



YOU MUST WRITE YOUR ID NUMBER AND NAME ON THIS PAGE, EXACTLY AS YOU WROTE IT ON THE PREVIOUS PAGE:

Student "My Tri-C" ID number: S

Student **LAST** name (one letter or dash or space per box)

Student **FIRST** name

MI

**Attach to this form a sheet answering the questions below:**

2. Write a brief statement explaining how this problem prevented you from completing classes with passing grades. Please attach documentation that supports your claim.
3. Describe what steps you will take to ensure that you will successfully complete the courses you plan to take. This may include changes to your academic plan, changes to your work schedule, changes in family obligations, treatment for health and mental health challenges, or some other planned action. **Be specific.**
4. Was a Tri-C faculty or staff member involved in the development of your plan for future academic success? If so, please list the person's name and department.
5. If you are planning to finish work for classes that have "I" grades, list the class(es) and when you expect to receive the grade. Please include the department code and class number. **Write "NONE"** if applicable.

**It is recommended that you review to assure all questions are answered and all required documentation is provided before you submit this application. If any questions are left blank or if documentation is missing, the decision on the appeal will be delayed until all required items are provided. Submit your completed appeal to any Student Financial Assistance Office (see addresses at the bottom of this page). The Student Financial Assistance Office will communicate its decision to the student.**

**STUDENT AFFIRMATION**

All of the information submitted in this appeal is true and complete to the best of my knowledge.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EASTERN CAMPUS  
Student Services 1600  
4250 Richmond Road  
Highland Hills, OH 44122  
1-800-954-8742  
FAX 216-987-2411

METROPOLITAN CAMPUS  
Student Services 209  
2900 Community College Ave.  
Cleveland, OH 44115  
1-800-954-8742  
FAX 216-987-4130

WESTERN CAMPUS  
Student Services 224  
11000 Pleasant Valley Rd.  
Parma, OH 44130  
1-800-954-8742  
FAX 216-987-5141

Student Financial Assistance Office Use Only
Appeal Decision: _____
Letter Mailed: _____
Other Comments: _____ _____

