



FINANCIAL AID APPEAL FORM

Your appeal will be evaluated based on the information you present to support your case. **You must complete all of SECTION A and include all documents required in steps 1, 2, & 3.** Remember to provide as much information as possible. Incomplete forms will delay the evaluation of your appeal.

SECTION A – to be completed by the student

Last Name		First Name	ctcLink ID	
Phone #	Email Address		Degree Program Plan	
Mailing Address		City	State	ZIP
Student Signature			Date	

- On a separate sheet of paper explain why you are appealing? Below are common questions students need to answer to appeal for financial aid. Please answer the question(s) that address why you are appealing, be very specific in your answers.**
 - Why did you not achieve the required credits and/or grade point average (GPA)?
Indicate what unforeseen or beyond your control circumstances occurred, providing appropriate documentation verifying your statements. Also, include what your plans are to prevent or correct the problem from happening again.
 - Why do you need to change your degree or certificate? Why do you need an additional degree or certificate?
Indicate how you will use this new degree or certificate to reach your educational/career goals.
 - Why do you need more time to complete your degree or certificate?
Indicate how you will use this time to complete your degree or certificate.
- Attach a copy of your educational plan.**
An educational plan is a quarter by quarter listing of the classes you plan to take in order to complete your degree or certificate.
- Attach and/or include any documentation that supports your circumstances.**
- Check this box if you give the Financial Aid Office permission to email your appeal notification to you after your appeal is reviewed. Your appeal notification will be sent through USPS mail if you do not prefer to receive an email notification.**

****Incomplete Appeals will not be reviewed until all required items are submitted.**

SECTION B – to be completed by the Financial Aid Office

Appeal Letter Educational Plan Supporting Documentation

Reason for appeal: **SAP** **TF** **DC**

Approved **ZA** **ZX (PROB)** **ZV (PLAN)**

Appeal Quarter (quarter to be funded) _____

Monitor educational plan (**SC**)

Denied (*update AS code*), comments: _____

Standard: earn all credits w/a 2.00 in each class, all grades must be posted by the end of the quarter, no correspondence or CAPS classes, no late or changed grades

Restrictions:

- Enrollment: fulltime ¾ time ½ time LTHT
- specific classes _____
- other _____

Comments: _____

Reviewed by & date: _____