



Financial Aid Office

SCC - P: (972)881-5760

PRC - P: (972)377-1760

CPC - P: (972)548-6760

Request for Reinstatement after Complete Withdraw Suspension

Name: _____ CWID: _____

Phone: _____ Email: _____
(Required)

Per Collin College's SAP Policy: Section IV. Complete Withdrawal:

A student who completely withdraws from a semester while on student aid or receives grades of F's, W's, and/or I's in all coursework in a given semester *will immediately be placed on financial aid suspension* and is no longer eligible to receive any student aid. This includes all summer coursework. This type of suspension can only be removed from the next semester of enrollment with an appeal for rare, extenuating circumstances.

Students in this category who **do not have** a rare, extenuating circumstance, may be able to regain their student aid eligibility in a future term by completing the following steps.

Instructions for Preparing Appeal

If you:

- a. Have completed **at least** 12 credit hours on your own (paid out of pocket), and
 - b. Are currently meeting the SAP requirements (i.e., a cumulative financial aid GPA of at least a 2.0 and a completion rate of at least 67%.) You **cannot** also be at or over the maximum hours.
1. Submit this form and a **TYPED** and **SIGNED** letter detailing the reason for the poor performance (briefly) and your plan for successful completion of your academic goals.
 2. **Confirmation page** showing completion of the SAP Counseling "The Key Components to the Satisfactory Academic Progress (SAP) Financial Aid Appeal Process" (see link below).
<http://www.collin.edu/gettingstarted/financialaid/getcounseling.html>

Appeal Review

All financial aid appeals will be reviewed by the Financial Aid Appeals Committee as established by Collin College.

Students will be notified of the appeal decision via Cougar Web. An appeal that does not meet the requirements per the SAP policy will automatically be denied. All charges and payment for charges are the responsibility of the student while the appeal is being reviewed.

If the appeal is approved, the student will be placed on academic plan for one semester. At the end of that semester, the student must maintain the SAP requirements or they will lose eligibility permanently.

Student Agreement

I certify that the attached statement is true and accurate. I understand that Collin College has established the Financial Aid Appeals Committee and that the committee has the final determination on my appeal. I understand that I am responsible for any charges and payment deadlines while my appeal is being reviewed.

Student Signature

Date