

Request for Student Educational Plan (SEP) for Financial Aid Appeal

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.edu (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 counselor****

| | |
|--------------------|--------------|
| 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 2021-Spring 2022 | 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: | |