



## FINANCIAL AID APPEAL PACKET

The Financial Aid Office is required to monitor each student's academic progress toward his/her declared program of study. **An eligible Financial Aid Program of Study is an AA/AS degree, a Transfer Program, or a certificate that is at least 16 units, 15 weeks long and is state approved.** In order to monitor your progress, this institution has established a Satisfactory Academic Progress Policy (SAP) and all students receiving financial aid must be in compliance.

**DEADLINES – Summer 2018 – July 19, 2018** to be considered for Summer 2018 payment.  
**Fall 2018 - November 14, 2018** to be considered for Fall 2018 payment. **Spring 2019 - April 10, 2019** to be considered for Spring

**IMPORTANT!** **A maximum of three (3) appeals district-wide** will be considered by the appeals committee during a student's attendance at West Valley and Mission Colleges. No exceptions. Students with a BA/BS degree may be eligible, if approved, for up to a **total of one year**.

**Satisfactory Academic Progress (SAP) Appeal:** will only be reviewed for **documented extenuating circumstances** (i.e., serious illness, severe injury, car accident, death in the family, etc.) which affected academic progress. *Wrong or difficult class, too many units in the term, bad time management, transportation issues, too many work hours, etc. are NOT extenuating circumstances.*

**Appeals must include** an explanation of the contributing factors, **documentation of those circumstances**, and must outline corrective or preventative measures to ensure satisfactory progress in the future.

**Maximum Timeframe (Over Units) Appeal:** Federal guidelines state the total number of units attempted may not exceed 150% of the declared educational goal.

All Appeals will be reviewed by the Financial Aid Appeals Committee. The student will be notified the Committee's decision by email or mail, including written committee recommendations and requirements. The decision of the Financial Aid Appeals Committee is final. No in-person appeals will be considered. Students not eligible to appeal should contact the Financial Aid Office if they have regained eligibility during the aid year.

### PROCEDURE FOR APPEALS

1. Complete the Financial Aid Appeal Packet following the criteria listed above. **Complete your responses before seeing a counselor.** Gather documentation to support your reason for appealing.
2. Schedule a one hour appointment with a counselor. Ask the counselor to review and consider supporting your appeal. A second appointment may be needed. Bring copies of transcripts from previous colleges attended, if applicable, and take them with you to the appointment with the counselor.
3. Prepare and attach a copy of the complete Educational Plan. **The Ed Plan and current semester enrollment must match.** Outline the courses needed to meet graduation or transfer requirements. Attach copies of supporting documentation. Supporting documentation must accompany your appeal.
4. Attach a copy of your unofficial transcript. Make a copy of this request for your records.

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## FAQs:

**What is Financial Aid Warning?** A student is placed on Financial Aid Warning when the minimum requirements of the Satisfactory Academic Policy are not met. (1) must have minimum cumulative GPA of 2.00 and (2) must successfully complete at least 67% of the semester units attempted and, THIS IS NEW, 67% of the cumulative number of units attempted and (3) may not have attempted over 150% of units required to meet the student's educational goal.

**What is Financial Aid Disqualification?** A student is on Financial Aid Disqualification (DQ) when the student has:  
(1) two consecutive semesters with a Warning status and/or  
(2) 90 or more attempted units, including transfer units. Attempted units are units at West Valley College and any units from other college(s) evaluated and listed on the West Valley transcript.  
(3) already earned a BA/BS degree, even if it is from a foreign country.

**Can I still get my grant money, Work Study job or apply for a loan if I am on Financial Aid DQ?**  
No, you may not benefit from these programs without submitting an Appeal and having it approved. A DQ status does not affect the Board of Governors' Fee Waiver (BOGW).

**What is a Financial Aid Appeal?**  
The appeal allows you to explain in writing any circumstances that may have contributed to your inability to meet the minimum requirements of our Satisfactory Academic Progress Policy. Appeals should be prepared thoughtfully and should focus on the reason(s) for the appeal. Attach supporting documentation for the committee to review. **Please, complete your responses before seeing a counselor. Incomplete appeals will not be reviewed.**

**Do I have to meet with a counselor?**  
Yes. This is your opportunity to discuss with a counselor your particular situation. Schedule a one hour appointment; this cannot be completed on a drop-in basis. The counselor will also help you complete an Educational Plan. **The Ed Plan and your current semester enrollment must match.**

**Can I get paid for a previous semester if my appeal is approved this semester?**  
No, a student regains eligibility only for the semester in which the appeal is approved.

**I just need a few classes in order to be admitted to a degree program at another school. Can I get financial aid?**  
No, an eligible Financial Aid Program of Study at WVC is an AA/AS degree, a Transfer Program, or a certificate that is at least 16 units, 15 weeks and is state approved.

**I have a double major. How does that affect financial aid?**  
Financial Aid can only pay for one program of study at a time.

**What if my appeal is denied? Can I appeal to a higher authority?**  
No, the decision of the Financial Aid Appeals Committee is final.

## Evaluation of an Appeal

1. The Appeals Committee generally meets weekly to review Appeals. **Your appeal will be date stamped and reviewed in the order that it is received. Supporting documentation must accompany your appeal.**
2. The Appeal packets are reviewed by Financial Aid staff for completeness and to determine if the appeal is eligible for review by the Committee.
3. The Appeals Committee will approve, deny, or have the appeal re-submitted with additional information.
4. The Financial Aid staff will contact students (generally by e-mail) to inform them of the committee's decision. The student is notified of the committee's recommendations and conditions of the appeal.
5. The student will be taken off DQ status and may be eligible for financial aid.
6. A student regains eligibility for the semester in which the appeal is approved. **(No Financial Aid eligibility is granted for previous terms).**

# FINANCIAL AID APPEAL PACKET

**Student Name** \_\_\_\_\_ **ID#** \_\_\_\_\_  
Please print clearly: Last, First

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 BA/BS degree**. Complete questions 1, 2 and 5

**This is my** 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> Appeal (circle one)

1. Which semester(s) are you requesting financial aid? (enter year and semester)

Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_  
year year year

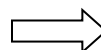
2. Please state your educational objective and/or goal. \_\_\_\_\_

**Name of program at WVC**

\* Please check one:  AA/AS  Certificate  Transfer

3. Please explain the **documented** extenuating circumstances that prevented you from not making academic progress.  
(such as, serious illness, severe injury, car accident, death in the family, etc.) **Wrong or difficult class, too many units in the term, bad time management, transportation issues, too many work hours, etc. are NOT extenuating circumstances.**  
**Attach documentation of your extenuating circumstances to this appeal.**

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



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**Student Name** \_\_\_\_\_

**ID#** \_\_\_\_\_

Please print clearly: Last, First

5. Please explain why you have not completed your program of study after you have exceeded 150% of your declared educational goal.

**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

COUNSELOR/ADVISOR'S COMMENTS/RECOMMENDATIONS: (All of the student's 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. **If you do not support this appeal, please explain.**

\_\_\_\_\_  
Counselor's Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date