



# Santiago Canyon College

## Financial Aid Office, E-104

Phone: (714) 628-4876 | Email: [finaid@sccollege.edu](mailto:finaid@sccollege.edu) | <http://www.sccollege.edu/FinancialAid>

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

## FINANCIAL AID DISQUALIFIED NOTICE

Your [Satisfactory Academic Progress \(SAP\)](#) status is based on the completion of your most recent term.

Please review the following information regarding your current SAP status:

You are currently in a “Disqualified” Financial Aid status at Santiago Canyon College (SCC) due to not meeting the Quantitative (GPA) and/or Qualitative (completion rate) SAP standards. Please refer to the [SCC SAP Policy](#) for additional information.

Because you have not met SAP standards, you must complete the following steps to appeal for consideration of financial aid reinstatement.

### STEP-BY-STEP APPEAL INSTRUCTIONS FOR DISQUALIFIED STUDENTS:

1. All students must have an active academic program (major) declared and on file with the SCC Admissions and Records Office.
2. You must review the SCC Satisfactory Academic Progress (SAP) Policy and view the SAP PowerPoint presentation on the [SAP webpage](#)
3. You must submit a written appeal statement explaining the circumstances that led to your financial aid disqualification and outlining the steps you will take to improve your academic progress. Supporting documentation is strongly recommended.
4. Schedule an appointment with an Academic Counselor through the [SCC Counseling Department](#) to complete a Comprehensive Student Education Plan (CSEP).
5. Submit your completed appeal packet to the Financial Aid Office. A complete appeal includes:
  1. This form signed and dated.
  2. Your written appeal statement and any supporting documentation.
  3. A copy of your CSEP.

*Appeals will not be accepted unless all required documents have been submitted. Financial Aid staff cannot review appeal statements or supporting documents at the time of submission and cannot provide guidance regarding the content of your appeal.*

6. All appeal materials must be submitted by the deadline established in the [SCC Satisfactory Academic Progress \(SAP\) Policy](#). Please refer to the SCC SAP Policy for applicable deadlines and requirements

### Important Information

As a financial aid recipient, you are responsible for understanding and complying with the SCC SAP Policy and its impact on your financial aid eligibility. Submission of an appeal does not guarantee reinstatement of financial aid.

### Appeal Review Process

The Financial Aid Appeal Committee will review your appeal and supporting documentation. You will be notified of the committee’s decision via email, and your SAP status will be updated in your Self-Service account.

We are committed to supporting your academic success and helping you work toward the possible reinstatement of your financial aid eligibility. If you have any questions regarding this process, please contact the Financial Aid Office.

**Terms for participating in SAP Appeal process:**

- I understand that I will be notified by email 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 my appeal is approved, it will only apply to coursework required for my declared academic program (major).
- I understand that if my appeal is approved with conditions, I must meet all conditions to maintain financial aid eligibility.
- I understand that the appeal committee will review all history available, including current semester activity.
- I understand that an appeal approval cannot reinstate my aid for a prior semester.
- I understand that I must submit all required appeal documents to the Financial Aid Office for my appeal to be reviewed.
- I understand that failure to submit all required documents will result in my appeal not being reviewed.
- I understand that if my appeal is denied, I may request a Second Review by the SCC Financial Aid Office. The Second Review will be conducted by a different reviewer, and the decision will be final and not subject to further appeal. The deadline for Second Reviews is the same as the established appeal deadline in the SAP Policy. Submitting an initial appeal late may prevent eligibility for a second review.

**APPEAL STATEMENT**

You may write your statement below or attach a separate document if needed. If using additional pages, please write “See attached” below. Explain the reasons for your unsatisfactory grades or dropped classes, any extenuating circumstances, and your plan for making academic progress going forward.

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

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