

# 2010-2011 CENSUS DATE DISBURSEMENT POLICY APPEAL

(FOR FINANCIAL AID PURPOSES)

## Deadlines for submission

Fall 2010	October 22, 2010	Spring 2011	April 22, 2011
Winter 2011	January 28, 2011	Summer 2011	July 15, 2011

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PRINT Last Name \_\_\_\_\_ First Name \_\_\_\_\_ PSU ID Number \_\_\_\_\_

Term Appealing: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Purpose of Census Appeal

You can use this appeal to request that we consider credits registered for after the publicized census date of the term in which you are appealing. **Forms received after the term deadline stated above will not be reviewed.** Factors that will be taken into consideration in determining the outcome of this appeal are: subsequently dropped credits after the official census date and federal regulations regarding late (post-term) disbursements and complete withdrawals.

## Directions for Completing this Appeal

1. Indicate below the event(s) that prevented you from successfully registering before the publicized census date.

- UNIVERSITY ERROR** Describe the error in detail on the back of this form and attach written documentation from the department involved in the error. *Failing to provide documentation will delay review of your appeal until such documentation has been received.*
- WAITLISTED FOR A CLASS BEGINNING AFTER OFFICIAL CENSUS DATE** You must have successfully registered for this waitlisted class **before** submitting this appeal form. Indicate the course, CRN, and number of credits on the back of this form.
- OTHER UNUSUAL CIRCUMSTANCES** Describe in detail what the circumstances were that prevented you from registering before the publicized census date. Provide documentation to support your claim if applicable.

2. Use the back of this form to describe the event indicated above that prevented you from successfully registering before the publicized census date. Also list the course(s) and the number of credits that you are requesting to be counted as your official term registration. Attach the documentation indicated.

Portland State University  
Office of Student Financial Aid  
PO Box 851  
Portland, OR 97207-0851

503-725-3461  
800-547-8887  
FAX 503-725-5965  
www.pdx.edu/finaid

CENSUS - Department Use Only

OFFICIAL USE ONLY

APPROVED     DENIED     PENDING    SIGNED: \_\_\_\_\_

NOTES \_\_\_\_\_ DATE: \_\_\_\_\_

process completed by: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME \_\_\_\_\_ PSUID NO. \_\_\_\_\_

Write a concise statement explaining how these events prevented you from registering before the publicized census date. Use another page if necessary.

List the class(es) you wish to have counted towards your term registration for financial aid. You must be enrolled in the class(es) listed at the time the petition is submitted.

EXAMPLE:

<u>CRN</u>	<u>Dept &amp; number</u>	<u>Course Title</u>	<u>Number of Credits</u>
12345	SPAN 203	2 <sup>nd</sup> year Spanish	4 credits

Have you previously submitted a census appeal before? (check one)    Yes    No

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**If any questions are blank or if documentation is missing, the decision on your appeal will be delayed until all required items are provided. Submit your completed appeal to The Office of Student Financial Aid. Monitor your appeal request on your Financial Aid record via the Banweb system ([www.banweb.pdx.edu](http://www.banweb.pdx.edu)).**

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