



2017-2018 Financial Aid Appeal

Last Day to Submit Appeal: Fall 2017 Semester – October 6, 2017

Spring 2018 Semester – February 15, 2018

Appeals are not available for the Summer Semester

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 along with supporting documentation to appeal their 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 they submit an appeal and are approved.

- Cumulative GPA of less than 2.0
- Completed less than 67% of ALL attempted units
- Attempted excessive units (units exceed 150% of the published length of indicated program)
 - * 90 Units Allowed: To complete a 60-unit AA/AS degree, 4-yr transfer, or vocational program.
 - * 45 Units Allowed: To earn a Certificate of Achievement
- Already earned an AA/AS degree or beyond.

1. What is your educational objective at Columbia College?

Transfer AA Degree AS Degree Certificate Other: _____

2. What is your current major? _____

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

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

→ Go to https://www.nslds.ed.gov/nslds_SA to view your LEU percentage.

Disqualified students with extenuating circumstances may submit an appeal for financial aid consideration. Your extenuating circumstances must have occurred during the semester(s) of academic difficulty.

Reason(s) for Appeal: *Check appropriate box(es) below.*

I already earned an AA/AS Degree and am continuing to take transfer courses.

Provide an updated Educational Plan that includes courses still required.

I changed my major.

List your previous major(s): _____

Mobilization to active military service, deployment or training.

Provide documentation of military deployment or training.

I experienced a death / major illness within my immediate family (i.e. spouse, parent, child, or sibling).

Provide a copy of the obituary, funeral announcement, death certificate, or medical records.

I experienced a personal medical or mental health issue.

Provide documentation from your medical provider, physician, social worker, etc.

Natural disaster affecting student's attendance

Provide documentation to support your claim.

Other extenuating circumstances outside of my control.

Provide documentation to support your claim. Include proof the circumstance has changed or is resolved.

I have successfully completed at least one semester without financial aid since becoming disqualified.

Provide proof of successful semester if you were at a college other than Columbia College or Modesto Junior College.

Satisfactory Academic Progress Appeal Quiz

Name: _____ W# _____

This quiz must be submitted with your financial aid appeal.

1. To comply with Columbia College Satisfactory Academic Progress (SAP), what is the cumulative Grade Point Average (GPA) that you must maintain?

- 1.5
- 2.0
- 2.5
- 2.7

2. You must complete _____% of the courses you attempt in order to stay on track with the pace of progression.

- 50%
- 67%
- 72%
- 80%

3. If your Educational Goal is to earn an AA/AS Degree or Transfer, you must file an appeal once you have attempted _____ units, in order to be considered for financial aid.

- 80
- 85
- 90
- 100

4. If your Educational Goal is to earn a Certificate, you must file an appeal once you have attempted 45 units to be considered for financial aid.

- True False

5. Receiving W's on your record can affect your financial aid pace of progression and are included in the number of attempted units toward the maximum time frame.

- True False

6. If your appeal is approved, funding will continue the following semester even if your semester Grade Point Average (GPA) is 1.95.

- True False

7. You may be subject to repaying your financial aid funds if you withdraw from a course, do not attend (*no show*), and/or you receive all non-passing grades.

- True False



Appeal Contract 2017-2018

You are required to initial 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 will be suspended if I fail to comply: (mark each box)

- I have read and understand the CC Financial Aid Satisfactory Academic Progress (SAP) policy.
- I understand that I will receive funding only for classes on my student educational plan that are required for my education goal.
- I understand that class repeats, activity courses, and/or other courses not required to achieve my stated educational goal will not be funded.
- 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 federal law limits the Federal Pell Grant to 600% (an equivalent of 6 years) lifetime eligibility. The maximum amount of Pell Grant funding available is 100% per year.
- 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 also understand that if I drop any units that I am receiving financial aid funding for, my appeal will be terminated.
- I am aware of various academic and student support services on campus (e.g. tutoring, counseling, DSPS, EOP&S, 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 an appeal, my disbursements each semester will 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 the Financial Aid Office 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 appeal 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



Appeal Checklist

Submit the following appeal documents:

Appeal Forms / Financial Aid Quiz / Appeal Contract

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

- **Appeal Form:** Complete the Appeal Form to explain why you have not met SAP standards and/or have not completed your educational goal(s) within the unit maximum allowed.
- **Financial Aid Quiz:** Read and answer questions.
- **Appeal Contract:** Read and sign the appeal contract.

Provide an Educational Plan

• **Submit a copy of your current Student Educational Plan:** Your Educational Plan must be current (dated within 6 months of the date you submit your appeal) and must be signed by both you and your academic counselor. If you need to meet with a counselor to make a new Educational Plan or update your old one. Call the Columbia College Counseling Office at (209) 588-5109 to schedule an appointment.

Provide Documentation

Attach supporting documentation for any circumstance as indicated on the appeal form.

Incomplete requests will not be processed.

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

In Person: **Financial Aid Office**
Upper Manzanita, Office 205

Phone: Last Name A – L 209-588-5102

Last Name M – Z 209-588-5272