

# iFinancial\_Aid Satisfactory Academic Progress Steps

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## Check your Passport

- Five days after completing the FAFSA, all students are required to check their Passport for Financial Aid Account (**To Do List**) for additional needed documents to complete your Financial Aid File. Go to [passport2.peralta.edu](https://passport2.peralta.edu) or Live Chat with us at: <https://Laneyfinaid@peralta.edu>

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## Contact your Financial Aid Specialist

- Go to [Laney.edu/Financial Aid](https://Laney.edu/Financial_Aid) website to locate your specialist who's been assigned to you according to your last name
- If your **To Do List** requires you to file an Appeal, you can contact your Financial Aid Specialist to inquire about the reason why you have to file Financial Appeal
- If your Financial Aid Specialist confirms you're required to file a Financial Aid Appeal
  - Step 1. Go to our website: [https://laney.edu/financial\\_aid/documents/](https://laney.edu/financial_aid/documents/)
  - Step 2. Click and select on the 2019 - 2020 Spring Appeal
  - Step 3. Download the form and make sure you have adobe acrobat reader to download if you don't have it install that can help you to convert to fillable form
  - Step 4. Fill out and submit your form by emailing to your specialist
  - If you need help Live Chat with us at: <https://Laneyfinaid@peralta.edu>

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## See a Counselor

- Schedule an Appointment online at [Laney.edu/counseling](https://Laney.edu/counseling) or call (510) 464-3152
- Get your Student Education Plan (SEP) and make sure Academic Counselor and Student are sign and date on your Educational Plan

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## 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 and Academic Counselor), Financial Aid SAP Appeal Form, written Personal Statement are signed, dated prior to submitting to Financial Aid Office
- 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

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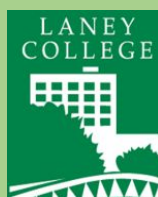


## Sign and submit your Financial Aid Appeal Packet

- Sign and submit your application online email or mail to Financial Aid Office
- 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



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05/19/2020