

# Student Services

## STUDENT SERVICES: PROGRAMS AND RESOURCES

### **Associated Student Body (ASB) (661) 763-7887**

The student body at Taft College is organized as the Associated Student Body (ASB) of Taft College. This student organization is managed by an Executive Council composed of officers elected by ASB members plus a number of students holding appointed positions.

The ASB Activities Coordinator in cooperation with the ASB Executive Council and the Coordinator of Student Activities develops a calendar of social affairs and other student activities each semester.

Student activities at the college include student government, organized athletics, drama, publications, music, social and cultural affairs, and a number of clubs within the ASB organization. Every student is encouraged to join one or more of these activities and take an active interest in the functions of the student government group.

Other campus clubs must complete an Associated Student Body Activity Request form and have it approved by the ASB Executive Board, the Coordinator of Student Activities, and the Vice President of Student Services prior to conducting an activity, event, or fundraiser.

Anyone who is interested in creating a new club on campus can contact the Coordinator of Student Activities for more information.

### **Athletics (661) 763-7829**

Taft College offers students the opportunity to participate in several intercollegiate sports. Women may participate in volleyball, basketball, and softball and men may participate in baseball and soccer. Beginning in the spring of 2017, men will be able to participate in the sport of golf and in the fall of 2017, the women will also be able to participate in the sport of golf.

Athletic eligibility rules and regulations adopted by the conference and the California Community College Athletic Association are rigidly enforced. In general, the rules require an athlete to be continuously and actively enrolled in a minimum of 12 units during the season of sport. To compete in a second season of that sport, an athlete must complete 24 units between seasons of competition, with 6 of those units being completed in the preceding academic term. The units must be completed before the beginning of the second season of the sport.

Transfers who have participated in athletics at another California Community College must complete 12 units at Taft College before becoming eligible.

Since these are only general guidelines and athletic eligibility rules are complex, questions regarding eligibility should be referred to the Athletic Director or Athletic Counselor/Advisor.

### **CalWORKs (California Work Opportunities and Responsibility to Kids) (661) 763-7754**

#### **CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS**

CalWORKs funds are for the purposes of assisting CalWORKs students and their families by providing educational and career opportunities. Support Services are provided that encourage students to complete their educational goals, find meaningful employment, and successful transition into the workforce. Through collaboration and advocacy between the college, the Department of Human Services, and other community agencies, we prepare a segment of California's workforce by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education.

The CalWORKs program assists students with educational goals directly related to a degree or certificate. Taft College CalWORKs supports the student in meeting their Welfare to Work (WTW) plan activity requirements. Services provided include: academic, career, and personal counseling, work-study/job placement, and educational supplies.

A student is eligible if he/she is currently a CalWORKs/TANF recipient who is in good standing and has or is developing a Welfare to Work (WTW) plan with his/her local Department of Human Services. Additional requirements may apply to remain eligible at Taft College.

For further information, contact the CalWORKs Office at 661-763-7754.

**Career Center  
(661) 763-7734**

Undecided on your career path?

Interested in gaining experience via an internship while earning your degree?

Need assistance in preparing for your job search?

The Taft College Career Center provides the following services:

- Career Counseling – Understand yourself and the work of work in order to make educated career, educational, and life decisions that will lead to felling of success and fulfillment.
- Career and Major Exploration – assessments, field trips, guest speakers, job shadowing.
- Internships – paid and unpaid opportunities with various industry partners on and off campus.
- Job Search – Networking, Resume Building, Application Process, Interviewing, etc.

If you are interested in receiving any of these services, please call the Taft College Counseling Center at (661) 763-7748 to schedule an appointment or drop by the Career Center next to the Cafeteria between 8:30 a.m. – 2 p.m.

Career Center tools and resources are also available 24-7 on the Taft College Career Center website.

**Children's Center  
(661) 763-7850**

The Taft College Children's Center provides a developmentally appropriate curriculum for children 0-6 years of age. Full-day child care services are provided for parents who are enrolled at Taft College, participating in a job training program, seeking employment, employed parents, or pregnant students enrolled at Taft High School or surrounding high schools in the service area.

The center maintains a state preschool half-day program for children three and four years old, and an infant/toddler program for children 0-36 months of age.

Enrollment is based on family income, need, and family size. Enrollment is based on a non-discriminatory basis and gives equal treatment and access to services without regard to race, color, creed, religion, disability, political beliefs, sexual orientation, marital or family status, or natural origin or ancestry. Children with special needs, where provisions might need to be made, will be evaluated on an individual basis.

Fees are based on a sliding scale according to family size and gross monthly income as established by the California Department of Education. For additional information call (661) 763-7850.

**Complaint and Grievance Process  
(661) 763-7889**

Student rights and responsibilities are outlined in the [Student Handbook](#). Students who are dissatisfied are first encouraged to attempt to resolve the issue(s) by taking preliminary action and conferring with the person against who the student has the alleged complaint/grievance. If that proves impossible or unsatisfactory, the student can confer with the Vice President of Student Services, or designee. Students must complete a student complaint/grievance [form](#) to initiate the process. The Vice President of Student Services or designee reviews all complaint/grievance forms, and depending on the nature of the complaint, determines if the complaint is grievable. The Vice President of Student Services or designee, following established timelines, will either determine the disposition of the alleged complaint/grievance or refer it to the appropriate committee for review. Students have the right to further pursue their complaint via the California Community College Chancellor's Office, and information on the [state administered complaint process](#) is available to students on the Taft College website.

**Cooperative Agencies Resources for Education (CARE)  
(661) 763-7723**

Cooperative Agencies Resources for Education is a state-funded program designed to provide additional support to recipients who receive CalWORKs (California Work Opportunity and Responsibility to Kids) assistance. CARE provides support services to assist single parents to attend college and obtain the skills necessary to gain meaningful employment. Services include peer mentoring, counseling, follow-up support, meals, grants and special events as funds are available.

Students are eligible for CARE services if they:

- Are EOPS eligible
- Have a dependent child under the age of 14
- Are at least 18 years of age and a single head of household
- Are currently receiving cash aid (TANF/CalWORKs)
- Are eligible for financial aid

## Cougar Tracks

Cougar Tracks is an on-line registration system allowing students access to search the schedule of classes, register for classes, drop classes, update personal information, view financial aid information, check final grades, and more. Student login information is provided via email once an admissions application has been completed. To login, please visit the college website at [www.taftcollege.edu](http://www.taftcollege.edu).

## Counseling (661) 763-7748

The college provides a counseling program that includes:

- Academic counseling that helps the student in assessing, planning, and implementing both immediate and long-range academic goals
- Career counseling that helps the student assess aptitudes, abilities, and interests, and advises the student regarding current and future employment trends
- Personal counseling that helps the student with personal, family or other social concerns, when that assistance is related to the student's education
- Coordination with the counseling aspects of other campus services, including programs for students with special needs, financial assistance programs, and job placement services

These counseling services are available for all students and are located in the Student Services building. Evening hours and distance learning counseling are provided, and bilingual staff and services are available. Help is available in person and by phone, fax or email. During the fall and spring semesters office hours are typically Monday –Thursday 7:30 a.m. – 5 p.m. and Friday 7:00 a.m. – 4:00 p.m. During the summer semester office hours is typically Monday through Thursday 7:00 a.m. – 5:00 p.m., and closed Fridays. To schedule an appointment to speak with a counselor in person, or by phone, call (661) 763-7748.

## Disabled Student Program and Services (DSPS) (661) 763-7799

DSPS is committed to providing equal opportunities for all students with disabilities who have the desire and ability to benefit from college-level instruction. We support open access to the full range of college instructional and support services, academic success, advocacy, and campus-community liaison. In addition, we support the entire Taft College Staff in its efforts to effectively serve all students with disabilities enrolled at Taft College.

Services are provided to meet the unique needs of students with disabilities. Services include:

- Access to adaptive educational equipment, materials, and supplies
- Test-taking facilitation for students with disabilities
- Assessment to determine functional, and education levels
- Note-taker services
- Interpreter services
- Registration, financial aid application, priority enrollment assistance and related college services
- Designated parking

DSPS concentrates its efforts on providing services that are not available elsewhere in the college. Specific services and accommodations are determined on a case-by-case basis by the Learning Specialist, who assesses the student's educational limitations based on a written verification of disability or through assessments provided by DSPS.

Taft College is committed to complying with all guidelines of the American Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The 504/ADA Coordinator is the Vice President of Student Services. Students with disabilities should contact the Learning Specialist or the DSPS Counselor as soon as they make the decision to attend the college. It is the student's responsibility to notify the DSPS Office of their need for services. No qualified student with a disability shall be discriminated against or excluded from participation in any services, activities, or facilities on the basis of a disability.

## Distance Learning Courses (661) 763-7812 or 1 (866) 464-9229

Many programs at Taft College can be partially or fully completed with Distance Learning courses. Almost all Distance Learning courses offered at Taft College are web-based, or online courses. A very small percentage of Distance Learning courses are off-line, where the course is conducted via e-mail, postal mail, by telephone, or in person. Distance Learning courses are designed to facilitate your learning experience with the special advantages that Distance Learning offers, including:

- More individualized instruction
- Fitting college into your busy schedule
- Easy access to instructors through e-mail and voice mail
- A multimedia approach to learning

For additional information call (661) 763-7812 or visit the college web site at [www.taftcollege.edu](http://www.taftcollege.edu).

**English as a Second Language (ESL)****(661) 763-7748**

The English as a Second Language Program (ESL) is offered for students whose native language is other than English. The goal of the program is to help students who want a vocational or academic career to fully participate in regular college classes. A conference between the student and a counselor is the initial step to be placed in this program.

**Inglés Como Segundo Idioma**

El programa de inglés como segundo idioma se ofrece a las personas cuyo lengua materna no es el inglés. El objetivo principal del programa es desarrollar en el alumno las habilidades lingüísticas y culturales que necesita para tener éxito en cualquier carrera académica o vocacional que escoja. El alumno será colocado en diversos cursos después de un asesoramiento con un consejero.

**Extended Opportunity Programs and Services (EOPS)****(661) 763-7723**

EOPS is a state-funded program at Taft College that provides educational support services to eligible students who have historically experienced economic and educational disadvantages. EOPS assists eligible students in obtaining their educational goals by providing additional support through academic counseling, peer mentoring, scholarship information, book service, transfer assistance and other services dependent on funding being available. The goal of EOPS is to encourage the enrollment, retention and transfer of students with educational disadvantages to facilitate the successful completion of their goals and objectives in college.

Students are eligible for EOPS services if they meet the following criteria:

- California resident (AB 540 Eligible/Dream Act)
- Qualify for Board of Governors Enrollment Fee Waiver (BOG A, B, or C with \$0 EFC)
- Qualify for Free Application for Federal Student Aid (FAFSA)
- Full-time enrollment - 12 units per semester
- Must have less than 70 degree units from all colleges attended (transcripts are required)
- For additional information please contact the EOPS/CARE Office at (661) 763-7723.

**Housing Regulations****(661) 763-7832**

Students living in a residence hall must be enrolled in a minimum of 12 semester units and maintain a grade point average of 2.0. Students are also required to participate in the food service program that serves meals in the Student Center. College staff and resident assistant's whose primary duties are to help with problems and to enforce residence hall rules, supervise the residence halls. The deposit is refunded in full when a student moves out of the residence hall unless there are unpaid charges. An application and additional information can be obtained on-line or from the Admissions Office by calling (661) 763-7741.

**Library****(661) 763-7707**

The library offers free wireless access, desktop and laptop computers, study rooms, and a collection of roughly 30,000 items. Library staff can assist with research questions and finding materials. In addition to the physical collections, the library's website provides access to online databases and useful internet resources. Help is available in person and by phone, or email. For additional information call (661) 763-7707 or visit the college web site at [www.taftcollege.edu](http://www.taftcollege.edu).

**Lost and Found****(661) 763-7872**

Lost and found is located in the Public Safety Office (CIL 720), and items can be claimed during regular business hours. Further information on lost items is available on the Lost and Found web site.

**Phi Theta Kappa****(661) 763-7889**

Phi Theta Kappa recognizes students for their academic excellence and provides opportunities for the development of leadership and service. Phi Theta Kappa membership is a privilege earned by qualifications, honor, and service. Students must be enrolled at Taft College and complete a minimum of 12 units of coursework leading to an associates' degree. Membership requirements also include a cumulative grade point average of 3.5, be of good moral character, and possess recognized qualities of citizenship.

**Photo I.D. Card****(661) 763-7707**

Taft College Photo ID cards are required for use of labs, library, and other services. Students are encouraged to secure their Photo ID card prior to the beginning of the term and must show proof of current enrollment and a form of picture identification to receive a Photo ID card. Photo I.D. cards are available in the library.

**Publications****(661) 763-7726**

Journalism students publish a campus newspaper, the Cougar Echo. All students are encouraged to make suggestions and contributions. The paper is financed by the college as a laboratory newspaper for journalism students and provides practical experience in journalism.

Other publications produced by students include the literary magazine Ego and Essence, and the visual magazine Visions.

**Social Activities****(661) 763-2282**

The Associated Student Body's (ASB) Activities Coordinator in collaboration with the ASB Executive Board and the Coordinator of Student Activities develops a calendar of social affairs and other student activities every month.

**Student Body Fee/A.S.B. Discount Sticker****(661) 763-7887**

Taft College students have the option of purchasing an A.S.B. discount sticker for \$30.00 each academic year. The A.S.B. discount sticker allows students to participate in the Taft College Textbook Rental Program at the bookstore. It also allows students to use the student union and be involved in all campus clubs under A.S.B. The A.S.B. sticker is honored at businesses in the City of Taft to provide additional discounts on your purchases. The A.S.B. discount sticker can be purchased from the Cashier in the Student Services Building or the Taft College Bookstore.

**Student Services Center****(661) 763-7748**

The College has bond funds that were used to construct a new Student Services Center building. Services located in this building are: Admissions, Cashier, Counseling, CalWORKs, DSPS, EOPS, Financial Aid, High Tech Center, Transfer, and a number of other related student services.

**Student Union****(661)-763-2282**

The student union is available to all Taft College faculty and staff as well as all students with a current photo ID card and ASB sticker. Located within the Student Union is the office of Student Activities/ASB office. Weekly Associated Student Body (ASB) Executive Board meetings are held in the Student Union office (G-11) and ASB committee meetings are held in the ConExpo room which is located inside the cafeteria. Changes to the location of the weekly ASB committee meetings will be announced one week prior to the meeting.

**Supplemental Instruction (SI)****(661) 763-7938**

Supplemental Instruction (SI) is an academic support program for students of Taft College designed to increase student performance and matriculation with a focus on foundation level college courses. SI emphasizes active collaborative learning strategies focused on small groups in an open lab setting. Supplemental Instructional Assistants (SIAs) are college graduates with solid academic backgrounds who work with instructors to promote student success in a broad range of subjects. SIAs attend classes with students, model successful student behavior, conduct study sessions, and facilitate effective communication between instructors and students. Student SIAs are employed on a semester basis to serve in the same capacity for courses they have successfully completed.

The Supplemental Instruction Program is located in the Library/Learning Resource Center on the Taft College campus. This location offers a comfortable and informal learning environment where students can network and access technology and services such as computers, printers, the internet, and course-specific learning resources.

**Transfer Services****(661) 763-7748**

Transfer counseling is available in the Student Services building.

The transfer counselor can provide assistance to students that are exploring transfer to the California State University and University of California systems, private colleges, independent colleges as well as out-of-state schools.

For additional information or to schedule an appointment, call (661) 763-7748; or visit the Transfer website at [www.taftcollege.edu](http://www.taftcollege.edu).

**Transition to Independent Living Program (TIL)****(661) 763-7769**

The Transition to Independent Living Program has the unique distinction of being the only such program located on a community college campus nationwide. It is a 22-month program designed for young adults with Autism or Intellectual disabilities who wish to acquire the skills necessary to live independently.

The Transition to Independent Living Program has been referred to as a “one-stop shop” as a result of its inclusion of instruction and/or experiences in basic academics, career education training, independent living skills, and social/leisure skills. Upon program completion, students are provided with transition services as they integrate back into their home communities.

### **Tutoring Program (661) 763-7938**

**Goals of Tutoring:** Students master processes within discipline specific courses using the guidance of tutors. Students build self-confidence in their understanding and mastery of discipline specific processes, theory, and vocabulary.

**Tutoring:** Free tutoring in math and English is available for all students enrolled in at least one course at Taft College. Students may schedule appointments in one (1) hour blocks through our open hours. However, students can have only one (1) appointment per tutor per work day. The Tutoring program is located in the Library/Learning Resource Center on the Taft College campus. Appointments can be made by phone, in person, or online. Tutoring appointments may be held in person or through Skype (see tutoring webpage for current information). Tutoring is only available during the fall and spring semesters. Tutoring services are not currently available during the summer session.

**Open Lab:** Students may drop by during hours of operation for answers to quick questions or proofreading of essays/research papers. Math students may receive help with course content and use the lab computers to do their course work.

### **Veterans (661) 763-7748**

Taft College is an approved institution of higher learning for the training of veterans and veterans' dependents that are eligible for educational benefits. Taft College will grant credit to veterans for military service upon request. Evaluation of military experience, education, and training will be made by the Veteran Administration (VA) certifying official at Taft College. Evaluations comply with the regulations and recommendations of the American Council on Education. A copy of the veteran's DD-214 (Report of Separation from the Armed Forces) is required along with military transcripts and prior college transcripts. Evaluations that are made at Taft College and credit that is awarded are subject to review and evaluation by any other college or university the veteran may transfer to upon leaving Taft College. Duplicate credit will not be given in both high school and college. If a veteran uses service credits to complete high school graduation requirements, these same units may not be used to fulfill college graduation requirements.

Credit allowed for prior education and training must be reported to the VA certifying official at the school immediately.

Any student who believes they are eligible for veterans or veterans' dependents educational benefits must apply for benefits with the Veteran Administration (VA). Veterans apply by completing VA Form 22-1990 and veterans' dependents by completing VA Form 22-5490. An application and further information may be obtained online from the VA website: [www.gibill.va.gov](http://www.gibill.va.gov) via the Veterans Online Application (VONAPP).

In order to be reimbursed for educational training, eligible veterans and veterans' dependents must schedule an appointment with the VA Advisor/Counselor by calling 661-763-7748 to complete an educational plan and appropriate VA paperwork for Taft College. The VA will not reimburse students for courses that are not necessary for the completion of the student's educational objective. Any student who has received veterans' educational benefits while attending another college should complete VA Form 22-1995 (veterans) or VA Form 22-5495 (veterans' dependents) to request a change of program or place of training. This form is available online from the VA website [www.gibill.va.gov](http://www.gibill.va.gov).

VA benefits can't be paid for enrollments up to one year before the date the VA receives a student's application; however, retroactive benefits for veterans' dependents may be handled differently and may exceed one year under special circumstances.

In order to remain eligible, students receiving benefits must comply with the college's veteran standards of attendance and academic progress policy. A student who fails to maintain the school's academic standards of progress and is suspended or dismissed from school must be terminated from receiving further VA benefits for unsatisfactory attendance, conduct, or progress.

Additional information may be obtained from the Counseling Center or by calling (661) 763-7748. Also, please visit the Information for Veterans website at [www.taftcollege.edu/student\\_services/veterans\\_services.shtml](http://www.taftcollege.edu/student_services/veterans_services.shtml).

### **Vocational Rehabilitation Services (661) 395-2525**

Students who have a medical or physical disability that results in a substantial impediment to employment may qualify for assistance from the California Department of Rehabilitation. Services include vocational counseling, assistance with college fees, transportation, and related expenses. All services are designed to lead to employment that will not be adversely affected by the disability. Additional information can be obtained in the Counseling Center, or by contacting the Department of Rehabilitation, 4925 Commerce Drive, Suite 150, Bakersfield, CA 93309, or by calling the office at (661) 395-2525.

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## FINANCIAL AID

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Application deadlines are established each year to facilitate effective financial aid packaging and equitable disbursement of funds. Students are encouraged to apply in advance of these deadlines. Students having all materials completed on or before the deadline date will receive priority consideration. Students applying for financial aid at Taft College do so by completing a "Free Application for Federal Student Aid" (FAFSA) or a California Dream Application (Dream Act). In no case shall the total financial aid package exceed the stated individual cost of education as determined by the Financial Aid Office. Federal, state, and institutional programs are available. Please visit [www.fafsa.gov](http://www.fafsa.gov) or [www.dream.csac.ca.gov](http://www.dream.csac.ca.gov).

### **FEDERAL PROGRAMS**

In order to be eligible for federal aid, students are required to enroll in a program of study leading to a degree or certificate. Eligible students shall receive financial aid as long as they comply with the Taft College Satisfactory Academic Progress Policy. **Taft College does not participate in any federal student loan programs.**

#### **Federal Pell Grant**

Federal Pell Grants are financial awards to help undergraduates pay for their college education. For many students, these grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be repaid. The Federal Government established regulations limiting the duration of a student's eligibility to receive a Federal Pell Grant to the equivalent of six (6) full time years.

The proposed maximum award for 2016-2017 is \$5,814. Eligible students who have remaining lifetime eligibility are able to receive grants as long as they comply with the Satisfactory Academic Progress Policy.

#### **Federal Supplemental Educational Opportunity Grant**

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is available to qualified undergraduate students with the greatest financial need and does not have to be repaid. Priority is given to Pell Grant recipients.

Eligible students may receive grants on a first come-first served basis, depending on their need, the availability of FSEOG funds at the college, and the amount of other aid awarded.

All undergraduate students who apply for financial aid are automatically considered for this grant.

#### **Federal Work-Study**

The Federal Work-Study Program (FWSP) offers jobs to eligible students which provide students with an opportunity to earn money to help pay educational expenses. The hourly pay is at least the current minimum wage. The total FWSP award depends on the student's need, the amount of money the school has for the program, and the amount of aid awarded from other programs. Taft College student's currently enrolled full time may work up to a maximum of 10 hours per week. Students must be eligible for a Federal PELL Grant to be eligible for Federal Work-Study.

### **STATE PROGRAMS**

The State of California, through the California Student Aid Commission, sponsors financial aid programs which include Cal Grants B and C and the Full Time Student Success Grant. For more information regarding these programs contact the Financial Aid Office at (661) 763-7762.

#### **Board of Governors Fee Waiver (BOGW)**

The Board of Governors of the California Community Colleges adopted regulations to implement the Student Financial Aid Plan to ensure to the greatest extent possible that no student who is eligible and desires to attend a community college is denied access as a result of the mandatory enrollment fee.

The enrollment fee will be waived for any student who is a California resident or has an AB540 status and at the time of enrollment:

- 1) is a recipient of or a dependent of a parent who is a recipient of CalWORKs, SSI, General Assistance; has certification from the California Department of Veterans Affairs that you are eligible for a dependent's fee waiver; has certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver; is eligible as a recipient of the Congressional Medal of Honor, or as a child of a recipient; is eligible as a dependent of a victim of the September 11, 2001, terrorist attack; is eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.
- 2) meets the annual household income (Standard published by the U.S. Department of Health and Human Services)

Students must complete a BOGW or financial aid application and provide documentation to receive the waiver.

## **REFUNDS AND REPAYMENT OF TITLE IV FUNDS**

### **Refunds**

Any student who completely drops from all classes and/or receives FW grades in all classes and has received Federal Pell Grant, FSEOG or other Title IV funds will be required to repay any unearned portion to the appropriate Federal Fund.

The Financial Aid Office pulls a list of students who have withdrawn from and/or received FW grades in all classes from the enrollment management system. The list includes students who have been dropped from all classes by their instructors as well as those who have initiated the withdrawal themselves. Refund/repayment calculation worksheets are completed as soon as possible after each list is generated in the Financial Aid Office.

A refund calculation will be applied to all students who receive federal assistance and withdraw from all classes, are dropped from all classes by instructors, and/or receive all FW grades due to non-attendance.

To calculate the refund or repayment:

- 1) Take the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment. Use this percentage if it is under 60 percent. If 60 percent or more, use 100 percent as Title IV funds earned.
- 2) Determine institutional charges for tuition, fees, etc.
- 3) Determine earned and unearned portions of Title IV aid disbursed (amount disbursed \* percent earned = earned) and (amount disbursed-earned = unearned).
- 4) If Title IV aid earned is greater than the funds disbursed, a refund is due to the student.
- 5) If Title IV aid earned is less than the funds disbursed, this is the amount of Title IV aid that must be returned:
  - a. By the school: institutional charges \* unearned Title IV aid percentage; compare this to unearned Title IV aid disbursed, taking the lesser of the two.
  - b. By the student: take unearned Title IV aid disbursed less the amount due by the school.

Refunds are made to the appropriate programs within 45 days of completing the refund/repayment calculation.

Unearned funds must be returned to the programs in this order:

School	Student
Pell Grants	Pell Grant *50%
FSEOG	FSEOG * 50%
Other Title IV programs	Other Title IV programs (*50% for grant funds)

### **Repayments**

Taft College takes the following steps to contact students who owe repayments to the federal financial aid programs:

- 1) A letter of explanation/invoice is mailed to the student.
- 2) The debt is posted to the student's account. The student will be unable to enroll in classes and academic transcripts will not be released until the debt is cleared.

Repayments are made to the appropriate programs within 45 days of receipt of the student's payment.

A student who owes a repayment to any Title IV programs is ineligible for further Title IV assistance until the full repayment has been made.

Common refund/repayment examples are available from the Financial Aid Director.

## **INSTITUTIONAL PROGRAMS**

### **Student Work Program**

Students must be enrolled at Taft College to qualify for work. A faculty member, advisor or work supervisor may recommend the employment of the student.

Examples of on-campus jobs are clerk, grounds person, custodian, etc. The student is hired after completing required forms from the Financial Aid office.

Institutional policy limits students to 10 hours per week when school is in session. The hourly pay rate is at least equal to the current minimum wage. Checks are processed monthly.

To participate in the program students must maintain satisfactory academic progress and must be in good standing as determined by the college.

Additional information is provided under Satisfactory Academic Progress Policy.

It is highly recommended all students complete the FAFSA or a California Dream Application.



## Scholarship Programs

A Scholarship Program has been established at Taft College. The Board of Trustees of the West Kern Community College District determines funds available for this program annually.

### Criteria for Scholarships

To qualify, a student must show excellence in past academic achievement by receiving a minimum 3.00 cumulative grade point average or better, in either high school or 12 or more units of college work in the last semester enrolled; must be approved for admission to Taft College and have applied by the third Friday of each semester. Applications are available via the Taft College website or in the Financial Aid Office and are returned to the same office. These applications are submitted each year.

Recipients are awarded contingent upon available funding and the students overall cost of attendance.

### Taft College Scholarship

A \$125 per semester scholarship is given to California residents or AB540 students who meet the scholarship criteria. A recipient must maintain a 3.00 cumulative grade point average, pass 12 units with a 3.00 grade point average in the previous semester and enroll in 12 units or more in the next semester to maintain the Taft College Scholarship. A student can earn this scholarship a maximum of four semesters. It is highly recommended all students complete the FAFSA or a California Dream Application.

### Taft College Non-Resident Scholarship

A student entering Taft College with a 3.00 or better cumulative grade point average and enrolls as a full-time student is eligible to receive the Non-resident scholarship for two semesters. This scholarship is applied to the non-resident tuition fees and can be earned a maximum of two semesters. To receive the second semester non-resident scholarship the student must maintain a 3.00 or better grade point average and re-enroll as a full-time student. A student who enters Taft College with a grade point average of less than 3.00 and earns a 3.00 or better at Taft College will receive a non-resident scholarship for one semester. It is highly recommended all students complete the FAFSA.

### Taft College District High School Academic Merit Award

A \$600 Merit Award is given to any graduating high school senior in the West Kern Community District (Taft and Maricopa High Schools) who has a cumulative grade point average of 3.00 or better and enrolls in 12 or more units at Taft College as a first time college student, within one year of receiving the award. A student will receive \$300 the first semester of enrollment. In order to retain this award a student must pass 12 units with a 3.00 or better grade point average and enroll in 12 or more units the following semester. A Merit Award recipient is not eligible for the Taft College scholarship during the semesters of their Merit Award eligibility. No financial aid form is required however a final high school transcript **IS** required. Additional information can be obtained in the Financial Aid Office.

### Community Scholarships

Various individuals, community organizations, and businesses annually provide scholarships to Taft College students. Applications are available in the Financial Aid Office or on our web site at [www.taftcollege.edu](http://www.taftcollege.edu). Scholarship awards are presented at the college's scholarship/awards luncheon. Most awards require confirmation of subsequent enrollment in a post-secondary institution before the scholarship is paid.

## **FINANCIAL AID PACKAGING PRIORITIES**

The following order of priorities will be used in packaging students for the Taft College Financial Aid Program. All "resource aid" will be deducted from the student's budget before awarding (resources are: BOGW, EOPS, CARE, outside scholarship or loans). The college reserves the right to vary priorities when deemed necessary by the financial aid office.

- a) BOGW eligibility
- b) Federal Pell Grant eligibility
- c) FSEOG eligibility
- d) Cal Grant eligibility
- e) Full Time Student Success Grant
- f) Merit Award
- g) Taft College Scholarship eligibility
- h) FWS eligibility

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

### Preface

Taft College is dedicated to providing financial aid to those eligible students who are achieving consistent progress toward a specific educational objective. The student is responsible for setting an objective, achieving adequate grades and completing the courses required.

In order to be eligible to receive financial aid, students are required to enroll in a course of study leading to a degree, a transfer program (Ex: to a 4-year institution), or a vocational certificate, maintain Satisfactory Academic Progress (SAP) and have not reached their

lifetime eligibility limit. Effective with the 2012-2013 Academic Year new federal regulations defines the lifetime eligibility limit as six (6) full time years for Pell Grants. Recipients in all Federal, State, and Institutional programs are determined to be making satisfactory academic progress under the following circumstances.

### Introduction

Federal regulations require schools to establish satisfactory academic progress standards for students applying for and receiving federal aid. These regulations require the Financial Aid Office to review all periods of a student's enrollment history, regardless of whether financial aid was received, to determine if a student is making satisfactory academic progress towards an educational objective. A student's progress will be evaluated at the end of the fall, spring and summer semesters by the standards outlined below. All periods of enrollment will be evaluated regardless of whether or not financial aid was received. Any official academic transcripts from other colleges received by Taft College will be utilized in the review of our Satisfactory Academic Progress standards once the transcript has been evaluated and units have been posted to the Taft College transcript.

These standards apply to all students who apply for and receive financial aid from the following programs:

- Cal Grant B and C and the Full Time Student Success Grant
- Federal Work Study
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Institutional Work Study Program (IWSP)
- AmeriCorps
- Chaffey Grants

### Satisfactory Academic Progress Criteria

In order to satisfy Satisfactory Academic Progress requirements, financial aid recipients must:

Earn a minimum cumulative GPA of 2.00 for all classes attempted. Grade symbols of A, B, C, D, P, or CR earned during fall, spring or summer will be considered as acceptable for courses completed and Satisfactory Academic Progress consideration.

Courses completed with an F, FW, I, NC, NP, IP, or W will not be considered acceptable for satisfactory academic progress. Courses completed with a MW (withdrawal for military service) are excluded from the determination.

### Grade Point Average

Grade symbols of A, B, C, D, F or FW will be used in grade point average calculation. Courses completed with a P, NP, CR, NC, I, IP, UG or W will not be used in grade point average calculation. However, please note non-passing grades, which are not used to determine grade point average, will be used to determine minimum unit requirements. Additionally, even though a "D" is considered a passing grade, the total cumulative GPA must not fall below 2.00 for each semester. Repeated courses may be considered in the GPA calculation.

### Pace of Progression

Federal regulations require institutions to measure a student's pace toward his/her educational objective to ensure completion within the maximum time length for his/her program.

For a student pursuing an Associate Degree or Certificate the pace cannot be less than 67%.

67% of the cumulative units attempted for each pay period (fall, spring and summer) must be completed with a passing grade. The total number of successfully completed units must be equal to or greater than the calculated total of attempted units multiplied by .67.

Students must not have completed 90 or more non-remedial/basic skills units.

### Maximum Time Length

Federal regulations require institutions to establish a maximum time period or unit total for a student to complete an educational objective (degree/certificate) if financial aid is received. Financial aid recipients will be considered to be making satisfactory academic progress if they complete their educational objective in the time frame indicated below. The educational objective as indicated by the student's choice of major/program of study will be used for this determination.

- 1) For an undergraduate program measured in credit hours, a period no longer than 150 percent of the published program length.
- 2) For an undergraduate program measured in clock hours, a period no longer than 150 percent of the published program length, as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

### Educational Objective

Students receiving financial aid at Taft College must be enrolled in a course of study leading to an A.A. or A.S. degree or a certificate.

**Associate Degree:** This requires completion of a minimum of 60 units. Students must complete their objective by the time they have attempted 90 units.

**Certificate:** Taft College offers a number of certificate programs each requiring a specific number of units for completion. Students enrolled in certificate programs must complete their objective by the time they have attempted 150% of the number of units required for the specific requirement. For example: a student enrolled in an 18 unit certificate program, must complete their objective by the time he/she has attempted 27 units.

All **English as a Second Language** classes and up to 30 units of remedial course work are deducted from the units attempted when determining satisfactory academic progress for maximum time.

**Transfer Students to Taft College:** Students are encouraged to submit official transcripts from all previous colleges attended to Taft College's Admissions and Records office. Degree applicable units posted on the Taft College transcript and will be included in academic progress calculations.

## **FINANCIAL AID WARNING/DISQUALIFICATION**

The Financial Aid Office will evaluate each financial aid recipient's academic progress each semester. Each evaluation will include a GPA review, an assessment of the Pace of Progression calculation, as well as Maximum Time Length standard. Students placed on financial aid warning or disqualification will be notified as to his/her change in status.

*Financial Aid Warning:* Students will be placed on financial aid warning for one semester if they earn less than a 2.00 cumulative GPA for all courses attempted or do not meet the Pace of Progression calculation. Financial assistance will be continued during this warning semester.

If, at the end of the warning semester, a student completes the Pace of Progression calculation with a minimum cumulative GPA of 2.00, they will be removed from financial aid warning. Students not completing sufficient units to meet the Pace of Progression calculation requirement and/or the minimum GPA requirement during the warning semester will be subject to disqualification from financial assistance.

*Financial aid disqualification:* Financial aid recipients will be disqualified from financial assistance if, for two consecutively enrolled semesters they earn less than a 2.00 cumulative GPA and/or do not meet the Pace of Progression calculation.

Financial aid recipients will also be disqualified from financial assistance if they exceed the Maximum Time Length standard.

### **Loss of Eligibility for BOG Fee Waiver**

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring students are advised about the student support services available to assist them in maintaining and reestablishing eligibility for the BOG Fee Waiver. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).

## **REINSTATEMENT/APPEALS PROCEDURES**

*Reinstatement:* A student, who was previously disqualified, may have their financial aid reinstated if they meet the Pace of Progression calculation with a minimum cumulative GPA of 2.00.

*Appeals/probation status:* Students who feel they do not meet the above criteria due to special circumstances may appeal to the Financial Aid Advisory Committee (FAAC) for review. Special circumstances may include, but are not limited to, illness, accident, death in the family, remedial/basic skills course work, or a change in educational goal. Steps to be taken:

- 1) A student who wants to appeal his or her disqualification status must meet with the Financial Aid Director to obtain a **Petition for Appeal of Financial Aid** form. The Director will explain the form and the steps the student must follow to complete the required paperwork for submission to the FAAC.
- 2) The FAAC will review the student's appeal and make a decision regarding the student's financial aid status. A written notification will be mailed to the student within three (3) working days of the committee's decision. All decisions made by the FAAC are final and binding.

Any student who is on financial aid disqualification due to a change in major is required to meet with a counselor to establish a new educational plan and must appeal to the FAAC for review.

A student who has been placed on financial aid disqualification will not automatically be reinstated simply by paying for his/her own classes (i.e., not receiving Title IV aid) for a semester or by sitting out a semester. The student must bring his/her cumulative GPA up, complete the required units for his/her enrollment status, or go through the appeal process for review if a special circumstance exists.

Barring an approved petition for unusual or mitigating circumstances, a student can reestablish eligibility only by taking action which brings the student into compliance with the required GPA of 2.00, the Pace of Progression calculation, and Maximum Time Frame standard.

### **Ineligible to Appeal**

Students who do not meet the Satisfactory Academic Progress guidelines based on the Pace of Progression calculation or GPA may not be eligible to appeal again if, in the last semester enrolled at Taft College, the student appealed and the appeal was approved. Unless the student has made Satisfactory Academic Progress or the institution determines the student met the requirements specified by the institution in the academic plan for the student, another appeal could not be filed for the next enrolled semester. The student would need to reinstate themselves (without financial aid) by meeting the Pace of Progression calculation with a minimum cumulative GPA of 2.00 while enrolled in classes at Taft College.

### **Incomplete Grade**

In the case of a student receiving an incomplete grade (I), the student must complete all work necessary to remove the incomplete grade within 8 weeks from the beginning of the semester.

A progress report signed by the instructor involved must be submitted to the Financial Aid Office by the end of the 4<sup>th</sup> week of the semester. If the incomplete grade is not made up, the letter grade to be assigned will be used to determine the financial aid status.

### **Incoming Transfer Students**

Transfer students must meet the same criteria as students matriculating at Taft College. Students must be enrolled in a program of study approved by a counselor/academic advisor. Repeated courses for which the student has petitioned with approval will be considered as part of the academic load.