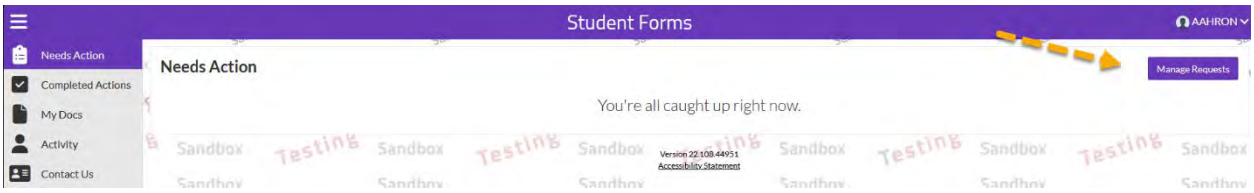
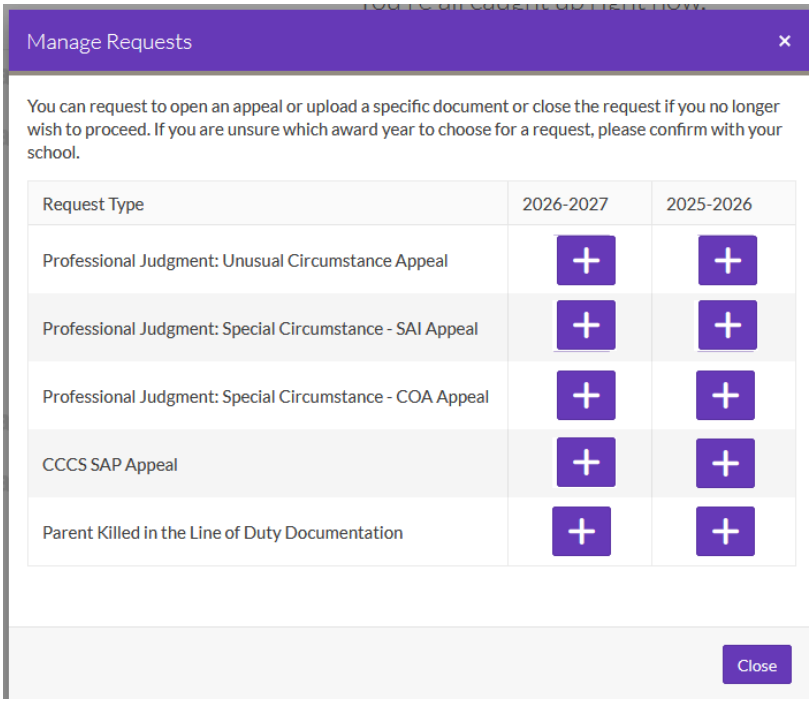
How to Submit an Ineligible for Financial Aid appeal

1. On your Student Forms Needs Action page, click Manage Requests (it will be on the right beneath your name).



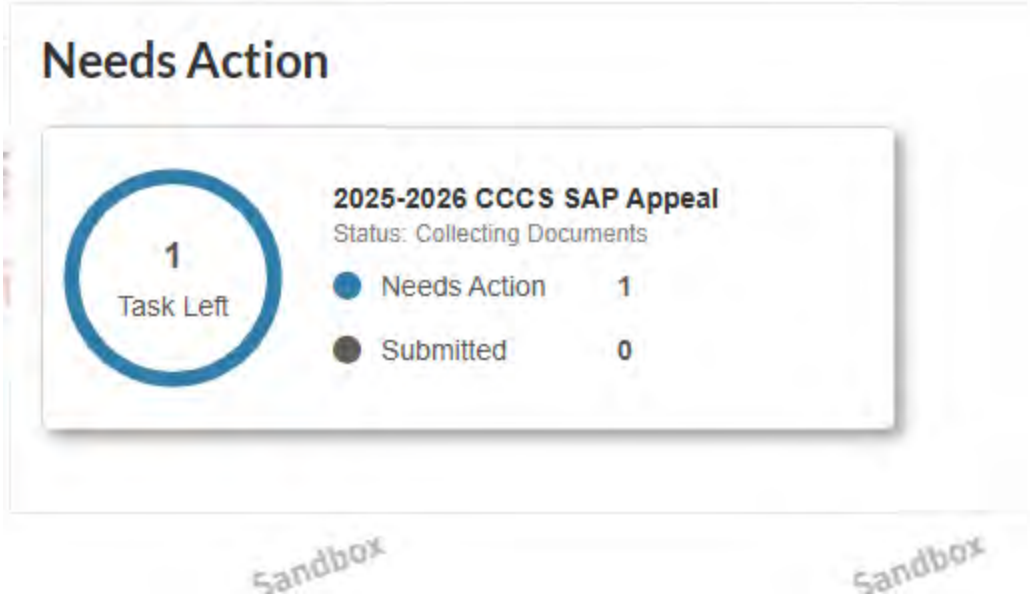
2. Choose the type of document you want to submit. Make sure you submit it under the correct financial aid year.

For Ineligible for Financial Aid appeals, you will click on "CCCS SAP Appeal."

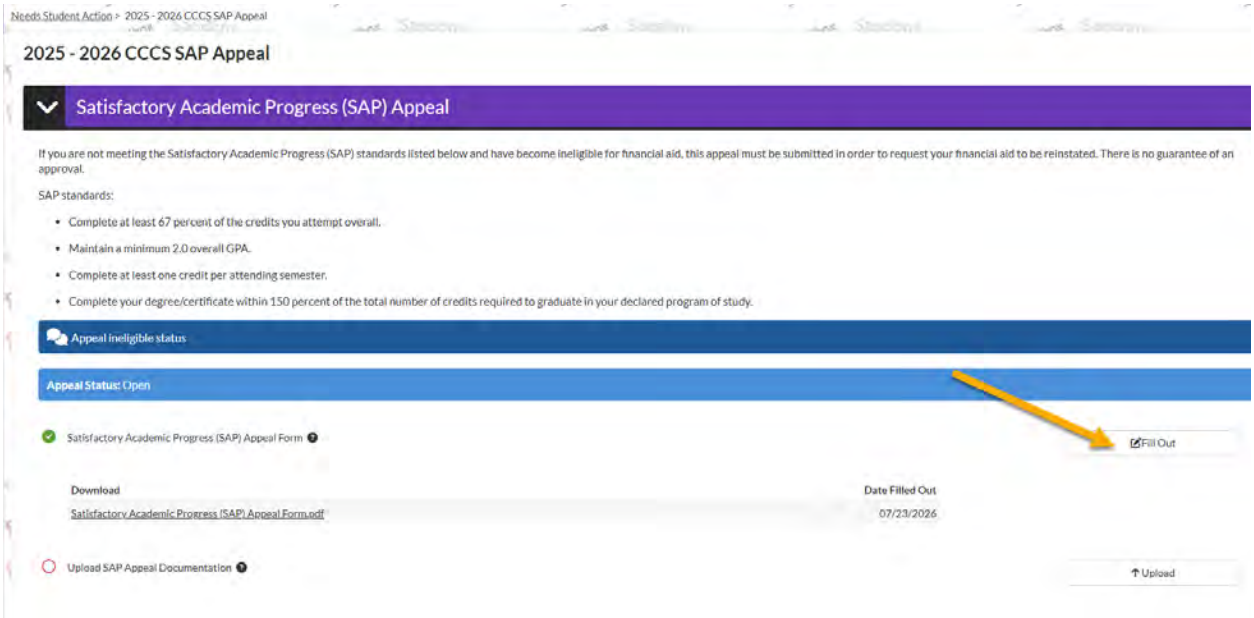


3. Enter a brief explanation for the reason for your request, and press submit. You will have a chance to provide more details later. You can enter "I am ineligible for financial aid."

4. You will receive a Success message and be taken back to the Needs Action page, where there is now a new item for you to complete. Click OK.

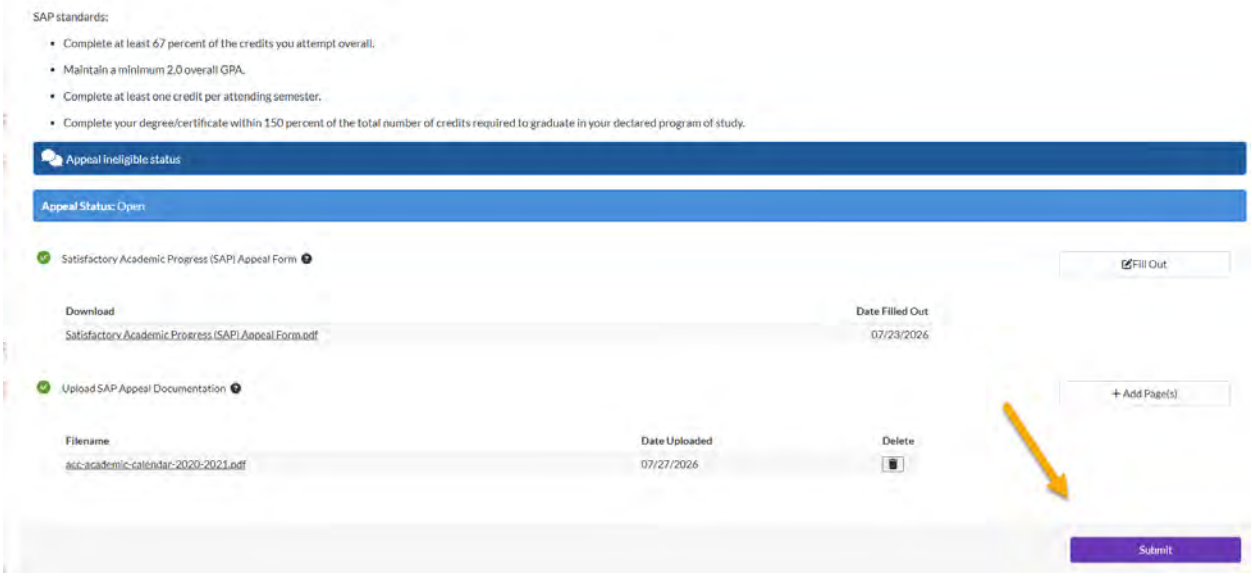


5. Click on the new Needs Action item you created and you will be taken into the task. Click the black and white arrow to expand the menu to see the action item, then click the Fill Out button.

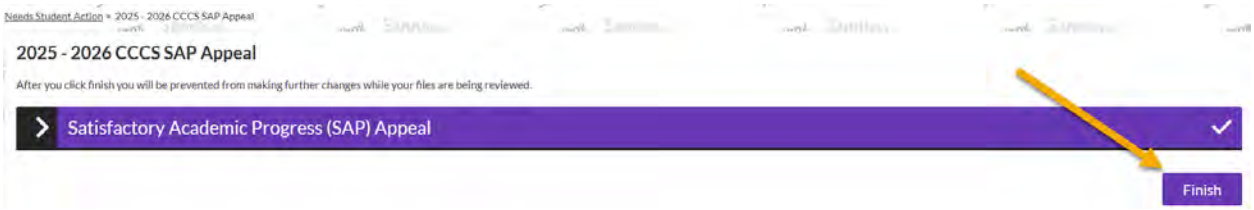


6. Carefully read all instructions and complete all required sections of the form.
7. When you have filled out the form, enter your E-Sign Password and press E-Sign.
8. You will be shown another Success screen. You may be required to fill out another form and/or upload additional documents. Complete the required tasks, then press Submit.

9. After you upload all pages, click the Submit button to send your request to the financial aid office.



10. Make sure to click Finish when you're done! IMPORTANT: You can't add anything to the appeal after clicking Finish. Do not click this until your appeal is complete.



11. After submitting, allow 3 weeks for processing. You will be notified of the committee's decision by email.