Name of Financial Aid Applicant: 

Gavilan College 
Financial Aid Office 
5055 Santa Teresa Blvd. 
Gilroy, CA  95020 

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**STUDENT RESPONSIBILITIES & FINANCIAL AID POLICIES**

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

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**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

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**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.

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**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.

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**INCOMPLETE FAFSAS**

I understand if I submit my FAFSA without the required signatures, the application will not be fully processed. If my FAFSA needs a signature, I will submit a signature online at [www.fafsa.gov](http://www.fafsa.gov) or by signing my Student Aid Report and mailing it back to the FAFSA Processor.

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**UNUSUAL CIRCUMSTANCES**

If you (or your parent) have lost a job, or have reduced work hours, or experienced the death of a parent recently, the Financial Aid Office may use professional judgment to change information reported on the FAFSA. Requests for professional judgment will be considered in February 2014.

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**PRIORITY DOCUMENT DEADLINE**

The 2013/14 FAFSA was released on January 1, 2013. Financial Aid began dataloads in April 2013 and emails were sent to students regarding document requirements. Documents received by **6/3/2013** 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 2013** disbursement. This deadline also applies to Federal Work Study award offers.

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**LATE DISBURSEMENTS**

Students who miss the priority document deadline of 6/3/2013 are encouraged to submit documents by term deadlines listed on top left. Document review takes an average of 2 – 3 weeks. Please plan accordingly.

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**Document Deadlines:**

Priority document deadline: June 3, 2013  
Fall funding deadline: Dec. 9, 2013  
Spring funding deadline: May 12, 2014  
Summer funding deadline: July 7, 2014
FINANCIAL AID CHECKS
I understand any grants and student loads 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.

PELL LIFETIME LIMITS
I understand effective 7/1/2012, Pell Grants will be limited to the equivalent of six years of full time enrollment. I understand the importance of enrolling in only required classes for my educational goal. Once I receive a Pell Grant, I can refer to National Student Loan Database System to confirm the amount of Pell Grant remaining. The website to view my Pell Lifetime Eligibility used is: https://www.nslds.ed.gov/nslds_SA/SaPrivacyConfirmation.do. If I plan on transferring to a four-year university, I can opt to not receive my Pell Grant at Gavilan College. Students opting to not receive Pell Grant are required to submit their request in writing by completing form: http://www.gavilan.edu/finaid/forms/documents/LifetimePellEligAcknowledgement.pdf

OFFICIAL WITHDRAWALS
If you receive federal aid and withdraw from all of your classes, you may be required to repay funds. Financial Aid will do a return calculation to determine the amount of earned aid – which is based on the number of days you were in class. Students who owe funds will receive “Student Account Statements” from Financial Aid. Students who owe funds back to College will have held placed on their student accounts, preventing official transcripts, and future registrations.

UNOFFICIAL WITHDRAWALS
If you receive federal aid and stop attending your classes, you may be required to repay funds. Financial Aid will do a return calculation to determine the amount of earned aid – which is based on the number of days you were in class. Students who owe funds will receive “Student Account Statements” from Financial Aid. Students who owe funds back to College will have held placed on their student accounts, preventing official transcripts, and future registrations. Students are responsible for officially withdrawing from classes; failure to “drop classes” may result in “F” grades. Students who receive all “F” grades, or a combination of “F” grades, “W” grades, or “NP” grades may owe funds as they are considered to have stopped attending classes.

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 Pell Grant, Supplemental Educational Opportunity Grants and Cal Grants. 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: ________________________________