



2021-2022 Graduated/Second Program Petition

Student Name: _____ COTC ID:

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Student Financial Services has established a process to review petitions related to students seeking a second degree. To have a petition reviewed, the student must submit a **typed** statement and **appropriate documentation** to Student Financial Services. **The deadline to file a petition is listed below. NOTE: While waiting for a decision on your petition, you MAY and should go to class.** Petitions received after this date will be reviewed; however, if the petition is approved, the student will regain eligibility for financial aid beginning the next semester enrolled. The petition may not be considered for the next semester if at the time the petition is reviewed, the student’s financial aid file is in an incomplete status. In general, the petition process is not to be used to extend the student’s financial aid eligibility.

Deadline dates to file a petition

- Summer 2021: May 17, 2021**
- Autumn 2021: August 17, 2021**
- Spring 2022: January 03, 2022**

Requirements for completing the appeal process:

- 1. A personal statement is required and documentation if necessary.** Explain in detail in a typed statement the reasons why you are returning to COTC to obtain a second degree.
- 2. Submit a copy of your Plan of Study or unofficial transcript.** You are encouraged to meet with your academic advisor or faculty advisor to complete the Academic Timeline or Individual Academic Plan (IAP) if you have any concerns regarding your academic timeline.
- 3. Print Student Loan and Pell Grant history** available at the Federal Student Aid website, studentaid.gov. Under “My Aid”, select “View Details” then “Loans” and “Grants”, to view and print your aid history. Submit with this petition.
- 4. Schedule a meeting with a Student Financial Specialist (in person or via telephone)** to discuss educational goals, Pell Lifetime Eligibility, aggregate loan limits, and the terms of the petition if it’s approved, etc.

My signature attests to the accuracy of all information and documentation submitted pertaining to this petition. I understand that if my petition is approved:

- a.** I will be placed on an academic plan which includes following my new plan of study, and
- b.** I must complete 100% of the classes attempted with a C or better, and
- c.** I will not be permitted to change my program again and continue to be eligible to receive financial aid.
- d.** If I do not meet the terms of this petition, I will not be eligible for financial aid.

Student Signature **(Required. DO NOT SIGN ELECTRONICALLY)** Date

NOTE: If additional information is needed for the petition, an email will be sent to the student’s school issued email account. Please check your email account frequently for important, time-sensitive messages from the college.

TO RETURN THIS FORM: **UPLOAD** all forms and documents in the **Student Assistance Portal**. Select the “Assistance” icon in the upper right-hand corner of the screen, followed by “Submit Financial Aid Documents” from the drop-down menu. Or, you can **FAX** to: 740-364-9533, or **MAIL** to: COTC, Student Financial Services, 1179 University Dr., Newark OH 43055. **DO NOT submit this form via email** as it will not be accepted.

All documents and forms submitted to Student Financial Services become the property of Central Ohio Technical College and cannot be copied or returned to the student, spouse, or parent (i.e. tax transcripts, verification worksheets, W2s, etc.)