



Satisfactory Academic Progress Appeal

To receive aid for the following quarters, appeals must be submitted by:

September 10th - Fall 2021 | **January 7th** - Winter 2022 | **April 9th** - Spring 2022

[Financial Aid Website](#) | Phone: 253-288-3392 | [Financial Aid Zoom Lobby](#) | Email: finaid@greenriver.edu

How to Complete Your Appeal

- 1) Complete **both pages** of this form.
- 2) Save a copy of your **Academic Progress Report**. You can access your Academic Progress Report in [ctcLink](#) by clicking on the Academic Progress tile, verifying that your plan is correct, and clicking "View Report as PDF."
- 3) If you wish to strengthen and support your appeal, you may **provide supporting documentation**. Most appeals will be considered without documentation.
- 4) Submit all documents to [our secure upload tool](#). **Appeals sent through email will not be accepted.**
- 5) Results of your appeal will be sent to [your college-assigned email account](#). Please allow 1-2 weeks for our office to process your appeal. If your appeal is submitted after the due dates listed above, it may take additional time to process. Incomplete appeals will not be reviewed until all information has been received.

Student Information

Full Name: _____
Last Name, First Name

[ctcLink ID #](#): _____

Academic Plan: _____

Please continue onto the next page to complete your appeal

Reason for Appeal

My appeal is based on (choose main reason):

- | | |
|--|--|
| <input type="checkbox"/> Medical | <input type="checkbox"/> COVID-19 (Please choose a specific reason below) |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Student or family member illness |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Difficulty with online instruction |
| <input type="checkbox"/> Work Conflict | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Mental Health |
| | <input type="checkbox"/> Change in work (loss of job, increased/decreased hours) |
| | <input type="checkbox"/> Other COVID-19 |

Please provide a statement explaining why you were unable to meet Satisfactory Academic Progress. If you need more space, please submit another document with your full statement.

The steps I have taken to ensure this situation will not affect my future academic success; explain how the unusual circumstance(s) has been resolved.

Student Signature _____ **Date** _____