

Financial Aid: State Aid Suspension Appeal 2018-2019

Webpage: financialaid.highline.edu Office: (206) 592-3358

Email: financialaid@highline.edu Fax: (206) 592-4856

Want to know your status? Check it at financialaid.highline.edu/apply/portal.



State Aid Appeal: Use this form to appeal the suspension of your state aid eligibility. Generally, appeals are approved for students who experienced extenuating circumstances (i.e. circumstances beyond a person's control) which can be documented and demonstrated as no longer being a problem. For more information about the Financial Aid Office's Satisfactory Academic Progress Policy go to financialaid.highline.edu/forms-and-downloads to read the Satisfactory Academic Progress Policy.

1. Student Information

Last Name	First Name	Date of Birth (mm/dd/yyyy)	Student ID Number
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2. Instructions

Follow the instructions listed in this section. Appeals are automatically denied if any are incomplete.

To submit this appeal, you must complete the following:

- ☐ Complete this form.
- ☐ Attach a written statement, an appeal letter (provide documentation if available) explaining your extenuating (beyond your control) circumstance.

3. Program of Study

1. Specify your program type (select one box only).

- ☐ AA (Associate of Arts), AS (Associate of Science) or a two-year transfer program (e.g. Associate in Pre-Nursing)
- ☐ AAS/AAS-T (Associate of Applied Science)
- ☐ Certificate (Professional/Technical)
- ☐ BAS (Bachelor of Applied Science)
- ☐ ACHIEVE Program

2. Provide your program name based on the program type you selected above.

* Program Name: _____

4. Important Information

- Continue to attend your classes if you plan to appeal. Your classes will be held pending the appeal process as long as you complete this form and return this form by the date listed on your Suspension Letter. If you do not appeal by this deadline, you will be dropped from your classes.
- If your appeal is approved, your financial aid eligibility is reinstated on a probationary status based on the availability of funds. Financial aid funds you are eligible for will be paid and/or released to you according to Highline's financial aid policies outlined in The Conditions of Award. This policy was provided to you with your Award Notification and can be found on our website at financialaid.highline.edu.
- If your appeal is denied, you are responsible for immediately paying your tuition on your own and if you received a financial aid check you are responsible for repaying that amount.
- If you withdrew from all of your classes, you may owe a repayment back to financial aid and/or the college regardless of whether your appeal is approved or denied. The Financial Aid Office is required to evaluate a student's eligibility for funds according to federal and state guidelines. You will be notified by mail or email if you owe a repayment. It is the student's responsibility to keep email and street addresses updated.
- If you are not planning to attend the current quarter, you must withdraw from classes by the 5th day of the quarter or 4th day if summer quarter. If you received a financial aid check, do not cash it and return it immediately to Highline's Cashier's Office.
- Deadlines for appeals: If you fail to appeal by the date listed on your Suspension Letter, your classes will be dropped. If you plan to continue to attend, and do not appeal, you are responsible for immediately paying your tuition without financial aid.
- Academic suspension from the college is not financial aid suspension. Approval of this petition is not an approval of academic suspension.

5. Additional Required Information

Complete the following sections (all sections must be completed).

1. Which quarter did you last attend Highline? _____

2. Which quarter do you plan to return to Highline? _____

3. Do you use the Tutoring Center at Highline College? ☐ Yes ☐ No

4. Have you applied for a graduation evaluation? ☐ Yes ☐ No

Note: Students with 15 or less credits remaining to complete their degree are advised to complete a graduation evaluation.

5. Have you read the Satisfactory Academic Progress Policy? ☐ Yes

6. Explanation of Extenuating Circumstances

☐ Write a statement, which clearly explains the extenuating circumstances that affected your academic success, including dates. You may attach supporting documentation; examples of extenuating circumstances include, but are not limited to, death of a relative, an injury, or illness. Attach your letter and all other documents to this form.

7. In addition to the above letter, list three things you will do to assist you in improving your academic performance.

1. _____

2. _____

3. _____

6. Student Certification

I affirm that the information provided in this application and other financial aid documents is true and correct to the best of my knowledge. I agree that I have reviewed, understand and agree to the conditions, responsibilities and obligations in order to receive financial aid for the 2018-2019 academic year as stated in the Conditions of Award, and Satisfactory Academic Progress Policy available on the Financial Aid website. I also understand if I submit all required items after the published deadline, tuition is my responsibility and the Financial Aid Office will not hold my classes

Signature

Date

State Aid Appeal Determination: To be completed by Financial Aid Office.

☐ **Approved**

Quarter Approved (probation): _____

☐ **Denied**

Track SK for denial

Maximum Time Frame

_____	x 125%	-	_____	=	_____
Required Credits			Attempted Credits		Remaining Credits

Advisor Initials: _____

Pace Calculation

Attempted Credits: _____

Completed Credits: _____

Pace: _____ %

CGPA: _____

☐ SP Tracked

☐ Academic Plan Created

☐ Academic Plan Uploaded

☐ Activated aid for approved quarter (following quarters stay revoked)

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services in Building 99, 1st Floor, room 180, email: access@highline.edu, phone: (206) 592- 3857 TTY (206) 592-4853, VP (253) 237-1106.