



Purpose: This form is intended for students who wish to request a reconsideration of a financial aid decision based on extenuating circumstances or additional information that was not previously considered. Whether your first appeal for Satisfactory Academic Progress (SAP) was denied, you have already obtained a bachelor's degree and want to be considered for student loans, or you have any other circumstance that may require a secondary review, the form will provide you with the necessary steps.

Important:

- If your appeal is approved, your eligibility is reinstated as of the current semester and is not retroactive to prior semesters.
- The decision of the **Appeal to the Financial Aid Director is FINAL**. No further appeals will be considered.

Deadlines:

Fall 2023 – **December 15, 2023**

Spring 2024 – **May 17, 2024**

Summer 2024 – **August 9, 2024**

Requirements:

- Extenuating Circumstances:** Appeals to the Director are only reserved for extenuating circumstances during the term(s) that negatively affected you (*see examples below*)
 - ◇ Severe illness or injury,
 - ◇ Death of immediate family member,
 - ◇ Other unforeseen extenuating circumstances,
 - ◇ Recent disability or job layoff that requires retraining or further education to a different career,
 - ◇ Already obtained a BA/BS Degree (**Loan approval only**)

*Please note: Students who are appealing a SAP denial should **ONLY** submit the Appeal to the Director Form if additional statements and/or supporting documents were not originally considered in the first appeal.

- Supporting Documentation:** Appeals MUST include documentation that supports your extenuating circumstance(s). Documentation may include a copy of a death certificate, doctors or other medical letters or summaries; insurance statements; eviction notice, court documents, course syllabus, letters or emails to or from instructors, etc.

- Education Plan:** You must meet with an academic counselor to complete an Educational Plan to include as part of your Appeal to the Director. Contact the counseling department to schedule an appointment at (760) 891-7511 or email counselingdepartment@palomar.edu for assistance.

Submission:

Important: Appeals without ALL the required documentation will be delayed or denied.

You may submit documentation:

- Via email send **ALL** documentation in **ONE** email to: finaid@palomar.edu
- Via mail to: 1140 W. Mission Rd. San Marcos, CA 92069 Attn: Financial Aid
- In-Person the Financial Aid Office at the SSC building (San Marcos Campus), at any of our education centers:

(Escondido, Fallbrook, Rancho Bernardo, Camp Pendleton)



Financial Aid, Veterans & Scholarship Services
2023-2024 Appeal to Financial Aid Director

For Office Use Only

Last Name

First Name

MI

Palomar ID Number

Section A: Major Information

It is important to verify that the major you are appealing for matches the major we have on record. If you need to update your major please do so **before** submitting your appeal. You can request the major change through [MyPalomar](#). Instructions on how to request a major change be located on the [Major Change Information](#) page.

Major Appealing for: _____

Major Verified by Staff: _____
 (Staff Initials)

Section B: Reason for Appeal *(Select all that are applicable)*

- SAP-Pace is less than 67%
- SAP-Cumulative GPA is below 2.0
- SAP-Max Time Frame: attempted more than 150% units of my declared major
- SAP-Max Time Frame: unable to complete declared major by the 150% unit limit
- Already obtained a bachelor's degree (appeal for loan only eligibility)
- Other: _____

Section C: Student Statement

Provide a detailed explanation (including dates) of the extenuating circumstances as it relates to your appeal. If your first SAP (Satisfactory Academic Progress) appeal was previously denied, please indicate what additional information you have provided in this appeal that was not previously submitted. This will help the Financial Aid Director understand the updates and changes you have made since your initial appeal. **Please ensure to also attach your supporting documentation and Education Plan.**

 Student Signature Date

Submit in person to the Palomar College Financial Aid Office -or- scan & email us from your Palomar Student Email Account to finaid@palomar.edu.