

# FINANCIAL AID POLICY GUIDE, STUDENT ACCOUNT INFORMATION

Occidental  
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# Understanding Financial Aid

This handbook is intended to save you time by answering frequently asked questions about financial aid. It also explains your rights and responsibilities as a financial aid recipient. We encourage you to print this publication for reference throughout your years at Occidental College. If you still have questions after reading this handbook, please contact our office.

Your application is carefully reviewed to determine your eligibility for need-based financial aid. Assistance is extended to those who:

- Apply by the established deadlines
- Submit requested forms and additional documentation in a timely manner
- Maintain satisfactory academic progress
- Demonstrate financial need and meet other program requirements

## RE-APPLYING FOR FINANCIAL AID

All students interested in receiving financial aid have the responsibility to re-apply by March 2 of each year.

By March 2, students must renew their FAFSA and submit Occidental's two financial aid applications: the Occidental College Renewal Application and the Student Online Financial Aid Application. The Occidental College Renewal Application asks about custodial parent(s)' income, assets, and special circumstance information; the FAO uses this information to review your financial aid eligibility. This application takes the place of the CSS Profile that first-year applicants complete. The Occidental College Renewal Application is available for download online at [www.occ.edu/financialaid](#). This form should be uploaded,

## COST OF ATTENDANCE

The cost of attendance (COA) includes all costs associated with attending Occidental College for nine months. At Occidental, we have three COAs, each associated with the student's housing status (on-campus, off-campus, with parent). Occidental College prides itself on its intimate residential campus and aims to make residential living the heart of our community; therefore, there is a mandatory three-year residency requirement at Occidental.

Your estimated budget represents average educational expenses for the academic year. It includes your actual full-time tuition and mandatory fees, an allowance for a double room, meal plan B, books, supplies, and personal expenses. The budget is calculated to cover your expenses for the two semesters of the nine-month academic year (late August to mid May) for those living on-campus. For students choosing other meal plans or campus housing (such as a single room), the budget will not be increased (or decreased) to accommodate those choices.

Students that live off campus are not billed directly for room and board charges. This amount is a budget used to determine the cost of attendance when awarding financial aid to students living off-campus. A student residing off-campus may see a reduction in their financial aid eligibility based on the less expensive options of either living off-campus or with parents. The FAO has determined the costs associated with living off-campus based on national averages as well as the California Student Aid Commission (CSAC) Student Expenses and Resources Survey (SEARS).

## TRANSPORTATION ALLOWANCE

A transportation allowance (ranging from \$150 to \$650) is added to your student living budget if your permanent residence is outside of Southern California. This allowance is not a cash refund but rather recognition of an increase in expenses, which increases your budget and therefore your overall financial need. Please note that this is a standard allowance and may not cover the total cost you pay for one or more round trips to and from Occidental College.

### O e A a c e

We recognize that actual expenses differ from student to student. However, to distribute our resources fairly, standard allowances (derived from national and state sources) are used in all cases unless special circumstances are documented to justify additional allowances. Appeals for such circumstances should be written to the Financial Aid Office with all appropriate supporting documentation attached. Due to limited resources, not all appeals can be accommodated. Please keep in mind that allowances for cell phones, car payments, insurance, repairs, maintenance costs, etc., are not provided.

## UPDATES TO POLICY RE: COVID

In response to the College's decision to go fully remote for the fall term, the following policy changes have been made on a one-year basis.

1. The three-year residency requirement has been waived for one-year due to the needs associated with keeping students and the community safe during the pandemic.
2. All students not residing on-campus will be awarded to an off-campus budget. This is regardless of the students actual housing plans (off-campus or with parent).

2020-2021	ON-CAMPUS	OFF-CAMPUS
<b>TUITION</b>	\$55,980	\$55,980
<b>ROOM &amp; BOARD</b>	\$16,600	\$13,066*
<b>REQUIRED FEES</b>	\$596	\$596
<b>TOTAL DIRECT COSTS</b>	\$73,136	\$56,576

## EXPECTED FAMILY CONTRIBUTION

Your family resources include parental contributions (including one from your non-custodial parent, if applicable) and a student contribution. It is important for you and your family to understand that many factors go into determining a family's contribution. When determining financial aid offers, Occidental College relies on the information that you provide on applications and other supporting materials. Therefore, it is important that the FAO be informed of any updates, corrections, or changes to your information as soon as possible. You and your family may also be asked to provide documentation to verify information you provided on financial aid applications. This could include, but is not limited to:

- Proof of enrollment of siblings in college\*
- Parental assets (including an assessment of home equity)
- Parental business income and assets
- Information regarding non-custodial parents
- Trust documents
- Documentation of private secondary/elementary tuition paid
- Documentation of child care expenses
- Receipts for medical/dental expenses
- Documentation of educational loan repayments

\*When more than one child is enrolled in college, your financial aid is adjusted to reflect your family's increased educational expenses. Thus, when your sibling is no longer enrolled or changes from full-time to half-time enrollment, your financial aid is adjusted. Many students see significant reductions in their financial aid when their sibling(s) is no longer enrolled in college. Since we verify college enrollment information, you may be asked to provide documentation to verify enrollment information.



# Financial Aid Offers

A financial aid offer (sometimes referred to as a “package”) usually consists of a combination of awards: scholarships, grants, work, and loans. These funds are made available through the College, the federal government, the state of California, and other sources. Students (if eligible) can receive the following awards:

## TYPES OF AWARDS

### Grants & Scholarships

- Occidental College Need-Based Grant (Institutional Donor Funded Grants)
- Occidental Academic Merit Scholarships
- Occidental Opportunity Grant
- Cal Grant (California residents only)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Iraq and Afghanistan Service Grant
- Post-9/11 GI Bill/Yellow Ribbon
- Outside Scholarships
- RA Housing and Meal Credits

### Work Programs

- Federal Work Study (FWS)
- Occidental Work Award (OWA)
- Other work awards and stipends (e.g. Values and Vocations Fellowship, RA Stipend)

### Loans

- Occidental College Low-Interest Loan
- Occidental College No-Interest Loan
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loan (for parents of dependent students only)

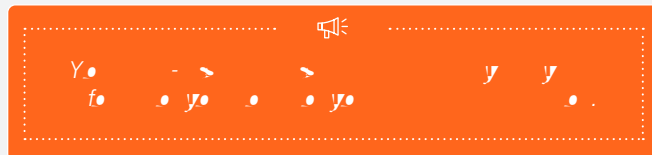
## NEED-BASED GRANT

To receive Occidental College Need-Based Grants, Institutional Donor Funded Grants, and Opportunity Grants, you must demonstrate financial need, be enrolled at least half-time (6 or more units), and make satisfactory academic progress. Need-based grants are provided through the generosity of individual donors, private corporations and agencies, alumni gifts, and other College resources.

Donors of Occidental College want to hear from the students they support. Therefore, you may be asked to write a thank-you letter to a specific donor. During the academic year, the College may notify you that your general need-based grant comes from a specific donor. This does not mean you have been awarded additional grant funds but that a specific donor has made your need-based grant possible.

Recipients of Institutional Donor Funded Grants may be asked to attend Donor Receptions throughout the academic year in which they receive the award.

Because of the importance attached to these acknowledgements, a hold may be placed on the disbursement of your grant, or your grant may be canceled if your thank-you letter is not received in a timely manner.



## MAXIMUM NUMBER OF SEMESTERS

If you continue to demonstrate eligibility, you can receive Occidental College Need-Based Grants, Institutional Donor Funded Scholarships, and Opportunity Grants for a total of eight semesters of full-time study (please see the Satisfactory Academic Progress Policy in this handbook for more details). If you need additional semesters in order to graduate, you must appeal (in writing) for additional institutional assistance at least one semester before the aid is needed. Appeals should be supported by appropriate documentation and addressed to the Director of Financial Aid.

## TRANSFER STUDENT ELIGIBILITY

Maximum financial aid eligibility for transfer students is pro-rated based on the number of units transferred from previous institution(s) and upon the grade level determined at the time of admission. This determination is made by the Registrar's Office. To learn about your semesters of eligibility, contact the Financial Aid Office.



## MERIT SCHOLARSHIPS

Occidental College offers a limited number of merit scholarships at the time of admission. Merit scholarships





## GETTING PAID

Your paycheck will depend on your pay rate and your hours worked. On-campus job pay rates are based on established pay ranges that depend on the job classification, experience, and job performance. HR is responsible for approving job classifications and pay ranges. Your work schedule is set up by you and your supervisor each semester. You should set up a work schedule that complements your class schedule and your supervisor's needs.

To receive a paycheck, you and your supervisor must submit your hours worked (every two weeks) to the Payroll Office through the web-based timekeeping system. Please note that Campus Dining, Facilities Management, and the Postal Operations Center use an alternate method for reporting time. If you are employed by these departments, you must follow their established procedures.

Paychecks are issued every other Friday for hours worked during the previous two-week pay period. You may have your paycheck directly deposited to your bank account by making arrangements with the Payroll Office (located in the AGC Administrative Center, Room 118). Checks not authorized for direct deposit will be sent to your on-campus student mailbox. The cashier will not cash student paychecks.

In order to be paid, you must have a Social Security number or proof that you have recently applied for a Social Security number. This applies to ALL student workers. Students are not eligible for holiday pay or vacation pay. After 90-days of employment with the College, student workers are eligible for up to 48-hours of sick leave per year. Any unused sick leave does not carry over into the next calendar year (student workers begin each new year with 48-hours of sick leave). During the academic year, students are exempt from Social Security, unemployment, and disability insurance withholdings. However, students who work at the College during the summer break are subject to these withholdings.

## WORK LIMITS

During the fall and spring semesters, you are allowed to work a maximum of 8 hours per week for all on-campus positions combined. This is a policy set by the faculty and it is taken seriously. If, however, you have unique circumstances you may appeal this policy by submitting a written request, outlining your reasons, to the Director of

## SUMMER EMPLOYMENT

You may work at Oxy during the summer break. Please keep in mind the summer payroll period for summer 2020 is 5/17/2020

## FEDERAL STUDENT LOANS

### Federal Direct Loans

This loan is a low-interest loan offered by the U.S. Department of Education rather than a bank or other financial institution. Occidental College students may borrow Federal Direct Loans based on their need, year in school, and satisfactory academic





## OUTSIDE SCHOLARSHIPS

# Policies

## STUDENT FINANCIAL AID AGREEMENT

By accepting financial aid, you agree to the following:

- I have the responsibility to apply for financial aid by March 2 of every year.
- I have the right to an explanation of my financial aid eligibility.
- I understand that Occidental College reserves the right to modify my financial aid award(s) at any time due to changes in my federal, state, or institutional eligibility.
- I agree to report, in writing, to the FAO any changes in my financial, marital, academic, or residential status, or funds and support I receive from any source. I understand that any change in my status may result in a reduction of my award and may require repayment of my financial aid.
- I have the responsibility to use financial aid funds for education-related expenses only.
- I am aware that to continue to receive assistance, I must maintain satisfactory academic progress as defined in this policy guide and the Occidental College Course Catalog.
- I understand that the College may directly apply awards to my student account.
- I have the responsibility to read and understand the requirements and conditions regarding financial aid as stated in this policy guide.
- I agree to complete all requirements for any loans that I have been awarded. I also agree to complete exit counseling for loans disbursed to me, prior to graduation or withdrawal. Failure to do so will allow Occidental College to withhold my student records and/or my diploma.
- I have the responsibility to repay student loans. Failure to do so will allow Occidental College to withhold my student records and/or my diploma.
- I agree to have my Cal Grant B Stipend (if eligible) credited to my student account. I understand that if I need assistance with room, board, books, or living expenses, I should consult with the FAO.
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## **NONDISCRIMINATION POLICY**

It is the policy of Occidental College that all applicants will receive equal consideration and treatment without regard to race, religious creed, color, national origin, ancestry,

## SATISFACTORY ACADEMIC PROGRESS POLICY

To remain eligible for financial aid, a student must maintain Satisfactory Academic Progress (SAP) and must be in good academic standing as defined by the policies outlined below.

The academic year consists of two 16-week semesters. Full-time students may register each semester for a maximum of 18 units. Students enrolled in less than 12 units each semester are considered to be part-time, and both federal and institutional financial aid is pro-rated.

No institutional funds are available to a student on a leave of absence, suspension, or studying at another institution (excluding Oxy-approved study abroad programs). Students may, in some cases, receive federal or state aid to study at another institution by completing a Consortium Agreement. For more information, please contact the FAO.

Federal regulations under Title IV of the Higher Education Act require Occidental College to monitor the academic progress of students on financial aid. Occidental has two similar yet distinct SAP policies, one for federal financial aid eligibility and one for institutional financial aid eligibility. In addition, the College has its own Academic Standing requirements that determine whether a student is in good standing. If you have questions regarding the differences between these policies, please contact the FAO for clarification.

### AdP a

The federal SAP policy applies to federal and state financial aid awards, while the institutional SAP policy applies to all Occidental College awards.

FEDERAL SAP POLICY	INSTITUTIONAL SAP POLICY
Federal Supplemental Educational Opportunity Grant (FSEOG)	Oxy Need-Based Grant
Federal Work Study	Oxy Opportunity Grants
Federal Direct Subsidized Loan	Occidental Merit Scholarships
Federal Direct Unsubsidized Loan	Occidental Donor-Funded Scholarships
Federal Direct Parent PLUS Loan	Oxy Work Award
Cal Grant*	Oxy No-Interest Loan
	Oxy Low-Interest Loan

\*The Cal Grant program is a state-funded grant that follows federal SAP requirements unless specifically stated.

### Q a a e a d Q a a e R e e e

Both the federal and institutional policies require that a student make qualitative (grade-based) and quantitative (time-based) progress toward their degree each semester.

The qualitative (grade-based) requirement is measured by your GPA. The quantitative (time-based) requirement is the pace at which you progress toward your degree and earn units.

## Pace of Progression

Pace of progression measures the number of units you completed over the number of units you attempted to complete. To meet the pace of progression requirement, you must have a cumulative pace of progression rate of 67% each semester that you are enrolled.

Example 1: If you are a second-year and have attempted 48 units (16 + 16 + 16) by the end of your third semester, but you earned only 42 units (16 + 16 + 10), your cumulative pace of progression rate is  $42/48 = 87.5\%$ . Since the rate is above 67%, you are meeting the pace of progression requirement.

Example 2: If you are a first-year and have attempted 16 units by the end of your first semester, but you earned only 10 units, your cumulative pace of progression rate is  $10/16 = 62.5\%$ . Since the rate is below 67%, you are not meeting the pace of progression requirement.

In addition to pace of progression, students also must meet the maximum timeframe number of units B.mnETEMC 30 tiis0 (ac)9 (e o)10

## HOW COURSES ARE COUNTED

The following outlines how certain courses and grades affect the SAP requirements listed above.

### Attempted Courses

- Attempted courses are those for which you are officially enrolled after the last date to drop courses.
- All attempted courses count toward the maximum timeframe.
- All courses count in calculating a student's academic progress, including any for which the student did not receive financial aid.
- Audited courses do not count in the calculation of attempted courses, as no units are earned.
- Courses taken on a credit/no-credit basis count toward the total number of attempted courses.
- Course credit by examination is counted as an attempted course.

### Incomplete:

- Credit for incomplete courses will not count as an attempted course until the course has been completed or the Occidental College Registrar has posted a grade.

### Withdrawals:

- Withdrawals showing as a W on your academic transcript are counted as attempted courses.

### Repeated Course:

- If a student does not receive a passing grade for a course and chooses to repeat the course, the course may be repeated for credit. Both the original course and the repeated course will be considered as attempted for the purposes of determining SAP.
- If a student receives a passing grade for a course and chooses to repeat the course, the repeated course does not count as course completed and does not contribute to maintaining SAP. The units for the

## FINANCIAL AID INELIGIBILITY

If you lose your eligibility for institutional aid, federal aid, or both at the end of your warning semester (and the Academic Standards Committee permits you to enroll), you have the right to appeal for an additional semester of aid.

### **R      A    ea**

Your appeal must be made in writing to the Director of Financial Aid, Tiffany Mendez, EdD. The appeal may not be based on your need for financial assistance or your lack of knowledge on the SAP policy. It should be based on some extenuating circumstance that prevented you from making progress. Your appeal also must include a written academic plan that outlines how you plan to meet the SAP requirement(s) you failed and what changes you have made to ensure that you will meet SAP.

### **A    ea   G   a   ed**

If your appeal is granted, you will be placed on Financial Aid Probation. During probation, you must follow your academic plan and resolve all incomplete grades before the FAO can make a final determination that you have met the SAP guidelines.

### **A    ea   De   ed**

If your appeal is denied, you may still be able to regain eligibility for future semesters of aid by enrolling at Occidental (at your own expense), earning a 2.0 or better GPA, and bringing all cumulative units up to required standards. It is also possible to take a leave of absence from Occidental and pursue transferable coursework at another institution. This will allow you to bring your required units up to date and show academic improvement by attaining a minimum GPA of 2.0 or better (a GPA earned at another institution will not affect your Oxy GPA). You are required to speak with the Registrar's Office to ensure units completed elsewhere are transferable to Occidental.

## RELEASE OF FINANCIAL AID HISTORY POLICY

Once you leave/graduate from the College, the Financial Aid Office will store your financial aid file for seven years after the date you cease to be enrolled. Electronic records of your file will remain in our computer database.

Financial aid history will only be released:

## TAX BENEFITS

- If you are repaying student loans or paying college tuition and fees, you or your parent(s) may be eligible to offset these costs for tax purposes. Visit [www.irs.gov](#) for more information regarding these tax benefits:
- Student loan interest deduction - based on the amount of interest paid during the tax year
- Lifetime Learning tax credits - credit against federal income tax for college tuition/fees paid during the tax year

## Your Student Account

The FAO and the Student Business Services office (SBS) work closely together to ensure that your financial aid appears on your student account to pay for your expenses. While the FAO determines eligibility for aid, Student Business Services manages your student account, billing, payment, and much more. You can contact the Student Business Services office at 323-259-2610 or stop by the AGC Administrative Center, Room 118.

If your financial aid award is official and all missing documents have been received by the date of the first billing invoice, you will see scholarships, grants, and student loans (including Oxy No-/Low-Interest, Direct Subsidized/ Unsubsidized, PLUS, and Alternative) posted to your account as "estimated financial aid," until they can actually be paid to your account (usually on the first day of classes).

Other awards, such as outside scholarships, are not automatically credited to your account. Outside scholarships will be credited to your account when the scholarship funds are received by the College. When calculating your payment, you should reduce the amount of your payment by any outside scholarships you are expecting to receive.

## Payment of Financial Aid Awards

### GRANTS AND SCHOLARSHIPS

Occidental College Scholarships (merit, need-based, Opportunity Grants), federal grants (Pell, FSEOG), and Cal Grants are credited directly to your student account.

### OCCIDENTAL NO- LOW-INTEREST LOANS

These loans will be credited to your account after you complete online entrance counseling, sign your online Master Promissory Note (only required for first-time borrowers), and complete a Loan Verification form. For the Occidental No-/Low-Interest Loan, you also must complete online Truth in Lending Act (TILA) documents before funds can be credited to your account.

### FEDERAL DIRECT SUBSIDIZED UNSUBSIDIZED LOANS AND FEDERAL DIRECT PLUS LOANS

Federal Direct Loans and PLUS Loans are disbursed in two equal installments, one for fall and one for spring. Please remember an origination fee of 1.059% and 4.236% will be deducted from the amount of your loan. Origination fees for these loans are subject to change after October 1, 2020.

First-time Federal Direct Loan borrowers must sign an online Master Promissory Note and complete Entrance Counseling as well as complete a Loan Verification Form before funds can be credited to your account. First-time PLUS Loan borrowers must sign an online Master Promissory Note before funds can be credited to the student's account. Student Business Services will notify you via email when your disbursement for these funds has posted to your student account.





## H M c W I Ha e Pa ?

Occidental College will charge you for full-time tuition, fees, your selected meal plan, and room. Please be aware that financial aid estimates are based on meal plan B and a double room. For students choosing other meal plans

## TUITION ADJUSTMENT & REFUND POLICY

