

VENTURA COLLEGE FINANCIAL AID OFFICE
4667 Telegraph Road
Ventura, CA 93003
(805) 654-6369

SUSPENSION APPEAL FORM
2007-2008

Student's Name (please print)

SSN/ID

Based upon review of your satisfactory academic process, your financial aid has been terminated. Refer to your suspension notice.

In order to be reinstated **you must submit a letter explaining the circumstances which prevented you from completing your academic progress.** Please address **all** semesters where you experienced any academic difficulties.

You must also explain how your circumstances have changed and/or what steps you have taken to alleviate any obstacles. Provide documentation and/or indicate methods you have taken to improve your circumstances (i.e. meetings with your academic counselor, tutoring, testing, reducing unit load, etc.).

Circumstances may include the following:

- Illness/Injury of the student – please explain in detail the illness/injury that caused your academic difficulties. ***In addition, you must provide documentation from your doctor, hospital, etc. to support your illness/injury.***
- Death of a relative – please explain your relationship with this relative. Explain how this caused your academic difficulties. Please include all pertinent information, including dates, and a copy of the death certificate.
- Other special circumstances – describe in detail your special circumstances. Include all pertinent information, including dates.

Submit the appeal to the Financial Aid Office immediately. The Financial Aid Appeal Committee will meet and determine the outcome of your appeal, and then notify you in writing via mail.

I certify that I have read and understand the information contained above. Failure to provide a complete and legible appeal will result in a delay.

Student's Signature

Date