

**Return to:**  
**Ohlone College**  
Financial Aid Office  
Building 7, 2<sup>nd</sup> Floor  
43600 Mission Blvd.  
Fremont, CA 94539  
510-659-7309 (Fax)  
financial\_aid@ohlone.edu



## **Financial Aid Application for Appeal Instructions**

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

### **FINANCIAL AID DISQUALIFICATION STATUS:**

You have been disqualified from financial aid due to not making satisfactory academic progress for two semesters. Please do the following before any aid can be determined:

- A. Enroll in a minimum of 6 units
- B. 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 (including third-party statement if applicable) and signature.
- C. Schedule an appointment with a Counselor in the Counseling Department to get a Student Education Plan (SEP). **NOTE: EOPS students** – you must meet with the EOPS Counselor to complete your SEP.

The SEP must **ONLY** include required classes for the terms you are appealing and any additional classes you need to complete **one** degree program at Ohlone College.

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

### **FINANCIAL AID EXCESSIVE UNITS/MAXIMUM TIMEFRAME STATUS:**

Federal Regulation allows up to 150% Maximum Timeframe to be considered for aid. You are required to submit the Application for Appeal and a signed Student Education Plan once you have attempted 85% of the Maximum Timeframe. Please do the following before any aid can be determined:

- A. Complete the Financial Aid Application for Appeal. Explain the reasons why you have so many credits attempted (i.e., taken a number of developmental English or Math classes, ESLs, high units major).
- B. Follow the instructions listed in B and C above.

