



FINANCIAL AID OFFICE

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

STUDENT TERMS OF AGREEMENT

You must comply with the Federal Pell Grant regulations which prohibit a student from receiving Federal Pell Grant from more than one institution at the same time. In order to receive financial aid at City College of San Francisco (CCSF), you must comply with the following terms:

- Enroll at CCSF in a program leading toward a certificate, degree, or be in at least a two-year program that is acceptable for full credit towards a bachelor's degree. The certificate program should be at least 600 clock hours or 16 semester hours long.
- Enroll in a minimum of half (0.5) unit per semester at CCSF in order to receive Federal Pell Grant (if eligible) and in at least six (6) units per semester to qualify for Federal Work Study, Federal Stafford and Federal Perkins Loans.
- Award amounts on your Award Letter (except for BOGW) **may be reduced** based on your enrollment status. In some instances you may become **ineligible** for the grant(s) if you do not maintain full-time status (12 units).
- Your eligibility for financial aid depends on your maintaining **Satisfactory Academic Progress** according to the standards of City College of San Francisco. (Read SAP Policy on other side)
- If you **owe a refund** on Federal Pell Grant and/or Federal SEOG or if you are **in default** on a Federal Stafford Loan, PLUS, SLS, or Federal Perkins Loan from any institution, **you will not be eligible** for federal aid.
- If you receive financial aid funds and then withdraw from classes prior to the end of the semester, you may be asked to repay all or a portion of financial aid disbursed to you for that semester. You must file the official withdrawal documentation with the Tuition and Fees office.
- Upon written authorization CCSF may deduct from your grant and/or loan check(s) any debt or obligation owed to the College and will refund the balance to you.
- Information provided on your financial aid application and other documents must be true and correct. CCSF may verify any and/or all information. You must notify the Financial Aid Office if you receive other financial assistance or resources.
- You must promptly notify the Office of Admissions and Records and/or Tuition and Fees of change of address, change of name, drop or withdrawal from class(es).

PLEASE RETAIN FOR YOUR RECORDS