



Cerritos College CalWORKs

Phone: (562) 860-2451 Ext. 2593

11110 Alondra Blvd. Norwalk, CA 90650 Website: www.cerritos.edu/calworks

Student Appeal Form

Semester Term and Year: _____

Date of Request: _____

Student Name: _____

Student ID Number: _____

Case Number: _____

Phone #: (____) _____

Email: _____

Receiving a Deferment:

You have seven (7) days from the day you enroll to pay tuition fees. If you are unable to pay these fees, you are entitled to a 45-day deferment. This will allow you extra time to either pay the fees or request money from your GAIN worker.

To request a deferment, please indicate the following:

1. Which fees you are unable to pay and why?
2. What steps you are taking to secure the money?
3. When are your fees due?

Additional Information Regarding Fees:

You have seven (7) days from the day you enroll to pay tuition fees. If, however, your enrollment date is on the Friday prior to start of the first day of the semester, then you will be dropped from classes on Sunday. If your enrollment date is after the first day of the semester, you will have until the end of the semester to pay your fees; however, there will be a hold on your record until those fees are paid and you or your instructor will not be allowed to add or drop any classes and/or request transcripts.

The request for deferment will be given to the CalWORKs Program Facilitator for processing. Requests will be processed within 72 hours.

Work-Study Employment Verification Letter:

If you are a Work-Study student and are requesting a Work-Study Employment Verification Letter to be sent to your GAIN or Cash-Aid Worker regarding your earnings, please indicate the following:

1. Reasons you were asked to submit the letter
2. Any other information that you were told to include in the letter

The request for a letter will be given to the CalWORKs Work-Study staff for processing. Requests will be processed within 72 hours.

Other: _____

Please be specific and detailed in your request. Specify any deadlines or contact information that might be needed.

The request will be given to the appropriate CalWORKs staff for processing. Requests will be processed within 72 hours.

To be completed by CalWORKs Staff

Follow-up notes, if any: _____

Staff Signature: _____

Request Completed on: _____