


Indicate the Quarter and the Year for Which You Are Requesting an Appeal:					QUARTER				YEAR		
					<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring			
LAST NAME	FIRST NAME	M. I.	ctcLink ID number				SS NUMBER				
EMAIL ADDRESS	PHONE (include area code)				SIGNATURE						
 <b>Check all boxes below that apply and see below for additional information.</b>					<small>I certify that all information provided and attached here is true and correct. I understand that providing false, misleading, or partial information to obtain additional financial aid could result in termination of all aid and could lead to repayment of funds and/or prosecution under U.S. criminal code.</small>						

**1.  Financial Aid Appeal Option 1 - Suspension Appeal**

**Submit each of the following items**

- 1) A detailed statement of why you failed to meet satisfactory academic progress, what changes you have made to ensure your success, and any other pertinent information
- 2) Any third-party documentation (e.g., medical documentation, medical release, legal documentation, death certificate/obituary, police reports, etc.) that relates to your request
- 3) Your approved Educational plan (Available through your Compass under Degree planner) or you can request your **degree plan here**.
- 4) A copy of your unofficial transcript
- 5) Your class schedule (if enrolled in an upcoming quarter)

**2.  Financial Aid Appeal Option 2 Maximum Timeframe Appeal**

**Submit each of the following items:**

- 1) Attach the confirmation page indicating you requested an education plan (request through your Compass under Degree planner) or **Degree plan here**.
- 2) Your class schedule (if enrolled in upcoming quarter)
- 3) A detailed statement requesting to have your appeal reviewed based upon your completed education plan including a statement indicating you will follow the education plan requirements.

To complete the appeal process, follow the directions and submit a completed Financial Aid Appeal form along with a typewritten, signed statement and all required documentation to the Student Financial Services office. All appeals will be reviewed by the Financial Aid Appeals Committee, and emailed notifications will be sent regarding the outcome. All appeal results are final. Please note that this is your chance to explain your circumstances, so take the time to complete and submit a detailed statement. Approval of your appeal does not waive any financial obligations. Appeals will not be approved if you owe a repayment. Appeals that do not have proper documentation or are incomplete will be denied. If your appeal is approved, your aid will be determined at that time based upon available funds. If your appeal is denied, your denial letter will explain what options are available to you for reinstatement of your financial aid eligibility.