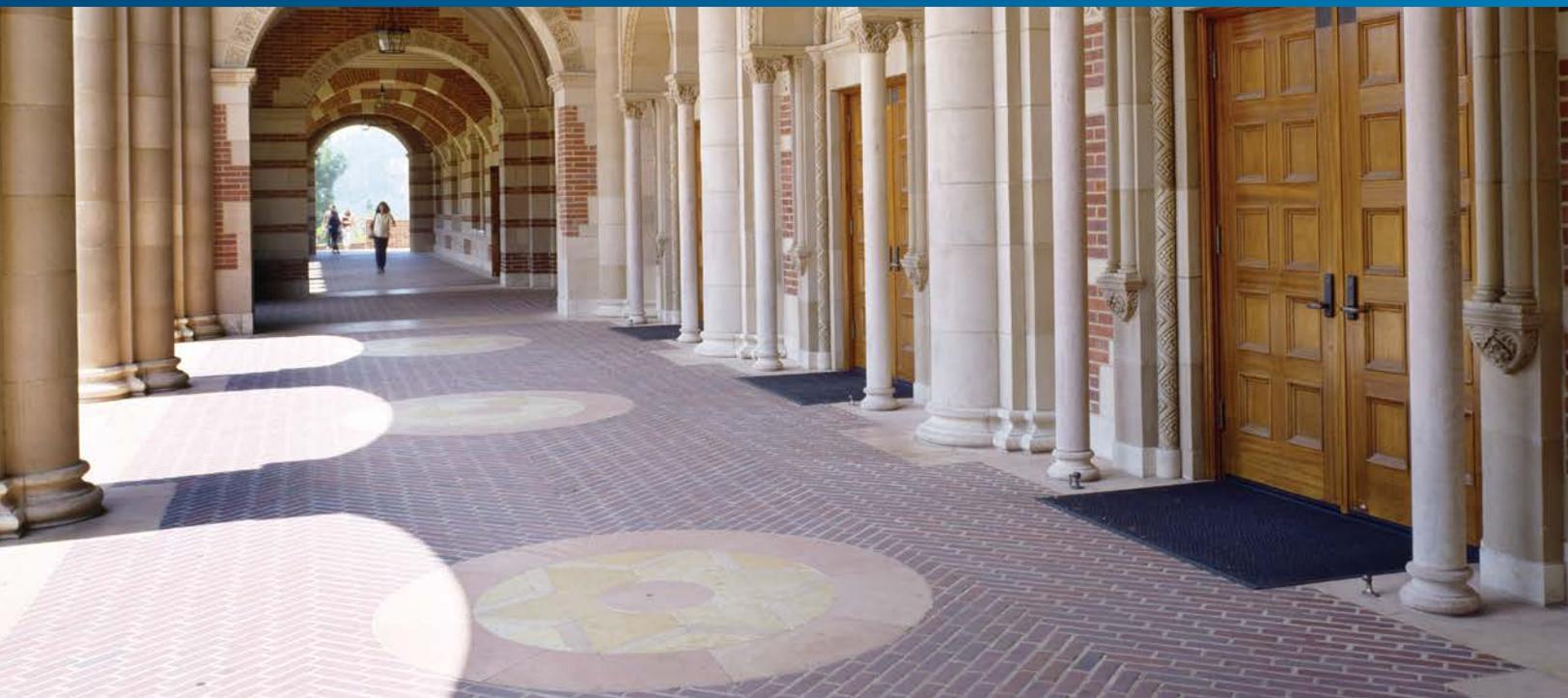


# Federal Financial Aid Guide & Application Instructions

2024–2025

**UCLA** Extension



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*This guide has been designed to assist you in applying for federal financial aid. The guide outlines financial aid opportunities, the criteria and process for application, and the standards for remaining eligible. We welcome your interest in studying at UCLA Extension and wish you success in achieving your educational goals. This Federal Financial Aid Guide is subject to change based on updates to Federal Guidelines.*

# Qualifying Programs

Federal financial aid is offered for the completion of one of the following UCLA Extension programs ONLY.

NUMBER/FEE	PROGRAM	MAX. QTRS OF FINANCIAL AID ELIGIBILITY
<p>Satisfactory academic progress toward certificate completion requires full-time enrollment (12 units/quarter).</p> <p><i>All coursework, including elective courses, must be completed within the maximum time length designated for your certificate. Federal financial aid is not offered for students who have completed the program.</i></p>		
<b>THE ARTS</b>		
CE0594 / \$300	<b>Landscape Architecture</b> Prerequisite: bachelor's degree	<b>20</b>
<b>BUSINESS, MANAGEMENT &amp; LEGAL</b>		
CE0471	<b>Paralegal Training Program (graduate)</b> Daytime – 5 months Evening – 11 months Restricted enrollment, call (310) 825-0741 Prerequisite: bachelor's degree	2 4
<b>BUSINESS, MANAGEMENT &amp; LEGAL</b>		
CE 0549	<b>Paralegal Training Program (undergraduate)</b> Daytime – 5 months Evening – 11 months Restricted enrollment call (310) 825-0741	2 4
<b>HUMANITIES &amp; SCIENCES</b>		
CE0321 / \$95	<b>Postbaccalaureate in Classics</b> Prerequisite: bachelor's degree	<b>6</b>
CE0075 / \$95	<b>Pre-Medical and General Science</b>	<b>8</b>

**Please note:** Students who intend to pay program costs through federal financial aid for enrollment in the Paralegal Legal Training Program and/or Postbaccalaureate in Classics Programs listed above must submit a completed financial aid application by the deadline on page 6 to allow adequate time for processing (requires six weeks). Students who do not meet the published deadline will be responsible for paying their course fees in full until their financial aid application is processed.

# Types of Federal Financial Aid

## Federal Direct Lending Loan Program

UCLA Extension will be participating exclusively in the William D. Ford Federal Direct Loan Program for the 2024–2025 academic year. The lender is the U.S. Department of Education rather than a bank or other financial institution.

## Direct Loan Program

The *Direct Loan Program* consists of low-interest subsidized and unsubsidized loans funded by the federal government. Loans are available to students enrolled in an approved certificate. Loan repayment begins six months after graduation or upon dropping below half-time enrollment status.

**Direct Subsidized Loans** are awarded to students in an eligible approved certificate (refer to page 3) with demonstrated need. The eligibility for financial need is determined by using a federal formula. Interest is paid by the government until six months after you leave school or upon dropping below half-time enrollment status.

**Direct Unsubsidized Loans** are available to all students in an eligible approved certificate regardless of income. Interest accrues from the date of disbursement, but the extra costs of accrual can be avoided by making regular interest payments while in school.

Subsidized and Unsubsidized Loans can be combined as long as the maximum annual and aggregate limits for the Direct Loan Program have not been exceeded (refer to loan chart, page 12).

## Loan Origination Fees

Federal Subsidized, Unsubsidized Loans include an origination fee which is part of the principal loan amount (the total amount to be repaid). The fee is deducted from the amount disbursed (applied to your Bruin bill) with UCLA.

The **Federal Loan Origination Fee Calculator** can tell you the amount that will disburse/be paid to your Bruin bill after the origination fee OR the amount you should request to borrow to get a specific amount disbursed/applied to your account. Keep in mind that the calculator rounds to the nearest dollar and actual amounts may vary slightly because of this.

## With Direct Loans, you:

- Borrow directly from the federal government and have a single contact—the Direct Loan Servicing Center—for everything related to the repayment of your loans, even if you receive Direct Loans at different schools.
- Have online access to your Direct Loan account information 24-hours a day, seven days a week, at Direct Loans on the web at [studentaid.gov](https://studentaid.gov) or **(800) 848-0979**.

To apply for Federal Financial Aid at UCLA Extension, you must submit a Free Application for Federal Student Aid (FAFSA) 2024–2025 regardless of whether or not you are a new or continuing financial aid student.

A financial aid award cannot be transferred from one institution to another, nor can it be rolled over to a different award year. Federal Financial Aid funds are limited to the certificates listed on page 3 in this guide.

## LOAN FEES AND INTEREST RATES

Loan Type/ Career Level	Interest Rate	Interest Rate Period	Origination Fee
Subsidized & Unsubsidized/ Undergraduate	5.50%	July 1, 2023– June 30, 2024	1.057%
Unsubsidized/ Graduate	7.048%	July 1, 2023– June 30, 2024	1.057%

# Frequently Asked Questions About Direct Loans

## Direct Lending

### **What are the primary differences between the Federal Direct Loan and Federal Family Education Loan (FFELP) program?**

The primary difference is the source of the loan funding. Federal Direct Loans come straight from the U.S. Department of Education using funds obtained from the U.S. Treasury. In the FFELP program, funding is provided by private lenders.

### **Why did the University choose to move into the Federal Direct Loan Program?**

The Federal Direct Loan program offers a stable source of funding. Volatility in the credit markets and reductions in lender subsidies have caused many lenders to pull out of the federal loan programs, while many others have stopped offering borrower benefits.

### **How does this impact me?**

If you plan to obtain a federal student loan for the 2024–2025 academic year, you will be borrowing through the Federal Direct Loan Program.

### **What happens if I am in default and/or pre-claim status on a prior Student Loan?**

If your prior loan is in default or is in pre-claim status, contact your lender or guarantee agency before you complete any new loan application. All direct loan applications will be denied until repayment terms have been satisfied.

### **Will this affect my alternative loans?**

No, this applies only to federal student loans, not private or alternative loans.

### **If I obtained a Loan through a private lender last year, and obtain a Federal Direct Loan in the future, will I have to repay two different lenders?**

Yes. Your Federal Direct Loan will be serviced by the Department of Education and you will receive correspondence and payment information from the Department of Education. You will also be contacted by other lenders from whom you have obtained Federal Stafford Loans. However, you have the option of consolidating all of your federal loans with the Federal Direct Loan program or any other lender that offers federal loan consolidation loans after you graduate. When it is time to repay your loans, if you consolidate, your previous federal loans would be paid in full, and all your payments would be made to the Federal Direct Loan Consolidation program.

### **Is there information available on Federal Direct Lending?**

You may find the U.S. Department of Education Direct Loan website helpful: [studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized](https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized).

Federal loans must be repaid with interest. While most student loans default due to an in-school deferment, definitions of “in school” can be interpreted to include electronic reports of course end dates, expected program completion dates, end of term dates, etc. To avoid confusion and ensure that your repayment begins exactly when you want it to begin, we encourage you to notify your lender in writing of the following points: you are declining the automatic in-school deferment; you want the lender to disregard any enrollment status data (courses scheduled completion dates, etc.) received from UCLA Extension; and you want your repayment to begin on “x” date, specified by you in writing, even if that date is prior to the end dates indicated in electronic information from UCLA Extension. This will ensure that your repayment begins when you want it to and that interpretations of electronic data do not interfere with your desired repayment arrangements.

## Federal Pell Grant

Eligibility for this need-based grant is determined by the federal government according to a formula developed by the U.S. Department of Education and approved annually by Congress. It does not have to be repaid. It is awarded to students who are enrolled in a qualified program and have not earned a bachelor's degree. When you file a Free Application for Federal Student Aid (FAFSA), you are automatically considered for a Pell Grant. Awards range from \$767 to \$7,395 per year. The Pell Grant award is adjusted according to your enrollment status.

Federal Pell Grants are awarded on a limited basis. They are based on income and assets. Less than 20 percent of UCLA Extension students are awarded Federal Pell Grants. **These grants apply only to the Pathway Certificate.**

## Short-Term Programs and Federal Grants

Short-term programs qualify for the Federal Direct (subsidized and unsubsidized) Loan programs only.

The U.S. Department of Education (DoE) defines certificate programs at UCLA Extension as "short-term."

The Pathway Certificate program is eligible for Federal Pell Grants, as it is a Comprehensive Transition and Postsecondary Program (CTP).

ENROLLMENT STATUS REQUIREMENTS FOR FEDERAL AID		
Status	Undergraduate Units	Graduate Units
Full-Time	12	8
3/4-Time	9–11	6–7
Half-Time	6–8	4–5

## Priority Filing Deadlines

These dates represent the last date to submit a complete 24-25 Federal Aid Application and receive a financial aid notice before the start of the quarter. Students may still submit an application after these date but the financial aid notice may be delayed. (Applications take 3-4 weeks for processing) Please note: A complete application consists of two parts; 1. A 24 -25 FAFSA 2 A supplemental Financial aid Application. (see page 8 for application process/ instructions).

PRIORITY FILING DEADLINES	
Quarter	Deadline
SUMMER 2024	May 10, 2024
FALL 2024	August 2, 2024
WINTER 2025	November 1, 2024
SPRING 2025	February 7, 2025
PARALEGAL TRAINING PROGRAM	
Quarter	Deadline
SUMMER 2024	May 23, 2024
FALL 2024	August 23, 2024
WINTER 2025	November 28, 2024
SPRING 2025	March 13, 2025

## Guidelines

1. Read carefully and follow all of the directions and steps in this Guide and Application Packet. The steps must be completed in the order outlined.
2. Make sure all of your documents are complete and accurate. Both UCLA and the federal processor will reject any application packet that has missing documents or information.
3. Turn in your completed application by the priority filing deadline. If you are eligible, funds should be available to you at the start of your program.

## Eligibility

You are eligible to apply if you:

- Have earned a high school diploma or GED.\*
- Are a U.S. citizen or eligible non-citizen (must be documented).
- Are enrolled in one of the approved Extension Certificates (see page 3).
- Are enrolled in at least six units of an undergraduate or four units of a graduate certificate per quarter.
- Have not defaulted on any educational loan or do not owe a refund on any state or federal student aid grant.
- Are not receiving Federal Aid at a different school in the same academic year.

*\*If you have not completed this requirement, call your local high school for information regarding GED completion and testing schedules.*

# Cost of Attendance

The Cost of Attendance (COA) is an estimate of the total cost of attending a college or university for one academic year. The COA includes both direct costs, such as tuition, fees and required textbooks, as well as indirect costs, such as room and board, transportation and personal expenses.

The COA is an important factor used to determine the amount of aid a student is eligible to receive. UCLA Extension Financial Aid Office uses the COA to calculate a student's financial need to determine a student's eligibility for need-based aid such as the Pell grant or Federal Direct Subsidized Loan. Need is determined by calculating the difference between the COA and the Student Aid Index (SAI). The SAI is calculated by FAFSA using information provided on the application, such as the student's and their family's income, and assets. The financial aid a student receives cannot exceed the COA.

## 2024–2025 UCLA EXTENSION COST OF ATTENDANCE

Amounts listed are for a whole academic year.

2024–2025 UCLA Extension Cost of Attendance		
	Undergraduate	Graduate
Food & Housing	\$18,609	\$26,091
Books, Course Materials, Supplies, and Equipment	\$1,641	\$1,817
Transportation	\$1,458	\$3,465
Personal	\$2,340	\$2,920
Health Insurance	\$3,842	\$5,571
<b>Loan fees</b>	\$117	\$1,044
Tuition and fees	**	**
<b>TOTAL</b>	**	**

*\*\*Please be aware that your actual costs may differ depending on the cost of the program you are completing.  
For more information about the cost please visit our website [uclaextension.edu](http://uclaextension.edu).*

# 2 Steps to the Financial Aid Process

## STEP 1: FAFSA—2024–2025 Free Application for Federal Student Aid

To apply for Federal Financial Aid at UCLA Extension, you must submit a Free Application for Federal Student Aid (FAFSA). You can file the 2024–2025 FAFSA at **studentaid.gov**. Make sure you list UCLA (Federal School Code 001315) on your application.

## STEP 2: Submit UCLA Extension Federal Aid Application

1. You may access this application with QR code below or by visiting our **Website**



## VERIFICATION

A sample of students are selected for verification each year. This simply means we have to compare tax and personal information to what you entered on your FAFSA. If you are selected for verification, you will be sent a request via e-mail to complete and submit the UCLA Extension Verification Form 592D or 592I. Please be prepared to submit additional documentation with the verification forms, such as a federal tax return transcript.

**NOTE:** Any outstanding UCLA Extension obligations you may have incurred will prevent you from enrolling in UCLA Extension courses.

**NOTE:** If you previously enrolled at UCLA and have academic and financial holds on your student BAR account, you will not be eligible to receive financial aid through UCLA Extension.

**NOTE:** Students are responsible for monitoring their enrollment to ensure compliance with Satisfactory Academic Progress guidelines. Students will also be responsible for any late fees that are assessed as a result of failure to comply with UCLA Extension refund/drop policies.

## FINANCIAL AID NOTICE

Approximately 2-3 weeks after submitting a complete Financial Aid Application you will receive official confirmation of your aid from UCLA Extension. This is your Financial Aid Notification (FAN) letter. The FAN will list your award amount by quarters. As soon as you receive your FAN, circle “A” accept or “D” decline and sign and date form. If you wish to accept a lesser amount you may indicate that on the form.

It is the student’s responsibility to review the contents of the FAN letter and to notify the Financial Aid office immediately of any award inquiries or adjustments no later than 30 days prior to the end of the quarter. Requests submitted during the adjustment period will be reviewed with careful consideration within Federal rules and regulations. However any submissions after the adjustment period will not be reviewed or considered, the award listed on your FAN letter will remain as final. Award inquiries or adjustments must be submitted in writing through a formal statement to the general financial aid email, [finaid@uclaextension.edu](mailto:finaid@uclaextension.edu).

## SUBSIDIZED AND UNSUBSIDIZED LOAN DOCUMENTS

\*For First time Borrowers only, PLEASE DO NOT COMPLETE UNTIL YOU HAVE RECEIVED INSTRUCTIONS TO COMPLETE.

1. Loan entrance counseling is completed with the U.S. Department of Education:  
<https://studentaid.gov/entrance-counseling/>
2. The Master Promissory Note is completed at:  
<https://studentaid.gov/mpn/>

Federal School Code OR Name of College and City	College Street Address	State
001315 UCLA Los Angeles	405 Hilgard Avenue	CA

\*If your Social Security number on your UCLA Extension Account does not match the Social Security number on FAFSA, we will not receive your FAFSA info.

# Disbursement

Direct Loans (subsidized and/or unsubsidized) are quarterly disbursements. Information on the fees attached, taking out Federal Direct Loans and how they affect your loan amount, may be found in the Master Promissory Note and loan disclosure statement. Checks will not be released prior to the dates listed below. **Note: You must be officially enrolled before your Financial Aid check will be disbursed to you (refer to page 10, question 16).**

Quarter	Checks Available
SUMMER 2024	June 14, 2024
FALL 2024	September 13, 2024
WINTER 2025	December 27, 2025
SPRING 2025	March 21, 2025

## DISBURSEMENT DATES FOR PARALEGAL TRAINING PROGRAM

### Special note to students enrolling in the Paralegal Training Program:

In compliance with federal regulations governing student loan programs, checks are disbursed in two equal increments throughout the enrollment period, **not in one initial payment**. You will receive one disbursement at the beginning of the enrollment period (i.e., after the add/drop enrollment period) and the final disbursement at the midpoint of the enrollment period. **Upon disbursement of your Federal Unsubsidized Loan check(s), a refund for the difference of the student loan check and the tuition/fees will be issued once fees are paid in full.** *Please note:* The Financial Aid Office is unable to make any adjustments to the check disbursement dates.

#### 5-month program

Quarter	Checks Available	
	1st Disbursement	2nd Disbursement
SUMMER 2024	July 5, 2024	September 13, 2024
FALL 2024	October 4, 2024	December 27, 2024
WINTER 2025	January 31, 2025	April 8, 2025
SPRING 2025	April 18, 2025	July 2, 2025

#### 11-month program

Quarter	Checks Available	
	1st Disbursement	2nd Disbursement
SUMMER 2024	July 5, 2024	December 12, 2024
FALL 2024	October 4, 2024	March 12, 2025
WINTER 2025	January 31, 2025	July 9, 2025
SPRING 2025	April 18, 2025	October 1, 2025

# BruinDirect

All financial aid disbursements (Direct Loans checks) will be refunded through the UCLA Billing and Receiving (BAR) system called BruinDirect.

## FREQUENTLY ASKED QUESTIONS

### What is BruinDirect?

It is the electronic deposit of funds directly into personal bank accounts, which will allow you to access your money faster and more conveniently. BruinDirect may be used for checking accounts at any bank or credit union in the United States. For EFTs (Electronic Funds Transfer), please allow 3–5 business days from the posted date for funds to be delivered to your account.

### How do I utilize BruinDirect?

Detailed instructions will be listed on the Financial Aid Notification letter.

### What if I do not wish to utilize BruinDirect?

Your Direct Student Loan check may be mailed. Checks will be mailed within 10–15 days of receipt of processing, but no

earlier than the quarterly disbursement dates. **NOTE: Be sure your correct mailing address is on file with the UCLA Extension Financial Aid and Student Records Offices.**

### When is my financial aid disbursed to BAR?

Your financial aid is disbursed to BAR approximately 5–7 days prior to the beginning of the term. You must be enrolled at least half-time (6 units undergraduate or 4 units graduate certificate) in order for financial aid to be released. Loans will not disburse until you have completed promissory note paperwork (refer to page 9, step 3 in this guide). In addition, first-time loan borrowers must complete a mandatory online Debt Management Session at [www.loans.ucla.edu](http://www.loans.ucla.edu).

### Note: You must complete all required sections of the Debt Management Session.

If you have questions, please contact the UCLA Extension Financial Aid Office at **(310) 825-4246** or email [finaid@uclaextension.edu](mailto:finaid@uclaextension.edu).

# Frequently Asked Questions

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**1. Do I apply as a graduate student if I already have a bachelor's, master's, or doctoral degree?**

Status is defined by the certificate. Students must meet certificate prerequisite(s). If you are applying for the Paralegal Training Program (graduate track), Landscape Architecture, or the Post-Baccalaureate Program in Classics, you apply as a graduate student. If you are applying for the Pre-Medical and General Science, or Paralegal Training (undergraduate track) Programs listed on page 3, apply as an undergraduate student even if you already have an undergraduate degree or a graduate degree.

**2. Once I am accepted for financial aid, is it good for the entire time I am taking classes in my program?**

No, you must reapply for financial aid every year. A year is July 1 through June 30. To meet the deadlines, you should reapply by early spring of each year.

**3. How long does it take to be approved for financial aid?**

It can take up to 3–4 weeks.

**4. I understand that if I am 24 or older I am considered independent, but what if I am under 24 and I am independent?**

You need to contact the Financial Aid Office to request the 2024–2025 Independent Appeal Form.

**5. Do I need to pay the school anything before receiving my financial aid?**

Yes, you must pay your Certificate Fee and course fees, UCLA Extension does not defer fees. The fees are listed on page 3 in this guide.

**6. How is the amount of money I will receive determined and who determines it?**

The amount is determined by a formula set by the U.S. Department of Education based on the information you provide on your FAFSA.

**7. Do international students qualify for federal financial aid?**

No.

**8. Do concurrent courses qualify for federal financial aid?**

No.

**9. Can I apply for an Extension Grant if I am receiving Federal Financial Aid?**

No.

**10. I only want to apply for the Pell Grant. Do I have to complete the FAFSA?**

Yes. Since financial need is a criterion, you must complete a FAFSA.

**11. I went to another college, and UCLA is not listed under the school section on my SAR. What should I do?**

Call **(800) 433-3243** and have the federal processor add UCLA's name and school code, 001315, to your SAR. Request that a new SAR be emailed to you.

**12. I received my SAR. Do I need to review it?**

Yes. You must review the entire document. If there are any errors, follow the directions on the first page. If you are not sure what to do, call the UCLA Extension Financial Aid Office at **(310) 825-4246** or email [finaid@uclaextension.edu](mailto:finaid@uclaextension.edu).

**13. If I am attending two colleges at the same time, can I receive financial aid from both colleges?**

No. You may only receive federal aid from one institution at a time. However, private loans may be available to meet any gap in your educational financing needs. Refer to the UCLA Extension website for more information at [www.uclaextension.edu/financial-aid-scholarships-discounts/financial-aid](http://www.uclaextension.edu/financial-aid-scholarships-discounts/financial-aid).

#### 14. How and when do I enroll in UCLA Extension courses?

You may enroll in courses six weeks prior to the beginning of the quarter. You may access the quarterly catalog via our website: [uclaextension.edu](http://uclaextension.edu). To enroll in courses via our website, a valid major credit card (American Express, Discover, MasterCard, JCB, Visa or debit card) **is required**. In order for your financial aid check to be released, you must be enrolled in a minimum of six units in an eligible undergraduate and/or four units in an eligible graduate certificate. Note: Only courses that are a part of your certificate curriculum are eligible for funding.

**Special note to students enrolling in the Pre-Medical and General Science Certificate:** Courses numbered in the 400, 700–900 series, as well XLC concurrent and online courses, are not eligible for funding.

#### 15. How can I view my Financial Aid history?

Have online access to your Direct Loan account information 24-hours a day, seven days a week, at Direct Loans on the web at [studentaid.gov](http://studentaid.gov) or (800) 848-0979.

##### Address:

UCLA Extension  
Financial Aid Office  
1145 Gayley Avenue, Second Floor  
Los Angeles, CA 90024

##### Phone:

(310) 825-4246

##### Office Hours:

8am–5pm (M–F)

##### Fax:

(310) 825-5686

##### Email:

[finaid@uclaextension.edu](mailto:finaid@uclaextension.edu)

##### Website:

[www.uclaextension.edu/financial-aid-scholarships-discounts/financial-aid](http://www.uclaextension.edu/financial-aid-scholarships-discounts/financial-aid)

##### Appointments:

You may schedule an appointment by phone or email.

##### Types of Aid:

Federal Direct Loans Stafford Loans (subsidized and unsubsidized), Pell Grants, Veterans Benefits, Extension Grants, Endowed Scholarships

**How to Submit Financial Aid Documents**—To ensure the security of sensitive information, please submit via U.S. Mail (U.S. Postal Service) or to our email at [finaid@uclaextension.edu](mailto:finaid@uclaextension.edu).

# Maximum Loan Amounts—Federal Direct Loans

MAXIMUM ANNUAL LOAN AMOUNTS—FEDERAL DIRECT LOANS		
Borrower's Academic Level	Dependent Student* Sub and/or Unsub	Independent Student Sub and/or Unsub
<b>First Year Undergrad Student (0–36 units)</b> <ul style="list-style-type: none"> <li>▪ 1 academic year in length (3 quarters)</li> <li>▪ 2/3 academic year in length (2 quarters)</li> <li>▪ 1/3 academic year in length (1 quarter)</li> </ul>	\$5,500 (no more than \$3,500 subsidized)	\$9,500 (no more than \$3,500 subsidized)
<b>Second Year Undergrad Student (37–72 units)</b> <ul style="list-style-type: none"> <li>▪ 1 academic year in length</li> <li>▪ 2/3 academic year in length</li> <li>▪ 1/3 academic year in length</li> </ul>	\$6,500 (no more than \$4,500 subsidized)	\$10,500 (no more than \$4,500 subsidized)
<b>Third and Fourth Year Undergrad Student (73–108; 109+ units)</b> <ul style="list-style-type: none"> <li>▪ 1 academic year in length</li> <li>▪ Less than 1 academic year</li> </ul>	\$7,500 (no more than \$5,500 subsidized)	\$12,500 (no more than \$5,500 subsidized)
<b>Graduate Student**</b>	N/A	\$20,500

\*For dependent students whose parents cannot borrow under the Federal Parent Direct Loan program, the amount under the unsubsidized program is the same as for an independent student.

\*\*Graduate students are no longer eligible for subsidized programs effective July 1, 2012.

MAXIMUM AGGREGATE LOAN AMOUNTS—FEDERAL DIRECT LOANS	
Borrower's Academic Level	Subsidized and Unsubsidized
<b>Dependent Undergraduate Student</b>	\$ 31,000 (no more than \$23,000 subsidized)
<b>Independent Undergraduate Student</b>	\$ 57,500 (no more than \$23,000 subsidized)
<b>Graduate Student</b>	\$138,500 (no more than \$65,500 subsidized)

If you are close to your loan limits and/or have exceeded the aggregate limits, eligibility for funding will vary based on the processed results of your Free Application for Federal Student Aid (FAFSA). All discrepancies must be resolved before your eligibility for funding can be determined.

# Satisfactory Academic Minimum Progress Guidelines

## Qualitative and Quantitative Standards

Federal regulations require UCLA Extension to establish, publish and apply standards of satisfactory academic progress for financial aid eligibility. If you fail to meet minimum progress standards, you will become ineligible to receive financial aid until you are in compliance with the standards. If, during any quarter, you expect you cannot meet the satisfactory academic progress requirements listed, you should contact the UCLA Extension Financial Aid Office immediately.

Programs are held to a **qualitative standard** of a 2.0 grade point average, which applies to all courses taken for credit (letter grade), and a minimum grade of "C" in each class. It should be noted that certain programs may require a higher GPA. In such cases, your evaluation will be based on the higher GPA requirement.

**The quantitative standard** requires you to be enrolled in at least six units in your undergraduate program each quarter or four units in your graduate program in order to obtain funds. You must also successfully complete at least 18 undergraduate units or 12 graduate units in each year of your program. Additionally, each program has a quarter cap, i.e., the maximum number of quarters to complete a program. After the quarter cap established for one program has been reached, no further need-based financial aid will be granted. See page 3 for quarter limits.

To ensure that you meet these federally mandated minimums, plan to enroll in courses with start dates at the beginning of the quarter. If those courses are cancelled, you may have options for enrolling in other courses that will allow you to meet your minimum unit requirement. If you enroll in courses with start dates later in the quarter and those courses are cancelled, you will have few or no options to fulfill the minimum unit requirements and therefore will be held financially responsible.

## Withdrawal and Cancellation

Withdrawal from a quarter in which you receive financial aid may apply as a quarter attended and may work to your disadvantage in reaching the quarter cap of your program. Cancellation of registration (prior to the first day of classes), however, does not apply as a quarter attended. Refund and payback of aid received is based on the date you officially withdraw or cancel.

## Disqualification and Reinstatement

The Financial Aid Office monitors satisfactory progress annually. Progress is measured according to the number of quarters you have attended and the number of units you have successfully completed. If you have not met the requirements, you will be disqualified from receiving funds and your financial aid will be discontinued until the deficiencies are satisfied.

Financial aid eligibility is reinstated for the quarter following the quarter in which you reestablish compliance with the units-per-quarter agreement. For example, if you successfully complete all deficit units in Fall Quarter and therefore make up the deficiency, you become eligible for financial aid in Winter Quarter.

## Appeals Process

If you fail to meet the satisfactory academic progress standards and are disqualified, you may appeal your disqualification.

To appeal, submit a letter and supporting documentation to the UCLA Extension Financial Aid Appeals Committee. In your letter, be sure to explain the circumstances that led to your disqualification and how they affected your ability to meet the requirements. Upon written receipt of your appeals packet, the Financial Aid Appeals Committee will review your request and inform you in writing of its decision.

## Return of Title IV Funds:

Federal student aid is awarded to a student with the understanding that the student will enroll in a certificate program that qualifies for federal financial aid for the entire quarter for which they received aid. When a student completely withdraws and/or drops below half-time enrollment, the student may no longer be eligible for the full amount of federal aid the student was originally scheduled to receive.

Based on the date of your withdrawal, the UCLA Campus Financial Aid Office will calculate how much of your financial aid you "earned" from the beginning of the quarter until the date you dropped classes, including administrative cancellations, if applicable. If you received more financial aid funds than what you were entitled to, you will be required to repay federal financial aid funds received for the quarter of withdrawal to UCLA. Withdrawal may affect your eligibility to receive financial aid in subsequent quarters/terms.

# Other Types of Financial Aid

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For further information on these other types of financial aid, refer to the General Information Section of the Extension catalog or go to [www.uclaextension.edu/financial-aid-scholarships-discounts/financial-aid](http://www.uclaextension.edu/financial-aid-scholarships-discounts/financial-aid).

## Extension Grant

A limited number of need-based grants are awarded by Extension to individuals not eligible for Federal Financial Aid. Up to \$400 in enrollment fees can be waived.

## Endowed Scholarships

There are a limited number of these scholarships available once you have begun a program.

## Veterans Benefits

If you are a veteran, we urge you to contact the Veterans Administration at [www.vba.va.gov](http://www.vba.va.gov) to determine your eligibility. If you are eligible, the Veterans Administration will approve courses leading to a Veterans Administration-approved certificate. For a listing of Veterans Administration-approved certificates, please visit our website at [www.uclaextension.edu/financial-aid-scholarships-discounts/military-veterans-benefits](http://www.uclaextension.edu/financial-aid-scholarships-discounts/military-veterans-benefits). UCLA Extension programs and courses do not qualify for the Cal-Vet College Fee Waiver Program.

## Private Alternative Loans

Private loans are sponsored by banks and private lending institutions, not by the federal government. The interest rate and repayment schedules may vary from one lending institution to another. Eligibility is based on your income and creditworthiness. You will need to contact lenders directly to compare their service packages and determine the best provider for your specific needs.

## AmeriCorps

Each year, over 50,000 Americans of diverse age and backgrounds engage in intensive volunteer service to the country via AmeriCorps, a network of national service programs developed to meet critical needs in education, public safety, health and the environment. AmeriCorps members serve through more than 2,100 nonprofits, public agencies and faith-based organizations. They tutor and mentor youth, build affordable housing, teach computer skills, clean parks and streams, run after-school programs and help communities respond to disasters. On completion of successful service, AmeriCorps alumni can elect to be provided with an education award. Former members are eligible to use their educational award payments to pay for UCLA Extension certificates, course sequences or individual classes. For further information on AmeriCorps visit [americorps.gov](http://americorps.gov).

## DIRECTORY OF CONTACT NUMBERS

### UCLA Extension

#### THE ARTS

Landscape Architecture  
(310) 825-9414 Fax: (310) 206-7382

#### BUSINESS, MANAGEMENT & LEGAL

Paralegal Training Program  
(310) 825-0741 Fax: (310) 825-9242

#### HUMANITIES & SCIENCES

Pre-Medical and General Science Program  
(310) 825-7093 Fax: (310) 206-5066

Post-Baccalaureate Program in Classics  
(310) 825-7093 Fax: (310) 206-5066

#### FINANCIAL AID OFFICE

(310) 825-4246 Fax: (310) 825-5686

#### RECORDS & TRANSCRIPTS

(310) 825-3708 Fax: (310) 825-1439

#### REGISTRATION/CASHIER

(310) 825-9971 Fax: (310) 206-3223

### UCLA

Student Accounting Services  
(Financial Disbursement)  
(310) 825-9194

Student Loan Services  
(Pre-Loan Debt Management Session)  
(310) 825-9864

### Government Agencies

California Student Aid Commission/EdFund  
(888) 224-7268

Federal Student Aid Processing  
(800) 433-3243

Federal Pell Grant (Student Aid Report)  
(319) 337-5665

Internal Revenue Service  
(800) 829-1040

# APPENDIX

## How to obtain irs tax information for tax return filers and non-tax filers

Tax return filers—Federal 2022 Tax Return (Form 1040) and applicable schedules are acceptable in lieu of IRS Tax Return Transcript. A 2022 IRS Tax Return Transcript may be obtained through the following options::

- Online Request via PDF: Proceed to **www.IRS.gov**. Select “Get Your Tax Record” and choose the “Get Transcript Online” option. You will be required to log in or create an account. Select “Higher Education/Student Aid” as the reason you need a transcript and enter an optional Customer File Number\*. Select the year “2022” under the Return Transcript box. Do NOT choose an Account Transcript.
- Online Request via Mail: Proceed to **www.IRS.gov**. Select “Get Your Tax Record” and choose the “Get Transcript by Mail” option. Enter your social security number or individual tax ID number, date of birth, street address, and zip or postal code. In the Transcript Type field, select “Return Transcript” (do NOT choose the Account Transcript) and in the Tax Year field, select “2022”. Enter an optional Customer File Number\*.
- Telephone Request: **1-800-908-9946**
- Paper Request Form: Download IRS Form 4506T-EZ or IRS Form 4506-T on **www.IRS.gov**.

## Financial Aid Packet Checklist

**In order to be eligible for federal financial aid, please make sure you have completed the tasks below:**

- Complete the 2024–2025 FAFSA.
- Create a UCLA Extension account; make sure SSN, mailing address and email address are correct.
- Submit 2024- 2025 UCLA Extension Federal Aid Application See page 8 for QR code or visit our **website**.

For Federal Loan Borrowers, in addition to the items above, please make sure the following are complete:

First time Borrowers only, PLEASE DO NOT COMPLETE UTIL YOU HAVE RECEIVED INSTURCTIONS TO COMPLETE.

- Loan Entrance Counseling is completed with the U.S. Department of Education at <https://studentaid.gov/entrance-counseling/>
- Master promissory note <https://studentaid.gov/mpn/>

**Note: The Financial Aid Office reserves the right to request additional information at any time to process your application. Your financial aid application will be ready for evaluation of eligibility only AFTER you have completed all of the first 3 items of checklist above.**



### Financial Aid Office

1145 Gayley Avenue, Second Floor

Los Angeles, CA 90024

Phone: (310) 825-4246

Fax: (310) 825-5686

[finaid@uclaextension.edu](mailto:finaid@uclaextension.edu)

[uclaextension.edu/financialaid](http://uclaextension.edu/financialaid)

Monday–Friday, 8am–5pm

**UCLA** Extension

