



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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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. Your appeal will NOT be reviewed until you are enrolled in classes.
<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.
<input type="checkbox"/>	I am aware that LCC offers College and Career Preparation (CCP) classes that can assist me with my future academic success. (See <i>“Why should I consider a College and Career Preparation (CCP) class?”</i> on page 4 for more information.)

Required - Please answer the following questions:

1. What happened during the quarter that contributed to suspension of your financial aid eligibility? *
**Your response should include information that relates directly to the quarter that you did not complete successfully. If you have not been in attendance for multiple quarters/years, include information that relates to the last quarter attended.*

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

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



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Student Name:

Student ID #:

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 one **new** course 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.

- Go to <https://lowercolumbia.igrad.com/> and sign up (or sign in to a previously created account).
- Once signed in, click on “Topics” and then “Courses”.
- Complete any of the iGrad courses that you have not previously completed.
- When finished, save and attach the certificate to this form in the space provided below.

Attach iGrad Cert

4. Attach supporting documentation from outside sources such as copies of medical bills, letters from physicians or counselors, or a death certificate in the space provided below to help support the information in your statement. ***If this is your 3rd appeal (or more),*** you are **required** to attach supporting documentation before the appeal will be reviewed by the committee. ****** If this is your 1st of 2nd appeal, supporting documentation is not required, but it can be helpful to the review of your appeal.

****If you need to attach additional supporting documents, see bottom of this page for extra places to upload attachments.**

Attach Supporting Documentation

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

Attach Program Plan

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 understand I must follow my program plan and maintain good academic standing to maintain future eligibility.**

Student’s Signature: _____

Date: _____

Additional Supporting Documentation:

Attach 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.

Why should I consider a College and Career Preparation (CCP) class?

College and Career Preparation (CCP) courses are designed for students who want to better prepare for college-level coursework and entrance exams. Students, who found passing math or English class(es) difficult, may want to explore taking a CCP class. These classes mirror the same type of content as a college course, but it cannot be failed and does not count against SAP standards. One of the benefits of these classes are the ability to build a knowledge base, skills, and confidence in a specific subject **before** taking (or re-taking) the actual college course. The class costs \$25 with students able to apply for financial assistance through LCC. If you are interested in learning more about this resource, see the [CCP webpage](#) for more details.



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Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, title9@lowercolumbia.edu, Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388. The notice of nondiscrimination is located at lowercolumbia.edu/disclosure/non-discrimination.