



SATISFACTORY ACADEMIC PROGRESS APPEAL

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

June 29th - Summer 2022 | **September 23rd** - Fall 2022 | **January 8th** - Winter 2023 | **April 7th** - Spring 2023

[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 at greenriver.edu/upload](https://greenriver.edu/upload) or drop them off during our operating hours at the Financial Aid Office in the Student Affairs Building, Room 231 at Green River College's main campus in Auburn. **Appeals sent through email will not be accepted.**
- 5) Results of your appeal will be sent to [your preferred email selected in ctcLink](#). 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 #](#): _____

Program of Study: _____

Please continue onto the next page to complete your appeal

Reason for Appeal

My appeal is based on (choose main reason):

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