

Financial Aid, Scholarships, Veterans and Foster Youth Programs

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**SECOND Petition for Extension of Financial Aid – E2**

Federal financial aid regulations require schools to establish a maximum time limit on financial aid.  The Los Angeles Community College District (LACCD) Satisfactory Academic Progress (SAP) policy states that students are allowed to attempt up to 150% of the units normally required for their academic program.  Students who have attempted the 150% or more units and/or completed an AA, AS, or high degree outside of the LACCD must complete the Petition for Extension of Financial Aid for continued financial aid consideration.

**INSTRUCTIONS**:

Complete the petition form electronically through your student portal if you are requesting an extension of financial aid eligibility. Read the Helpful Hints for guidelines. Attach any additional documentation to support your petition. Petitions submitted without all required documentation will be regarded as incomplete and denied.

1. You need to make an appointment with your academic counselor to define your educational plan/major and to determine the minimum remaining classes required to meet your educational goal and program of study here at Los Angeles Pierce College. EOP&S and CalWORKS students should meet with their respective counselors.

1. All petitions are reviewed in the order with which they are received. During peak periods, which are July through September and January through February, the review process may take up to six (6) weeks due to the number of petitions received.
2. It is your responsibility to read and understand the Satisfactory Academic Progress Policy as outlined in the college catalog.
3. If this petition is granted, you will only be eligible to receive financial aid for classes listed on your educational plan AND approved by the Financial Aid Office. Only courses that are approved by the Financial Aid Office will be eligible for financial aid payment
4. Submit your completed Petition form and other supporting documents online through your student portal.

Questions regarding this process can be directed to the Los Angeles Pierce College Financial Aid Office. For additional information on the Satisfactory Academic Progress policy, general financial aid information and deadlines, please visit the [Los Angeles Pierce College Financial Aid Office website](http://www.piercecollege.edu/offices/financial_aid) at www.piercecollege.edu/offices/financial\_aid

**DEADLINES:**

Fall 2019: November 30, 2019

(Note: winter 2020 is part of the fall 2019 semester; therefore will follow fall deadlines)

Spring 2020: May 17, 2020

Summer 2020: TBD

NOTE: You must check the financial aid website as deadlines may have changed.

**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 have attempted and successfully completed.  Earning a “W” (Withdrawal), “NP” (No Pass), “INC" (Incomplete), "NCR" (No Credit), or "F" (Fail) do not count as successfully completed.  You must explain and document each “W”, “NP”, “INC”, "F", or "NCR" 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 Pierce 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 150% of your program?**

You must explain why you have attempted 150% or more units of your program.  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”, “NCR” 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.



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**SECOND Petition for Extension of Financial Aid – E2**

**Semester in which this Petition is being requested:** **[ ]  Fall\_\_\_\_\_** **[ ]  Spring\_\_\_\_\_** **[ ]  Sum\_\_\_\_\_**

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Last Name First Name Student ID Number

THIS FORM IS TO BE COMPLETED BY THE STUDENT. Completed Petition Form must be submit to the Financial Aid Office before the established deadline. The Financial Aid Office will only accept forms that have been completed legibly.

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 the 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 rational. 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.

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1. 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 Pierce 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 toward completion of your educational goal at Pierce 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)

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**Certification**

*I understand that the Financial Aid Office will not accept Satisfactory Academic Progress (SAP) Petitions that are incomplete or lacking required documentation. I understand that there is NO GUARANTEE that I will be allowed to submit a Second Petition (if my first petition is denied) and if my first petition was submitted less than 30 days from the stated deadline(s).*

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Student’s Signature Date