

- Pell Grant/student loan
 State Need Grant

2014-2015 Award Year Petition for Reinstatement of Aid

phone 360.383.3010 | fax 360.383.3011 | 237 West Kellogg Road, Bellingham WA 98226 | www.whatcom.ctc.edu

Student Name	
Student ID #	Social Security #
Phone Number	E-mail Address
Degree Program	Major

I am seeking reinstatement for the following quarter(s):

- Summer 2014 Fall 2014 Winter 2015 Spring 2015

Instructions for Completing your Petition:

(Petitions must be submitted to the Financial Aid Office by 4:00 pm of first day of quarter for which you are requesting reinstatement.)

- Step 1:** Complete Student Information Section (above) of the Petition Form.
- Step 2:** Attach a signed statement describing your extenuating circumstances (**please limit to 250 words**). Attach supporting documentation.
- Step 3:** Attach a statement describing your plan for future academic success (**please limit to 250 words**).
- Step 4:** If you are submitting a petition and your present financial aid status is "denied", you **must** attach documentation that you have successfully completed at least 10 credits which apply to your academic program of study, since your petition was denied.
- Step 5:** Sign and date petition (below) and submit to the Financial Aid Office.

Special Financial Aid Satisfactory Progress Hints and Tips

1. *Financial Aid Satisfactory Academic Progress* applies only to financial aid eligibility. There is also a *WCC Satisfactory Academic Progress Policy*. If you are required to *Petition for Reinstatement of Aid*, you may also need to submit a *Petition for Re-Admission* to the Probationary Review Committee. If you are unsure of your status under the *WCC Satisfactory Academic Progress Policy* you should contact Entry and Advising.
2. If you are petitioning for *Reinstatement of Aid* and your financial aid status was **Financial Aid Warning**, you **may** proceed with enrolling for a **maximum of 10 credits** for the next quarter. If your petition is **not approved**, you will be notified and you will have **1 business day** to either self-pay or withdraw from classes so you can receive 100% refund of tuition and fees.
3. You will be notified as soon as your petition has been processed. We recommend that you monitor the *Financial Aid Portal*, as you can view updates to your petition status 24/7. You will also be sent an email (to the email address you listed on your FAFSA). If your petition has been approved, the email message will list the specific requirements which you must meet before your financial aid awards will be activated.
4. If your *Reinstatement Petition* is approved, you will **be required to meet with a Financial Aid Educational Planner** to develop an approved *Program Completion Plan* by a specified deadline as per your email alert and deadline can be viewed on your account on the Financial Aid Portal. If an approved *Program Completion Plan* is received by the required deadline, your financial aid awards for which you are eligible will be reinstated and processed (**allow 7 to 10 days**). **If an approved *Program Completion Plan* is not received by your deadline, your financial awards will be cancelled.**
5. If your petition is **not** approved, you will be required to **successfully complete a minimum of 10 credits of course work which apply to your academic programs of study**, without financial aid, before you are eligible to submit another *Petition for Reinstatement of Aid*. Documentation of completion of these credits must be attached to your subsequent petition.
6. The *WCC Financial Aid Satisfactory Academic Progress Policy* may be viewed in the Financial Aid section of the WCC website (www.whatcom.ctc.edu).

Certification Statement: I have read this form and all instructions carefully. I understand that an incomplete petition and/or a late petition (filed past deadline) may not be reviewed until the following quarter. I understand that I may be dropped from my classes if I have not met the deadlines listed above.

Student Signature

Date

OFFICE USE ONLY

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Received:

Examples of common reason cited that are normally acceptable as extenuating circumstances for academic reinstatement:

An emergency or family crisis

- Injury or death in the family, fire or flooding of your residence, etc.

Absence due to medical reasons or mental health issues

- These absences must be documented and you must provide evidence that you are ready to return to school, including a letter from your doctor, counselor or therapist.

Examples of common reasons given that are generally not acceptable as extenuating circumstances for academic reinstatement:

“I took more classes, or harder classes, than I could handle.”

- You are responsible for understanding your limitations. Academic advisors are available to help you access your various responsibilities and pick an appropriate credit level.

“I was on a waiting list and didn’t know I was enrolled.”

- You are responsible for monitoring your enrollment and your status on waiting lists.

“I didn’t understand the Academic Standards of Progress requirements.”

- The Academic Standards of Progress policy is listed in the college catalog and you were warned when you were placed on Academic Alert and Academic Probation. You are expected to seek help and ask questions when you do not understand.

“I was sick and missed a dew classes.”

- As a student, you are responsible for knowing and understanding your instructors’ attendance policies and for contacting your instructors if you have to miss a class. Also, if you have on-going health issues, you should not attend school until those issues are either corrected or are under control with medication/treatment.

“My work hours changed or were increased.”

- Upon deciding to take classes, you are responsible for coordinating your school schedule and work schedule before you enroll. Be sure your employer is aware that school is an important priority for you. It’s challenging to balance work and school but it’s your responsibility.

“Telecourse(s) or online course(s) didn’t work for me.”

- Make sure non-traditional courses are right for your before you enroll. Talk to the instructor and/or advisors about what these courses are like.

“I didn’t like my instructor.”

- Unfortunately, this happens occasionally, but it is part of the learning experience you encounter as a student.

“My car broke down.”

- You should always have a back-up plan for getting to school, such as public transit or sharing a ride with a friends. This will be helpful when you enter the workforce, as well.

“I had family/relationship issues that affected my attending school.”

- Unfortunately, this can occur but it is the student’s responsibility to seek help or take time away from school until family/relationship issues have been resolved.

“My study environment was not conducive to doing well.”

- There are places on campus, such as the library and Learning Center, where you can study if you are unable to create a productive study environment at home.