

**BP 5130 FINANCIAL AID**

**References:**

Education Code Sections 66021.6 and 76300;  
20 U.S. Code Sections 1070 et seq.;  
34 Code of Federal Regulations ~~Section Part~~ 668;  
(U.S. Department of Education regulations on the Integrity of Federal Student  
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as  
amended);  
[ACCJC Accreditation Standard III.D.15](#)

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work ~~and employment study~~ programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards [in accordance with federal regulations](#) for participants in Title IV student aid programs.

**Misrepresentation**

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

[To ensure integrity of financial aid programs,](#) ~~t~~The Chancellor shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

[Also see AP 5130 Financial Aid.](#)

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**Adopted:** June 17, 2014

**Revised:**

~~(This is a new policy recommended by the Policy and Procedure Service)~~

AP 5130 FINANCIAL AID

References:

- Education Code Sections [66021.3](#), [66021.6](#), [66025.9](#), [69514](#), ~~and 76300~~, [and 94912.5](#);
- Title 5 Sections [55031](#) and 58600 et seq.;
- 20 U.S. Code Sections 1070 et seq.;
- 34 Code of Federal Regulations Section 668;
- (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
- [ACCJC Accreditation Standard III.D.15](#)

Financial Aid programs offered ~~by the District usually~~ [includes, but is not limited to, the following:](#)

- [Federal Pell Grants](#)
- [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)
- [Federal Work Study \(FWS\)](#)
- ~~Federal Direct Student Loan Program~~
- [Federal Family Education Loan Program](#)
- California College Promise Grant ([CCPG](#), formerly known as the BOG Fee Waiver)
- [Cal Grants](#)
- [Student Success Completion Grant](#)
- [Chafee Grant](#)
- [CalWORKs](#)
- [EOPS/CARE](#)
- ~~Scholarships~~ [Federal Pell Grants](#)
- ~~Federal Direct Student Loan Program~~
- ~~Federal Family Education Loan Program~~

~~Regulations must~~ [The District's Financial Aid programs](#) address ~~at minimum:~~

- Application procedures, [including and](#) deadlines
- Student eligibility
- ~~Disbursement and refund procedures~~
- [Payment procedures](#)
- Overpayment recovery/[Repayment](#)
- Accounting requirements

- Satisfactory Academic Progress (SAP)
- Unusual or special circumstances

The District refrains from providing commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal or state financial aid to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

### **Misrepresentation**

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements made by students or the public through social media outlets or by vendors that are not providing covered services, as reflected herein.

### **Loss of Eligibility for California College Promise Grant (formerly known as a BOG Fee Waiver)**

A student shall become ineligible for a California College Promise Grant 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 that two consecutive primary terms of probation will lead to a loss of the California College Promise Grant 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 that students are advised about the student support services available to assist them in maintaining and reestablishing California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in college catalogs, ~~and~~ class schedules, and on the college website.

The District shall establish written procedures by which a student may appeal the loss of a California College Promise Grant 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 that 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 California College Promise Grant due to placement on academic or progress probation. Exemption for Foster Youth is in accordance with the stipulations in Education Code and effective until the date specified in Education Code Section 66025.9 subdivision (c).

Also see BP 5130 Financial Aid.

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**Approved:** March 18, 2014

**Edited:** \_\_\_\_\_-August 21, 2018

**Revised:** \_\_\_\_\_

Student Services

**AP 5203 LACTATION ACCOMMODATION**

**Reference:**

Education Code Section 66271.9

~~NOTE: Effective January 1, 2020, districts are required to provide reasonable accommodations for a lactating student to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A procedure on lactation accommodations for students is not legally required but is suggested as good practice/optional.~~

~~The District shall provide reasonable accommodations on its respective campuses for a lactating student to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding whenever a student is required to be present on campus. Reasonable accommodations include, but are not limited to, all of the following:~~

- ~~1. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child. The room shall have a comfortable place to sit and have a table or shelf to place equipment described in paragraph (3).~~
- ~~2. Permission to bring onto a college or university campus a breast pump and any other equipment used to express breast milk.~~
- ~~3. Access to a power source for a breast pump or any other equipment used to express breast milk.~~

~~Lactating students shall be provided a reasonable amount of time to accommodate their need to express breast milk or breast-feed an infant child.~~

~~Students shall not incur an academic penalty as a result of their use of the reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use.~~

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**Approved:** ~~Date~~

Student Services

**BP 5400 ASSOCIATED STUDENTS**

**Reference:**

Education Code Section 76060

The Board of Trustees authorizes the establishment of the organizations of Associated Students of Chabot and Las Positas Colleges which are operated under constitutions approved by the Board of Trustees, and whose purposes as organizations are the welfare of all students of the colleges.

The students of the District are authorized to organize student body associations. The Board of Trustees hereby recognizes those associations as the Associated Students of the District, Student Senate of Chabot College, and Las Positas College Student Government.

The Associated Students organizations are recognized as the official voice for the students in District and college decision-making processes. The Associated Students may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Chancellor.

The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.

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**Adopted:** June 17, 2014

(~~This policy r~~Replaces former CLPCCD Policy 5400)

**Revised:**

**Student Services**

**AP 5400 ASSOCIATED STUDENTS**

**Reference:**

Education Code Section 76060

Each college in the District shall have one Associated Students Organization.

Both day and evening student representatives shall be encouraged to participate.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

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**Approved:** March 18, 2014

**Revised:**

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~



Student Services

**BP 5410 ASSOCIATED STUDENTS ELECTIONS**

**Reference:**

Education Code Section 76061

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor.

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout their term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 ~~titled~~ Standards of Scholarship and related administrative procedures).

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**Adopted:** June 17, 2014

**Revised:**

~~(This is a new policy recommended by the Policy and Procedure Service and its legal counsel)~~

**Student Services**

**BP 5420 ASSOCIATED STUDENTS FINANCE**

**References:**

Education Code Sections 76063–76065

Associated Student funds shall be deposited with and disbursed by the Chancellor.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Chancellor or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

- ~~1. The budget of the Associated Students of Chabot and Las Positas Colleges shall be approved annually by the College Presidents and Chancellor.~~
- ~~2. The colleges, as required by Education Code, shall establish an approved system that requires three signatures before funds are expended. The three individuals shall include an official of the District, designated as the Chief Student Services Officer or designee, an advisor who is a full-time employee of the District, and a representative from the Associated Students.~~
- ~~3. The Board of Trustees shall provide for an annual audit of the funds and records of the Associated Students of Chabot and Las Positas Colleges as provided by the law.~~

**Adopted:** June 17, 2014

(~~This policy r~~Replaces former CLPCCD Policy 5410)

Revised:



**Student Services**

**AP 5420 ASSOCIATED STUDENTS FINANCE**

**References:**

Education Code Sections 76063-76065

The budget of the Associated Students of Chabot and Las Positas Colleges shall be approved annually by the College Presidents and Chancellor.

Associated Student Funds are part of the annual audit and are maintained in accordance with the following procedures:

- Associated Student Organization Fund books, financial records and procedures are subject to annual audit.
- Reports of the annual audit of Associated Student funds are submitted to the Board of Trustees.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the College Business Office.
- Associated Student funds shall be deposited with and disbursed by the College Business Office.

The funds shall be deposited to and invested in the Alameda County's Pooled Investment:

- Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305-16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.

- Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college ~~d~~District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

~~The colleges, as required by Education Code, shall establish an approved system that requires three signatures before funds are expended. The three individuals shall include an official of the District, designated as the Chief Student Services Officer or designee, an advisor who is a full time employee of the District, and a representative of the student body organization. All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:~~

- ~~• the Chancellor or designee;~~
- ~~• the officer or employee of the District who is the designated advisor of the particular student body organization; and~~
- ~~• a representative of the student body organization.~~

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**Approved:** March 18, 2014

**Revised:**

~~(This is a new procedure recommended by the Policy and Procedure Service and its legal counsel)~~

Student Services

**BP 5430 CO-CURRICULAR ACTIVITIES**

**Reference:**

No references

The District acknowledges the value of the Associated Students ~~Body (ASB)~~ and co-curricular activities in support of the overall educational and student services of the colleges. Co-curricular activities shall be financially self-supporting.

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**Adopted:** June 17, 2014

(~~This policy r~~Replaces [former](#) CLPCCD Policy 5440)

[Revised:](#)