iFinancial_ Aid Satisfactory Academic Progress Steps

1 Check your Student Campus Solution

- Five to ten days after completing the FAFSA, all students expecting to receive financial aid at Laney College are required to check their Student Campus Solution (Formerly Passport) to see any additional documents needed. **Log in: sa.peralta.edu**

2 Make Zoom/SARS Appointment with Financial Aid

- If your To Do List require you to file an appeal, you can go to Laney.edu/Financial Aid website and under Zoom/SARS appointment, log in and set-up an appointment to inquire about the reason why you have to file a Financial SAP Aid Appeal.
- If a Financial Aid staff confirms that you are required to file a SAP Appeal, follow the steps below:

  Step 1. Go to our website: https://laney.edu/financial_aid/documents/
  Step 2. Select on the **2021-2022** Fall SAP Appeal form
  Step 3. Download the form and make sure you have adobe acrobat reader to download
  Step 4. Fill out and submit your form by **Email or Campus Logic**
  Step 5. Campus Logic Link:https: https://laney.verifymyfafsa.com/
  If you need help Live Chat with us at: https://laney.edu/financial_aid/

3 See a Counselor

- Schedule an Appointment Online at Laney.edu/counseling or call (510) 464-3152 to complete a Student Educational Plan (SEP)
- Students in special programs or learning communities may see the special program counselor for assistance with the SAP Appeal

4 Complete your requirements before submitting the Financial Aid Satisfactory Academic Progress (SAP) Appeal Form to the Financial Aid Office

- Make sure your Student Educational Plan (SEP) signed by Student Academic Counselor, Financial Aid SAP Appeal Form, & written Personal Statement are signed, dated prior to submitting to Financial Aid
- Submit a PCCD Academic Unofficial Transcript (including current courses)
- Attach **DOCUMENTATION** that can support your personal statement
- EOPS/ DSPS students must see respective Counselor if you're required to file SAP Appeal
- Students in special programs or learning communities may see the special program counselor for assistance with the SAP Appeal
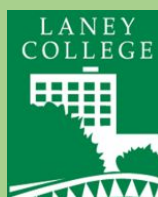
5 Submit your Financial Aid Appeal Packet

- You can submit your appeal through various methods. Email to l**aneyfinancial@peralta.edu or Upload through Campus Logic https://laney.verifymyfafsa.com/**
- The Financial Aid Appeal Committee will review the completed Appeal Packet
- The Committee's decision will be forwarded to the Financial Aid Office
- The FAO will notify you the Financial Aid SAP Appeal decision by postal mail or email

Laney Supports Undocumented Students

LANEY COLLEGE

Laney College does not discriminate on the basis of age, race, religion, color, gender identity, gender expression, sexual orientation, ancestry, citizenship, national origin, military or veteran status, disability, marital status, pregnancy, medical condition, and immigration status.

06/08/2021