



# Santiago Canyon College

Name of Financial Aid Applicant (Please print):

**RETURN TO:**  
Financial Aid Office  
8045 E. Chapman Ave., Rm. E-104  
Orange, CA 92869-4512 (714) 628-4876

\_\_\_\_\_  
Last First Middle Initial  
Student ID#: \_\_\_\_\_

## UNUSUAL ENROLLMENT HISTORY APPEAL NOTIFICATION

While comparing the ratio of attempted unit(s) to the amount of financial aid that was awarded to you during the past three award-year periods, it has been determined that you did not receive any academic credit(s) or very few credits for course completion and acceptable passing grade(s).

At this time, you are required to complete the Unusual Enrollment History (UEH) Appeal by attaching an appeal statement as to why you did not successfully complete/earned zero or few units. You may include supporting documentation. Please note: On a case by case basis, we may require third party documentation to support your claim.

The decision of the Appeal Committee will be emailed to you once a decision has been reached. All appeal decisions are **final**. You **cannot re-appeal** to the Department of Education. If you fail to complete the appeal process your financial aid file will be placed in a pending status for any student aid.

### Certification and Signature

I have read and understand the above appeal requirements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have elected to include supporting documentation and have attached it to this document.

### For Office Use Only

#### Appeal Committee Decision:

Approved Date: \_\_\_\_\_

Denied Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Non-Discrimination Policy

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to: **Rancho Santiago Community College District** Title IX Officer and Section 504/ADA Coordinator John Didion 2323 N. Broadway Santa Ana, CA 92706 Phone: (714) 480-7489