

Satisfactory Academic Progress Appeal

Financial Aid Office

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ctcLink Number	Date of Birth	
Last Name	First Name	Middle Initial

How the Appeal Process Works:

Appeals are reviewed by the Financial Aid Advisory Committee and you will be notified of the Committee's decision through your preferred email account.

Please allow 4-6 weeks for the appeal to be reviewed and please note that the Committee's decision is final and cannot be appealed further.

Step 1: Type, print, and sign a Personal Statement. Describe in detail your extenuating circumstances. [Proceed to Step 2.](#)

What should I include in my statement?

Please explain to the committee what caused you to go on Financial Aid suspension:

- › **What happened?** Specify the extenuating circumstances that were beyond your control.
- › **How did you resolve your situation?** It is vital to address the steps you've taken to resolve your situation so it will no longer interfere with successful completion of your classes.
- › **What are you doing to stay successful in future terms?** Clearly present the things you are doing to be successful in your classes (i.e. tutoring, counseling, back-up child care plans, taking less classes, pursuing a degree that is a better fit, etc.).

Step 2: Obtain and submit supporting documentation from outside sources. [Proceed to Step 3.](#)

What is supporting documentation?

Include any documents from a third party that will support the circumstances you presented in your statement. Examples include but are not limited to copies of medical bills, letters from physicians or counselors, statements from professionals, friends, or family who can corroborate your circumstances first-hand. All documentation should:

- › Show a clear **connection to you**.
- › Be **signed** and have **dates that align** with the information you specified in your statement.
- › Clearly **support the information** in your statement.
- › Confirm your **ability to return to studies**. (Resolution of emotional, medical, housing, financial, transportation issues, etc.).

Step 3: Certification and Signature.

STUDENT CERTIFICATION AND SIGNATURE: By signing and submitting this form, I certify that all information reported on it is true and correct. I understand that by purposely giving false or misleading information on this form, I may be fined, sentenced to jail, or both.

Student's Signature _____ Date _____

NOTE: Attach your statement and supporting documentation to this appeal cover sheet. Appeals missing any required documentation will be returned or not accepted.



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Alternate format of this document is available upon request. Please contact Disability Support Services at 360-992-2314, or 360-991-0901 (video phone).

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Checklist ECL068, ECL069