



Name: _____ **Student ID #:** @ _____

Print legibly: Last First MI

Address: _____ **Phone #:** () - _____

Street City State Zip

In accordance with Federal Regulations, the Financial Aid Office is required to monitor a student's academic progress towards his/her declared program of study. In order to monitor your progress, the institution has established a Satisfactory Academic Progress Policy (SAP) which all students receiving financial aid must be in compliance.

According to the policy, you have been certified to be either on Satisfactory Academic Progress Probation, OR have been determined to be ineligible or disqualified for financial aid for the term specified in your official notification.

DO NOT RETURN TO THE FINANCIAL AID OFFICE

In order for our office to consider your Financial Aid Petition Form for a review of your Satisfactory Academic Progress status, ***you must perform the following:***

Complete the Financial Aid Petition Form (3 questions below, attach additional pages if necessary).

Make a photocopy of all applicable documents you are submitting (keep for your records).

At this time, you DO NOT need to meet with an Academic Counselor in the Counseling Center. To petition, you must complete the questions below and submit your petition to the Financial Aid Office.

FINANCIAL AID DISQUALIFICATION INSTRUCTIONS

Explain why you were unable to maintain satisfactory academic progress. Submit this petition and describe what corrective or preventive actions you will be taking. Include supporting documentation.

1. Please state your educational objective and/or goal(s):



2. Please explain the reasons you are not making satisfactory academic progress. Explain any special circumstances which have made it difficult for you to succeed in your classes or obtain your educational goal. If you are enrolling in a course which you have previously enrolled in (i.e., repeat), explain the reasons for this circumstance. Attach supporting documentation that will help the Financial Aid Office understand your situation.

3. Please explain how you plan to succeed in your classes from now on. Give examples of your efforts to improve your academic performance. Please indicate when you will complete your program at the college.

I certify under penalty of perjury that ALL statements made above and contained in the support documentation are true and correct to the best of my knowledge.

Student's Signature

Date

Submit your petition form to the Financial Aid Office. Petitions are reviewed on a first-come, first-served basis by committee. You will receive a written notice within 4 weeks from the date you submit your Petition form. Thank you for your patience.