



Santiago Canyon College

Financial Aid Office, E-104

Phone: (714) 628-4876 | Fax: (714) 639-0756 | <http://www.sccollege.edu/FinancialAid>

Student Name: _____ Student ID#: _____ Date: _____

◆ FINANCIAL AID TERMINATION NOTICE ◆ Santiago Canyon College Financial Aid Office

Your SAP status is based on the conclusion of your last term of enrollment.

Please read the following information regarding your current SAP status:

You are currently in a "Terminated" status for Financial Aid. Your financial aid has been terminated at Santiago Canyon College (SCC) because you have one or more of the following circumstances:

1. Your educational goal is to get an AA/AS degree or to transfer yet you have already attempted and/or completed 90 units (150% of the minimum units required to achieve your educational goal);
2. You have already received a Bachelor's Degree or higher;
3. You have attempted and/or completed the maximum number units needed to complete a Certificate Program (150% of the minimum units required to obtain a certificate).

Since you have not met the SAP Minimum Time Frame standard, you must complete the following steps to appeal if you would like to have your records evaluated for any consideration of reinstating financial aid:

STEP-BY-STEP APPEAL INSTRUCTIONS FOR TERMINATED STUDENTS:

1. You must write an appeal statement using the back of this form. Include a clear explanation of the circumstances that caused you to be terminated from financial aid. You are not required to attend an Appeal Workshop.
2. You **MUST** also schedule an appointment with an Academic Counselor in the SCC Counseling Department (Room D-106) to have a Comprehensive Student Education Plan (CSEP) completed. Please call the SCC Counseling Department at (714) 628-4800 to make an appointment. **Please Note:** *If you have outstanding academic transcripts, you must submit the **official** transcripts for evaluation to the Admissions and Records Office (Room E-101) **before** you schedule an appointment with an Academic Counselor).*
3. Following your counseling appointment, you are eligible to submit your appeal to the Financial Aid Office along with the CSEP documentation that you will receive from your counseling appointment. Appeals will not be accepted unless you have completed all of the steps above. Financial aid staff will not review your statement or documents at the time of submission and cannot advise you about your statement.
4. All of the above must be submitted prior to the deadline date as established. Check the SCC SAP Policy at [SCC Satisfactory Academic Policy](#) for the deadline dates.

Please Note: As a financial aid recipient, it is your responsibility to understand the terms and conditions of the SCC Satisfactory Academic Progress Policy as it applies to your financial aid eligibility. Submission of appeal documentation does not guarantee that your financial aid will be reinstated.

**THE FINANCIAL AID APPEAL COMMITTEE WILL REVIEW YOUR APPEAL STATEMENT
AND YOU WILL BE NOTIFIED BY EMAIL OF THE DECISION MADE BY THE APPEAL COMMITTEE.**

We are here to support your academic success and the possibility of future reinstatement of your financial aid.
Please do not hesitate to contact our office if you have any questions regarding this notification.

Terms for participating in SAP Appeal Appeal process:

- ◆ I understand that I will be notified by mail or e-mail of the Financial Aid Appeal Committee’s decision.
- ◆ I understand that I am currently **NOT** eligible to receive financial aid, including loans, except for the California College Promise Grant (CCPG) if eligible.
- ◆ I understand that if the appeal is approved with conditions, I must fulfill **ALL** conditions of the appeal approval to maintain my eligibility.
- ◆ I understand that the appeal committee will review all history available, including current semester activity.
- ◆ I understand that an appeal approval cannot re-instate my aid for a prior semester.
- ◆ I must submit all appeal paper work requested to the Financial Aid Office.
- ◆ I understand that I must turn in all documents in order for my appeal to be reviewed.
- ◆ I understand that if my appeal is approved, I still might not be eligible for loans.
- ◆ I understand that the Appeal Committee’s decision is **FINAL**.

APPEAL STATEMENT

You may write your statement below or on a separate paper if needed.

(Please write “See attached” if you are using separate or additional paper(s) to complete your appeal statement).

By signing below, I agree that I have read the above terms for participating in the the SAP Appeal Process and agree to abide by them.

Signature: _____ **Date:** _____

FOR ACADEMIC COUNSELOR USE ONLY: Please complete the a Comprehensive Student Education Plan A, B or C for the student.