California College Promise Grant (CCPG)
Appeal Instructions

COMPLETING AN APPEAL:

Submit the Appeal Form, Educational Plan and supporting documentation as indicated on the form based on your appeal reason. *Incomplete requests may result in your appeal being denied*. **Include the following:**

- ✓ **Appeal Form & Statement**: Complete the Appeal Form and provide a statement to explain why you have not met SAP standards. Include what steps you have taken to resolve your situation.

- ✓ **Supporting Documentation**: Include documentation as indicated on the Appeal Form based on your appeal reason.

- ✓ **Educational Plan**: Meet with a counselor to create a comprehensive Educational Plan if you do not already have one. Call MJC Counseling at 575-6080 to schedule an appointment.

To access your Educational Plan:

- Log into your Starfish account at mjc.edu
- Click on the 3 horizontal lines next to "My Success Network"
- Press on "Degree Planner"
- Click on your current Educational Plan
- Press "Print" then under "Destination" select to save as a PDF
- Attach your Educational Plan to the appeal submission email

SUBMIT YOUR APPEAL:

EMAIL: MJC_FA_Appeal@mjc.edu

FAX: (209) 575-7719

MAIL: Modesto Junior College, Student Financial Services Office, 435 College Ave., Modesto, CA 95350

The following method of submission will be available once we resume normal office hours.

IN PERSON: Student Financial Services Office, Yosemite Hall, West Campus, Rm. 147 *OR*
Enrollment Services Office, Student Services Bldg., East Campus

Important Information:

1. Priority Registration: This appeal for Loss of CCPG does NOT include an appeal for Loss of Priority Registration. A separate appeal form is required for registration priority consideration.

2. Appeal Decision: An email notification will be sent to you regarding the outcome of your appeal. usually within 1 - 3 weeks; however, in some cases, we may require you to complete your current semester classes before a decision can be made.

3. Filing Deadline: The filing deadline for Summer 2021 is **August 13, 2021**. Appeal requests received after the deadline will not be considered.

Summer 2021 Appeal for CCPG (Fee Waiver)

Acceptance Dates: March 1, 2021 - August 13, 2021

Name: _____
Last: *First* *MI*

Student W#: _____ Phone: _____ Date: ____/____/____

❒ I am a Foster Youth or former Foster Youth who should qualify for an exemption from Loss of California College Promise Grant (CCPG). Must be age 24 or under at the time of registration. *(Official court order document must be attached).*

You must include an updated Educational Plan with this form as well as the required documents identified below:

I am requesting a reinstatement of my CCPG Fee Waiver for the following reason(s): *Check all that apply*

❒ **Extenuating Circumstances:** To be considered, you ***must provide documentation*** of illness, accident, or circumstances beyond the student's control. **Documentation** may include medical documents, death certificates, court summons or military orders, etc.

❒ **Academic and/or Progress Improvement:** To be considered, you ***must demonstrate*** successful completion of 12 semester units with at least a 3.0 GPA; 18 units with at least a 2.5 GPA; 24 or more units with at least a 2.0 GPA.

❒ **Verified Disability:** To be considered, students with a verified disability who applied before the deadline, but did not receive accommodation in a timely manner, ***must provide documentation*** which supports your claim. **Documentation** may include a statement from counselors or professionals on letterhead stationary, etc.

❒ **There has been a change to my economic situation:** To be considered, you ***must provide documentation*** of an economic situation, such as eviction, job loss, homelessness, etc. **Documentation** may include an eviction notice, layoff or termination notice, unemployment statements, and statements from a professional on letterhead, etc.

❒ **I was unable to obtain essential support services:** To be considered, you ***must provide documentation of inability to obtain services***. **Documentation** may include canceled appointments, emails and /or statements from a professional on letterhead, etc.

❒ **Special consideration of factors:** To be considered, you must be part of one of the programs below* and ***must provide documentation***. **Documentation** may include medical documents, Notice of Action for TANF, Cash Aid, Welfare to Work Plan, or statements from a counselor or professional on letterhead, etc.

***I am part of the following MJC program(s):** ❒ **CalWORKs** ❒ **EOP&S** ❒ **DSPS** ❒ **Veterans**

❒ I also completed the Appeal for Loss of Priority Registration.

I have provided all supporting documents needed to submit this request. I understand if no documents are provided, it may result in a denial of my appeal. *I declare under penalty of perjury that all information on this form is true and correct. I also declare I have read and understand the instructions provided with this form.*

Student Signature: _____ Date: ____/____/____

Provide a statement below to explain why you have not met Satisfactory Academic Progress (SAP) and what you have done to resolve your situation.

Student Signature: _____ Date: ____/____/____