



# Prescott College

For the Liberal Arts, the Environment, and Social Justice

## Financial Aid Satisfactory Academic Progress Petition

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Student Name Student ID Number

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Telephone Number Email Address

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Address City State Zip Code

Federal regulations allow you to petition financial aid standings under certain conditions with proper documentation. We recognize that extenuation circumstances may prevent a student from completing a term or specific hours in one term. Due to our concern for your continued success, we require documentation from a counselor and/or other professional in an attempt to ensure that the seriousness of the problem is given proper attention.

Students who have not completed the necessary number of funded credit hours per term due to withdrawing from the college or incomplete or failed coursework may petition their financial aid suspension if extenuating circumstances were involved such as:

- Illness that prevented you from completing classes (Completion of Sections A and B is **required**).
- Serious personal problems that prevented you from completing classes (Completion of Sections A and B is **required**).
- Death in the immediate family. Attach copy of death certificate or obituary and please indicate your relationship to the deceased in Section B.

### SECTION A

This section must be addressed by a physician, professional counselor, medicine man/woman, minister, attorney or the Dean for extenuating circumstances of illness or serious personal problems that were beyond the student's control. In documenting illness or serious personal problems, the professional third-party must not be a family member or someone who, by acting as the professional, would have a dual relationship with the student.

The professional must address **all** of the following in a letter (on letterhead):

- Statement of extenuating circumstances that prevented you from successfully completing that semester. Dates that circumstances occurred must be included.
- Dates the situation prevented you from attending or completing classes and dates seen by a professional.
- Statement as to whether the situation has been completely resolved. If situation has not been resolved, indicate the measures that have been established to resolve this situation.
- Recommendation as to whether you can complete a full course load at present. If not, what is recommended (i.e., half time enrollment, no enrollment)? When would a full course load be recommended?

### FINANCIAL AID

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Form Updated  
3/2/2015 BLS

