



**614 POLICY – General Requirements Institutional Eligibility and Updating Information**

**614.1 Statement of Policy**

Redlands Community College has been authorized by the US Secretary of Education to participate in federal financial aid programs authorized by Title IV of the Higher Education Act of 1965 as amended. Redlands Community College is authorized to administer these programs for two-year degree programs as well as non-degree programs listed in the Eligibility and Certification Approval Report. The criteria and procedures to be followed in implementing this policy are published in the Procedures section of the Policies and Procedures Manual.

Adopted March 2017



## **614 PROCEDURE – General Requirements Institutional Eligibility and Updating Information**

### **614.1:1 Institutional Eligibility**

Redlands Community College has a current Program Participation Agreement that will expire June 30, 2019. Redlands Community College will reapply for certification March 31, 2019.

The Program Participation Agreement between Redlands Community College and the US Department of Education is maintained in the Financial Aid Director's office and allows the Financial Aid Office to participate in the following operative Title IV programs:

1. Federal Pell Grant Program
2. Federal Direct Student Loan Program
3. Federal Supplemental Educational Opportunity Grant Program
4. Federal Work-Study Program
5. Iraq and Afghanistan Service Grant

### **614.1:2 Updating**

Disbursements the Director of Financial Aid is responsible for timely and complete submission of the Eligibility and Certification Approval Report (ECAR) to the Department of Education. The E-App is located in the Financial Aid Director's Office. The last update to the E-App and supporting documents was submitted on July 23, 2015.

Redlands Community College will report to the Secretary the following changes no later than 10 days after the change occurs:

1. Institution name change or name change of a branch or location.
2. Institution address or address change of a branch or location.
3. The establishment of an accredited and licensed location which will offer 50 percent or more of an educational program.
4. A change in the way program length is measured.
5. A decrease in the level of program offering.
6. A new President or chief financial officer of the institution.
7. A new Title IV financial aid administrator.
8. The closure of a branch of location.
9. The governance of the institution.



10. Establishing or reestablishing eligibility of a gainful employment program.
11. Discontinuing a gainful employment program.
12. Ceasing to provide a gainful employment program for a consecutive 12-month period.
13. Losing program eligibility of a gainful employment program.
14. Changing the name, CIP code, or credential level of a gainful employment program.

### **614.1:3 Federal Regulation**

This policy was created and is maintained to be in compliance with Federal regulation 34CFR §600.20 and §600.21.

Adopted March 2017  
Revised September 2018