

Petition for Financial Aid Reinstatement

Last Name:	First Name:	Student ID #:
I am submitting this appeal for: <i>(Check One)</i>		
<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring Year: _____ Last year & quarter I attended PC was: _____		
Degree or Certificate Program: _____		

Use this form to appeal your ineligible status due to falling below the required Satisfactory Academic Progress (SAP) standards. The financial aid website provides details about the SAP standards, as well as information about the types of circumstances we consider when reviewing appeals.

Directions

- 1) Write a statement detailing the circumstances that prevented you from making satisfactory academic progress. Your statement must include:
 - a. A detailed description of what happened, and
 - b. Information about how you have addressed or resolved the situation so that you are able to meet the standards during your next quarter of enrollment
- 2) Attach documentation to support your claim of unusual or extenuating circumstances (beyond your control).
 - a. Appeals without supporting documentation may be denied.
 - b. Supporting documentation includes (but is not limited to): Doctor’s note indicating you are well enough to return to school (**Do not include medical records**); receipts; court orders; letter from a counselor; letter from an official legal representative.
- 3) Submit this form, your statement and documentation to the financial aid office. You must pay your own tuition if you want to attend classes while your appeal is under review. Plan on going to class and purchasing your own books to avoid falling behind at the beginning of the quarter.

Steps We Take:

Your appeal is reviewed by a committee and you will be notified of the committee’s decision via your PC Email.

- a. If your appeal is **approved**:
 - Your financial aid will be reinstated and applied to your student account. If no remaining balance remains, any excess financial aid funds will be sent to you in the form of a check.
 - You will be placed on Probation during your next quarter of enrollment.
 - We may ask you to submit an Academic Plan/Unofficial Evaluation if we determine that you will not meet the minimum standards by the end of your probationary quarter.
 - We may also ask you to submit official transcripts from other colleges you previously attended (We reserve the right to take into consideration your academic progress at the schools you previously attended)
- b. If your appeal is **denied**:
 - You have the option to reapply for the reinstatement of your financial aid after you have demonstrated you can meet Satisfactory Academic Standards.

Student Signature:	Date:
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