San Jacinto College Financial Aid Appeals Checklist

- Dates on documentation should correspond to the semester in which there was an issue.
- First time appeal students should address all semesters in which they received grades other than “C”.
- If currently enrolled, grades should be included with documentation.

Please print your grades from Black Board OR request a semester average from your instructor via email (must be directly from instructors SJC email address).

- Please bring any documentation that you believe can help explain the grades received during the timeline in question.

Examples of acceptable documentation:

- Medical Issues - hospital records, letter from a doctor on official letterhead*, etc.
- Death - obituary, death certificate, hospital records, etc.
- Birth/Childcare Issues - birth certificate, hospital records, statement from childcare provider*, etc.
- Employment - statement from employer on official letterhead*, work schedule(s), paystubs, etc.
- Transportation Issues - vehicle maintenance documentation, vehicle title, vehicle financed documentation, etc.
- Housing Issues - eviction notice, lease agreement, statement from other members in household*, etc.

* It is preferred that statements used for documentation purposes be typed and include the contact information and signature of the person providing the statement.
* Statements from employers and/or doctors should be on official letterhead with the contact information and signature.

All appeals and corresponding documentation are subject to professional judgment by a financial aid advisor. Please be prepared to provide additional information upon request.