

TERMS OF AGREEMENT

Read, sign and return this form to the financial aid office.

1. **Supplement, Not Support:** Financial aid is meant to supplement the income you already have. It is not designed to be your sole support and should not be treated so. If you need assistance with budgeting your money, please contact your financial aid office for assistance.
2. If I deliberately provide false or misleading information in order to receive financial aid, I am subject to a **fine or imprisonment, or both.**
3. I must declare a major and be enrolled in a program that leads to a certificate, degree or transfer to a university. My choice of program and Educational Plan must be on file with my academic counselor.
4. Awards are based on full-time enrollment. Awards will be recalculated for less than full-time enrollment.
5. I agree to check my xxxx@whccd.net email regularly to review my financial aid communications.
6. Grants are paid in 2 payments each semester. The regular payment dates are listed on the award letter; advances are not permitted. Eligibility will be recalculated, based on current enrollment status. If eligible amount drops below amount already paid, no further payments will be made and repayment may be necessary.
7. **Payment Delays: Unexpected delays in the receipt of financial aid can occur. Neither the financial aid office nor the college in general is responsible for your discomfort if you spend financial aid money before you actually receive it. This is especially true of loan checks, because we are dealing with outside agencies in getting the funds.**
DO NOT MAKE PLANS FOR THIS MONEY BEFORE YOU RECEIVE IT!
8. **Students who receive federal financial aid funds and withdraw from all of their classes before completing 60% of their courses will be required to return any unearned funds.** Students who owe repayments to Title IV must repay within 45 days or risk losing further eligibility.
9. Students who fail to withdraw from classes, but merely stop attending will be required to repay a pro-rated portion of the federal aid received, based on the last day of attendance. This will apply to students who receive all "F" grades at the end of the semester. Students who owe repayments to Title IV must repay within 45 days or risk losing further eligibility.
10. I understand that I may not receive federal aid at more than one school at the same time.
11. If I owe a repayment to any federal aid program, or if I am in default of on a student loan received prior to my enrollment at West Hills College, I am not eligible for any federal aid, nor for some forms of state aid. I may still be eligible for a California fee waiver, if I meet the eligibility criteria.
12. Federal aid at West Hills College is limited to 150% of the normal time it takes to achieve a goal. Basic skills classes do not count in the 90 units, but units attempted do, even if they are not completed.
13. I must make academic progress toward my goal. This is defined as completion of at least 75% of units attempted with at least a "C" average. Grades which demonstrate academic progress are: A, B, C, CR. Grades which do not demonstrate academic progress are: D, F, NC, I, IP and W. Classes for which an "I" grade is given must be completed within one year. Classes for which an "IP" grade are given must be completed within the following semester.
14. I agree that money I owe for tuition or dorm expenses will be automatically deducted from my financial aid (Pell, Cal Grants Workstudy, and Loans) unless I notify the business office in writing at least two weeks in advance of payment. I further understand that my financial aid will be withheld until all outstanding debts to the institution are paid in full.
15. **Probation:** First time students who achieve less than a "C" average will be placed on probation and still receive financial aid. Students on probation must achieve a "C" average or better during the probationary semester, or risk Disqualification from financial aid. A student may be disqualified, even with a "C" or better average, if they fail to complete at least 75% of the units attempted. Completion measurements are made as follows: Fulltime – 12 or more units: must complete 9; ¾-time – 9-11 units: must complete 7; ½-time – 6-8 units: must complete 5; less than half time – must complete ALL units.
16. **Appeals:** A student who has been disqualified may appeal for reinstatement of financial aid. Students who are disqualified for receiving an AA Degree/Certificate or completing 90+ units must file an appeal *every* semester. If approved, the aid may be fully or partially reinstated. The deadline to submit a financial aid appeal is the end of the 12th week of Fall and Spring. The last day to submit an appeal during summer is June 30.
17. It is the student's responsibility to drop classes they are not attending. Failure to do so will not relieve the student of the responsibility to repay part of the financial aid received. Repayments for students who withdraw are calculated on the last day of attendance, not the day the withdrawal is processed. Units failed due to non-attendance will count toward the 150% rule.
18. **Open Entry/Open Exit classes:** Financial aid will fund only 6 units of O/E classes at one time. If a class is completed before the semester ends and another class is taken, financial aid will recalculate eligibility for up to 6 more units.
19. **Previously Funded Classes:** Financial aid is not obligated to fund a class more than one time; however, units for all attempts will count toward the 150% rule (see #8).
20. **Recalculation due to Inaccurate Information:** Grant eligibility will be recalculated if the financial aid office becomes aware of a discrepancy in information supplied by the student. Responsibility for repaying overpayments of financial aid lies with the student. It is important, therefore, to be as accurate as possible when you apply for financial aid.

By signing this form, I certify that I understand and agree to all the terms.

Student's signature: _____ Date: _____

Student ID# : _____