



FINANCIAL AID OFFICE

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 ☎ (415) 239-3575/3576 • Fax (415) 239-3917

Please Read!

PETITION PROCEDURE

Federal regulations require a student to petition if she/he has already earned an associate degree, bachelor degree, master degree or higher and plans to obtain another degree or certificate at a 2-year college. For financial aid purpose, the Department of Education counts any 2-year degree or higher even it is obtained outside of the United States. Only students with an approved petition will be considered for financial aid.

- Students who have earned a ***bachelor degree or higher*** will only be considered for the state Board of Governor's Fee Waiver (BOGW), Federal Work Study, Federal Direct Subsidized/ Unsubsidized loans, and Federal Perkins Loan. If you are only interested in Board of Governor's Fee Waiver, please see staff in the Financial Aid Office. **YOU DO NOT NEED TO PETITION** for this waiver.
- Students who have earned an ***associate degree*** may be eligible for federal and state grants.

STEPS TO COMPLETE BEFORE COUNSELING APPOINTMENT

Failure to do so may delay the petition process.

1. **Complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.edu.gov.**
2. **Register for class/es toward the completion of your educational goal.**
3. **Schedule an appointment** with a Financial Aid Academic Counselor at Cloud Hall 324 to petition.
4. **Fill out the Petition Form.** The form can be found at the link provided below or at the Financial Aid Office. <http://www.ccsf.edu/NEW/ccsf/en/student-services/financial-aid/Forms.html>.
5. **Prepare a statement (please type) for your counseling appointment.**
For tips on how to get started, please review *Section V on page 2* of this document.

PLEASE BE ADVISED

- ❖ Provide a clear educational goal. For example: pursuing a certificate or associate degree, transfer to a 4 year college/university, or fulfill requirements toward a master degree. Course registration must reflect your educational goal. If you are not clear about your educational goal, we advise you to meet with a counselor prior to filing a petition for financial aid.
- ❖ For a list of eligible credit certificates, please check the link provided below or contact Financial Aid Office for this information. Not all credit certificates are eligible and approved by the federal government for financial aid. <http://www.ccsf.edu/NEW/content/dam/ccsf/documents/Financial/EligCrCertProg.pdf>
- ❖ Maintain Financial Aid Satisfactory Academic Progress requirements (cumulative 2.0 GPA and complete 67% of all the units attempted).
- ❖ All units transferred will be reviewed for financial aid consideration.
- ❖ All petitions will be evaluated and a response will be emailed to your CCSF GMail account within 2-5 business days.
- ❖ If your petition is approved, please return to the Financial Aid Office and submit all requested financial aid documents to the front counter staff. If you have any questions regarding financial aid processing such as documentation information, award eligibility, or disbursement schedule, please see Financial Aid staff.



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PLEASE COMPLETE BEFORE COUNSELING APPOINTMENT

Must submit in person

PETITION FORM

PETDEG

For deadlines, please check the financial aid calendar.

Last Name

First

MI

Student ID/ SSN

I. ACADEMIC SEMESTER(S) AND YEAR FOR WHICH YOU ARE PETITIONING

Fall

Spring

Summer

II. MAJOR _____

III. EDUCATIONAL GOAL. Please check appropriate box(es)

- Earn a Certificate (See list of federal approved programs)
- Obtain an Associate Degree
- Transfer to a 4-year college/university to obtain a Bachelor Degree
- Fulfill requirements to enroll in a Master Degree

Office Use Only

Received: _____

Decision: _____

Process: _____

IV. DEGREE YOU HAVE ALREADY RECEIVED. Please check appropriate box(es)

Check	Degree Received	Major of Study	Graduation Year
<input type="checkbox"/>	AA/AS		
<input type="checkbox"/>	BA/BS		
<input type="checkbox"/>	MA/MS or higher		

V. PLEASE ATTACH A TYPED STATEMENT

- ✓ Explain reason(s) for continuing your education at City College of San Francisco.
- ✓ Be sure to include your educational goal/major, duration of the program, anticipated time of completion, and current class enrollment. You may be asked to provide program requirements to support your petition. For example, admission requirements to a college/university or prerequisites for a master program.

VI. _____
Student Signature

Date

