

NORTHWEST TECHNICAL COLLEGE BEMIDJI
PETITION FOR REINSTATEMENT OF FINANCIAL AID

Please return to the Financial Aid Office.

PART I – TO BE COMPLETED BY STUDENT

Name _____ Tech ID#(if known) _____

Social Security Number _____ Phone Number _____

Current Mailing Address _____
(STREET/PO BOX) (CITY) (STATE) (ZIP)

Current E-Mail Address _____

Instructions: Federal regulations state that a student who has experienced undue hardship due to (a) the death of a relative of a student, (b) the personal injury or illness of a student, or (c) special circumstances as determined by the institution may be considered for a trial period on aid.

COMPLETE AND RETURN THIS FORM TO THE FINANCIAL AID OFFICE WITH THE PROPER DOCUMENTATION. This petition should be accompanied by written documentation from a professional source that knows first hand and can verify your circumstance. Documentation should be on letterhead stationary. Telephone calls are not acceptable documentation. Please note that your information is subject to Federal and State audit.

I request the reinstatement of financial aid beginning: _____ Fall 2011 _____ Spring 2012 _____ Summer 2012

- _____ Student has not met 2.0 cumulative GPA requirement and/or 67% cumulative percent completion requirement
Indicate unusual circumstance and attach documentation. Include an explanation of what happened each semester where the minimum requirements were not met, what has changed since then, and a detailed academic plan approved by the student's advisor.
- _____ Student has exceeded maximum time frame for program. Please include documentation which explains the student's academic history (i.e. why the student has changed programs), describe any unusual circumstances if minimum academic requirements have not been met, and include a detailed academic plan approved by the student's advisor.

The information provided herein is true and correct.

Student's signature _____ Date _____

PART II—TO BE COMPLETED BY THE OFFICE OF FINANCIAL AID

Approved for trial period: Term _____

Conditions of your trial period:

- _____ You must pass 100% of your attempted credits with a minimum _____ GPA **each semester** until the minimum requirements of the financial aid satisfactory academic progress policy are reached.*
- _____ Your maximum time frame for the completion of your program with financial aid has been extended through: _____
- _____ Other conditions: _____

Disapproved:

- _____ Documentation unacceptable.
- _____ History of insufficient academic progress toward completion of program.
- _____ Conditions of a prior petition have not been met.
- _____ The office of financial aid will reconsider a new petition after one successful semester without financial aid (including loans) at our college in which you enroll at least half time, pass 100% of credits attempted and obtain a _____ GPA or higher for the semester.*
- _____ Your maximum time frame for the completion of your program has been reached or exceeded.
- _____ Other: _____

REVIEW COMMITTEE SIGNATURE _____ DATE _____

***NOTE: A "W" on your transcript is considered an attempted but not completed course. Therefore, you must not receive a "W" in a term you are required to complete 100% of attempted credits.**

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This document is available in alternative formats to individuals with disabilities by calling:
Sarah Plahn, M.S., Learning Services Director, Room 211 (218) 333-6650/1-800-942-8324/TTY (218) 333-6691

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