

Guidance on Possible Third-Party Documentation

Students who are appealing their SAP status of "Disqualified" status for federal student aid under the SAP policy must submit **Third Party Documentation** to support their appeal. This documentation should either confirm the existence of extenuating circumstances or demonstrate the student's current ability to meet minimum SAP standards. The tables below offer a list of potential evidence for Third Party Documentation; however, students are not limited to these examples provided.

Example of circumstances that meet the criteria: "Out of the student's control"	Examples of documentation
Accident, Injury, non-chronic illness, mental health hospitalization of student or close relative	• Letter from your treating physician • Letter from a counselor/therapist/treating provider • Letter from the treating hospital • Account statement from the treating hospital • Admissions/discharge paperwork or care summary
Death	• Copy of death certificate or Obituary/ letter from the funeral home and documentation to show relationship to deceased
Undiagnosed/ untreated health conditions or learning difference	• Letter from the treating physician • Letter from the Accessible Education Center (AEC) learning specialist or academic counselor
Loss of basic Needs (Childcare, Transportation, Health Care, Food, Housing, Employment) *All letters must be on letterhead, dated and signed by third party.	• Letter from the Child Care provider of end date or reduction of services • School notification of closure and move to remote learning • Letter from previous employer • EDD Statement • Letter from insurance company regarding coverage • Landlord letter / Eviction notice • Photos taken by you or your insurance claim or letter from your insurance company • Police report • Work order from auto body repair shop with date • Proof if change in bus route or carpool changes • Letter from a shelter, services

Examples of circumstances that meet the criteria: “how has your situation changed and why can you now meet SAP requirements?”	Example of Documentation:
Treating health conditions or learning difference that previously went untreated	• Letter from the treating physician • Letter from the AEC
No longer experiencing homelessness	• Letter from a shelter, services • Letter/Form from homeless liaison

Gavilan College acknowledges that producing supporting documentation may sometimes be unreasonable or could potentially cause re-traumatization. In such cases, please reach out to the financial aid office. We are here to help!