



West Los Angeles College – Financial Aid Office
 Satisfactory Academic Progress
 Petition for Reinstatement of Financial Aid

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Social Security Number

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Student ID Number

Last Name

First Name

Middle Initial

West Los Angeles College Major

Phone Number

Federal financial aid regulations require schools to establish a policy that assesses a student's academic progress and promotes timely completion of an educational program. The Los Angeles Community College District Financial Aid Satisfactory Academic Progress Policy states that students must maintain a cumulative Grade Point Average (GPA) of 2.0 and must complete a minimum of 67% of all attempted units. Students who do not meet these minimum requirements must complete the Reinstatement petition process for continued financial aid consideration.

INSTRUCTIONS:

1. You must attend a Financial Aid Satisfactory Academic Progress Workshop and sign the Student Responsibility Agreement. By signing the Student Responsibility Agreement, you are acknowledging that you have received information about Satisfactory Academic Progress for financial aid and agree to adhere to guidelines stipulated in it.
2. You must meet with an academic counselor and obtain a current, comprehensive student educational plan (CSEP). You must bring this appeal and all unofficial transcripts when meeting with the counselor. Submit all official transcripts to the Admissions and Records office. Attach the counselor signed CSEP to the appeal petition.
3. Complete the attached petition form if you are requesting a reinstatement of financial aid eligibility. Your petition should address reasons other than financial need for reinstating your financial aid eligibility. Financial need is assumed. Attach any additional documentation you feel supports your petition. Lack of supporting documentation can be grounds for your appeal to be denied.
4. If you submit your appeal within 30 calendar days of the deadline date and your appeal is denied you will forfeit your ability to submit subsequent appeals for the term being requested.
5. Your petition must be completed legibly in black or blue ink or typed and contain your complete explanation of circumstances that contributed to your inability to maintain satisfactory academic progress and what you have done to address these circumstances.

Please allow a minimum of 30 business days for your petition to be processed.

Deadlines: Winter 2019: February 1, 2019 | Spring 2019: June 3, 2019 | Summer 2019: August 16, 2019

For Financial Aid Office Use Only

SRA On File CSEP Attached

Accepted and Scanned By: _____

Date Submitted: _____



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Please explain the circumstances that contributed to your inability to maintain satisfactory academic progress. You may use or attach a separate sheet. Your petition must address reasons other than financial need.

Please explain what you have done to address the circumstances that have prevented you from maintaining satisfactory academic progress. (You may use or attach a separate sheet of paper)

I understand that the Financial Aid Office will not accept Satisfactory Academic Progress (SAP) petitions that are incomplete or lacking required documentation. I am, therefore, submitting my complete SAP petition with my CSEP. I understand that I must submit my petition and other supporting documentation before the deadline(s) noted on the first page of this petition form. Once a decision has been made, the financial aid office will send notification to my LACCD e-mail account.

 Student's Signature

 Date