



**A. Student Information**

Student's Name: \_\_\_\_\_ FRC ID: \_\_\_\_\_

Please see the Financial Aid [CALENDAR](#) for Revision Dates

*Each semester the Financial Aid Office establishes a "Financial Aid Revision Date". The number of units a student is registered for as of this revision 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. As a separate factor, "No Show" drops and drops of course(s) before the course(s) 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 been attending and submitted work prior to the revision date in order for your appeal to be considered.***

**B. Information Required to Submit this Appeal** – 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.

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

**C. Instructions**

Attach a copy of your current class schedule, as well as, any additional documentation requested. **Failure to provide documentation will result in your appeal being denied.**

Complete Section D to describe the event(s) indicated above that prevented you from successfully registering before the publicized financial aid revision date. Also, in Section E, list all of the courses and the number of units that you are requesting to be added to your official financial aid semester registration.



D. Statement – Please provide a clear and 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. If asked, I will provide further documentation of the statements provided with this petition.

Blank lines for student statement

E. List the class/classes you request to add to your financial aid units:

Semester & Year: \_\_\_\_\_

Table with 6 columns: CRN, COURSE, COURSE TITLE, UNITS, START DATE, END DATE. Includes an example row with (Example)1234, BUS 100, Introduction to Business, 3.0, 08/21/20xx, 12/15/20xx.

F. Certification and Signature – The person signing this worksheet certifies that all of the information reported on it, including any supporting documentation is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Input fields for  Approved,  Pending,  Denied

Comment(s) Supporting Decision:

Processed/Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_