



2024-25 FINANCIAL AID – SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

STUDENT INFORMATION

Last Name:	First Name:
Student ID #:	Email:

Select the quarter you are requesting to have your financial aid reinstated:

<input type="checkbox"/> Summer 2024	<input type="checkbox"/> Fall 2024	<input type="checkbox"/> Winter 2025	<input type="checkbox"/> Spring 2025
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Required - Please answer the following questions:

1. What happened during the quarter that contributed to suspension of your financial aid eligibility?

2. What has changed in your circumstances, so you will be academically successful for your next term of enrollment?

See the last page of this form for tips on completing your appeal

OPTIONAL: Supporting documentation from outside sources such as copies of medical bills, letters from physicians or counselors, or a death certificate, can be attached on Page 2 to help support the information in your statement.

3. Complete an [iGrad](#) certificate and attach it to this form.

NOTE: If you already completed an iGrad certificate for a previous appeal or application, you will need to complete a new one to attach to this form. The certificate must be fully visible including, your name, date of completion, and the name of the iGrad course completed.

Attach iGrad Cert

FOR MAXIMUM TIMEFRAME APPEALS ONLY: Attach a current program plan signed by your program Advisor.

Attach Program Plan

Please confirm completion of the following, but **DO NOT** include with your appeal application.

<input type="checkbox"/>	I enrolled in classes for the quarter I selected in the section above. <i>PLEASE NOTE: Your appeal will NOT be reviewed until you have enrolled in classes.</i>
<input type="checkbox"/>	I completed my 2024-25 financial aid application, which included adding LCC to receive a copy (FAFSA/WASFA).
<input type="checkbox"/>	I submitted all required documents to the Financial Aid Office shown on my ctcLink checklist(s).
<input type="checkbox"/>	I resolved any financial aid repayment by contacting the Finance Office at 360-442-2213.
<input type="checkbox"/>	If I submit this application past the mid-point of the quarter that I am requesting aid be reinstated, I understand the Financial Aid Office will verify I am passing my current quarter's classes before reviewing the appeal.



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How the Financial Aid Appeal Process Works

- First time appeals are reviewed by the Financial Aid Office. You will be notified of the decision through the email you have on file with Lower Columbia College (LCC).
- Second (or any subsequent) appeals are reviewed by the Financial Aid Appeals Committee. You will be notified of the Committee’s decision through the email that you have on file with LCC.
- If you are submitting an appeal after the quarter’s classes have begun, please have an alternative plan in place to pay for your tuition, books, and supplies.
- Please allow 3 weeks once registered for classes for the appeal to be reviewed and to receive notification of the appeal decision.
- If approved, your financial aid offer will be updated and any financial aid funds remaining after tuition and fees are paid will be sent to you through your [BankMobile](#) refund preference.

By signing and submitting this appeal request, I certify that I understand the following:

- **Providing false, misleading, or partial information to obtain additional financial aid could result in termination of all aid and could lead to repayment of funds.**
- **I must follow my program plan and maintain good academic standing to maintain future eligibility.**

Student’s Signature: _____

Date: _____

OPTIONAL Supporting Documentation:





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Financial Aid Appeal Tips

Need help filling out your appeal? Below are tips and suggestions!

What information should I include in my response to the questions?

If you did not pass your classes successfully, here are some suggestions on what to include in your statement:

- **Question 1: What happened?** Explain why you did not successfully pass all of your classes. Specify the extenuating circumstances that were beyond your control, which led you to not being academically successful and the suspension of your financial aid.
- **Question 2: How did you resolve your situation?** It is necessary to describe the steps you have taken to resolve your situation, so it will no longer interfere with successful completion of your classes. Clearly present the steps you taken to be successful in your classes moving forward. Some examples include: tutoring, counseling, back-up childcare plans, or enrolling in less classes.

- OR -

If you exceeded the **Maximum Timeframe** (number of credits allowed for your program), include the following information in your statement:

- **Question 1: Explain why you have not completed your program of study within the number of credits allowed.**
 - Did you need to retake classes due to unsatisfactory grades?
 - Did you need to take lower-level classes to reach the level required for your program?
 - Did you withdraw from classes?
 - Did you change your program?
- **Question 2: Describe your plan to finish your program in a timely manner.**

What is supporting documentation?

Any documents from an outside source that will support the circumstances you presented in your statement.

All documentation should:

- Show a clear connection to you.
- Be signed and have dates that align with the information specified in your statement.
- Clearly support the information in your statement.
- Confirm your ability to return to studies (Such as: resolution of emotional, medical, housing, financial, or transportation issues).

How do I get a program plan?

A program plan is issued by your Academic Advisor.

- Schedule an appointment with an Advisor early. To schedule an appointment, call the [One-Stop Center](#) for assistance.
- Once you get a signed program plan, you must register for program's required classes only.
 - Registering for classes that are not required for your program may result in a denial of your financial aid appeal.