



HARTNELL COLLEGE

Admissions & Records – CO-TOP Appeal Request

411 Central Avenue ☎ Salinas, CA 93901

(831) 759-6014 (fax) ☎ Admissions@hartnell.edu

**LAST DAY TO SUBMIT A CO-TOP APPEAL
October 30, 2020 – NO EXCEPTIONS**

Please print or type (complete Section 1, below)

Today's Date: _____

Student's Name: _____

Any previous names used while attending Hartnell: _____

Student ID/SSN: _____ Date of Birth: _____

Address: _____ City, State, Zip: _____

Email Address: _____ Phone: _____

SECTION 1

I would like to appeal the action of the 30 day Co-Top notification that I recently received. I further understand that I only have 30 days from the date of the letter to appeal. Please provide a detailed account of why you should be granted an appeal (use a separate sheet of paper if needed). Your signature below authorizes Hartnell College to review your record.

Sem/Year requesting to be appealed:	Indicate \$ amount from your letter:

Student's Signature

Date

SECTION 2 – OFFICE USE ONLY

<input type="checkbox"/>	Western Stage	<input type="checkbox"/>	JAJ	<input type="checkbox"/>	Other Sponsorship	<input type="checkbox"/>	Records no longer available / Class 3 records
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Comments: _____

Co-Top Appeal Approved

Co-Top Appeal **NOT** Approved

Dean of Student Affairs / Enrollment Services

Date

Sent to Cashier

If Appeal is Granted – Cashier's Office Only

The Student's balance has been cleared for the semester indicated above and will be removed from the Co-Top list.

Rebilled student account

Removed BOHLD

Comments: _____

Cashier's Signature

Date