



Financial Aid Office

El Camino College (ECC) - 16007 Crenshaw Blvd. • Torrance, CA 90506 ☎ 1-310-660-3493 ♦ www.elcamino.edu

SATISFACTORY ACADEMIC PROGRESS (SAP) AND LOSS OF BOARD OF GOVERNOR'S FEE WAIVER APPEAL INSTRUCTIONS

INSTRUCTIONS

1. The Satisfactory Academic Progress and Loss of Board of Governor's Fee Appeal Form (hereinafter called the "Appeal Form" and supporting essays must be typed using the fillable form below.
2. The Appeal Form must be submitted with a current, counselor-approved educational plan. All appeals for Satisfactory Academic Progress must include a comprehensive Education Plan or Lock-in-List (if applicable) that includes all coursework required to complete an associate degree, a vocational certificate of at least sixteen (16) units, or plan to transfer to a four-year college or university.
3. The student must meet one of the acceptable reasons for submitting an Appeal Form. Students who do not have an acceptable reason should not submit an Appeal Form.
4. The student is advised to make a copy of the entire Appeal Form and all supporting documentation prior to submitting to the Financial Aid Office.
5. The student must submit a completed Appeal Form and all supporting documentation to the Financial Aid Office by the established deadline. Incomplete, handwritten or late submissions will not be accepted. The Appeal deadlines are as follows:

Fall 2017 Semester = November 9, 2017
Spring 2018 Semester = May 3, 2018
Summer 2018 Term= July 19, 2018
6. The Appeal decision will be sent to the student via his or her college issued e-mail account (MyECC) approximately four (4) to six (6) weeks after submission.
7. For additional information, visit the Financial Aid Office webpage at:
<http://www.elcamino.edu/student-services/fao>
8. **ALL SAP APPEAL DECISIONS ARE FINAL.**