



Financial Aid Office
 PO Box 8106
 San Luis Obispo, CA 93403

STUDENTS' NAME		STUDENT ID#	
ADDRESS	CITY	STATE	ZIP
PHONE #			

2011-2012 FINANCIAL AID APPEAL FORM

STEP 1: This completed form, typed statement and any supporting documentation must be submitted prior to or no later than by 5:00 PM on the due dates as follows

SEMESTER	DEADLINE
Fall 2011	Thursday, December 1 st 2011
Spring 2012	Tuesday, May 1st, 2012
Summer 2012	Friday June 29th, 2012

STEP 2: INDICATE WHY YOU NEED TO APPEAL - mark all that apply

- My Cuesta College **semester** grade point average is below 2.00
- My Cuesta **cumulative** grade point average is below 2.00
- My cumulative unit completion requirement is less than the 80% as specified by Cuesta SAP policy
- My total undergraduate credits attempted have exceeded 90 credits for an associate's degree or 36 for my certificate (150% of program). Refer to Satisfactory Academic Progress Policy listed on our website at <http://academic.cuesta.edu/finaid/>.

STEP 3: WRITE YOUR APPEAL LETTER AND DOCUMENT YOUR CASE

If you have a completion rate and/or GPA deficiency include in your written appeal all of the following:

- Why you became deficient, the circumstances that prevented you from meeting Standards of Satisfactory Academic Progress AND how you plan to resolve the deficiency;
- Why you were unable to resolve the deficiency, and;
- Provide appropriate documentation of the special circumstances mentioned in your letter of appeal;
- You may provide a letter of support from a faculty member, counselor, minister, or an otherwise informed individual from an agency who is knowledgeable of your situation. The letter must include the name, signature, agency name and phone number of the individual. If you provide a third-party letter, you still must submit your own personal statement.

If you are appealing because you have exceeded the maximum time frame to complete an educational goal, include in your written appeal all of the following:

- Explain why you have attempted more than 150% of your degree or certificate requirements and need additional time to complete the degree or certificate;
- If you have changed your major or academic goal, explain thoroughly your reason(s) for doing so;
- If you had prerequisites, remedial courses or other courses that were required, please explain.

STEP 4: DOCUMENTATION YOU MUST SUBMIT

- Signed Appeal Form
- Personal Statement
- An up-to-date Student Education Plan (SEP) from your Cuesta academic counselor
- A copy of your transcripts (you may find this on myCuesta) **and all other** college academic transcripts. If these are already on file with the college you do not need to submit.
- Progress Report Form including all courses you are currently taking (if submitting appeal after Sept 30th for the fall semester or after March 1st for the spring semester); a blank progress report can be found on our website at: <http://academic.cuesta.edu/finaid/>
- Attach additional documentation for extenuating circumstances such as:
 - Birth/death certificates, obituaries, funeral programs, court documents
 - Medical records that corroborate illness and length of recuperation, statements from physicians, counselors
 - Any other documentation that applies to your circumstance

Your documentation must be typed and legible. Your appeal will be reviewed on a first-come, first-serve basis within four to six weeks of receiving your completed form with documentation (the review of your appeal may take longer during peak periods).

If the appeal is incomplete and/or the documentation is inadequate, your appeal will be returned without review. Once your appeal is reviewed and a decision made, you will be notified via your MyCuesta email address.

CERTIFICATION: *I certify the information on this Satisfactory Academic Progress Appeal, my written appeal, and any supporting documentation are accurate, true, and complete to the best of my knowledge. I understand if my petition is approved, I agree to the terms of my probation term to correct my deficiencies to meet SAP standards. I acknowledge future receipt of financial aid depends upon fulfilling the conditions of my probation and/or meet Cuesta College satisfactory academic progress standards. I understand the appeals committee's decision is final.*

Student Signature

Date

<p><i>For Office Use Only:</i></p> <p>1st Clerk review by _____ Date _____</p> <p>Appeal form is complete YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Incomplete appeal returned to student on: _____</p> <p>Appeal is complete & logged in Banner: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>2nd Clerk review by _____ Date _____</p> <p>Technician review by _____ Date _____</p>	<p>Appeal Approved: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>by _____ Date _____</p> <p>Student placed on Financial Aid Probation Status:</p> <p>fall 2011 <input type="checkbox"/></p> <p>spring 2012 <input type="checkbox"/></p> <p>summer 2012 <input type="checkbox"/></p> <hr/> <p>ROASTAT <input type="checkbox"/></p> <p>RPAAWRD <input type="checkbox"/></p> <p>RRAAREQ <input type="checkbox"/></p> <p>RHACOMM <input type="checkbox"/></p> <p>Student Notification ROAMESG <input type="checkbox"/> RHACOMM <input type="checkbox"/></p>
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