

OFFICE USE ONLY
SIGNATURE:
DATE:
DETERMINATION:



2025-2026 Petition for Reinstatement (SAP Petition)

Student Information:

Student Name

ctcLink ID

Email Address

Phone Number

Please indicate the quarter(s) for which you are seeking reinstatement:

- Fall Winter Spring Summer

Please Read:

- Satisfactory Academic Progress (SAP) applies solely to financial aid eligibility.
- If your petition is not approved, you will be notified and must self-pay or withdraw from classes to receive a 100% refund of tuition and fees.
- You will be notified via email once your petition has been processed. If your petition is approved, the email will list any specific requirements you must meet before your financial aid awards are activated. We also recommend monitoring ctcLink for updates to your petition status – this is available 24/7.
- If your petition is not approved, you must successfully complete a minimum of 10 credits of coursework applicable to your academic program, without financial aid, before you can submit another Petition for Reinstatement of Aid.
- You can view the WCC Financial Aid Satisfactory Academic Progress Policy in the Financial Aid section of the WCC website.

Petition Requirements:

- Complete the ‘Student Information’ section at the top of this form.
- Attach a signed statement (maximum 250 words) describing your extenuating circumstances. Please include any supporting documentation.
- Attach a signed statement (maximum 250 words) outlining your plan for future academic success.
- If you have previously petitioned for reinstatement and were denied, you must attach documentation showing you have successfully completed at least 10 credits applicable to your academic program since your petition was denied.
- Sign and date the petition, then submit it to the Office of Financial Aid. →

Certification:

I have read this form and all instructions carefully. I understand that an incomplete or late petition may not be reviewed until the following quarter. I understand that I may be dropped from my classes or owe for my classes if I do not follow the petition instructions or do not submit the petition in a timely manner.

Student Signature

Date

Note: Certain documents may not be accepted via email due to the sensitivity of the information. Personal submission of this petition is recommended.