



**Financial Aid Grant & Scholarship Disbursement Schedule \***

<b>FALL 2011 SEMESTER</b>	<b>SPRING 2012 SEMESTER</b>
First Disbursement - Monday, August 15	First Disbursement - Monday January 23
Second Disbursement - Friday, October 21	Second Disbursement - Friday, March 23

**\*All disbursement dates are approximations only; the Financial Aid office cannot make guarantees regarding the dates you will receive your funds. It is always recommended to have an alternate plan if there is a delay in your funding.** Financial Aid disbursements (including loans) may be delayed for students on SAP Probation until their academic record is reviewed by the Financial Aid Director.

The Financial Aid Office will disburse funds by crediting your student account. Any unpaid tuition, fees, or other authorized charges may be deducted from those funds. If the disbursement amount exceeds your outstanding charges, COM's Fiscal Services office will pay you the remaining balance in the form of a check that will be mailed to your address on file. Students can update their addresses on the MyCOM Portal or at the Admissions and Records Office.

**OVERPAYMENTS:**

If you are overpaid because of incorrect information submitted on your application, a re-evaluation of your financial aid file, incorrect enrollment status, receiving aid at another school, changes in Federal or State regulations or institutional administrative error, you must repay any funds that you were overpaid. Failure to repay an overpayment of Pell Grant, SEOG, or student loan funds will result in ineligibility for further Federal financial aid funds at any institution of higher education until the overpayment is repaid in full.

**If you withdraw from all your classes you may be required to repay all or part of the funds you received. Contact the Financial Aid Office before withdrawing from all your classes.**

**CHECK CANCELLATIONS:**

Checks not cashed within 30 days of disbursement may be cancelled.

It is the student's responsibility to contact the Financial Aid Office if their check is lost, destroyed, or never received.

## FUNDS DISBURSED BY COLLEGE OF MARIN FINANCIAL AID SYSTEM (disbursement schedule on other side)

### **PELL Grant**

Pell Grants are disbursed in two payments each semester, according to the check disbursement schedule (see reverse). The amount is based on the number of units in which you are enrolled at the time of disbursement.

- If you increase units prior to the census, you will receive an adjustment check reflecting any additional grant funds you are due. If you register for a late starting class you may need to notify the financial aid office in order to receive an adjustment check.
- If you drop units, your second disbursement check will be adjusted accordingly.
- If a drop in units creates an overpayment for the semester, you will be required to repay the funds. (In the event of an overpayment notice of amount owed will be mailed to student.)

**The Pell Grant amount on the award notification letter assumes full-time enrollment. Grants will be prorated as follows:**

12 or more units	full time	100% of award letter amount for semester
9 – 11.5 units	$\frac{3}{4}$ time	75% of award letter amount for semester *
6 – 8.5 units	$\frac{1}{2}$ time	50% of award letter amount for semester *

\* in most cases

Beginning in the Spring 2012, students may only receive federal financial aid funding for one repetition of a previously passed course. See [Repeat Coursework Policy](#) for further information  
(Based on Federal guidelines, some students enrolled in less than 6 units may receive some grant funds.)

### **SEOG (Supplemental Educational Opportunity Grant)**

Funds are disbursed twice a semester, according to the College's Financial Aid Disbursement Schedule. Students must be enrolled in at least 6 units and eligible for a maximum Pell Grant to be eligible for SEOG.

SEOG funding is limited, and therefore not all students who meet eligibility requirements can be funded.

### **EOPS (Extended Opportunity Programs & Services) & CARE Funds (Child Care, Travel, Books, Grant)**

Book Grants awarded by EOPS may be disbursed by check, debit card, or book grant voucher. CARE Grants may be disbursed by check or debit card.

### **Cal Grant**

Cal Grants are based on enrollment status and disbursed by the College as funds are made available by the state.

### **Federal Direct Loans**

Loan disbursements will only be scheduled after the loan application process is complete and disbursement is approved by the Department of Education. This typically takes 3-4 weeks. Disbursement of loans begins approximately the first week of each semester; No loan disbursements will be scheduled prior to the beginning of the semester. Applying for loans late or delays in completing any portion of the loan request process will directly result in delays in scheduling a student's disbursement. Loan funds for new borrowers must be held for disbursement until 30 days into the semester. Students who take loans for only one semester will have their funds paid in two disbursements within that semester.

**\*\* Note:** If a student has outstanding fees or any debt with the College of Marin, those funds **may** be deducted from his/her Financial Aid disbursements.

## HOW OTHER FINANCIAL AID FUNDS ARE DISBURSED

### **BOGW Fee Waiver**

Waivers of enrollment fees are automatically applied to the student account. Students who pay these fees and then receive a waiver must apply to the Admissions Office for a refund. Refunds will not be issued automatically.

### **Work-Study Paychecks**

Money earned under the Federal Work-Study program is paid monthly, according to the College's payroll schedule.

### **Outside Scholarships & Grants**

Disbursement of outside scholarship and grant funds varies based on the awarding organization's own criteria. If you are the recipient of an outside scholarship, please contact the awarding organization and the Financial Aid Office to determine how the funds will be disbursed.