



FINANCIAL AID OFFICE

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DISBURSEMENT FOR SHORT TERM COURSES

Since the federal policy states that “*after the start of classes, FSA funds should not be disbursed without schools confirming that recipients have begun attendance*”, we have created a “hold” on disbursement of funds for students who are enrolled in either all short term courses or the combination of full term and short term courses.

Prior to placing a “hold”, we disbursed 50% Pell grant to the eligible students enrolled in the combination of short and full term courses.

The students need to submit a proof of academic attendance in **all** short term classes so the remaining of financial aid funds are released.

Proof of academic attendance includes but not limited to

- Physical class attendance or participation in on-line discussion about academic matters confirmed by an instructor’s note or preferably e-mail addressed to eformanc@ccsf.edu.
- Proof of examination, quiz, interactive tutorial, or computer assisted instructions.
- Submission of an academic assignment.
- Proof of participation in study group assigned by school.

STUDENT’S RESPONSIBILITY

If the student either has not begun attendance or dropped the course(s) in which he/she is enrolled, it is the *student’s responsibility* to file a withdrawal request with the Office of Admissions and Records in a timely fashion. Timely withdrawal helps the student to avoid the financial aid overpayment.