

Name: _____ SID#: _____

<p>Reason for Appeal: <i>(check all that apply):</i></p> <p>Term: <i>(check one)</i></p> <p><input type="checkbox"/> Cumulative Financial Aid GPA was below 2.0</p> <p><input type="checkbox"/> Completed Cumulative Units was below 67%</p>	<p>I am Appealing for the following term: <i>(check one)</i></p> <p><input type="checkbox"/> Fall 2020 - <u>Appeal Deadline is November 2, 2020</u></p> <p><input type="checkbox"/> Spring 2021- <u>Appeal Deadline is April 5, 2021</u></p> <p><input type="checkbox"/> Summer 2021 – <u>Appeal Deadline is July 12, 2021</u></p>
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INSTRUCTIONS:

Complete all requirements outlined below before submitting this appeal to the Financial Aid Office. Be thorough as the information provided on this appeal will ultimately determine your eligibility to receive financial aid at DVC.

1. You are also required to complete the **“SATISFACTORY ACADEMIC PROGRESS (SAP) ONLINE WORKSHOP”**. This includes **“Part I: What is Satisfactory Academic Progress (SAP) and What it Means to You”** and **“Part II: How to Appeal Your SAP Status”**. To locate go to: www.dvc.edu/financialaid. Then click on **Workshops** tab located on the left hand side bar. Then under “Workshops” click on **“Satisfactory Academic Progress (SAP) online workshop”** to access the two online sessions. Once completed, print and attach your confirmation page for both parts of the workshop.

2. Write or type a **PERSONAL STATEMENT** on a separate piece of paper explaining your situation and attach it to this form. Please address ALL of the questions below in your personal statement:
 - a.) Federal regulation states that students are not eligible to receive financial aid funds if Satisfactory Academic Progress (SAP) requirements are not met for two (2) consecutive semesters.
 Why do you feel an exception should be made in your case? What extenuating circumstances occurred that made it difficult for you to meet SAP? Some examples of extenuating circumstances are:
 - Illness/Injury of the student
 - Death of an immediate family member (i.e., parent, sibling, grandparent, spouse or child)
 - Medical and/or Family Emergencies
 - b.) What changes have you made that will help you meet Satisfactory Academic Progress (SAP) in the future? What steps have you taken (or are you planning to take) in order to meet SAP in the future?

3. Attach **DOCUMENTATION** that can support your personal statement. Please note that providing sufficient documentation may be the difference between the approval and denial of your appeal. Some examples of supporting documentation are:
 - Medical Documentation and/or Doctor’s Statement providing clearance to return to school
 - Death Certificate
 - Police Reports and/or Court or Legal Documentation
 - Letters from a professional on official letterhead who can support your circumstances

By signing this form, I certify that: *(Initial by each statement)*

- _____ I acknowledge that I have read and understand the District’s SAP Policy found on the DVC Financial Aid website.
- _____ I understand that I am ineligible for financial aid unless my appeal is approved.
- _____ All statements and/or supporting documentation are true and correct to the best of my knowledge.
- _____ I understand that further documentation may be requested if needed in order to reach a decision.
- _____ Once a decision has been made, I will be notified in writing via the Insite Portal email.
- _____ I understand that appeal processing may take more than 4 to 6 weeks during peak times.
- _____ If my appeal is approved, I must:
 - 1) Earn at least a 2.0 GPA each semester and maintain a financial aid cumulative GPA of at least a 2.0
 - 2) Complete at least 67% of all units attempted every semester and cumulatively.

STUDENT’S SIGNATURE: _____ DATE: _____