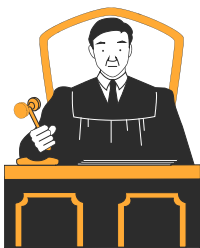


2017-2018
APPEAL FORM INSTRUCTIONS
San Diego Miramar College
Financial Aid Office

PROCESS

1. Students who are denied Financial Aid for failure to meet any part of the Satisfactory Academic Progress Policy may submit an appeal, if you had extenuating circumstances. Examples of extenuating circumstances are death in the immediate family, hospitalization, auto accident, etc. **YOU MUST PROVIDE THE SUPPORTING DOCUMENTATION WITH YOUR APPEAL (EX: medical records, police report, etc.)**
2. If your appeal is approved, you will be placed on “Financial Aid Probation” for one payment period (one semester) only. You must make Satisfactory Academic Progress (SAP) and comply with all the specified conditions in your appeal decision.
3. If you do not make SAP or meet the conditions in the appeal decision, you will be disqualified again. You can reapply for financial aid **ONLY** after complying with all the specific conditions in your previous appeal decision and you must be enrolled in at least six units or the remaining units required to completing your current program.
4. Please read the “Satisfactory Academic Progress” Policy for more detailed information. You can find this information in our financial aid website and/or Financial Aid Office.



REQUIREMENTS

- ✓ **FAFSA** (Federal financial aid application) – must be on-file with Miramar’s Financial Aid Office.
- ✓ **Official (sealed) Academic Transcripts** from all prior colleges attended must on-file with the Admissions Office before submitting this Appeal Form. Submit all transcripts to the Admissions Office. When submitting official transcripts you must also request for it to be evaluated. Keep in mind that the evaluation period could take up to 4 weeks.
- ✓ **Enrollment in classes** – Must be enrolled in classes **BEFORE** submitting this form to the Financial Aid Office.
- ✓ **Student Educational Plan** – Must be on-file with the Counseling Department based on your current educational goal, as stated on your appeal form.
- ✓ **Supporting Documentation** such as: hospital bills, death certificate or other documentation to support and validate the events in your Appeal Form explanation.
- ✓ **Explanation** - Answer all applicable questions of this Appeal Form (in detail) by the deadline.

TIMELINE

1. All Appeals are reviewed in the order in which they are received.
2. Generally, appeals are reviewed within two to four weeks. However during peak periods, which are July-September and December-February; the review process may take four to six weeks waiting period.
3. Your appeal and any supporting documents must be received in the Financial Aid Office no later than the third Friday before the end of the semester or your last day of classes, whichever comes first, for the semester that you are filing an appeal.

THE DECISION OF THE APPEAL COMMITTEE IS FINAL.



Appeal Deadlines*	
FALL 2017	11/17/2017
SPRING 2018	05/04/2018
SUMMER 2018	07/13/2018

*Appeal with supporting documentation must be received by the Financial Aid Office by the indicated deadline date. FAFSA applications received after the appeal deadline date will have an extended deadline of the end of the semester for the semester you are filing an appeal. Any applications received after the semester has ended will not be considered for retroactive aid.

2017-2018
APPEAL FORM
San Diego Miramar College
Financial Aid & Scholarships Office

FA OFFICE USE ONLY	
Ed Plan	<input type="checkbox"/>
Enrolled	<input type="checkbox"/>
Supp Docs	<input type="checkbox"/> Y <input type="checkbox"/> N
Loan	<input type="checkbox"/> Y <input type="checkbox"/> N
Rcvd By:	

STUDENT INFO

1. Last Name	2. First Name	3. CSID#
4. Email	5. Phone #	6. Major

7. My Educational Goal is to: obtain an Associate degree obtain a certificate
 complete a general education program before transferring to: _____

SEMESTER OF APPEAL REQUEST

8. I am requesting a review for the following semester: (Check only one)
 Fall 2017 **Spring 2018** **Summer 2018**

Federal regulations do not permit retroactive payment for a prior term for students who have not made academic progress and later reinstated through the appeal process after the term has ended.

9. **Please initial each statement** to indicate that you have met these requirements. You must meet all of the following criteria to submit an appeal. If you do not meet all of the criteria below, your appeal form will be returned to you.

- A. _____ **I understand appeal forms will not be accepted without supporting documentation of my extenuating circumstance as stated in the *Satisfactory Academic Progress (SAP) for Financial Aid brochure.***
initials
- B. _____ I am currently enrolled in at least 3 or more units for the semester checked above.
initials
- C. _____ I am currently enrolled in CLASSES that are all applicable to my major/educational plan listed.
initials
- D. _____ I am currently enrolled in at least one class at Miramar College.
initials
- E. _____ I understand that the appeal decision will be based on the Student Education Plan, which I have submitted to the Financial Aid Office, for the degree objective that matches the Educational Goal stated above. If I do not have an official or temporary Ed Plan, I will need to see a counselor to develop a new Ed Plan.
initials
- F. _____ I understand that I am currently **NOT eligible** to receive aid except for, if eligible, the Board of Governors Enrollment Fee Waiver. I should not rely on receiving any funds until a decision is made. (The Board of Governors Fee Waiver is available to California Residents only, whether or not you have an advanced degree.)
initials
- G. _____ I understand that if the appeal is approved, I must fulfill all conditions of the appeal approval. If I do not, I will not be able to receive aid until I meet the Standards of Satisfactory Academic Progress (SAP) requirements as stated in the SAP policy for financial aid. Please visit our website to view the information.
initials
- H. _____ I understand that **IF I HAVE** a Bachelor's or higher degree, I must explain why I am enrolled at a community college and the purpose of returning to a two year program. I **may** only be eligible for a Federal Direct Loan **IF** my appeal is approved **AND** I have REMAINING FEDERAL loan eligibility.
initials
- I. _____ I understand that at the time of my appeal, the appeal committee will review my entire academic history, including current semester enrollment.
initials
- J. _____ I understand that an appeal approval cannot re-instate my aid for a prior semester.
initials
- K. _____ I understand that if the appeal is denied, the decision is final. If the appeal is approved, the appeal decision is for one semester only.
initials

REASON FOR APPEAL

10. Check all reasons that apply to your Disqualification:

- I have attempted more than 90 total units from all colleges attended in the United States and foreign countries.
- I have completed less than 67% of the classes I have enrolled in at all schools previously attended.
- I have attempted more than 24 units and my cumulative GPA is below 2.0.
- I have earned a Bachelor’s Degree (BA/BS) or higher degree in the United States or foreign country.

PLEASE PROVIDE AN EXPLANATION TO THE QUESTIONS BELOW.

11. Please answer the following questions with detailed information on your extenuating circumstances. **You MUST provide supporting documentation to verify your extenuating circumstances.** Please do not indicate that you have a financial hardship since that is not relevant to this appeal. If you need more space, please attach additional sheets to this appeal.

a) If you failed to complete 67% of all units attempted and/or maintain a cumulative 2.0 GPA, explain the specific reasons.

b) If you have a Bachelor’s Degree or higher, AND/OR have attempted 90 or more units, please explain why you are enrolled at a community college and the purpose of returning to a two-year program.

c) How has your situation changed or what steps have you taken that will allow you to make satisfactory academic progress? If you are “over 90 units”, explain how you plan to complete the classes required of your current/stated educational plan this semester?

APPEAL PROCESS

Appeals are reviewed based on the order of which they are received. However, during peak processing periods, which are July – September and December – February, the review process may take 4 to 6 weeks or longer. Appeals with supporting documentation must be submitted by the posted deadlines. You will be notified by email of the appeal decision.

STUDENT CERTIFICATION

PLEASE MAKE SURE ALL **SUPPORTING DOCUMENTATION** IS ATTACHED.

12. SIGNATURE _____ DATE _____

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Financial Aid Office Use Only

Appeal decision: Approved _____ Denied _____ Date _____ By _____ Unable to Process Date: _____

Comments _____ Rev 5/5/2016