



## **618 POLICY – Pell Grant Calculations and Changes**

### **618.1 Statement of Policy**

The Redlands Community College Financial Aid Office uses the Federal Pell Grant as the foundation of students' financial assistance during their enrollment at Redlands Community College. The criteria and procedures to be followed in implementing this policy are published in the Procedures section of the Policies and Procedures Manual.

Adopted March 2017



## **618      PROCEDURE – Pell Grant Calculations and Changes**

### **618.1:1    Calculating**

In order to determine eligibility for any federal financial aid program, a student must complete a FAFSA and have the results electronically submitted to Redlands Community College. The Financial Aid Office will accept results through electronic transmission with the Central Processing System (CPS). Student eligibility is determined only through the CPS of the US Department of Education using the Federal Methodology Needs Analysis Formula. The Financial Aid Office must receive an eligible EFC before eligibility for any funds can be determined.

Students are initially notified of the amount of their Federal Pell Grant eligibility through an award letter assuming full-time enrollment status. The actual enrollment status of students is not verified until after the end of the drop/add period of the term. At that time, the actual amount of Federal Pell Grant is determined for each student.

Students that have electronic Pell Grant data submitted to Redlands Community College after the end of an enrollment period for which the student met all the necessary criteria will receive a retroactive (late) award provided the student's file is complete prior to the last day of classes for the academic year. A student's unused Pell Grant allocation during the fall and spring semesters may be used during the following summer period. The summer term is considered a trailer at Redlands Community College. It is the responsibility of the student to inform the Financial Aid Office that they will be enrolled during the summer period. A summer application form is provided online for students to complete.

Redlands Community College has a 16-week fall semester, a 16-week spring semester, and an 8-week summer term that comprise the academic year. Full-time students earn at least 24 credit hours within the academic year. Financial aid payment periods correspond with standard academic terms. Redlands Community College disburses Federal student aid funds after the census date, which falls at the end of the drop/add period each term. Enrollments are verified and Pell Grant funds are automatically adjusted through the College's administrative software system to award the student Pell Grants. Federal student aid funds are disbursed through electronic transmission to the Business Office.



### **618.1:2 Required and Optional Recalculation**

Redlands Community College has a required process for Pell Grant Recalculations according to the Code of Federal Regulations for Postsecondary Education. The process for recalculation of Federal Pell Grants includes the following conditions:

- A. Change in EFC – If a student’s EFC changes due to corrections from the verification process, the EFC would change the amount of Pell Grant award. The College recalculates the Pell award for the entire year. The following changes will occur:
  - 1. Change in Expected Family Contribution (EFC).
  - 2. Correction of a clerical or arithmetic error.
  - 3. Correction based on information required as a result of verification.
- B. Change in Enrollment Status Between Terms – If a student’s enrollment status changes from one academic term to another within the same award year the College recalculates the Pell award based on the enrollment status for that term.
- C. Student Does Not Begin Attendance in His/Her Classes Within a Term (Roster Certification) – If a student does not begin attendance in his/her classes, resulting in a change in the student’s enrollment status, at the census date and before any awards are processed, Redlands Community College recalculates the student’s award based on the lower (or possibly higher) enrollment status.

Redlands Community College has a procedure in place to know whether a student has begun attendance in all classes for purposes of the Federal Pell Grant program. This procedure is a Roster Certification list that is provided by the Information Technology Department. Each instructor turns in a list of students that have not attended class by the census date. The Information Technology Department compiles the list and provides a copy of the list to the Financial Aid Office. The Financial Aid Office then reports the students that are “not attending” and financial aid will be adjusted at the time of disbursement.

Redlands Community College does not participate in any optional Pell recalculations based on program changes.

### **618.1:3 Federal Regulation**

This policy and procedure was created and is maintained to be in compliance with Federal Law: HR 4137.



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Revised September 2018