to apply for, and participate in, any student financial aid program administered by the State of California to the full extent permitted by federal law. The Legislature finds and declares that this section is a state law within the meaning of subsection (d) of Section 1621 of Title 8 of the United States Code.

(b) Notwithstanding any other law, the Student Aid Commission shall establish procedures and forms that enable students who are exempt from paying nonresident tuition under Section 68130.5, or who meet equivalent requirements adopted by the regents, to apply for, and participate in, all student financial aid programs administered by the State of California to the full extent permitted by federal law.

(c) A student who is exempt from paying nonresident tuition under Section 68130.5 shall not be eligible for Competitive Cal Grant A and B Awards unless funding remains available after all California students not exempt pursuant to Section 68130.5 have received Competitive Cal Grant A and B Awards that they are eligible for.

76300.5.

(a) A district shall waive the fees of a student who is exempt from paying nonresident tuition under Section 68130.5, and who otherwise qualifies for a waiver under Section 76300, under regulations and procedures adopted by the board of governors. The Legislature finds and declares that this section is a state law within the meaning of Section 1621(d) of Title 8 of the United States Code.

(b) This section shall become operative on January 1, 2013.

76301.

Notwithstanding any other law, a community college district shall waive the fees of a student who is a victim of trafficking, domestic violence, and other serious crimes who has been granted a status under Section 1101(a)(15)(T)(i) or (ii), or Section 1101(a)(15)(U)(i) or (ii), of Title 8 of the United States Code to the same extent as individuals who are admitted to the United States as refugees under Section 1157 of Title 8 of the United States Code.

Appendix 17

Veterans Provisions

66025.3.

(a) No campus of the University of California, the California State University, or the California Community Colleges shall charge any mandatory systemwide tuition or fees, including enrollment fees, registration fees, differential fees, or incidental fees, to any of the following:

(1) Any dependent eligible to receive assistance under Article 2 (commencing with Section 890) of Chapter 4 of Division 4 of the Military and Veterans Code.

(2) (A) Any child of any veteran of the United States military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, where the annual income of the child, including the value of any support received from a parent, does not exceed the national poverty level as defined in subdivision (c).

(B) Notwithstanding Section 893 of the Military and Veterans Code, the Department of Veterans Affairs may determine the eligibility for fee waivers for a child described in subparagraph (A).

(3) Any dependent, or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. For the purposes of this paragraph, "active service of the state" refers to a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.

(4) (A) Any undergraduate student who is a recipient of a Medal of Honor, commonly known as a Congressional Medal of Honor, or any undergraduate student who is a child of a recipient of a Medal of Honor and who is no more than 27 years old, if both of the following requirements are met:

(i) His or her annual income, including the value of any support received from a parent, does not exceed the national poverty level as defined in subdivision (c).

(ii) The recipient of the Medal of Honor who is or was the parent of the undergraduate student is, or at the time of his or her death was, a California resident as determined pursuant to Chapter 1 (commencing with Section 68000) of Part 41.

(B) The Department of Veterans Affairs shall determine the eligibility of any applicant for a fee waiver under this paragraph.

(b) A person who is eligible for a waiver of tuition or fees under this section may receive a waiver for each academic year during which he or she applies for that waiver, but an eligible person may not receive a waiver of tuition or fees for a prior academic year.

(c) As used in this section, the “national poverty level” is the poverty threshold for one person, as most recently calculated by the Bureau of the Census of the United States Department of Commerce.

(d) The waiver of tuition or fees under this section shall apply only to a person who is determined to be a resident of California pursuant to Chapter 1 (commencing with Section 68000) of Part 41.

(e) This section shall not apply to a dependent of a veteran within the meaning of paragraph (4) of subdivision (a) of Section 890 of the Military and Veterans Code.

(f) No provision of this section shall apply to the University of California except to the extent that the Regents of the University of California, by appropriate resolution, make that provision applicable.

Appendix 18

Military Non-resident Fees

68074.

(a) A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

(b) If that member of the Armed Forces of the United States, whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution, (1) is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, or (2) is thereafter retired as an active member of the Armed Forces of the United States, the student dependent shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

(Amended by Stats. 2011, Ch. 730, Sec. 1. Effective January 1, 2012.)

68075.

(a) A student who is a member of the Armed Forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

(b) If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

(Amended by Stats. 2011, Ch. 730, Sec. 2. Effective January 1, 2012.)

68075.5.

(a) Except as provided for in subdivisions (b), (c), and (d), a student of the California Community Colleges or the California State University who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for the length of time he or she lives in this state after being discharged up to the minimum time necessary to become a resident.

(b) (1) Except as provided for in subdivisions (c) and (d), a student enrolled, or intending to enroll, at a campus of the California Community Colleges, or as an undergraduate at a campus

of the California State University, who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the institution at which he or she is enrolled, or intends to enroll, stating that he or she intends to establish residency in California as soon as possible.

(2) The one-year exemption provided in paragraph (1) shall be used by the student within two years of being discharged.

(c) Notwithstanding any other law, the California Community Colleges and the California State University shall, and the University of California is requested to, update and adopt policies no later than July 1, 2015, regarding tuition rates for eligible veterans and their eligible dependents to ensure conformity to, and compliance with, the federal Veterans Access, Choice, and Accountability Act of 2014 (Public Law 113-146) and the requirements of this section.

(d) A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for an exemption pursuant to this section.

Appendix 19 CSAC Reporting

69433.2.

(a) As a condition for its voluntary participation in the Cal Grant Program, each Cal Grant participating institution shall, beginning in 2012, annually report to the commission, and as further specified in the institutional participation agreement, both of the following for its undergraduate programs:

(1) Enrollment, persistence, and graduation data for all students, including aggregate information on Cal Grant recipients.

(2) The job placement rate and salary and wage information for each program that is either designed or advertised to lead to a particular type of job or advertised or promoted with a claim regarding job placement.

(b) Commencing the year after the commission begins to receive reports pursuant to subdivision (a), the commission shall provide both of the following on its Internet Web site:

(1) The information submitted by a Cal Grant participating institution pursuant to subdivision (a), which shall be made available in a searchable database.

(2) Other information and links that are useful to students and parents who are in the process of selecting a college or university. This information may include, but not be limited to, local occupational profiles available through the Employment Development Department's Labor Market Information Data Library.

Appendix 20

Student Disbursement Contracts

69505.5.

(a) (1) No campus of the California Community Colleges or the California State University shall enter into a contract on or after January 1, 2014, with any entity, whether a specific depository institution or an entity that partners with one or more depository institutions, that requires a student to open an account with that entity as a condition of the student receiving his or her financial aid disbursement.

(2) Each campus of the University of California is requested to not enter into a contract on or after January 1, 2014, with any entity, whether a specific depository institution or an entity that partners with one or more depository institutions, that requires a student to open an account with that entity as a condition of the student receiving his or her financial aid disbursement.

(b) (1) Each campus of the California Community Colleges and the California State University shall offer a student the option of receiving his or her financial aid disbursement via direct deposit into an account at a depository institution of the student's choosing. Each campus of the California Community Colleges and the California State University shall ensure that its contract or contracts for financial aid disbursement entered into on or after January 1, 2014, provide that the contracting entity shall initiate the direct deposit within one business day of receipt of the financial aid disbursement moneys from each campus of the California Community Colleges and the California State University.

(2) Each campus of the University of California is requested to offer a student the option of receiving his or her financial aid disbursement via direct deposit into an account at a depository institution of the student's choosing. Each campus of the University of California is requested to ensure that its contract or contracts for financial aid disbursement entered into on or after January 1, 2014, provide that the contracting entity shall initiate the direct deposit within one business day of receipt of the financial aid disbursement moneys from each campus of the University of California.

(Added by Stats. 2013, Ch. 217, Sec. 1. Effective January 1, 2014.)

69505.8.

(a) The Board of Governors of the California Community Colleges and the Trustees of the California State University shall, and the Regents of the University of California and each governing body of an accredited private postsecondary educational institution are requested to, develop one or more model contracts for use at their respective systems for the disbursement of a financial aid award, scholarship, campus-based aid award, or school refund onto a debit card, prepaid card, or other preloaded card issued by a financial institution. Each model contract shall be developed in consultation with stakeholders including statewide student associations, individual campuses, and financial institutions that issue debit cards,

prepaid cards, and preloaded cards and shall not be finalized before public comment is sought and considered.

- (b) The board of governors and the trustees shall, and the regents and each governing body of an accredited private postsecondary educational institution are requested to, make every model contract developed under subdivision (a), and every binding contract negotiated by an educational institution under the jurisdiction of one of these governing bodies with a financial institution for the disbursement of a financial aid award, scholarship, campus-based aid award, or school refund onto a debit card, prepaid card, or preloaded card, publicly available on its Internet Web site.
- (c) Every model contract developed under subdivision (a) shall consider the best interests of students and shall, at a minimum, contain provisions that reflect conditions required for compliance with federal regulations governing the disbursement of federal financial aid.
- (d) When developing each model contract, the board of governors and the trustees shall, and the regents and each governing body of an accredited private postsecondary educational institution are requested to, consider all of the following:
- (1) The number of on-campus locations and proximity of off-campus locations where a fee-free withdrawal could be made by a student using a debit card, prepaid card, or preloaded card.
 - (2) The type and size of fees a student would incur from debit, prepaid, or preloaded card use and whether provisions of the model contract ensure that the educational institution is provided information by the card-issuing financial institution to evaluate the costs of these fees to students.
 - (3) The impact, if any, that offering a card displaying the name or mascot of a campus or educational system would have on students, that campus, or that educational system.
 - (4) Whether provisions of the model contract ensure that the educational institution monitors compliance by the financial institution with federal Title IV requirements governing the disbursement of financial aid.
 - (5) Whether provisions of the model contract ensure a process for the tracking and resolution of student complaints about the card-issuing financial institution's credit delivery, customer service, and debit, prepaid, or preloaded cards.
 - (6) The impact, if any, of the content of a dispute resolution clause on students, their campus, and their educational system, if a conflict were to arise between a student and the card-issuing financial institution.
 - (7) Whether provisions of the model contract ensure that the educational institution does not disclose student information to the card-issuing financial institution beyond what is necessary to perform the contracted financial aid award, scholarship, campus-based aid award, or school refund disbursement function.

(8) Whether provisions of the model contract ensure that the card-issuing financial institution does not solicit or collect information from a student that is not necessary to perform the contracted financial aid award, scholarship, campus-based aid award, or school refund disbursement function as a condition of allowing the student to access a financial aid award, scholarship, campus-based aid award, or school refund through a debit card, prepaid card, or preloaded card.

Appendix 21

Non-resident Tuition

76140.

(a) A community college district may admit, and shall charge a tuition fee to, nonresident students, except that a community college district may exempt from all or parts of the fee any person described in paragraph (1), (2), (3), or (4), and shall exempt from all of the fee any person described in paragraph (5):

(1) All nonresidents who enroll for six or fewer units. Exemptions made pursuant to this paragraph shall not be made on an individual basis.

(2) Any nonresident who is both a citizen and resident of a foreign country, if the nonresident has demonstrated a financial need for the exemption. Not more than 10 percent of the nonresident foreign students attending any community college district may be so exempted. Exemptions made pursuant to this paragraph may be made on an individual basis.

(3) (A) A student who, as of August 29, 2005, was enrolled, or admitted with an intention to enroll, in the fall term of the 2005–06 academic year in a regionally accredited institution of higher education in Alabama, Louisiana, or Mississippi, and who could not continue his or her attendance at that institution as a direct consequence of damage sustained by that institution as a result of Hurricane Katrina.

(B) The chancellor shall develop guidelines for the implementation of this paragraph. These guidelines shall include standards for appropriate documentation of student eligibility to the extent feasible.

(C) This paragraph shall apply only to the 2005–06 academic year.

(4) A special part-time student admitted pursuant to Section 76001.

(5) A nonresident student who is a United States citizen who resides in a foreign country, if that nonresident meets all of the following requirements:

(A) Demonstrates a financial need for the exemption.

(B) Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act in accordance with Section 1229c of Title 8 of the United States Code. The student shall provide documents from the United States Citizenship and Immigration Services evidencing the deportation or voluntary departure of his or her parent or guardian.

(C) Moved abroad as a result of the deportation or voluntary departure specified in subparagraph (B).

(D) Lived in California immediately before moving abroad. The student shall provide information and evidence that demonstrates the student previously lived in California.

(E) Attended a public or private secondary school, as described in Sections 52 and 53, in the state for three or more years. The student shall provide documents that demonstrate his or her secondary school attendance.

(F) Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, as that term is defined in subdivision (a) of Section 66010, will be living in California, and will file an affidavit with the institution stating that he or she intends to establish residency in California as soon as possible.

(b) A district may contract with a state, a county contiguous to California, the federal government, or a foreign country, or an agency thereof, for payment of all or a part of a nonresident student's tuition fee.

(c) Nonresident students shall not be reported as full-time equivalent students (FTES) for state apportionment purposes, except as provided by subdivision (j) or another statute, in which case a nonresident tuition fee may not be charged.

(d) The nonresident tuition fee shall be set by the governing board of each community college district not later than February 1 of each year for the succeeding fiscal year. The governing board of each community college district shall provide nonresident students with notice of nonresident tuition fee

changes during the spring term before the fall term in which the change will take effect. Nonresident tuition fee increases shall be gradual, moderate, and predictable. The fee may be paid in installments, as determined by the governing board of the district.

(e) (1) The fee established by the governing board pursuant to subdivision (d) shall represent for nonresident students enrolled in 30 semester units or 45 quarter units of credit per fiscal year one or more of the following:

(A) The amount that was expended by the district for the expense of education as defined by the California Community College Budget and Accounting Manual in the preceding fiscal year increased by the projected percent increase in the United States Consumer Price Index as determined by the Department of Finance for the current fiscal year and succeeding fiscal year and divided by the FTES (including nonresident students) attending in the district in the preceding fiscal year. However, if for the district's preceding fiscal year FTES of all students attending in the district in noncredit courses is equal to, or greater than, 10 percent of the district's total FTES attending in the district, the district may substitute the data for expense of education in grades 13 and 14 and FTES in grades 13 and 14 attending in the district.

(B) The expense of education in the preceding fiscal year of all districts increased by the projected percent increase in the United States Consumer Price Index as determined by the Department of Finance for the fiscal year and succeeding fiscal year and divided by the FTES (including nonresident students) attending all districts during the preceding fiscal year. However, if the amount calculated under this paragraph for the succeeding fiscal year is less than the amount established for the current fiscal year or for any of the past four fiscal years,

the district may set the nonresident tuition fee at the greater of the current or any of the past four-year amounts.

(C) An amount not to exceed the fee established by the governing board of any contiguous district.

(D) An amount not to exceed the amount that was expended by the district for the expense of education, but in no case less than the statewide average as set forth in subparagraph (B).

(E) An amount no greater than the average of the nonresident tuition fees of public community colleges of no less than 12 states that are comparable to California in cost of living. The determination of comparable states shall be based on a composite cost-of-living index as determined by the United States Department of Labor or a cooperating government agency.

(2) The additional revenue generated by the increased nonresident tuition permitted under the amendments made to this subdivision during the 2009–10 Regular Session shall be used to expand and enhance services to resident students. In no event shall the admission of nonresident students come at the expense of resident enrollment.

(f) The governing board of each community college district also shall adopt a tuition fee per unit of credit for nonresident students enrolled in more or less than 15 units of credit per term by dividing the fee determined in subdivision (e) by 30 for colleges operating on the semester system and 45 for colleges operating on the quarter system and rounding to the nearest whole dollar. The same rate shall be uniformly charged nonresident students attending any terms or sessions maintained by the community college. The rate charged shall be the rate established for the fiscal year in which the term or session ends.

(g) Any loss in district revenue generated by the nonresident tuition fee shall not be offset by additional state funding.

(h) Any district that has fewer than 1,500 FTES and whose boundary is within 10 miles of another state that has a reciprocity agreement with California governing student attendance and fees may exempt students from that state from the mandatory fee requirement described in subdivision (a) for nonresident students.

(i) Any district that has more than 1,500, but less than 3,001, FTES and whose boundary is within 10 miles of another state that has a reciprocity agreement with California governing student attendance

and fees may, in any one fiscal year, exempt up to 100 FTES from that state from the mandatory fee requirement described in subdivision (a) for nonresident students.

(j) The attendance of nonresident students who are exempted pursuant to subdivision (h) or (i), or pursuant to paragraph (3) or (5) of subdivision (a), from the mandatory fee requirement described in subdivision (a) for nonresident students may be reported as resident FTES for state apportionment purposes. Any nonresident student reported as resident FTES for state apportionment purposes pursuant to subdivision (h) or (i) shall pay a per unit fee that is three times the amount of the fee established for residents pursuant to Section 76300. That

fee is to be included in the FTES adjustments described in Section 76300 for purposes of computing apportionments.

Appendix 22

Baccalaureate Degree Pilot Program Fees

- (a) Baccalaureate degree programs established pursuant to Article 3 (commencing with Section 78040) of Chapter 1 of Part 48 of Division 7 of Title 3 of the Education Code, shall in addition to the fees charged pursuant to Article 1 (commencing with Section 76300) of Chapter 2 of Part 47 of Division 7 of Title 3 of the Education Code, charge a fee to students for upper division coursework in a baccalaureate degree pilot program of eighty-four dollars (\$84) per regular semester credit unit or fifty-six dollars (\$56) per regular quarter credit unit. The fee for upper division coursework charged for courses with fractional unit value shall be computed by multiplying the fraction times the applicable semester or quarter unit rate and rounding off to the nearest dollar.
- (b) Revenue generated from the fee for upper division coursework in a baccalaureate degree pilot program in subdivision (a) shall be local revenues and not to be included in the apportionment adjustments described in Education Code Section 76300.

Appendix 23

VACA Guidance

Additional information on the Veterans Access, Choice and Accountability Act (VACA) can be found in the [California Community Colleges New Admissions and Records Director Handbook](#).