



2021-2022

# Petition for Reinstatement of Aid

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The BTC Student Financial Resources Committee reviews petitions after grades are posted each quarter. The circumstances leading to suspension of aid, the steps you have taken toward success in future quarters, and your prior academic history will be considered. You will be notified by email when a determination has been made.

**Petition reviews may take 1 to 2 weeks.**

## Student Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Previous Last Name (s)

\_\_\_\_\_  
Email Required (Email is the default communication method)

Please list all of the program in which you currently receive funding/benefits from:

- Financial Aid     DSHS Food Benefits     TANF     Unemployment Benefits     Veterans Benefits

## Reinstatement of Eligibility

- Students have the right to petition for a change in financial aid eligibility status if their failure to maintain satisfactory progress was due to extraordinary circumstances (death in the family, severe illness, house fire, etc.).
- Students who have already petitioned for and received reinstatement may not be approved again for the same reason.
- Students who will be unable to achieve Satisfactory Academic Progress, even if reinstated, may not be approved.
- Students who are not approved may regain Satisfactory Academic Progress by completing a quarter without the assistance of federal or state aid.
- A complete copy of the Satisfactory Academic Progress policy is available in the Student Financial Aid Handbook, located in your Financial Aid Portal or on the BTC Student Financial Resources webpage.
- **The decision of your petition is final.**

## Petition Requirements

Submit the following to the BTC Student Financial Resources Office (include **ALL** of the following):

- This form**, completed and signed by the student;
- A written**, personal statement detailing the following (use page 2 or attach additional pages(s)):
  - A) What were the unusual circumstances leading to unsatisfactory academic progress?
  - B) What is your plan to improve the situation and to ensure academic success?
- Supporting documentation** from a doctor or instructor (if applicable).

**PR**

Office Use Only

Committee Decisions:

- Approved                       Not Approved  
 Approved with Conditions \_\_\_\_\_

Received:

**Describe in detail the circumstances that led to your unsatisfactory progress.** Reinstatement is allowable only under special, mitigating circumstances. Please note that failure to plan, lack of motivation, or other non-emergent issues are not considered to be special mitigating circumstances for reinstatement.

**What is your plan to improve the situation and to ensure your future academic success?** Describe how the above circumstances have changed. Describe steps or strategies you will take to ensure that you will meet the conditions of satisfactory progress in the future.

Documentation from a doctor, instructor, etc. regarding circumstances related to your academic progress is attached.

**Signature Certification Required: Please keep a copy of this document for your records.**  
By submitting this form, I agree that the information provided is complete and correct. I understand that this form is considered signed if it is submitted from my [BTC email](#) account.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**PR**

Received: