****Information:**

* A financial aid suspension occurs when a student does not meet Satisfactory Academic Progress (SAP). For information about SAP standards, please visit the Financial Aid page on the Pierce website. <https://www.pierce.ctc.edu/financial-aid-get-aid> The appeal committee’s decision will be sent to your student email.
* Please inquire with financial aid/ cashiering about tuition payment options if you plan on attending classes while your appeal is under review.

**Instructions for Completing your Petition:**

**Step 1**: Complete Student Information Section (above) of the Petition Form.

**Step 2**: Type a personal statement detailing the circumstances which prevented you from making Satisfactory Academic Progress. Within the statement please include a success plan and how you have or will be addressing the situation that led to student academic progress.

* Success Plan – A detailed plan of steps that will be taken to ensure that academic goals and progress will be met

**Step 3**: Attach supporting documentation with your statement, you may also want to include an education plan. Please note, appeals submitted without additional supporting documentation will be denied.

* Examples of supporting documentation: doctor’s notes; police reports or court documents; letters from counselors or legal representatives
* Education Plan – A detailed list of courses required to complete your desired degree

**Step 4**: Sign and date petition (below) and submit to the Financial Aid Office.

Please identify by circling Yes or No if any of the items listed below may affect your educational goals so that we can assist you in finding the appropriate resources. <https://www.pierce.ctc.edu/help>

Housing & Utilities Yes No Employment Yes No

Financial difficulties Yes No Health & Wellness Yes No

Personal Safety Yes No Child Care Yes No

Tutoring Yes No Transportation Yes No

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_