



## ADMINISTRATIVE PROCEDURE

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**TITLE: Financial Aid**

**ADMINISTRATIVE PROCEDURE # 5130**

**RELATED TO POLICY # 5130 (was 703)**

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The Financial Aid Office at Umpqua Community College is committed to helping students obtain funding for their education. Although the primary responsibility for meeting college costs rests with students and their families UCC recognizes that many individuals cannot assume the full financial burden of the cost of a college education. For this reason, financial aid is available to help bridge the gap between the cost of an education and the available student and family resources.

To help accommodate the gap, the college provides a variety of financial assistance through the Financial Aid Office.

**A. UCC financial assistance programs include:**

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Oregon Opportunity Grant
- Oregon Promise Grant
- Chafee Grant for Foster Youth
- Scholarships: Foundation and outside donors

**1. Application procedures:**

Students interested in financial aid are encouraged to complete the Free Application for Federal Student Aid (FAFSA) or the Oregon Student Aid Application (ORSAA) for undocumented students.

Refer to the Financial Aid web page for the full Financial Aid Process checklist and the Financial Aid Calendar for priority deadlines.

**2. Student Eligibility:**

- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Register with Selective Service if you are male and 18 to 25 years of age (go to [www.sss.gov](http://www.sss.gov) for more information)
- Have a high school diploma or a recognized equivalent such as a GED certificate or completing a high school education in a home-school setting approved under state law
- Be admitted and enrolled in an eligible degree or certificate program at UCC
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study)
- Not owe an overpayment on a federal grant or be in a default on a federal student loan
- Demonstrate financial need (A Stafford Unsubsidized Loan is the exception)
- Maintain satisfactory academic progress
- Not be enrolled simultaneously in a high school diploma completion program

**3. Payment procedures:**

On the second Friday of each term (with the exception of Summer term) a student's financial aid funds in excess of institutional charges will be mailed in the form of a paper check by US Postal Service or Direct Deposited into the students account. Funds will continue to be mailed or direct deposited Fridays, throughout the term.

**4. Return to Title IV Funds:**

As a result of the Higher Education Act of 1998, a student who withdraws from classes, receives all F's, or a combination of both during the term may be required to repay a percentage of the Title IV Financial Aid funds received.

The Financial Aid office will calculate the amount of federal financial aid a student has earned in accordance with federal law. Refer to the Financial Aid web page for the full Return to Title IV policy.

**5. Accounting/Disbursement of Funds:**

Umpqua Community College ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions of any student receiving Federal Student Aid (FSA) funds or State funds.

There is a clear delineation of responsibilities for administering financial programs which are divided between the Financial Aid Office which authorizes payment of funds and the Student Accounts Office that disburses or delivers funds.

#### **6. Satisfactory Academic Progress:**

Federal regulations require that schools establish SAP standards for students applying for and receiving federal aid. These regulations require the Financial Aid Office review all terms of enrollment history, regardless of whether financial aid was received, to determine if a student is making SAP towards an educational goal. All students who receive financial aid must maintain SAP and work towards an eligible degree or certificate within the maximum time frame, or PACE of progression, allowed. Students are expected to pass the classes that they register for at UCC each term.

Refer to the Financial Aid web page for UCC's full Satisfactory Academic Progress Policy.

#### **7. Misrepresentation**

Misrepresentation is defined as any false, erroneous, or misleading statement that the Financial Aid Director, a representative of the college, or a service provider with which the college has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

#### **References:**

- 20 U.S. Code Sections 1070 et seq.;
- 34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
- NWCCU Standards 2.G.2; 2.G.4; 2.G.5 (*updated 3/19/2021*)

**RESPONSIBILITY:**

The Director of Financial Aid is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 5/28/2019 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**