

## Petition for Reinstatement of Financial Aid

Federal financial aid regulations require schools to establish a policy that assesses a student's academic progress and promotes timely completion of an educational program. The Los Angeles Community College District Financial Aid Satisfactory Academic Progress Policy states that students must maintain a cumulative **Grade Point Average (GPA) of 2.0** and must **complete a minimum of 67% of all units attempted**. Students who do not meet these minimum requirements must complete the Reinstatement petition process for continued financial aid consideration.

### INSTRUCTIONS:

1. Complete the attached petition form if you are requesting a reinstatement of financial aid eligibility. Your petition should address reasons **other than financial need** for extending your financial aid eligibility. Financial need is assumed. **Attach any additional documentation to support your petition.**
2. Your petition must be completed legibly in ink or typed and contain your complete explanation of circumstances that contributed to your inability to maintain satisfactory academic progress and what you have done to address these circumstances. An incomplete petition will not be reviewed.
3. In addition to the Appeal for Reinstatement you need to take an On-Line Financial Aid Appeals Workshop at <http://moodle.piercecollege.edu>:
  - Scroll down to "Course Categories" in the middle of the page,
  - Click on "Counseling" under "Student Workshops",
  - Click on "Financial Aid Appeals Workshop".
  - Your username and password are the same as that used in the Student Information System (SIS).
  - Please enroll in the applicable semester.
  - You must complete this online workshop and pass the quiz.
  - Make sure you printout a confirmation that you have completed and passed the quiz of this online workshop.
  - Attach the confirmation page to this Petition form.
4. The Financial Aid Appeals Committee will review your petition and notify you in writing of the decision within 30 working days from the receipt of your petition.
5. Submit your completed **Petition form, confirmation of the On-Line Financial Aid Appeals, and other supporting documents** to:  
Pierce College  
Financial Aid Office  
6201 Winnetka Avenue  
Woodland Hills, CA 91371
6. **Deadlines:** **Summer 2011:** August 12, 2011 | **Fall 2011:** December 9, 2011 | **Spring 2012:** May 31, 2012

Questions regarding this process can be directed to the Pierce College Financial Aid Office. For additional information on the Satisfactory Academic Progress policy, general financial aid information and deadlines, please visit Pierce College Financial Aid Office website at [www.piercecollege.edu/offices/financial\\_aid](http://www.piercecollege.edu/offices/financial_aid).

