



REQUEST TO REINSTATE FINANCIAL AID FUNDS INSTRUCTIONS AND FORM

If you are on aid withheld status, you are not eligible for any future financial aid, including Federal Stafford Loans, and you may not work under Federal Work-Study, until your aid is reinstated.

- Submit a complete request by Friday of the first week of the term if you plan to attend that term.
 - Meet with **your assigned advisor/counselor** to evaluate and formulate realistic plans to become academically successful. Include these plans in your written explanation of circumstances. The request must be signed by your assigned advisor/counselor.
 - Attach documentation to substantiate your request. Examples: doctor's statement, death certificates, funeral announcements, etc.
 - Submit the completed request and documentation to the Financial Aid Office. Requests must be submitted prior to or within the first week of classes for the term which the reinstatement is being requested. If you cannot submit your request before or during the first week, please contact the Financial Aid Office. Aid is not retroactive to previous terms for which you were aid withheld.
 - Please allow 10-15 working days for a decision from the Financial Aid Committee. A notice will be mailed to you informing you of the committee's decision.

- Attend your registered classes in the current term pending a decision from the Financial Aid Committee. As long as you submit your request by Friday of the first week of the term, you are not required to pay for your tuition and fees until a decision is reached.

- You may charge your books at the bookstore (if you received an award letter and your award amount will cover the charged amount). However, you are 100% liable for all charges if your request is denied.

- Should your request be denied, you may submit a written request within 15 days to meet with the Financial Aid Committee in person to further discuss your situation and ask the committee to reconsider the decision.

- Should the request again be denied, you have the options to:
 - 1) Pay your charges and attend the term at your own expense **OR**
 - 2) Submit a request in writing to the Student First Stop Center to be withdrawn from your classes **AND** pay for any books and supplies that were charged to your account (contact the Bookstore for possible refund).

If you have registered for a term but do not plan to attend, **you must officially withdraw** from your classes by the **end of the second week of the term** or you will be liable for all of your charges.



SOUTHWESTERN OREGON COMMUNITY COLLEGE

FINANCIAL AID OFFICE

1988 NEWMARK ♦ COOS BAY, OR 97420-2912 ♦ (541) 888-7337 ♦ 1-800-962-2838 ext. 7337

www.socc.edu/serv_resrc/faweb2

REQUEST TO REINSTATE FINANCIAL AID FUNDS

Name:	ID Number:
Address:	Date:
City, State:	Major/Degree Goal:

I am requesting that the Financial Aid Committee (or designated authorized staff) review my Request to Reinstate Financial Aid Funds. I have attached an explanation of why I believe I should continue to receive financial aid funds. I have also provided documentation of any circumstances that I believe have affected my academic progress.

If you are required to provide documentation to support your explanation, please indicate the type of documentation you are providing below:

- Medical (i.e., pregnancy, surgery, illness, etc.) - doctor's statements, medical bills
- Death in the family - death certificate, notice and relationship to the deceased
- Disability (i.e., dyslexia, learning, etc.) - documentation of the disability
- Other (attach explanation on separate piece of paper):

A signature from your assigned advisor/counselor is required when submitting your request.

Assigned Advisor/Counselor Comments and/or Recommendations:

Assigned Advisor/Counselor Printed Name: _____

Assigned Advisor/Counselor Signature: _____ Date: _____