



Ohlone Community College District

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Financial Aid Application for Appeal Instructions

IMPORTANT: Your Appeal will **not** be considered if your financial aid file is **Incomplete** or you submit your Appeal **without** your signed Student Education Plan (SEP).

Financial Aid Disqualification Status:

How to file an appeal if you have been disqualified from financial aid due to unsatisfactory academic progress:

- A. Complete the financial aid Application for Appeal. Explain the extenuating circumstances or reasons that were beyond your control that resulted in your disqualification. Attach all verification documents to the application.
- B. Schedule an appointment with a Counselor in the Counseling Office to get a Student Education Plan (SEP). NOTE: **EOPS students** – you must meet with an EOPS Counselor to complete your SEP.

The classes listed on the SEP must include all classes for each semester that you will need to complete your declared academic program at Ohlone College. Financial Aid will only pay for the courses **required** for the declared program. Only the classes listed on the SEP will be considered by the Financial Aid Advisory Committee. If your appeal is approved, you will be funded for the classes listed on the SEP only. Do not deviate from your SEP.

- C. Return the completed Application for Appeal, SEP, and any other supporting documentation to the Financial Aid Office as soon as possible.

Financial Aid Ineligibility Status:

You are considered ineligible for any further financial aid if you have completed your declared degree program, were granted a Bachelor's degree, or you have attempted 125% or more of the units required for your declared program. Please do the following:

- A. Complete the Financial Aid Application for Appeal.
 - a. Explain the extenuating circumstances or reasons that were beyond your control that resulted in your being ineligible for aid.
 - b. Attach any supporting documentation to the application.
 - c. Follow the instructions listed in B and C above.