



2019-2020 Financial Aid Appeal Form

Please check term: Fall 2019 _____ Spring 2020 _____ Summer 2020 _____

Complete this form if you wish to appeal your academic status for the semester and/or school year. Once completed, submit this form to the Financial Aid Office at your District College.

Last Name	First Name	Student ID Number
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Section A - REASON FOR APPEAL AND REQUIRED DOCUMENTATION

You must check the reason for your appeal and submit supporting documentation (i.e. illness, family emergency, etc.) with this petition, if that is the bases for requesting an exception. All required documents must be submitted together. Failure to include required documentation will result in your appeal being denied.

DISQUALIFICATION DUE TO (SAP) SATISFACTORY ACADEMIC PROGRESS (Not meeting GPA/Pace Rate)

- Complete the **two** online SAP Counseling Sessions, **The Essentials to Understanding Satisfactory Academic Progress and What it Means to You and The key Components to the Satisfactory Academic Progress (SAP) Financial Aid Appeal Process** through our Financial Aid TV website. If you haven't created an account, you will be required to do so:
 - Cañada College-<http://canadacollege.get-counseling.com/flag-session/16735+16737>
 - College of San Mateo-<http://collegeofsanmateo.get-counseling.com/flag-session/16764+16766>
 - Skyline College-<http://skylinecollege.get-counseling.com/flag-session/16869+16871>**Make sure to print your certificate of completion once you successfully finish the session and attach to your appeal.**
- Student Appeal Letter:** Explain on Page 2 of this form or attach typed letter on separate sheet of paper.
 - Explain any circumstances you believe should be considered in reviewing your appeal for reinstatement or continuation of Financial Aid. Be specific and submit supporting documentation.
 - Explain how you intend to resolve the circumstance(s) as it relates to successfully completing your studies and maintaining good SAP at your District College.
- Current Student Educational Plan (SEP) – signed by student and counselor:**
 - SEP must be current, long term, and must show educational goal or major

DISQUALIFICATION DUE TO EXCEEDED MAXIMUM TIME FRAME OR 90 ATTEMPTED UNITS OR MORE

- Student Appeal Letter:** Explain on Section B below or attach a typed letter on separate sheet of paper.
 - Explain any circumstances you believe should be considered in reviewing your appeal for exceeded maximum timeframe. Be specific and submit supporting documentation.
- Current Student Educational Plan (SEP) – signed by student and counselor:**
 - SEP must be current, long term, and must show educational goal and major

Must show valid photo ID at the time of submission

Cañada College (650) 306-3307, College of San Mateo (650) 574-6147, Skyline College (650)738-4236

IMPORTANT - Please use black or blue ink if completing by hand. This document will be scanned into your financial aid file.

DISQUALIFICATION DUE TO AA/AS OR BA DEGREE

- Explain any circumstances you believe should be considered in reviewing your appeal due to AA/AS or BA degree. Be specific and submit supporting documentation.
- Current Student Educational Plan (SEP) – signed by student and counselor:**
- SEP must be current, long term, and must show educational goal and major

Section B – REASON FOR EXCEPTION(S): Explain any circumstance(s) you believe should be considered in reviewing your appeal for reinstatement or continuation of Financial Aid. Be as specific as you can giving dates and time, if relevant. (ATTACH A SEPARATE SHEET IF NECESSARY)

Section C – PLAN FOR RESOLVING EXCEPTION(S): Explain how you intend to resolve the circumstance(s) as it relates to successfully completing your studies and maintain good SAP. Be as specific as you can in terms of tutoring, childcare, reduction in work schedule, change in major or other factors that may have affected your ability to complete your classes. (ATTACH A SEPARATE SHEET IF NECESSARY)

SIGNATURE

Student Signature Date

FOR OFFICE USE ONLY		
Term:	<input type="checkbox"/> Fall '19	<input type="checkbox"/> Spring '20
	<input type="checkbox"/> Summer '20	
Appeal Results:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
		<input type="checkbox"/> PENDING
Comments:	_____ _____	
Signature:	_____	Date: _____

Must show valid photo ID at the time of submission

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