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**Financial Aid Office
Loss of Priority Enrollment and/or CCPG Fee Waiver
Appeal Request Form**

Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and BOGW fee waiver per regulation.

Date _____ RHC ID# _____ RHC E-Mail Address: _____

Name _____ Date of Birth _____

Phone _____ Semester and Year Appealing (i.e. Fall 2019) _____

Part I: Enrollment Priority Appeal Reasons: (check one)

- Extenuating Circumstances: verified illness, accident or circumstance beyond the control the student (Review attached instructions for required documentation).
- I have been making significant academic improvement by completing my last semester with a 2.00+ GPA and completed more than 50% of my semester coursework (Review attached instructions for required documentation).
- I am a student with a verified disability who applied before the deadline for but did not receive an accommodation in a timely manner (Review attached instructions for required documentation).
- I would like to be granted special consideration as I am a student in one of the following programs (Check all that apply)
 ___ CalWorks ___ EOPS ___ DSPS ___ Veterans

Part II: California Promise Grant (BOGW) – Auto-Reinstatement Option (check below):

- I have completed, or will complete, the 2019- 2020 Free Application for Federal Student Aid (FAFSA). As evidenced by my FAFSA application, loss of the California Promise Grant fee waiver would create a financial hardship for me. Due to financial hardship, I understand I am eligible to have my California Promise Grant fee waiver reinstated.

I declare the information on this form is true and correct. I understand the decision of the Appeal Committee is final.

Student Signature: _____ Date: _____

OFFICE USE ONLY		Committee Review Date: _____
Committee Recommendation:	Approved _____ Denied _____	Term Approved _____ Cumulative GPA _____
Support Services/Follow up Recommended: _____		
Facilitator Signature: _____		Date: _____

Please follow the instructions below for completing your appeal. Failure to include the items listed may result in a denial of your appeal.

Appeal Instructions

- Complete and sign appeal request form.**
- Personal statement:** Attach a detailed typed, personal statement which describes either your extenuating circumstances, significant academic improvement, or disability accommodations requested. You must address all terms that prevented you from meeting academic and/or progress standards and what has changed to allow you to meet academic/progress standards at the next evaluation.
- Proof:** You must attach all supporting documentation, such as medical records, death certificates, accident report, verification of disability and other supporting documentation that relates to your situation.
- Current Student Educational Plan:** A full Student Education Plan (SEP) is required and must be attached to the appeal. The SEP must state the student's educational goal and must state all coursework needed to graduate from Rio Hondo College. Please contact the Counseling Department to schedule an appointment with a counselor.

Submit your completed appeal form and additional required documents to the Financial Aid Office in SS130. Appeals for a given semester **MUST** be submitted at least 1 week prior to the end of the same semester. Appeals for past semesters will not be considered.