

# FINANCIAL INFORMATION

## Financial Aid

### How to Apply for Financial Aid

**Step 1:** Create a FSA ID (<https://studentaid.gov/fsa-id/create-account/launch/>)

- How to create a FSA ID (<https://www.youtube.com/watch?v=iTb7hMVtzco&t=1s>).
- If a student has already created an FSA ID but do not remember their password, they can visit the FSA ID (<https://studentaid.gov/fsa-id/create-account/launch/>) website to reset their information.
- If students need help, they can call 1-800-4-FED-AID (1-800-433-3243).

**Step 2:** Students can complete the Free Application for Federal Student Aid (FAFSA) online at StudentAid.gov (<https://studentaid.gov/h/apply-for-aid/fafsa/>). Los Angeles Pacific University's school code is **042788**. The FAFSA must be completed every year.

- If the student has already completed their FAFSA, they can add the LAPU school code: **042788**.
- If students need help, they can call 1-800-4-FED-AID (1-800-433-3243).

**Step 3:** To be eligible for financial aid within a given session, the student must be fully admitted to the university. A student who does not complete his or her admissions file by the student's last date of enrollment will not be eligible for financial aid for that session. Once fully admitted, students are reviewed for financial aid eligibility.

**Step 4:** Federal verification is a process which requires institutions to verify the accuracy of the information provided on the student's FAFSA in an effort to ensure federal aid is distributed to those who are eligible. Some FAFSA applications are selected because of inconsistent information and others are chosen randomly. Students at LAPU are not eligible to receive federal or state aid until all required documents have been submitted, reviewed and approved.

- If chosen for Federal verification, students will need to create a StudentForms (<https://lapu.studentforms.com/>) portal account. Any documents required can be uploaded safely into the StudentForms portal.
- Students will need their LAPU Student ID to create their account.

**Step 5:** Federal Direct Loans

- LAPU has a "passive" acceptance policy for Federal Direct Loans. That means we assume you are accepting the full amount of loans that are listed on your Financial Aid Offer. If you would like to decline or adjust all or a portion of your Federal Direct Loans, please complete the Loan Adjustment Form ([https://studentservices.lapu.edu/ICS/My\\_Student\\_Profile/Forms\\_and\\_Petitions.jnz?portlet=Student\\_Financial\\_Services\\_Forms&screen=FormView&form=5e170945-6129-4bdc-be0e-c6d47f156318](https://studentservices.lapu.edu/ICS/My_Student_Profile/Forms_and_Petitions.jnz?portlet=Student_Financial_Services_Forms&screen=FormView&form=5e170945-6129-4bdc-be0e-c6d47f156318)). (Please note you will need to log into your Student Services account in order to access the form).
- LAPU wants to be sure students do not borrow more than what they need so they have enough student loan eligibility to finish their program and graduate. Your Student Account Specialist can help you in determining how much you need to borrow. For more information regarding Federal Direct Loans, please click [HERE](#)

(<https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized/>).

### Financial Aid Timeline

- FAFSA Availability Date: The FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>) form is typically available for submission starting October 1st each calendar year for the following academic year for which the student is applying.
- FAFSA Submission Deadline: The Federal deadline for submitting the FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>) is typically June 30th of the end of the calendar year for the current academic year for which the student is applying.
- California State Grants deadline: The deadline for submitting the FAFSA and the GPA Verification Form is typically March 1st each calendar year for the following academic year for which the student is applying. Students can visit the California Student Aid Commission (<https://www.csac.ca.gov/students/>) for additional information.
- At Los Angeles Pacific University (LAPU) we offer two (2) start dates within each semester. If a student is starting in one of the six (6) start dates and the FAFSA is not completed prior to the first week of classes, the student will need to pay out of pocket or set up a payment plan until the FAFSA is received, reviewed, and a Financial Aid Offer is awarded to the student.

### Types of Financial Aid Available at Los Angeles Pacific University

1. Federal Student Aid (provided by the U.S. government)
2. State Student Aid (provided by the State of California) - undergraduate only
3. Outside Scholarships (provided by organizations, businesses, etc.)
4. Company Reimbursement (provided by student's employer)
5. Private Education Loans

### Important Note

*Please be advised that funding from all of the sources listed is not guaranteed. Budget limitations may reduce or eliminate any of the awards described without notice. Also, on rare occasions the amount of financial aid originally offered may end up reduced or eliminated due to federal, state, and/or institutional policies. See "Stacking Financial Aid Policy" for more information on possible restrictions.*

### Federal Student Aid

To apply for federal student aid, students must complete the FAFSA. Federal aid is categorized as:

1. Grants (funds that do not require repayment) including Federal Pell Grant
2. Loans through the Department of Education: Direct Subsidized and Unsubsidized Loans.

To be eligible for and continue receiving federal aid, students must meet the eligibility requirements set forth by the U.S. Department of Education. The information provided below is a general overview of the programs provided. For further information on federal student aid programs, amounts, qualifications, and restrictions, please refer to the Department of Education's website at [studentaid.gov](https://studentaid.gov) (<https://studentaid.gov/>).

## Grants

### Pell Grant

The Pell Grant is awarded to eligible students who demonstrate financial need based on Student Aid Index (SAI) through the FAFSA application process.

#### Qualifications

1. Financial need as determined by the FAFSA
2. Has not previously earned a bachelor's or professional degree, or are enrolled in the Standalone Multiple Subject Teaching Credential
3. Enrolled at least half-time (but in some cases less than half-time) in their first undergraduate degree program
4. Has not met the Federal Pell Grant Lifetime Eligibility Limit of 600 percent
5. Is not in "default" status with a prior student loan
6. Does not have a Pell Grant Overpayment

#### Pell Grant Yearly Award Amounts

The Pell Grant amount varies based upon the SAI and the student's enrollment status. For the 2024-2025 award year, the maximum Pell Grant award amount is \$7,395. (Award amount is prorated if enrolled less than full time.)

#### Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) provides assistance to exceptionally needy undergraduate students. Students are exceptionally needy if they have the lowest SAI. Priority must be given to Pell Grant recipients (except those enrolled in the Standalone Multiple Subject Teaching Credential). For the 2024-2025 award year, the maximum FSEOG award amount is \$480.

#### Federal TEACH Grant

Los Angeles Pacific University offers the Teacher Education Assistance for College and Higher Education (TEACH) Grant to qualified students who are enrolled in a program that prepares them for a career in teaching.

Prior to receiving the grant, you must complete TEACH Grant Counseling and sign an Agreement to Service (ATS) at [studentaid.gov](https://studentaid.gov/teach-grant-program/) (<https://studentaid.gov/teach-grant-program/>). By signing, you agree to teach for at least four academic years in a high-need field at a school that serves students from low-income families.

**Note:** If you do not finish your service obligation within eight years of completing (or ceasing enrollment in) your program, the TEACH Grant will convert to a Direct Unsubsidized Loan with interest charged from the date the grant was first disbursed.

Visit the Federal Student Aid site for more information about the TEACH Grant program (<https://studentaid.gov/teach-grant-program/>).

If you are interested in receiving the TEACH Grant, please contact your Student Account Specialist in Student Financial Services (SFS) at (626) 495-2855 or [sfs@lapu.edu](mailto:sfs@lapu.edu).

#### TEACH Grant Eligibility

To be eligible for a TEACH Grant, you must:

- Meet the basic eligibility criteria (<https://studentaid.gov/understand-aid/types/grants/teach/>) for federal student aid programs.
- Complete the FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>).
- Be enrolled as an undergraduate, post-baccalaureate, or graduate student at a school that participates in the TEACH Grant Program, like LAPU.

- Be enrolled in a TEACH Grant-eligible program. See below for the eligible programs at LAPU.
- Meet certain academic achievement requirements (generally, scoring above the 75th percentile on one or more portions of a college admissions test or maintaining a cumulative GPA of at least 3.25%).
- Receive TEACH Grant counseling (<https://studentaid.gov/teach-agreement/>) that explains the terms and conditions of the service obligation. You must complete counseling each year that you receive a TEACH Grant.
- Sign a TEACH Grant Agreement (<https://studentaid.gov/teach-agreement/>) to Serve.

#### TEACH Grant-Eligible Programs

Multi-Subject Teaching Credential (<https://catalog.lapu.edu/undergrad/programs/bd/liberal-studies-ba/#teachingcredentialtext>)

#### California State Grant

Each year, the state of California invests millions of dollars in helping the state's residents achieve their higher education goals. These funds are not guaranteed. The state reserves the right to reduce or eliminate any of the programs described below based on budget limitations. Contact the California Student Aid Commission for the specific details of each program listed below.

In order to be eligible, students must complete the Free Application for Federal Student Aid (FAFSA) by the March 2 deadline. The GPA Verification Form must also be submitted by the March 2 deadline. For most students, this is sent electronically to the California Student Aid Commission by the school.

For new students, please submit a copy of your California Aid Report (CAR) indicating that you are eligible for the Cal Grant. If you are unable to submit a copy of the CAR, the Office of Student Financial Services can confirm your eligibility on the WebGrants website.

California State Aid is available in these categories:

- Cal Grant A
- Cal Grant A Access
- Cal Grant B
- Cal Grant B Access
- Chafee Grant for Foster Youth
- Golden State Teacher Grant Program
- Students with Dependent Children
- California Military Department GI Bill Program (CA CMD GI Bill)
- Law Enforcement Personnel Dependents Grant Program (LEPD)

#### Qualifications for Cal Grant A

1. California resident
2. Graduated from a California high school
3. 3.0 high school GPA
4. Family's income and assets are under the ceilings established for that year.
5. Enrolled at least half time
6. Student is not already receiving a scholarship/grant that covers the price of tuition.

#### Qualifications for Cal Grant B

1. California resident
2. Graduated from a California high school

3. Student's high school GPA meets the requirement set by the state.
4. Family's income and assets are under the ceilings established by for that year.
5. Enrolled at least half time
6. Student is not already receiving a scholarship/grant that covers the price of tuition.

### Chafee Grant for Foster Youth

If you are or were in foster care for at least one day, between the ages of 16 and 18 as a dependent or ward of the court and have financial need, you may qualify for up to \$5,000 a year for career and technical training or college. You don't have to pay this money back. You may also be able to use your grant to help pay for child care, transportation and rent while you're in school. You can use your Chafee Grant at any eligible California college or university or career or technical school, as well as schools in other states.

Please contact the California Student Aid Commission (CSAC) for more information on the qualifications needed, how to apply, yearly amounts, and disbursement information. For more information, please visit [www.csac.ca.gov](http://www.csac.ca.gov).

### Standalone Multiple Subject Teaching Credential

For students in the standalone multiple subject teaching credential please complete the 'Request for Cal Grant Teaching Credential Program Benefits' (G-44) form.

### Golden State Teacher Grant Program

All applicants must be currently enrolled in a professional teacher preparation program, leading to a preliminary teaching credential, within an accredited California institution of higher education or through a local education agency, approved by the Commission on Teacher Credentialing (CTC).

Golden State Teacher Grant funds of up to \$10,000 will be awarded if you commit to teaching in a "high-need field" at a priority school, as determined by the CTC, for four years within eight years after you receive your teaching credential.

- A "high-need field" means any of the following:
  1. Bilingual education.
  2. Mathematics or science, technology, engineering, and mathematics (STEM), including career technical education in STEM areas.
  3. Science.
  4. Special education.
  5. Multiple subject instruction.
  6. Transitional kindergarten
  7. Other subjects as designated annually by the Commission on Teacher Credentialing based on an analysis of the availability of teachers in California pursuant to Education Code Section 44225.6.
- A "priority school" means a school with 55 percent or more of its pupils being unduplicated pupils, as defined in subdivision (b) of California Education Code Section 42238.02. The CTC in consultation with the California Department of Education (CDE) will publish a list of priority schools, based on the most recent data available to the CTC and CDE.

You will repay the Commission 25 percent of the total award annually, up to full repayment of the award, for each year if you fail to do one or more of the following:

- Be enrolled in or have successfully completed a teacher preparation program approved by the CTC.
- While enrolled in the teacher preparation program, maintain good academic standing.
- Complete the required teaching service following completion of your teacher preparation program.

Visit the California Student Aid Commission site for more information about the Golden State Teacher Grant program. (<https://www.csac.ca.gov/gstg/>)

If you are interested in receiving the Golden State Teacher Grant, please contact CSAC at California Student Aid Program (<https://www.csac.ca.gov/students/>).

### Students with Dependent Children

Cal Grant students attending a University of California, California State University, California Community College, or private non-profit institution who have dependent children may be eligible for an access award of up to \$6,000. The Students with Dependent Children (SWD) Grant increases the Cal Grant award by up to \$6,000 for qualifying Cal Grant A and B recipients and up to \$4,000 for qualifying Cal Grant C recipients.

To qualify, the student must have dependent children that are under 18 years of age for whom they provide more than half of their financial support during the academic year.

### California Military Department GI Bill Award Program (CA CMD GI Bill)

The California Military Department GI Bill Award Program (CMD GI Bill), is a State-funded grant for up to 1,000 service members in the California Military Department (CMD) or as many participants as the annual budget will allow. This Program authorizes the California Student Aid Commission (Commission) to make payments to accepted eligible program participants. Participants can receive up to the amount of the Cal Grant A amount for attending a non-public institution. For more information, visit the Cal Guard website (<https://calguard.ca.gov/education/>).

### Law Enforcement Personnel Dependents Grant Program (LEPD)

The Law Enforcement Personnel Dependents Grant Program (LEPD) provides a need-based educational grant to dependents and spouses of employees who lost their lives in the line of duty or were totally disabled as a result of an accident or injury caused by external violence or physical force incurred in the performance of duty in the following professions:

- Department of Corrections and Rehabilitation
- Department of Corrections and Rehabilitation, Division of Juvenile Justice
- Firefighters
- Law Enforcement
- Tribal Firefighters

Students may be eligible for up to the full LEPD award amount in accordance with their institution awarding and Cal Grant eligibility guidelines. Students may be eligible to receive this grant for a maximum of four years. For more information, visit the CSAC/LEPD website (<https://www.csac.ca.gov/law-enforcement-personnel-dependents-grant-program-lepd/>).

## Loans

### Direct Subsidized and Unsubsidized Loans

Direct Subsidized Loans and Direct Unsubsidized Loans are low-interest federal student loans for eligible students to help cover the cost of higher education at a four-year college or university; community college; or trade, career, or technical school. The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans.

- Direct Subsidized Loans are available to undergraduate students with financial need. The Financial Aid department will determine the amount the student can borrow, and the amount may not exceed financial need. The U.S. Department of Education pays the interest on Direct Subsidized Loans while the student is enrolled in school at least half-time and during the six-month grace period.
- Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. The Financial Aid department will determine the amount the student may borrow based on cost of attendance and other financial aid received. For a Direct Unsubsidized Loan, the student is responsible for paying the interest during all periods. If the student chooses to pay interest while in school and during grace periods and deferment or forbearance periods, interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of the loan).

### Yearly Amounts

- Freshmen: Fewer than 28 credits: \$5,500 (up to \$3,500 of which may be subsidized).
- Sophomores: 28–59 credits: \$6,500 (up to \$4,500 of which may be subsidized).
- Juniors and Seniors: 60+ credits: \$7,500 (up to \$5,500 of which may be subsidized).

If the student is independent or the parent is denied a PLUS Loan, the student can take out an additional Stafford Unsubsidized Loan (freshmen and sophomores: \$4,000; juniors and seniors: \$5,000).

### Preparatory Coursework

- Preparatory coursework for undergraduate admission: \$8,625 for Independent Students (up to \$2,625 of which may be subsidized) not to exceed 12 consecutive months. The student will be classified as Freshman.
- Preparatory coursework for undergraduate admission: \$4,625 for Dependent Students (up to \$2,625 of which may be subsidized) not to exceed 12 consecutive months. The student will be classified as Freshman.

If the student is dependent and the parent is denied a PLUS Loan, the student can take out an additional Stafford Unsubsidized Loan in the amount of \$4,000.

- Preparatory coursework for graduate admission: \$12,500 for Independent Students (up to \$5,500 of which may be subsidized) not to exceed 12 consecutive months. The student will be classified as Fifth Year.
- Preparatory coursework for graduate admission: \$7,500 for Dependent Students (up to \$5,500 of which may be subsidized) not to exceed 12 consecutive months. The student will be classified as Fifth Year.

If the student is dependent and the parent is denied a PLUS Loan, the student can take out an additional Stafford Unsubsidized Loan in the amount of \$5,000.

### Standalone Teaching Credential

- Multiple Subject Teaching Credential (standalone): \$12,500 for Independent Students (up to \$5,550 of which may be subsidized). The student will be classified as Fifth Year.
- Multiple Subject Teaching Credential (standalone): \$7,500 for Dependent Students (up to \$5,550 of which may be subsidized). The student will be classified as Fifth Year.

If the student is dependent and the parent is denied a PLUS Loan, the student can take out an additional Stafford Unsubsidized Loan in the amount of \$5,000.

### Aggregate Loan Borrowing Limits

The maximum Direct Subsidized Loan an undergraduate student can borrow is \$23,000. The total combined Direct Subsidized Loans and Direct Unsubsidized Loans an undergraduate student can borrow is:

- Dependent student: \$31,000.
- Independent student: \$57,500.

### Grade Level Progression

Students will be awarded according to their class standing (<https://catalog.lapu.edu/undergrad/policy/class-standing/>) at the time the award letter is sent. LAPU's policy is to evaluate a student's aid eligibility related to grade level annually at the time of awarding. If a student changes grade level mid-year, the student may request a recalculation and repackaging of direct loans limits.

### Repayment

Generally, repayment of Federal Direct Subsidized and Unsubsidized Loans begins six months after the borrower drops below half-time enrollment status, withdraws or graduates. This six-month period of time is called the grace period. Borrowers receive just one six-month grace period. If a borrower has used the six-month grace period previously or has consolidated the previous loans, those loans may go into repayment immediately.

### Loan Exit Requirements

The federal government requires all student borrowers of Federal Direct Loans to complete the loan exit counseling for Federal Direct Loans. Borrowers must complete a loan exit when they drop below half-time enrollment status, withdraw, or graduate.

### Federal Direct Parent PLUS Loans

The Federal Direct Parent PLUS Loan is a low-interest loan borrowed directly from the U.S. government, that parents can apply for to help their dependent student pay for college. The parent can borrow any amount up to the student's cost of attendance, minus any other aid the student is receiving. If the parent is denied a Direct Parent PLUS Loan, the student is eligible to borrow an additional Direct Unsubsidized Loan.

- Freshmen and Sophomores: \$4,000
- Juniors and Seniors: \$5,000

### How to Apply for a Parent PLUS Loan

1. Loan Application at [studentaid.gov](https://studentaid.gov/plus-app/parent/landing/) (<https://studentaid.gov/plus-app/parent/landing/>).
2. New borrowers must complete the Parent PLUS Master Promissory Note at [studentaid.gov](https://studentaid.gov/mpn/parentplus/landing/) (<https://studentaid.gov/mpn/parentplus/landing/>).



## Repayment

There is no loan exit requirement for parent borrowers and there is no grace period for a Federal Direct Parent PLUS Loan. The repayment period begins 60 days after your school makes the last disbursement of the loan. However, if you're a parent PLUS borrower who is also a student, you can defer repayment while you're enrolled in school at least half time and (for Direct PLUS Loans first disbursed on or after July 1, 2008) for an additional six months after you graduate or drop below half-time enrollment.

If you're a parent PLUS borrower, you may be able to defer the repayment of the Federal Direct Parent PLUS Loans while the student for whom you obtained the loan is enrolled at least half time, and for an additional six months after the student graduates or drops below half-time enrollment (half-time enrollment status is determined by your child's school). You must separately request each deferment period. Please visit [studentaid.gov](https://studentaid.gov) (<https://studentaid.gov/manage-loans/repayment/plans/>) for repayment options and details of the William D. Ford Federal Direct Parent PLUS Loan Program.

## Private Education Loans

Private education loans, also known as alternative loans, are loans issued by a lender such as a bank or credit union. These loans are primarily used to supplement federal programs when federal aid and scholarships do not meet the cost of attendance. Private loans often have variable interest rates, require a credit check and a co-signer, and lack many of the benefits of federal student loans.

Federal Direct Loans generally have more favorable interest rates and repayment options than private loans. We recommend that you utilize all federal aid eligibility before turning to private loans.

LAPU will process a private loan from any lending institution. LAPU does not recommend any specific lender or lenders. However, LAPU has compiled a list of lenders (<https://choice.fastproducts.org/FastChoice/home/4278800/>) used by LAPU students in the past three years. The compiled list is offered as a tool to assist students as they consider their private lending options. Employees responsible for processing loans adhere to a strict Loan Code of Conduct (shown below).

## Outside Aid

All students are required to report all resources known or expected to be available to them during the period for which they seek financial assistance. These resources include, but are not limited to scholarships, fellowships, stipends, and company tuition reimbursement. Failure to report these resources can result in delays in receiving aid funds for which the student may be eligible, cancellation of the award, or even the return of funds already received.

Should any new resources become available, the student is required to report this information to the Office of Student Financial Services. Withholding or concealing information about these resources may constitute fraud, as the student may be receiving financial aid to which he or she is not entitled.

## Disbursements and Refund Checks

Once the student is admitted into an eligible program and the financial aid file is complete, all financial aid usually disburses into the student's student account between Week 4 and Week 8 of the session or later, depending upon when all documentation is received. If the disbursement creates a credit balance, a refund will automatically be processed. The refund should arrive to the address the student has on file or, if the

student has signed up for ACH, the refund should arrive to the student's bank account within 7 to 14 days after the disbursement is made.

The student should keep in mind that any refund that is received is intended for education-related expenses. Please be sure to monitor your Federal Student Loan borrowing at [StudentAid.gov](https://studentaid.gov) (<https://studentaid.gov/>). There are aggregate limits of how much you can borrow, and we don't want you to run short of funds. Please borrow wisely and be careful how you manage your refund checks.

## Direct Loan Disbursements within a single semester

According to the Federal Student Aid Handbook, "Direct loan origination loan periods and disbursements" LAPU does not qualify for the special rule based on low cohort default rates (see the Special Rule below). LAPU must make two (2) disbursements of a Direct Loan that is certified or originated for a single semester. The second disbursement may not be paid until the calendar midpoint between the first and last scheduled days of class in the semester.

**Special Rule:** Schools with cohort default rates of less than 15% for each of the three (3) most recent fiscal years for which data are available, may disburse, in a single installment, loans that are made for a single semester.

The reason LAPU has not been able to establish an accurate cohort default rate is due to the student loan repayment pause that went into effect due to the COVID pandemic. We were classified as a new school when we established the name LAPU in 2018. Before LAPU could establish a three (3) year cohort default rate, we entered into the COVID pandemic. Now that the COVID pandemic is over and the student loan repayment pause has ended and student loans are now entering repayment again, we will be able to establish a three (3) year cohort default rate.

## Over-Awards

The Office of Student Financial Services at Los Angeles Pacific University is required to reduce aid packages because of over-awards. In many cases, the over-award could have been prevented through the timely reporting of additional resources to the Office of Student Financial Services. Timely reporting of all outside resources will help prevent frustration and inconvenience resulting from aid adjustments required to resolve an over-award.

## Stacking Financial Aid Policy

Federal and state regulations restrict how much financial aid a student can receive. The following policies are provided in an effort to help prevent any confusion or frustration that may result from an award being reduced or eliminated.

- **Cost of Attendance:** Financial aid cannot stack above COA. Exceptions: VA Benefits
- **Cal Grant:** Scholarships and grants (all free money) cannot stack above Need (Need = COA - EFC). Cal Grant cannot exceed tuition and fees.
- **APU Staff Benefit and LAPU Tuition Assistance:** Tuition benefit cannot stack above tuition.

## Financial Aid Policies

Please be advised that funding from all of the sources listed is not guaranteed. All financial aid is subject to the continued availability of

federal, state, institutional, and private funding. Budget limitations may reduce or eliminate any of the awards described without notice.

## Deadlines

Apply early and return all requested documents before the session begins. Completing the application process early helps ensure a student's eligibility for the most financial aid possible. The Office of Student Financial Services will do its best to quickly and accurately process a student's application for financial aid. However, the ultimate responsibility for accurately completing the FAFSA, submitting completed documents, and finalizing the loan application process in a timely manner is up to the student. It is advised that the student respond to all inquiries from the financial aid office in a timely manner. Should a student's financial aid (including loans) not process by the last date of enrollment in that session, the student will be responsible for any owing balance that remains on their student account.

## Enrollment Status

Financial aid award amounts are based on full-time enrollment. Enrollment will be verified after the add-drop date of each session. Grants are prorated based upon actual enrollment. Students must be enrolled at least half-time for the semester in order to be eligible for loans.

Credits	Enrollment
12+	Full-time
9-11	3Q time
6-8	Half-time
1-5	Less than half-time

## Equitable Treatment

Los Angeles Pacific University does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures. Appeal procedures exist for anyone who feels that a violation of the above has occurred. Contact the Director of Student Accounts or the Director of Financial Aid for further information.

## Release of Records

By applying for financial aid, a student grants that the Office of Student Financial Services at Los Angeles Pacific University has the right to release the student's grades and enrollment records to scholarship, state, federal, and loan agencies in accordance with the rules governing the Family Rights and Privacy Act (FERPA).

The rules governing FERPA also prevents the staff in the Office of Student Financial Services to discuss a student's student account or financial aid status with anyone but the student unless permission is granted by the student. If a student wants to grant permission to a spouse, parent or other person, a FERPA form must be completed and submitted (even if another FERPA form has been submitted for another department at LAPU). The FERPA form is located in Student Services ([https://studentservices.lapu.edu/ICS/Registrar/Forms\\_and\\_Petitions.jnz?portlet=EX\\_FormFlow\\_-\\_Forms&screen=FormView&screenType=change&form=583c909c-d1ae-4d5b-b5b6-74b1b300320a](https://studentservices.lapu.edu/ICS/Registrar/Forms_and_Petitions.jnz?portlet=EX_FormFlow_-_Forms&screen=FormView&screenType=change&form=583c909c-d1ae-4d5b-b5b6-74b1b300320a)).

## Loan Code of Conduct

As a part of the Program Participation Agreement for participating in Title IV financial aid programs, institutions are required to develop and comply with a loan code of conduct that prohibits conflicts of interest for financial aid personnel with respect to all student loans. Any Los Angeles

Pacific University employee who has responsibilities with respect to student educational loans must annually be reminded to comply with this code of conduct. The following provisions bring LAPU into compliance with the federal law [CFR 34 601.21 and HEOA 487]

- Neither LAPU as an institution nor any individual or university employee shall enter into any revenue-sharing arrangement with any lender which makes loans to students attending the institution.
- No employee of LAPU who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.
  - For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a nominal value.
  - Gifts and favorable terms and benefits do not include: a brochure, workshop or training using standard materials relating to a loan, default aversion, or financial literacy, such as a part of a training session. Entrance and exit counseling as long as the institution's staff are in control of the counseling and the counseling does not promote the services of a specific lender.
- An employee at LAPU who has responsibilities with respect to education loans shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
- LAPU shall not:
  - assign a lender to a first-time borrower through award packaging or any other method; or
  - refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- LAPU shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan (An "opportunity pool loan" is defined as a private education loan made by a lender to a student or the student's family that involves a payment by the institution to the lender for extending credit to the student.), to students in exchange for the institution providing concessions or promises regarding providing the lender with:
  - a specific loan volume of such loans; or
  - a preferred lender arrangement for such loans.
- LAPU shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
- Any university employee who has any responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed

for reasonable expenses incurred in serving on such an advisory board, commission, or group.