

PORTLAND STATE UNIVERSITY

Office of Student Financial Aid & Scholarships

2019-2020 CENSUS DATE DISBURSEMENT POLICY APPEAL

DEADLINES FOR SUBMISSION			
FALL 2019	December 14, 2019	SPRING 2020	June 13, 2020
WINTER 2020	March 21, 2020	SUMMER 2020	Sept. 5, 2020

PRINT Last Name

First Name

PSU ID Number

Term Appealing: _____

Purpose of Census Date Appeal:

To request that we consider credits that you added after the published census date of the term in which you are appealing; for the purpose of increasing your *institutional* financial aid disbursement. **Appeals are not allowed for increases to federal or state grant funds.**

YOU SHOULD BE REGISTERED IN ALL CREDITS BEFORE SUBMITTING YOUR APPEAL FORM TO OUR OFFICE. If you are not fully registered but have a DAC appeal in process, attach a copy of that appeal to this (completed) form.

Directions for Completing this Appeal:

1. Indicate below the event(s) that prevented you from successfully registering before the published census date.
 - UNIVERSITY ERROR.** Describe the error in detail on the back of this form and attach documentation from the appropriate department.
 - WAITLISTED FOR A CLASS BEGINNING AFTER OFFICIAL CENSUS DATE.** You must successfully register for this waitlisted class before submitting this appeal form. Indicate the course, CRN, and number of credits below.
 - OTHER UNUSUAL CIRCUMSTANCES.** Describe in detail the circumstances that prevented you from registering before the published census date. Provide documentation to support your statement.
2. List the class(es) you wish to have counted towards your term registration for financial aid disbursement.

CRN

Dept. & number

Course Title

Number of Credits

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CENSUS

PRINT NAME _____ PSU ID # _____

3. Write a concise (signed) statement explaining how events prevented you from registering before the published census date. Remember to attach appropriate documentation supporting your statement.

4. Have you previously submitted a census appeal for a different term? Yes___ No___

By signing below, I indicate that everything provided in this appeal is accurate and true to the best of my knowledge. I also understand that this request can only be considered in regards to institutional funding types. Federal and state grants cannot be increased based on registration added after the published census date. Student loans can be increased after the census date via an online Revision Request form (a census appeal is not required for loans).

Student signature _____ Date _____

If any questions are left blank or if documentation is missing, your appeal cannot be reviewed. Submit your completed appeal to The Office of Student Financial Aid and Scholarships. Monitor your appeal request on your Financial Aid record via the Banweb system (www.banweb.pdx.edu).

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