

Financial Aid Suspension Appeal Form

How to Submit an Appeal

You must submit items 1-4 (listed below) to our office by attaching all 4 items via email (PDF format preferred) and sending them to financialsouth@seattlecolleges.edu. It can take about 10 business days for an appeal to be processed and you will receive an email notification when it is complete.

SUBMIT ALL ITEMS LISTED BELOW:

1. **This Appeal Form:** Include your Name, ctcLink ID, Signature, and Date written/typed in the sections at the bottom of this form
2. **Personal Statement:** A written/typed statement, explaining the situation you experienced that led to your SUSPENSION status. Your statement must include:
 - a. the details of your situation that impacted your ability to meet SAP standards (not completing classes, not meeting GPA requirement, or both).
 - b. how you plan to resolve the situations that caused you to be placed on SUSPENSION.
3. **Approved Ed Plan:** A copy of your Educational Plan, which MUST be created with a South Academic Advisor.
4. **Documentation:** submit any documentation to support your personal statement. This can include:
 - a. Something that confirms the situation you experienced (note from doctor/hospital records, death certificate, funeral service notice, travel documentation, police report, court documents, etc.)
 - b. Something 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.)

REMINDERS:

- Be sure to include all 4 items for your appeal to be considered complete. **Incomplete appeals will delay processing and may cause you to miss the quarterly deadline.** You will receive an email notification if your appeal is considered incomplete.
- Try to attach your items via email in PDF, Word, and JPEG format when possible. Photographs of printed documents and screenshots can also be accepted.
- Continue to check your email inbox and spam folder. When your appeal is processed, you will receive either a PROBATION LETTER or DENIAL LETTER with information on your next steps.

CERTIFICATION: Signing this worksheet and/or submitting supporting documentation certifies that all information reported on it is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Name

Social Security Number / ctcLink ID

Signature

Date



South Seattle Campus Resources

Advising Office

Robert Smith Building (RSB 11)
<https://southseattle.edu/advising>
206.934.5387

The advising team offers services to help you reach your educational goals, including:

- Academic advising and program planning
- Assistance with petitions for waivers and/or exceptions
- Assistance with academic difficulty
- Transfer Advising
- Monitoring degree progress
- Graduation applications

Center for Equity, Inclusion, and Diversity

Jerry Brockey Student Center (JMB 146/148)
<https://southseattle.edu/student-life/center-equity-inclusion-and-diversity>
206.934.5332

Cultivating a learning environment that champions social justice. Services include:

- Multi-faith Prayer and Lactation Space
- Computer Access and Printer
- Events Promoting Social Justice
- Textbook Lending Program
- Coffee, Tea, and Snacks



Counseling

Robert Smith Building (Information Desk)
<https://southseattle.edu/counseling>
Appointments by phone only:
206.934.6409

Counselors are faculty members who help students establish and achieve educational, career and personal goals based on a comprehensive assessment of their personalities, interests, skills, values and other resources.

They work with students on goal setting, math and test phobia, exploring majors and careers, personal issues and concerns, and much, much, more

Disability Services

Robert Smith Building (RSB 12)
<https://southseattle.edu/disability-services>
206.934.5137

Disability Services (DS) coordinates services and arranges academic adjustments for students with disabilities at South Seattle College. The DS Office provides reasonable accommodations to ensure physical and programmatic access to college services, programs, and activities.

Food Pantry

Jerry Brockey Student Center (JMB 135)
<https://southseattle.edu/student-life/food-pantry>
206.934.5332

The purpose of the Food Pantry is to address food insecurity for our students. If you are homeless or can't make it to the local food bank during class times, or you are low on your EBT card we are here for you. We know you can't do your best in class on an empty stomach and we want you to make it to the finish line!

Tutoring Center

Robert Smith Building (RSB 12)
<https://southseattle.edu/tutoring>
206.934.6650

The Tutoring Center at South Seattle College is committed to the success of South's diverse student population. Within a warm, welcoming and friendly environment, the Center offers helpful and flexible academic support to all students free of charge.

Workforce Education

Robert Smith Building (RSB 79)
<https://southseattle.edu/workforce-education>
206.934.5835

The Workforce Education Office at South Seattle College can help you enter or reenter the workforce through career training, financial aid assistance, job placement assistance and academic planning.

You can create appointments with many of these offices by logging into your Starfish account!

southseattle.edu/students

