Downtown Campus
800 Mission Street, San Francisco, CA 94103
Credit & Noncredit / Day, Evening and Saturday Classes
(415) 267-6500
UNIT COMPLETION REQUIREMENT – CCSF will review each student’s record at the end of each academic semester. To maintain satisfactory academic progress, students must earn a total of 67% of all the units attempted and a cumulative grade point average (GPA) of 2.0 or better.

For noncredit students the requirements for satisfactory academic progress are:

1. The student must keep a cumulative 2.0 grade point average or a passing grade in all eligible classes enrolled each semester.
2. The student must maintain at least 80% attendance in all hours he/she declares each term. Repeated classes are not included.

For example:

1. If a student declares that he or she is going to carry 25 or more hours per week for 18 weeks, he or she must complete at least 18 weeks x 25 hours/week x 80% = 360 hours.
2. If a student declares that he or she is going to carry 16 hours per week for 18 weeks he or she must complete at least 18 weeks x 16 hours per week x 80% = 230 hours. 3) If a student declares that he or she is going to carry 12 hours per week for 18 weeks, he or she must complete at least 18 weeks x 12 hours per week x 80% = 173 hours.
3. The student may not normally receive financial aid if he or she has already completed a certificated program or the student has a BA or BS degree.

Financial Aid Probation or Disqualification (Credit)

1. Financial aid recipients who do not maintain satisfactory academic progress will be placed on financial aid probation or may become ineligible for aid (disqualified).
2. A student who is denied financial aid or who wishes to request a waiver of the CCSF Satisfactory Academic Progress Policy has the right to appeal. Appeals are reviewed by the Financial Aid assistants.

If the appeal is denied, students can make a personal appeal to the Financial Aid Committee.

Financial Aid Probation or Disqualification (Noncredit)

A student’s status with regard to satisfactory academic progress is reviewed by a Financial Aid Assistant at least once per semester. If a student does not maintain satisfactory academic progress, he or she will be placed on financial aid probation.

Students on probation may still qualify to receive financial aid under the following conditions:

1) Must make up any hours owed for prior terms before receiving any further aid.
2) Must maintain a passing grade in all eligible courses during their probationary term.
3) Must attend at least 80% of all courses as determined by their enrollment status during their probationary term.

Summer sessions are governed by the same satisfactory academic progress standards as fall and spring semesters. Students may use summer course work to make up hours and/or grade point deficiencies from the previous semester preceding the summer semester, to restore them to good standing. Summer course work must be part of the student’s declared academic major. The summer academic term is not included in the maximum time frame as a separate semester.

Students who do not make satisfactory academic progress during a probationary semester will be denied financial aid until satisfactory progress has been maintained for one semester. However, students may petition for reconsideration.

Additional information regarding financial aid policies and procedures is available in the Financial Aid Office.

Right to Information

Students have the right to a full explanation of CCSF financial aid programs, policies, and procedures. Complete information is contained in the CCSF Financial Aid Policies and Procedures Manual and other written regulations available in the Financial Aid Office.

For information on academic programs and facilities, faculty, accreditation, refund policies and non-discrimination policies, see appropriate section of this Catalog.

Financial Aid Programs

Financial aid consists of programs which are funded and regulated by the federal and state governments. The programs are of three different kinds: Grants, Work and Loans.

Grants

A grant is money which students do not have to work for or repay. Students with bachelor’s degrees are not eligible for grants.

Federal Pell Grant – Grants may range from $400-$3000 per year depending on Federal allocations.

Federal Supplemental Educational Opportunity Grant (FSEOG) – A grant is awarded at CCSF according to a formula based on student need and generally will range from $100 to $500 per academic year.

Board of Governors Fee Waiver (BOGW) – A financial assistance program to offset enrollment fees, the Financial Aid Office determines student eligibility based on state guidelines and authorizes the Tuition and Fees Office to use BOGW funds to waive the fee charges. BOGW is available to California residents only.

Cal Grant: A, B, and C – The State of California, through the Student Aid Commission, offers and administers several grant programs for undergraduate students. These include Cal Grant A, B, and C. A student can receive only one type of Cal Grant.

Cal Grant A is to be used when a student transfers to a four-year institution in California. This grant provides tuition assistance. If the student qualifies for a Cal Grant A and wants to attend a public community college, the Student Aid Commission will hold the Cal Grant A award until the student transfers to a four-year college.

Cal Grant B is awarded to disadvantaged students who will not have completed more than one full-time semester or 16 part-time semester units of course work by the end of the previous award year.

Cal Grant C helps vocational program students with tuition and training costs.

Federal Work Study Program

The Federal Work-Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study. Students who receive a Federal Work Study award may contact the Career Development and Placement Center in Science Hall 127 regarding job placement.

If the student works off campus, the employer will usually be a private non-profit organization or a public agency, and the work performed must be in the public interest. The amount earned cannot exceed student’s total Federal Work Study.
Loans
Loans are monies which are borrowed now and must be paid back after leaving school.

Federal Perkins Loan – This loan is awarded at CCSF according to a formula based on student need and generally will range from $200 to $1,500 per academic year. A student may borrow a cumulative total of $15,000 throughout his undergraduate career.

The Federal Perkins loan comes with a 5% interest, to be repaid six months after the student borrower drops below half-time, withdraws, or leaves school. A loan may be cancelled in part or entirely under certain circumstances. The minimum repayment per year is $480.

The Student Account Services, located in Bungalow 404, is responsible for collections of the Perkins (NDSL) loans.

Federal Stafford Loan – Stafford Loans are certified by the Financial Aid Office and are obtained from private lenders such as banks or credit unions and are guaranteed by the guarantee agency. City College has a multi-disbursement schedule for the issuance of Stafford checks. Interest on the Federal Unsubsidized Stafford Loan accrues on the unpaid principal balance on each loan from the date of disbursement by the lender until the entire principal balance is paid in full. Students do not have to demonstrate financial need to qualify for Unsubsidized Stafford Loan. Interest on the Federal Subsidized Stafford Loan is paid by the federal government while borrowers are enrolled in school or in deferment. Students have to demonstrate financial need to qualify for Subsidized Stafford Loan.

Repayment on the Federal Stafford Loan begins six months after the student borrower drops below half-time, withdraws or leaves school.

NOTE: If the student transfers to another school and does not wish to begin repayment, a deferment request is obtained and submitted to the lender.

Noncredit Financial Assistance
Financial assistance consists of grants and student employment programs offered singly or in combinations to students who demonstrate financial need. The purpose of financial assistance is to provide monetary assistance to students who could benefit from furthering their education but cannot without financial assistance.

Among federal financial assistance programs available to eligible students of City College of San Francisco are:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work-Study (FWS)

Among the State of California financial assistance programs available to eligible students of the City College of San Francisco are:

1. Cal Grant “B”
2. Cal Grant “C”

To be eligible for financial assistance, students must be enrolled in any of the following noncredit certificate programs which qualify for these funds:

Alemany
Vocational ESL Office Training

Chinatown/North Beach
American Cooks Training Program
Vocational ESL Office Training

Downtown
Culinary and Service Skills Training
Vocational ESL Office Training
Computerized Accounting
Clerical Assistant

Evans
Automotive Mechanic
Watch Repair and Microtechnician
Automotive Body and Fender Combination Welding

John Adams
Clerical Assistant
Computerized Accounting

Mission
Computerized Accounting
Vocational ESL Office Training
In-Plant Printing
Clerical Assistant

Southeast
Clerical Assistant
Computerized Machine Technician

Financial Aid Payment of Nonresident Tuition and Enrollment Fee Charges
After the Office of Tuition and Fees determines student nonresident tuition and enrollment fee charges, payment will be drawn from the student financial aid award in the following order until the charges are met:

   Federal Stafford Loan
   Federal Perkins Loan
   Federal Pell Grant
   Federal Supplemental Educational Opportunity Grant

Charges which are not met with financial aid are the responsibility of the student.

Return of Title IV Funds
In accordance with federal law, students who receive federal financial aid and withdraw from all their classes will be required to repay all federal funds. Students who withdraw from all their classes before completing at least 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. Students who complete 60% or more of their classes will not be required to pay.

AWARDS AND SCHOLARSHIPS
City College accepts and administers scholarship funds donated by campus and community organizations, foundations, businesses, corporations, bequests, and individuals who wish to establish designated scholarships. Restrictions cannot be placed on scholarships given in the name of the College.

Scholarships and awards are based on the following criteria:

- for students with high academic achievement;
- for students with high academic achievement and financial need;
- for students active in service organizations;
- for students transferring to a baccalaureate institution;
- for donor designated students, such as specific gender, age, ethnic origin, sexual orientation;
• for students enrolled in a specific course of study.

City College scholarships range from $50 to $10,000 and are awarded in both the fall and spring semesters. Deadlines, in most cases, are the first Friday in March and the first Friday in October.

CCSF scholarships are awarded to students who are currently enrolled at CCSF. Applications are to be submitted during the semester in which the scholarship is offered. The one exception is the CCSF Foundation Community Scholarship for underrepresented San Francisco graduating high school students. Applicants for this award are to apply by the first Friday in March of their senior year.

Application forms and information regarding donors, eligibility, deadlines, number and amount of awards are available in the Scholarship Office, Batmale Hall, Room 366, on the Ocean Avenue Campus or by calling (415) 239-3339.

In addition, visit the CCSF Scholarship Office web site at www.ccsf.edu/Services/Scholarships for a complete listing of CCSF scholarships, for downloading of some CCSF applications, and for links to other scholarship resources. Four terminals in the Rosenberg Reference Room have access to the Internet.

NOTE: City College of San Francisco awards that are disbursed through the CCSF Scholarship Office are achievement awards and will not affect a student’s financial aid eligibility for the academic year in progress. Scholarships awarded by an outside donor, however, may affect a student’s financial aid award. Students are advised to see their financial aid assistant.

Where to Find Additional Scholarship Information

Eureka, a scholarship database, is available to students free of charge in CCSF’s Career Development and Placement Center. Call 239-3117 or go to Science Hall, Room 127 to make an appointment.

Tuition Funding Source (TFS), a software program that includes over 500,000 scholarships, is available in the Academic Computer Lab, Rosenberg Library, Room 207.

The CCSF Transfer Center in Science Hall, Room 132, has catalogs for California baccalaureate institutions and the CCSF Rosenberg Library Reference Room has catalogs for out-of-state baccalaureate institutions. Refer to the financial aid section for scholarship information.

Private sector scholarship announcements are posted on the bulletin board outside the Scholarship Office and some of those applications are available in the office. In addition, scholarship reference books are available for research on scholarships not affiliated with the college. They are available in the Scholarship Office, Rosenberg Library and public libraries.