



2024-2025 Petition for Reinstatement of Aid

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Students who enter suspension status may submit a petition to detail the unusual circumstances that occurred in the prior quarter(s). Petitions are reviewed by the Petition Committee. 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. Students will be notified by email when a determination has been made or additional information is needed.

Student Information

Last Name

First Name

ctcLink ID

Previous Last Name (s)

Email Required (Email is the default communication method)

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 and received reinstatement may not be approved again for the same reason.
- 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):

1. **This form**, completed and signed by the student
2. **A written**, personal statement detailing the following (use page 2 or attach additional pages):
 - 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?
3. **Supporting documentation** from a doctor or instructor (if applicable).

EBH068

Office Use Only

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.

Student Name

Student Signature

Date

Bellingham Technical College does not discriminate on the basis of race, ethnicity, creed, color, sex, gender identity or expression, citizenship or immigration status, national origin, age, religion, disability, veteran or military status, sexual orientation, genetic information, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, pregnancy, marital status, or any other characteristic protected by federal, state, or local law in its programs, activities, and services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8354, or hr@btc.edu. For Title IX/Section 504 compliance, contact: Vice President of Student Services, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8440, or title9@btc.edu. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8576.