



# FINANCIAL AID OFFICE

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 ☎ (415) 239-3575/3576 • Fax (415) 239-3917

## DISBURSEMENT ENROLLMENT REQUIREMENTS

<b>FEDERAL PELL GRANT</b>	<p>½ to 5½ units for less than half-time payment          6 to 8½ units for half-time payment          9 to 11½ units for ¾ time payment          12 or more units for full time payment</p> <p><b>For example</b>, if your full time award for the semester is \$2675 and you are enrolled in 9 units, you will receive \$2006</p>
<b>CAL B and CAL C GRANTS</b>	<p>6 to 8 ½ units for half time payment          9 to 11 ½ units for ¾ time payment          12 or more units for full time payment</p>
<b>FEDERAL SEOG</b>	½ unit or more
<b>ACG</b>	12 units or more
<b>FEDERAL STAFFORD LOANS</b>	6 or more units, disbursement of Federal Stafford Loan checks will begin thirty (30) days after the commencement of the semester. The CCSF Financial Aid Office must verify that you have <b>at least 6 units</b> before a Federal Stafford check can be released.
<b>BOGW</b>	<p>Variable</p> <p>BOGW applicants do not have to be enrolled in a specific number of courses. Whether you take 1 or 15 units, BOGW will pay the enrollment fee for qualified students.</p>

To assist you in meeting college costs, the Financial Aid Office schedules a Federal Pell Grant disbursement **prior** to the beginning of the semester. We make payment for each semester in two installments. You will receive 50% of Pell award for the semester prorated based on your enrollment status. When the semester starts, you must begin to attend all classes for which you received the payment.

**September 14, 2009 and February 08, 2010** are the cut-off dates for determining your Federal Pell payment amount for Fall 2008 and Spring 2009 terms. This means that the number of units you have in the student database as of these dates will determine the final Pell amount that you will receive. For example, if you received an amount representing full enrollment of 12 units or more, on or before **September 14, 2009 and February 08, 2010**, and you drop to less than full time, you might owe a repayment and you are responsible for the difference between what you receive initially and what you should be paid based on the units in the database as of **September 14, 2009 and February 08, 2010**. Classes added after these dates cannot be used to adjust your payment.

If your **initial** Federal Pell payment for the semester is scheduled after **September 14, 2009 and February 08, 2010**, your Pell check amount is based on the units you have in the database as of the date of your disbursement.

### FEDERAL WORK STUDY

**If you have estimated amount of Federal Work Study (FWS) listed on your award letter, please read this information.**

Federal Work Study is a financial assistance program that enables you to work part-time (up to 15 hours per week). Jobs are located on and off campus. Your estimated FWS amount is the maximum you may earn. It does not guarantee you a job placement. To view job openings on CCSF's job listing website do the following.

1. Go to [www.ccsf.edu/jobs](http://www.ccsf.edu/jobs)
2. Click "OK"
3. Type your User ID and PIN
4. Click which "Options" you want in the two Drop Down menus
5. Click "Student"
6. Click "List Jobs"
7. Click the specific job or jobs that interest you.
8. Contact the person listed to apply for the job.

In order to be awarded FWS, you need to find employment and submit a hiring form to the Student Employment Office. Paychecks are issued bi-weekly and directly deposited to your checking or saving account. Another payment option is a

Wells Fargo pay card. You must keep a record of your earnings. You may not be paid more than what your FWS award authorizes. Your employer may request an increase in your FWS award.

***Financial Aid Office  
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For additional information, please check our web site at: <http://www.ccsf.edu/NEW/ccsf/en/student-services/financial-aid.html>