



2011-2012
Financial Aid Department
570 Golden Eagle Avenue
Quincy, CA 95971
APPEAL FOR NUMBER OF UNITS USED FOR
FINANCIAL AID DISBURSEMENT

Student Name: _____ Student ID #: _____

E-mail Address: _____ Local Phone: _____

FINANCIAL AID REVISION DATES FOR 2011-2012

FALL SEMESTER 2011: September 16, 2011

SPRING SEMESTER 2012: February 10, 2012

Each semester the Financial Aid Department establishes a "Financial Aid Revision Date". The number of units a student is registered for as of this date relates directly to the amount of Pell Grant and Cal Grant a student would receive for the semester, since the dollars received for those grants depend on the level of enrollment of the student. In addition, students must be enrolled for at least 6 units to be eligible to receive student loans.

As a separate factor, "No Show" drops and drops of courses before the courses begin (such as weekend classes) may impact eligibility as they occur throughout the entire semester, not just if they occur before the revision date.

You may use this appeal to request that we consider credits registered for after the publicized financial aid revision date of the term in which you are appealing. **For each course not on your registration on the revision date, which started before the revision date, you must have attended and submitted work prior to the revision date in order for your appeal to be considered.**

Information needed to submit this appeal:

1. Indicate below the event(s) that caused you not to be registered for the number of units you think you should have had as of the Financial Aid Revision date:

COLLEGE REGISTRATION ERROR: Describe the registration error in detail and attach written documentation from the department/instructor involved in the registration error. Also, please attach a current copy of your class schedule.

WAITLISTED FOR A CLASS BEGINNING AFTER THE FINANCIAL AID REVISION DATE: You must submit proof that your name was put on the waitlist for the class prior to the financial aid revision date and that you have successfully registered for this waitlisted class before submitting this appeal form. Indicate the course, CRN, and number of credits.

OTHER UNUSUAL CIRCUMSTANCES: Describe in detail the circumstances which prevented you from being registered before the publicized financial aid revision date.

Use the back of this form to describe the event(s) indicated above that prevented you from successfully registering before the publicized financial aid revision date. Also list all of the courses and the number of credits that you are requesting to be added to your official financial aid semester registration. Attach a copy of your current class schedule as well as any additional documentation requested. Failure to provide documentation will delay review of your appeal until such documentation has been received.

(over)

OFFICE USE ONLY

Approved **Denied** **Pending** **Return to student**

Processed by _____
RDAPL_s:fa/1112/tracking/reverse date appeal_1112

Date _____

STUDENTS NAME _____ FRC ID NO. _____

Write a concise statement explaining how these events prevented you from being registered for the class or classes by the financial aid revision date. Attach another page if additional space is needed.

LIST THE CLASSES YOU WANT TO HAVE ADDED TO YOUR FINANCIAL AID REGISTRATION:

CRN (Example)12345	Dept & number BUS 100	Course Title Introduction to Business	Number of Credits 3 units

Have you submitted a financial aid revision appeal before? Yes No

CERTIFICATION: I hereby certify that all information reported in this appeal, including my personal statement and all attached documentation, is true and complete to the best of my knowledge. If asked, I agree to provide further documentation of the statements provided with this petition. I affirm that I have not knowingly or intentionally provided any false statements or fraudulent documentation. False statements or misrepresentations will be cause for denial, reduction, withdrawal and/or repayment of financial aid.

Student's Signature _____ Date _____