



**Los Angeles Harbor College
Financial Aid**

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2nd Petition for Extension/Reinstatement of Financial Aid

Semester in which this Petition is being requested: Fall 2016 Winter 2017
 Spring 2017 Summer 2017

Last Name	First Name	Middle Initial	Social Security Number		

(Please Note: This document is 3 pages) THIS FORM IS TO BE COMPLETED BY THE STUDENT. This appeal should be used only if you have been denied your first appeal. You will need to complete your responses to the following questions. You will be notified by e-mail of the outcome of your 2nd Level Appeal, please allow 4 to 6 weeks. **Complete the Petition Form electronically, handwritten forms will NOT be accepted.**

1. Please explain the circumstances and reasons why you wish to be considered for extended financial aid eligibility. In your explanation, you must include circumstances that contributed to your exceeding maximum timeframe for your current degree/certificate program and/or your reasoning for returning for a new degree/ certificate after completing an Associate or higher degree. To help you in crafting your explanation, refer to the Helpful Hints on the instruction page of this petition form. Do not include in your explanation your need for financial aid as part of your rationale. The Committee is aware that any student filing a petition is doing so based on financial need. **Attach any additional documentation to support your petition. (please write your name, student id on any supporting documents)**

2. If you have also been disqualified due to unsatisfactory academic progress (i.e., your cumulative GPA is below 2.0 and/or you have completed less than 67% of attempted units), you need to provide a detailed explanation of the mitigating circumstances that resulted in you not meeting satisfactory academic progress as well as your plan of action to ensure you will successfully progress toward completion of your educational goal at Harbor College. Your petition should address reasons other than financial need; otherwise your petition will be denied. Your explanation must include the date the problem occurred, the nature of the problem, how your studies are affected, and how the problem was resolved to ensure you will successfully progress towards the completion of your educational goal at Harbor College. Lack of funding or work schedule changes are not considered mitigating circumstances. You **MUST** attach supporting documentation to support your mitigating circumstances. (You may use or attach a separate sheet. please write your name and student id on any supporting documents)

CERTIFICATION:

I understand that the Financial Aid Office will not accept my petition if it is incomplete or lacking required documentation and is not completed electronically. I also understand that I must submit my petition by the established deadline and this second petition is the final petition for the semester for which I am requesting for. I confirm that I have read and understand the satisfactory academic progress standards required of me to continue eligibility for financial aid.

Student's Signature

Date

HELPFUL HINTS FOR PREPARING A FINANCIAL AID PETITION FOR DISQUALIFICATION

Each petition submitted is reviewed for consideration based on its own merit and the evidence of the mitigating circumstances beyond the student's control.

➤ ***What is considered a mitigating circumstance beyond the student's control?***

A few examples of situations that may contribute to a mitigating circumstance that is beyond the student's control are: documented death in the immediate family during the period(s) of poor progress, documented serious illness of the student or the student's immediate family, documented injury from car accident, documented conflict between job and school schedule NOT created by the student that has been resolved and is not expected to reoccur.

➤ ***What is NOT considered a mitigating circumstance beyond the student's control?***

A few examples of situations that are NOT considered as beyond the student's control are: lack of knowledge of financial aid and/or college academic regulations, taking classes without an educational plan, changing majors, failing to drop classes before deadlines, not getting along with instructors, not taking school seriously, unresolved daycare issues, returning to school to obtain a new degree because it pays more, thinking that any of the conditions given by the Appeal Committee during a prior petition expired after one year or no longer applied.

➤ ***Do you know why you have been disqualified from receiving financial aid?***

It's possible to be disqualified in more than one area of academic progress as defined for financial aid recipients. Each area of disqualification must be clearly explained in your petition form. If you don't know why you have been disqualified, please contact the Financial Aid Office.

➤ ***Is your completion rate below 67%?***

Your completion rate is the percentage of courses that you've enrolled in and did not complete successfully by earning or receiving a "W", "F", "NP" (No Pass), "INC" (Incomplete). You must explain and document each "W", "F", "NP" or "INC" as they will appear in your academic history for financial aid up to and including the most recently completed semester. It is of no consequence if the course(s) may have been taken a long time ago, been re-taken for a better grade, or removed from your transcript. They all count toward financial aid standards of satisfactory academic progress.

➤ ***Is your cumulative grade point average (gpa) below 2.0?***

Explain the reason(s) for your low gpa. Explain what personal or academic changes you have taken to successfully complete the units/courses attempted to improve your gpa.

➤ ***Do you have an AS/AA degree or higher?***

If you have earned a college degree in the U.S. or from a foreign college or university, the Appeals Committee needs to know why you are back in school, not using the degree and/or still at Harbor College (if we granted the degree). Per federal regulations, waiving credits from a foreign degree does not waive your degree. You must explain your new educational objective and why you have made this change. It is advised that you discuss this educational objective thoroughly with an academic counselor in order to address your expected completion, graduation or transfer date.

➤ ***Have you attempted more than 90 units?***

You must explain why, after attempted more than 90 units, you have not yet earned or received a degree and/or transferred to a 4 year university. Just like a student with a low completion rate, you are required to explain and submit any existing documentation for each course attempted in which you have received a "W", "F", "NP", or "INC" and/or ALL courses that do not apply to your current Student Educational Plan that appear in your academic history up to and including the most recently completed semester, regardless of how long ago you may have received the grades.