

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
OFFICE OF FINANCIAL AID
POLICY & PROCEDURE MANUAL**

Subject: RETURN OF CAL GRANT FUNDS	Original Issue Date: January 25, 2024	Policy #: 840
	Supersedes:	Effective Date: January 25, 2024
Individuals /Committees Consulted: Director, Office of Educational Services FA Coordinator Expenditure Management Business Office Personnel	Reviewed & Approved by: Office of Financial Aid College Governance Committee	Approved by: Financial Aid Administrator (signature on file) Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To ensure the Office of Financial Aid (OFA):

- Monitors student eligibility for Cal Grant aid and verifies continued eligibility upon change in enrollment status
- Returns any unearned aid to California Student Aid Commission (CSAC) in accordance with the Institutional Participation Agreement (IPA).

Definition:

Cal Grant funds include:

- Cal Grant A, B, C Tuition and Fees
- Cal Grant B Access Cost
- Cal Grant C Books and Supplies

POLICY:

Student eligibility for Cal Grants financial aid is based on:

- Completion of Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) every year
- Income and asset ceilings criteria
- Education Level
- Enrollment status (number of units enrolled)
- Satisfactory Academic Progress (SAP)

Cal Grant A, B or C tuition and fees is applied to decrease the student’s tuition balance.

All Cal Grant B Access Cost and Cal Grant C Books and Supplies financial aid are disbursed directly to students by financial aid checks from the Auditor Controller’s Office.

Financial aid students are responsible for their institutional charges (tuition and fees) after receiving their award.

OFA will calculate amount of Cal Grant to be returned.

Students who begin attending classes and who are recipients of Cal Grant funds must have a Return of Cal Grant Funds calculation performed upon officially/unofficially withdrawing from the

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semester or Nursing Program. The Return of Cal Grant Funds calculation will determine the amount of funds that have been earned by the student or if any funds must be returned to CSAC.

The Return of Cal Grant Funds calculation is based on the percentage calculated for the Return of Title IV Funds (R2T4) calculation earned by the student at the time of withdrawal.

Note: Refunds for tuition and other institutional charges from withdrawing from all courses are different from returning financial aid to state program. The College Refund policy determines the amount of tuition paid which is eligible for refund after withdrawing. The College Refund policy does not affect the amount of Cal Grant aid earned by the student.

During the first 60% of the semester enrollment, a student earns aid in direct proportion to the payment period completed. The percentage of time the student remains enrolled in a semester is the percentage of aid earned by the student. Once a student passes the 60% point of the payment period, all aid has been earned.

To determine whether Cal Grant funds must be returned, the OFA must perform the following Return of Cal Grant Funds calculation:

- Percentage of the payment period completed: number of days attended in the payment period (semester) divided by total days in the payment period excluding breaks
 - If the percentage is greater than 60%, the student has earned all aid received. No further action is required
 - If the percentage is less than or equal to 60%, the student has unearned funds which must be calculated and returned
- Earned amount of Cal Grant aid: net amount of Cal Grant funds disbursed or could have been disbursed for the payment period is multiplied by the percentage of the payment period completed
- The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student to determine any unearned aid.

If the earned aid is less than the amount of aid disbursed to the student, the student must return the unearned amount of aid to the institution.

The College will return unearned aid to CSAC.

If the earned aid is greater than the amount disbursed to the student, for which the student is eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Repayments, treatment of Cal Grant funds, and financial consequences to students are addressed on an individual basis by the OFA.

Upon request, the College makes information available to any prospective student regarding refund policy, impact to earned/unearned eligibility for Cal Grant funds, and the requirements/procedure for officially withdrawing from the Nursing Program.

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Consumer information regarding the Refund policy, Leave of Absence policy, and Withdrawal policy are provided in the College Catalog/Student Handbook and from the Office of Educational Services.

Changes in Enrollment Status

Changes in enrollment status require evaluation of whether a Return of Cal Grant Funds calculation is required.

- Reduction in units taken during a semester may result in a student receiving more financial aid than they are eligible to retain for that semester
- Return of Cal Grant Funds calculations are required when student withdraw from classes in the semester or from the program. School of Nursing Academic Failure and Withdrawal policy states student must be administratively withdrawn from all courses once they fail or withdraw from a course.
- The unearned funds will need to be repaid to the institution for return to CSAC.

Determination of Withdrawal Dates

Withdrawal dates are determined in accordance with the Academic Failure and Withdrawal policy.

PROCEDURE:Changes in Enrollment Status/Withdrawal

Financial Aid Coordinator/Designee:

- Reviews Cal Grant roster and makes payment adjustments as applicable
- Determines change in enrollment status/withdrawal from Student Status Report
- Assembles all data for Return of Cal Grant Funds calculation
 - Student specific information – last date of attendance, obtained from Registrar/Semester Coordinator
 - Nonspecific student information
- Performs Return of Cal Grant Funds calculation using worksheet
- Notifies student of Return of Cal Grant Funds calculation results
- Notifies student if any unearned funds are owed/not owed. If funds owed:
 - Sends written notification documenting amount owed and need for individual counseling to make payment arrangements with OFA
- If funds are due to the student:
 - Notifies Financial Aid Administrator
 - Sends memo to College Business Office requesting action for post-withdrawal disbursement
- CSAC is informed if student does not return unearned Cal Grant funds.

Business Office Personnel:

- Prepares student unearned Cal Grant funds for deposit
- Notifies Expenditure Management of the return of Cal Grant funds
- Sends memo to Expenditure Management requesting action for post-withdrawal disbursement of earned Cal Grant funds.

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PROCEDURE DOCUMENTATION:

Exit Interview
Return of Cal Grant Funds when a Student Withdraws from Semester/Program Worksheet
Financial Aid Ledger
Cal Grant Roster
Student Status Report

REFERENCES:

FSA Regulations
FSA-Return to Title IV Funds: ED Web worksheet
California Student Aid Commission Cal Grant Handbook
Los Angeles County Fiscal Manual: Internal Control Certification Program
School of Nursing Policy #820: Academic Failure and Withdrawal
FA Policy #160: Cash Control: Verification and Disbursement of Student Financial Aid

REVISION DATES: