



COLLEGE OF MARIN  
ENROLLMENT SERVICES

STUDENT FINANCIAL ASSISTANCE PROGRAM  
POLICY AND PROCEDURES MANUAL 2020-2021

## **I. CONSUMER INFORMATION**

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The Higher Education Act of 1965, as amended by the **Higher Education Opportunity Act of 2008 (HEOA)** requires institutions participating in federally funded financial aid programs to make information about the institution available to current and prospective students. The Consumer Information & Student Right-to-Know page serves as a central location for parents, students, employees, and the campus community to obtain information and resources.

## **II. ACADEMIC INFORMATION**

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Enrollment Services has administrative responsibility for providing essential functions that support student access, retention, and success.

The Office of Enrollment Services is committed to providing excellent service. We support the mission of the college by providing innovative, accurate, and efficient support services to ensure that our diverse and dynamic student body has access to quality educational opportunities and experiences.

College of Marin offers an Associate in Arts degree (AA), and Associate of Arts Transfer degree (AAT), an Associate in Science degree (AS), and an Associate of Science Transfer degree, all of which meet the minimum academic year definition. In addition, College of Marin offers certificate programs which also meet the minimum academic year definition.

Complete information about all degree and certificate programs is available at individual web sites at [www.marin.edu](http://www.marin.edu). A catalog is provided to all new students as part of the college orientation program. Students are encouraged to download or keep the catalog as a valuable reference about program requirements for all educational programs. Class schedules are available both on the web and in print copy a few months before each semester begins. Students may select courses each term to advance toward completion of a degree or certificate.

## **III. ACCREDITATION**

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College of Marin is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org)

## **IV. PRIVACY & INFORMATION SECURITY**

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The Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records. FERPA protects students' right to inspect and review their education records, to request to amend their educational records, and to limit disclosure of personally identifiable information contained in education records.

## V. COST OF ATTENDANCE

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The Cost of Attendance refers to the average amount a full-time student enrolled in classes at the College of Marin can expect to spend during the semester. It is different for students living independently or at home, or who are residents of California or from another state.

The cost of attendance covers:

- Tuition and Fees
- Books and Supplies
- Room and Board
- Personal Expenses
- Transportation

Every year, College of Marin’s Enrollment Services Office reviews the California Student Aid Commission’s most current Student Expenses and Resources Survey (SEARS). It is a broad survey of students’ budgets and expenses from UCs, CSUs, community colleges, independent, and private career institutions. If the survey is not from the current year, it is adjusted for inflation.

Each year California legislators establish the cost for tuition per unit. The average amount of units enrolled at College of Marin or full-time enrollment units are used along with information about health and transportation fees. This sets the amount for tuition and fees while information from the SEARS is used to establish amounts for books and supplies and personal expenses

In this way, the Enrollment Services Office establishes a recommended cost of attendance.

The cost of attendance is subject to change depending on legislative activity. It sets the maximum amount of financial aid a student can receive for the year. It represents a modest budget by which a student can live adequately while attending College of Marin.

## VI. FINANCIAL AID PROGRAMS AND ELIGIBILITY

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College of Marin has a full array of Title IV programs and California State Programs.

<b>Title IV- Federal</b>	<b>California</b>
Pell Grant	California College Promise Grant (Fee waiver)
Supplemental Educational Opportunity Grant	Cal Grant B and C
Federal Direct Subsidized & Unsubsidized loan	Chafee Grant
Federal Work Study	Student Success Completion Grant

College of Marin Foundation Scholarships and off-campus scholarships are also administered by the Enrollment Services Office.

### **How to apply for financial aid**

Students who need assistance in applying for financial aid may visit our [Enrollment Services Financial Aid](#) help page.

The federal government is the primary source of financial aid for college students and must complete the Free Application for Federal Student Aid (FAFSA). However, students who qualify under AB-540 or are undocumented may apply for California State Financial Aid with the California DREAM application. Students must meet several requirements in order to be eligible to receive federal aid. The following requirements are common to most federal (and many other) financial aid programs:

- Students must have financial need and demonstrate it through their financial aid application materials. (Note: some loan programs and many scholarship programs are available to students who do not have financial need). Students who believe they may need financial assistance are strongly encouraged to apply for aid by the deadline dates.
- In order to receive financial aid, students must be admitted to the college and working toward a degree or certificate. (However, students may apply for aid before being accepted for admission or enrolled.)
- To qualify for most aid, students must be U.S. citizens or eligible non-U.S. citizens. Federal regulations and campus policy severely limit the types of financial assistance available to non-U.S. citizens.
- All students must have a valid Social Security Number.
- Most male students who are between the ages of 18 and 25 must be registered with the U.S. Selective Service.
- Continuing students must be making satisfactory academic progress.
- Students receiving federal student aid may use Title IV funds only for educational purposes.
- To continue to qualify for financial aid, students may not owe a refund on a federal grant or be in default on any federal educational loan.

#### **Restrictions on eligibility**

- Bachelor's degree: Undergraduates who have already received a bachelor's degree may qualify to receive student loans, the California College Promise Grant-Fee Waiver and Federal Work-Study while pursuing an additional course of study. Students with a bachelor degree are not eligible for federal grant assistance such as the Pell Grant or state grant assistance such as the Cal Grant.
- Enrollment at more than one institution: Students may only receive federal funds at one institution. Student enrolled in more than one college or university during the same term may only receive funds from **one** school.

#### **VII. CONFLICTING & INACCURATE INFORMATION**

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In reviewing application and data match information provided by the Central Processing System (CPS), a school must have an adequate internal system to identify conflicting information—regardless of the source and regardless of whether the student is selected for verification. The school is responsible to resolve and reconcile any conflicting information.

From the Federal Student Aid (FSA) Handbook, "If your school has conflicting information concerning a student's eligibility or you have any reason to believe a student's application information is incorrect, you must resolve the discrepancies before disbursing FSA funds."

If a discrepancy is discovered after disbursing funds, the information must still be reconciled and appropriate action must be taken.

**Applicants selected for verification**

If any information used to calculate the Expected Family Contribution (EFC) is believed to be inaccurate or any documentation is believed to be incorrect or incomplete, adequate documentation must be required to resolve it. Any corrections regardless of magnitude or effect on the EFC must be submitted to CPS for reprocessing. In reviewing files, the application will be reviewed for other conflicting items beyond those required to be verified.

**Applicants not selected for verification**

The Enrollment Services Office must examine any documents even if they weren't requested. This includes but is not limited to tax return transcripts. All comment codes on the Institutional Student Information Record (ISIR) must be resolved.

**Discrepant Tax Data**

Financial aid professionals are required to know whether a person is required to file a tax return, what the correct filing status for a person should be, and that an individual cannot be claimed as an exemption by more than one person. If a financial aid applicant who has been selected for verification is required to file taxes and did not file, he or she will be required to complete the appropriate tax form before the aid application is processed.

If it is discovered that a student and spouse, or a dependent student's married parents, have each filed as "head of household", the individuals will be required to amend their tax returns and file under the correct filing status. It is not acceptable to simply add the two tax returns together. If both parents worked and filed "married but separate", we must review both tax return transcripts.

Beginning in the 2014-2015 school year, for unmarried parents living in the same household, must submit identifying and financial information. If it is discovered that the parents are not married, are living together and are both working, then the IRS tax return transcripts from both parents are required. They are unable to use the IRS Data Retrieval Tool (DRT).

IRS Publication 17, Your Federal Income Tax, is an excellent resource, which may be viewed at <http://www.irs.gov>

**Additional application date received by College of Marin**

A school must have an adequate internal system to identify conflicting information that it may have, regardless of the source, such as information from a student's application to enroll in the college, as to whether the student has a high school diploma. If there is a conflict between the college admissions application and an ISIR regarding high school completion status, a tracking requirement is set up and the student is notified to resolve the conflict.

**Other conflicting information**

Financial aid funds will not be disbursed until there is resolution on all conflicting information. If the conflict involves a previous award year, it must still be resolved as long as the student is attending College of Marin.

The resolution is considered to be complete when a final determination has been made as to which information is correct and that determination has been made in writing.

### **Fraud cases**

If we suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, we will report our suspicions and provide any evidence to the Office of Inspector General. The contact information for OIG is:

(800) MIS-USED

Email: [oig.hotline@ed.gov](mailto:oig.hotline@ed.gov)

Web: <http://www.ed.gov/about/offices/list/oig/hotline.htm>

### **Citizenship Documentation and other C Flags**

College of Marin accepts any documentation listed in the Federal Student Aid Handbook to prove citizenship status for US citizens or permanent residents. Documentation for all other C-flags, i.e. selective service registration, unusual enrollment history, etc. is collected in the same manner and is based on requirements taken from the Federal Student Aid Handbook.

## **VIII. SERVICE TO STUDENTS PROVISION**

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The Enrollment Services Office is open and available to serve students at both the Indian Valley and Kentfield Campuses. Generally, during non-peak time, the main campus at Kentfield is open from 9 a.m. to 4 p.m. Monday, 9 a.m. to 7 p.m. Tuesday-Thursday and 9 a.m. to 1 p.m. on Friday. There are no evening hours or on Fridays during the summer semester. Saturday Service will be posted during the first three weeks of each semester.

### **Questions**

Most questions can be directly addressed at the Enrollment Services windows. Students and parents may be required to make an appointment to see an Enrollment Services Associate, depending upon the circumstances and length of time needed to address an issue. Any person wishing to make an appointment with the Associate Director or Dean should first be referred to an Enrollment Services Associate. Drop in hours, when available, are subject to staff availability.

Students are also provided an email address specifically designated for Financial Aid questions, concerns, correspondence, etc. that will be answered within 1-3 business days.

Phones are answered promptly by trained Enrollment Services staff during usual business hours.

## **IX. FEDERAL WORK STUDY**

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A student may be employed under the Federal Work-Study (FWS) program by the school in which the student is enrolled. Federal Work-Study is a federally funded program that provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses.

The benefits of work-study jobs include:

- Student oriented employers who work around your class schedule

- Income earned from Work-Study in a tax year is excluded on the following FAFSA
- Jobs are located on campus which makes them convenient to work in between classes
- Co-workers and district employees help you broaden contacts and your circle of friends

Students awarded work study are required to work a minimum of 10 hours, but no more than 20 hours per week. College of Marin's federal student workers have a starting hourly wage of \$15.00 per hour.

### **Who can qualify?**

To qualify for Federal Work-Study, a student must first submit a FAFSA to College of Marin (OPE ID: 001178) and indicate on their application that they are interested in Work-Study. Federal Work Study jobs are located are both on and off campus.

Once the completed FAFSA is on file with COM, the interested student should contact the Enrollment Services Office to discuss available Work-Study opportunities. FAFSA status is available on your MyCOM Student Portal in the Financial Aid Dashboard, under the Students tab.

## **X. STUDENT LOAN INFORMATION**

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In an attempt to decrease the number of student loan defaults, and lower the level of student loan indebtedness, College of Marin's Enrollment Services offices will adhere to the following student loan policy:

While College of Marin believes that student loans are an integral part of the federal aid programs, we are deeply concerned about student loan default and high student loan indebtedness. Therefore, whenever possible, we will encourage students to select work-study or off-campus employment instead of student loans. In addition, we will encourage students to borrow as little as possible at the community college level where educational costs are lower than at four- year colleges and universities.

### **Alternative Loans**

Requests for Alternative Loans will be reviewed on a case-by-case basis.

### **Student Loan Process**

1. Students must apply for financial aid to apply for a student loan by completing the Free Application for Student Aid at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). COM's school code is 001178
2. Within 2-3 weeks, students may receive email notification from the COM's Enrollment Services Office requesting additional information and/or documents to be submitted.
3. After all documents requested by the Enrollment Services Office are completed and returned, the file will be reviewed for grant and fee waiver eligibility. An initial award notification will be emailed to the student.
4. Students are required to complete and submit a separate loan request packet to be considered for Direct Stafford Loans.
5. When the loan request packet is submitted, it is processed in date order after other awards have been determined. This often takes 3-4 weeks.
  - a. Loan requests will be reviewed after student completes the following:
    - i. Attend either a financial aid workshop or schedule a one-on-one loan

- appointment with an ESA III/Assoc. Director
- ii. Submit a Direct Loan Promissory Note online at: <http://studentloans.gov> and necessary Entrance Counseling.
  - iii. Students requesting student loans will be required to provide a comprehensive Educational Plan with their loan application.
6. A student then receives notification of approval or denial of the loan. If the loan request is approved, a revised award letter is emailed to the student. If the loan request is denied, an email letter will be sent to the student.

Loan requests will be considered on a case-by-case and semester-by-semester basis. In some cases, the student's request may be approved, but the amount of the loan may be reduced. Students requesting loan late in the term, may be subject for additional information.

### **Loan exit interview**

When a student graduates, transfers to another college or university, drops below half-time enrollment status or otherwise leaves school, the student must complete the required Federal Direct Student Loan Exit Interview. The district will not be able to release transcripts or diplomas until the Exit Interview process is completed.

### **Additional Loan guidelines and requirements**

- Students, whose loan requests for a Federal Direct Loan are approved for the academic year in the Fall term and then become SAP ineligible for the Spring term will not have their loan applications certified. Students may submit an SAP appeal to re-instate loans.
- To be eligible for loans, students must be enrolled in an eligible program at least half time. Students who fail to complete the minimum 6-unit requirement with at least a 2.0 GPA may have their subsequent disbursement(s) cancelled.
- There are limits on Direct Subsidized loan eligibility for first time borrowers on or after July 1, 2013. Refer to the [Department of Education's Fact Sheet](#).
- There is a deadline for Federal Direct Loan Applications. Check with your Enrollment Services Office as deadlines may vary from term to term as the academic calendars change.
- Students must have academic history to determine Satisfactory Academic Progress. For students without academic history at College of Marin, will be required to submit midterm grades, verifying that the student is passing **ALL** courses with a 'C' or higher.
- Students placed on financial aid probation may be subject to review of midterm progress grades before a final decision is made

### **Parent PLUS Loan**

Request for Parent PLUS Loan will be reviewed on a case-by-case basis

## **XI. SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

Federal and state regulations require College of Marin to establish, publish, and apply satisfactory academic progress standards for students applying for and receiving federal aid. These regulations

require that the Enrollment Services Office review all periods of a student's enrollment history regardless of whether financial aid was received, to determine if a student is making satisfactory academic progress towards an educational objective. A student's progress will be evaluated at the end of the fall, spring and summer semesters by the standards outlined below. All periods of enrollment will be evaluated regardless of whether or not financial aid was received.

### **Satisfactory Academic Progress (SAP) Standards**

Four standards are used for the assessment of Satisfactory Academic Progress. These standards are reviewed at the end of each semester and are subject to change. In addition, the standards apply to all students who apply for and receive financial aid from the following programs:

- CAL Grant B & C
- Federal Work Study
- Federal Pell Grant
- Federal Direct Loan Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- California Chafee Grant for Foster Youth
- Student Success Completion Grant

#### **Standard 1: Qualitative-Grade Point Average (GPA):**

- Students are required to maintain a 2.0 minimum cumulative GPA
- The GPA will include all aided and unaided terms at COM
- Grade symbols of A,B,C,D or F will be used in grade point average calculation
- Courses completed with a P, NP, I, IP, or W will not be used in grade point average calculation. However, please note that non-passing grades will be used to determine minimum unit requirements. Additionally, even though a "D" is considered a passing grade, the total Cumulative GPA must not fall below 2.00 for each semester. Repeated courses will be considered in the GPA calculation.

#### **Standard 2: Quantitative-Pace of Progression (PACE)**

- Students must complete at least 66.67% of the cumulative number of units attempted at each SAP evaluation.
- PACE is the rate of which a student completes requirements for their educational goal and is calculated by dividing the number of cumulative units completed by the number of cumulative units attempted.
- Courses completed with an **Incomplete** or a **Withdrawal** will be counted as **not** completed in the calculation.
- Repeated courses will be counted in the PACE calculation for completed and attempted units.

#### **Standard 3: Quantitative- Maximum Time Frame**

- A period of time that is no longer than 150% of published length of the program in which the

student is enrolled

- Students enrolled in 60-unit AA/AS or 4-year transfer programs are expected to complete their programs by the time they attempt 90 units.
- For eligible certificate programs, maximum time frame varies (i.e. 30 unit program=45 units maximum, 18 unit program = 27 units maximum)

#### **Standard 4: Institutional Policies**

- Remedial/ESL coursework may be excluded from the Pace and Maximum Time Frame calculations up to 30 units
- The following will be counted in the maximum time frame, pace of unit completion and GPA measures:
  1. **All** units attempted from College of Marin regardless of when the courses were taken, will be included.
  2. If transcripts are on file with Enrollment Services, all courses that have been applied to the student's academic record will be included.

#### **SAP Evaluation**

SAP will be evaluated at the end of each semester. The number of units a student attempts and completes will be used to calculate SAP status.

#### **SAP Warning**

- Students will be placed on financial aid warning if the earned GPA falls below 2.0 for all courses attempted, do not meet PACE, or nearing MAX.
- If at the end of the warning semester a student completes the minimum pace of progression with a minimum Cumulative GPA of 2.0, they will be removed from financial aid warning.
- At the end of the Warning semester, students who have failed to make SAP will be notified by email from the Enrollment Services Office about their loss of eligibility, and with instructions about an appeal process.

#### **SAP Disqualification**

Students placed on Disqualification status are not eligible to receive financial aid. Students are subject to Disqualification based on any the following:

- Failure to meet SAP standards while on Warning status
- Withdrawing from all units during a semester (may be required to repay all or part of the funds received)
- Receiving failing grades (F, NP, I, FW and/or, W) for all attempted units for a semester
- Exceeding Timeframe
- Completion of a Bachelor's degree or higher
- Failure to meet **ALL** terms and conditions of an approved appeal or academic plan

### **SAP Probation/Condition**

Probation/Conditional status will be granted after the student has appealed and has had eligibility reinstated based on approval of the appeal. Probation/Condition reinstatement of aid are reviewed on a case-by-case basis and will not be granted automatically.

According to federal regulations, if it has been determined that a student cannot mathematically finish their program of study with the required cumulative GPA and PACE within the allotted timeframe, the student will be considered ineligible for financial aid and Probation will not be granted.

### **Reinstatement/ Appeals procedure**

Reinstatement: A student, who was previously disqualified, may have their financial aid reinstated if they meet the minimum pace of progression with a minimum Cumulative GPA of 2.0.

Appeals/ Probation: A student appeal may be filed for not meeting the GPA standard. Students may also appeal if they have reached the maximum time period or are not making pace of progression.

The outcome of an appeal may result in Probation or Conditional status if needed.

Appeals/Conditional: Students whose appeal was approved, but based on the allotted timeframe will require additional semester(s) to complete educational goal or reach the required GPA standards, will be placed on a conditional status. Students who are placed under conditional status will be required to adhere to the conditions of the approved appeal.

An appeal petition can be downloaded from the Financial Aid section of the Enrollment Services home page. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances and what steps the student has taken to prevent this in the future. The Enrollment Service's Office will initially review the appeal and notify the student by email when a decision has been made.

### **Ineligible to appeal**

Students who did not meet satisfactory progress guidelines based on pace of progression or GPA may not be able to appeal again under certain conditions. If in the last semester enrolled at College of Marin, the student appealed and that appeal was denied, another appeal cannot be filed for the next enrolled semester. The student would need to reinstate themselves (without financial aid) by meeting the minimum pace of progression with a minimum Cumulative GPA of 2.0 while enrolled in classes at College of Marin.

## **XII. AWARDING (PACKAGING)**

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### **General Packaging Guidelines**

Every eligible applicant should receive a combination of financial aid based on the student's qualifications, financial need, preference, student's academic and family situation, and criteria developed annually by the Enrollment Service's Office for equitable distribution of grant aid and self-help aid. The Enrollment

Services Office has the right to modify awards subject to the availability of funds. Financial aid will be awarded based on the following hierarchy until need/cost is met:

- CA College Promise Grant- fee waiver
- Federal Pell Grant
- FSEOG
- Federal Work-Study
- Cal Grant B or C
- Student Success Completion Grant
- Chafee Grant
- Institutional Scholarships

Direct Stafford Loans are not included in the initial packing at College of Marin. Rather a student must request to borrow by completing a separate loan request packet. Submitting a loan request does not guarantee approval.

Completed files will be reviewed and packaged on a “first come, first served” basis as determined by the date the file is completed.

The student’s cost (see Cost of Attendance section) and need will be calculated (cost of attendance minus EFC minus other resources equals need). Each aid type and amount in which the student is eligible will be subtracted from the need/cost as outlined in the awarding hierarchy. Awards are coordinated with other offices and agencies who give monetary awards or assistance.

### **XIII. DISBURSEMENT AND NOTIFICATION**

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In order to ensure compliance with Department of Education Regulations pertaining to separation of duties for disbursement of financial aid funds the following is established. The Chief Business Officer and/or designee, shall be responsible for disbursing financial aid funds as outlined in the Blue Book published by the U.S. Department of Education and other generally accepted accounting procedures.

Federal Pell Grant, SEOG, Direct Stafford Loan funds are credited to the student through College of Marin Student Account. All enrollment and other fees are deducted first and then the remaining balance is refunded to the student.

College of Marin chooses to disburse Pell grant to eligible students in two disbursements per semester. Other aid grants are disbursed on dates established by Enrollment Services. Financial aid refunds are wired to Bank Mobile, our 3<sup>rd</sup> party vendor, and students must have selected a refund preference. For more information, please see the Enrollment Services office in regards to BankMobile or visit the link: <http://bankmobiledisbursements.com/refundchoices/>

For instance, if a student is eligible for a Pell Grant, then half of the funds the student is eligible to receive will be disbursed at the beginning of the semester and the remaining funds will be disbursed in the second half of the semester.

All scholarships are distributed in one disbursement per semester. For subsidized and unsubsidized loans half of the total amount awarded is disbursed in the Fall and the second half is disbursed in the Spring. If the loan is for only one semester, then the entire amount is disbursed in two payments that semester.

Federal and state regulations allow College of Marin to begin disbursing financial aid to eligible students up to 10 days before the start date of the student's class. If the student has classes that start later in the term, only the enrollment for the classes he/she is attending will be used at the time of disbursement. Those students whose financial aid files are complete and otherwise eligible will have their student accounts credited with their first disbursement within 10 days before their first class begins. College of Marin continues crediting the first disbursement of financial aid to eligible students when their files are complete every week during the first month of the semester and then every other week until the end of semester.

Awards are based on full-time enrollment and will be prorated when enrollment is less than 12 units. Any subsequent adjustments to students' awards or financial aid status (including additional funds or awards) will be posted to the student's MyCOM Portal account. Withdrawing from classes or dropping below part-time status may result in a balance and will be the student's responsibility to resolve.

Students who owe an overpayment will be notified by an Enrollment Services Associate via email to the student's personal and MyCOM portal. Students are instructed to repay financial aid debt to the cashier office and are given until the end of the aid year for which the debt is owed. Failure to repay financial aid debt is referred to the United States Department of Education. This will prevent students from receiving Federal and State Financial aid at any colleges or universities.

#### **XIV. RETURN TO TITLE IV**

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College of Marin will determine the amount of federal financial aid a student has earned in accordance with federal law. Federal financial aid ("Title IV funds") is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw 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 have received.

##### **Order of return**

College of Marin follows the federal regulation 34 CFR 668.22(i). It is as follows:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans

- Federal Pell Grants
- Federal SEOG
- Teach Grant

### **Post-withdrawal Disbursement**

If the student receives less Federal Student Aid than the amount earned, College of Marin offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement. Without obtaining a student's permission, Title IV grant funds from a Post withdrawal disbursement are credited to a student's account to pay for tuition and fees for the term for which the student is eligible for a Post-Withdrawal disbursement or are disbursed directly to the student. College of Marin must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges and must notify the student no later than 30 calendar days after the date that College of Marin determines the student withdrew. College of Marin notifies students by letter that they are eligible for a Post-withdrawal disbursement and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, College of Marin states that the institution is not required to make the Post-Withdrawal disbursement if the student does not respond by the deadline.

### **Timeframe**

Per Federal regulation 34 CFR 668.22 (j) (i), College of Marin must return the unearned funds no later than 45 days from the determination of a student's withdrawal. This is done electronically using the "Refunds" function in G5.

A student's withdrawal as defined by College of Marin is:

- The date the student officially withdraws through the student portal or in person in Enrollment Services; or
- The date the instructor officially withdraws the student for failure to adhere to attendance requirements.

## **XV. Communication**

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The Enrollment Services Office sends all correspondence via the student's individual MyCOM Student Email address and MyCOM Student Portal. This address is established upon admission to COM. Students must log into their MyCOM portal to review information pertinent to their financial aid including:

- Document Tracking Requirements
- Award Information
- Satisfactory Academic Progress Status
- Loan Exit Interview Notification
- Other correspondence

It is the responsibility of the student to check their financial aid status on a regular basis and respond to any correspondence via email to [financial.aid@marin.edu](mailto:financial.aid@marin.edu) or by stopping by the Enrollment Services Office at either Kentfield or IVC.

