

READ CAREFULLY

FINANCIAL AID OFFICE Satisfactory Progress

FINANCIAL AID DISMISSAL APPEAL INSTRUCTIONS FOR STUDENTS

Our records indicate that you will exceed 90 units within the 2003-2004 academic year or that you have already completed one educational goal (certificate, AA/AS) at the community college level. San Bernardino Valley College's Financial Aid Satisfactory Progress Standards allows you to earn 90 degree-applicable units to complete your educational objective. Once you have reached 90 units or completed an educational goal (such as an AA/AS), you are no longer eligible for financial aid. Therefore, you have been placed on **Financial Aid Dismissal**. *This dismissal does not affect your ability to attend SBVC, only your eligibility for financial aid.* In order for you to be considered for additional financial aid, you must appeal this dismissal.

In order to appeal your dismissal from financial aid, you must do the following:

- Complete the enclosed Financial Aid Dismissal Appeal form. Remember, you are appealing for additional money; please take your time and fill this form out carefully.
- Your financial situation is not considered, focus on your academic history and plans. If you need more space, attach separate sheets of paper.
- Schedule an appointment to see an academic counselor. Please be aware that an immediate appointment with a counselor may not be available and factor this into the planning of your appeal.
- Bring your completed Financial Aid Dismissal Appeal form to this meeting. Your counselor will work with you to develop a Student Educational Plan (SEP) to meet your goal within the minimum units required.
- The counselor will complete an Academic Counselor Certification form providing information regarding your academic history and plans.

After you and your counselor have met and completed the required paperwork, you will need to submit the following documents to the Financial Aid Office:

- a) your completed Financial Aid Dismissal Appeal form
- b) the Academic Counselor Certification form
- c) a copy of your Student Educational Plan
- d) copies of all academic transcripts from previously attended institutions (except SBVC and Crafton Hills College)

(please see other side)

Your appeal will be reviewed by the Financial Aid Appeals Committee once all documents are received by the Financial Aid Office. ***Be aware that some appeals will be denied, and some will be granted for only part of what was requested.***

After a determination has been made, you will receive a letter in the mail from the Director of Financial Aid. If your appeal has been denied, you will receive no financial aid except a BOG Fee Waiver. If your appeal is granted, the letter from the Director will outline what you have to do to maintain continued eligibility. In general, you must:

- Be enrolled in classes as outlined on your SEP. **You will not be paid for classes that are not on your SEP.**
- Successfully complete all classes for which you receive financial aid. Failure to complete any class will mean that you will not get any more financial aid. Completion is defined as a "D" or better or by receiving credit in all classes for which you receive aid, as well as maintaining a minimum 2.0 grade point average each semester you receive aid.
- If for any reason you are unable to enroll in a class that is listed on your Student Educational Plan (SEP), you must notify the Financial Aid Office. Revision to your SEP must be approved by your counselor and the Director of Financial Aid.

If you have any questions regarding your status or this procedure, please contact the Financial Aid Office.

Thank you.

**SAN BERNARDINO VALLEY COLLEGE
FINANCIAL AID OFFICE**

ACADEMIC COUNSELOR CERTIFICATION

Student's Name: _____

Social Security Number: _____

Date Effective: _____
Semester/Year

AA/AS _____
Name of Program

Certificate _____
Name of Program

Official Transfer Requirements for: CSU UC Other

Transfer Major: _____

Transfer Institution: _____

NOTE: FINANCIAL AID WILL ONLY FUND ONE EDUCATIONAL OBJECTIVE. PLEASE LIST ONLY ONE PROGRAM.

Anticipated Transfer/Completion/Graduation at SBVC: _____
Month/Year

Total Units Remaining to Complete Educational Goal: _____

Comments: _____

I certify that the information on this form is accurate and the courses listed on the attached Student Education Plan represent the required courses remaining for the student to complete the educational program listed above.

Counselor's Signature

Date