

## Other Information

If your plans change and you will not attend Baldwin Park Adult and Community Education and you have been awarded financial aid, please notify the Financial Aid Office. We will cancel your aid and make it available to other students.

Please be sure you have read and reviewed all documents properly. Failure to do so may result in cancellation or delay disbursements of funds.

### Complaint Procedures:

The district has established procedures to resolve alleged violations of state/federal funded programs. These procedures require the complainant to submit a written complaint as early as possible to a BPACE administrator or designee or district superintendent. If complaint is not resolved in a timely manner, please contact:

**WASC Accreditation at  
533 Airport Blvd., Suite 200  
Burlingame, CA 94010  
(650) 696-1060**

If you would like a copy of this or any other forms, please stop by the Financial Aid Office located at the ACT Center in Office "D".

**Best wishes on a successful school year.**



### MISSION STATEMENT

**The Mission of the Career Technical Education Department is to prepare students with all skills necessary to transition to work or higher education and compete effectively in their chosen career.**

BPUSD Adult and Community Education programs and activities shall be free from discrimination based on gender, actual or perceived sex, sexual orientation, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been discriminated against, immediately contact the principal, designee at the school office or District Office at (626) 962-3311 (BP4010).

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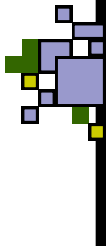
**Baldwin Park Unified School District  
Adult and Community Education**

# Award Letter and Disbursement Information



**Baldwin Park Adult and Community Education  
FINANCIAL AID OFFICE  
4640 N. Maine Avenue  
Office "D" ACT Center  
Baldwin Park, CA 91706**

**Phone: (626) 856-4127  
Fax: (626) 856-4384**



# FINANCIAL AID

## Awards Disbursement Information 2009 - 2010

Awards are based on at least half-time attendance (12 hours a week). Students eligible for Federal Pell Grant and enrolled in less than 12 hours a week will have their Pell Grant disbursements reduced significantly.

Preliminary award letters are subject to change if it is later determined by our office that:

- Data corrections are required.
- That your enrollment status is less than half-time attendance. (LESS THAN 12 HOURS A WEEK)

## Financial Aid Disbursements

All paperwork must be completed correctly and verified by the Financial Aid Office.

The school defines an academic year as 900 clock hours. All programs are divided into two payment periods. Payments for courses under 900 hours will be prorated.

## Check Disbursement Periods

All checks are disbursed in the Financial Aid Office on the last business day of the month in which the appropriate hours have been completed.

**1st Payment (1- 450 hours):** Issued on the last business day of the month when all paperwork is completed and verified.

**2nd Payment (451—900 hours):** Issued on the last business day of the month when the student has completed one half of the second pay period.

If you are enrolled in a 1200 hour course or more you will receive your next payments from one award year to the next award year .

**Your teacher will give you a written notice from the Financial Aid Office when your check is available to be picked up.**

Refer to this schedule for check disbursement dates. You must attend classes to be eligible to receive financial aid. Students who do not complete at least 60% of the hours of each pay period must repay the unearned portion of the Pell Grant received. Please refer to the Federal Pell Grant Student Academic Progress and Attendance Policy.

## Awards on Hold

Awards on hold will need to be cleared with the Financial Aid Office before funds can be disbursed. The following is a list of some reasons for holds:

- If you did not maintain Satisfactory Academic Progress.
- If you are a student who did not complete the minimum hours required for the month.
- Paperwork is not complete and/or not turned in to the Financial Aid office in a timely manner.

The Financial Aid Office will advise you on how to resolve these issues.

## Fee Waivers

A Registration Fee Waiver will waive your registration fees. A new student may be eligible for a registration fee waiver when all paperwork is completed correctly and he/she is approved and eligible for the Federal Pell Grant. Returning students may be eligible for a registration fee waiver if the student has met the hours for the next pay period. (Please refer to the Student Academic Progress and Attendance Policy, Payment Periods Section.)

