



2024-2025 Award Year Petition For Reinstatement of Aid

Student Name	
ctcLink ID	Degree Program
Phone Number	E-mail

I am seeking reinstatement for the following quarter(s): Fall Winter Spring Summer

Instructions for Completing your Petition:

- Step 1:** Complete Student Information Section (above) of the Petition Form.
- Step 2:** Attach a signed statement describing your extenuating circumstances (please limit to 250 words). Attach supporting documentation.
- Step 3:** Attach a statement describing your plan for future academic success (please limit to 250 words).
- Step 4:** If you are submitting a petition and your present financial aid status is “denied”, you must attach documentation that you have successfully completed at least 10 credits which apply to your academic program of study, since your petition was denied.
- Step 5:** Sign and date petition (below) and submit to the Financial Aid Office.

Special Financial Aid Satisfactory Progress Hints and Tips

1. Financial Aid Satisfactory Academic Progress applies only to financial aid eligibility.
2. If you are petitioning for Reinstatement of Aid and your financial aid status was Financial Aid Warning, you may proceed with enrolling. If your petition is not approved, you will be notified. You will have one business day to either self-pay or withdraw from classes so you can receive 100% refund of tuition and fees.
3. You will be notified as soon as your petition has been processed. We recommend that you monitor ctcLink, as you can view updates to your petition status 24/7. You will also be sent an email. If your petition has been approved, the email message will list any specific requirements which you must meet before your financial aid awards will be activated.
4. If your petition is not approved, you will be required to successfully complete a minimum of 10 credits of course work that applies to your academic programs of study, without financial aid, before you are eligible to submit another Petition for Reinstatement of Aid.
5. The WCC Financial Aid Satisfactory Academic Progress Policy may be viewed in the Financial Aid section of the WCC website.

Certification Statement: I have read this form and all instructions carefully. I understand that an incomplete petition and/or a late petition (filed past deadline) may not be reviewed until the following quarter. I understand that I may be dropped from my classes if I have not met the deadlines listed above.	
Student Signature _____	Date _____

PLEASE NOTE: We cannot accept documents via email due to sensitivity of the information.



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Examples of common reason cited that are normally acceptable as extenuating circumstances for academic reinstatement:

An emergency or family crisis

- Injury or death in the family, fire or flooding of your residence, etc.

Absence due to medical reasons or mental health issues

- These absences must be documented, and you must provide evidence that you are ready to return to school, including a letter from your doctor, counselor or therapist.

Examples of common reasons given that are generally not acceptable as extenuating circumstances for academic reinstatement:

“I took more classes, or harder classes, than I could handle.”

- You are responsible for understanding your limitations. Academic advisors are available to help you access your various responsibilities and pick an appropriate credit level.

“I was on a waiting list and didn’t know I was enrolled.”

- You are responsible for monitoring your enrollment and your status on waiting lists.

“I didn’t understand the Academic Standards of Progress requirements.”

- The Academic Standards of Progress policy is listed in the college catalog, and you were warned when you were placed on Academic Alert and Academic Probation. You are expected to seek help and ask questions when you do not understand.

“I was sick and missed a few classes.”

- As a student, you are responsible for knowing and understanding your instructors’ attendance policies and for contacting your instructors if you must miss a class. Also, if you have on-going health issues, you should not attend school until those issues are either corrected or are under control with medication/treatment.

“My work hours changed or were increased.”

- Upon deciding to take classes, you are responsible for coordinating your school schedule and work schedule before you enroll. Be sure your employer is aware that school is an important priority for you. It’s challenging to balance work and school but it’s your responsibility.

“Online course(s) didn’t work for me.”

- Make sure non-traditional courses are right for you before you enroll. Talk to the instructor and/or advisors about what these courses are like.

“I didn’t like my instructor.”

- Unfortunately, this happens occasionally, but it is part of the learning experience you encounter as a student.

“My car broke down.”

- You should always have a back-up plan to get to school, such as public transit or sharing a ride with a friend. This will be helpful when you enter the workforce, as well.

“I had family/relationship issues that affected my attending school.”

- Unfortunately, this can occur. It is the student’s responsibility to seek help or take time away from school until family/relationship issues have been resolved.

“My study environment was not conducive to doing well.”

- There are places on campus, such as the Learning Commons, where you can study if you are unable to create a productive study environment at home.