



FINANCIAL AID APPEAL PACKET

In accordance with Federal Regulations, the Financial Aid Office is required to monitor a student's academic progress towards his/her declared program of study. In order to monitor your progress, the institution has established a Satisfactory Academic Progress Policy (SAP) and all students receiving financial aid must be in compliance.

What it means to be on Disqualification

1. A student is on financial Aid Disqualification (DQ) when he/she has two Probationary semesters in a row; and/or
2. When a student has attempted 90 or more units at West Valley College (this includes transfer units). Also, if you have completed a program of study, i.e. you have received an AA/AS at West Valley College or a BA/BS degree (4 year degree or its equivalent from a college or university even if it is from a foreign country).

PROCEDURE FOR APPEALS

Steps to submit a Financial Aid Appeal:

(Check off each box as you complete the following steps)

- 1. Must complete the request for "Financial Aid Appeal Packet" **Complete your responses before seeing your counselor.**
- 2. Schedule an appointment with a counselor. Ask the counselor to comment and support your appeal. A second appointment may be needed.
- 3. Attach a copy of the Educational Plan to your appeal. **The Ed Plan and current semester enrollment must match.** Outline the courses needed to meet graduation or transfer requirements. **Note:** a student must be in an eligible financial aid program leading to a degree or certificate at West Valley College, or a transfer program.
- 4. Make a photocopy of your request and all applicable documents you are submitting to keep for your records.

Appeals should be prepared thoughtfully and should focus on the reason(s) for the appeal. Attach additional pages if necessary.

Evaluation of an Appeal

1. The Appeals Committee meets twice a month (usually every other Thursday) to evaluate the Appeal packets. **It will be date stamped and reviewed in the order that it is received.**
2. The Appeal packets are then reviewed by Financial Aid staff for completeness.
3. The Appeals Committee will “approve”, “deny”, or have the Appeal “re-submitted” for more information.
4. Financial Aid will contact students to inform them of committee decision.
5. To complete the appeal process, the student is required to come to the Financial Aid Office and go over the committee’s recommendations and then **sign the packet agreeing to the conditions set by the committee.**
6. Once the approved appeal packet is signed, the student will be taken off disqualification status and may be eligible for financial aid.
7. A student regains eligibility for the semester in which the appeal is approved. **(No Retro-Active Financial Aid eligibility is granted for previous terms).**

Note: A student may Appeal more than once.

Student Name _____ SSN/ID# _____

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Complete this form by either typing or **printing your responses in ink**. Your responses must be complete and legible. Attach additional pages if necessary.

This appeal is for: _____ **SAP (unit/grade deficiency). Complete questions 1 through 4**
_____ **Over 90 units or already has AA/AS/BA/BS (answer questions 1, 2 and 5)**

1. Which semester(s) are you requesting financial aid? (**Check all semesters that apply**)

Fall 20 _____

Spring 20 _____

Summer 20 _____

2. Please state your educational objective and/or goal. _____

Name of program at WVC

* Please check one: AA/AS Certificate Transfer

3. Please explain the reasons for not making academic progress.

4. Based on your answers to question #3, what are you planning to do now to ensure academic success in your current goal?

5. Please explain why you have not completed your program of study after you have attempted over 90 units or changed majors.

I certify that all statements made on this form are true and correct to the best of my knowledge.

Student Signature

Date

COUNSELOR COMMENTS/RECOMMENDATIONS

SSN/ID#

Student Name

COUNSELOR/ADVISOR'S COMMENTS/RECOMMENDATIONS: (All of the students past history will be considered. Please give details of corrective actions that you and the student have agreed upon that will assist in the student making satisfactory academic progress.) **Please write your responses in ink.**

In your opinion has the student's problem(s) been resolved Yes No

Counselor's Name

Signature

Date