ARTICLE VI. AFFORDING YOUR EDUCATION AT CCC

Tuition charges for the City Colleges of Chicago are determined and approved by the Board of Trustees of Community College District 508. All tuition and charges are subject to change at any time by the Board of Trustees.

Section 6.01 Residency

Policy History: Residency (https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#6-01-history)
Procedures: Residency – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-01-procedure).

For purposes of determining tuition and charges, the following student classifications are used: in-district, out-of-district, out-of-state, or international.

a. **Definition of an Independent Student**
CCC uses Federal Student Aid 's definition of an independent student. A student is considered independent if one or more of the following applies: is over the age of 24; is married; is a ward of the court or an orphan; has dependents he/she is supporting; is an active duty member of the U.S. Armed Forces; is a veteran of the U.S. Armed Forces; is in a documented homelessness situation; is emancipated in the State of Illinois; or has been declared independent by the Director of Financial Aid.

b. **Residency Verification – New Students**
New students must submit at least one of the preferred documents listed below at the time of first enrollment or upon a change in academic career, and may be asked to verify residency more than once depending upon the length of his/her enrollment.

c. **Residency Verification – Independent Students**
Independent students must verify their residency by presenting at least one of the preferred documents in the student's name listed below:
- Valid driver's license, State of Illinois, or City of Chicago identification card
- Valid voter registration card
- Copy of current lease or mortgage statement
- Current utility bill (60 days or less): water, electric, gas, home internet/cable, or home phone (mobile phone bills are not accepted)
- Valid Foreign Consular ID card that includes a current address
- Current orders or a letter from Command for military service persons
- Signed letter on letterhead from a homeless shelter confirming residency in the shelter
- Bank statement (dated within 90 days prior to verification)
- Chicago Public Schools (CPS) transcript that meets each of the following four requirements:
  - CPS transcript must be official:
    - Mailed from CPS in sealed envelope, or
    - Sent from CPS electronically via secure vendor, or
    - Hand delivered from student or other designee in sealed envelope from CPS
  - CPS transcript must show senior year semester either in progress, completed, or graduation date
    - For Early College students only, semester in progress may be sophomore, junior, or senior year
  - CPS transcript address must match CCC records from admission application
  - CPS transcript can be used:
    - While enrolled at CPS, or
    - Up to nine (9) months after the graduation date from CPS, or
    - If no graduation date is listed, up to nine (9) months from the ending date of the last semester transcripted

d. **Residency Verification – Dependent Students**
Dependent students must verify residency by presenting a birth certificate or parent/guardian's tax forms indicating the student as a dependent or a letter of guardianship/court order AND one of the above (Independent Students) documents or the following document(s) in the parent/guardian's name at the student's address:
- Copy of current lease or mortgage statement
- Current utility bill (60 days or less): water, electric, gas, or home phone (mobile phone bills are not accepted)
- Early College students only: Valid high school issued student ID card. Students with a non-Chicago Public Schools (CPS) high school ID card must also prove City of Chicago residency by submitting one or more residency verification documents. For more information, see Early College Program.

e. **Residency Verification – Returning Students**
The following types of returning students must verify their residency (upon readmission):
- Students with a Discontinued status
- Students with a Completed status who have not enrolled and earned a final grade in the career in which they completed their academic program for three (3) or more consecutive terms.

See Former Students Returning to the City Colleges of Chicago and Discontinued Students.

f. **Student's Responsibility to Maintain Current Address**
Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct. Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.

g. **In-District Students**

To qualify as in-district, a student must reside within the City of Chicago for at least thirty (30) days immediately prior to the start of classes for the term.

Exceptions to in-district residency requirements for tuition purposes only:

Students who meet the following criteria are considered In-District even if they have not met the 30-day residency requirement:

- Any student on active military duty or who is receiving veteran's educational benefits, is deemed "in district" for tuition purposes for any academic term, as applicable.
- Military affiliated students who qualify under this rule must present a copy of their orders, DD 214 or other military service documentation, or application for veteran's educational benefits to the campus Veteran Student Services office to obtain verification.
- Students who qualify for an in-district tuition waiver program, listed in procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-06-procedure);
- Students who move from outside of the state or district and who obtain residence in the district for reasons other than attending classes at a community college;
- Student must demonstrate through documentation a verifiable interest in establishing residency.
- Students who are under legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district; or
- Documentation may be submitted by a caseworker, or other personnel of the Department or the student's attorney or guardian ad litem.

h. **Out-of-District Students**
Students who reside in Illinois but outside of the City of Chicago for at least thirty (30) days prior to the start of classes for the term are considered out-of-district students. Students are required to furnish evidence proving residence.

Provisions to 30-day residency:

Students who meet the following criteria are considered Out -of-District even if they have met the 30-day residency requirement:

- Federal job corps workers stationed in-district;
- Inmates of state or federal correctional/rehabilitation institutions location in the district;
- Full-time students attending a postsecondary education institution in the district who have not demonstrated through documentation a verifiable interest in establishing residency; or
- Students attending under a chargeback or contractual agreement with another community college

Exceptions to 30 day Out-of-District residency requirement:

Students will be classified as out-of-district without meeting the 30-day residency requirement, if they meet the following criteria:

- Federal job corps workers stationed in Illinois;
- Members of the armed services stationed in Illinois;
- Inmates of State correctional/rehabilitation institutions located in Illinois; or
- Employed full time in Illinois

Students residing outside of Chicago or occupying a Chicago dwelling for purposes of attending a post-secondary educational institution are charged out-of-district tuition.

Out-of-district students seeking to obtain a degree or certificate offered by one of the City Colleges of Chicago, but which is not offered at the community college in their own district, should refer to Tuition Assistance – Chargebacks & Cooperative Agreements.

i. ***Out-of-State Students***
Students who reside outside of the State of Illinois for at least thirty (30) days prior to the start of classes for the term are considered out-of-state students. Students are required to furnish evidence proving residence.

j. ***International Students***
In-district tuition rates may be granted to international students with H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visas who live or work in the City of Chicago. The prospective international student's application should be accompanied by documentation including but not limited to:
- Copies of employment documents and visa
- Proof of City of Chicago residency
- Letter from employer authorizing college attendance
- Proof of age for dependent visa holders

Once submitted, the H-1B, H-1C, H-4, J-1, J-2, L-1, and L-2 visa holder's application will be complete and the prospective international student may enroll in the maximum hours authorized in their employment contract or allowed by their visa category.
Students holding F-1 academic student visas and all other non-immigrant visa classes listed in Admissions – International Students must pay international tuition rates regardless of residency.

Students who change their visa status will retain the tuition rate of their current visa status until their change of status is approved by U.S. Citizenship and Immigration Services. Their new tuition rate will begin with the next term of enrollment. A copy of the approved documentation is required to process any change in tuition rates.

Likewise, international students who become U.S. permanent residents (green card) will retain the tuition rate of their previous visa status for the duration of the current term. Their new tuition rate, if applicable, will begin with the next term of enrollment. A copy of the permanent residency card (green card) is required to process any change in tuition rates.

k. ***Online Learning Students***
For purposes of determining tuition and charges, students enrolled in online learning courses are subject to the same residency requirements as all other students. Note: students must be a resident of the State of Illinois to enroll in online learning classes.

l. ***Adult Education Students***

All Adult Education classes and instructional materials are provided free of charge to students. The following students are ineligible for Adult Education classes:
- Students who reside outside of the State of Illinois, and
- Students holding an F-1 academic student or J-1 visa.

m. ***Alternate Residency Certification***

If a student's name does not appear on residency verification documents, student may fill out and submit an Alternate Residency Certification. Student must follow requirements listed on the CCC website.

Section 6.02 Tuition – Credit & Skills Classes

Policy History: Tuition - Credit & Skills Classes (https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#6-02-history)

Procedures: Tuition- Credit & Skills Classes (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#602 Procedure)

Effective Summer 2026, tuition is assessed based upon the following credit hour tiers and ranges:

Credit

In-District - $163.00

Out-of-District - $429.00

Out-of-State - $538.00

International - $538.00

Pre-Credit

In-District - $82.00

Out-of-District - $215.00

Out-of-State - $269.00

International - $269.00

Pre-credit courses will be charged one-half the per credit hour rate. Additional charges may apply (see Non-Refundable Other Charges).

Certain academic programs may include courses charged at a specialized tuition rate per credit hour. Effective Spring 2024.

Certain courses may receive a pass-through course charge to cover costs that would otherwise be incurred by the student separate from tuition expenses. All courses that will incur a pass-through charge must be approved by the Board of Trustees. Effective Fall 2023.

Section 6.03 Non-Refundable Other Charges

Procedures: Non-Refundable Other Charges – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-03-procedure).

Other charges assessed to students are determined by the City Colleges of Chicago or Board of Trustees and are subject to change without prior notice. Other charges may include, but are not limited to:

- Books charges
- Supplies
- Payment plan enrollment
- Transcript
- Loaner laptop computer fines for late return, loss or damage
- Scientific calculator fines for late return, loss or damage
- Audio-visual (A/V) equipment fines for late return, loss or damage
- NSF (non-sufficient funds)
- Late payment charges and/or interest
- Student ID replacement
- CTA Ventra card replacement
- Parking fines
- Pass-through course charges

Section 6.04 Financial Obligation

Policy History: Financial Obligation (https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#6-04-history)
Procedures: Financial Obligation – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-04-procedure).

Tuition and charges are payable at the time of registration. Other charges are payable when incurred. Students are required to make payment arrangements each term.

Acceptable forms of payment include: cash, check, credit/debit cards, enrollment in CCC's online payment plan, or a Financial Aid Deferment. Enrollment in CCC's payment plan requires a credit card, checking account, or debit card. International students are permitted to participate in the payment plan.

Beginning with the Spring 2018 term, to align and maintain compliance with federal financial aid rules, appeals of tuition or other charges must be submitted in writing within thirty (30) calendar days following the end date of the term in which the disputed charge(s) were posted in the student information system. Appeals submitted after the thirty (30) day time period will not be considered unless the student can provide valid documentation that shows he/she was medically incapacitated or incarcerated and, therefore, unable to appeal during the thirty (30) day timeframe.

Note: Enrollment changes may impact financial aid eligibility or reduce aid (including waivers) resulting in a balance owed by the student (see Non-Grade Designations for further information).

Section 6.05 Tuition Assistance – Chargebacks & Cooperative Agreements

Renamed: formerly Tuition Chargeback.
Policy History: Tuition Assistance – Chargebacks & Cooperative Agreements (https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#6-05-history)
Procedures: Tuition Assistance – Chargebacks & Cooperative Agreements – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-05-procedure).

City Colleges of Chicago has cooperative agreements with other Illinois public community college districts that enable CCC District 508 residents to enroll in occupational programs not currently offered by CCC at in-district rates for that college. Students must apply for approval by CCC to receive this benefit.

Applications for a cooperative agreement or chargeback will only be approved if submitted according to CCC procedures and guidelines

posted on the website. Students must be in good standing with CCC to receive approval.

The determination if an occupational program is not currently offered at CCC is made at CCC's sole discretion.

Non-Chicago residents who wish to enroll in a college level academic program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board.

Section 6.06 Tuition Waiver Programs – Discretionary

Procedures: Tuition Waiver Programs – Discretionary – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-06-procedure).

Discretionary tuition waiver programs are determined by CCC, may be awarded at the discretion of the District, are subject to available funding, are non-refundable, and may be changed or cancelled at any time without prior notice. See Repeating Courses under a Waiver Program.

Section 6.07 Tuition Waiver Programs – State

Procedures: Tuition Waiver Programs – State – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-07-procedure).

State Mandated Tuition Waiver Programs are programs mandated by state statute and granted to students meeting the specific parameters and criteria required by statute. See Repeating Courses under a Waiver Program.

Section 6.08 Tuition Waiver Programs – Federal

Procedures: Tuition Waiver Programs – Federal – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-08-procedure).

Federally Mandated Tuition Waiver Programs are programs mandated by the federal law and granted to students meeting the specific parameters and criteria required by the law.

Section 6.09 Tuition Waiver Programs – Contractual

Procedures: Tuition Waiver Programs – Contractual – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-09-procedure).

Contractual Obligation Tuition Waiver Programs are programs mandated by specified contract language and granted to students meeting specific parameters and criteria. See Repeating Courses under a Waiver Program.

Section 6.10 Repeating Courses under a Waiver Program

Tuition Waiver Programs may not be used to repeat a course, except in the following cases:

- Allowed Repeatable Courses – tuition waivers may be used up to the allowable limit (see Allowed Repeatable Courses (ARC)).
- All other courses – a tuition waiver may be used one (1) time to repeat a course to improve a final grade of "D" or "F". A tuition waiver may not be used to improve a final grade of "C" or higher.

Section 6.11 Class Withdrawals & Refunds

Renamed: formerly Student Initiated Withdrawals & Refunds.
Policy History: Class Withdrawals & Refunds (https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#6-11-history)
Procedures: Class Withdrawals & Refunds (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-11-procedure)

It is the student's responsibility to officially withdraw from classes.

This policy refers to refunds resulting from class drops or withdrawals, whether initiated by the student or by the college. Failure to drop or withdraw from a class by the Tuition Refund Date may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade. The Tuition Refund Date and other key dates may be found in the student portal (my.ccc.edu (http://my.ccc.edu/)). Financial Aid will be adjusted as appropriate for students who withdraw or are withdrawn from classes.

a. ***Refunds – Credit or Skills Classes***
Refund Period
Refunds for class drops or withdrawals (see WTH – Class Drop or Withdrawal) may be available, subject to the Refund Amount paragraph below, only if processed and recorded in the student information system by the Tuition Refund Date for the class. No refund will be allowed if the drop or withdrawal is recorded after the Tuition Refund Date. The Tuition Refund Date may be found in the student portal (my.ccc.edu (http://my.ccc.edu/)). No refund is allowed for non-refundable charges (see Non-Refundable Other Charges).
Class Cancellation
If the college cancels a class, all applicable charges, subject to the Refund Amount paragraph below, will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.
Refund Amount
Students may qualify for a tuition refund **only** if **both** of the following criteria are satisfied:
   1. The class drop or withdrawal must be recorded in the student information system by the specific deadlines noted in the Refund Period paragraph, above, or the class must have been cancelled by the college, **and**
   2. The class withdrawal or cancellation would result in a lower tuition charge (see Tuition – Credit and Skills) or results in the withdrawal and/or cancellation of all classes.

b. ***Refunds – Continuing Education - Professional & Personal Development***
Refunds for class drops or withdrawals (WTH) are available at one hundred percent (100%) of tuition and charges if processed and

recorded in the student information system before the published start date of class (less applicable course withdrawal charges and non-refundable charges). No refunds are issued once classes have begun.

If the college cancels a class, all applicable charges for that class will be fully refunded and students will be notified of the cancellation by a message sent to their CCC email account.

c. ***No-cost re-takes for students who complete any course and receive a final grade or a NC in Spring 2020 classes:***
   1. Students who actively pursued their coursework and received a final grade or a NC (no credit due to COVID-19) will have one future opportunity to retake the course in its entirety at no cost. Students must repeat the course prior to the end of the Spring 2023 term for the free retake opportunity. The last credit hours and grade earned (even if the last grade is not the highest grade earned for the course) is used in the student's GPA calculations. Courses in the Spring 2020 first eight-week mini-term are not eligible for retake. Spring 2020 first eight-week mini-term are not eligible for retake.
   2. Students who withdraw or receive an administrative withdraw will have the opportunity to retake the course in its entirety at no cost. The student would need to actively pursue the course until at least March 16, 2020 due to CCC changes from COVID-19 and must repeat the course prior to the end of the Spring 2023 term for the free retake opportunity.

Section 6.12 Refunds Issued to Students

As permitted by the Department of Education, CCC must process and issue refunds of Title IV funds within 14 days of the credit balance being created. Students who receive a refund due to financial aid (e.g., Pell Grant) or a third-party payment on their account and are no longer entitled to that refund due to change in eligibility are required to repay the amount of the refund in full. Any amount that a student receives in the form of a refund related to state, federal or third party funding cannot be waived.

Section 6.13 No-Show Withdrawals (NSW) & Refunds

Procedures: No-Show Withdrawals (NSW) & Refunds (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-13-procedure)

Students may be subject to a financial penalty for classes with no-show withdrawals (NSW). See NSW – No-Show Withdrawal more information about NSWs, specifically, under what circumstances an NSW will be applied.

Section 6.14 Federal Financial Aid Eligibility

Policy History: Federal Financial Aid Eligibility (https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#6-14-history).
Procedures: Federal Financial Aid Eligibility – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-14-procedure).

The eligibility of students to participate in federal student financial aid programs is determined by several criteria, including but not limited to enrollment status, financial need, and satisfactory academic progress.

As it is impossible to list all financial aid policies and procedures in this document, students should contact the Financial Aid Office for more detailed information or a personal review of eligibility. The City Colleges of Chicago participate in the following federal and state financial aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Federal Direct Student Loans
- Federal Parent Loan for Undergraduate Students (PLUS Loan)
- Monetary Award Program Grant (MAP Grant)

Please visit the Financial Aid Office for a listing of the eligibility criteria for each of these programs.

For most programs, students are required to have earned a high school diploma (foreign or domestic), high school equivalency, or have completed high school through home-schooling to qualify for financial aid. If you have not completed one of these requirements and attended an accredited college prior to enrolling at CCC, please check with the Financial Aid Office to determine if you qualify for an exception to this rule.

Additionally, students who are enrolled in an eligible career pathway program may establish eligibility by:

- Passing an independently administered Department of Education approved Ability to Benefit (ATB) test; or
- Completing at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution.

Federal student financial aid is available for students whose educational intent is to earn a financial aid eligible degree or certificate. Your Financial Aid Office can provide a comprehensive listing of programs that are financial aid eligible at CCC. Note: students can only receive financial aid for courses that apply to their academic program. Therefore, it is important that students meet with a College Advisor prior to registration to ensure that their courses are program applicable and eligible for financial aid. For information on repeating courses and Financial Aid, see Repeating & Retaking Courses. For information about receiving financial aid when concurrently enrolled (at CCC and at a non-CCC institution), see Concurrent Enrollment outside the District. A college level prerequisite course required by a student's program can be considered remedial credit for financial aid purposes only. If the student has not already reached the regulatory limit of 30 remedial credit hours, the prerequisite course(s) may count.

Financial aid recipients have many rights and responsibilities. A brief summary of these rights and responsibilities are detailed below. Students must:

- Complete all requested forms accurately
- Use all financial aid received solely for educational expenses related to attending CCC
- Submit in a timely manner all additional documentation requested by the Financial Aid Office
- Meet all Satisfactory Academic Progress (SAP) policies

Students have the right to:

- Know how financial need was determined
- Know how financial aid will be distributed
- Request an explanation of programs in the financial aid package
- Refuse any aid offered
- Request an explanation of CCC's refund policy
- Know what portion of financial aid must be repaid and what portion is a grant. If a loan has been received, students have the right to know the interest rate and loan repayment options and procedures
- Examine the contents of financial aid records provided a written request is made to the Financial Aid Office. Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.

CCC is required to establish Satisfactory Academic Progress (SAP) policies for federal and state financial aid recipients in accordance with United States Department of Education regulations [34CFR668.34]. These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their documented educational intentions and goals can continue to qualify to receive financial aid. For more information, see Satisfactory Academic Progress.

Students must satisfy the conditions described in City Colleges of Chicago Academic & Student Policy, as well as all other federal and state requirements, to be eligible for financial aid. CCC will review the enrollment status and progress of students at the end of each semester/term.

If a student is suspected of providing fraudulent information to any entity in the school for the purpose of receiving federal or state financial aid, per federal regulation, CCC will notify the U.S. Department of Education Office of Inspector General. The student will not be able to receive federal or state financial aid until the U.S. Department of Education Office of Inspector General provides a response allowing federal student aid eligibility or the end of the financial aid award year.

CCC Identity Verification Policy for Federal Loan Requests

In compliance with federal regulations and to protect student financial aid information, CCC requires identity verification for all students requesting to borrow a federal student loan.

Students must present a valid, unexpired government-issued photo identification (such as a driver's license, state ID card, tribal id, passport, or military ID) when submitting a Federal Direct Loan Request Form.

Identity verification must be completed in person at the Financial Aid Office. If in-person submission is not possible, alternative arrangements may be made at the discretion of the Financial Aid Office, which may include notarized documents or secure online verification methods.

This policy ensures the integrity of the loan process and safeguards student information against fraud or unauthorized use.

Section 6.15 Return of Title IV Funds

Students who withdraw (officially withdraw (WTH) or unofficially withdraw) before the sixty percent (60%) point of the term, or are administratively withdrawn (ADW) from all of their financial aid eligible classes, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans. CCC uses a federally mandated Return to Title IV calculation, "R2T4," to determine the percentage of financial aid the student has earned, which is based on the percentage of the term he/she completed.

- After beginning attendance in a term, if a student withdraws from all classes and does not confirm attendance in a class beginning later in the same term, the R2T4 requirements apply.
- If a student withdraws from all classes during a term, but at the time of withdrawal performed.
- If a student withdraws from all classes during a term, and at the time of withdrawal provides confirmation that they will attend a course that begins later in the same term, the student is not considered to have withdrawn and no R2T4 calculation will be provides confirmation that they will attend a course that begins later in the same term, but fails to attend the later class, then the student is considered to have withdrawn and an R2T4 calculation will be performed.
- If a student who withdrew or stopped attending classes returns to the school within the same term, the student is treated as though he or she did not cease attendance. If an R2T4 calculation was performed and aid returned, CCC will reinstate Title IV program funds.

CCC performs R2T4 calculations within thirty (30) days from the date that CCC determines a student's complete withdrawal. CCC must return the funds within forty-five (45) days of the date CCC determines a student's withdrawal. Using the R2T4 formula, CCC determines the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. The R2T4 calculation prorates a student's financial aid eligibility according to the number of days the student attended classes. The number of days in attendance determines the amount of aid that is earned, and the remainder must be returned to the federal government. If a student attends at least sixty percent (60%) of the term, then the student is considered to have earned all of his/her financial aid and will not be required to return any eligible federal funds. If a student is due a post-withdrawal disbursement, the disbursement must be made from available grant funds before available loan funds. The disbursement of the remaining Grant fund balance must be made within 45 days of CCC's determination that the student withdrew.

Note: Loan Post Withdraw Disbursement must be offered to the student within 30 days allowing the student at least 14 days to respond to accept or decline the funds. Any loan funds a student accepts will disburse within one hundred eighty (180) days of the date the institution determined that the student withdrew. After post-withdrawal disbursements are credited to the student's current semester charge, CCC offers the remaining credit balance to the student no later than 14 days after the calculation of R2T4 has been performed.

If it is determined that a student has received financial aid in excess of his/her eligibility, CCC will return the financial aid overpayment to the Department of Education on the student's behalf. If a student received a refund from any Title IV federal funds that was credited earlier in the term, the student may be required to return a portion of those funds to CCC. This portion represents funds that were intended to pay education-related expenses through the end of each term. The amount to be returned will be calculated from the date on which the student officially withdrew from classes.

An unofficial withdrawal occurs when a student stops attending classes without notifying CCC. The unofficial withdrawal date is determined by the last date of active pursuit, defined in the syllabus, determined by the instructor. If the date cannot be determined, the unofficial withdrawal

date will be the midpoint of the session the class was taken in. An unofficial withdrawal does not change the final grade.

If R2T4 is required and the return of funds results in a balance on the student's account, he/she is responsible for paying that balance to CCC. If the student does not pay his/her balance, a delinquency hold will be applied to the student's account, and the student will not be permitted to register until the balance is satisfied. Per federal regulations, there is no appeal policy for the R2T4 calculation.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Title IV federal funds returned must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)

Section 6.16 Satisfactory Academic Progress

Policy History: Satisfactory Academic Progress (https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#6-16-history)
Procedures: Satisfactory Academic Progress – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-16-procedure).

Federal regulation (34CFR 668, 16(e)) requires that a student receiving federal and state Financial Aid make Satisfactory Academic Progress (SAP) in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received.

Effective Spring 2021, progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The Financial Aid Office will evaluate Satisfactory Academic Progress before Financial Aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), transfer credits that apply toward the student's academic program, administrative withdrawals (ADW), student initiated withdrawals (WTH) after the Statistical Date for a class (the date after which the class appears on a student's transcript), repeated courses, and classes for which an incomplete ("I") or Temporary ("TMP") grade was earned. Remedial courses are excluded from the Pace **and** Maximum Timeframe measure. Foundational Studies, audited, or cancelled courses do not count in SAP measures.

A student who earns a final grade of "D" or higher may repeat that course only one time and have it covered by financial aid. A one-time SAP reset is available for a student who changes his/her credit academic program, but SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit program.

A student who fails to maintain Satisfactory Academic Progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals.

Section 6.17 Monetary Assistance Program (MAP) Grants

Procedures: Monetary Assistance Program (MAP) – Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-17-procedure).

MAP Grants are funded by the State of Illinois. Awards are posted to student accounts when the funds are received for eligible students.

Section 6.18 Comprehensive Transition and Postsecondary (CTP) Program Financial Aid Eligibility

Procedures: CTP Satisfactory Academic Progress - Procedures (https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#6-18-procedure)

Financial aid recipients have many rights and responsibilities. A brief summary of these rights and responsibilities are detailed below. Students must:

- Complete all requested forms accurately
- Use all financial aid received solely for educational expenses related to attending CCC
- Submit in a timely manner all additional documentation requested by the Financial Aid Office
- Meet all Satisfactory Academic Progress (SAP) policies

CCC established a Satisfactory Academic Progress (SAP) policies for specific to CTP recipients in accordance with United States Department of Education regulations . These standards ensure that only students demonstrating satisfactory academic progress towards the completion of their CTP Certificate can continue to qualify to receive financial aid. For more information, see Satisfactory Academic Progress.

Students must satisfy the conditions described in City Colleges of Chicago Academic & Student Policy regarding CTP, as well as all other federal and state requirements, to be eligible for financial aid. CCC will review the enrollment status and progress of students at the end of each semester/term.

If a student is suspected of providing fraudulent information to any entity in the school for the purpose of receiving federal or state financial aid, per federal regulation, CCC will notify the U.S. Department of Education Office of Inspector General. The student will not be able to receive federal or state financial aid until the U.S. Department of Education Office of Inspector General provides a response allowing federal student aid eligibility or the end of the financial aid award year.

Students accepted into the CTP program are eligible for the following federal and state financial aid programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Federal Work-Study Program

Eligible Course Requirements:

At least 50% of a student's participation in the program focuses on academic components through one of more of the following:

(i) Taking credit-bearing courses with students without disabilities.

(ii) Auditing or otherwise participating in courses with students without disabilities for which the student does not receive regular academic credit.

(iii) Taking non-credit-bearing, non-degree courses (Continuing Education courses) with students without disabilities.

(iv) Participating in internships or work-based training in settings with individuals without disabilities, if taken for Credit or Continuing Education hours

CTP Program SAP Policy

Federal regulation (34CFR 668, 16(e)) requires that a student receiving federal and state Financial Aid make Satisfactory Academic Progress (SAP) in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. The SAP policy below is specific to students enrolled in the CTP program only.

Satisfactory Academic Progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by hours earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their program of study before attempting 150% of the hours required to complete the program.

The Financial Aid Office will evaluate Satisfactory Academic Progress before Financial Aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some certificate programs (i.e., shorter than 16 credit hours in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

The CUM GPA measure includes remedial and college level courses. Pace and Timeframe measures include earned letter grades (A-F grades and Satisfactory/Unsatisfactory grades), transfer credits that apply toward the student's academic program, administrative withdrawals (ADW), student-initiated withdrawals (WTH) after the Statistical Date for a class (the date after which the class appears on a student's transcript), repeated courses, and classes for which an incomplete ("I") grade was earned. Remedial courses are excluded from the Pace and Maximum Timeframe measure. Foundational Studies, audited, or cancelled courses do not count in SAP measures-

A student who earns a final grade of "D" or higher may repeat that course only one time and have it covered by financial aid. A one-time SAP reset is available for a student who changes his/her credit academic program, but SAP resets are always available for a student who completes a credit certificate or degree and starts a new credit program

A student who fails to maintain satisfactory academic progress for two consecutive terms will lose financial aid eligibility, unless the student successfully appeals.