



**SANTA ANA COLLEGE
FINANCIAL AID OFFICE
1530 W. 17 TH STREET
SANTA ANA, CA 92706
PH: 714-564-6242**

Financial Aid Termination Due to Exceeding the Maximum Time Frame

Schools participating in the Title IV Student Financial Assistance Programs are required to establish a policy governing the length of time during which a student must complete their educational goal, either an Associate Degree or transferring to a four year institution for a Bachelor's Degree. The policy at Santa Ana College allows students to attempt up to 90 units to complete an Associate Degree or to transfer to a four year institution. Students who have accumulated 90 attempted units and have not completed their academic goal, will be terminated from financial aid eligibility. Students enrolled in an eligible Certificate program will be allowed to attempt up to 24 units. Along with the maximum timeframe policy, students are also required to maintain their cumulative unit completion rate at least 66.5% and cumulative Grade Point Average at least 2.0.

An evaluation of your satisfactory academic progress has been performed at the end of **Spring 2021** semester. The result shows that you have exceeded the maximum timeframe therefore you have been terminated from all financial aid programs starting **Summer 2021** semester. Although you have been disqualified from financial aid, you do remain eligible to attend Rancho Santiago Community College District. Eligibility for the California College Promise Grant (CCPG) (formerly known as the BOG Fee Waiver) is calculated separately and this letter does not concern the CCPG. If you have extenuating circumstances, you may appeal by following the appeal procedures below.

The Financial Aid Committee will review your appeal and evaluate your extenuating circumstances documented on this form. You will be notified by mail of the committee decision. You will not be paid for a semester if your appeal is approved after the semester has ended. The deadline to submit your appeal documents for **Summer 2021 is 07/08/21***, **Fall 2021 is 11/12/21***, **Spring 2022 is 05/10/2022**, and **Summer 2022 is 07/02/2022*** (* **Subject to change without notice. Please check with the Financial Aid Office for any change.**)

APPEAL PROCEDURES:

1. Make an appointment with an Academic Counselor in the Counseling Center at Santa Ana College or EOPS Counselor if you are in the EOPS program. During your appointment, the counselor will evaluate all your academic transcripts from previous colleges and develop a Comprehensive Education Plan detailing the courses that have been completed, are in progress, and are still needed to complete for your academic program. Make sure all official academic transcripts from previous colleges are on file at the Admissions & Records office before your Academic Counselor completes your Comprehensive Education Plan. Foreign transcripts are required to be translated and evaluated before they are turned in.
 - If the counselor completed a paper Comprehensive Education Plan, attached it to this form to submit to the Financial Aid Office.
 - If the Counselor completed an electronic Education Plan in lieu of the paper Comprehensive Education Plan, please ask the counselor for the print out of the electronic Education Plan and attach it to this form to submit to the Financial Aid Office. Also, please have the counselor complete the information below.
2. Complete the back of this form (Step 1 to 4). Submit all to the Financial Aid Office by the deadline of the semester that you are appealing for.

How to submit your Appeal Documents to Santa Ana College Financial Aid Office?

- Go to <https://www.sac.edu/StudentServices/FinancialAid/Pages/default.aspx>, click on Financial Aid Document Intake, create your account to log in and upload documents. Only PDF, TIFF, JPG and PNG files can be uploaded. Name the file as Appeal Documents. Go to LIVE CHAT if you need help uploading your appeal documents.

Must be completed before submitting:

The Electronic Education Plan was developed for the education goal that the student is appealing for financial aid as follows:

Education Goal at SAC (**circle only one** goal for financial aid appeal): ___ AA/AS ___ Transfer for BA/BS ___ ADT ___ Certificate

GE Plan: _____ Major: _____

Academic Program (e.g. SAC.KIN.AA): _____ Expected Completion by: _____ (semester).

If transfer, transfer school: _____ Transfer Semester: _____

Name of the Counselor who developed the Education Plan _____ Ed Plan Date: _____

Comments (if any) _____

Student Name: _____ Signature _____ Date: _____

Sincerely,
Financial Aid Staff (T1-MAX)

SAP status =T1 Student Name: _____ ID: _____

I am appealing for (check one only): ☐ Summer 2021 ☐ Fall 2021 ☐ Spring 2022

Step 1: College Degrees/Certificates you have earned at other schools:

<i>Degree/Certificate</i>	<i>School Name</i>	<i>Date/Year</i>

Step 2: List courses you are enrolling/taking in the semester that you are appealing for:

Course Name	Course Title	Units	Is the course listed on your Ed Plan as Major, General Ed, or Prerequisite?

Step 3: You are disqualified for financial aid because you exceeded the Maximum Timeframe for your program. Clearly explain the extenuating circumstances that have caused you to exceed the Maximum Timeframe for your program (example: injury, illness, etc.). Specify the reason(s) and attach supporting documentation (if no documentation available, be sure to explain). Attach additional pages if needed.

Step 4: For future success, describe what you have taken to address the circumstances indicated above and how you will be able to improve your academic performance and meet the Satisfactory Academic Progress standard (ex.: Tutoring, counseling, medical assistance, etc.). Attach additional pages if needed.

Step 5: STUDENT STATEMENT, INITIAL AND SIGNATURE

_____ I understand that filing a Satisfactory Academic Progress Appeal does not guarantee continued eligibility for Financial Aid.

_____ I understand that appeal decisions might not be made prior to the first day of classes and I will be responsible for any fee or textbooks costs.

_____ I understand that if this appeal is approved, I will be placed on Financial Aid Probation. To maintain Financial Aid eligibility, I must complete all attempted classes with a 2.0 GPA or higher. No W's or F's. The Financial Aid Office may impose additional conditions that I must achieve in order to continue receiving Financial Aid.

_____ I understand that if this appeal is approved, I will be expected to adhere the attached Comprehensive Education Plan and any additional conditions dictated by the Financial Aid Office.

Student Signature _____ Date _____