

# APPENDIX IX

## Financial Aid Programs

Reference: Board Policy 5130 Financial Aid (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=BK2MPP5C3A99>); Administrative Procedure 5130 Financial Aid (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=BK2MPA5C2D69>)

The Ventura County Community College District (Moorpark, Oxnard, and Ventura College) participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal requirements. Financial aid policy and procedure handbooks are available in each college Financial Aid Office.

### Financial Aid

Financial Aid is available to eligible students through waivers, grants, scholarships, loans and part-time employment. Recipients may receive more than one category of assistance and in some cases, assistance from all categories depending upon financial need.

While the District subscribes to, and supports the philosophy that the primary responsibility for funding college expenses rests with students and their families, it recognizes that some students or their families have limited financial resources and are unable to meet all of the expenses associated with higher education without supplemental assistance.

Financial Aid programs may include, but are not limited to:

1. California College Promise Grant (CCPG)
2. Cal Grants
3. Federal Pell Grants
4. Federal Direct Student Loan Programs
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. Student Success Completion Grant (SSCG)
7. Chafee Program (for former Foster Youth)
8. Work Student Programs
9. Scholarships
10. California College Promise Programs currently Moorpark College Promise, Oxnard College Promise and Ventura College Promise

### Application Process

Students who would like to be considered for financial aid must apply using either the Free Application for Federal Student Aid (FAFSA), or the California Dream Act Application. Links to these forms can be found on the Financial Aid webpages on the college websites. Students who wish to apply for the California College Promise Grant (CCPG) and/or California College Promise Programs may submit a FAFSA or the California Dream Act application each application year.

Some financial aid resources require a student to submit additional application materials; such as scholarships. All students are encouraged to apply for scholarships that may contribute to their financial resources while attending college.

See the Financial Aid webpages on the College website for specific Financial Aid and Scholarship deadlines under "Important Dates". All deadlines will be strictly adhered to.

- Moorpark College Financial Aid Office webpage (<https://www.moorparkcollege.edu/departments/student-services/financial-aid-office/>); (805) 378-1462
- Oxnard College Financial Aid Office webpage (<https://www.oxnardcollege.edu/departments/student-services/financial-aid-office/>); (805) 678-5828
- Ventura College Financial Aid Office webpage (<https://www.venturacollege.edu/departments/student-services/financial-aid/>); (805) 289-6369

### Student Eligibility

Recipients of aid from federal and state funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, certificate, or transfer. In addition to financial need, other eligibility requirements for most federal and state programs include:

1. Having a high school diploma, a General Educational Development (GED) certificate, completing home schooling at the secondary level as defined by state law, passing the California High School Proficiency Examination (CHSPE), the High School Equivalency Test (HiSET), or passing the Ability to Benefit Test (if grandfathered in), administered at the Testing Center and which has been approved by the Department of Education;
2. Being a U.S. Citizen or eligible non-citizen
3. Maintaining Satisfactory Academic Progress (SAP) in accordance with the standards;
4. Not be in default on federal loan or grant overpayment;
5. Be registered with the selective service, if required;
6. Have a valid social security number.

State aid does not require student to have a valid social security number. Some AB540 students may be eligible for federal aid, while others may only be eligible for state aid. Deferred Action for Childhood Arrivals (DACA) student are only eligible for state aid.

To establish a process for students to receive student financial aid during a concurrent enrollment period between institutions. Students will receive federal financial aid from their primary college of record, CCPG and California College Promise Program from each campus as determined by enrolled courses per college. Students may receive California College Promise Grant (CCPG) and/or AB 19 California Promise Programs from one or multiple schools in the VCCCD as determined by enrolled courses per college, AB 19 program rules, and availability.

It is the procedure of the District to package financial aid funds for all students in a manner consistent with federal and state regulations.

The Ventura County Community College District (VCCCD) partners with a third-party service provider to deliver financial aid student refund(s).

VCCCD will determine the amount of federal and/or state financial aid a student has earned in accordance with federal and state regulations. 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.

At VCCCD, a student's withdrawal date is:

1. The date the student officially notified the Admissions & Records Office of their intent to withdraw, or
2. The date posted by the instructor indicating the last day of attendance or no attendance.

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

The Ventura County Community College District Financial Aid Offices establish Standards of Satisfactory Academic Progress (SAP) in accordance with federal regulations. To be eligible for financial aid, students must meet or exceed these standards. The standards apply to all financial aid recipients and to all college coursework taken including coursework taken from outside colleges if that coursework has been submitted and appear on a Ventura County Community College District (VCCCD) transcript. Failure to maintain these standards may result in loss of financial aid eligibility. Students must meet these requirements to remain eligible to receive financial aid.

Submission of fraudulent documents or behavior is a violation of the Student Code of Conduct and as such, subject to disciplinary action. The student will be informed that withdrawing the fraudulent document and/or information is not a pardon from disciplinary action. In addition, student who are found to have submitted fraudulent documents will have to repay any funds received. Any student submitting a fraudulent document and/or information will be referred to the Dean of Student Affairs and/or designee for disciplinary action and may be reported to the U.S. Office of Inspector General.

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial. This procedure does not apply to

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

A student shall become ineligible for a CCPG if the student is placed on academic or progress probation, or any combination thereof, for two consecutive semesters (Fall or Spring). Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the semester that resulted in the student's placement on probation. The notification must clearly state that two consecutive semesters of probation will lead to a loss of the CCPG until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall prominently display, and disseminate information ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing CCPG eligibility. Dissemination includes, but is not limited to, District financial aid website, and information provided in college catalogs and college websites.

Moorpark, Oxnard and Ventura College have established written procedures by which a student may appeal the loss of CCPG due to extenuating circumstances, economic situation, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. The procedure is posted on the District and college financial aid websites. (<https://www.vcccd.edu/students/financial-aid-information/loss-of-enrollment-loss-of-promise-grant/>) Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services.

\*Appeals for these circumstances will be reviewed by the Loss of Promise Appeals Committee. Appeals are reviewed on a case-by-case basis and prioritized by the date received. Students are notified by e-mail of the outcome.

Appeals must be submitted before the end of the fiscal year. Appeal decisions are final.

Submitting an appeal form does not guarantee approval. Appeal approval for Loss of Enrollment Priority and/or CCPG loss will not reinstate eligibility for other financial aid programs (Pell Grant, Direct Loans, etc.) A separate appeal will need to be submitted to the Financial Aid Office and reviewed for financial aid eligibility.

Foster youth, former foster youth no older than 25, and students eligible for the CCPG based on the special classifications are not subject to the loss of CCPG eligibility.

In addition, other fee waivers authorized outside of Section 76300(g)(1) are considered special categories and are not subject to loss due to the Section 76300(g)(1) standards.

The special categories are:

- Dependents of California National Guard Members
- Dependents of veterans
- Congressional Medal of Honor recipients and their dependents

- Surviving dependents of the September 11, 2001 attacks
- Dependents of law enforcement or fire suppression personnel.

### Residence Classification

Reference: Board Policy 5015 Residence Determination (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=BYHP3K6114D5>); Administrative Procedure 5015 Residence Determination (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=BYHP3M6119CD>)

Residency classification is the responsibility of the Admissions & Records Office and shall be determined for each student at the time of application for admission pursuant to California Education Code and Title 5 Administrative Code. The residency determination is that day immediately preceding the opening day of instruction for any session, as set by the district governing board, during which the student proposes to attend a college. Enrollments in late starting classes within a term are subject to this uniform residence determination date (each term only has one residence determination date).

Students shall be notified of residence determination within 14 calendar days of submission of application.

#### Rules Determining Residence

In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his/her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose pursuant to Education Code sections 68017 and 68062 and Title 5 section 54020.

A student who has resided in the state for more than one year immediately preceding the residency determination date is a resident. The one-year residence period, which a student must meet to be classified as a resident, does not begin to run until the student is both present in California and has manifested clear intent to become a California resident.

A student who has not resided in the state for more than one year immediately preceding the residency determination date is a nonresident.

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence.

If a student, or the parent of a minor student, relinquish California residence after moving from the state, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence for tuition purposes, except as provided by Education Code section 68070 [Student who remains in state after parent moves elsewhere].

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by Ventura County Community College District (VCCCD) shall be determined in accordance with the Education Code which states that every person has, in law, a residency.

Intent to make California the home, for other than a temporary purpose, may be manifest in many ways. No one factor is controlling.

- Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special temporary purpose and to which one returns in seasons of repose.

- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

#### Residency Determination for Military Personnel and Dependents

Consult Board Policy 5013 Students in the Military (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=BXGTY778B3D2>) and Administrative Procedure 5013 Students in the Military (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=CCJVHF80D152>) for information regarding residency determination as applied to active-duty military personnel and their dependents.

#### Reclassification

A student previously classified as a nonresident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established.

Requests for Residency Reclassification are to be submitted to the Admissions and Records Office. Documentation will be required of the student in support of the reclassification request.

A questionnaire to determine financial independence is included in the request for reclassification. The determination that a student is not financially independent will weigh against a request for reclassification.

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made and in any of the three calendar years prior to the reclassification application.
- Has not and will not receive more than seven hundred fifty dollars (\$750) per year in financial assistance from his or her parent, in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application, and
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.
- Relevant documentation to support a finding of financial independence may include tax returns from the student to verify the student's income and from parents to verify the student was not included as a dependent, W-2's, apartment rental contracts for leases, and copies of other necessary financial documentation (bank statements, loans, trusts, etc.) to verify the sources of the student's income/savings.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California

resident, or (2) there is no evidence of the student's continuing residence in another state.

A student who has established financial independence may be reclassified as a resident, if the student has met the requirements of section 54020 (union of act and intent), for one year prior to the residence determination date.

In determining whether the student has objectively manifested intent to establish California residence, financial independence shall weigh in favor of finding California residence and financial dependence shall weigh against finding California residence.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence, than shall financial dependence in earlier calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state. The title 5 section 54032(d) a district to disregard a finding of financial dependence where there is not intent to establish (or maintain) residence in another state. The ultimate question is whether the student has demonstrated intent to become a California resident. Since financial status is only one factor to be considered and districts may still wish to require some further affirmative showing of objective intent to become a California resident.

The District may admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States without lawful immigration status or with any type of temporary visa, they will be classified as nonresidents and charged nonresident tuition unless they meet the exceptions contained below:

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and he/she meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet one of the following requirements:

- Total attendance of, or attainment of credits earned while in California equivalent to three or more years of full-time attendance or attainment of credits at any of the following: (a) California high schools; (b) California high schools established by the State Board of Education; (c) California adult schools established by either a county office of education, unified or high school district, or The Department of Corrections and Rehabilitation; (d) campuses of the California community colleges; or (e) a combination thereof; or
- Three or more years of full-time high school coursework in California, and a total of three or more years of attendance in California elementary schools, or a combination of California elementary and secondary schools.

Additionally, the following requirements must be met:

- Graduation from a California high school or attainment of the equivalent thereof; or completed an associate degree from a California Community College; or completed the minimum requirements at a California Community College, or fulfill the

minimum transfer requirements established for the University of California or the California State University for students transferring from a campus of the California Community Colleges;

- Registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002,
- Completion of a questionnaire form prescribed by the Chancellor of the California Community Colleges and furnished by the District of enrollment, verifying eligibility for this nonresident tuition exemption; and
- In the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Documents and information obtained in implementing this exemption are confidential.

Nonresident students who are U.S. citizens and who reside in a foreign country will be admitted and classified as nonresidents but exempted from payment of nonresident tuition provided they meet all of the following requirements:

- Demonstrate a financial need for the exemption;
- Has a parent or guardian who has been deported or was permitted to depart voluntarily under the Federal Immigration and Nationality Act;
- Moved abroad as a result of the deportation or voluntary departure;
- Lived in California immediately before moving abroad;
- Attended a public or private secondary school in California for three or more years;
- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education;
- Will be living in California and will file an affidavit with the community college stating that her or she intends to establish residency in California as soon as possible;
- Documentation shall be provided by the student as required by the statute as specified in California Education Code Section 76140(a)(5).
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office at the student's primary campus.

Special part-time admission students who are determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying nonresident tuition per California Education Code, Section 76141. The following conditions apply:

- The term "special admission student" refers to concurrently enrolled K-12 students who have been recommended by the principal of the pupil's school and have parental permission to attend a community college during any session or term and who enroll in 11 or fewer units per semester, in accordance with Education Code, Section 76001. (Except that parental permission may not be required for special admission students who are 18 years of age or older.)
- The exemption does not apply to full-time special admissions students.
- This exemption does not apply to categories of students who would be precluded from qualifying for AB 540 nonresident tuition



exemption; i.e., a) students who reside outside of California and enroll via Distance Education and b) students on most nonimmigrant visas.

- T and U nonimmigrant visas are eligible for this exemption.
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aide. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus.

The attendance of nonresident students shall not be claimed for apportionment funding except as allowed by law under the California Education Code and Title 5 Administrative Code.

#### Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions & Records Office may make written appeal to the Dean of Student Services/ Student Learning or designee within 30 calendar days of notification of final decision by the college regarding classification.

#### Appeal Procedure

The appeal is to be submitted to the appropriate dean. The appeal must include a cover letter indicating the student's rationale, and the documented, verifiable evidence as to why his or her residency classification is incorrect.

The appropriate dean shall review all applicable records including the application for admission (may be a copy of the student's online admission application), the residency reclassification request form and supporting documentation, and may request additional information from either the student or the Admissions & Records Office. Within 30 calendar days of receipt, the appropriate dean shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

#### **Tuition and Fees for Military Personnel and Dependents**

Reference: Board Policy 5013 Students in the Military (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=BXGTY778B3D2>); Administrative Procedure 5013 Students in the Military (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=CCJVHF80D152>)

A student that is active duty military personnel and their dependents, military veterans and their dependents are subject to the same criteria and regulations regarding the establishment of California residency as other non-resident students. The information provided herein refers to the assignment of California residency based on active-duty or discharged veteran status solely for the purposes of determining the tuition and fees for eligible service members, former service members and their dependents.

A student who is a member of the Armed Forces of the United States stationed in this state is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled in the District.

A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States, whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution, (1) is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, or (2) is thereafter retired as an active member of the Armed Forces of the United States, the student dependent shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

#### **Military Veteran Exception**

A community college student who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.

The one-year exemption provided in paragraph (1) shall be used while the student lives in this state and within two years of being discharged.

A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for an exemption pursuant to this section.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her/their dependents, regardless of the veteran's state of residence is entitled to resident classification.

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California is entitled to resident classification.

An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty is entitled to resident classification.

A parent who is a federal civil service employee and his/her/their natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of assignment to California and the date of the assignment to California. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's active duty assignment is in California as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041; 54042; 54002)

Note that the residency status conferred under this section does not entitle students to the full benefits of classification as a California

resident. Students will need to petition for reclassification to California resident status as soon as they are eligible to do so.

## **Veterans Access, Choice, and Accountability Act (VACA) and SB 81**

In accordance with Education Code Section 68075.5(c), a full exemption from the nonresident fee for all students verified to be “covered individuals” per the criteria listed below **and** that qualify to use Montgomery GI Bill-Active Duty, Post-9/11 GI Bill education benefits or Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapters 30, 31, and 33, respectively, of Title 38, U.S. Code) while living in California will be eligible for this exemption. A “covered individual” is defined in the VACA Act as:

A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.

An individual eligible for transferred Post-9/11 G.I. Bill benefits while the transferor is on active duty who resides (lives) in California (regardless of his/her formal state of residence) as described in 38 USC 3679(c)(2)(B)(ii)(II).

A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor’s discharge from a period of active duty service of 90 days or more.

A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence).

An individual eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31) education benefits program.

After expiration of the three-year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

Students eligible for VA education benefits must provide a “Certificate of Eligibility” (COE) or the Authorization of Entrance into Rehabilitation and Certification (Chapter 31 Referral) by the VA that will confirm the approved education benefits for the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement (TOE) to basic educational assistance under chapters 30, 31, and 33 of title 38, U.S. Code). The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a “DD 214”, is also required to confirm the “covered individual” status as it will show the effective date of the veteran’s discharge from active service.

### Military Withdrawal Based on Orders

Military withdrawal occurs when students who are members of an active or reserve United States military service receive orders compelling withdrawal from classes. Upon verification of orders, the appropriate withdrawal symbol may be assigned at any time.

Students requesting military withdrawal must present a petition for withdrawal and a copy of the military orders, which verify the dates and location of military assignment that compelled or compels withdrawal from classes. Other types of verifying documentation may be considered only if orders are unavailable providing they verify the dates and location of military assignment that compelled or compels withdrawal from classes. Military withdrawal may be requested at any time upon the student’s return to college.

A grade of MW shall be recorded on the permanent academic record upon approval of petition for military withdrawal. MW grades shall not be counted as one of the three enrollment attempts allowed to achieve a standard (passing) grade of C/P or better (course repetition), or in the calculation of a student’s academic progress for the determination of academic standing.

The student will be eligible to receive a full refund for all fees paid in the term for which the military withdrawal was granted. The cost of books and supplies may be eligible for refund pursuant to the policies and procedures of the campus bookstore.

### Credit for Military Educational Training

The colleges of the Ventura County Community College District will recognize and grant credit to service personnel for formal educational training completed in the United States armed forces provided such credit is not a duplication of work taken previously.

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the armed services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide.

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of a District College under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition.
- Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/ Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Center (DLIFLC) Transcripts, Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

### Priority Registration for Military Veterans

Military veterans will be accorded level one priority registration in compliance with state and federal law. See Administrative Procedure 5055 Enrollment Priorities. (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=BTCUCB7B61E3>)

### Veterans’ Administration Education Assistance Programs

The colleges of the Ventura County Community College District are approved to process claims for students who are eligible to receive educational benefits under various Veterans’ Administration Education Assistance Programs.

## Fees

Reference: Board Policy 5030 Fees (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=BH3UL77C8787>); Administrative Procedure 5030 Fees (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=CD3TMF7808AC>)

### I. Required fees include:

1. Enrollment (E.C. 76300 and 76300.5; Title 5 CCR 58500-58509)
  - a. A per unit enrollment fee of \$46 shall be charged each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the Board of Governors. Dual Enrollment students are exempt from enrollment fees with certain limits.
2. Nonresident tuition with these permissive exemptions (E.C. 76140, 76140.5):
  - a. All nonresident students enrolling for 6 or fewer units; or
  - b. A student who is a citizen and resident of a foreign country who demonstrates financial need
3. Nonresident tuition with these mandatory exemptions (E.C. 76004(p), 76001(d)):
  - a. All qualifying nonresident special "part-time" students (other than those with a non-immigrant status, such as those present in the United States on a B Visitor Visa \*) under an AB 288 College and Career Access Pathways Partnership (CCAP) dual enrollment agreement with a school district, are permitted to enroll in up to 15 credit units and the units may not constitute more than four community college courses per term.
  - b. All qualifying nonresident special "part-time" students under a non-CCAP dual or concurrent qualifying nonresident special "part-time" students under a non-CCAP dual or concurrent enrollment agreement, are permitted to enroll in up to 11 credit units per term in accordance with Education Code section 76001(d).

Note: Attendance generated by exempted nonresident special "part-time" students listed above is eligible to be reported for apportionment purposes.

In addition to the enrollment fees of \$46 per unit, nonresident students are assessed nonresident tuition fees, which are published in a public location. AB 540 added Education Code Section 68130.5 which provides for exemption of these fees for students who met certain criteria, such as graduating from a California high school or attainment of the equivalent thereof.

### II. Fees authorized by law include

- A. Non-District physical education facilities (E.C. 76395)
- B. Noncredit courses (E.C. 76385)
- C. Community service courses (E.C. 78300)
- D. Auditing of courses (E.C. 76370)
- E. Instructional materials (E.C. 73365, 81457, 81458; 5 CCR 59400-59408)
- F. Athletic insurance (E.C. 70902(b)(9))
- G. Cross-Enrollment with CSU or UC (E.C. 66753)
- H. Health (E.C. 76355)

The District charges a mandatory health fee for both full-time and part-time students at an amount as defined by Education Code 76355. The current health fee is published in a public location.

The following students are exempted from payment of the fee:

- a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- b. Students who are attending a community college under an approved apprenticeship training program.
- c. Students who are exclusively enrolled in one or more noncredit courses.
- d. Dual enrollment students enrolled under an AB288 College and Career Access Pathways Partnership Agreement with a school district or under a non-CCAP agreement. The Dual Enrollment exemption from the fee described above shall not apply when courses occur on the college campus.

### I. Parking (E.C. 76360)

A parking fee will be assessed per term to students to park on District property parking lots for automobiles and motorcycles as stipulated in Education Code Section 76360. The current parking permit fees are published in a public location.

### J. Transportation (E.C. 76361, 82305.6)

### K. Student representation (E.C. 76060.5; 5 CCR 54801-54805)

A fee per semester shall be collected at the time of registration and \$1 of that fee is to be used to establish and support the Student Senate of the California Community Colleges (SSCC), the statewide community college student organization recognized by the Board of Governors (BOG).. Students may refuse to pay the fee, without providing a reason, on the same form that is used for the collection of fees. This fee may not be collected or terminated by a student body election. The current fee is published in a public location. Dual enrollment exemption: K-12 students enrolled under an AB288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement with a school district are exempt. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

L. An optional fee shall be collected at the time of registration and used by the Student Activities Office at each College for the sole use of funding student life. Under the supervision of the senior administrator of student services or designee, the fee will be disbursed into the following accounts: Associated Students General Fund, Associated Student Reserve, Student Clubs and Organizations, and Student Activities. Students may opt out for any reason. All funds collected will follow the guidelines set forth in VCCCD Board Policy 5420 Associated Student Finance (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=BXGUA879DB7E>). Dual enrollment exemption: K-12 students enrolled under an AB288 College and Career Access Pathways Partnership Agreement or under a non-CCAP agreement with a school district are exempt. The current fee is published in a public location. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

### M. Student Center (E.C. 76375; 5 CCR 58510)

A Student center fee will be assessed for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center. Dual enrollment exemption: K-12 students enrolled under an AB288 College and

Career Access Pathways Partnership Agreement or under a non-CCAP agreement with a school district are exempt. The current fee is published in a public location. The Dual Enrollment exemption shall not apply when courses occur on the college campus.

N. Use of facilities financed by revenue bonds (E.C. 81901(b)(3))

O. Refund processing (5 CCR 58508)

Section 58508 of Title 5 of the California Code of Regulations permits districts to retain a maximum \$10 from enrollment fees as a refund processing fee. Refunds of the enrollment fee, health fee, non-resident tuition and other fees associated with registration shall be made to eligible students who file a refund request by the published deadline. VCCCD enrollment fee refund requests are subject, once a semester, to the withholding of a \$10.00 administrative fee.

P. Telephone/Internet registration (E.C. 70902(a)) The District does not charge this fee (formerly known as the "Remote registration fee")

Q. Physical Fitness Test (E.C. 70902(b)(9))

R. Instructional Tape Lease/Deposit (E.C. 70902(b)(9))

S. Credit Card Use (E.C. 70302(b)(9))

T. International Student Medical Insurance (E.C. 70902(b)(9))

### III. Prohibited fees include:

All fees exempted under the terms of an AB288 College and Career Pathway Partnership Agreement (CCAP) effective at the time of registration for students admitted to a VCCCD constituent college as a special part-time student pursuant to Education Code Section 76004(g). Dual enrollment students under a non-CCAP agreement with a school district are exempt from all fees. The Dual Enrollment exemption from fees described above shall not apply when courses occur on the college campus.

A. Late Application (CCCCO Student Fee Handbook)

B. Add/drop (CCCCO Student Fee Handbook)

C. Mandatory student activities (CCCCO Student Fee Handbook)

D. Student Identification Cards (CCCCO Student Fee Handbook)

E. Student Body Organization (CCCCO Student Fee Handbook)

F. Nonresident application (CCCCO Student Fee Handbook)

G. Field trip (5 CCR 55450, 55451)

H. For dependents of certain veterans (E.C. 66025.3)

I. For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)

J. For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (E.C. 66025.3)

K. Required or funded services (CCCCO Student Fee Handbook)

L. Refundable deposits (CCCCO Student Fee Handbook)

M. Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)

N. Mandatory mailings (CCCCO Student Fee Handbook)

O. Rental of practice rooms (CCCCO Student Fee Handbook)

P. Technology fee (CCCCO Student Fee Handbook)

Q. Late payment fee (5 CCR 58502, 59410)

R. Nursing/healing arts student liability insurance (5 CCR 55234)

S. Cleaning (CCCCO Student Fee Handbook)

T. Breakage (CCCCO Student Fee Handbook)

U. Test Proctoring (CCCCO Student Fee Handbook)

### IV. Other fees/fines:

The District may assess and collect other fees/fines that are not prohibited by statute or law, such as parking fines and library fines.

### V. Collection and refund of fees (within published refund deadlines) include:

A. The District shall collect fees when enacted by the Legislature following registration by the student

B. The District shall refund fees collected in error

C. The District shall refund fees that are refundable because of a reduction in the educational program of the District

D. The District shall refund fees that are refundable because of the student's reduction in units or withdrawal from an educational program

E. The District shall refund fees that are refundable because of changes in law or regulation authorizing and establishing enrollment fees

F. The District shall provide notice to students of availability of exemptions from certain mandatory and authorized fees

### VI. Waiver of Fees

The District (VP and FAO) may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

### Remedial Coursework

Reference: Board Policy 4222 Remedial Coursework (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=AMASCX7219FD>); Administrative Procedure 4222 Remedial Coursework (<http://go.boarddocs.com/ca/vcccd/Board.nsf/goto/?open&id=AMAS8371613B>)

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework, per Title 5, Section 55035. This limitation of 30 units applies to all remedial coursework completed at any of the colleges of the district. It does not apply to remedial coursework completed at colleges outside the District. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation.



The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the Course Repetition Policy.

Students who exhaust the unit limitation shall be referred to appropriate adult non-credit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as requiring additional remedial units as part of a verified learning disability related accommodation are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver for the limitations of this procedure. Petitions for waiver can only be given for specified periods of time or for a specified number of units. The petition for this purpose, the *Student Education Plan*, is available through the Counseling Office. Petitions should be made to the Chief Instructional Officer or designee.

College catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

## DEFINITIONS

**New Student:** Matriculated as First-Time Freshman or First-Time Transfer.

**Continuing Student:** A student who has been enrolled in one or more of the two previous primary semesters.

**Returning Student:** A student who has been previously enrolled at any of the colleges in the District, but has not been enrolled for either of the previous two primary semesters. (Primary Semesters = Fall and Spring)

**Special Admission Student:** "Dual Enrollment" or a concurrently enrolled minor attending public, private, or home school who is also taking classes offered by a college in the District.

**Foster Youth and Former Foster Youth:** Persons whose dependency was established or continued by the court on or after the youth's 16th birthday and who are no older than 25 years of age at the commencement of the academic year.

**Homeless Youth:** A student under 25 year of age, who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by at least one of the following as a homeless child or youth:

- A homeless services provider, as defined in the Health and Safety Code, Section 103577(b)(3).
- The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.
- A financial aid administrator for an institution of higher education.

Once "homeless youth" status is verified, it will remain in place as long as the student attends in the District, even with breaks in enrollment, until the student reaches the age of 25.

**Abbreviated Educational Plan:** A plan that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

**Comprehensive (Active) Educational Plan:** A plan that identifies the courses a student must take to complete their informed program of student and reach their educational goals. The comprehensive educational plan is generally at least two semesters long, and ideally will be long enough to identify everything a student must do to achieve their educational goal.

**Good Academic Standing:** Defined solely for purposes of assigning enrollment priority as a student who has not been on academic or progress probation or dismissal for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.