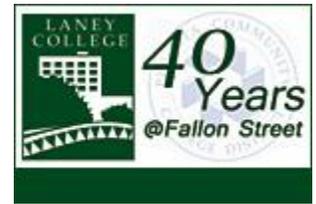




LANEY COLLEGE

FINANCIAL AID OFFICE

2011 – 2012



PROCEDURES FOR FILING PETITION FORM TO BE CONTINUED ON FINANCIAL AID

1. Petition forms should be filed during the first **six (6) weeks** of the semester. Students who were not notified of the need to petition during the first six weeks of the semester may request a time extension.
2. Students are required to submit the petition form to their regular counselor. You must select a counselor if you do not have one. All **EOPS** and **DSPS** students must see a counselor in that specific department.
3. Student must make an appointment with their counselor to complete an **Educational Goal Plan** for the financial aid petition. At the time you make your appointment please state the purpose for a Petition ED Plan. It usually takes approximately **30 minutes** for the counselor and the student to complete an Ed Plan for the petition.
4. **Part I and II** of the attached form must be completed before the time of appointment with your counselor and **must be presented to your counselor at the time of your appointment** along with any previous Ed Plan **if this is not your first petition.** (*Financial Aid Office can provide a copy of prior Ed Plan*).
5. Students must submit the completed petition to the Financial Aid Office with the following documents. (*This is not the Counselor's responsibility.*)

- **COMPLETED ED PLAN**
- **ACADEMIC TRANSCRIPT**
- **CURRENT COURSE**
- **OTHER DOCUMENTS (i.e. MEDICAL and/or DEATH CERTIFICATES)**

6. A committee will review the completed petition request and the academic progress of each student. **The committee's decision will be forwarded to the Financial Aid Office.**
7. Student will be advised of the Petition Committee's decision by mail.
8. Please note that during peak periods there may be an extended wait of up to 2 – 6 weeks for Petition Committee decisions. **(There will be no committee meetings during registration periods.)**

