

# Request for Student Educational Plan (SEP) for Financial Aid Appeal or Loan Application

**Directions:** Students requesting a comprehensive Student Educational Plan (SEP) for a “Financial Aid Appeal” must complete this form and submit it directly to the **Financial Aid (FA) Office** by email to *lpcfinaid@laspositascollege* (indicate ‘**SEP REQUEST**’ on the subject line, or the mail form to the FA office). The form will be processed by the General Counseling division. Students will be notified when their SEP is complete and will need to download their petition as a .pdf file or can print it by logging into Degree Works through Class Web.

**\*\*EOPS, DSPS, CalWORKS students and Veterans should obtain an SEP directly from their program counselors\*\***

Name (Last, First)	Today's Date
Student W Number	Email
Phone Number	Major

Purpose of Petition:    Reinstatement Petition    Excessive Unit Petition    Student Loan

Semester Requested:    Fall    Spring    Summer   Year: \_\_\_\_\_

Degree pursuing at LPC (check all that apply):    AA/AS    AS-T/AA-T    Certificate    LPC Major : \_\_\_\_\_

AA/AS & Transfer    Transfer Only / I am transferring to a:    UC    CSU    Private College/University

Transfer University: \_\_\_\_\_ Transfer major: \_\_\_\_\_

Are you attending or have you attended another college/university?    Yes    No / Units taken or in progress \_\_\_\_\_

Have you submitted your official transcripts to Admissions and Records?    Yes    No

List below all prior colleges attended (do not include Chabot or Las Positas College)

College	Semester / Year	Approx. Units	Transcript submitted to A & R
Ohone College (Example)	Fall 2019-Spring 2020	15	Yes

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Counseling Office use only:**

Overall GPA:	Total Units Completed:	Hold(s) on Record:
Counselor Comments:		
Counselor Name (Print):	Counselor Signature:	
Date SEP entered in Degree Works:	Date Student Notified:	