



**CALIFORNIA COLLEGE PROMISE GRANT (FORMERLY KNOWN AS BOARD OF GOVERNORS FEE WAIVER) APPEAL FORM**

Complete form in blue or black

Complete this form to appeal your loss of California College Promise Grant (formerly known as Board of Governors Fee Waiver) eligibility **ONLY**. This form **WILL NOT** serve as an appeal for Satisfactory Academic Progress.

**STEP 1: STUDENT'S INFORMATION**

Student's Last Name	Student's First Name	Student's M.I.	Student's Mt. SAC ID Number
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**STEP 2: APPEALING FOR TERM (CHECK ONLY ONE TERM)**

- Fall 2018     
 Winter 2019     
 Spring 2019     
 Summer 2019

**STEP 3: REQUIRED DOCUMENTS (MUST BE ATTACHED TO APPEAL FORM)**

- A description of your situation in space provided (REQUIRED, attach sheets if needed)
- An approved comprehensive educational plan (REQUIRED); and
- Supporting verification (if noted as REQUIRED below)

**STEP 4: REQUIRED DOCUMENTS (MUST BE ATTACHED TO APPEAL FORM)**

- I am attaching documentation of my verified illness, accident or circumstance beyond my control. (Examples of documentation are doctor's notes, accident report, etc.)
- I am attaching documentation of changes in my economic situation. (Example of documentation are proof of loss of job, letter of unemployment benefits from EDD, etc.)
- I am attaching verification (unofficial transcripts), that I have been making significant academic improvement by completing my last semester with a 2.00+ GPA and completed more than 67% of my semester coursework.
- I am a student with a verified disability who applied for services but did not receive an accommodation in a timely manner. (Attach verification from DSP&S of accommodations not being received in a timely manner.)
- I am attaching verification of inability to obtain essential support services.
- I would like to be granted special consideration, as I am a student in one of the following programs (check all that apply):  CalWORKs  EOPS  DSPS  Veterans
- I am attaching verification (unofficial transcripts) that I have not enrolled at Mt. San Antonio College for two consecutive semesters (fall/spring) since I became ineligible for my California College Promise Grant (formerly known as Board of Governors Fee Waiver).

**STEP 5: DESCRIPTION OF YOUR SITUATION (ATTACH ADDITIONAL SHEETS IF NEEDED)**

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**STEP 6: CERTIFICATION AND SIGNATURE**

By signing this worksheet, you certify that all information reported on this worksheet is complete and correct. If you purposely give false or misleading information, you may be fined, sentenced to jail, or both.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Minimum requirements for maximum success**

Whether you want to move into a career or move on to a four-year university, California community colleges want to help you achieve your educational goals. The California College Promise Grant (formerly known as BOG Fee Waiver) is available for eligible students at California community colleges, and will waive your per unit enrollment fee at any community college throughout the state.

Once you have qualified for the California College Promise Grant (CCPG), it is important to ensure that you are meeting the academic and progress standards in order to avoid losing the fee waiver.

**Academic — Sustain a GPA of 2.0 or higher**

If your cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

**Progress — Complete more than 50% of your coursework**

If the cumulative number of units you complete is not more than 50% in two consecutive primary terms (fall/spring semesters, or fall/winter/spring semesters), you may lose your fee waiver eligibility.

**Combination of Academic and Progress Standards**

Any combination of two consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50% may result in loss of fee waiver eligibility.

**How will I know?** You will be notified within 30 days of the end of each term if you are being placed on either Academic (GPA) and/or Progress (Course Completion) probation. Your notification will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, you may lose eligibility for the fee waiver at your next registration opportunity.

**How to regain eligibility.** If you lose eligibility for the California College Promise Grant, there are a few ways that you can have it reinstated:

- Improve your GPA or Course Completion measures to meet the academic and progress standards
- Successful appeal regarding extenuating circumstances
- Not attending your school district for two consecutive primary terms (fall/spring semesters, or fall/winter/spring semesters)

The appeals process for extenuating circumstances includes:

- Verified accidents, illness or other circumstances beyond your control
- Changes in economic situation
- Evidence of inability to obtain essential support services
- Disability accommodations not received in a timely manner
- Special consideration factors for CalWORKs, EOPS, DSPS and Veteran Students

**CCPG Appeal Processing Instructions**

1. Complete the student information part of this appeal form, select ONE reinstatement circumstance, sign and date the form. Prepare a typed narrative/description of your situation and schedule an appointment with an Educational Counselor or Educational Advisor. When making an appointment with a Counselor or Advisor, let the scheduler know you are requesting a comprehensive education plan or will be updating your current education plan. NOTE: Counseling/Advising appointments may take from 10 days - 2 weeks to schedule.
2. Bring this form and narrative with you to your Counseling/Advising appointment. If you are a CalWORKs, EOPS, DSPS, or Veteran student, **it is highly recommended** that you meet with the appropriate program Counselor.
3. If you are requesting an appeal for Academic/Progress probation due to "Extenuating Circumstances" such as verified illness, accident or circumstances beyond your control, or documented changes in your economic situation, have your supporting documentation ready. (Supporting documentation are doctor's notes, accident report, loss of job, etc.) Do not submit your originals; attach copies to your appeal form.
4. Submit the completed Appeal form to the Financial Aid Office with all of the supporting documentation that is indicated on the form based on your appeal reason (Appeal Form, typed description, comprehensive education plan, and supporting documentation). Any missing information will result in your Enrollment Priority/California College Promise Grant Appeal form being rejected by the Appeals Committee.
5. Check your Financial Aid Tab for a decision. Appeals are processed in date order and decisions are posted in approximately two weeks.

**We are here to help!** If you have questions or need assistance, please contact the Mt. SAC Financial Aid Office:

Phone: 909-274-4450

Web: <http://www.mtsac.edu/financialaid/>

The Mt. SAC Financial Aid Office is located in the Student Services Building (9B), second floor.

Hours of operation are:

Monday – Thursday, 8:00 a.m. – 7:00 p.m.

Fridays from 8:00am – 4:30pm.

NOTE: During the summer months, the campus is closed on Fridays.