

Request for Reinstatement of Financial Aid at Casper College

Name _____ SSN _____
Last First Middle Maiden

Address _____ Telephone _____
Street / Box No / Apt. No City State Zip Code

Students who fail to meet required standards **due to mitigating circumstances** are permitted to submit a written appeal for reconsideration by Casper College. Casper College will determine whether probationary funding (**if any**) is justified.

Federal regulations define **mitigating circumstances** as (1) the death of a relative of the student, (2) an injury or illness of the student, or (3) other special circumstances. *These circumstances must be of significant magnitude and, generally, outside of the student's control in order for a petition to be approved.*

INSTRUCTIONS

1. I am requesting to have my financial aid reinstated for:

Fall ____ Spring ____ Summer ____ of what year: _____

2. **I have attached a typed or clearly written statement including the following items (*initial next to each*):
Incomplete petitions may be delayed or denied.**

- _____ A statement listing the standard(s) that I failed to meet,
- _____ An explanation of the mitigating circumstances that prevented me from meeting the standard(s),
- _____ A statement of the corrective measures that I will take to ensure my academic success in the future,
- _____ Documentation supporting my mitigating circumstances (VERY IMPORTANT),
- _____ If I exceeded the maximum limit of 96 credit hours attempted, I am also including a copy of my degree check from the Admissions Office and an estimated completion date for my program at Casper College.
- _____ I signed my statement.

3. Student Signature: _____ Date: _____

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| Office Use Only |
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_____ Approved - **On Financial Aid Probation**

_____ **Denied** - You must attend on your own until standards are met in order to be reconsidered.

_____ More information requested (over)
Return by: _____

_____ All Aid
_____ Federal Aid Only
_____ Federal Grants
_____ Student Loans
_____ Richardson

Official Signature

Date