



Financial Aid

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA 98907-2520

P: 509.574.6855 • [finaid@yvcc.edu](mailto:finaid@yvcc.edu) • [www.yvcc.edu](http://www.yvcc.edu)

Appeal for Financial Aid Reinstatement

Last Name		First Name	M.I.	CTCLink ID
Student's Preferred Email		Student Phone Number		Pathway/Program Name
Last quarter you received financial aid <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____		Loss of eligibility is due to: <i>(check all that apply)</i> <input type="checkbox"/> Passed fewer than 50% of required units <input type="checkbox"/> Low Quarterly GPA <input type="checkbox"/> Low Pace of Progression <input type="checkbox"/> Low Cumulative GPA		
Quarter requesting aid <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____				

APPEALS MUST BE TYPED OR WRITTEN AND SIGNED IN INK PEN, NOT PENCIL

Please read the instructions and complete all steps. Appeals that are not fully completed will be denied. Please note that only this document and its attachments will be considered. Information submitted on previous appeals are not part of our review.

STEP 1

These are the circumstances that prevented me from meeting the progress requirements and the explanation of how these circumstances affected my ability to meet the progress requirements.

Describe the remedies you have put in place in section 2 on the back of this sheet. After completing section 2, sign the form, attach required documents, and submit to the Financial Aid Office in person or via email at [finaid@yvcc.edu](mailto:finaid@yvcc.edu).



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You have described the circumstances that hindered your progress in STEP 1; please describe the steps taken you have taken to remedy these or similar circumstances and assure your academic success upon reinstatement of eligibility.

STEP 2

These are the steps I have taken to address the circumstances above and the reasons why I will now resume and maintain academic progress, pass all my classes with an acceptable GPA and stay on track to complete my program within the maximum time frame for my degree/certificate program.

After completing section 2, sign the form, attach required documents and submit to the Financial Aid Office.

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

For Office Use Only:

SUSP 2SUS Status Assigned F W S Su 20\_\_\_\_\_

Approved Beginning [ ] Fall 20\_\_\_\_\_ [ ] Win 20\_\_\_\_\_ [ ] Spr 20\_\_\_\_\_ [ ] Sum 20\_\_\_\_\_

Probation (Must pass all units taken and earn at least 2.0 GPA)

Academic Plan

Grade Points \_\_\_\_\_ # Grade Points over C/qtr \_\_\_\_\_ # of Qtrs Maximum

Pace of Progression \_\_\_\_\_ # Units over C/qtr \_\_\_\_\_ # of Qtrs Maximum

Denied (LW7 Tracked in) Reason: \_\_\_\_\_

Appeal Tracked in PLAN or PROB Tracked in

FAO: \_\_\_\_\_ Date: \_\_\_\_\_

# Appeal for Financial Aid Reinstatement Instructions

Please detach this form and retain these instructions

Use this form to request aid reinstatement after failing to meet the Satisfactory Academic Progress for Financial Aid requirements due to a low-grade point average (GPA), low pace of progression (passing less than 67% of units attempted). If you are suspended or dismissed from financial aid and can document compelling unanticipated and unavoidable circumstances that caused your progress to be interrupted, such as an extended hospitalization or death in the family you appeal for immediate reinstatement. Documentation is recommended. Do not submit your appeal until it is complete, and you have attached any relevant documentation. Course difficulty, lack of attendance, risk of a low or failing grades do not warrant appeal approval or an exception to the policy. If an appeal is denied, you may submit a second appeal. Please present the full explanation including any documentation in each appeal. A student can increase their chances of an appeal approval if the student improves their academic record after paying for course(s) out of pocket and meeting or exceeding the standard progress requirements.

In each appeal, you are required to explain:

1. The circumstances/causes that prevented you from making progress including an explanation of how the circumstances prevented you from meeting your course expectations; attach documentation of medical challenges, deaths of close family, etc., and
2. The steps you have taken to remedy and/or recover from the circumstances AND how you will be able to meet the progress requirements when you return.

If your appeal is approved, you will receive aid while on Probation or an Academic Plan. If you are expected to bring your record into full compliance and can meet all satisfactory progress requirements within one quarter, you will be placed on probation. If you cannot fully meet the progress standards by the end of the quarter in which your aid is restored, you may be placed on an academic plan that will allow more than a single quarter to bring your academic record into compliance.

A successful appeal can restore your eligibility to receive financial aid on either Financial Aid Probation or an Academic Plan.

**Probation** is a status assigned for one quarter in which you may receive financial aid while fully reestablishing your academic progress.

**Academic Plan** is a status assigned for one or more quarters in which you may receive financial aid while meeting benchmarks toward restoring your academic progress. You must meet the benchmarks each quarter to continue on the plan and receive aid in the following quarter.

At a minimum, these outcomes require that you pass all the classes you take with at least a 2.0 GPA until your full eligibility is restored; withdrawals, incompletes, or failing grades are unacceptable. In many cases, a lighter course load may be recommended. We discourage full-time enrollment for the summer quarter while on probation or an academic plan. Failure to meet the terms of your probation or academic plan will result in dismissal of aid eligibility.

## A Description of the Financial Aid Satisfactory Academic Progress Policy

The full version is available and may be downloaded from the financial aid office forms [webpage](#).

To be eligible for financial aid, a student must make adequate progress toward an approved degree or certificate. This includes maintaining at least a 2.0 GPA cumulatively and quarterly, passing at least 67% of all attempted units, and be mathematically able to complete your degree or certificate program without taking more than 150% (for federal aid) or 125% (for state aid) of the number of units required for the degree.

Generally, your Satisfactory Progress status is assessed after grades are posted at the end of each quarter. In the case of returning students, who may not have received aid previously, a review is completed prior to the student receiving any aid. In that way, if a student is deficient in a progress area, the student may appeal and be afforded a reasonable academic plan to make up deficiencies. There are specific quarterly requirements as well.

The financial aid office assesses the level of enrollment for which financial aid was awarded as of the first day of classes, and compares it to the number of units for which the student received a "passing grade."

1. If the student passed all units with at least a 2.0 GPA for the highest enrollment level required by the student's aid, the student is in good standing.
2. If the student passed all units required by the highest enrollment level, but did not earn a 2.0 GPA, the student is placed on Warning status.
3. If the student passed at least 50% of the units required for the highest enrollment level of the aid that was awarded but less than all required units is placed on Warning status.
4. If the student passed less than 50% of the units required for the highest enrollment level of the aid that was awarded, student is placed on Suspension status—loss of future eligibility, unless the student can appeal and document serious events such as incapacity due to health conditions or a death in the family.

In the quarter following a student being placed on a Warning status, a student must pass all units for which aid was authorized with a 2.0 GPA. If the student is successful, the student returns to good standing. If not, the student is placed on Suspension status.

If a student is placed on Suspension or Dismissal, the student must appeal for reinstatement. If the student's appeal is approved, they will be placed on Probation or an Academic Plan. If the student regains progress during probation or an academic plan, the student moves to good standing. If, however, the student fails to meet the conditions of the probation or academic plan, the student is placed on financial aid Dismissal.

**PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS**