



Santiago Canyon College

Financial Aid Office, E-104

Phone: (714) 628-4876 | Email: finaid@sccollege.edu | <http://www.sccollege.edu/FinancialAid>

Student Name: _____ Student ID#: _____ Date: _____

◆ **FINANCIAL AID DISQUALIFICATION NOTICE** ◆ **Santiago Canyon College Financial Aid Office**

Your SAP status is based on the conclusion of your last term of enrollment.

Please read the following information regarding your current Satisfactory Academic Progress (SAP) status: **You are currently in a “Disqualified” status for Financial Aid.** You are disqualified from receiving financial aid at Santiago Canyon College (SCC) because you have not met the Quantitative (GPA requirement) and/or Qualitative (class completion rate) SAP standards for financial aid. Please review [SCC’s SAP Policy](#) for more information.

Since you have not met the SAP standards, you must complete the following steps to appeal for consideration of reinstating your eligibility for financial aid:

STEP-BY-STEP APPEAL INSTRUCTIONS FOR DISQUALIFIED STUDENTS:

1. All students must be enrolled in an eligible program of study and have a declared major with the SCC Admissions and Records Office.
2. You are required to read the SCC Satisfactory Academic Policy and view the SAP PowerPoint presentation on the web at <https://sccollege.edu/students/student-services/finaid/SitePages/Financial-Aid-Policies.aspx>
3. You must write an appeal statement. Include a clear explanation of the circumstances that led to your financial aid disqualification and outline the steps you will take to improve your academic progress. Be sure to include any relevant supporting documentation.
4. You **MUST** also schedule an appointment with an Academic Counselor with the [SCC Counseling Department](#) to have a Comprehensive Student Education Plan (CSEP) completed. **Please Note:** If you have outstanding academic transcripts, you must submit the official transcripts for evaluation to the [Admissions and Records Office](#) before you schedule an appointment with an Academic Counselor.
5. Following your counseling appointment, you are eligible to submit your appeal to the Financial Aid Office along with the CSEP. Appeals will not be accepted unless you have completed all of the steps.
6. All of the above must be submitted prior to the deadline date as established. **Check the SCC SAP Policy for deadline dates.**

Please Note: As a financial aid recipient, it is your responsibility to understand the terms and conditions of the SCC Satisfactory Academic Progress Policy as it applies to your financial aid eligibility. *Submission of appeal documentation does not guarantee that your financial aid will be reinstated.*

The Financial Aid Appeal Committee will review your appeal. You will be notified by email of the decision made by the appeal committee.

We are here to support your academic success and the possibility of future reinstatement of your financial aid. Please do not hesitate to contact our office if you have any questions regarding this notification.

Terms for participating in SAP Appeal process:

- I understand that I will be notified by email of the Financial Aid Appeal Committee’s decision.
- I understand that I am currently NOT eligible to receive financial aid, including loans, except for the California College Promise Grant (CCPG) if eligible.
- I understand that if the appeal is approved with conditions, I must fulfill ALL conditions of the appeal approval to maintain my eligibility.
- I understand that the appeal committee will review all history available, including current semester activity.
- I understand that an appeal approval cannot re-instate my aid for a prior semester.
- I must submit all appeal paper work requested to the Financial Aid Office.
- I understand that I must turn in all documents in order for my appeal to be reviewed.
- I understand that if my appeal is denied, I can request a second review of my appeal from SCC Financial Aid Office. *A second review will be conducted by someone who did not participate in your initial appeal review. The decision of a second review is **final** and cannot be re-appealed.*

APPEAL STATEMENT

Please write your statement below or on a separate sheet of paper if necessary.

In your appeal statement, provide a thorough explanation of the circumstances that led to your disqualification, describe your current situation, and outline the steps you will take to ensure academic progress going forward. Be as detailed as possible and attach any relevant supporting documentation.

(Please write “See attached” if you are using separate or additional paper(s) to complete your appeal statement).

By signing below, I agree that I have read the above terms for participating in the SAP Appeal Process and agree to abide by them.

Signature: _____ Date: _____

FOR ACADEMIC COUNSELOR USE ONLY: Please complete a Comprehensive Student Education Plan.