

# Oxnard College Financial Aid

## Financial Aid Satisfactory Academic Progress (SAP) Appeal

**Purpose:** This appeal is for students who are not meeting the Oxnard College Satisfactory Academic Progress Standards.

**Requirements:** You must submit your appeal to the OC Financial Aid Office within the semester you are requesting aid. Deadline dates vary.

### **To appeal:**

- Complete this form and submit it to the Oxnard College Financial Aid Office.
- Submit a letter (preferably typewritten), along with acceptable documentation explaining your circumstances.
- Incomplete appeals (those with no explanation attached) will be automatically denied.
- Refer to the checklist below.

### **Your letter must include the following information:**

- ✓ **Explanation of Circumstances:** Explain the reason(s) you are appealing, be specific! For example, how were the circumstances beyond your control? Explain your academic history. **Attach copies of documents which support your explanation** (letters from doctors, counselors, divorce decree, medical information related to illness, death of family member, birth of child, etc.)
- ✓ **Resolution of Circumstances:** Explain what changes have occurred. Please identify how your circumstances have improved and a plan to assist you with your future progress. What measures have you taken to resolve any problems?
- ✓ **Identify progress:** Describe your academic plan. Explain how you will maintain satisfactory progress in future semesters.



Have you included everything?

- ✓ I HAVE ATTACHED MY LETTER TO THIS FORM.
- ✓ I HAVE ATTACHED MY SUPPORTING DOCUMENTATION TO THIS FORM

**DO NOT INCLUDE WHY YOU NEED FINANCIAL AID OR WHY YOU CANNOT ATTEND WITHOUT FINANCIAL AID.**

Name: \_\_\_\_\_ ID: \_\_\_\_\_

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

By submitting this appeal, I certify that the information is accurate and truthful and I agree to the terms of the VCCCD SAP policy. My signature certifies that I understand that if offered financial aid, I must comply with all requests and regulations.