Avoid Overpayment of Financial Aid

**This communication is a general announcement to all students receiving Federal Financial Aid

If you have not begun attendance or dropped the course(s) in which you are enrolled, it is YOUR RESPONSIBILITY to file a withdrawal request with the Office of Admissions and Records in a timely fashion. Timely withdrawal will help you to avoid financial aid overpayment. The overpayment amount will be significantly higher if you did not attend or dropped short term course(s).

You will be assigned a “FW” grade if you fail to participate in completing class assignments or stop attending the course (unofficial withdrawal). The calculation of the overpayment will take into account the “FW” grade.

An overpayment may result in funds being owed to CCSF and to the Department of Education, and a NATIONAL HOLD may be placed on your record preventing you to receive any financial aid at any postsecondary educational institution until the overpayment is resolved.

The U.S. Department of Education has begun to select student records who received Federal Pell Grant at educational institutions during the review period. This will requires City College of San Francisco to review your enrollment history and determine whether or not you are enrolling only long enough to receive federal student aid.

If you have any questions, please call us at 415-239-3575 or 415-239-3576 or visit our office and talk to Financial Aid Specialist at Cloud Hall, room 324.

Sincerely,
Financial Aid Office