Loss of BOGW Fee Waiver Appeal

This form is to appeal your loss of BOGW fee waiver

Appeal Deadlines:

Fall 2016: December 17, 2016 **Spring 2017:** May 12, 2017 **Summer 2017:** August 11, 2017

Term (circle one): *Fall Spring Summer* **Year**: *20*_____

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.

Last Name:_____First Name:_____Student ID#_____

CR Email:_____Phone: ( )_____-_____

Required Documents:

☐ **A typed narrative of your situation**

☐ **Supporting Documentation (see list below)**

Supporting Documentation: (check one)

☐ Extenuating circumstances: verified illness, accident or circumstances beyond the control of the student or other circumstances that might include documented changes in the student's economic situation. (Documentation must be attached to this appeal form. Examples of documentation are doctor's notes, accident report, loss of job, etc.)

☐ 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. (A copy of your unofficial CR transcript must be attached to this appeal form.)

☐ I am a student with a verified disability who applied before the deadline for, but did not receive, an accommodation in a timely manner. (Written verification from DSPS must be attached to this appeal form.)

☐ I was unable to obtain essential support services. (A written statement must be attached to this appeal form.)

☐ Special consideration of factors related to one or more of the following programs: (A written statement from the program detailing the factors that impacted academic performance must be included.)
____ CalWorks _____ EOPS _____ DSPS _____ Veterans **Participation in a program does not guarantee approval.*

☐ I have not enrolled at CR for two consecutive semesters (fall/spring) since I became ineligible for my BOGW Fee waiver (A copy of your unofficial CR transcript must be attached to this appeal form.)

I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal from is void should I fail to make academic progress.

Student Signature:_____ Date:_____

District Use Only

☐ Approved ☐ Denied Date: _____

Reviewer Signature: _____Reviewer Printed Name: _____

Student notified: _____ If applicable: BOG entered: _____
Date/initials Date/initials

Loss of BOGW Fee Waiver Appeal Processing Instructions

LOSS OF BOARD OF GOVERNORS FEE WAIVER (BOGW):

Please be aware a student that continues on a second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of the BOGW Fee Waiver.

1. Complete the student information part of this appeal form and a typed narrative of your situation to the Advising & Counseling Office to schedule an appointment. (If you are Foster Youth you are exempted from this process. Please contact the Financial Aid Office.) When making an appointment with a counselor, let the scheduler know you are requesting an appeal and will need a comprehensive education plan or will be updating your current education plan.

2. Bring this form with you to your appointment with your typed narrative and supporting documentation. If you are a CalWorks, EOPS, DSPS, or Veteran student you **must** meet with the appropriate program Advisor/Counselor.

3. If you are requesting an appeal for Academic/Progress probation due to Extenuating Circumstances such as verified illness, accident or circumstances beyond your control, or documented changes in your economic situation you must have supporting documentation. (Supporting documentation are doctor's notes, accident report, loss of job, etc.)

4. Submit the completed Appeal form to Admissions & Records/Financial Aid with all of the supporting documentation that is indicated on the form based on your appeal reason (Appeal Form, typed narrative, comprehensive education plan, and supporting documentation). Any missing information will result in your BOGW Fee Waiver Appeal form being rejected by the Appeals Committee.

FOR DISTANCE EDUCATION (ONLINE STUDENTS ONLY):

1. If you are a Distance Ed (online) student (100% online courses). You may also download the appeals form from our website at www.redwoods.edu.
2. You will need to complete the appeal form and provide your typed narrative and any documentation that would support your appeal. You will need a phone appointment to complete the comprehensive education plan or update your current education plan with an advisor/counselor. You may call 707-476-4150 for an appointment. Make sure you indicate that you are doing an appeal for Loss of BOG fee waiver and a comprehensive education plan.
3. After meeting with an advisor/counselor, take this form along with your supporting documentation (Appeal, typed narrative, comprehensive education plan, and supporting documentation) to the Admissions & Records/Financial Aid Office for processing. Please note that processing requests may take up to 7-10 working days. It is your responsibility to ensure that the documentation is received in Admissions & Records/Financial Aid Office by the established due date.

All Appeal forms and documentation must be received by Admissions & Records/Financial Aid Office by the established deadline. Planning ahead is very important!