



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

Financial Aid Termination to Students with Certificate, AA/AS or BA/BS, or higher according to A&R records

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 a certificate, 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 24 units to complete a certificate and 90 units to complete an Associate Degree or transfer to a four year institution to complete a Bachelor's Degree. Students who already completed their academic program and still continue to take courses to pursue a new academic program are required to appeal for their new educational goal. If approved, AA/S students may be eligible for most of financial aid programs, however, BA/S students may only be eligible to borrow a student loan.

You have reported to the Admissions and Records Office that you have either

- Received a Certificate, if your academic program is for a certificate only,
- Received an AA/S degree, or
- Received a BA/S degree, or higher

If the result of your FAFSA shows that you have financial need, you may be eligible for the California College Promise Grant (CCPG) (formerly known as the BOG Fee Waiver).

If you have paid your enrollment fees for Summer 21, Fall 21, or Spring 22, please check with our Financial Aid Office for your CCPG eligibility status before contacting the Cashier's office for a refund(s). If you have extenuating circumstances, you may appeal by following the appeal procedure 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 (T3-AA+ A&R)

SAP status =T3 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:

Is the course listed on your Ed Plan

Course Name	Course Title	Units	as Major, General Ed, or Prerequisite?

Step 3: You are disqualified for financial aid because you have completed your academic program. Clearly explain the extenuating circumstances that have caused you to pursue a new academic program for another degree or certificate (example: injury, illness, seeking a new career, 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 achieve your new academic program and meet the Satisfactory Academic Progress standards (ex.: Following the ed plan, 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 _____