

# Financial Aid Suspension Appeal

Website: [financialaid.highline.edu](http://financialaid.highline.edu)

Email: [financialaid@highline.edu](mailto:financialaid@highline.edu)



**Where to submit this form:** You can submit this form using our [Document Upload Form](#), via email, or in person.

**How to check your status online:** Go to your [Financial Aid Portal](#)

## Student Information

Last Name

First Name

Date of Birth (mm/dd/yyyy)

ctcLink ID Number

## Suspense Appeal Information

A student on Financial Aid Suspension, who had unusual circumstances which caused you to be unable to meet the Financial Aid Satisfactory Academic Progress Policy <https://financialaid.highline.edu/forms-and-downloads/> may complete this form to appeal their suspension and be reinstated immediately to receive financial aid again.

Students, who last quarter were on Financial Aid Probation and failed to meet their terms and conditions may not appeal again until they have taken at least 15 credits on their own, and earned at least a 2.00 in those 15 credits.

### How to Appeal

1. Provide a detailed, chronological explanation as to why you were unable to meet the Satisfactory Academic Progress policy requirements, AND how you have overcome that reason and can now meet the policy requirements moving forward.
2. Provide proof of your appeal reason such as a death certificate, and of how you have overcome the situation, such as proof that you are working with a mental health counselor.
3. Obtain an Academic Plan from your Academic Advisor that shows what classes you will take each quarter for at least the next two quarters.
4. Submit your entire Suspension Appeal packet to the Financial Aid Office through the Financial Aid Office's Forms webpage, via email at [financialaid@highline.edu](mailto:financialaid@highline.edu), or in person in the Financial Aid Office. Note, to be approved for financial aid for the next term, you must meet the submission deadline stated on your Suspension Notice sent to you via email.

### Failure to submit an appeal by the date listed on your suspension letter:

- You will be responsible for immediately paying your Highline Student Account balance without Financial Aid. While you can still appeal your suspension status, it will be considered for a future term, not the current term.

### Your Suspension Appeal can have one of two outcomes:

- **Approved:** You will be informed via the ctcLink Message Center. You will be placed on probation, and your Message Center message will detail the terms and conditions of your probation that you must follow to continue to receive your Financial Aid funding. You must also exactly follow your Academic Plan submit in step #3 above or you will not receive financial aid.
- **Denied:** You will be informed via the ctcLink Message Center. You will be responsible for immediately paying your tuition on your own, as you are not eligible for financial aid and your Highline Student Account balance is your financial responsibility. The Denial notice will explain why you were denied as well as other relevant information.

### Important notes about the Suspension Appeal process:

1. Academic Suspension is not the same as Financial Aid Suspension and appealing each requires different forms. Approval of one, does not guarantee approval of the other.
2. Because of the quick turn around time between quarters, your submitted appeal may not show on the Task Tile of the ctcLink student portal.

## Suspense Appeal Information

1. Provide a detailed, chronological, explanation of why you were not able to successfully meet the Satisfactory Academic Progress Policy minimum requirements AND explain how you will overcome those issues to be successful moving forward. You may submit your statement on a separate page if you need more space to write.

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2. Attach documentation to support your personal statement. This can include:
  - a. Documentation that confirms the situation you experienced (note from doctor/hospital records, death certificate, funeral service notice, travel documentation, police report, court documents, etc.)
  - b. Documentation that confirms how you plan to resolve your situation (new job schedule, note from counselor/therapist, communications with professor, letter from public assistance agency, etc.)

3. Obtain and submit a copy of your Academic Plan or have your Academic Advisor use the space provided below:

Fall 20____	Winter 20____	Spring 20____	Summer 20____

- Academic Advisor confirms a current academic plan is in AVISO and student is enrolled in courses that match this plan

\_\_\_\_\_  
Printed Name of Academic Advisor

\_\_\_\_\_  
Signature of Academic Advisor

\_\_\_\_\_  
Date

Appeal will not be accepted without an academic plan

## Signature

I affirm that the information provided in this application and other financial aid documents is true and correct to the best of my knowledge. I agree that I have reviewed, understand and agree to the conditions, responsibilities and obligations in order to receive financial aid for the academic year as stated in the Conditions of Award, and Satisfactory Academic Progress Policy available on the Financial Aid website. I also understand if I submit all required items after the published deadline, tuition is my responsibility and the Financial Aid Office will not hold my classes.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_