



**2020-2021 APPEAL FOR FINANCIAL AID REINSTATEMENT INSTRUCTIONS**

The U.S. Department of Education requires, as a condition of receiving federal financial aid, that a student be making satisfactory academic progress toward completing their educational goal.

Students who have not met Satisfactory Academic Progress (S.A.P.) standards and/or have been disqualified and have extenuating circumstances may appeal their status by following the instructions listed below:

**INSTRUCTIONS**

**1. Complete "The Key Components to the Satisfactory Academic Progress (SAP) Financial Aid Appeal Process" an on-line Appeal Session.**

- Provide a detailed statement of the extenuating circumstances by typing the fillable PDF form.

(Handwritten appeals will not be accepted)

- If you do not meet S.A.P., you must include: Why you became deficient, the circumstances that prevented you from meeting standards of Satisfactory Academic Progress and how you plan to resolve the deficiency **AND/OR**
- If you exceed the maximum time frame, you must include: Why you have attempted more than 150% of your degree or certificate requirement, and/or if you have changed your academic major/goal, explain thoroughly your reason(s) for doing so. If you had prerequisites, remedial courses or other courses that were required, please explain. Be advised that only ONE academic major/goal change will be considered during your PC educational career.

**Refer to Section 3 of Appeal Form for examples of reasons students may file an appeal.**

2. **Provide documentation in support of your circumstances**
3. **Attach a signed Student Education Plan completed by a Counselor.**
4. **Incomplete Appeals, or Appeals submitted after the deadline date will be denied.**
5. No exceptions will be considered.

**DEADLINE DATES FOR SUBMITTING AN APPEAL**

Fall 2020	Nov. 1, 2020
Spring 2021	April 1, 2021
Summer 2021	July 1, 2021

6. **The response time will vary based on the volume of Appeals submitted.**
7. **Go to: <https://www.portervillecollege.edu/financial-aid/financial-aid-forms> Click on: Appeal Policy, then click the **"The Key Components to the Satisfactory Academic Progress (SAP) Financial Aid Appeal Process"** to complete an on-line Appeal Session.**

**\*INCOMPLETE APPEALS OR FAILURE TO COMPLY WITH THE FINANCIAL AID APPEAL PROCEDURES LISTED ABOVE WILL RESULT IN A DENIED APPEAL. ONCE DENIED, YOU MAY NOT BE ALLOWED TO SUBMIT ANOTHER APPEAL UNTIL THE NEXT SEMESTER. ALL DECISIONS MADE BY THE FINANCIAL AID APPEAL COMMITTEE ARE FINAL.**