



California Community Colleges

Community College Promise Grant (CCPG) and Financial Aid Special Programs Manual

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California Community Colleges Chancellor's Office

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1. INTRODUCTION

The purpose of this manual is to assist community colleges in the administration of the California College Promise Grant (CCPG) and other state financial aid programs administered by the California Community Colleges Chancellor's Office (Chancellor's Office).

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 comply 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 for 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 CCPG.

2. COMMUNITY COLLEGE PROMISE GRANT

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, which 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](#).

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 (a previous period within a term or academic year) where:

- the enrollment fees were not collected because 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.

Rejected Institutional Student Information Record (ISIR) for Independent Students with an Estimated Student Aid Index (SAI)

Starting with 2024-25 academic year, if an independent student gets a rejected ISIR but there is a SAI number provided, the college may use the estimated SAI to award a CCPG – if the student meets CCPG eligibility criteria.

Once the rejected ISIR has been resolved, if the student is deemed not eligible for CCPG, the fee waiver will be rescinded.

Application Process

Students may apply for a CCPG using the Free Application for Federal Student Aid (FAFSA), 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 college may use a processed federal ISIR or California Dream Act ISIR (Cal ISIR) to determine and document Parts B or C eligibility. Additionally, a college may use a copy of the completed and signed paper FAFSA or paper CADAA to determine and document eligibility for a fee waiver. If using a copy of the completed signed paper FAFSA or CADAA, the application does not need to have been processed; or if processed, a college does not need to wait 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 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 can reproduce 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 both English and Spanish) in PDF format suitable for printing that may be used by the colleges. 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 collecting this information.

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 (year) 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 registered domestic partnership (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	Eligibility Description
Part C	<p>Part C eligibility is for students with demonstrated financial need, based on a SAI from the FAFSA or CADAA, with at least \$1,104 in unmet need (equal to the enrollment fees for a full-time student based on \$46 per unit). 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.</p> <p>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.</p> <p>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 SAI. In some instances, this will allow the student to meet the Part C minimum need requirement.</p>
Part D	<p>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.</p>
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 • Persons exonerated of crimes by writ of habeas corpus or pardon • Dependent/ spouse/ Registered Domestic Partner of a deceased physician, nurse, or first responder who died of COVID-19 during the COVID-19 pandemic state of emergency in California

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

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 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 SAI 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 (AGI) from a U.S. Income Tax Return.

Negative Adjusted Gross Income

In calculating the income level of all households for CCPG eligibility, any negative 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

Negative 1500 to Zero Student Aid Index (SAI)

If a student is determined to have a –1500 to zero SAI 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 Extended Opportunity Programs & Services (EOPS) referral based only on the parent contribution of –1500 to 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 be reevaluated.

Whether using the CCPG paper application, FAFSA or CADAA, the college shall determine the method of documentation, which may include 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 determining 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 subsequently complete a FAFSA or CADAA and is selected for verification, the student's CCPG eligibility would be subject to review based on any income documentation received through that process. The Financial Aid Office should not 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 SAI 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 SAI 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 –1500 to zero SAI or –1500 to zero SAI 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 SAI 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
6. Persons exonerated of crimes by writ of habeas corpus or pardon
7. Dependent/ spouse/ Registered Domestic Partner of a deceased physician, nurse, or first responder who died of COVID-19 during the COVID-19 pandemic state of emergency in California

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.

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. 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. 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 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 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 mandatory, campus-based fees 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.

Persons exonerated of crimes by writ of habeas corpus or pardon

Any student who has been exonerated and meets the requirements below shall have their enrollment fees waived for no more than the equivalent of six years of full-time attendance.

- Determined to be a California resident
- completes and submit the FAFSA
- meets the [financial need requirements established for Cal Grant A](#)

Exonerated means the person has been convicted and subsequently one of the following occurred:

- A writ of habeas corpus concerning the person was granted on the basis that the evidence unerringly points to innocence, or the person's conviction was reversed on appeal on the basis of insufficient evidence.
- A writ of habeas corpus concerning the person was granted either resulting in dismissal of the criminal charges for which he or she was incarcerated or following a determination that the person is entitled to release on his or her own recognizance, or to bail, pending retrial or pending appeal.
- The person was given an absolute pardon by the Governor on the basis that the person was innocent.

Required Documentation of Eligibility

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

- documentation from the Department of Corrections and Rehabilitation that indicates the student was exonerated
- 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 a Cal Grant A award.

Dependent/ spouse/ Registered Domestic Partner of a deceased physician, nurse, or first responder who died of COVID-19 during the COVID-19 pandemic state of emergency in California

- The deceased person was a resident of this State
- The deceased person was a licensed physician, or a licensed nurse employed by or under contract with a health facility regulated and licensed by the State Department of Public Health to provide medical services or a first responder employed to provide emergency services as described in Section 8562 of the Government Code
- The deceased person's principal duties consisted of providing medical services or emergency services during the COVID-19 pandemic state of emergency
- The deceased person died of COVID-19 during the COVID-19 pandemic state of emergency

Required documentation of Eligibility

- Enrollment as an undergraduate student at a campus of the University of California or the California State University or as a student at a campus of the California Community Colleges
- Documentation that the student's 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 A award, as set forth in Section 69432.7
- The surviving child or spouse was a resident of California during the COVID-19 pandemic state of emergency
- Any determination of eligibility shall be confirmed through documentation of a certified death certificate and documentation of the deceased's employment during the COVID-19 pandemic state of emergency provided by the surviving child or spouse

CCPG Academic and Progress Standards

To be eligible for the CCPG, a student must meet the following academic and progress standards – which are different from the Federal SAP and AB789 requirements. 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 2020 semester, sits out for spring 2021 semester then attends for fall 2021 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 Satisfactory Academic Progress (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 2021 term in April 2021 and then fails to meet the academic requirements for their second consecutive term at the end of the spring 2022 term, the student will not lose fee waiver eligibility for the fall 2021 term. The first term for which the student will not have fee waiver eligibility would be spring 2022.
- 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.

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 as a header or as a trailer for the same academic year, but not both for CCPG purposes.

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 award other financial aid packaging decisions within the same FAFSA year.

Starting with academic year 2024-25, colleges may report their Chancellor’s Office Management Information System (MIS) CCPG data as either “summer header” or “summer trailer;” however, not as both.

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.

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, unless designated as emergency aid. 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 funding to augment students receiving a Cal Grant B or C who are enrolled in at least 12 units per term. Baccalaureate degree students do not qualify for this grant.

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
- Increase of award amounts (August 2022)
- Full maximum award to Current and Former Foster Youth students enrolled in 12 units (August 2023)
 - For the purposes of awarding a SSCG, “current or former foster youth” means a person whose dependency was established or continued by the court on or after the date on which the person reached 13 years of age.

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

- Award per term for 12 to 14.99 units: \$1,298 (semester), \$865 (quarter)
- Award per term for 15+ units: \$4,000 (semester), \$2,666/7 (quarter)
- Current and former foster youth:
 - 12 units minimum
 - \$5,250 per semester term, \$3,500 per quarter term

Award year based

Attendance status	Award Year units	Award Quarter units
24 to 29.99 units	\$2,596 per award year	\$2,596 per award year
30+ units	\$8,000 per award year	\$8,000 per award year

Awarding Priority

1. Pay all eligible fall and spring term students. If your college offers winter 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.
 - a. If a student in less than 12 for a primary term but adds units in a corresponding winter intersession, the college may add units to pay in the primary term, either Fall or Spring based on the college’s institutional 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.
3. 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 (completed units in prior terms and attempted units for summer).
4. 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 (completed units in prior terms).

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 because 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 school's 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 should 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

All funds are allocated during the advance apportionment process. There will be a release of funds form as well as a request for additional funds for qualified students prior to P2 of the Apportionment process. The SSCG data is reported annually to MIS.

Fiscal

The SSCG funds are direct aid to students and funds cannot be used nor spent elsewhere on campus.

6. CALIFORNIA COLLEGE PROMISE PROGRAM

AB 19 established the California College Promise, providing 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 2020-21 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 2020-21 state budget included funds for the California College Promise, expanding the program 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.

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 California College Promise funding.

First-Time College Student:

For the purpose of California College Promise funding, this refers to 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:

For the purpose of California College Promise funding, full-time refers to students:

- 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 updates a Q & A document on the Community College Promise Program, as needed.

7. DEFAULT PREVENTION INITIATIVE & FINANCIAL WELLNESS

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 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 measurable 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 monitors college 3 year default rates to provide technical assistance including on personal financial wellness and literacy, and default prevention product selection.

8. 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 director, 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 – unless the Chancellor's Office has approved roll-over of unspent funds to be spent in the following fiscal year by end of September.

Additional funding is provided to the Chancellor's Office Communication department to oversee the statewide "I Can Afford College" financial aid awareness media campaign, which is used to:

- 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 bursar's 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.

9. 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 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 financial aid or the student population served. Cooperation with special requests is appreciated.

California Student Aid Commission (CSAC) Reporting

SB 70 enrollment data is sent to CSAC every December on behalf of all system colleges.

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 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 [Knowledge Center website](#) formerly known as Information for Financial Aid Professionals (IFAP).

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.

On October 10, 2023, the Secretary published final regulations in the [Federal Register \(88 FR 70004\)](#) that apply to most educational programs that are eligible to participate in the student financial assistance programs authorized under title IV of the Higher Education Act of 1965, as amended (HEA). These Financial Value Transparency and Gainful Employment regulations are scheduled to be implemented on July 1, 2024. For more information visit this [link](#).

On September 13, 2024, the U.S. Department of Education (the Department) is announcing updated deadlines to report required information under the Financial Value Transparency and Gainful Employment (FVT/GE) rules. Institutions will now have until January 15, 2025, to provide all required FVT/GE reporting and review the Completers Lists. [Link](#).

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](#).

10. 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 Chancellor's Office and Department of Finance, a reporting source, and an informal decision support system. Information on the MIS data submission timeline, data elements, 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's 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, please view the "Support" section of the [SSARC website](#).

CSAC SB 70 Reporting

SB 70 requires Cal Grant participating institutions to annually report to CSAC the following data for their undergraduate programs – The Chancellor's Office provides this data every December to CSAC on behalf of all system colleges:

- 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 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.

11. MISCELLANEOUS INFORMATION

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](#).

12. 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
Allison Beer	Dean	abeer@cccco.edu	916.323.9478
Ruby Nieto	Financial Aid Specialist	rnieto@cccco.edu	916.322.4300

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Name	Title	Email	Phone
Mario Garza	Financial Aid Specialist	mgarza@cccco.edu	916.445.0487

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 1-2 years of their appointment. New Directors training is typically held annually in the fall. 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 2030
- 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

IFAP is now Knowledge Center formerly Information for Financial Aid Professionals (IFAP)

- <https://fsapartners.ed.gov/home/> <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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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 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.

[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.

[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](#)

[Section 58600 Scope](#)

[Section 58601 Definition](#)

[Section 58610 Allocations](#)

[Section 58611 Adjustments](#)

[Section 58612 Financial Assistance Awards](#)

[Section 58613 Award Amounts](#)

[Section 58620 Student Eligibility: Board of Governors Grant](#)

[Section 58621 Loss of Eligibility](#)

[Section 58630 District Reporting and Accountability](#)

Appendix 3

California Education – Students in Default

[Section 66022](#)

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](#)

Appendix 6

[Federal Regulations Regarding Dependency Overrides](#)

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

- [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](#)
- [Persons exonerated of crimes by writ of habeas corpus or pardon](#)
- [Dependent/ spouse/ Registered Domestic Partner of a deceased physician, nurse, or first responder who died of COVID-19 during the COVID-19 pandemic state of emergency in California](#)

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

[California College Promise Grant Application English \(PDF\)](#)

Appendix 11

[California Promise Grant Type B Income Standards \(PDF\)](#)[2022-23 California College Promise Grant Income Maximums \(PDF\)](#)

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.

<u>Year</u>	<u>Fee History</u>
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.
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.

<u>Year</u>	<u>Fee History</u>
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 to 2024-25	No change from prior year.

Appendix 13

Allocation and Apportionment Processes

Month	Allocation	Apportionment
May	Finalize college/district allocations for current year	P2 due (current year) – May
June	Determine advance figures for next year	Advance due for next year – June
July	Collect data needed for allocations MIS data on Student counts/noncredit counts	Districts receive 1 st payment for current year (8% 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		P1 due (current year) - January Districts receive 7 th payment for current year (8% of advance apportionment)
February		Districts receive 8 th payment for current year (up to 68% of P1 apportionment) and any prior year (reported R1) adjustments
March		Districts receive 9 th payment for current year (8% of P1 apportionment)
April	Requests for Reallocation of funds/Declaration of unused funds. Reallocation of funds determined	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)
June		Districts receive 12 th payment for current year (up to 100% of P2 apportionment)

June Advance
 January P1
 May P2
 December R1

Appendix 14

Health and Parking Fees

[76355](#)

[76360.](#)

Appendix 15

Special Category Fees

- [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](#)
- [Persons exonerated of crimes by writ of habeas corpus or pardon](#)
- [Dependent/ spouse/ Registered Domestic Partner of a deceased physician, nurse, or first responder who died of COVID-19 during the COVID-19 pandemic state of emergency in California](#)

[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.)

[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.

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

[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 16

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 17

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) For purposes of this section, "Armed Forces of the United States" means the Air Force, Army, Coast Guard, Marine Corps, Navy, Space Force, and the reserve components of each of those forces, the California National Guard, the California State Guard, and the California Naval Militia.

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

(c) 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, the member shall not lose the member's resident classification so long as the member 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 18

CSAC Reporting

[69433.2.](#)

Appendix 19

Student Disbursement Contracts

[69505.5.](#)

[69505.8.](#)

Appendix 20

Non-resident Tuition

[76140.](#)

Appendix 21

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 22

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](#).