**STUDENT RESPONSIBILITIES & FINANCIAL AID POLICIES**

Please read each and initial. Your initial indicates you have read and understand the following:

### PROGRESS ACADEMICALLY

Follow standards set forth in Satisfactory Academic Progress Policy (SAP Policy):
Financial aid applicants and recipients are required to maintain academic progress as defined by SAP Policy, which can be found online at [www.gavilan.edu/finaid](http://www.gavilan.edu/finaid). To demonstrate academic progress, students must:

- Maintain at least a 2.0 Grade Point Average (GPA)
- Complete at least 67% of term units attempted, as of your last term.
- Complete at least 67% of overall units attempted.
- Not exceed maximum timeframe for educational goal. The maximum timeframe is listed below, per educational goal.

For Certificate majors: Attempt less than 45 units
For AA/AS/Transfer majors: Attempted less than 90 units

### PRIOR CREDIT EVALUATIONS

Students who have attended prior colleges and universities will be required to submit official transcripts to Admissions & Records, meet with Gavilan counselor for prior unit evaluation, development of Ed Plan, and may be required to submit Request for Extension if determined to have exceeded maximum allowable timeframe.

### COMMUNICATION VIA MYGAV

In order to be considered for federal student aid (grants, work study, and student loans), I am required to submit requested documents to Financial Aid Department. I understand incomplete documents (missing signatures, required questions not answered or incomplete verification) will result in aid processing delays. I understand additional requirements may be posted on my MyGav after my documents have been reviewed. For example, if I am a returning student, I understand my academic status may be updated to “disqualified” if I have not met the conditions of the SAP Policy as of my last semester at Gavilan College. I can find updated information on my financial aid status and awards by viewing My Gav.

### INCOMPLETE CAL DREAM APP

I understand if I submit my Cal Dream Application without the required signatures, the application will not be fully processed. If my Dream App needs a signature, I will submit a signature online at [https://dream.csac.ca.gov/](https://dream.csac.ca.gov/).

### PRIORITY DOCUMENT DEADLINE

The 2015/16 Dream Act was released on January 1, 2015. Financial Aid began dataloads in April 2015 and emails were sent to students regarding document requirements. Documents received by **6/3/2015** will be reviewed, and if the student maintains academic progress and meets other eligibility requirements, grants and student loans will be processed for the first **Fall 2015** disbursement.

### LATE DISBURSEMENTS

Students who miss the priority document deadline of **6/3/2015** are encouraged to submit documents by term deadlines listed on top left. Document review takes an average of 2 – 3 weeks. Please plan accordingly.

### FINANCIAL AID CHECKS

I understand any grants and student loans I receive will be credited to my student account to pay for tuition and fees. If there is a remaining credit balance on my account after all tuition and fees are paid for, the remaining credit will be issued in the
form of a “refund.” Refund checks are mailed to students according to the disbursement schedule found at http://www.gavilan.edu/finaid/disbursement.html. I understand it is my responsibility to report current mailing address as the College mails financial aid refund checks to students. I may change my address on MyGav.

ENROLLMENT STATUS:
Grants are calculated according to the following enrollment statuses: Full time (12 or more units); ¾ time (9–11.5 units), Half-Time (6.0 – 8.5 units); Less than half-time (0.5 – 5.5 units). If you are paid at an enrollment status and later decrease units, you will be billed for the grant difference and will receive a “Student Account Statement.”

ENROLLMENT FREEZE DATE
Each term, Financial Aid will announce the “Enrollment Freeze Date” via emails to students who receive Cal Grant. Enrollment for grant funding purposes will lock on the enrollment freeze date. Adding courses after the enrollment freeze date will not recalculate your grant. Please plan accordingly and add/drop any courses before the enrollment freeze date.

MY STUDENT ACCOUNT
I understand tuition and fees for the current aid year and the prior aid years will be applied to federal aid disbursement.

I authorize payment for any other educationally related charges for the current aid year and prior aid years, but am free to cancel this authorization at any time.

Student Signature: _________________________________ Date: _________________________________

CERTIFICATION
By signing this form, I have read and understand this document. I certify that the information provided is correct.

Student Signature: _________________________________ Date: _________________________________