



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

# 2017 – 2018 Financial Aid Appeal Form



**Please check campus:**      Cañada College      College of San Mateo      Skyline College

Complete this form if you wish to appeal your academic status for the semester and/or school year. Once completed, submit this form to the Financial Aid Office at your District College.

## Section A - STUDENT INFORMATION:

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Last Name	First Name	Middle Initial	Student ID Number
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Street Address	City	State	Zip Code	Telephone Number
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## Section B - REASON FOR APPEAL AND REQUIRED DOCUMENTATION

You must check the reason for your appeal and submit supporting documentation (i.e. illness, family emergency, etc.) with this petition, if that is the bases for requesting an exception. All required documents must be submitted together. Failure to include required documentation will result in your appeal being denied.

### DISQUALIFICATION DUE TO (SAP) SATISFACTORY ACADEMIC PROGRESS (Not meeting GPA/Pace Rate)

- Student Appeal Letter.** Explain on Page 2 of this form or attach typed letter on separate sheet of paper
- Explain any circumstances you believe should be considered in reviewing your appeal for reinstatement or continuation of Financial Aid. Be specific and submit supporting documentation.
  - Explain how you intend to resolve the circumstance(s) as it relates to successfully completing your studies and maintaining good SAP at your District College.

**Current Student Educational Plan (SEP) – signed by student and counselor**

- Schedule an appointment with a Counselor
- SEP must be current, long term, and must show educational goal or major

**Copy Student Success Workshop (SSW) Certificate (for Skyline and Cañada students only)**

- Skyline Students – Sign up to attend the workshop through the Counseling Division
- Cañada Students – Sign up to attend the workshop through the Financial Aid Office

### DISQUALIFICATION DUE TO EXCEEDED MAXIMUM TIME FRAME OF 90 ATTEMPTED UNITS OR MORE

**Current Student Educational Plan (SEP) – signed by student and counselor**

- Schedule an appointment with a Counselor
- SEP must be current, long term, and must show educational goal or major

**Must show valid photo ID at the time of submission**

Cañada College (650) 306-3307, College of San Mateo (650) 574-6147, Skyline College (650)738-4236

**IMPORTANT** - Please use black or blue ink if completing by hand. This document will be scanned into your financial aid file.

**DISQUALIFICATION DUE TO AA/AS OR BA DEGREE**

**Current Student Educational Plan (SEP) – signed by student and counselor**

- Schedule an appointment with a Counselor
- SEP must be current, long term, and must show educational goal or major

**Section C - PLAN FOR RESOLVING EXCEPTION(S):** Explain how you intend to resolve the circumstance(s) as it relates to successfully completing your studies and maintaining good SAP at your District College. Be as specific as you can in terms of tutoring, childcare, reductions in work schedule, change in major or other factors that may have affected your ability to complete your classes.  
(ATTACH A SEPARATE SHEET IF NECESSARY)

**Section D - PLAN FOR RESOLVING EXCEPTION(S):** Explain how you intend to resolve the circumstance(s) as it relates to successfully completing your studies and maintaining good SAP at your District. Be as specific as you can in terms of tutoring, childcare, reductions in work schedule, change in major or other factors that may have affected our ability to complete your classes. (ATTACH A SEPARATE SHEET IF NECESSARY)

**SIGNATURE**

\_\_\_\_\_

Student Signature

**FOR OFFICE USE ONLY**

Term:	Fall '17	Spring '18	Summer '18
Appeal Results:	APPROVED	DENIED	PENDING
Comments:	_____		
_____			
Signature:	_____		Date: _____

**Must show valid photo ID at the time of submission**

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