

# STUDENT SERVICES

## Art Gallery

The Los Angeles Valley College Art Gallery presents student and faculty artwork, contemporary art, ethnic art and historical exhibitions. The Art Gallery is located in the Art Building on Campus Drive, south of Oxnard Street.

## The Historical Museum of the San Fernando Valley

The Los Angeles Valley College Historical Museum contains documents, photographs, and artifacts relating to the San Fernando Valley. It is also a repository for Valley College publications, documents and photographs. The Museum is located in Bungalow 15 at the south end of Burbank Blvd. and is open 8:00 a.m. to 12:00 p.m. Monday, Wednesday and Thursday, closed Tuesday, or by appointment. For more information, please call Curator Bill Carpenter at (818) 947-2373.

## Bookstore

### Located In Campus Center

Information about the LAVC Bookstore is now available online at: [www.lavcbookstore.com](http://www.lavcbookstore.com)

Please bring your registration fee receipt with you to the bookstore. The Cashier will ask you for it when you purchase your textbooks. No refund will be given unless you are officially enrolled in the class at the time of purchase. Keep all your cash register receipts; they are required for all refunds and exchanges.

### Regular Hours of Operation:

7:30 am to 7:15 pm - Monday through Thursday

7:30 am to 3:30 pm - Friday

Special and extended hours are posted outside the store during the beginning of each term. Summer hours may be shortened.

The bookstore carries your required and supplementary textbooks and supplies as well as food, snacks, LAVC clothing, emblematic merchandise, educationally priced software and hardware and Apple Computers.

### Textbooks

Required textbooks are arranged alphabetically by subject within their respective department; by course number and alphabetically by the author of the text. The instructor's name will be listed on the shelf tag under the title of the book. Our goal is to have the correct quantity of books in the store in time for classes. You

should not purchase your textbooks until you are officially enrolled. A \$3.00 re-stocking fee may be charged for textbooks returned without proof of official enrollment and/or drop slip. Although detailed records are maintained, shortages may occur. Please ask one of the bookstore employees if you can not locate a textbook or supply item. Used books, if available, are located on the shelf with the New books, marked USED.

### Refunds

Students have 10 days from the start of the Fall and Spring semester to return required textbooks. Short term, ITV, summer classes and 5 or 6 week terms have 5 days to return from the start of the semester or term. Special program classes refunds to be determined. **A cash register sales receipt and school identification (registration fee receipt) are required at all times.**

**Textbooks** may be returned for refund. Certain conditions apply. **Required textbooks and required supplies** may be returned during the refund period if the merchandise is returned in the same condition as when purchased. New textbooks and merchandise must be returned clean, unmarked and in saleable as new condition.

**School supplies, supplemental books and supplemental materials** may be returned for store credit/exchange only. No refund will be given. Non-required materials are not returnable for example: study guides, workbooks, study aids, cliff notes, dictionaries or any non required materials. There are no returns on Goggles, medical or computer equipment, software and clothing.

After the allowed refund period (see above) there is a **24 hour exchange only** on incorrect or damaged books or merchandise. **No refund will be given.**

- **No refunds on textbooks purchased during FINALS.**
- Shrink wrapped merchandise and textbook bundles that are unwrapped will be charged a \$3.00 wrapping fee.
- New textbooks must be returned, clean and saleable as new to get a full refund. This means the book can not be bent, torn, wrinkled, dirty, soiled or used in any way. Any book returned without a sales receipt may not be refunded or be refunded at the used price.
- Computer software will not be refunded if opened. This includes software bundled with textbooks. Once the software package is opened the textbook may not be returned.
- Computer and Tutorial codes included in textbook bundles and/or sold separately may not be returned once the package is opened and/or the code is exposed or scratched off.

**Purchases paid with CASH:** will be refunded cash.

**Purchases paid by CHECK:** A student Registration Fee Receipt AND a valid CA ID or CA drivers' license is required when writing a check. There is a 21 day waiting period for a cash refund on all merchandise paid by check. A credit slip will be issued on the returned merchandise as long as it is returned within the refund period. Merchandise held past the return period will not be accepted.

**Purchases paid by CREDIT CARD:** A bank credit slip will be issued and credited back to the account. The bookstore accepts Master Card, Visa and Discover. Debit cards are treated like credit cards (with the above logos), but are handled differently by your bank. Check with the bank policy regarding how the money will be credited back to your account.

### Textbook Sell Back

Textbook buy back is a service the Bookstore provides for the students so they can sell their used books at the end of each semester or session. The bookstore makes an effort to Buy Back as many textbooks as possible from LAVC students. It is not an obligation on the part of the store, but a service we perform to help keep the cost of books down. The Bookstore has a Wholesale Buyer purchase books back at the end of each session, during finals and again at the beginning of each term (the first three days of class) Textbooks purchased for the bookstore will be purchased at half the original purchase price.

The bookstore will make every effort to purchase books from our students. There are several conditions that affect the value of a textbook at buy back.

- The book must have an order placed by the faculty at the time of buy back. Books may be added to the list as orders are received from the instructors. The bookstore can not be responsible for late book orders that may affect the actual price offered to the students.
- A new edition has not superseded the current one by the publisher.
- Inventory levels require more books.
- The book is not a supplementary (not required) book
- The book is not a workbook, study guide, spiral or has perforated pages.
- The book will survive another semester and is in resalable condition (no water damage, bindings intact, readable, etc.).

*\*The management reserves the right to refuse a refund, exchange or the purchase of any book at buy back based on the condition of the merchandise.*

### Business Office

The Business Office provides service to the campus regularly between the hours of 8:00 a.m. to 3:45 p.m., Monday, Thursday and Friday and 8:00 a.m. to 6:45 p.m., Tuesday and Wednesday. The Business Office hours are extended during walk-in registration until approximately 7:30 p.m. Monday through Thursday in

Monarch Hall (for Spring and Fall semesters only). (During this time, Registration Fee Receipts are issued and enrollment fees are collected. These services are at the Business Office Station in Monarch Hall.) During Winter and Summer sessions all Business Office transactions are provided at the Business Office building.

### CalWORKs Program

CalWORKs (California Work Opportunities and Responsibility to Kids) is an educational and vocational program for students receiving TANF (Temporary Assistance to Needy Families) benefits. The goal of the program is to provide a supportive environment where the student may develop the educational foundation and career skills that will lead to meaningful employment. We offer assistance with child care, counseling, GED evaluation, job development, textbook/materials reimbursement, scholarships, tutoring, workshops, and other services. The office is located in Bungalow 14. Hours of operation are Monday through Thursday 8:00 am to 4:30 pm, Fridays 8:00 am to 12:00 pm. For more information, contact Ellie Rabani CalWORKs Director at (818) 947-2976.

### Cafeteria

Full cafeteria service, including breakfast, pastries, hot grill items, pizza, sub-sandwiches, wraps, soups, salads, snacks and beverages, are available during business hours in the Cafeteria Building, located just north of the campus center. Now open is the sidewalk Café, located next to the tennis courts. Serving most of the food items listed above. A variety of snacks and beverages are available at vending machines located in the arcade and bungalow area.

### Campus Center

The Campus Center is a two-story multipurpose building. On the second floor there are classrooms and the offices of the Economics, Philosophy, and HHLPS (History, Humanities, Law, and Political Science) Departments. The ground and lower levels house the College Bookstore; Business Office; Monarch Hall (a multi-purpose room seating 550 people with a full stage which is used for college and community activities such as musical productions, lectures, movies and social events); offices for student organizations; a quiet study room (Fireside Room); a patio; and the student government conference room (CC 104) where the ASU Executive Council meets on Tuesdays at 12:45pm and the ASU Inter-Club Council meets on Thursdays at 1:00pm. Other services offered in the Campus Center:

1. Speech Lab (CC 1, lower level)
2. Extended Opportunity Programs & Services (EOP&S) (CC 116)
3. Office of Student Services and Vice President of Student Services (CC 100A)
4. ASU offices and mail boxes (CC 102)
5. Offices of Disabled Students Program and Services (DSP&S) (CC 100)
6. Compliance Office (CC108)

## Child Development Center

The Child Development Center offers child care and development service to the preschool and school age children of student-parents.

### Enrollment

Student-parents are given priority enrollment

### Programs and Hours

**PRESCHOOL PROGRAM:** Monday-Friday, 7:45 am to 5:00 pm. Services available for preschool children 3-5 years of age.

**SCHOOL AGE PROGRAM:** Monday - Thursday 2:30 p.m.-10:20 p.m., and Friday 2:30 -5:00 p.m. Services available for school age children in Kindergarten up to 13 years of age.

### Curriculum

The Center's faculty prepares daily activities to provide developmentally appropriate programs for preschool and school age children's cognitive, physical, creative and emotional growth.

### Admissions Policy For Child Development Center

The Child Development Center affords all persons full and equal access, regardless of their sex, color, age, ethnic group identification, race, national origin, religion, mental or physical disability (including AIDS), creed, ancestry, pregnancy, marital status, medical condition, sexual orientation, or veteran status. (Reference: Government Code Section 11135, Education Code Section 200, LACCD Board Rule 1202). The Child Development Center programs refrain from religious instruction or worship.

### Applications

For applications and information, contact the Child Development Center at (818) 947-2931. Applications must be submitted to the Child Development Center to be considered for service and/or placement on the waiting list.

### Location

The Center is located in the northeast parking lot near the corner of Ethel Avenue and Oxnard Street.

## Citizenship Center

Prospective U.S. citizens, students, and members of the community are welcome at the Los Angeles Valley College Citizenship Center. Services include: INS citizenship preparation class, noncredit ESL classes, citizenship forms, assistance filling out the citizenship application, and immigration information. The Citizenship Center is located in Bungalow 13 and open Monday through Friday 8 a.m. to 4:30 p.m. Call (818) 947-5594.

## Continuing Education

Welcome to Los Angeles Valley College Continuing Education. We offer **free**, non-credit classes, including English as a Second Language, Basic Skills, and Career Technical Education courses. When you visit our office, you will be provided with a schedule of Continuing Education classes. In addition, we can help you with academic, vocational, and personal counseling resources and referrals for financial assistance with books, supplies, child-care, and transportation. We look forward to assisting you. Continuing Education is located in Bungalow 13 and open Monday through Friday 8 a.m. to 4:30 p.m. Please call (818) 947-5594 for further information.

## College Advisory Committees

One primary mission of Los Angeles Valley College is career education. In fulfilling that mission, the college provides a variety of programs and services which prepare students for employment and career advancement.

The demands of business and industry determine the various career education programs offered by the college. These include a variety of business, public safety, health and allied health, electronics and engineering, computer programming and high technology, telecommunication and media, family and consumer studies, and other related education and training.

Job placement and career progress are measures of successful students and reflect the effectiveness of the education and training provided by career education at Los Angeles Valley College. To ensure the success of our students, career education programs are developed and maintained by the faculty with the advice and assistance of advisory committees. Advisory committee membership consists of career education faculty plus business and industry consultants who are familiar with the practices and job skills needed in today's job market. Further, the Vocational Technical Education Act of 1998 (VTEA), mandates advisory committees for career education programs to establish business and industry partnerships with college faculty and administration. The advisory committee serves a vital role in keeping career education programs relevant, dynamic, and on the cutting-edge of technology. This can only be achieved with a close working relationship between the college and the business community.

Advisory committees meet at least once each academic year, but may meet as often as necessary. Committee members evaluate career education and training programs, including curriculum, equipment, facilities and staffing plans, provide counsel and advice, review past accomplishments, and forecast trends affecting career education, vocational training, and employment.

Advisory committee members are an important component of the education program of the college. The professionals who serve on advisory committees are nominated because of their leadership in technology, the job market, and the economic development of Los Angeles. Bringing expert advice and sound planning on business, trade, and technical issues, advisory committees ensure course and program content reflect the needs of the rapidly changing job market.

## 2009-2010 Advisory Committees:

Administration of Justice	Engineering
Broadcasting	Fire Technology
Business Administration	Geographic Information Systems
Child Development	Media Arts
Commercial Music	Nursing
Computer Applications & Office Technologies	Respiratory Therapy
Computer Science	Theater Arts
Electronics	Tool & Manufacturing

## Disabled Students Program and Services (DSPS)

The Disabled Students Program and Services (DSPS) Office is designed to promote and provide equal access to educational programs and activities offered by Los Angeles Valley College for students with verified disabilities.

Students may be eligible for one or more services, depending on the specific nature of their disabilities. Accommodations and services are determined by the nature and extent of the disability and the disability-related educational limitations of the student and are provided based on recommendation of DSPS.

Support services for eligible, registered students with verified disability-based needs may include registration assistance, orientation to campus, special counseling, access to instructional materials in alternative formats, special parking privileges, referral for tutoring, test-taking assistance, referral to on-campus and off-campus resources, note-taking assistance, assessment for learning disabilities, sign language interpreters, liaison with faculty and campus departments, liaison with the California State Department of Rehabilitation, adapted physical education classes, and access to assistive technology. Students with disabilities who require accommodations for the classroom are strongly urged to contact the DSPS Office as soon as possible in the admissions and registration process to receive information about services so that accommodations can be provided in a timely manner. DSPS is located in Campus Center, Room 100. For further information, contact DSPS at (818) 947-2681 or (818) 947-2680 (TDD for the deaf only).

### Alternate Text Formats

Eligible students can request educational materials and other published college materials in alternate text formats from Disabled Students Program and Services. Please call (818) 947-2681 or TDD (818) 947-2680 to inquire about alternate text format production.

### Teletype Devices for the Deaf (TTY)

TTY's for the deaf and hard of hearing are available on campus at the following locations: Disabled Students Program and Services, Campus Center 100; College Sheriff, M&O Building - West-end (available 24 hours); Administration Building public telephones, Lobby Area, and outdoor public telephone near vending machines in the Arcade, east of the Physics Building.

## Wheelchair Accessibility

Campus Center/Monarch Hall is currently the only multi-story building on campus and it can be accessed by elevator. All other buildings can be accessed by ramps, with the exception of some of the bungalows. The following bungalow classrooms are inaccessible to wheelchair users: Bungalows 3, 4, 5, 9, 10, 11, 12, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 45, 46, 47, 48, 49, 50, 51, 52, 70, 71, 72, 73, and 74. If you are a wheelchair user, please try to schedule classes in rooms other than these inaccessible rooms. If you must enroll in a class that is scheduled in a room that is listed above as inaccessible, please contact DSPS (818) 947-2681 early in the registration process for assistance regarding access to classrooms.

## Campus Construction and Accessibility

The college is undergoing a large construction project that will result in new buildings and modernized classrooms. During the construction project students with mobility limitations are urged to be aware that regular paths of travel may be closed and to take extra care in navigating the campus.

Students should be able to access construction safety updates on the college website [www.lavc.edu](http://www.lavc.edu) or from DSPS.

## Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Programs and Services (EOPS), is a state funded support program for students who are low income and educationally disadvantaged. Services include counseling, tutoring, priority registration, and book services. To be eligible for EOPS a student must (1) qualify for fee waiver BOGW A or B, (2) be a California resident, (3) enroll in 12 or more units, (4) have fewer than 50 degree applicable units, and (5) have proof of previously completing, current enrollment or assessment in remedial English or math. Applications and additional information available in Campus Center 116 or call (818) 947-2432.

## CARE (Cooperative Agencies Resources for Education)

CARE provides educational support for EOPS students who are single parents. Services include financial assistance for child-care related expenses, transportation, textbooks, and supplies, as well as workshops and field trips. To be eligible for CARE, a student must be (1) 18 years of age or older, (2) a CalWORKs/TANF recipient, (3) a single head of household, and (4) a parent of at least one child under 14. Applications and additional information are available in Campus Center 116 or call (818) 947-2432.

# Financial Aid

## What is Financial Aid?

Financial aid is funding provided by the federal and state governments to assist eligible students with their educational expenses and is available in the form of grants, employment and loans.

The goal of financial aid is to provide access to postsecondary education to those who otherwise would be unable to continue their education without financial assistance. The amount and type of aid offered to each student is determined by federal and state regulations, institutional policy, and funding availability. The premise for the determination of the aid awarded is the belief that students/families have the primary responsibility to meet their educational costs and that financial aid is available to assist in filling the gap between an expected student/family contribution and the student's yearly academic expenses. Financial aid is not a supplement to the student's income for meeting normal living expenses, but is available to help the student offset some of his/her educational expenses.

## Who is eligible for Financial Aid?

To be considered for financial aid, a student must meet the following minimum eligibility requirements:

- Must be a U.S. citizen or an eligible noncitizen. An eligible noncitizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is other than for a temporary purpose.
- Demonstrate financial need, except for some loan programs.
- Be enrolled as a regular student in an eligible program. An eligible program at a community college is defined as a Certificate, Associate Degree, or Transfer to a Baccalaureate Degree Program.
- Have a valid Social Security Number (unless you are from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau). Effective July 1, 2010, all students will be required to provide a Social Security Number. The Social Security Administration verifies the accuracy of each Social Security Number submitted on the FAFSA. *It is also essential to have on file a valid Social Security Number with the Admissions & Records Office so that it may be cross-referenced when reporting a student's grade point average (GPA) for Cal Grants, reporting enrollment data for loan deferments, and other financial aid related purposes.* If you need to apply for a Social Security Number, contact the Social Security Administration by calling 800-772-1213 or online at [www.ssa.gov](http://www.ssa.gov).
- Be making Satisfactory Academic Progress (SAP) in a course of study leading to a Certificate, Associate Degree, or Transfer to a Baccalaureate Degree Program.
- A student must certify that he/she is not in default on a federal student loan and does not owe money on a federal student grant (which could happen if a student withdraws from school). Loans include the Federal Perkins Loan (formerly the National Direct/Defense Student Loan), Federal Nursing Loan, Family Education Loans (FFEL), Federal Direct Loans, and Supplemental Loan for Students (SLS) and this applies to any school the student attended. Grants include the Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (SMART), and Federal Supplemental Educational Opportunity Grant (FSEOG).
- Comply with Selective Service registration requirements if required to do so
- Demonstrate an Ability to Benefit, defined as follows:
  - Earned a high school diploma (This can be from a foreign school if it is equivalent to a U.S. high school diploma); or
  - Earned a Certificate of General Education Development (GED); or
  - Passed a high school proficiency examination; or
  - Completed a high school education in a home school setting approved under state law; or
  - Successfully completed a two-year program (minimum of 48 units) that is applicable for full credit toward a Baccalaureate Degree. This student may be admitted on the basis that he/she has the recognized equivalent of a high school diploma; or
  - Passed an independently administered "Ability to Benefit Test" that is approved by the Secretary of the Department of Education. Tests are administered and scheduled by the Los Angeles Valley College Assessment Center.
  - Satisfactory completion of six credit hours to be determined by the institution of attendance prior to the start of the term of enrollment the student is seeking aid.

## When to Apply?

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) on or after January 1 of each year they wish to apply for financial aid. If this is the first time a student is applying for financial aid, we recommend the student apply for a U.S. Department of Education (USDE) Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov). Parents of dependent students also should apply for a PIN. To be considered a first priority financial aid applicant at Los Angeles Valley College, students must have a valid processed FAFSA receipt date of March 2, 2009 and submit all required documents by May 1, 2009. By meeting both of these deadlines students will be considered as first priority applicants for all possible sources of financial aid.

## Important Financial Aid Dates

### January 1, 2009

FAFSA on the Web is available for the upcoming academic year.

### March 2, 2009

Deadline for LAVC priority financial aid consideration. Be sure your FAFSA is processed by this date. This is also the very important Cal Grant A and B Entitlement, Competitive Awards (subject to the CA State Budget), and Cal Grant C deadline, which requires a Cal Grant Grade Point Average Verification (GPA) to be submitted to the California Student Aid Commission also by March 2. Do not wait until you are admitted to a college to submit your FAFSA and GPA.

### May 1, 2009

Students who have a valid FAFSA processed receipt date of March 2 and submit all required documents by May 1 will be considered as first priority applicants, will be given priority consideration for all possible sources of financial aid, and will most likely receive their financial aid during the first week of the semester when it is needed. Students who miss the priority deadline may still apply for financial aid, but some funds may be limited.

### July/August 2009

Award Notification Letters are issued to priority applicants. A Student Award Guide will be included with this notification. It is your responsibility to read this information and abide by all standards.

### Sept. 2, 2009

Second opportunity for community college students to apply for the Cal Grant Community College Competitive Awards (subject to the CA State Budget). Funding is limited, so we encourage students to meet the March 2 priority Cal Grant deadline, if possible, when more funding opportunities are available.

## How to Apply For Financial Aid?

To apply for all federal and state financial aid programs, applicants must complete the Free Application for Federal Student Aid, commonly referred to as the FAFSA. Applicants must use their Social Security Number when applying for financial aid.

To expedite this application process, we highly recommend students apply for a U.S. Department of Education Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov) prior to completing the FAFSA so that they may electronically sign (e-sign) their application. For dependent students only, parents also need to request a PIN to e-sign the FAFSA. If the parent is a student (himself/herself) and obtained a PIN for his/her FAFSA already, this same PIN must be used for the dependent student's FAFSA.

After a student receives his/her PIN, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the Free Application for Federal Student Aid (FAFSA) and be sure to list the Los Angeles Valley College Federal School Code of 001228. If students need help to complete the FAFSA, they may visit the Financial Aid Personal Computer Lab.

Please note: If the student does not have a PIN and applies

online, be sure to print and mail the signature page to the federal processor once the application has been transmitted.

Upon successful completion of the FAFSA, a Student Aid Report (SAR) will be generated as an acknowledgment that the FAFSA has been received. If an email address was provided, the SAR will be emailed to the student. If an email address was not provided, a hard copy of the SAR will be mailed to the student. It is the student's responsibility to thoroughly review the SAR and comply with all instructions.

A student who lists the Los Angeles Valley College Federal School Code, 001228, and whose FAFSA was successfully processed, will receive a Document Tracking Letter indicating what documents are required to complete his/her file. The Financial Aid Office maintains the right to request additional information to complete the file review process at any time.

## Verification Policy

Federal verification requirements apply to the following financial aid programs:

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- Federal Supplemental Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Perkins Loan Program
- Federal Direct Loan Program

If a student's application has been selected for verification by the federal processor or our institution, additional documents will be required and a letter will be sent or emailed (if an email address was provided on the student's FAFSA) notifying the student of what documents are needed with a specified deadline for submission. Failure to meet this deadline will result in the denial of financial aid.

The Financial Aid Office maintains the right to request additional information which may be required to evaluate a student's application. Some of these documents may include, but are not limited to:

- Federal Tax Return
- Federal Verification Worksheet
- Verification of Untaxed Income
- Selective Service Certification
- Social Security Verification
- Permanent resident documents, if an eligible noncitizen

## Special Circumstances

In certain cases, a family's financial situation can change because of extraordinary circumstances such as a:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In such cases, the student should contact the Financial Aid Office.

### English as a Second Language (ESL)

Students taking only ESL classes must submit an Educational Plan and an ESL Certification to the Financial Aid Office within the first semester. Both forms must be signed by an Academic Counselor. ESL Certification Forms are available in the Financial Aid Office.

### Audited Classes

Students cannot receive financial aid for enrollment in audited classes and this includes the Board of Governors Fee Waiver. No exceptions to this policy can be made.

### Remedial Courses

Students may not receive financial aid beyond 30 units of remedial coursework. No exceptions to this policy can be made.

### Enrollment at Other Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District (LACCD). Students who choose to attend more than one college within the LACCD during the same academic period will receive Federal Pell Grant, Academic Competitiveness Grant, and Cal Grants based on all units taken provided eligibility exists and they are enrolled in a minimum of one (1) unit at Los Angeles Valley College (LAVC). For all other financial aid programs, students must be enrolled in a minimum of six (6) units at Los Angeles Valley College; units from other colleges may not be combined for all other programs.

Please note: Los Angeles Valley College does not participate in Consortium Agreements outside of the LACCD.

### Instructional Television (ITV)

Students taking ITV courses must be enrolled in at least one (1) unit at their home campus in order to receive Federal Pell Grant, Academic Competitiveness Grant, and Cal Grants, provided eligibility exists. For all other programs, students must be enrolled in a minimum of six (6) units at Los Angeles Valley College; units from other colleges may not be combined for all other programs. Students enrolled in ITV courses receive their academic transcripts from Los Angeles Mission College. Students who are enrolled only

in ITV courses and wish to be considered for financial aid, must apply at Los Angeles Mission College as the home campus for financial aid purposes.

## **Types of Financial Aid Programs Available**

### State Financial Aid Programs

#### Board of Governors Fee Waiver Program (BOGFW)

This program is offered by the California Community Colleges and waives enrollment fees charged by our college for qualifying students. Since this is a waiver there is no actual disbursement of

funds. Applicants do not have to be enrolled in a specific number of units to receive the BOGFW and no repayment of this award is required unless fraudulent information was provided to obtain the BOGFW. Health fees are no longer waived. Students who choose to audit classes are not eligible for the BOGFW or any other financial aid programs at Los Angeles Valley College. No exception to this policy can be made.

Students are eligible to apply for the BOGFW if they are:

- Classified by the LAVC Admissions & Records Office as a California resident; and
- Enrolled in at least one unit; and
- Meet one of the following criteria in Method A, B or C:

- **Method A:**

The student or his/her parent is a verifiable recipient of or meets the criteria for one of the categories listed below:

- Temporary Assistance to Needy Families (TANF)
- California Work Opportunity and Responsibility for Kids (Cal Works)
- Supplemental Security Income/State Supplementary Program (SSP, SSI)
- General Assistance/General Relief
- Recipient of the Congressional Medal of Honor
- Is a child of a recipient or a dependent of a victim of the September 11, 2001 terrorist attack
- Student is an eligible dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty
- Student is a dependent of a deceased or disabled veteran or a dependent of an unmarried surviving spouse of a deceased/disabled member of the California National Guard.
- Possession of a Certification from the California Department of Veterans Affairs or the National Guard Adjutant that the student is eligible for a dependent's fee waiver.

*\*Documentation must accompany the BOGFW application for Method A classifications.*

- **Method B:**

Family income level by household size does not exceed the eligibility criteria established by the Board of Governors of the State of California.

- **Method C:**

Students who complete the FAFSA can also qualify for the BOGFW and do not need to complete the separate BOGFW application. In fact, it is highly recommended that students complete the FAFSA, not just the BOGFW application to maximize their opportunities for other sources of financial assistance. Students who choose to apply via the FAFSA and list the LAVC Federal School Code, 001228, will automatically be evaluated for a BOGFW.

If you qualify for the BOGFW after you pay your fees, you may request a refund at the Los Angeles Valley College Business Office within the same academic year. The last day to apply for a BOGFW for the current academic year is June 30th. The BOGFW and all other financial aid programs cannot be used under any circumstances to pay for audit classes. No exception to this policy can be made.

## CA Student Aid Commission Programs (CSAC)

### Cal Grant Programs

The State of California through the California Student Aid Commission (CSAC) offers Cal Grants for students who meet both the financial and academic eligibility requirements and apply on time. Cal Grants A, B and C are for undergraduate students attending qualifying California colleges and do not need to be repaid.

Students must meet the following eligibility requirements for the Cal Grant Programs:

- Submit the FAFSA and GPA Verification by the specified deadlines\*
- Be a U.S. citizen or an eligible noncitizen
- Be a California resident
- Have a Social Security Number
- Attend a qualifying California college at least half-time
- Not have already earned a bachelor's or professional degree (except for extended Cal Grant A and B awards)
- Demonstrate financial need at your college of attendance
- Meet the income and asset ceilings established by CSAC (these change each year)
- Maintain satisfactory academic progress as defined by your college of attendance
- Be enrolled in a program leading to an undergraduate degree or certificate
- If required, register with Selective Service
- Not owe a refund on any state or federal grant, and
- Not be in default on any student loan.

\*Deadlines: the first deadline is March 2, 2009. A second deadline, September 2, 2009, for community college applicants has been established, but we recommend that applicants meet the March 2, 2009 deadline when more funding is available.

Students must submit a Grade Point Average Verification (GPA) and FASFA by the applicable deadlines to the California Student Aid Commission. For students enrolled in the Los Angeles Community College District, GPA Verifications will be transmitted electronically to the CSAC by the deadline dates for those who meet specific criteria. *It is advisable for students to contact the Financial Aid Office to see if they meet the criteria to have their GPA electronically transmitted and for other possible options.*

## Types of Cal Grants Available:

### Cal Grant A

Cal Grant A assists with tuition and fees at California public and independent colleges, and some occupational and career colleges. A course of study must be for at least two years and result in the awarding of an Associate Degree, at least 48 semester units, or results in eligibility for transfer from a community college to a baccalaureate degree program. If a student is awarded a Cal Grant A, but chooses to attend a California Community College first, the award can be held in reserve for up to three years until the student transfers to a four-year college, provided eligibility requirements are met.

Cal Grant A Entitlement awards are guaranteed for every graduating high school senior that has at least a 3.0 grade point average (GPA), meets the academic and financial requirements and applies on time.

Cal Grant A Competitive awards (subject to the CA State Budget) are for other eligible students who have at least a 3.0 GPA and apply on time. Selection is based on a composite score that takes into consideration your family's income, parents' education level, GPA, high school graduation date and other various factors.

### Cal Grant B

Cal Grant B assists low-income students with living expenses and books. When renewed or applied for beyond the freshman year, the grant includes a tuition and fee award for students who will be attending a college other than a California Community College. A community college is not considered a tuition-charging institution therefore the award remains as assistance for living expenses and books. Coursework must be for at least one academic year.

Cal Grant B Entitlement awards are guaranteed for every graduating high school senior that has at least a 2.0 GPA, meets the financial and academic requirements, and applies on time.

Cal Grant B Competitive awards (subject to the CA State Budget) are for other eligible students who have at least a 2.0 GPA and apply on time. Selection is based on a composite score that takes into consideration your family's income, parents' education level, GPA, high school graduation date and other factors.

### California Community College Transfer Entitlement Cal Grant

High school students who graduated July 1, 2000 or after and go to a California Community College may receive a Cal Grant A or B award to attend a qualifying four-year college in California. Students are guaranteed an award if they have at least a 2.4 California Community College GPA, meet the admissions requirements for the qualifying four-year college, meet the Cal Grant academic and financial eligibility requirements, apply by March 2 of the award year and are under age 28 as of December 31st of the award year. Students who receive a Cal Grant within a year of graduating from high school are not eligible.

### **Cal Grant C**

Cal Grant C awards assist with tuition and training costs for students who are enrolled in occupational or vocational programs that are at least four months long. Funding is available for up to two years depending on the length of the program. If eligible, students will receive a Cal Grant C Supplement with a specified deadline to submit this supplement. Supplements are scored based on the applicant's work experience, educational history, and vocational aptitude.

### **Chafee Grant**

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current or former foster youth to use for college courses or vocational school training.

### **Law Enforcement Personnel Dependents Grant Program (LEPD)**

The Law Enforcement Personnel Dependents Grant Program provides need-based educational grants to dependents and spouses of: California Peace Officers (Highway Patrol, Marshals, Sheriffs, Police Officers), Department of Corrections and California Youth Authority employees, and permanent/full-time firefighters employed by public entities who have been killed in the performance of duty or totally disabled as a result of an accident or injury caused by external violence or physical force incurred in the performance of duty. For more information and application materials, contact the California Student Aid Commission, Specialized Programs Office by mail at P.O. Box 419020, Rancho Cordova, CA 95741-9029 or call (888) 224-7268 and select Option #3.

### **Child Development Grant Program**

The Child Development Grant Program is a need-based grant designed to encourage students to enter the field of child care and development in a licensed children's center. Students who plan to enroll at least half-time in coursework leading to a Child Development Permit as teacher, master teacher, site supervisor or program director are eligible to apply through the institution they plan to attend. To receive funding, students must sign a Service Commitment Agreement stating they will provide one year of full-time service in a licensed children's center for each year they receive the grant. Students are encouraged to apply for financial aid by completing the 2009-2010 FAFSA as early as possible.

For more information about any of the California Student Aid Commission Programs, visit [www.csac.ca.gov](http://www.csac.ca.gov) or call (888) 224-7268.

### **Federal Financial Aid Programs**

#### **Federal Pell Grant**

The Federal Pell Grant is a federally funded need-based program awarded to undergraduate students who demonstrate financial need and have not earned a baccalaureate or professional degree.

In some limited cases, a student may receive a Federal Pell Grant for attending a post-baccalaureate teacher certificate program.

#### **Academic Competitiveness Grant (ACG)**

The Academic Competitiveness Grant (ACG) is a federal grant awarded to students who meet the following criteria: U.S. Citizen or eligible noncitizen, Federal Pell Grant recipient, enrolled at least half-time (6 units or more), is a first or second year undergraduate, and has completed a rigorous secondary school program of study.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG Program is a federal program designed to supplement other sources of financial aid for undergraduate students with exceptional need. Priority is given to students who are enrolled in six (6) units at the home campus.

#### **Bureau of Indian Affairs Grant (BIA)**

BIA Grants provide money to help defray the cost of education for students of Native American heritage. Amounts of grants vary according to individual BIA agencies; students are also required to file a FAFSA. Interested students should contact their Tribal Council for an application or can contact the Bureau of Indian Affairs, Office of Indian Education Programs, 2800 Cottage Way, Sacramento, CA 95825, visit the web site at [www.oiep.bia.edu](http://www.oiep.bia.edu) or call (916) 978-6057 for more information.

### **Part-time Employment**

#### **Federal Work-Study Program (FWS)**

FWS is a federal program that enables students to earn part of their financial aid award through part-time employment on or off-campus. FWS is awarded to students who indicated an interest on the FAFSA and who meet the eligibility requirements for federal student aid. FWS is subject to funding availability and priority is given to students who are enrolled in six (6) units at the home campus.

#### **Federal Student Loans – Funds That Must Be Repaid!**

Students are in no way obligated to borrow funds. All loans require a minimum unit enrollment of six (6) units at Los Angeles Valley College. Loans require serious consideration and have consequences for both the college and the student. The institution, therefore, observes guidelines in awarding student loans to prospective and continuing borrowers. It takes time for a loan application to be processed by the college and the U.S. Department of Education so students should not plan to use loan funds to pay registration fees. Students must receive an Award Notification Letter or a No-Need Letter prior to signing up to attend a loan entrance counseling session which initiates loan processing.

Los Angeles Valley College participates in the following loan programs:

### Federal Carl D. Perkins Loan

Federal Perkins Loans (formerly the National Direct/Defense Student Loan) are for students with exceptional need. The college is the lender, the interest rate is fixed at five (5%) percent, and there are no fees. No interest will accrue while students are enrolled at least half-time. Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be enrolled as a half-time student. Students may be eligible for deferment or cancellation of the loan obligation under certain circumstances. These terms and conditions are explained during the loan entrance and exit counseling sessions. Priority is given to students who are enrolled in six (6) units at the home campus.

### William D. Ford Federal Direct Loan Programs (FDSL)

Federal Direct Loans (subsidized and unsubsidized) are loans borrowed directly from the U.S. Department of Education which serves as the lender for these loans. In addition to establishing a financial aid file, a Direct Loan Packet is issued to every loan applicant and loan documents must be thoroughly completed prior to attending the loan entrance counseling session. A Master Promissory Note must be completed immediately after the loan counseling session and this requires the use of the student's PIN which is the same PIN used to apply online for financial aid via the FAFSA.

Two types of Direct Loans, Subsidized and Unsubsidized, are offered at Los Angeles Valley College. Repayment begins six months after a student ceases to be enrolled as a half-time student, withdraws, or graduates from the college. The interest rate on these loans is adjusted annually on July 1.

**Direct Subsidized Loans** – Subsidized loans are awarded based on demonstrated financial need. The federal government pays the interest while the student is enrolled and for the first six months after the student graduates, leaves school or drops below half-time. To qualify, students must meet all of the requirements for federal student financial aid.

**Direct Unsubsidized Loans** – Unsubsidized loans are not awarded on the basis of need. Interest will be charged from the time the loan is disbursed until the loan is paid in full. If interest is allowed to accrue while the student is in school or during other periods of nonpayment, it will be capitalized, that is, the interest will be added to the principal amount of the loan, and additional interest will be based on that higher amount. *Note: if interest is capitalized, it will increase the amount of the loan that must be repaid. We do not recommend this loan, but if a student wishes to borrow this type of loan, we suggest that the student make interest payments for unsubsidized loans.*

Standard repayment of the Direct Loan Programs may extend up to 10 years. There are different repayment options that are available, whereby loan repayment may extend between 10- 25 years. Students may be eligible for deferment or cancellation of the loan obligation under certain circumstances. These terms and conditions are explained during loan entrance and exit counseling sessions.

*Should a student experience unforeseen circumstances with any of the loan programs previously discussed which prevent repayment at the minimum level, please contact the Financial Aid Office immediately or the Loan Servicing Center. There may be other options available, so please do not hesitate to contact the Financial Aid Office for assistance.*

## Other Sources of Financial Assistance

### Scholarships

Throughout the year, the college receives announcements about scholarship opportunities. Eligibility requirements differ based on the individual scholarship. Some scholarships are based on merit, program of study, leadership, financial need, and many other criteria. The Financial Aid Office maintains a list of current and previously offered scholarships from on and off-campus sources.

There may be other kinds of aid available such as Veterans Benefits and Vocational Rehabilitation Assistance. Students are encouraged to apply for other sources of aid because financial aid funds are limited. Contact the appropriate agencies for more information to learn about eligibility requirements.

### Summer Financial Aid

Students must submit the 2009-2010 Free Application for Federal Student Aid to apply for summer financial aid. Please contact the Financial Aid Office for more information.

### How is Financial Need Determined?

Most financial aid awards are based on demonstrated financial need which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC).

$$\text{COA minus EFC} = \text{Financial Need}$$

“Need” is determined based on the Financial Aid Office's review of the information reported on the FAFSA and supporting documents provided.

### What is Cost of Attendance?

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses and transportation.

Other expenses may include, but are not limited to, child care expenses, vocational/technical expenses, disability related expenses, and nursing home expenses. Adjustments may be made to the budget on a case-by-case basis if need can be shown and documented for unusual expenses.

**2009-2010 Average Cost of Attendance  
Living At Home**

	9 Months	12 Months
Fees	\$ 542	\$ 810
Books & Supplies	\$ 1,638	\$ 2,457
Room & Board	\$ 4,338	\$ 5,784
Transportation	\$ 1,044	\$ 1,392
Personal Expenses	\$ 3,096	\$ 4,128
<b>Total</b>	<b>\$ 10,658</b>	<b>\$14,571</b>

*Note: Non-Resident Tuition is added to fees depending on the student's residency code.*

**2009-2010 Average Cost of Attendance  
Living Away From**

	9 Months	12 Months
Fees	\$ 542	\$ 810
Books & Supplies	\$ 1,638	\$ 2,457
Room & Board	\$ 10,872	\$14,496
Transportation	\$ 1,170	\$ 1,560
Personal Expenses	\$ 2,826	\$ 3,768
<b>Total</b>	<b>\$17,048</b>	<b>\$23,091</b>

*Note: Non-Resident Tuition is added to fees depending on the student's residency code.*

**Expected Family Contribution**

Students and/or their parent(s) are expected to contribute to the cost of higher education. Parental and/or student contribution (EFC) is determined from the information reported on the FAFSA and take into account the resources available such as income, assets, liabilities, size of family, number in college, taxes paid, etc.

**Child Care Expenses**

This is an adjustment to the Cost of Attendance provided to students with expenses for dependent/child care up to a maximum of \$1,000.

**Technical /Vocational Expenses**

Institutions may make adjustments for students in trade/vocational programs that require supplies and equipment above and beyond the normal budgeted allowance for books and supplies. Some of these programs include: Registered Nursing, Physical Therapy, Photography and others where documentation is submitted to support the additional cost.

**Disability Related Expenses**

As documented and in excess of amounts provided by other agencies.

**Nursing Home Expenses**

As documented and in excess of amounts not covered by insurance companies.

**How is Financial Aid Awarded?**

Financial aid eligibility is evaluated using Federal Methodology. Awards may consist of a combination of grants, work-study, and student loans. Please note: students may not receive financial aid at more than one college at a time.

Award Notification Letters (ANL) will be mailed or emailed to students (if an email address was provided on the FAFSA) and list the COA, EFC, total awards, resources, and unmet need amounts applicable to the academic year. Students may accept or reject all or part of their financial aid offer. If a student rejects or declines an award, a substitute may not be available. Students may receive a revised ANL during the academic year. The revisions may reflect additional fees or allowances added to the COA, educational resources which must be accounted for, semester or enrollment changes, and additions or deletions of specific awards. A Student Award Guide will be included with your ANL if it was mailed; if it was emailed, students will be provided with a link to our website to access the Award Guide online. It is the student's responsibility to read this information and abide by all standards.

Financial assistance is considered supplemental to the family's resources, student earnings, and aid received from other sources. Applicants are reminded that they should NOT depend on financial aid to meet basic living expenses.

The Financial Aid Office reserves the right to modify aid commitments at any time because of changes in a student's financial status, changes in the availability of funds, or changes in Federal, State, Los Angeles Community College District (LACCD), or Institutional regulations.

The amounts that appear on the ANL are based on full-time equivalent enrollment, 12 units or more. Should a student decide to take fewer classes, the disbursement will be adjusted accordingly. The following programs have limited funding and priority is given to students who are enrolled in a minimum of six (6) units, half-time status, at the home campus: Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Perkins Loan. All loan programs require a minimum unit enrollment of half-time, six (6) units, at Los Angeles Valley College. If you are awarded any of these funds and drop below half-time, you will be ineligible to receive these awards.

## Fund Disbursement

Disbursement dates and deadlines are mandated by Federal, State, LACCD and Institutional policies and regulations and must be met. Students, who submit their required financial aid documents by the priority deadline may expect to receive their first financial aid disbursement during the first week of the Fall semester, provided that all established deadlines and requirements have been met. Financial aid funds may either be transferred electronically (Electronic Fund Transfer – EFT) to the student's bank account (preferred method) or mailed to the address on file in the Admissions & Records Office.

To expedite receipt of financial aid funds, we strongly encourage students to sign up for Electronic Fund Transfer (EFT). EFT is a service which eliminates the need to issue a check for student financial aid grants and also eliminates the problem of checks lost in the mail. To participate in Electronic Fund Transfer (EFT), students must go to the College Business Office to complete an EFT Authorization Form. Be sure to bring a voided check or photocopy marked "VOID" if financial aid funds will be deposited into a checking account. If depositing financial aid funds into a savings account, a copy of the top half of the student's bank statement showing the account number and branch address is needed. Deposit slips are not sufficient. Please allow four (4) weeks for the Business Office to process this request.

**Note: Checks are never disbursed at the Financial Aid Office. Financial Aid warrants are not forwarded, so it is important that the mailing address in the Admissions Office be current. Students wishing to pick up their financial aid warrants on campus must file a request with the College Business Office.**

Financial aid disbursements are based on the number of units the student is enrolled in at the time of disbursement. Full-time is considered 12 or more units per semester; three-quarter-time is considered 9-11.5 units per semester; half-time is considered 6-8.5 units per semester; and less than half-time is 1-5.5 units per semester. Disbursements will be adjusted if enrollment is less than full-time.

Supplemental check runs occur throughout the academic year. **Any outstanding institutional debt will be deducted from a student's financial aid disbursement.** The system has been programmed to issue additional payments to students for units not counted in earlier disbursements. Not all disbursements will adhere to this schedule because disbursement depends upon when the student's award was processed and the date classes begin. Payment for late starting classes will not be issued until the class begins.

If a student does not cash his/her financial aid check within six (6) months from the date of issue, it will be cancelled. If the Financial Aid Office is unable to reach the student, a check will not be reissued, funds will be returned to the appropriate agency, and the student will forfeit/lose his/her financial aid.

Federal Pell Grant is scheduled for payment twice a semester. FSEOG, ACG and Cal Grants are scheduled once per semester and require an enrollment of six (6) or more approved units. Federal-Work Study (FWS) is paid through payroll every two weeks. Federal Student Loans are disbursed in two equal payments, once per semester, for students attending two semesters in the academic year. Federal Student Loans require an enrollment of six (6) approved units. For students requesting a loan for one semester only, the loan will be disbursed in two equal payments within the one semester.

Any changes in enrollment may result in a reduction or cancellation of a student's financial aid award. If a student withdraws or drops classes, full or partial repayment of his/her financial aid may be required. It is the student's responsibility to drop classes if he/she does not attend.

## Federal Refund Requirements

**Students who receive financial aid and totally withdraw from ALL classes may have to repay some of the federal funds received prior to withdrawal.**

All students receiving federal aid, who withdraw from the institution in the first 60% of the term, are subject to **Return Regulations**. The Financial Aid Office will calculate the amount of federal funds earned by the student up to the point of withdrawal and students will be billed and **must** repay any federal grant funds received but not earned. **Failure to repay these funds will result in the denial of future federal financial aid at all colleges. Nonpayment of the unearned amount will be reported to the U.S. Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Data System.**

Students are advised to contact the Financial Aid Office **before withdrawing** from all of their classes so that they understand the results of their actions. For the refund policy on enrollment fees and non-resident tuition, please see the College Schedule of Classes or the College Catalog.

## Student Rights and Responsibilities

### Rights

All Los Angeles Community College District students who apply for and receive financial aid have a right to the following:

1. Information on all financial assistance available, which includes all federal, state, and institutional financial aid programs.
2. Application deadlines for all financial aid programs including deadlines for the submission of requested supporting documentation.
3. Specific information regarding enrollment fees, tuition and refunds due from students who withdraw from school prior to the end of the semester.

4. An explanation of how financial need is determined. This process includes establishing budgets for the costs of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, child care, etc., plus the student's income and assets, parental contribution, other financial aid (such as scholarships) and so on. Financial need is determined by the information provided on the FAFSA and supporting documents provided.
5. Knowledge of what resources are considered in the calculation of student need.
6. Knowledge of how a financial aid award is determined.
7. An explanation of financial aid programs a student is awarded. If a student feels he/she has been treated unfairly, a reconsideration of the award may be requested.
8. An explanation regarding requests for repayment of funds. This situation occurs when students withdraw prior to the end of the semester. Students must receive a clear explanation of the program funds that do not need to be repaid as well as the portion of the grant aid that the student is required to repay. If the student received a loan, the student is informed about what the interest rate is, the total amount to be repaid, when the repayment is to begin, and the conditions of deferment and cancellation during loan counseling sessions.
9. Knowledge of how the Los Angeles Community College District determines whether students are making "satisfactory academic progress" and what happens if they are not.
10. Knowledge of what facilities and services are available for disabled students.

### Responsibilities

Students must take responsibility for:

1. Reviewing and considering all information regarding the Los Angeles Community College District's academic programs prior to enrollment.
2. Having a valid Social Security Number (SSN) on file in the Admissions and Records Office for the purposes of reporting a Cal Grant Grade Point Average, loan deferments, etc.
3. Enrolling in an eligible program which is defined as a Certificate, an Associate Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an educational goal and major, and update changes with the Admissions and Records Office.
4. Maintaining Satisfactory Academic Progress (SAP) to receive financial aid and meeting with an academic counselor to develop or review a Student Educational Plan (SEP); the SAP Policy is also in the college catalog.
5. Promptly returning all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.
6. Completing all financial aid forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received. Intentional misreporting of information on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code and the denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation be reported to the Office of Inspector General.
7. Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
8. Choosing a home school to process financial aid. Students MAY NOT receive financial aid from more than one institution at the same time or periods of overlapping terms.
9. Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
10. Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).
11. Performing the work that is agreed upon in accepting a Federal Work-Study assignment.
12. Knowing and complying with the deadlines for application or reapplication for financial aid.
13. Knowing and complying with the Los Angeles Community College District Title IV Refund Policy.

### Financial Aid Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) standards apply to ALL federal and state aid applicants whether or not they have previously received aid. All students must meet the SAP Policy detailed below to be eligible to receive financial aid. Students receiving financial aid enter into an agreement to make satisfactory academic progress toward their educational goal. Failure to maintain these standards will result in the loss of financial assistance. Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year.

The standards apply to all financial aid students and to all coursework taken, including coursework taken prior to the time a student establishes financial aid eligibility. All students receiving federal and state financial aid, except the BOGFW, must comply with the following satisfactory academic progress standards:

## General Information

In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) established the following Standards of Academic Progress. These standards apply to all students who apply for and receive financial aid from the programs listed below.

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Perkins Loan
- Federal Family Educational Loan (FFEL)
- Federal Direct Student Loan (FDSL)
- Cal Grant B and C
- Child Development Grant

Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965, as amended.

Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.

### Consortium Classes

All classes throughout the LACCD will be included when reviewing satisfactory academic progress.

For students aided under a Consortium Agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review by the home school, which is the college that processes the student's aid. Not all colleges participate in outside consortium agreements. Los Angeles Valley College does not participate in outside consortium agreements.

## General Requirements

Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:

- A Certificate Program that prepares a student for gainful employment in a recognized occupation.
- An Associate Degree (AA or AS), or,
- A two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree.

To meet satisfactory academic progress standards students must:

- Maintain a 2.0 cumulative GPA (Grade Point Average).
- Fewer than ninety (90) attempted units for students who indicated AA/AS Degree or Transfer as their educational goal.

- Remedial classes are excluded from the ninety (90) unit limit when determining units attempted. Students may receive federal aid for up to 30 units of remedial coursework.
- Students who have already earned an Associate or higher degree will need to follow the appeal procedure.
- In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect the cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.
- Completion of 67% cumulative units attempted.
  - Entries recorded in the student's academic record as Incomplete (INC), No Pass (NP), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.

## Application of Standards

- Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year.
- Students who are disqualified from financial aid will be notified by mail and may inquire about the appeal procedure in the Financial Aid Office.
- A student who has been disqualified at any college in the LACCD is disqualified at all colleges within the LACCD.
- A change of one (1) educational goal or major course of study will be permitted. Students are eligible to receive financial aid for one educational goal at the institution of attendance.
- **Disqualification**
  - Students will be disqualified if they have one or more of the following academic deficiencies at the end of the Spring semester.
    - Total units attempted (excluding thirty (30) Remedial units) are equal to or greater than ninety (90).
    - Associate or higher degree has been earned.
    - Cumulative GPA is less than 2.0.
    - Cumulative Non-Grades are more than 33%
- **Warning Letter**
  - Students will receive a Warning Letter at the end of the Fall semester if they have one or more of the following academic deficiencies:
    - Cumulative GPA is less than 2.0.
    - Cumulative non-grades are greater than 33%
    - Number of units attempted reaches forty-five (45).
- **Advisory Letter**
  - Students whose number of units attempted reaches forty-five will receive a reminder/advisory letter.

**Maximum Time Length**

Students who are attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), a Certificate, or completion of requirements for Transfer to a four-year college are allowed 90 attempted units in which to complete their objective.

- Exceptions will be made only when the requirements of a student’s objective cause the student to exceed the maximum time limit.
- Short Length Certificate Programs.
  - Some certificate objectives in the Los Angeles Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives.

The following table shows the normal completion time and maximum time for certificate programs of varying length.

Units required for the Certificate Program	Normal Length	Maximum Length
10 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units.

Students enrolled in a Certificate Program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent if they are planning to obtain an Associates Degree or to Transfer to a four-year college in addition to obtaining the Certificate.

**Summer and Winter Financial Aid**

- Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress Standards.

**Appeal Procedure for Reinstatement of Financial Aid**

- Students who have been disqualified from receiving financial aid for unsatisfactory academic progress may appeal as long as the student is eligible to enroll at the College and submits the Satisfactory Academic Progress (SAP) Appeal Form to the Financial Aid Office within 30 working days from the date of the Disqualification Letter. The appeal should be completed in ink or typed and consist of a written statement from the student as to why he/she is appealing the disqualification. Generally, the appeal will fall into one of two categories:

A. To apply for reinstatement after disqualification due to substandard progress, the student must complete a Satisfactory Academic Progress Appeal Form and schedule an appointment with a Los Angeles Valley College Academic Counselor to obtain a Substandard Student Educational Plan (SEP). The SEP must be submitted with the Appeal Form. The Appeal Form will be reviewed and reinstatement may be granted for documented medical problems, family emergencies, and other circumstances beyond the student’s control. If the appeal is approved, the student is only eligible for the payment period or period of enrollment in which he/she regains eligibility; eligibility is not retroactive to all earlier payment periods or periods of enrollment.

If the appeal is denied for unsatisfactory academic progress or the student fails to submit the appeal within 30 working days from the date of the Disqualification Letter, the student may submit a written request to have his/her situation reviewed after completing one semester without financial aid (with the exception of the Board of Governors Fee Waiver); a new Appeal Form is not needed. If the request is approved, the student will be reinstated for financial aid for the subsequent term; no retroactive payments are permitted. In a case where the student disagrees with the appeal decision, he/she may request to have the appeal reviewed again, provided new or additional information is submitted that was not contained in the first appeal.

B. To apply for reinstatement after disqualification due to 90 units attempted, or students who have already earned an AA, AS or higher degree, the student must complete a Satisfactory Academic Progress (SAP) Appeal Form. The Appeal Form must be accompanied by an Extension Student Educational Plan (SEP) completed by a Los Angeles Valley College Academic Counselor, listing all courses on the SEP (general education and major requirements) that are required to obtain the student’s immediate educational objective. Students who have attended colleges outside of the LACCD must submit official academic transcripts to the Admissions and Records Office; hand carried transcripts will not be accepted. The appeal will be reviewed and reinstatement may be granted only when the requirements of a student’s educational objective cause the student to exceed the maximum time limit.

If the appeal is approved, the student is only eligible for the payment period or period of enrollment in which he/she regains eligibility; eligibility is not retroactive to all earlier payment periods or periods of enrollment. Only approved courses listed on the SEP will be authorized for payment; no revisions to the SEP will be permitted once the appeal has been submitted to the Financial Aid Office.

If the appeal is denied, the student will not be eligible to receive any financial aid (with the exception of a Board of Governors Fee Waiver). In the case where the student disagrees with the decision, he/she may request to have the appeal reviewed again provided new or additional information is submitted that was not contained in the first appeal.

## Fraud

- A student who attempts to obtain financial aid by fraudulent means will be suspended from financial aid for unsatisfactory conduct.
- The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and to the Federal Government.
- Full restitution of any financial aid received in such manner will be required.

## Other Information You Should Know

### Change of Enrollment/Recalculation/Overpayment

Awards must be recalculated if your enrollment status changes during the semester to reflect the correct number of units in which you were enrolled at the time of the second disbursement check run. The adjustment of enrollment may cause an overpayment of financial aid funds. Repayment of financial aid funds is necessary if the adjustment of enrollment causes an overpayment. You must resolve your overpayment prior to receiving any additional financial aid. Failure to repay your overpayment will prevent you from receiving federal financial aid from any post-secondary institution.

### Return to Title IV

The Higher Education Amendment of 1998 governs the Return to Title IV Funds Policy for a student who completely withdraws from a period of enrollment (i.e. semester). This rule assumes that a student "Earns" aid based on his/her semester enrollment. "Unearned" aid, other than Federal Work-Study, must be returned. Unearned aid is the amount of federal financial aid received that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

The Los Angeles Valley College Financial Aid Office will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdrew from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they received. A student who remains enrolled beyond the 60% point of the semester earns all his/her aid for the period.

Students who have borrowed loans will begin using their grace period and repayment of these loans will begin if enrollment ceases to be less than half-time when the grace period expires.

Additionally, satisfactory academic progress requirements for financial aid eligibility may not have been met and this may jeopardize future financial aid eligibility.

If you have any outstanding debt at Los Angeles Valley College, a hold will be placed on your academic records until the debt has been paid. Failure to repay these funds will result in the denial of future federal financial aid at all colleges. We strongly encourage you to contact the LAVC Financial Aid Office before initiating a withdrawal to fully understand the consequences of this action.

### State Tax Offset

Students should be aware that state income tax refunds might be offset by the institution for repayment of financial aid funds if it is determined the students were ineligible to receive funds, have defaulted on a student loan, or owe other debts to the college.

### Tax Credits

The Taxpayer Relief Act of 1997 created two programs that might be useful to students or their parents:

**Hope Credit** – This is a nonrefundable tax credit, not a scholarship or tax deduction. Tax credits are subtracted directly from the tax a family or student owes, while tax deductions are subtracted from taxable income. To receive the Hope Tax Credit, a family or student must file a federal tax return and owe taxes. For the 2008 tax year, a family or student can claim up to \$1,800 (\$3,600 for students in a Midwestern disaster area) for each eligible student for up to two tax years (100% of the first \$1,200 and 50% of the second \$1,200). The Hope Credit is only available until each student's first two years of postsecondary education are complete.

**Lifetime Learning Credit** – This is a nonrefundable tax credit available to individuals who file a tax return and owe taxes. The amount of the credit is subtracted from the taxes owed, rather than reducing taxable income as with a tax deduction. Individuals who do not pay taxes are not eligible for a Lifetime Learning Credit. A family can claim a tax credit up to \$2,000 per tax year for the taxpayer, taxpayer's spouse, or any eligible dependents for an unlimited number of tax years. The amount of the Lifetime Learning Credit is 20% of the first \$10,000 of qualified educational expenses paid for all eligible students. Therefore, the maximum amount is \$2,000

You should consult a tax professional for further details or consult the following website: <http://www.irs.gov/pub/irs-pdf/p970.pdf>

### Financial Aid Related Websites

1. Los Angeles Valley College Financial Aid website – [www.lavc.edu](http://www.lavc.edu)
2. Sign up for the Personal Identification Number (PIN) to electronically sign your FAFSA – [www.pin.ed.gov](http://www.pin.ed.gov)
3. Submit the Free Application for Federal Student Aid (FAFSA)- [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

4. Information about the Cal Grant Programs – [www.calgrants.org](http://www.calgrants.org)
5. California Student Aid Commission – [www.csac.ca.gov](http://www.csac.ca.gov)
6. Direct Loan Servicing Center – [www.dl.ed.gov](http://www.dl.ed.gov)
7. National Student Loan Database System – [www.nslds.ed.gov](http://www.nslds.ed.gov)

### Telephone Numbers

1. Los Angeles Valley College Financial Aid and Scholarship Office – (818) 947-2412
2. California Student Aid Commission – (888) 224-7268
3. Central Loan Administration Unit (Federal Perkins Loan) – (800) 822-5222
4. Department of Veterans Affairs – (800) 827-1000
5. Direct Loan Servicing Center – (800) 848-0979
6. Federal Student Aid Information Center – (800) 433-3243

### Annual Campus Security Reports under the Cleary Act

The College's 2009 Security Report is posted at [www.lavc.edu](http://www.lavc.edu), the College website. Students may obtain a paper copy of the Report upon request at the Administrative Services office.

### College Sheriff/Parking

*"A partnership in school safety"*

The College Sheriff is located in Parking Lot "D" and is open 24 hrs a day / 7 days a week. Our office number is extension 2911 (from any campus office phone) or \*80 (from any campus payphone, at no charge to you). The College Sheriff office number is (818)-947-2911.

With the L.A. County Sheriff's Dept., service-oriented policing and crime prevention are our top priorities. We maintain high visibility in all areas of the campus to help prevent crime before it happens or witness crimes in progress. We welcome information from the students regarding any criminal activity. The students are a vital resource for the College Sheriff for crime prevention at LAVC.

Any student can inquire about crime on campus. All campus crime stats are posted in the College Sheriff's office lobby.

**Any crimes that are committed at L.A. Valley College will be subject to arrest and campus administrative discipline will be imposed.**

Below are certain actions students should be aware of to protect themselves and their property:

1. Always lock your vehicle.
2. Do not leave valuable items in plain sight in your vehicle (this creates temptation for criminals).
3. Record serial numbers to your valuable items (car stereo, cell phone, walkman, etc.).
  - This information is recorded into the "Automated Property System" (APS), which is statewide information to all law enforcement agencies if they should contact an individual with your property.
4. Do not leave your textbooks or personal items in a classroom unattended (if you go to the restroom, talk to an instructor, etc.). It may not be there when you return. Write your name on all of your items.
5. Be aware of your surroundings when walking through the campus or the parking lots. If you reasonably feel in fear for your safety, contact the College Sheriff's office and we will assist you.

### Bus Routes

Bus transportation is available to the campus by MTA bus lines. Check with the MTA for schedules of bus lines 154 and 158 and joining bus routes. In addition, DASH buses serve the Van Nuys/Studio City area. Call the L.A. Dept. of Transportation at 1-800-2LA-RIDE for information.

### Job Resource Center

The Job Resource Center is located in Bungalow 48, (818) 947-2333. Job listings, updated daily, are available to assist individuals in obtaining full and part-time employment.

A student attending Los Angeles Valley College is entitled to use the job placement services of any of the other Los Angeles Community Colleges.

### Job Training Program

Los Angeles Valley College Job Training Program provides training in a variety of occupational programs and services which prepare individuals for employment in the community. Some of the classes that we offer include:

- Computerized Office
- Computerized Office with Accounting
- Customer Service Representative
- A+ Certification/Network Computer Technician
- General Office Specialist
- General Office Specialist with Accounting
- Certified Nursing Assistant (CNA)/Home Health Aide
- Child Care Provider

Entry into our program includes training, books, parking, counseling, job coaching, job development and placement. All Job Training Programs are individually priced. For further information regarding the Job Training Program please call us at (818) 947-2941.

## Lost and Found

Lost and Found is located in the Campus Sheriff's Office 5851 Ethel Avenue, Valley Glen, CA 91401 or Lot "D".

## Student Parking

The Campus Sheriff controls all parking lot security and parking citation issuance. At the beginning of each semester (Winter, Fall, Summer & Spring), all students are given a one-week grace period for parking (**in the student lots only**), in which they can register for classes and purchase a parking permit from the business office. In the second week of the semester, the Campus Sheriff's office will begin writing citations in the student parking lots. (All student parking lots are designated by a letter (A, B, C, D, E, G). Parking violations are strictly enforced.

**There is no student parking in the Staff Parking Areas at any time (College Road North & South, Ethel Ave., Lot H & in front of the North Gym).**

Your parking permit should be properly displayed, in plain view, either hanging from the rear view mirror or on the left side of the dashboard. Failure to do so will result in a parking citation.

Motorcycle riders may obtain a parking permit sticker (for the windshield) from the College Sheriff's office in Parking lot D upon showing proof of purchasing a parking permit from the business office.

All vehicles must be driven forward into a clearly designated parking space. Vehicles may not park backward into stalls. (Violation 21113a C.V.C.)

No vehicle may be parked overnight on campus.

## VISITOR PARKING

There are 30 – minute metered parking areas in the front of the college off Fulton Ave. and on the south side of Parking Lot E (Stadium Lot), next to the Community Services Building.

## SPEED LIMIT

The speed limit on all campus roads and parking lots is 8 miles per hour. Violators of any traffic or parking regulations are subject to citations and fines.

## DISABLED STUDENT PARKING

The metered parking spaces on campus may be utilized at any time without charge by disabled individuals with valid DMV placards. To utilize handicapped parking spaces within the college parking lots, a valid DMV placard and a LAVC disabled student parking permit (obtain from DSPS office) are required. All students using campus parking are required to pay parking fees. Regular parking permits are available from the Business Office.

## Student Support Services

SSS is a student support services program that is funded by the U.S. Department of Education. The mission of the program is to increase college retention and graduation rates of students eligible for the program as well as increasing the transfer rates for these students from Valley College to 4-year universities. In response to this mission, academic support services will be provided to students who meet the following criteria and are willing to commit themselves to the requirements of LAVC's SSS program.

- Students must be a U.S. citizen or permanent resident and **meet one or more** of the following federal guidelines:
  - First generation college student – neither parent has a bachelor's degree from a university/college
  - Low income – according to federal guidelines
  - Have a documented disability
- Students must also meet all of the following criteria:
  - Have transfer as an educational goal
  - Need for academic and personal preparation
  - Assessed in English 21 or 28 and/or Math 112, 113, 114, 115 or 125.
- The Student Support Services program will provide eligible students who join the program with the following services:
  - Academic Counseling
  - Tutoring/Mentoring
  - Study Skills Workshops
  - Financial Aid Workshops
  - Career Counseling and Workshops
  - Cultural Activities and Field Trips
  - Transfer Information
  - College/University Visits
  - Computer Lab
  - Laptop Loan (short term)
  - Bluebooks & Scantrons
- Students must be willing to commit themselves to the following requirements of the Student Support Services program:
  - Students must enroll in at least 9 units fall and spring semesters
  - Students must meet with the SSS counselor at least once each semester
  - Students must maintain at least a 2.0 G.P.A.
  - Students must attend at least 1 of the following activities each semester: workshops, club meetings, tutoring, cultural events or field trips
- If you would like to be part of this program contact Barbara Schneider at (818) 947-2483 or e-mail at [schneib@lavc.edu](mailto:schneib@lavc.edu).

## Veterans Services

Los Angeles Valley College is a proud supporter of educational programs for the men and women who have faithfully served their country. Each year, we help more than 200 veterans who come to us with questions about their benefits and about educational and career opportunities available to them here at Valley College.

### Benefits Available To Veterans

If you qualify for benefits and wish to attend Los Angeles Valley College, our office will act as the designated liaison with the regional office of the Department of Veteran Affairs (VA). We can provide you with one-on-one assistance and counseling in the administration of your benefits. There are four Chapters under which you may fall:

- The Post-9/11 GI Bill  
[www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm#CH33](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm#CH33)
- Montgomery GI Bill - Active Duty (MGIB-AD)  
[www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm#MGIBAD](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm#MGIBAD)
- Montgomery GI Bill - Selected Reserve (MGIB-SR)  
[www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm#MGIBSR](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm#MGIBSR)
- Reserve Educational Assistance Program (REAP)  
[www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm#REAP](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm#REAP)
- Veterans Educational Assistance Program (VEAP)  
[www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm#VEAP](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm#VEAP)
- Educational Assistance Test Program (Section 901)  
[www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm#EATP](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm#EATP)
- Survivors and Dependents Educational Assistance Program (DEA)  
[www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm#DEA](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm#DEA)

Benefits are available for full, three-quarters, half, and less than half-time enrollment.

### How can we help you?

During the enrollment process, you should visit the College Veterans Affairs Program office and meet with one of our representatives. Please bring a copy of your **DD-214**. The College Veterans Affairs Program office can provide you with information about:

- GI Benefits and Services
- Selected Reserve Services
- Student Work-Study Program
- Vocational Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31)
- Survivor and Dependents Educational Assistance Program
- Los Angeles Valley College  
Veterans Office  
(818) 778-5627

### Veterans Affairs-Related Information and Services

- Education Benefits Headquarters  
(888) 442-4551  
[www.vba.va.gov/ro/muskogee/index.htm](http://www.vba.va.gov/ro/muskogee/index.htm)
- Online Veteran Benefits and Services  
[www.gibill.va.gov](http://www.gibill.va.gov)
- Education Benefits Certification  
(877) 823-2378
- Department of Veteran Affairs of Los Angeles  
(800) 827-1000  
[www.valaro.com](http://www.valaro.com)