Appeal for Reinstatement or Extension of Financial Aid (revised)

When you apply for financial aid, we are required to review your entire academic history and verify that you meet the satisfactory academic progress standards required by the Financial Aid Office. The Chabot Financial Aid Office requires that all students maintain the following standards of Academic Progress for eligibility for Federal and State Financial Aid.

- Maintain a cumulative GPA of at least 2.00.
- Successfully complete at least 67% of the credit hours you attempted in the previous semester.
- Complete a certificate, associate or transfer program within 150% of the published length (typically no longer than 90 attempted credit hours for an associate or transfer program.) Attempted units include those units that would be accepted by Chabot for completion of our certificate, degree or transfer programs.
- Successfully meet prior appeal stipulations or contract.

Unfortunately, you do not meet these minimum academic progress requirements and therefore are ineligible to receive financial aid such as Pell Grant, Supplemental Grant, Cal Grant, Stafford Subsidized or Unsubsidized Student Loans, Federal Work-Study, and some scholarships. The Academic Progress requirement does not affect eligibility for the Board of Governor’s Fee Waiver (BOG). Please read the letter you received regarding your suspension status for the details of your deficiencies, and see the Chabot Financial Aid Academic Progress policy for more information.

If you feel there are extenuating reasons that prevented you from meeting these criteria, you may request that the Financial Aid Office reconsider your eligibility based on those reasons. Submit the following to the Financial Aid Office; incomplete packages are not considered and will not be reviewed. Appropriate documentation must be received with every petition.

1. Read, complete and sign this appeal form.
2. Attach documentation to support your appeal. Documentation should be from a verifiable third party (i.e. legal/court paperwork, doctor, counselor/therapist, school, clergy, or other independent source of information), on their letterhead. Information or letters of support from family, friends, or not on a professional's letterhead will typically not be acceptable documentation.
3. Attach a current Student Educational Plan (SEP). The SEP should show what classes have already been completed toward your degree objective, must show what classes are required to complete your degree objective, and must be signed and dated by your Academic Counselor.
4. Copies of all academic transcripts from prior colleges, regardless of whether or not you plan to transfer in units to Chabot degree. Transcripts will be evaluated for incoming units to Chabot degree, and/or academic history or patterns. Failure to provide will only delay review of your appeal.

Submitting an appeal does not guarantee it will be approved. Each case is reviewed and a decision determined on its individual merits. You will receive a written response in approximately two to six weeks from the date you submitted your completed appeal packet. If you already registered for classes, you must make arrangements to pay for your charges and to purchase your books. Disbursements of eligible aid late in the semester after review of a petition will not be considered as an extenuating circumstance for any future appeal. If you have questions about your academic status or the appeal procedure, visit the Financial Aid Office.

1) My current academic goal is to complete: ___ CERTIFICATE ___ AA / AS Degree ___ TRANSFER / BA Degree
2) I plan to graduate or transfer from Chabot College as of ________/_______.
   Month Year
3) My major or program of study is ________________________________.
4) **Reason for exception:** Detail the extenuating circumstances you believe should be considered in reviewing your appeal for reinstatement or continuation of financial aid. Describe how you resolved or intend to resolve the circumstances in order to successfully complete your studies at Chabot. Be as specific as you can in terms of tutoring, childcare, reductions in work schedule, or other factors that affected your ability to complete your classes or program successfully. Feel free to attach a separate signed and dated statement if you need more space.

If my appeal is approved, I agree to the terms of my stipulation contract to correct my deficiencies and to the decision of the Financial Aid Office. I acknowledge that future receipt of financial aid depends upon fulfilling the conditions of my stipulation contract and maintaining all other aspects of the satisfactory academic progress policy. I understand that a decision regarding this petition for reinstatement will be mailed to me within two to four weeks from date of submission of all requested information.

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**FOR OFFICE USE ONLY**

<table>
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<tr>
<th>Semester/Year:</th>
<th>CGPA:</th>
<th>Attempted hrs:</th>
<th>Transfer hrs:</th>
<th>67%:</th>
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<tbody>
<tr>
<td>Request Pending:</td>
<td>update SEP</td>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Denied: __________

Approved: _______

**CONDITIONS:**

___ Follow current SEP, classes only toward degree plan
___ Complete at least 67% of attempted units w/ minimum 2.00 semester gpa.
___ OTHER
___ OTHER

**COMMENTS:**

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DATE / FAO Initials: ______________________