



Financial Aid Appeal Checklist

Submit the following appeal documents:

☐ **Appeal Forms/ Appeal Contract/ Statement and Documentation**

Complete and submit the following forms to the Student Financial Services Office:

- **Appeal Form:** Complete all questions on the Appeal Form.
- **Appeal Contract:** Read and sign the appeal contract. Remember that this is a contract for Financial Aid Probation that you will be held to or your financial aid will be terminated. It is your responsibility to review and fully understand the terms and conditions of Financial Aid Probation.
- **Provide Documentation:** Attach the letter explaining why you have not met SAP standards and/or have not completed your educational goal(s) within the maximum units allowed. Address what steps you have taken to resolve your situation with supporting documentation, if applicable and available, for any circumstance as indicated on the appeal form. Appeals submitted without a statement will be not be reviewed.

☐ **Get SAP**

- Students must complete the GetSAP session and quiz before your appeal packet will be reviewed. Please find the email with the link to your Get SAP session in your student email account. You **MUST** pass the quiz at the end of the session to be considered.
- Please indicate the date you passed the GetSAP quiz
DATE: _____

☐ **Provide a Comprehensive Student Education Plan.**

- **Verify that you have a current Student Education Plan on Starfish that must be dated within 30 days of the date you submit your appeal. Appeals must be approved through the academic year.**
- Please indicate the date you last completed or updated your Education Plan
DATE: _____
- If you need to meet with a counselor to make a new Education Plan or update your old one, call the Columbia College Counseling Office at (209) 588-5109, or if you are a Special Programs student contact the Special Programs Office at (209) 588-5130 to schedule an appointment.
- **Educational Objective:** Your Student Education Plan must be for only **one** educational objective. Student have up to 140 units to complete their degree, this includes federal and state funding. Student with over 140 units will automatically be denied. Any change in your academic goal or program, after your Probation status has been determined, it will result in termination of your Financial Aid Probation status.

SUBMIT APPEAL DOCUMENTS: *(Use one of the following methods)*

Mail: Columbia College Financial Aid Office 11600 Columbia College Dr. Sonora, CA 95370	Fax: (209) 588-5391
Email: Last Names: A – L browningl@yosemite.edu M – Z bartelsc@yosemite.edu	In Person: Financial Aid Office Upper Manzanita, Office 205



Financial Aid Appeal

Select Semester:

Fall 20

Spring 20

Summer 20

NAME: _____ W#: _____ PHONE: _____

In compliance with federal regulation, Columbia College is required to monitor whether or not each student is meeting Satisfactory Academic Progress (SAP) standards. Students who fail to maintain SAP standards are not eligible to receive financial aid. Students who are not meeting SAP may submit this packet and supporting documentation to appeal the decision. The SAP policy includes the criteria listed below. Students who are disqualified for one or more of the following reasons are not eligible for financial aid funding unless their appeal is approved. Please select the reason why you are disqualified from financial aid. ***Appeals MUST be submitted no later than 14 days prior to the end of your class(es).***

- ☐ My cumulative GPA of less than 2.0.
- ☐ I completed less than 67% of ALL attempted units (calculation includes classes with grades of W, F, I, and NP)
- ☐ Attempted excessive units (units exceed 150% of the published length of indicated program)
90 Units Allowed: To complete a 60-unit AA/AS degree, AAT/AST degree, or vocational program. Student who have over 140 attempted units will not be approved.
45 Units Allowed: To earn a Certificate of Achievement
- ☐ Already earned an AA/AS degree or beyond.
If you have received a BA there is no further Financial Aid available to you, appeal will be denied.

1. What is your educational objective at Columbia College (can only select one educational objective)?

- ☐ Transfer ☐ AA Degree ☐ AS Degree ☐ Certificate ☐ Other: _____

2. What is your current major on your approved Education Plan? _____

3. When will you complete your educational goal? (semester / year) _____

4. What is your Pell Grant Lifetime Eligibility Used (LEU) Percentage? _____ %

➔ Visit your Financial Aid Portal to view your LEU percentage. Look under "Pell Lifetime Eligibility Used".

Disqualified students with extenuating circumstances may submit an appeal for Financial Aid Probation. Your extenuating circumstances must have occurred during the semester/s of academic difficulty.

Appeal Statement

1st Explain your extenuating circumstances:**

(Type a letter explaining what occurred during the semester/s in which you were unsuccessful)

You can attach supporting documentation to this appeal form, if applicable and available (i.e. doctor's statement, police report, death certificates, and other documents pertaining to your circumstances).

2nd What steps have you taken to resolve your situation:

(In your letter address how your situation is different and what have you done to ensure you will be successful now)

Your appeal will not be accepted without this statement**



Appeal Contract

You are required to thoroughly read and check the box next to all items below to confirm your understanding and agreement to the following Columbia College Financial Aid Satisfactory Progress requirements (regulations/expectations) and services available at Columbia College.

I agree to the following requirements, and understand that my Financial Aid Probation will be terminated if I fail to comply: (mark each box)

- ☐ I have read and understand the CC Financial Aid Satisfactory Academic Progress (SAP) policy, which is available online through the Columbia College Financial Aid webpage.
- ☐ I understand that submission of an appeal **does not** guarantee probation approval.
- ☐ I understand that a decision regarding this appeal for probation will be sent to me via my student email account within **two to six weeks** from the date of submission, and this it is my responsibility to ensure my appeal was received no later than 14 days prior to the end of the semester you are appealing for.
- ☐ I understand that I am required to maintain a semester Grade Point Average of 2.0 or above AND complete **all** of the attempted units that I receive financial aid funding for.
- ☐ I understand that if I drop any units that I am receiving financial aid funding for, without an academic counselors approval, my probation will be terminated. I understand that it is my responsibility to be aware of drop deadlines each semester. I agree that if I no longer intend to take a course, I will withdraw from it prior to receiving a "W."
- ☐ I understand that I may be subject to repaying my financial aid if I withdraw from a course, do not attend (*no show*), and/or receive all non-passing grades.
- ☐ I am aware of various academic and student support services on campus (e.g. tutoring, counseling, DSPS, EOPS, AAC etc.) and that it is my responsibility to seek help from support services to successfully complete my courses with an A, B, C, or P (pass).
- ☐ I know the importance of course load and time management when planning my schedule.
- ☐ I understand that while I am on probation, my disbursements each semester may be **delayed** and I should plan to be able to purchase books & supplies on my own which will contribute toward a successful semester.
- ☐ I understand that if I do NOT understand one or more of the conditions stated above, I agree to contact my Financial Aid Specialist to seek clarification before accepting full responsibility of this contract.

CERTIFICATION:

I, _____ (*print name*), agree to the conditions of the Appeal Contract and I understand, if my Financial Aid Probation is approved, that failure to meet the requirements above will negatively impact my future eligibility for financial aid. I understand if my appeal is denied, I must achieve Satisfactory Academic Progress in order for financial aid to be reinstated.

Signature

W#

Date