



Financial Aid Office  
1000 West Foothill Boulevard  
Glendora, CA 91741-1899

(626) 914-8592  
Fax (626) 852-6460

## TERMS OF OFFER

In accepting an offer of financial aid, you acknowledge responsibility for understanding and complying with all the laws, regulations and rules that govern the various financial aid programs. The **TERMS OF OFFER** is an official agreement between you and the Financial Aid Office and is in force throughout the term of the award. Failure to comply with all of the laws, regulations and rules, may result in cancellation or an adjustment of the award and may require repayment of part or all funds disbursed to you. **The TERMS OF OFFER is subject to change without prior notice due to the various laws, regulations, and rules that change frequently.** The following general requirements apply to all financial aid programs:

1. **Availability of Funds:** All awards are made on condition that funds are available. In the event that the state or federal governments reduce or eliminate funds, the Financial Aid Office will reduce and/or cancel your award.
2. **Change in Information:** Any change in your legal name, address, social security number or telephone number *must* be immediately reported to the Admissions and Records Office **AND** the Financial Aid Office.
3. **Enrollment, Change in Enrollment Status, Late Starting Classes, Withdrawal:** Financial aid is based on full-time status and offered on the condition that you are, enrolled and attending courses at this college. In order to receive a full-time award, you must enroll in and maintain a minimum of twelve units throughout the semester. **You will receive an award for three-quarter time status if you enroll in and maintain 9 to 11.5 units. Half-time status is 6 to 8.5 units. \*Less than half-time payments are based on 0.5 to 5.5 units.**
  - **Late-Starting/Short-Term Classes will not be counted towards your enrollment status until the class actually starts.** As a result, your disbursement will be reduced or delayed until the actual class begins.
  - A change in enrollment status during a semester may change or cancel your award. Should you withdraw, your remaining financial aid award will be cancelled. Students will **not** be notified if changes occur.
  - *Withdrawing From School: Any student who receives financial aid and withdraws from ALL classes prior to completing 60% of the semester/program and/or courses will be required to repay a portion of all federal financial aid received.* **CONTACT THE FINANCIAL AID OFFICE BEFORE WITHDRAWING FROM ALL COURSES.** (See Return of Title IV Policy at [www.citruscollege.edu/stdntsr/finaid](http://www.citruscollege.edu/stdntsr/finaid)).
4. **Satisfactory Academic Progress:** By accepting financial aid, you have read and understand the Financial Aid Office Satisfactory Academic Progress (SAP) Standards. See SAP Policy at [www.citruscollege.edu/stdntsr/finaid](http://www.citruscollege.edu/stdntsr/finaid)).
5. **Over-awards:** Regardless of the reason, any funds received in excess of the amount that the student is entitled to must be repaid by the student.
6. **Financial Holds:** Any student who has an outstanding financial balance at the college is subject to have his/her financial aid check held and/or delayed until satisfactory payment arrangements have been made.