Received by/Date: _____

Financial Aid Office
1000 W. Foothill Blvd.
Glendora, CA 91741

2014-2015 Appeals Application

Fall ____ Spring ____ Summer ____

Note: Winter term is part if the Spring Semester for financial aid Satisfactory Academic Progress (SAP) purposes.

Therefore all coursework completed in the Winter term will be applied towards Spring for SAP purposes.

_____ _____
Last Name First Name MI Student ID #

_____ _____
Mailing Address City State Zip Phone#

Deadlines to submit Appeal Application: Fall: September 11, 2014 Spring: March 05, 2015 Summer: July 09, 2015

Federal regulations mandate that schools participating in the federal student aid programs establish a SAP policy that monitors student progress for grant/loan eligibility. Students who have attempted more than 120 units will not be eligible to appeal. Please review the SAP policy & Appeal Eligibility Criteria.

1. Reason for Appeal (Check all that apply):

- ☐ I currently have a cumulative grade point average (GPA) below a 2.0 at Citrus.
- ☐ I currently have a cumulative completion rate (Ratio) that is less than 75% at Citrus.
- ☐ I have attempted more than 150% of the units required for a certificate program. (SEP must include a completion date.)
- ☐ I have already completed a degree (Associate or Bachelors, or a foreign degree), or have exceeded the maximum of 72 attempted units from all colleges attended. (SEP must include a completion date.)

2. Explain the circumstances that support your appeal on a separate sheet of paper. You should address all periods when did not meet SAP. You should attach any supporting documentation that supports your request for all periods of deficiency, **In addition you should explain your educational goal, major, and the remaining length or your program at**

Checklist For Submitting Your Financial Aid Appeal. (You must initial each line below)

I have met with my counselor and have completed a Student Educational Plan (SEP). _____

I have declared a Major and an Educational Goal with Admissions & Records, this matches the information on my SEP. _____

All supporting documentation including my appeal statement and SEP have been attached to this application. _____

I am officially enrolled in classes or currently on the waiting list for this semester. _____

I have read and I understand the SAP policy and the Appeal Eligibility Criteria. _____

By initialing the lines above, you are confirming that you have completed all of the requirements to submit an appeal to the financial aid office. Failure to meet any of these requirements will result in your appeal being denied. The review process takes approximately 4-6 weeks to complete depending on the volume of appeals to be reviewed by the appeal committee. You will receive a written response via postal mail when a decision is made. Make sure that your mailing address is current with Admissions & Records. The decision of the financial aid committee is final and cannot be appealed for the remainder of the year.

_____ _____
Student's Signature Date

THIS DECISION IS FINAL
It is your responsibility to meet Satisfactory Academic Progress Standards.
Please keep a copy of this appeal for your records.