

CHAPTER 5 STUDENT ELIGIBILITY

Imperial Valley College . 380 E. Aten Road . Imperial Valley, California . 92251

5.1

REGULAR STUDENT IN ELIGIBLE PROGRAM OUR POLICY and PROCEDURES

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REGULAR STUDENT

- **REGULAR STUDENT** enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.
- We confirm “**REGULAR STUDENT**” status based on enrollment information in Banner.

ELIGIBLE PROGRAMS

- Only eligible programs are authorized to pay financial aid funds in Banner.
- The program is checked by Banner at each disbursement.

5.2

ENROLLMENT STATUS OUR POLICY AND PROCEDURES

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IVC POLICIES

- IVC REQUIRES at least half-time enrollment for both FSEOG and FWS.

IVC PROCEDURES

Enrollment Status Definitions:

- **Full-Time:** 12 units and above
- **¾ Time:** 9 to 11.5 units
- **Half-Time:** 6 to 8.5 units
- **Less than ½ Time:** 5.5 units and below

ENROLLMENT REPORTING

National Student Clearinghouse (NSC)

- We participate in the NSC for enrollment status reporting and anticipated completion date.
 - Enrollment information is sent electronically by IT throughout the fall, spring, and summer terms.
 - The only additional reporting that is done is we update withdrawals when we calculate R2T4s.

5.3

SATISFACTORY ACADEMIC PROGRESS STATUS OUR POLICY

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IVC POLICY

Refer to: CHAPTER 13 SATISFACTORY ACADEMIC PROGRESS

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5.4

CITIZENSHIP AND IMMIGRATION STATUS OUR PROCEDURES

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IVC POLICY

The student provides citizenship information on the FAFSA and information is verified as required by SAR-ISIR comment codes or in the event of conflicting information.

To receive Federal financial aid, the student must be considered:

- U.S. citizen or national
- U.S. permanent resident
- Eligible noncitizen who intends to become a citizen or permanent resident
- Citizen of the Freely Associated States: Federated States of Micronesia and Republics of Palau and the Marshall Islands
 - These students can only receive aid from some FSA programs, not loans.

Refer to: CHAPTER 6 APPLICATION REVIEW – *SAR-ISIR CODES & COMMENTS AND NSLDS HISTORY*

5.5

NSLDS FINANCIAL AID HISTORY OUR PROCEDURES

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IVC PROCEDURES

NSLDS REVIEW – STUDENT INELIGIBILITY

The Financial Aid Office reviews a student's financial aid history for potential ineligibility situations by using the National Student Loan Data System (NSLDS). Possible issues are flagged on the student's record and must be resolved prior to the student receiving additional federal funding. **Examples** are provided below.

ANY STUDENT APPLYING FOR FSA FUNDS IS INELIGIBLE FOR AID IF ANY OF THESE SITUATIONS IS IDENTIFIED:

- **Default:** Student in default on any FSA loan, unless satisfactory arrangements have been made to repay defaulted loan.
- **Overpayment:** Student who owes an overpayment on any FSA grant or loan, unless he or she has made satisfactory arrangements to repay the overpayment.
- **PELL Lifetime Eligibility Used (LEU):** Student is ineligible to receive further PELL funds if he or she has 600% or greater lifetime eligibility used (LEU).

NSLDS MATCH

Resolution Required: If any situation above is identified as part of the FAFSA database match process, the case must be resolved before funding is provided or the student is informed of his or her ineligibility.

Refer to: CHAPTER 6 APPLICATION REVIEW - *NSLDS History*

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5.6

SOCIAL SECURITY NUMBER OUR PROCEDURES

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IVC PROCEDURES

- Students with conflicting database match results are flagged and need to provide a Social Security card to verify the Social Security number and also proof of name and or date of birth.
- SSA match rules also apply to the parent whose financial information appears on the FAFSA or to both parents if their information is reported.
- A correction may be required with the Department of Education and or the Social Security Administration to resolve the conflicting information.
- Any student with an SSN problem must see one of the Specialists for guidance about next steps.
- Students with more than one Social Security number in system must have their records merged under the correct number.
- This process involves working with Admissions and Records Office.

5.7

SELECTIVE SERVICE REGISTRATION OUR PROCEDURES

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IVC PROCEDURES

SELECTIVE SERVICE MATCH

- The Central Processing System (CPS) performs a match with the SSS to determine if relevant students are registered.
- Output document displays the match result in FAA Information section, and a comment about result.

If Selective Service match is NOT successful, this is how we resolve the discrepancy:

- **If a student is not confirmed and is required to register:**
 - Student must request an advisory opinion letter from the Selective Service Administration.
 - Once in his possession, the student will proceed to present this Selective Service response letter to the FAO along with a letter requesting the evaluation of his status, and appropriate documentation that will enable the Office to make a fair judgment of events and/or clear his status.
 - The evaluation will result in a decision granting aid eligibility or determining that there is not sufficient or relevant evidence to grant aid.
 - The decision is final as it falls within the authority of professional judgment.
- **Exceptions to Requirement**
 - Male under 18 years of age
 - Male students who were born before 1961 or
 - Females
 - Males who can document that they entered the country for purposes other than visit (for the 1st time) after their 26th birthday.
 - Must supply documentation

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5.8

DRUG-RELATED OFFENSE OUR PROCEDURES

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A DRUG CONVICTION MAY OR MAY NOT AFFECT A STUDENT'S AID ELIGIBILITY:

- DOES count against a student if it was for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid.
- Does NOT count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge.
- Does NOT count if it was reversed, set aside, or removed from the student's record.
- Does NOT count if received when student was a juvenile, unless he or she was tried as an adult.

FAFSA

- **When completing the FAFSA online:**
 - If the student answers "yes" to question 23, the student will be asked a series of questions to determine if he or she is eligible.
- **If a paper FAFSA is filed:**
 - The student is sent [Student Aid Eligibility Drug Worksheet](#)

STUDENT REGAINS ELIGIBILITY:

- The day after the period of ineligibility ends OR
- When he or she successfully completes a qualified drug rehabilitation program or
- When he or she passes two unannounced drug tests given by such a program.

IVC PROCEDURES

For a student who has had a drug conviction:

- Students determined to be ineligible for federal financial aid because of the drug conviction rules may provide a signed written statement to the Imperial Valley College Financial Aid Office that they have completed a drug rehabilitation program. No other documentation will be required.

Refer to: CHAPTER 6 APPLICATION REVIEW - *Drug Convictions*