

Financial Aid Appeal Eligibility

Financial Aid eligibility is determined in compliance with federal and state regulations, and institutional policies, and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation or other legally protected basis. If you wish to file a grievance, you should follow the directions outlined in the college catalog.

1. If you do not meet the satisfactory academic progress standards to receive aid, you may be eligible to appeal. Appeals are to be submitted in writing only. If you are approved on appeal, your academic performance will be reviewed at the end of each term. If you are approved on appeal and fail to meet the following guidelines, you will be denied aid. Students may only appeal once per year with the exception of summer.
 - Take coursework that is applicable to your degree or certificate program, and
 - Successfully complete at minimum 75% of all units attempted in each term following the appeal approval, and
 - Completes all coursework with a term GPA of 2.0 or higher in each term following the appeal approval, and
 - You are within the maximum time frame allowed in any prior appeal.

1. In order for you to be eligible to appeal the denial of aid due to not successfully completing courses with a cumulative GPA of at least 2.0 and/or due to not successfully completing at least 75% of all coursework, you must provide the following documentation that covers **ALL** periods of enrollment:
 - a. Medical documents that supports that you were medically unable to attend classes for reasons beyond your control, or
 - b. Verification (obituary or death certificate) of a death in your immediate family. Immediate family for purposes of a financial aid appeal is parents, siblings, children, spouse, or grandparents, or
 - c. Verification of military orders for military personnel and their families that have been temporarily reassigned or called to active service, or
 - d. Verification of natural disaster beyond your control that impacted your academic performance, or
 - e. Personal tragedies that were beyond your control and is documented by a 3rd party professional, i.e. police, courts, or medical, and
 - f. Statement from you detailing the reason for the deficiencies, what action has been taken to ensure it will not occur in the future, and
 - g. A Student Educational Plan developed by Citrus College.

2. To be eligible to appeal the denial of aid due to having already completed an Associate degree (including a foreign degree) or for having attempted 90 or more units or for having attempted

more than 150% of the units required for a certificate program (This total attempted units includes attempted units from other colleges), you must provide the following documentation:

- a. If you have 90 or more units attempted or have attempted 150% of the units required for a certificate: A statement detailing the reason for any deficiencies and/or reasons for remaining at this level of education and what action has been taken to ensure it will not occur in the future, or
 - b. If you have completed an Associate's degree - Explain why you are not currently using the degree you have completed and why you are returning to a community college, and
 - c. A Student Educational Plan developed by Citrus College.
3. If you have attempted 150 or more units, you are **NOT** eligible to appeal the denial of aid regardless of the reason. (These total attempted units include attempted units from other colleges).
 4. If you do not submit documentation to support your appeal for all periods of deficiency, your appeal is subject to being denied.

The committee's appeal decision is final, and can only be changed on a case by case basis at the discretion of the Director of Financial Aid. Once you have resolved your deficiencies and meet the satisfactory academic progress criteria, your financial aid office eligibility will be reinstated.