

2023-2024

FINANCIAL AID POLICY GUIDE *and* STUDENT ACCOUNT INFORMATION



OXY
Occidental
College

Table of Contents

| | |
|---|----------|
| WELCOME AND CONTACT | 5 |
| Financial Aid Staff | 5 |
| Office of Financial Aid | 5 |
| UNDERSTANDING FINANCIAL AID | 6 |
| Re-applying for Financial Aid | 6 |
| Federal Eligibility | 6 |
| Determining Financial Need | 6 |
| Cost of Attendance | 7 |
| Other Allowances | 7 |
| Expected Family Contribution | 8 |
| FINANCIAL AID OFFERS | 9 |
| Requesting Adjustments/Appealing | 9 |
| Types of Financial Aid..... | 9 |
| Grants & Scholarships | 9 |
| Work Programs | 9 |
| Loan Programs | 9 |
| Need-Based Grants | 9 |
| Merit Scholarships | 10 |
| Cal Grants | 11 |
| Federal Grants | 11 |
| Student Employment | 11 |
| Work Eligibility..... | 11 |
| Finding Employment..... | 12 |
| Employment Documentation | 12 |
| Getting Paid | 13 |
| Work Limits | 13 |
| Student Employment Responsibilities | 13 |
| Multiple Jobs | 13 |
| Returning Students | 13 |
| Summer Employment | 14 |
| Loans | 14 |
| Loan Cancellation | 14 |
| Master Promissory Notes | 14 |
| Entrance Counseling | 14 |
| Exit Counseling | 14 |

| | |
|--|-----------|
| Institutional Loans | 14 |
| Occidental Low-Interest Loan | 14 |
| Occidental No-Interest Loan | 14 |
| Emergency Loans | 14 |
| Federal Student Loans | 15 |
| Federal Direct Subsidized Loan | 15 |
| Federal Direct Unsubsidized Loan | 15 |
| Federal Direct Loan Limits | 15 |
| Parent Loans | 16 |
| Credit Check & Endorser Alternative | 16 |
| Loan Limits, Interest Rate, and Loan Charges | 16 |
| Alternative Loans | 16 |
| Other Resources | 16 |
| Outside Scholarships | 17 |
| Residential Education Stipends & Credits | 17 |
| Aid for Study Abroad | 17 |
| Travel Grants | 17 |
| POLICIES | 18 |
| Student Financial Aid Agreement | 18 |
| Consent for Release of Information | 18 |
| Nondiscrimination Policy | 19 |
| Tax Notification | 19 |
| International Students | 19 |
| Satisfactory Academic Progress (SAP) Policy | 20 |
| Aid Programs | 20 |
| Qualitative & Quantitative Requirements | 20 |
| Pace of Progression & Maximum Timeframe Requirements | 20 |
| How Courses Are Counted | 22 |
| Frequency of SAP Notices | 22 |
| Failure to Meet SAP | 22 |
| Financial Aid Ineligibility | 23 |
| Right to Appeal | 23 |
| Appeal Granted | 23 |
| Appeal Denied | 23 |
| Release of Financial Aid History Policy | 23 |
| Leave of Absence | 23 |
| Tax Benefits | 24 |
| Maximum Semesters of Eligibility | 24 |
| Transfer Student Eligibility | 24 |
| YOUR STUDENT ACCOUNT | 24 |
| Payment of Financial Aid Awards | 24 |
| Grants & Scholarships | 24 |



| | |
|---|----|
| Occidental No-/Low-Interest Loans | 24 |
| Federal Direct Subsidized/Unsubsidized Loans & Federal Direct PLUS Loan | 24 |
| Federal Work Study & Occidental Work Award | 25 |
| Outside Scholarships | 25 |
| Student Account Information | 25 |
| Costs | 25 |
| Billing Information | 25 |
| How Much Will I Have to Pay? | 26 |
| Payment Due Dates | 26 |
| Signing Up for Monthly Payment Plan | 26 |
| How Can I Pay? | 26 |
| Health Insurance | 26 |
| Other Charges | 26 |
| Tuition Adjustment & Refund Policy | 27 |
| Refunds of Credit Balances | 27 |
| Return of Federal Funds | 27 |
| Allocation of Federal Fund Repayments | 27 |
| Allocation of Student Returns | 27 |
| Clearance | 27 |
| Occidental College Bookstore | 28 |
| Textbooks | 28 |
| Bookstore Student Account Charges | 28 |
| Debit Cards | 28 |
| Checks, Credit Cards and Gift Cards | 28 |

Dear Occidental Community,

Welcome to the Occidental College Office of Financial Aid. This handbook has been prepared to give you detailed information about the College's financial aid policies and procedures for the 2023-2024 academic year.

Our team is here to serve as a resource for you throughout the financial aid process. At Occidental, we view the financing of higher education as a partnership between the student and family, the state and federal governments, and the College. The primary goal of our office is to help students and families from all socioeconomic backgrounds gain access to the College's educational opportunities.

Occidental is committed to meeting 100 percent of the demonstrated financial need for all accepted students. Recognizing that each family brings a unique set of circumstances, our dedicated staff strives to provide individualized service to help navigate the financial aid process.

In addition to our office, students and families will work with Student Business Services. Their staff is available to provide guidance in navigating tuition and fees, payment due dates, eBill access, and other frequently asked questions.

We hope that the following pages will serve as a useful guide. Please refer to **oxy.edu/financial-aid** or contact us directly for the most up-to-date information. We look forward to working with you.

Regards,

Sheryl Reinschmidt '94
DIRECTOR OF FINANCIAL AID

FINANCIAL AID STAFF

| | |
|-----------------------------|--|
| Maricela L. Martinez | Vice President of Enrollment |
| Sheryl Reinschmidt | Director of Financial Aid |
| Craig Organeck | Associate Director of Financial Aid |
| Doug Boldon | Senior Assistant Director of Financial Aid |
| Debbie Esparza | Financial Aid Counselor |

CONTACTING THE OFFICE OF FINANCIAL AID

| | |
|----------------------------|---|
| Telephone: | 323-259-2548 |
| E-Mail: | finaid@oxy.edu |
| Website: | oxy.edu/financial-aid |
| By Mail: | Occidental College Office of Financial Aid 1600 Campus Road F-35 Los Angeles, CA 90041 |
| In Person: | AGC Administrative Center Room 119 |
| Hours of Operation: | Monday – Friday 8 a.m. – 5 p.m. |

Understanding Financial Aid

This handbook is intended to save you time by answering frequently asked questions about financial aid. It also explains your rights and responsibilities as a financial aid recipient. We encourage you to print this publication for reference throughout your years at Occidental. If you still have questions after reading this handbook, please contact our office.

Your application is carefully reviewed to determine your eligibility for need-based financial aid. Assistance is extended to those who:

- Apply by the established deadlines
- Submit requested forms and additional documentation in a timely manner
- Maintain satisfactory academic progress

RE-APPLYING FOR FINANCIAL AID

All students interested in receiving financial aid must apply every year. Applications are due by March 2 of each year.

By March 2, students must renew their Free Application for Federal Student Aid (FAFSA), CSS Profile, and the Student Supplemental Application. The Student Supplemental Application asks about your activities, interests, and future aspirations. The College uses that information to match students with donors to our general grant fund.

By March 2, students and their parents must also submit all tax documents, including W-2s, individual federal income tax returns, and business tax returns. Tax returns should include all schedules and statements submitted to the Internal Revenue Service (IRS) and should be uploaded via the College Board's Institutional Documentation Service (IDOC).

Students who do not meet this deadline risk not receiving Occidental need-based financial aid (including grants, loans, and work-study). Students who submit only the FAFSA will be considered only for federal and state aid but not for Occidental need-based aid.

FEDERAL ELIGIBILITY

To be considered for federal financial aid, you must:

- be a U.S. citizen, a permanent resident, or an eligible non-citizen
- have a valid Social Security number
- have a high school diploma, GED certificate or its equivalent
- be admitted as a degree-seeking student
- be enrolled at least half-time (6 units) for most funds
- meet other eligibility requirements as mandated by state and federal law
- maintain satisfactory academic progress

DETERMINING FINANCIAL NEED

Your financial aid offer is based on three main components:

- Student's academic-year budget (cost of attendance)
- Student and family resources (expected family contribution)
- Student's financial aid eligibility



Failure to provide requested documentation in a timely manner could jeopardize your eligibility for financial aid.

COST OF ATTENDANCE

The cost of attendance (COA) includes all costs associated with attending Occidental for nine months. At Occidental, we have three COAs, each based on a student's housing status (on-campus, off-campus or with a parent). Occidental prides itself on its intimate residential campus and recognizes the significant role that the residential education program plays in the lives of our students. This is why there is a mandatory three-year residency requirement.

Your estimated budget represents average educational expenses for the academic year. It includes your actual full-time tuition and mandatory fees, an average for on-campus housing, meal plan B as well as what are known as indirect costs such as books, supplies, miscellaneous, personal expenses and transportation. The budget is calculated to cover your expenses for the two semesters of the nine-month academic year (late August to mid-May). For students choosing other meal plans or campus housing (such as a single room), the budget will not be increased (or decreased) to accommodate those choices. You will be responsible for paying any extra cost of a higher meal plan or a single room.

Students who live off-campus or with a parent are not billed directly for housing and food charges. A student living off-campus or with a parent may see a reduction in their financial aid eligibility based on the less expensive options of living off-campus or with a parent.

Other Allowances

We recognize that actual expenses differ from student to student. However, to distribute our resources fairly, standard allowances (derived from national and state sources) are used in all cases unless special circumstances are documented to justify additional allowances. Appeals for such circumstances should be written to the Office of Financial Aid with all appropriate supporting documentation attached. Due to limited resources, not all appeals can be accommodated. Please keep in mind that allowances for car payments, insurance, repairs, maintenance costs, etc., are not provided.

A transportation allowance (ranging from \$200 to \$2,000) is added to your student living budget if your permanent residence is outside of California. This allowance is not a cash refund but rather recognition of an increase in expenses, which increases your budget and therefore your overall financial need. Please note that this is a standard allowance and may not cover the actual cost you pay for one or more round trips to and from Occidental.

| 2023-2024 | ON-CAMPUS | OFF-CAMPUS | WITH A PARENT |
|---------------------------|-----------|------------|---------------|
| TUITION | \$62,850 | \$62,850 | \$62,850 |
| HOUSING & FOOD | \$18,284 | \$14,692* | \$ 6,498* |
| REQUIRED FEES | \$596 | \$596 | \$596 |
| TOTAL DIRECT COSTS | \$81,730 | \$63,446 | \$63,446 |

The on-campus housing and food allowance in the financial aid cost of attendance is based on an average of students living on-campus and differs from a student's actual room charge.

** Students who live off-campus or with a parent are not charged for housing and food. This amount reflects the lower cost of living off-campus or with a parent.*

*** In awarding financial aid, Occidental also considers indirect costs for books and supplies, personal and miscellaneous expenses, and travel costs. Standard estimates for these indirect costs are between \$3,070 and \$5,070 depending on how far your home is from campus.*

EXPECTED FAMILY CONTRIBUTION

Your family resources include parental contributions (including one from your non-custodial parent, if applicable) and a student contribution. Many factors go into determining a family's contribution. When determining financial aid offers, Occidental relies on the information that you provide on applications and other supporting materials. Therefore, it is important that the Office of Financial Aid be informed of any updates, corrections, or changes to your information as soon as possible. You and your family may also be asked to provide documentation to verify information you provided on financial aid applications. This could include, but is not limited to:

- Parental assets (including an assessment of home equity)
- Parental business income and assets
- Information regarding non-custodial parents
- Documentation of private secondary/elementary tuition paid
- Documentation of educational loan payments

When more than one child is enrolled in college, your financial aid is adjusted to reflect your family's increased educational expenses. Thus, when your sibling is no longer enrolled or changes from full-time to half-time enrollment, your financial aid is also adjusted. Many students see significant reductions in their financial aid when a sibling is no longer enrolled in college. Therefore, you must notify the Office of Financial Aid of these changes as soon as you are aware of them. Siblings should be enrolled at least half-time at a four-year institution or full-time at a two-year institution in order to qualify for this offset.

The expected parental contribution is calculated from the information you and your parent(s) submitted on the FAFSA, CSS Profile, and other supporting documents such as the CSS Profile for the non-custodial parent. This figure represents the amount your parents are expected to contribute toward your costs (based on nationally accepted standards) for the 2023-2024 academic year.

It is the student's responsibility to pay for a portion of their education; thus, in addition to the parental contribution, there is also an expected student contribution. All students are expected to contribute a minimum of \$3,100 annually from their own earnings.

The student contribution from assets is the amount each student is expected to contribute in addition to their contribution from income. Occidental policy requires all students to contribute 25% of their assets per year; this includes cash, savings, trust values and other investments. The student contribution along with the parental contribution should be used to pay for tuition and fees, housing and food, books and supplies, miscellaneous, personal expenses and transportation. Please visit the Student Account Information section of this policy guide for more information about billing.

Financial Aid Offers

REQUESTING ADJUSTMENTS/APEALING

You may make a written request for a change in your offer (i.e., change work-study to a loan or vice versa). If you are experiencing financial hardship (e.g., loss of employment), you may appeal for additional assistance due to a change in your family's financial circumstances. Please notify the Office of Financial Aid, in writing, if such a change occurs. We will be happy to reassess your eligibility. If you demonstrate additional need and if funds allow, we will send you a revised financial aid offer.

A financial aid offer usually consists of a combination of awards: scholarships, grants, work-study and/or loans. These funds are made available through the College, the federal government, the state of California, and other sources. Eligible students may receive the following financial aid:

TYPES OF FINANCIAL AID

Grants & Scholarships

- Occidental College Need-Based Grant (Institutional Donor Funded Grants)
- Occidental Merit Scholarships
- Cal Grant (California residents only)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq and Afghanistan Service Grant
- Post-9/11 GI Bill®/Yellow Ribbon Program
- Outside Scholarships
- RA Housing and Meal Credits

Work Programs

- Federal Work-Study (FWS)
- Occidental Work Award (OWA)
- Other work awards and stipends (e.g. Values and Vocations Fellowship, RA Stipend)

Loan Programs

- Occidental College Low-Interest Loan
- Occidental College No-Interest Loan
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loan (for parents of dependent students only)
- Private/Alternative Loan



Occidental cannot guarantee funds from state, federal, or other sources.

Oxy need-based grants are pro-rated if you do not attend for the entire academic year, are enrolled less than full-time (fewer than 12 units), or withdraw. Students enrolled in fewer than 6 units are not eligible for Oxy need-based grants. Oxy need-based grants for transfer students are pro-rated based upon the grade level determined at the time of admission.

NEED-BASED GRANT

To receive Occidental College Need-Based Grants and Institutional Donor Funded Grants, and you must demonstrate financial need, be enrolled at least half-time (6 or more units), and make satisfactory academic progress. Need-based grants are provided through the generosity of individual donors, private corporations and agencies, alumni gifts, and other College resources.

Donors to Occidental College want to hear from the students they support. Therefore, you may be asked to write a thank-you letter to a specific donor. During the academic year, the College may notify you that your general need-based grant comes from a specific donor. This does not mean you have been awarded additional grant funds but that a specific donor has made your need-based grant possible.

Recipients of Institutional Donor Funded Grants may be asked to attend a Donor Reception during the academic year in which they receive the grant.

Because of the importance attached to these acknowledgements, a hold may be placed on the disbursement of your grant, or your grant may be canceled if your thank-you letter is not received in a timely manner.



Your need-based grant is determined each year by the information you provide on your annual aid application.

MERIT SCHOLARSHIPS

Occidental offers a limited number of merit scholarships at the time of admission. Merit scholarships are based on academic ability, achievement, motivation, and promise. Recipients are selected by the Office of Admission at the time of admission only.

Merit scholarships are pro-rated if you do not attend for the entire academic year, are enrolled less than full-time (fewer than 12 units), or withdraw. Students enrolled in fewer than 6 units are not eligible for merit scholarships. Merit scholarships for transfer students are pro-rated based upon the grade level determined at the time of admission.

The conditions and amounts outlined apply to awards that begin in the 2023-2024 academic year.

Honors Scholarships are awarded for up to \$12,500 per year and are renewable for three additional years (for a total of \$50,000), provided the student maintains satisfactory academic progress.

Trustee Scholarships were awarded in the amount of \$15,000 per year and are renewable for three additional years (for a total of \$60,000), provided the student maintains a cumulative grade point average of 3.0. For students who fall below a 3.0 GPA, a one-year probation period is granted in order to regain eligibility. If a 3.0 GPA is not attained, no further extensions are granted at the end of the probation period.

Leadership Scholarships were awarded in the amount of \$17,500 per year and are renewable for three additional years (for a total of \$70,000), provided the student maintains a cumulative grade point average of 3.0. For students who fall below a 3.0 GPA, a one-year probation period is granted in order to regain eligibility. If a 3.0 GPA is not attained, no further extensions are granted at the end of the probation period.

President's Scholarships are awarded in the amount of \$20,000 per year and are renewable for three additional years (for a total of \$80,000), provided the student maintains a cumulative grade point average of 3.0. For students who fall below a 3.0 GPA, a one-year probation period is granted in order to regain eligibility. If a 3.0 GPA is not attained, no further extensions are granted at the end of the probation period.

Margaret Bundy Scott Scholarships are awarded for up to \$35,000 per year and are renewable for three additional years (for a total of \$140,000), provided the student maintains a cumulative grade point average of 3.25. For students who fall below a 3.25 GPA, a one-year probation period is granted in order to regain eligibility. If a 3.25 GPA is not attained, no further extensions are granted at the end of the probation period.

National Merit Scholarships are awarded to honor scholastically talented high school students through an annual competition. To be considered for the award, students must have taken the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in their junior year of high school. Awards are \$2,000 per year and are renewable for three additional years provided the student maintains satisfactory academic progress.

The Upward Bound Achievement Award is granted in the amount of \$10,000 per year and is renewable for three additional years (for a total of \$40,000), provided the student maintains satisfactory academic progress. One Upward Bound Achievement Award may be awarded each year to a student who participated in Occidental's Upward Bound program.

Centennial Scholarships can be awarded to one student from each of the following Los Angeles high schools: Eagle Rock Senior, Benjamin Franklin, James A. Garfield, and Theodore Roosevelt. This scholarship is awarded to students with outstanding academic records who demonstrate a strong commitment to their community. The scholarship covers tuition, required fees and the cost of a double room and meal plan B. The scholarship is renewable for three additional years provided the student maintains satisfactory academic progress. Centennial Scholars enrolled less than full-time are not eligible to receive this award. If the student chooses to live off-campus or with a parent, this scholarship will cover only the cost of tuition and fees. This scholarship does not cover the cost of the Occidental Student Health Insurance Program.

Community Impact Scholarships are awarded in the amount of \$15,000 per year and are renewable for three additional years (for a total of \$60,000), provided the student maintains a cumulative grade point average of 3.0. For students who fall below a 3.0 GPA, a one-year probation period is granted in order to regain eligibility. If a 3.0 GPA is not attained, no further extensions are granted at the end of the probation period.

The Edgerton-Occidental Merit Scholarship is awarded annually in the amount of \$40,000 to outstanding entering students who reside in California. Under this program, students selected as Edgerton-Occidental Merit Scholars are able to keep their prestigious scholarships—as long as they maintain a record of good standing—for each year of their Occidental education (for a total of up to \$160,000).

CAL GRANTS

The California Student Aid Commission (CSAC) awards Cal Grants A and B to California residents based on eligibility requirements set by the state of California. Cal Grant recipients must take a minimum of 15 units per semester in order to graduate in four years. The Cal Grant award is limited to four academic years and will be prorated for transfer students who used some of their Cal Grant eligibility prior to attending Occidental. For more information about Cal Grants, contact CSAC at 888-224-7268 or visit them online at www.csac.ca.gov.

Cal Grant A Entitlement

Requirements include financial and basic eligibility criteria and a minimum high school GPA of 3.0. Students awarded Cal Grant A are eligible for the grant as full-time students for a maximum of eight semesters, as long as they maintain eligibility under the state criteria (students who are less than full-time have their Cal Grants pro-rated).

Cal Grant B Entitlement

Requirements include financial and basic eligibility criteria, and a minimum high school GPA of 2.0. First-year students receive a living stipend. Second-, third-, and fourth-year students receive both a living stipend and a tuition grant. Recipients are eligible for a maximum of eight semesters (students who are less than full-time have their Cal Grants pro-rated).

Competitive Cal Grant A and B

These awards are similar to the entitlement awards, except that they are not guaranteed (even if you meet the GPA and financial requirements). Each year, a limited number of competitive awards are available to those students who did not receive an entitlement award. Occidental College will submit your GPA on your behalf by the March 2 deadline; however, you are required to submit your FAFSA by March 2 to ensure that you are considered for the Competitive Cal Grant.

Cal Grants replace Oxy Need-Based Grants. All California residents must apply for a Cal Grant. The College will not replace funds for students who are eligible but do not complete the Cal Grant process.

FEDERAL GRANTS

The **Federal Pell Grant** program is an undergraduate aid program funded by the federal government. If you meet the criteria for a Federal Pell Grant, it will be reflected on your financial aid offer. Any change in Federal Pell Grant eligibility may change other need-based grants and scholarships.

The **Federal Supplemental Educational Opportunity Grant (FSEOG)** is awarded to students who have exceptional financial need. Students with exceptional financial need who qualify for maximum Federal Pell Grants are given priority for FSEOG funds. Recipients are awarded based on available funding. Any change in FSEOG eligibility may change other need-based grants and scholarships.

The **Iraq and Afghanistan Service Grant** is awarded to undergraduate students whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001.

STUDENT EMPLOYMENT

The primary purpose of the on-campus student employment program is to provide employment opportunities to Oxy students who have been awarded either Federal Work-Study (FWS) or an Oxy Work Award (OWA). The FWS program is funded by the federal government with matching funds provided by the College, and is limited to U.S. citizens or permanent residents who demonstrate financial need.

Work awards contribute more than financial assistance to your college education. Work programs offer a dual incentive: money for college and work experience. In an increasingly competitive job market, employers want applicants with both work and academic experience. Campus employment will prepare you to enter the working world. In addition, the Occidental College community will benefit from the unique talents and experiences you bring.

WORK ELIGIBILITY

Your work award amount is based on an academic year. Therefore, it should be earned during both semesters and not within a few months. If your work award is for only one semester, it should be earned within that one semester.

The work award amount indicated on your financial aid offer is the maximum amount of earnings that you are eligible to earn during the academic year. Once you have earned the full amount of your award, you will need to stop working on-campus. Students will receive a monthly automated email notifying them of their year-to-date earnings. They will receive a similar email when they are close to exhausting their award. Students may contact the Office of Financial Aid anytime to check their award balance.

For most on-campus positions, priority will be given to those with a work award or International Student status; however, there are some departments that are able to hire students who do not have a work award. Job postings will specify whether a work award is required or preferred.



FINDING EMPLOYMENT

Step 1: Check Available Jobs

On-campus positions will be posted online on the Human Resources (HR) website at: www.oxy.edu/human-resources/student-employment and on the bulletin board outside the HR Office.

Check postings daily for any new positions, look for on-campus jobs that best fit your educational interests and career goals.

Step 2: Apply for the Position

- Obtain an employment application in HR, located in the AGC Administrative Center, Room 114, or on their website.
- Complete and submit the application to the department where you wish to work. Please note that some departments may require a supplemental application different from the general employment application.
- A separate application is required for each position to which you apply (please note you can apply for more than one position at a time).

Step 3: Complete Employment Forms

- Once you have been offered a position, your supervisor will complete and submit an Electronic Personnel Action Form (EPAF) to HR. An EPAF must be submitted for both new and returning students. The EPAF process must be completed for every job you have on-campus.
- If you have not previously worked on-campus at Occidental College, you will need to complete an I-9 form and a W-4 tax form. Both forms are available in HR. This step must be completed BEFORE you start working!
- To satisfy the requirements of the I-9 form, you will be asked to present original documents, such as an unexpired passport or the combination of a driver's license and Social Security card, to name a few.

Until your supervisor receives an approved EPAF from HR, do not work!

Employment Documentation

In order to begin employment at Occidental College, you must first establish your right to work in the United States. Noted below are the most common documents that you will need to have available. A complete list is available on the HR website at www.oxy.edu/human-resources/employee-forms under the I-9 Form link.

You must provide an original document from List A OR an original document from both List B AND List C.

LIST A: Documents that establish both identity and employment eligibility

- Unexpired U.S. Passport or U.S. Passport Card
- Unexpired foreign passport with a temporary I-551 stamp
- Unexpired Employment Authorization document that contains a photograph (I-766)
- Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-551)

LIST B: Documents that establish identity

- Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- ID Card issued by federal or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- School ID card with a photograph (must be a current ID; an Oxy ID is acceptable)

LIST C: Documents that establish employment eligibility

- U.S. Social Security card issued by the Social Security Administration
- Unexpired employment authorization document issued by the DHS (other than those listed under List A)
- Original or certified copy of birth certificate issued by a state, country, municipal authority, or outlying possession of the U.S. bearing an official seal

HR must see the ORIGINAL documents in order to verify your eligibility. Copies will not satisfy this requirement.

GETTING PAID

Your paycheck will depend on your pay rate and your hours worked. On-campus job pay rates are based on established pay ranges that depend on the job classification, experience, and job performance. HR is responsible for approving job classifications and pay ranges. Your work schedule is set up by you and your supervisor each semester. You should set up a work schedule that complements your class schedule and your supervisor's needs.

To receive a paycheck, you and your supervisor must submit your hours worked (every two weeks) to the Payroll Office through the web-based timekeeping system. Please note that Campus Dining, Facilities Management, and the Postal Operations Center use an alternate method for reporting time. If you are employed by these departments, you must follow their established procedures.

Paychecks are issued every other Friday for hours worked during the previous two-week pay period. You may have your paycheck directly deposited to your bank account by making arrangements with the Payroll Office (located in the AGC Administrative Center, Room 117). Checks not authorized for direct deposit will be sent to your on-campus student mailbox. The cashier will not cash student paychecks.

In order to be paid, you must have a Social Security number or proof that you have recently applied for a Social Security number. This applies to ALL student workers. Students are not eligible for holiday pay or vacation pay. After 90-days of employment with the College, student workers are eligible for up to 48 hours of sick leave per year. Any unused sick leave does not carry over into the next calendar year (student workers begin each new year with 48 hours of sick leave). During the academic year, students are exempt from Social Security, unemployment, and disability insurance withholdings. However, students who work at the College during the summer break are subject to these withholdings.

WORK LIMITS

During the fall and spring semesters, you are allowed to work a maximum of 8 hours per week for all on-campus positions combined. This is a policy set by the faculty and it is taken seriously. If, however, you have unique circumstances, you may appeal this policy by submitting a written request, outlining your reasons, to Student Employment at studentemployment@oxy.edu. Note that this would be an appeal only to the number of hours worked per week; it will not change the maximum earning limit for the academic year.

During fall Orientation and all breaks (fall, winter, spring), you are allowed to work a maximum of 40 hours per week. Earnings during orientation and breaks will be counted as part of your Federal Work-Study or Occidental Work Award amount for the academic year.

Please be aware that you will likely exhaust your work award prior to the end of the academic year if you work more than 8 hours per week and/or you work during the breaks. Once you have earned the full amount of your work award (or reached your earning limit for non-work-award students), you will need to stop working on-campus for the remainder of the academic year.

STUDENT EMPLOYEE RESPONSIBILITIES

When you are hired for an on-campus position, you become a member of a team that depends on you. While individual departments will have different expectations, you should expect to:

- Set up a work schedule with your supervisor that complements your class schedule and your supervisor's needs
- Set up a work schedule that meets your personal needs and does not exceed your work-study award
- Keep your total number of hours worked per week within the 8-hour limit (for all jobs combined)
- Coordinate a work schedule with your supervisor that will allow you to stay within your work award or earning limit
- Do not miss class in order to work
- Report to work promptly, ready to begin work
- Notify your supervisor as soon as possible when you are unable to work
- Consider the employer's needs, as well as your own, when requesting time off
- Demonstrate cooperative and positive work behaviors
- Refrain from conducting personal business during work hours
- Perform your work in a satisfactory manner

MULTIPLE JOBS

If you are working multiple jobs, you and your supervisors are required to keep track of your earnings to ensure you do not exhaust your work award **AND** do not work more than 8 hours per week while classes are in session.

RETURNING STUDENTS

If you are a returning student who is being rehired by your previous supervisor, you may begin work before the first day of classes, as long as your supervisor has submitted your payroll information online through the Electronic Personnel Action Form (EPAF) system and received an "Approved" status from HR.

SUMMER EMPLOYMENT

You may work at Oxy during the summer break. Please keep in mind the summer payroll period for summer 2023 is May 14, 2023 through August 19, 2023. If you continue to work after August 19, 2023, your earnings will be applied toward your work award for fall.

LOANS

Loans are a helpful resource to college students and their parents in financing a college education. Accepting or declining a loan does not change your eligibility for other aid programs. Loans are generally repaid within 10 years after graduating, withdrawing from school or dropping below half-time enrollment (consolidation programs can extend the number of years a student has to repay their loans). If you are unable to meet your loan payments, you may be eligible to receive a deferment or forbearance on your loan. For more information visit <http://studentaid.ed.gov/repay-loans/deferment-forbearance>.

Loan obligations and interest rates are described below, and they are also outlined in the promissory note you are required to sign for each loan program. Be sure you understand all your rights and responsibilities before you accept a loan.

Loan Cancellation

If you need to cancel any loans awarded to you, you must notify the Office of Financial Aid in writing. To do this, contact the Office of Financial Aid at finaid@oxy.edu. Loans can be canceled anytime within the academic year in which the loan was borrowed.

Promissory Notes

When you borrow money, you must make a promise to repay the money loaned to you by signing a promissory note. A promissory note is a document that outlines the legal obligations you have for repaying money loaned to you. You will be required to complete a promissory note for each loan program from which you borrow before any loan funds can be credited to your student account.

Entrance Counseling

If you are a first-time borrower under any loan program, you must complete online entrance counseling to review your rights and responsibilities as a borrower. Be sure to review this information carefully to prevent any surprises in the future. You will be required to complete entrance counseling for each loan program from which you borrow before any loan funds can be credited to your student account.

Exit Counseling

If you have borrowed from any student loan program, you must complete exit counseling before graduating, withdrawing, or taking a leave of absence. This online counseling is offered by Student Business Services for the Occidental Low-Interest Loan and Occidental No-Interest Loan; more information can be found at www.oxy.edu/student-business-services/student-loans. For a Federal Direct Subsidized/Unsubsidized Loan, you need to complete exit counseling by going to www.studentloans.gov.

The Office of Financial Aid will contact all graduating students in the spring of their senior year to complete exit counseling. Students who withdraw or take a leave of absence have the responsibility to contact the Office of Financial Aid before they leave the College. You will be required to complete exit counseling for each loan program from which you borrowed.

INSTITUTIONAL LOANS

Occidental Low-Interest Loan

This loan is administered by the College using institutional funds. Occidental Low-Interest Loans are awarded up to \$5,500 per year for undergraduates. If you are eligible for this loan, the interest rate is 5% and it will appear on your financial aid offer. Minimum repayment is \$40 per month including interest, which accrues over a period beginning nine months after the date the borrower ceases to be enrolled at least half-time and ending 10 years later. The repayment period may be extended during periods of in-school deferment, hardship, or forbearance.

Occidental No-Interest Loan

This loan is a student loan, originally funded by the Weingart Foundation, that awards up to \$10,000 per year for undergraduate students. This generous, interest-free program was established to benefit U.S. citizens who are graduates of California high schools. Loans under this program are interest-free for the life of the loan, as long as the student does not miss two or more consecutive payments. If a student defaults, interest will accrue at 5% per year. There are no processing or application fees. To qualify for assistance, students must be enrolled full-time and be a U.S. citizen. Upon special circumstances, these loans may also be offered to students whose families may not qualify for need-based aid.

This loan must be repaid in monthly installments over a period of 10 years, beginning six months after a student leaves the College. The minimum monthly payment is \$50. The actual repayment amount, however, is determined by the total amount borrowed.

EMERGENCY LOANS

If you are experiencing a short-term emergency, you might be eligible for a Dean's Loan. Dean's Loans cannot exceed \$500 and must be paid by the end of the semester in which the loan is taken. To apply for a Dean's Loan, please contact the Dean of Students office at 323-259-2661 or stop by their office in Berkus Hall, Main Floor.

FEDERAL STUDENT LOANS

Federal Direct Subsidized Loan

This loan is a low-interest loan offered by the U.S. Department of Education rather than a bank or other financial institution. Occidental students may borrow Federal Direct Loans based on their need, year in school, and satisfactory academic progress. The annual maximum amount that you may borrow is reflected on your financial aid offer. If you have any questions regarding your eligibility, please contact the Office of Financial Aid.

Students must be eligible for need-based aid to receive a Federal Direct Subsidized Loan. While a student is enrolled at least half-time, there is no repayment of interest or principal required. The interest rate for the year is fixed for the lifetime of the loan. However, the interest rate for any particular year is subject to change annually. The interest rate for the 2023-2024 academic year will be available by June 1, 2023. Interest accrual begins at the end of a six-month grace period after the borrower ceases at least half-time enrollment. Repayment begins six months after leaving or graduating from Occidental at a minimum of \$50 per month. Your actual repayment is determined by the total amount borrowed and interest accrued. In general, there is a maximum of 10 years to repay the loan. You also can choose from several repayment plans that are designed to meet the needs of most borrowers, and you can switch repayment plans if your needs change.

The Federal Direct Subsidized Loan currently has an origination fee of 1.057%, which is deducted when the loan is issued. Therefore, a student borrowing \$3,500 will receive 1.057% less, disbursed in two installments, one in the fall and one in the spring. The origination fee for this loan is subject to change after October 1, 2023.

Federal Direct Unsubsidized Loan

This loan is available for students who do not demonstrate financial need or for students who need assistance with their expected family contribution. Terms of the loan are similar to those noted above. The interest rate for the year is fixed for the lifetime of the loan. However, the interest rate for any particular year is subject to change annually. The interest rate for the 2023-2024 academic year will be available by June 1, 2023. Interest accrual for this loan is immediate. Students may choose to pay interest while in school or have it capitalized onto the principal balance. To be eligible for this loan, students must complete a FAFSA.

The Federal Direct Unsubsidized Loan currently has an origination fee of 1.057%, which is deducted when the loan is issued. Therefore, a student borrowing \$2,000 will receive 1.057% less (or \$21.14), disbursed in two installments, one in the fall and one in the spring. The origination fee for this loan is subject to change after October 1, 2023.

Federal Direct Loan Limits

Annual and grade level limits in the Federal Direct Loan program (Subsidized and Unsubsidized) are as follows:

| SCHOOL YEAR | YEARLY SUBSIDIZED MAXIMUM | YEARLY UNSUBSIDIZED MAXIMUM | YEARLY UNSUBSIDIZED MAXIMUM IF NOT ELIGIBLE FOR SUBSIDIZED |
|-------------|---------------------------|-----------------------------|--|
| FIRST YEAR | \$3,500 | \$2,000 | \$5,500 |
| SECOND YEAR | \$4,500 | \$2,000 | \$6,500 |
| THIRD YEAR | \$5,500 | \$2,000 | \$7,500 |
| FOURTH YEAR | \$5,500 | \$2,000 | \$7,500 |
| FIFTH YEAR | \$5,500 | \$2,000 | \$7,500 |

These loan limits apply to the Federal Direct Loan programs only. A student may borrow more than these amounts in any one year and may accumulate more than the aggregates shown by borrowing in different loan programs. Please note these loans are only for educational purposes.

Maximum aggregate borrowing in the Federal Direct Loan program (Subsidized and Unsubsidized):

| | |
|---|----------|
| DEPENDENT UNDERGRADUATES: | \$31,000 |
| DEPENDENT UNDERGRADUATE WHOSE PARENTS ARE INELIGIBLE FOR PLUS: | \$57,500 |
| INDEPENDENT UNDERGRADUATES: | \$57,500 |



PARENT LOANS

The Federal Direct PLUS Loan program is designed to provide long-term competitive-rate financing for parents of dependent students to assist in meeting the expected family contribution. PLUS Loans may not exceed the student's cost of attendance less any other financial aid the student is eligible to receive for the year. The interest rate is fixed for the life of the loan. The interest rate for 2023-2024 will be available by June 1, 2023. PLUS Loan borrowers must begin repayment of principal and interest 60 days after the final loan disbursement of the academic year. Parents may defer payments on PLUS Loans while their student is in school and for a six-month grace period after the student graduates or drops below half-time enrollment. Call your direct loan servicer for details about deferment and forbearance. To learn who your servicer is, login at studentaid.gov.

Parents with dependent children enrolled at least half-time at Occidental are eligible to borrow under the Federal Direct PLUS Loan program. In addition, parents and their student must be U.S. citizens or eligible non-citizens; must not be in default on any federal educational loans; must not owe an overpayment on a federal educational grant; and must meet other general eligibility requirements for the Federal Student Aid programs.

Credit Check and Endorser Alternative

When a parent applies for a PLUS Loan, the Department of Education will check the parent's credit history with one of the three major credit bureaus. To be eligible for a PLUS Loan, the parent must not have an adverse credit history. If the parent is found to have an adverse credit history, they may still receive a PLUS Loan if the parent completes online PLUS Loan Counseling and gets an endorser who does not have an adverse credit history.

An endorser is someone who agrees to repay the PLUS Loan if the borrower does not repay the loan. The endorser may not be the student on whose behalf a parent obtains a PLUS Loan. In some cases, the parent may also be able to obtain a PLUS Loan if they document with the Department of Education that there are extenuating circumstances related to the adverse credit history.

Loan Limits, Interest Rate, and Loan Charges

The interest rate for the PLUS Loan is fixed. The interest rate for the 2023-2024 year will be available by June 1, 2023. Interest is charged on PLUS Loans during all periods, beginning on the date of the loan's first disbursement. In addition to interest, there is an origination fee, currently at 4.228%, of the principal amount of each PLUS Loan that the parent borrows. Therefore, a parent borrowing \$10,000 will receive 4.228% less (or \$422.80), disbursed in two installments, typically one in the fall and one in the spring. The fee is deducted before any loan money is disbursed to the student's account, so the loan amount that is disbursed will be less than the amount the parent must repay. The origination fee for this loan is subject to change after October 1, 2023.

ALTERNATIVE LOANS

Alternative loans are available for Occidental students and their families to assist with educational costs that cannot be met with the programs listed above. Private education loans tend to cost more than the educational loans offered by the federal government but are less expensive than credit cards. We encourage families to shop around and compare these programs.

FASTChoice is a tool that can assist you in selecting a private educational loan. This website allows you to compare private loan terms and rates side-by-side. The website will give you an overview of loan options before requesting an application and credit check: choice.fastproducts.org/FastChoice/home/124900/1.

OTHER RESOURCES

Other resources include all other types of financial assistance (including gifts from relatives, outside scholarships, outside loans, employer tuition benefits, VA benefits, etc.) you might receive for the 2023-2024 academic year.

You must promptly report any outside resource you will receive to the Office of Financial Aid. If you fail to report other resources, you may find yourself in an over-award situation and may have to repay funds. Over-awards can usually be avoided if you report resources as soon as you are aware of them. Report any resources to our office via email.

Other resources will reduce your need-based loan(s) and/or your work award(s). However, if grants and scholarships exceed total financial need and you have no work award or need-based loan eligibility (as determined by the Office of Financial Aid), an adjustment to a grant or scholarship must be made. This policy is required to conform to federal and state law. Non-need-based loans are not affected by this policy as long as the total between need-based and non-need-based aid does not exceed the total cost of attendance.



OUTSIDE SCHOLARSHIPS

The College encourages all financial aid recipients to apply for outside scholarships and grants to assist in meeting educational costs as well as keeping loan and work awards to a minimum.

The Office of Financial Aid treats outside scholarships as other resources (see Other Resources), and they may impact your need-based loan, work, and/or grant and scholarship eligibility. Outside scholarships cannot reduce or replace your calculated family contribution.

Please have outside scholarship funds sent to the Office of Financial Aid. We will assist with anything if required by the donor. If enrollment verification is required, contact the Registrar's Office at 323-259-2686 or stop by AGC Administrative Center, Room 101. Outside scholarship checks should be made payable to Occidental College. Be sure to include your name and Oxy ID number on all correspondence. If checks are made out to both the student and the College, students should endorse checks before submitting them to the Office of Financial Aid.

RESIDENTIAL EDUCATION STIPENDS AND CREDITS

If you are hired as a member of the residential education staff, you will receive notification of your compensation on your financial aid offer. The credit (equivalent to the cost of a double room and meal plan D) will be reflected on your billing statement.

Residential Education and Housing Services (REHS) will issue your stipend checks on a biweekly basis throughout the academic year. Stipend amounts are determined by REHS.

The federal government mandates that these stipends and credits be considered as other resources (see Other Resources). Instead of counting these as untaxed income on subsequent student aid applications, resulting in a higher Expected Family Contribution, the College has chosen to apply them to financial aid, similar to outside scholarships. That way, students receive the benefits of reduced work and loan eligibility without increasing their costs to the College. It is important to know how these stipends and credits can impact your need-based loan, work, and/or grant and scholarship eligibility. As such, students are always encouraged to meet with a Financial Aid Counselor before applying for the RA position.

AID FOR STUDY ABROAD

Study abroad participants are charged the equivalent of on-campus tuition, fees, room, and board for their semester abroad. As a result, you should receive the same merit and need-based scholarships if you study at an Occidental approved off-campus program as you would if you remained on-campus.

However, your loan and work eligibility will change. Since you will not be able to work under the Federal Work-Study or the Oxy Work Award program while you are studying abroad, the "work" component of your financial aid offer is replaced with a student loan to accommodate the loss of income.

Occidental recognizes that not all programs offer the same type of housing and food options available at Oxy. Depending on where you study, you may receive a stipend to cover meals. This stipend is determined by the International Programs Office and is disbursed to you in the form of a check before you leave to study abroad.

Travel Grants

Financial aid may be available to help you pay for airfare. If the Office of Financial Aid determines that you have financial need, you might be eligible to receive a grant to assist with your travel costs. Travel grants are an estimate of your travel expenses; your actual costs will vary.

Policies

STUDENT FINANCIAL AID AGREEMENT

By accepting financial aid, you agree to the following:

- I have the responsibility to apply for financial aid by March 2 of every year.
- I have the right to an explanation of my financial aid eligibility.
- I understand that Occidental reserves the right to modify my financial aid offer(s) at any time due to changes in my federal, state, or institutional eligibility.
- I agree to report, in writing, to the Office of Financial Aid any changes in my financial, marital, academic, or residential status, or funds and support I receive from any source. I understand that any change in my status may result in a reduction of my aid and may require repayment of my financial aid.
- I have the responsibility to use financial aid funds for education-related expenses only.
- I am aware that to continue to receive assistance, I must maintain satisfactory academic progress as defined in this policy guide.
- I understand that the College may directly apply financial aid to my student account (excluding work-study earnings).
- I have the responsibility to read and understand the requirements and conditions regarding financial aid as stated in this policy guide.
- I agree to complete all requirements for any loans that I have accepted. I also agree to complete exit counseling for loans disbursed to me, prior to graduation or withdrawal. I have the responsibility to repay student loans.
- I agree to have my Cal Grant B Stipend (if eligible) credited to my student account. I understand that if I need assistance with housing, food, books, or living expenses, I should consult with the Office of Financial Aid.
- I understand that if my FAFSA is selected for a process called federal verification, I am responsible for submitting all requested requirements. I also understand that failure to complete the verification process will result in the cancellation of my aid.
- I understand that if I purposely provided false or misleading information on any financial aid application or forms, I may be referred to the U.S. Department of Education Inspector General.
- I have the responsibility to respond to requests from the Office of Financial Aid, federal, state, and College auditors in a timely manner.
- I have the right to privacy. All information submitted to the Office of Financial Aid will be treated as confidential as described by the Family Educational Rights and Privacy Act (FERPA).

CONSENT FOR RELEASE OF INFORMATION

In accordance with the Family Educational Rights and Privacy Act (FERPA), and to ensure your privacy, no application will be discussed with another person (this includes noncustodial parents, guardians, or other family members), without consent from the student.



NONDISCRIMINATION POLICY

It is the policy of Occidental College that all applicants will receive equal consideration and treatment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation or any other characteristic protected by state or federal law. This nondiscrimination policy covers admission and access to, treatment of, and employment in Occidental College programs and activities, including but not limited to academic admission, financial aid, educational services, and student employment.

TAX NOTIFICATION

Current tax regulations consider scholarships and grants totaling more than tuition, fees, books, and supplies as taxable income. Further information regarding taxable scholarship and grant monies is available in tax filing instructions or from the IRS Publication 520 (www.irs.gov). If you have questions concerning the amount of your scholarship that might be taxable, you should consult a tax adviser or an IRS representative.

INTERNATIONAL STUDENTS

International students must comply with different tax laws when receiving financial aid and working in the United States. For additional information, please contact the International Programs Office at 323-259-2533 or stop by the McKinnon Center for Global Affairs, Johnson 102. For specific questions on scholarship tax treaties, contact Student Business Services at stuacct@oxy.edu.

SATISFACTORY ACADEMIC PROGRESS POLICY

To remain eligible for financial aid, a student must maintain Satisfactory Academic Progress (SAP) and must be in good academic standing as defined by the policies outlined below.

The academic year consists of two 16-week semesters. Full-time students may register each semester for a maximum of 18 units. Students enrolled in less than 12 units each semester are considered to be part-time, and both federal and institutional financial aid is pro-rated.

No institutional funds are available to a student on a leave of absence, suspension, or studying at another institution (excluding Oxy-approved study abroad programs). Students may, in some cases, receive federal or state aid to study at another institution by completing a Consortium Agreement. For more information, please contact the Office of Financial Aid.

Federal regulations under Title IV of the Higher Education Act require Occidental to monitor the academic progress of students on financial aid. In addition, the College has its own Academic Standing requirements that determine whether a student is in good standing. If you have questions regarding the differences between these policies, please contact the Office of Financial Aid for clarification.

Aid Programs

The federal SAP policy applies to federal and state financial aid awards.

| FEDERAL SAP POLICY |
|--|
| Federal Supplemental Educational Opportunity Grant (FSEOG) |
| Federal Pell Grant |
| Federal Work Study |
| Federal Direct Subsidized Loan |
| Federal Direct Unsubsidized Loan |
| Federal Direct Parent PLUS Loan |
| Cal Grant* |

*The Cal Grant program is a state-funded grant that follows federal SAP requirements.

Qualitative and Quantitative Requirements

The federal policy requires that a student make qualitative (grade-based) and quantitative (time-based) progress toward their degree each semester.

The qualitative (grade-based) requirement is measured by a cumulative GPA. The quantitative (time-based) requirement is the pace at which you progress toward your degree and earn units.

The federal policy requires students to complete a certain number of units and maintain a certain grade point average after each semester of college attendance.

| | FEDERAL SAP POLICY |
|---------------------------------------|--|
| Qualitative (grade-based) Requirement | Must earn a 2.0 cumulative GPA at the end of each semester |
| Quantitative (time-based) Requirement | Must complete a total of 12 units each semester. |

Pace of Progression and Maximum Timeframe Requirements

Pace of progression measures the number of units you completed over the number of units you attempted to complete. To meet the pace of progression requirement, you must have a cumulative pace of progression rate of 67% each semester that you are enrolled.

Example 1: If you are a second-year and have attempted 48 units (16 + 16 + 16) by the end of your third semester, but you earned only 42 units (16 + 16 + 10), your cumulative pace of progression rate is $42/48 = 83.3\%$. Since the rate is above 67%, you are meeting the pace of progression requirement.

Example 2: If you are a first-year and have attempted 16 units by the end of your first semester, but you earned only 10 units, your cumulative pace of progression rate is $10/16 = 62.5\%$. Since the rate is below 67%, you are not meeting the pace of progression requirement.

In addition to pace of progression, students also must meet the maximum timeframe requirement. Maximum timeframe is the time you have to complete your degree. This limits the number of semesters that you are eligible to receive financial aid. After you have exhausted your maximum semesters of eligibility, no additional aid will be extended.

Students who pursue double majors or minors are expected to complete all degree requirements within their 128 units. Institutional financial aid will not be granted above 8 semesters; however, federal aid can be extended up to 12 semesters.

| FEDERAL SAP POLICY | |
|---|--|
| MAXIMUM SEMESTERS OF ELIGIBILITY | 12 semesters* |
| MAXIMUM TIMEFRAME REQUIREMENT | Must complete a minimum of 12 units per semester and 128 units by the end of your 12th semester. |
| PACE OF PROGRESSION REQUIREMENT | Must have a cumulative pace of progression rate of 67%. |
| TRANSFER STUDENT ELIGIBILITY | <p>Transfer student eligibility is based on the total number of semesters used by all institutions. This means that a student who used federal aid for 4 semesters at another institution can only receive 8 semesters of federal aid at Occidental.</p> <p>In addition, the Federal Pell Grant & Federal Direct Loan programs each have maximum eligibility criteria separate from the 12-semester timeframe. For more information, please visit www.studentaid.gov</p> |

*For Cal Grant eligibility, a student can receive a maximum of 8 semesters. Cal Grant eligibility will be pro-rated for transfer students based on the year-in-school certified by Occidental at the time of admission.



HOW COURSES ARE COUNTED

The following outlines how certain courses and grades affect the SAP requirements listed above.

Attempted Courses

- Attempted courses are those for which you are officially enrolled after the last date to drop courses.
- All attempted courses count toward the maximum timeframe.
- All courses count in calculating a student's academic progress, including any for which the student did not receive financial aid.
- Audited courses do not count in the calculation of attempted courses, as no units are earned.
- Courses taken on a credit/no-credit basis count toward the total number of attempted courses.
- Course credit by examination is counted as an attempted course.

Incompletes:

- Credit for incomplete courses will not count as an attempted course until the course has been completed and the Registrar has posted a grade.

Withdrawals:

- Withdrawals showing as a W on your academic transcript are counted as attempted courses.

Repeated Courses:

- If a student does not receive a passing grade for a course and chooses to repeat the course, the course may be repeated for credit. Both the original course and the repeated course will be considered as attempted for the purposes of determining SAP.
- If a student receives a passing grade for a course and chooses to repeat the course, the repeated course does not count as a course completed and does not contribute to maintaining SAP. The units for the repeated course are not counted, unless the repeated course is identified as "repeatable" in the Course Catalog.
- Repeating a course does not remove the original course from the academic transcript.
- Both the grade for the original course and the repeated course will be posted and will be used to calculate the student's GPA.

Transfer Credit

- Transfer credit from another institution accepted by Occidental College are counted when measuring the maximum timeframe to complete the degree.
- Occidental does not accept for credit any transfer grades lower than 2.0. Consult the Occidental Course Catalog for information on how transfer credits are evaluated.

FREQUENCY OF SAP NOTICES

The Office of Financial Aid will monitor all SAP requirements at the end of each semester. Students returning to the College after a leave of absence will have their SAP requirements checked at the time they are approved to return to the College.

If you do not meet any of the SAP requirements, you will receive a "warning" notification from the Office of Financial Aid that you are at risk of losing aid eligibility.

When we disburse aid to your student account, we are certifying that you are making SAP. Aid is always disbursed on the first day of classes for the semester. Please note that it is possible for a student to see "anticipated aid" on their bill or student account before aid is disbursed and before SAP is checked. Seeing "anticipated aid" is not a guarantee that a student is meeting SAP.

FAILURE TO MEET SAP

If you do not meet all of the SAP requirements, you will be placed on a financial aid "warning" semester. During your warning semester, you will continue to receive financial aid. If at the end of your warning semester you have not met SAP requirements, you will no longer be eligible for financial aid.

Students can receive multiple warning semesters during their time at Occidental; however, a student cannot receive two warning semesters in a row. Students who fail to meet SAP requirements by the end of their warning semester will automatically become ineligible for financial aid.

FINANCIAL AID INELIGIBILITY

If you lose your eligibility for financial aid at the end of your warning semester (and the Student Progress Committee permits you to enroll), you have the right to appeal for an additional semester of aid.

Right to Appeal

Your appeal must be made in writing to the Director of Financial Aid. The appeal may not be based on your need for financial assistance or your lack of knowledge on the SAP policy. It should be based on some extenuating circumstance that prevented you from making progress. Your appeal also must include a written academic plan that outlines how you plan to meet the SAP requirement(s) you failed and what changes you have made to ensure that you will meet SAP.

Appeal Granted

If your appeal is granted, you will be placed on Financial Aid Probation. During probation, you must follow your academic plan and resolve all incomplete grades before the Office of Financial Aid can make a final determination that you have met the SAP guidelines.

Appeal Denied

If your appeal is denied, you may still be able to regain eligibility for future semesters of aid by enrolling at Occidental at your own expense, earning a 2.0 or better GPA, and bringing all cumulative units up to required standards. It is also possible to take a leave of absence from Occidental and pursue transferable coursework at another institution. This will allow you to bring your required units up to date and show academic improvement (a GPA earned at another institution will not affect your Oxy GPA). You are required to speak with the Registrar's Office to ensure units completed elsewhere are transferable to Occidental.

RELEASE OF FINANCIAL AID HISTORY POLICY

Once you leave/graduate from the College, the Office of Financial Aid will store your financial aid file for three years after the date you cease to be enrolled. Electronic records of your file may remain in our computer database.

Financial aid history will only be released:

- To the student, if the student has provided a written request and proof of identity
- To a third party (such as an FBI Special Agent), if they have a written request from the student. In this case, the third party's credentials (badge/shield and/or photo identification) are verified before information is released.

These requests will be reviewed by an assigned member of the Office of Financial Aid staff. If the Office of Financial Aid staff member needs to determine whether the student has defaulted on any federal loan or owes a repayment on a federal grant, the Office of Financial Aid will need to access the National Student Loan Data System (NSLDS).

Access to NSLDS is limited to the release of financial aid history as is noted above and will never to be used for personal reasons. Due to the privacy issues involved with this database, users will limit their use to an "as-needed" basis and never share NSLDS user IDs or passwords.

Leave of Absence and Consortium Agreements

Occidental funds are not available to you while on a leave of absence or if you study at another institution (excluding Oxy-approved study abroad programs). You may, in some cases, receive federal funds to study at another institution. You will need to have a Consortium Agreement signed by your host institution as well as the Oxy Office of Financial Aid. All units taken must be transferrable back to Occidental College. It is the responsibility of the student to meet with their adviser and the Registrar's Office to ensure this requirement is met.

If you need to take a leave of absence or withdraw from Occidental, the Office of Financial Aid will be notified by the Registrar's Office. Your financial aid file will be placed in an inactive status until you return.



It is your responsibility to apply for financial aid by the March 2 deadline for the academic year in which you wish to return.

If you have received any type of student loan while enrolled, Occidental is required to notify your lender that you are no longer enrolled at the College. Federal law also requires you to complete exit counseling. This online counseling is offered by Student Business Services for Occidental Low-Interest Loans and Occidental No-Interest Loans. For a Federal Direct Subsidized/Unsubsidized Loan, you need to complete your exit counseling by going to **studentloans.gov**. If you borrowed from more than one loan program, you will need to complete exit counseling for each loan program.

TAX BENEFITS

- If you are repaying student loans or paying college tuition and fees, you or your parent(s) may be eligible to offset these costs for tax purposes. Review IRS Publication 970 at irs.gov/pub/irs-pdf/p970.pdf for more information regarding these tax benefits:
- Student loan interest deduction - based on the amount of interest paid during the tax year
- American Opportunity and Lifetime Learning tax credits - credit against federal income tax for college tuition/fees paid during the tax year

MAXIMUM NUMBER OF SEMESTERS

If you continue to demonstrate eligibility, you can receive Occidental College Need-Based Grants, loans and merit scholarships for a total of eight semesters of full-time study. If you need additional semesters in order to graduate, you must appeal in writing for additional institutional assistance at least one semester before the aid is needed. Appeals should be supported by appropriate documentation and addressed to the Director of Financial Aid.

TRANSFER STUDENT ELIGIBILITY

Maximum financial aid eligibility for transfer students is pro-rated based on the number of units transferred from previous institution(s) and upon the grade level determined at the time of admission. This determination is made by the Registrar's Office. To learn about your semesters of eligibility, contact the Office of Financial Aid.

Your Student Account

The Office of Financial Aid and Student Business Services work closely together to ensure that your financial aid appears on your student account to pay for your expenses. While the Office of Financial Aid determines eligibility for aid, Student Business Services manages your student account, billing, payment, and much more. You can contact Student Business Services at 323-259-2610 or stop by the AGC Administrative Center, Room 117.

If your financial aid offer has been provided, accepted and all missing documents have been received by the date of the first billing invoice, you will see scholarships, grants, and student loans (including Oxy No-/Low-Interest, Direct Subsidized/ Unsubsidized, PLUS, and Alternative) posted to your account as "estimated financial aid," until they can actually be paid to your account (usually on the first day of classes).

Other aid, such as outside scholarships, is not automatically credited to your account. Outside scholarships will be credited to your account when the scholarship funds are received by the College. When calculating your payment, you should reduce the amount of your payment by any outside scholarships you are expecting to receive.

PAYMENT OF FINANCIAL AID

Grants and Scholarships

Occidental Scholarships and Grants (merit or need-based), federal grants, and Cal Grants are credited directly to your student account.

Occidental No-/Low-Interest Loans

After you accept one of these loans on the Financial Aid Student Portal, you will receive an email with a link to our loan servicer, ECSI. The loan will be credited to your account only after you complete online entrance counseling, e-sign your online Master Promissory Note (only required for first-time borrowers), and complete the online Truth in Lending Act (TILA) documents.

Federal Direct Subsidized/Unsubsidized Loans and Federal Direct PLUS Loans

Federal Direct Loans and PLUS Loans are disbursed in two equal installments, one for fall and typically one for spring. Please remember origination fees of 1.057% and 4.228%, respectively, will be deducted from the amount of your loan. Origination fees for these loans are subject to change after October 1, 2023.

First-time Federal Direct Loan borrowers must sign an online Master Promissory Note (MPN) and complete Entrance Counseling before funds can be credited to the student's account. First-time PLUS Loan borrowers must sign an online Master Promissory Note (MPN) before funds can be credited to the student's account. Student Business Services will notify you via email when your disbursement for these funds has posted to your student account.

Federal Work-Study and Occidental Work Award

Work-study and work awards are never credited directly to your student account. You must first secure an on-campus job. After you obtain a job, you will receive a biweekly paycheck (on alternate Fridays throughout the academic year) from each department for which you work. You can apply your paychecks to your bill by making a payment to the College Cashier. Direct deposit of your earnings is available. If you are not signed up for direct deposit, your paychecks will be sent to your campus mailbox. For more information and to obtain the appropriate forms, please contact the Payroll Office at 323-259-2884 or stop by the AGC Administrative Center, Room 117.


Outside Scholarships

Outside scholarships are disbursed according to the donor's request. If funds are disbursed directly to you (rather than sent to the College and applied to your student account), you are responsible for paying any outstanding balance on your student account. It is your responsibility to report outside aid to the Office of Financial Aid. Outside scholarships are not credited to your student account until the College receives the check from the organization.

STUDENT ACCOUNT INFORMATION

Costs

| 2023-2024 TUITION | PER SEMESTER | PER YEAR |
|--|--------------|----------|
| TUITION | \$31,425 | \$62,850 |
| PART-TIME PER UNIT RATE | \$2,620 | |
| RE/SUST. FEE | \$10.75 | \$21.50 |
| STUDENT HEALTH FEE | \$125 | \$250 |
| SENATE FEE | \$10.75 | \$21.50 |
| DEB STUDENT FEE | \$10.75 | \$21.50 |
| STUDENT BODY FEE | \$140.75 | \$281.50 |
| TOTAL FEES | \$298 | \$596 |
| ROOM RATES | | |
| DOUBLE ROOM | \$5,169 | \$10,338 |
| SMALL SINGLE | \$6,445 | \$12,890 |
| LARGE SINGLE | \$6,960 | \$13,920 |
| TRIPLES | \$4,302 | \$8,604 |
| BOARD PLANS | | |
| MEAL PLAN A+ | \$4,397 | \$8,794 |
| MEAL PLAN A | \$4,081 | \$8,162 |
| MEAL PLAN B | \$3,912 | \$7,824 |
| MEAL PLAN C | \$3,554 | \$7,108 |
| MEAL PLAN D (NOT AVAILABLE FOR FIRST-YEARS) | \$3,100 | \$6,200 |



 Your billing invoice is the College's notice to you of your charges and credits. Your first bill will be sent on July 15. It will reflect the charges for the fall 2023 semester.

Billing Information

The College does not send paper bills. Instead, the College sends an email notification to students and any other authorized users when a new bill is ready for viewing. Student account e-bill notifications are emailed by the 15th of every month. **It is the student's responsibility to add any authorized users to their account and update any email addresses for authorized users.** Statements can be viewed online via the eBill portal at ebill.oxy.edu. Please contact Student Business Services for additional information on accessing your online student account.



How Much Will I Have to Pay?

Occidental will charge you for full-time tuition, fees, your selected meal plan, and on-campus housing. Please be aware that financial aid offers are based on meal plan B and the average amount that students are charged to live on-campus. For students choosing other meal plans or room types, financial aid will not be increased (or decreased) to accommodate those choices.

Campus Dining will pre-select meal plan A for you, unless you specify otherwise. However, there are three other options that provide a smaller quantity of food, and thus a smaller fee. Meal plan changes are handled by the Card Services Office (Iron Man Room, Johnson Student Center Second Floor, off Branca Patio), where you can also receive information on the differences between meal plans.

If your total financial aid (excluding work awards) is more than the amount owed on your student account, you can receive a refund to assist you with the purchase of books, supplies, and other personal expenses. If your total financial aid (excluding work awards) is less than your total charges, you are responsible for making payment arrangements with Student Business Services. To assist you in determining your payment, visit the Student Business Services website at oxy.edu/student-business-services.

 This site is an excellent resource for learning about the business side of your education.

Payment Due Dates

The first bill for fall is emailed by July 15; for spring it is emailed by December 15. Monthly, an e-bill notification will be sent for ALL accounts (semester and monthly) unless the balance on the account is zero and there has been no activity during the current billing period.

If you have selected the semester payment plan, then tuition, fees, room and board, minus approved financial aid awards (excluding work awards), are due by August 1 for fall and by January 5 for spring.

If you will be opting for the deferred (monthly) payment plan, the first payment is due on August 1 for fall and January 5 for spring. Another one-fifth payment is due on the first of the month thereafter for the four succeeding months. This totals to five payments each semester.

Signing Up for the Monthly Payment Plan

Statements reflect what is currently due for the semester. To sign up for the monthly payment plan, access your student account online and select "Payment Plans" on the top menu bar. When you sign up for the monthly payment plan, a five-month payment plan schedule will display. Please note that there is a fee of \$50 per semester when signing up for the monthly payment plan.

A late fee of \$25 will be charged on all accounts not paid by the due date. Payments postmarked by these dates do not meet the payment deadlines; they must be received by Student Business Services by these dates. You should allow

at least 7 to 10 days mailing time.

How Can I Pay?

Payment on your account may be made online by electronic check, or by debit via the eBill portal at ebill.oxy.edu. Payments also are accepted via check, money order, or cash (if paying in person with the cashier). Payment also may be wired directly to our bank (please contact Student Business Services if you would like to use this method). If you are mailing your payment, please be sure to write the student's Occidental ID on your payment.

Health Insurance

All enrolled students must have health insurance in order to enroll at Oxy. While many students are covered under a parent's policy and others have their own insurance, those who don't (or whose policies do not meet minimum standards set by the College) are required to purchase insurance through the Occidental Student Health Insurance Program (OSHIP).

For the 2022-2023 academic year, the premium of this insurance is \$2,854. If you have health insurance that provides primary care coverage in Los Angeles County, you may waive out of the Occidental Student Health Insurance Program. Please note, coverage that provides only emergency and urgent care out of your home state is not sufficient to waive; you must have primary care access in Los Angeles County. This includes most PPO plans, Kaiser Permanente plans, and some California-based HMO plans. Medi-Cal, Medicaid, and out-of-state HMO plans are not eligible for waiving the student health insurance. For more information, please contact the Emmons Wellness Center.

If your insurance does not meet the eligibility requirements **or** you are not currently insured, you may apply for an OSHIP Grant to help cover the cost of your Oxy health insurance. While limited grants are available, they are only **awarded to students who have exhausted all other cost-effective options** and meet guidelines established by Emmons and Office of Financial Aid. Please contact Emmons for more details regarding this grant.

Other Charges

If there is something on your bill that you believe is incorrect, it is your responsibility to rectify it. Payment must be received by the due date, even if you have not received a corrected bill. If you delay payment while you wait for a new bill to be sent by email, you will be subject to all applicable late fees.

If you have questions regarding charges made by a particular department, please contact that department directly to verify or dispute the charge. Student Business Services cannot reverse departmental charges without instructions from the issuing department.

TUITION ADJUSTMENT & REFUND POLICY

Since faculty engagement and other commitments are made by the College for the entire year, a tuition adjustment schedule has been established in order that you may share the cost when it is necessary for you to drop a course or withdraw from the College. These commitments are not subject to change, even though the number of students may vary. For this reason, no deviations from the refund schedule will be made. For information on optional Tuition Insurance, please contact Student Business Services.

This refund policy applies to all students who withdraw, take a regular leave of absence, or take a medical leave of absence, whether they have Federal Title IV Financial Aid, except as noted in the "Return of Federal Funds" section below. You must provide official notification of intent to withdraw or take a regular or medical leave of absence to the Registrar's Office. When the decision has been confirmed, the Registrar will sign and date the appropriate forms. Students who withdraw during the semester may be eligible for refunds, depending upon the time of the withdrawal. For the full withdrawal refund schedule, please see oxy.edu/offices-services/student-business-services/student-accounts/refunds-withdrawals.

Refunds of Credit Balances

If your student account has a credit balance, you may be entitled to a refund. Refunds are issued only on actual credits, not anticipated credits. You must request refunds online via your myOxy web portal under the Student Services tab.

If the credit balance is considered to be from federal funds, a refund check will automatically be issued to you unless you request otherwise. If the refund is created by a Federal Direct PLUS Loan, the refund will go to the parent who borrowed the loan, unless Student Business Services receives written authorization (email stuacct@oxy.edu) from the parent to issue the check to the student.

Return of Federal Funds

The Federal "Return of Title IV Funds" legislation requires that when a student completely withdraws on or before completing 60% of the semester, the amount of financial aid (federal grants and loans) earned and unearned must be calculated. Occidental College prescribes the following steps in accordance with Department of Education regulations to determine the amount of federal funds you have earned at the time you cease attendance. The amount earned is based on the amount of time you have spent in attendance. It has no relationship to your institutional charges; rather, it is based on a proportional time calculation through 60 percent of your enrollment period.

Allocation of Federal Fund Repayments

If federal funds need to be repaid at the time you cease attendance, through graduation or otherwise, you will need to repay the funds to the following sources, in order, up to the total net amount disbursed from each source:

1. Federal Direct Unsubsidized Loan

2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other federal assistance (excluding work study)

Allocation of Student Returns

If you must return additional funds, the funds must be repaid in the same order as described above. Specific federal rules apply to your responsibility for return of federal funds.

If you fail to return the required federal funds, you will lose eligibility for future federal aid until you have paid the amount in full, make satisfactory arrangements with the institution to repay the funds, or make satisfactory repayment arrangements with the U.S. Department of Education.

CLEARANCE

ALL STUDENTS must go through the clearance process every semester. You will not be enrolled until you have completed this process. Clearance involves acknowledging that you are on-campus and have resolved all issues identified on your clearance webpage (available online via the student's myOxy portal). The clearance webpage lists "holds" placed by various campus offices. A hold will prevent you from being enrolled. This will affect your meal plan, your housing, your ability to attend class, and your use of campus resources and facilities.

You can access your clearance form online during the designated dates of pre-clearance (usually two weeks before the start of classes) and clearance (usually the first two days of classes). Information regarding the pre-clearance and clearance process is emailed to the student about two weeks before classes begin. Once all holds have been removed (or if you have no holds), you will need to log in to the clearance webpage and click "enroll me" to complete the clearance process and be officially enrolled.

Clearance is a required process for every student, each and every semester.



Occidental College Bookstore

Textbooks

Each semester, Occidental professors submit a list to the Bookstore of textbooks and course supplies that are required and/or recommended for each course. Students may purchase those items at the Bookstore in person or at **oxybookstore.com**. You should budget to spend up to \$600 per semester. The Bookstore has both new and used textbooks available for purchase. Used textbooks are sold for 75% of the new book price. The Bookstore also offers students the option to rent textbooks for the semester and uses two digital partners for those who prefer digital book options.

Bookstore Student Account Charges

For the first full month of each semester, you may charge your books and other course-related materials directly to your student account.

This allows students to utilize available credits and scholarships, or a payment plan, to cover expenses without an interest fee. Any money used in this program will be billed to your student account monthly. Student Account charges made at the bookstore must be repaid by the end of the semester. The Student Account charge option allows currently enrolled students up to a maximum of \$600 each semester.

Debit Cards (Oxy ID required)

Students may establish a Bookstore Bengal Bucks Debit by making a debit account deposit online at: **oxy.edu/offices-services/card-services** or in the Card Office. The amount will be charged to your student account and added to your Bengal Bucks balance. Each time a purchase is made, that amount is deducted from your Bengal Bucks account. You may add to the account as needed. There are no processing charges and funds will roll over each semester. The Bengal Bucks account may also be used at several facilities around campus. Personal debit cards may be used at point of sale.

Checks, Credit Cards and Gift Cards (Oxy ID required)

The Bookstore accepts VISA, MasterCard, Discover, and American Express. Apple and Wallet pay is also available. Checks may be used in-store with an Oxy ID. Gift cards are available for purchase and may be used in-store or online.

