



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

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 "Terminated" Financial Aid status at Santiago Canyon College (SCC) because you have exceeded the Maximum Time Frame standard for one or more of the following reasons:

- You have attempted and/or completed more than 150% of the units required for your educational goal, including 90 or more units toward an AA/AS degree or transfer program, or the maximum allowable units for a certificate program.
- You have already earned a bachelor's degree or higher.

Because you have not met the SAP Maximum Time Frame standard, you must complete the appeal process outlined below if you would like your eligibility to be reviewed for possible reinstatement of financial aid.

STEP-BY-STEP APPEAL INSTRUCTIONS FOR TERMINATED STUDENTS:

1. Submit a written appeal statement using the second page of this form or attach a separate statement. Your appeal must clearly explain the circumstances that led to the loss of your financial aid eligibility. You are strongly encouraged to include any relevant supporting documentation.
2. Schedule an appointment with an Academic Counselor through the [SCC Counseling Department](#) to complete a Comprehensive Student Education Plan (CSEP).
3. Submit your completed appeal packet to the Financial Aid Office. A complete appeal includes this signed and dated form, your written appeal statement, any supporting documentation, and 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.
4. 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 if I already have a bachelor’s degree and my appeal is approved, I will not be eligible for grants.
- 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.

What is your SCC academic program? _____

What is your anticipated completion date or semester? _____

Your program must be officially declared and active with the SCC Admissions Office, and you may have only SCC approved academic programs. If your appeal is approved, financial aid will only apply to the units required to complete this program, and this applies to all future terms until completion. If you change your major, you may be required to submit a new appeal.

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 why you have exceeded the maximum allowable units, any extenuating circumstances, and your plan for progress toward program completion.

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: _____